Addison City Council Meeting

June 9, 2026
Addison Town Hall
15600 Addison Road
Addison, Texas 75001

Email comments may be submitted using the Public Comment Form located on Addison's website by 3:00 PM on the meeting day. The meeting will be live-streamed at www.addisontx.gov.

WORK SESSION

The Addison City Council will convene in the Town Hall Work Session Room beginning at 5:00 PM.

1. **Call Meeting to Order and Announce that a Quorum is Present.**

2. **Public Comment.** The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.

3. **Council Member Clarification Requests Regarding Consent Agenda Items.**

   a. Council Questions and Answers.

4. **Closed Meeting.** The Addison City Council will enter a Closed Meeting pursuant to Texas Government Code Sections 551-071 through 090 to discuss the following item(s):

   a. Pursuant to Section 551.071(1)(A) - Pending Litigation - Budget Suites of America v. Town of Addison, Cause No. DC-19-09630, 191st Judicial District, Dallas County District Court.

   b. Pursuant to Section 551.087 (1) and (2) Deliberation Regarding Economic Development Negotiations - to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects:
      - Project Gold Leaf

- Project Pegasus

5. **Open Meeting.** In accordance with Texas Government Code Chapter 551, the Addison City Council will reconvene in an Open Meeting to consider action, if any, on the matters discussed in the Closed Meeting.

6. **Work Session Reports**

   a. Present and discuss the Wayfinding and Signage Master Plan.

   b. Present and discuss the Addison FixIT App, the Town's citizen engagement platform. *Sponsored by: Deputy Mayor Pro-Tempore Darren Gardner and Council Member Marlin Willesen.*

   c. Present and discuss potential amendments to the Unified Development Code (UDC).

COUNCIL MEETING

The Addison City Council will convene for a Council Meeting beginning at 7:00 PM in the Town Hall Council Chambers.

1. **Pledge of Allegiance.** United States and Texas Flags

2. **Proclamations / Presentations**

   a. City Manager's Announcements.

   b. Employee Recognition.

3. **Public Comment.** The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.

4. **Consent Agenda.** All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.

   a. Consider action on the Minutes from the May 26, 2026 Regular City Council Meeting.

5. **Public Hearings.**

   a. Hold a public hearing, present, discuss, and consider action on a request to amend the permitted use and development standards for Planned Development, Ordinance Nos. 085-100 and 095-035, for a 2.42± acre property generally located at the northwest corner of Landmark Place and Dallas Parkway, and addressed as 14841 North Dallas Parkway. Case 1951-Z/Aberdeen PD Amendment.

   b. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 5000 Belt Line Road, Suite 430 that is currently zoned Planned Development (PD), Ordinance No. 004-001, for a restaurant to allow late-night hours of operation. Case 1952-SUP/Insomnia Cookies Late-Night Hours.

6. **Items for Individual Consideration.**

   a. Present, discuss, and consider action on an Ordinance amending the Town's Annual Budget for the Fiscal Year Ending September 30, 2026, to provide funding for the addition of one police officer and legal services offset by sales tax, debt refunding cost offset by new bond proceeds, Addison Junction infrastructure design, transfers from the Airport Fund, motor vehicle barriers and LPR camera systems with offsetting grant revenue, replacement of a total loss vehicle covered by insurance and a new crane truck, and prior year encumbrances.

   b. Present, discuss, and consider action on a Resolution supporting the nomination of Census Tract 136.28 for designation as a Qualified Opportunity Zone under the Opportunity Zone 2.0 program established by Section 70421 of the One Big Beautiful Bill Act of 2025; and authorizing the Director of Economic Development to submit the nomination packet to the Texas Economic Development and Tourism Office, Office of the Governor, on or before June 26, 2026.

7. **Items of Community Interest.** The City Council will have this opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition; a reminder about an upcoming event organized or sponsored by the Town of Addison; information regarding a social, ceremonial, or community event that was or will be attended by an Addison City Council member or an official; and, announcements involving an eminent threat to public health and safety in Addison that has arisen since posting this agenda.

8. **Adjourn Meeting.**

NOTE: The City Council reserves the right to meet in a Closed Meeting at any time during this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551. Any decision held on such matters will be conducted in an Open Meeting following the conclusion of the Closed Meeting.

THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES. PLEASE CALL

(972) 450-7017 AT LEAST 48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.

Posted by: Valencia Garcia
Date posted: June 3, 2026 Time posted: 5:35 PM
Date removed from bulletin board: _____
Removed by: _____

Regular City Council Meeting **3. a.**

Meeting Date: 06/09/2026

Department: City Manager

AGENDA CAPTION:

Council Questions and Answers.

BACKGROUND:

The Council Questions and Answers document, along with any handout(s) provided during the meeting, will be attached below. Due to the requirement to post the agenda prior to these attachments being created, the Council Questions and Answers document will be uploaded just prior to the meeting. Any handouts presented during the meeting will be added on the next business day.

FISCAL IMPACT

N/A

RECOMMENDATION

Information only.

Regular City Council Meeting **4. a.**

Meeting Date: 06/09/2026

Department: City Manager

AGENDA CAPTION:

Pursuant to Section 551.071(1)(A) - Pending Litigation - Budget Suites of America v. Town of Addison, Cause No. DC-19-09630, 191st Judicial District, Dallas County District Court.

BACKGROUND:

N/A.

FISCAL IMPACT

N/A.

RECOMMENDATION

Information only.

Regular City Council Meeting **4. b.**

Meeting Date: 06/09/2026

Department: City Manager

AGENDA CAPTION:

Pursuant to Section 551.087 (1) and (2) Deliberation Regarding Economic Development Negotiations - to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects:

- Project Gold Leaf
- Project Pegasus

BACKGROUND:

N/A

FISCAL IMPACT

N/A

RECOMMENDATION

Information only.

Regular City Council Meeting **6. a.**

Meeting Date: 06/09/2026

Department: Public Works

Key Focus Areas: Mobility and Connectivity

AGENDA CAPTION:

Present and discuss the Wayfinding and Signage Master Plan.

BACKGROUND:

In conjunction with Council direction to update the Town's Master Transportation Plan (MTP), staff was also directed to develop a comprehensive Wayfinding and Signage Master Plan. By integrating these two plans, the Town will ensure coordination across transportation and navigation systems and leverage shared insights to establish a cohesive, town-wide strategy for mobility and wayfinding throughout Addison.

The Wayfinding and Signage Master Plan aligns with the Town's Strategic Plan, specifically Key Focus Area: Vibrant, Active, and Engaged Community. This initiative directly supports Initiative 6.5, which aims to enhance Addison gateways and visual appearance of streetscapes to optimize Addison brand. The Wayfinding and Signage Master Plan is intended to achieve the following objectives:

Improve Navigation
Strategically placed wayfinding signage and gateway monuments will enhance navigation for residents, visitors, and commuters throughout Addison. This effort will also provide an opportunity to review and refine naming conventions, where appropriate, to improve clarity and consistency.

Enhance User Experience
Clear, intuitive signage will reduce confusion and improve overall efficiency for all users of Addison's transportation network, including pedestrians and motorists.

Develop Brand Consistency
The plan will integrate Addison's brand identity into the wayfinding system to create a cohesive visual environment. This includes enhancing or establishing distinct identities for unique districts within the Town, reinforcing sense of place while maintaining overall brand consistency.

On November 12, 2024, Council approved a professional services agreement with Kimley-Horn for a not-to-exceed amount of $239,600 to develop the Wayfinding and Signage Master Plan. Kimley-Horn, in collaboration with their sub-consultant Corbin, have been actively working to:

- Develop standardized wayfinding signage concepts and sign type array.
- Develop sign specifications.
- Create signage schedule.
- Prepare planning-level cost estimates and an implementation plan.
- Recommend districts and signage treatments.

Representatives from the consultant team will present the draft Wayfinding and Signage Master Plan to Council to review findings, discuss recommendations, and collect Council feedback prior to finalization. Once feedback is received and comments are addressed, the formal adoption of the Wayfinding and Signage Master Plan will be brought forward for consideration at the next City Council meeting. During this discussion, staff will also provide a proposed implementation plan for Council consideration.

FISCAL IMPACT

The FY26 Budget includes $789,060 to implement Phase I of the Wayfinding Signage Master Plan and install Trail 911 Location Markers.

The proposed FY27 Budget would include $804,060 to implement Phase II of the Wayfinding Signage Master Plan.

The adopted FY26 5-year Capital Improvement Plan includes funding from the Hotel Fund of $435,000 and $1,152,120 from the Self-Funded Project Fund for this project, however staff now recommends funding the entire project from the Hotel Fund.

RECOMMENDATION

Staff requests Council direction.

Attachments

Presentation - Wayfinding and Signage Master Plan

Draft Wayfinding and Signage Master Plan

Wayfinding and Signage Master Plan

June 9, 2026

Rebecca P. Diviney, PE, Director of Public Works & Engineering
Ignacio Mejia
Jeff Frank

ADDISON

Kimley»Horn

CORBIN DESIGN

Project Overview

- Purpose
- Budget
- Project Process Key Highlights
- What is Wayfinding?
- Importance of Wayfinding in Addison
- Recommendations
- System Design Process
- Documentation
- Conceptual Cost Estimate
- Next Steps

Purpose

- The Plan aligns with the current Key Focus Area – Vibrant, Active, and Engaged Community.
- Initiative 6.5 aims to enhance Addison gateways and visual appearance of streetscapes to optimize Addison brand.
- The Advance Addison 2050 Comprehensive Plan recommends adopting a Wayfinding System Plan for implementation throughout the Town.
- Existing signage is inconsistent in both look and content. Many have reached the end of their service life.

Budget

CAPITAL IMPROVEMENT PLAN:

FY25: $248,900

- Professional Service Agreement with Kimley Horn Associates – $239,600.
- Funding Source – Self-Funded Projects Fund and Hotel Special Revenue Fund.

FY26: $789,060

- Phase I implementation and installation of Trail 911 location markers.
- Funding source – Hotel Special Revenue Fund.

FY 27: $804,060

- Phase II implementation.
- Funding Source: Hotel Special Revenue Fund.

Total Funding Available: $1,593,120

Project Process Key Highlights

Project initiation and town tour – February 2025.

Project goals and objectives confirmation.

- Reviewed existing conditions.
- Coordination across plans and departments.

Town tour:

- Vehicular and pedestrian patterns.
- Architectural context and brand.
- Understanding Addison's context.
  - Districts
  - Parks
  - Art
  - Key destinations

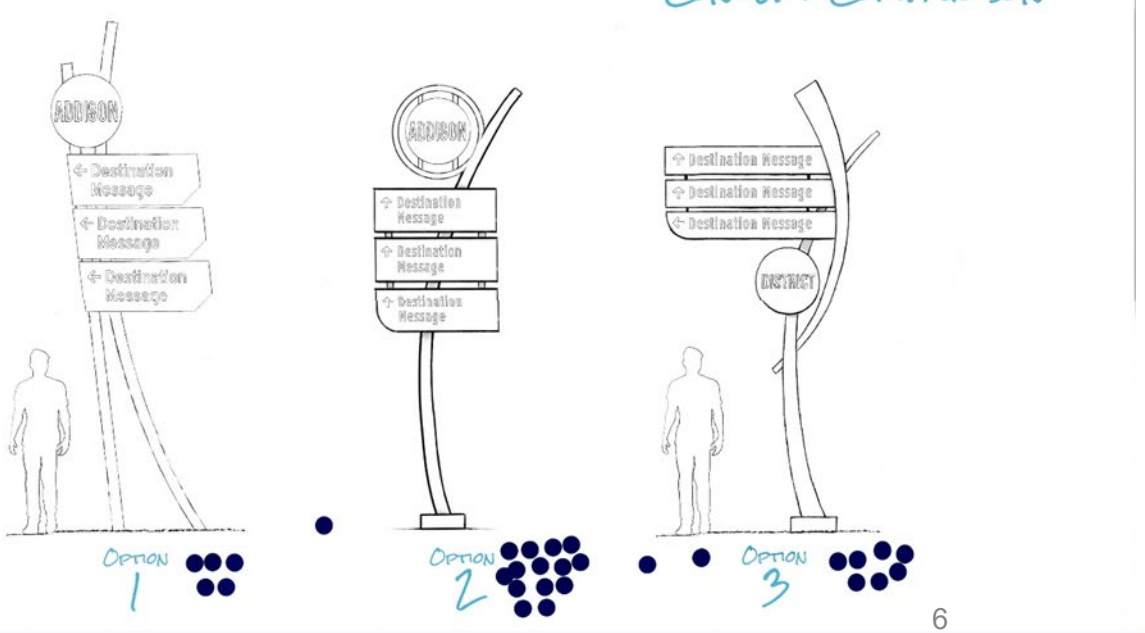
Project Process Key Highlights

Town staff concept review sessions:

- Build consensus.
- Confirm Addison's brand.
- Confirm sign messaging.

Spring Town Meeting – April 1, 2025.

- Three concepts presented.
- Option 2 was preferred.
  - Single-post design.
  - Addison brand-focused design
  - Maintain Addison blue.
  - Durable materials.



What is Wayfinding?

way•find•ing *(n.)*

Direction for
people in motion

What is Wayfinding?

It contributes to sense of place.

Importance of Wayfinding in Addison

- Reinforces and reflects the Town's current brand.
- Strengthens user confidence through a consistent sign family and unified messaging.
- Reinforces the Town's boundaries.
- Expect a 10-20 year lifespan on new signs that will be modern, compliant, and uniform.

Recommendation – Improved Identification

- New identification signs designed to match the system and reflect the Town brand.
- Multiple sizes based on space available.
- Can be phased based on individual locations.

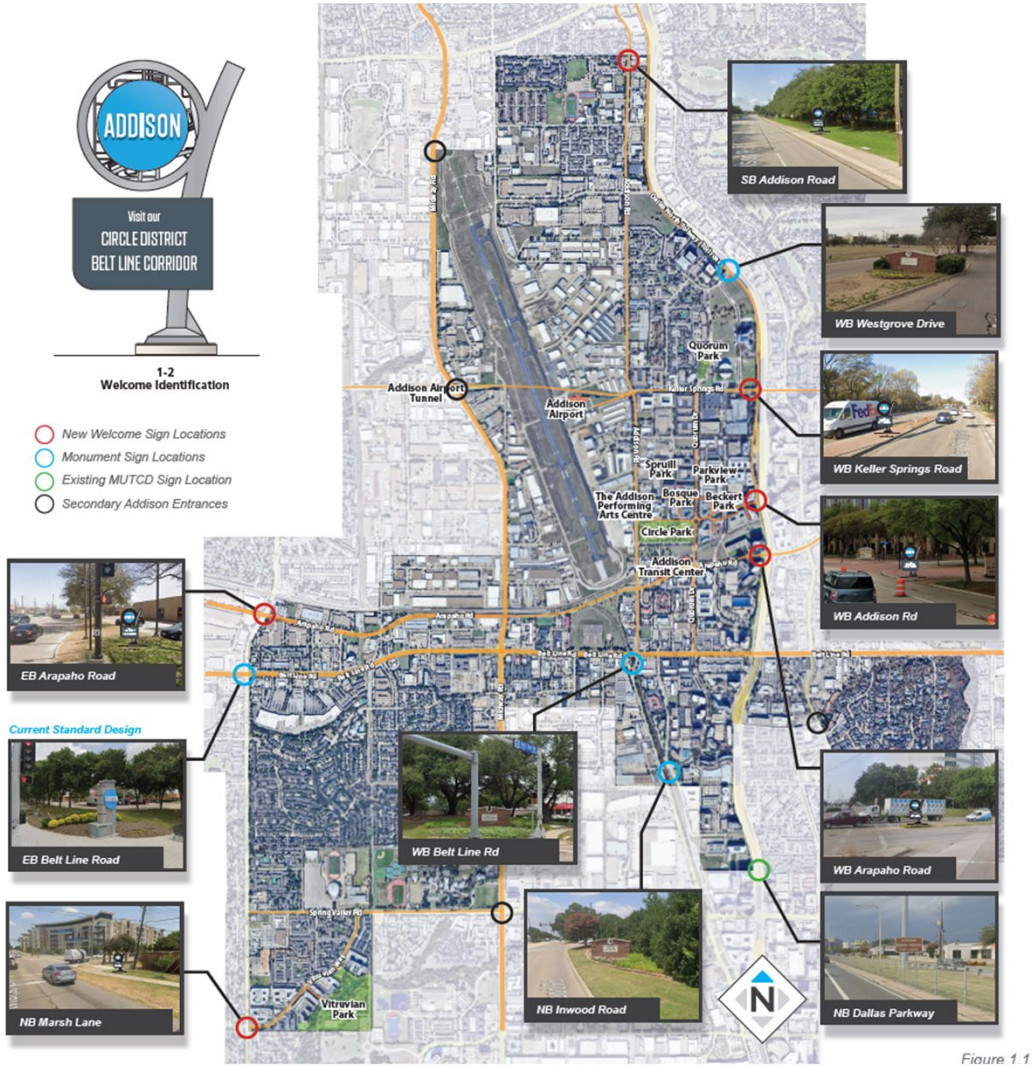


Figure 1.1

Recommendation – Combination Wayfinding

- Logic is based on directing to both districts and destinations.
- A wayfinding area / district should be home to a variety of destinations and amenities for visitors.
  - Addison Circle District
  - Belt Line Corridor

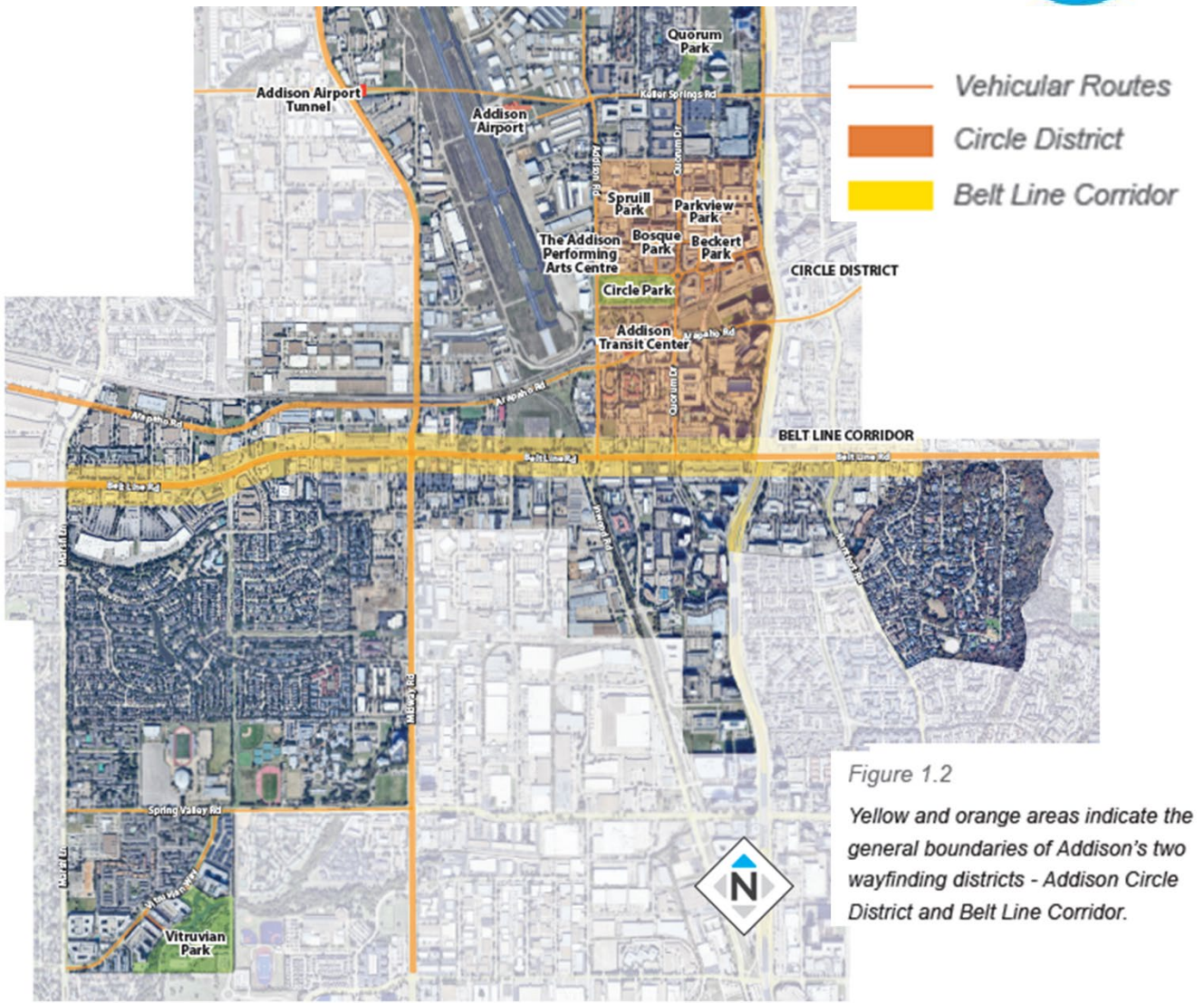
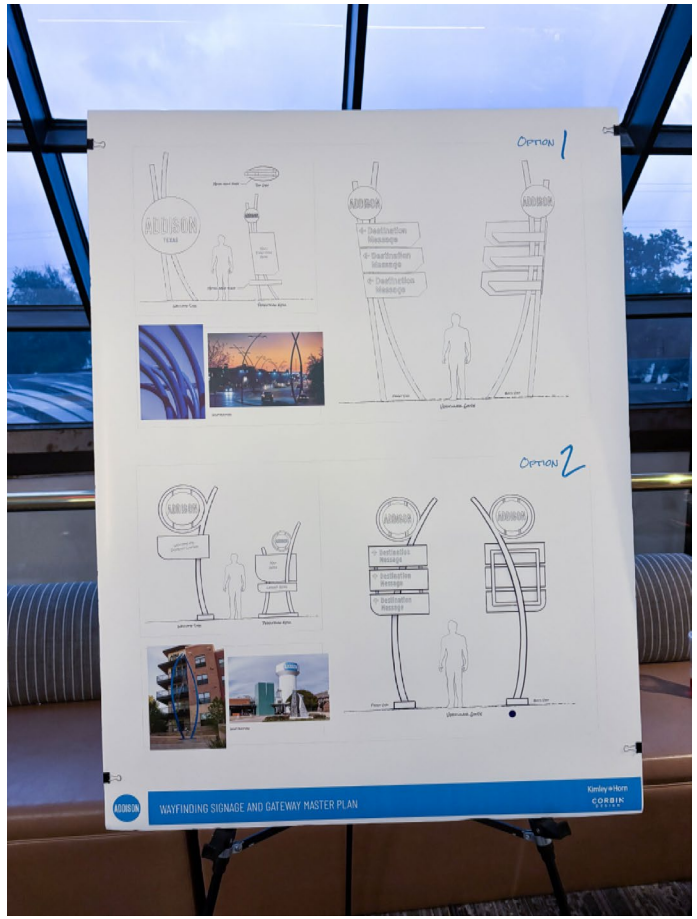


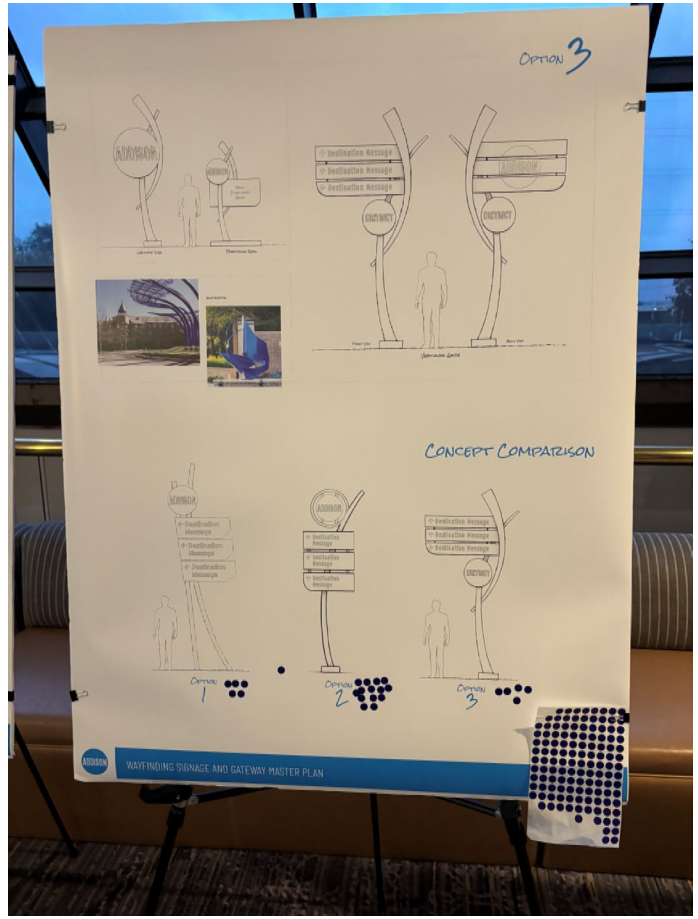
Figure 1.2

Yellow and orange areas indicate the general boundaries of Addison's two wayfinding districts - Addison Circle District and Belt Line Corridor.

System Design Process

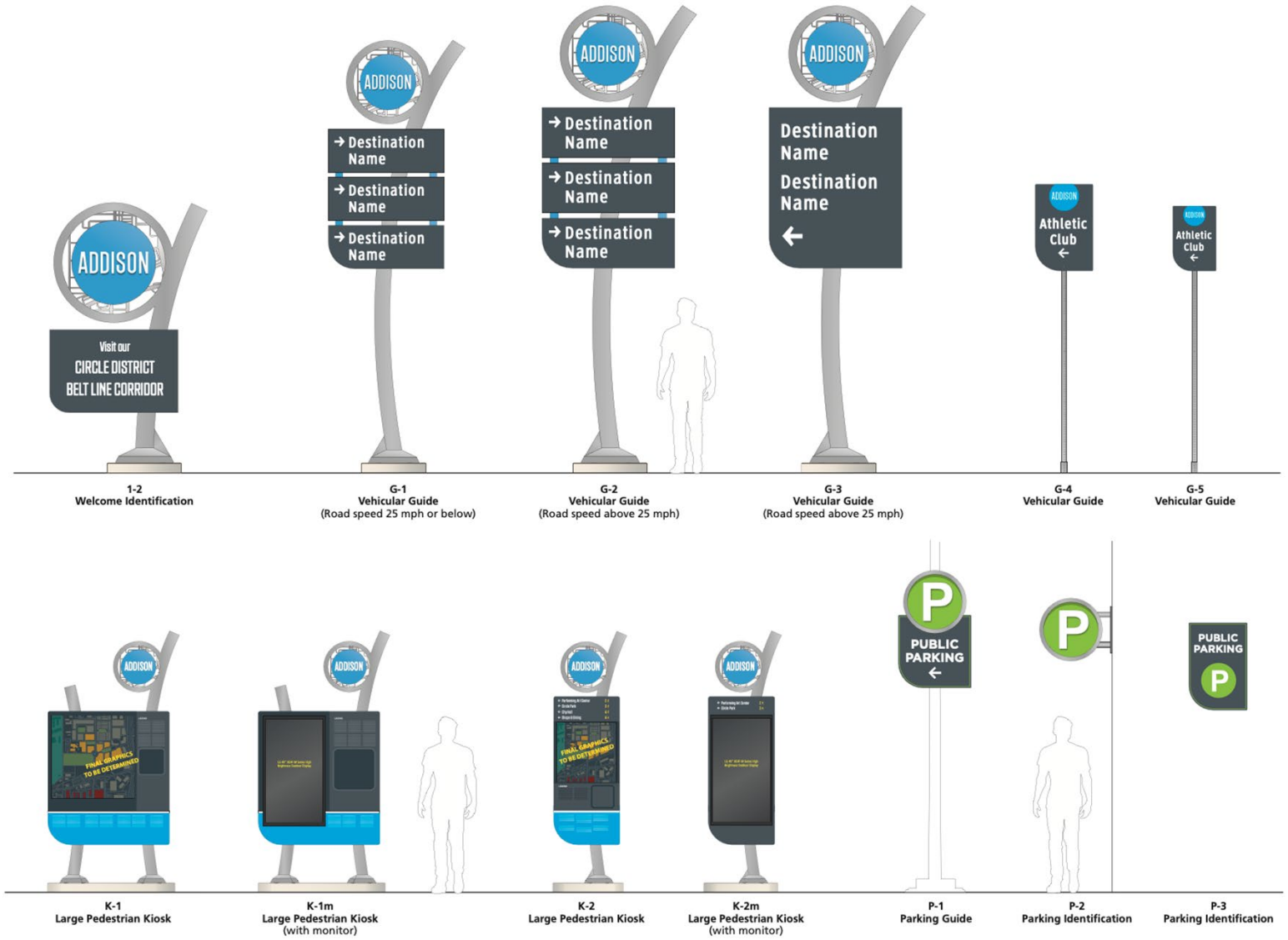
- Prepared design sketches, inspiration.
- Developed three concepts for Spring Town Meeting in April 2025.
  - Majority supported selected concept.
- Created design intent drawings.
- Developed a statement of probable cost.



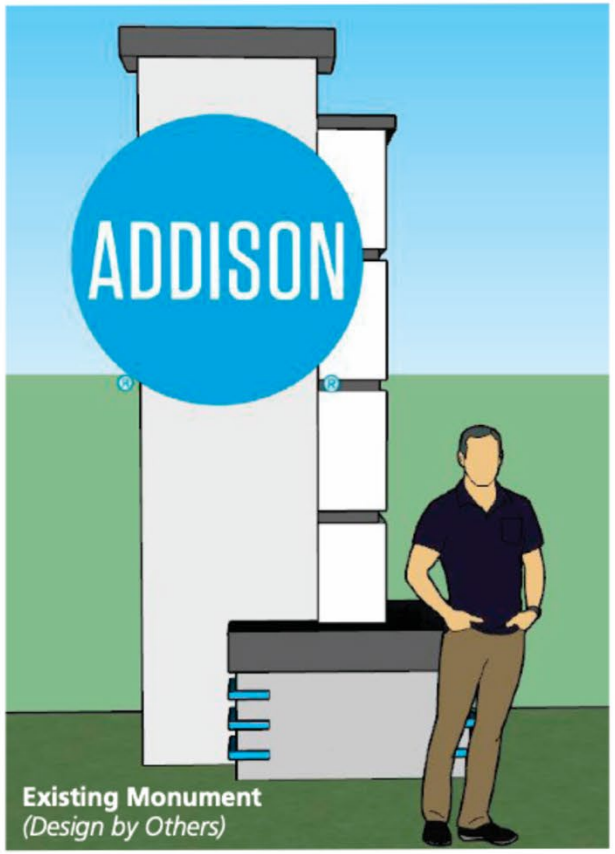


Concept Boards from April 2025 Town Hall Meeting

Sign Type Array

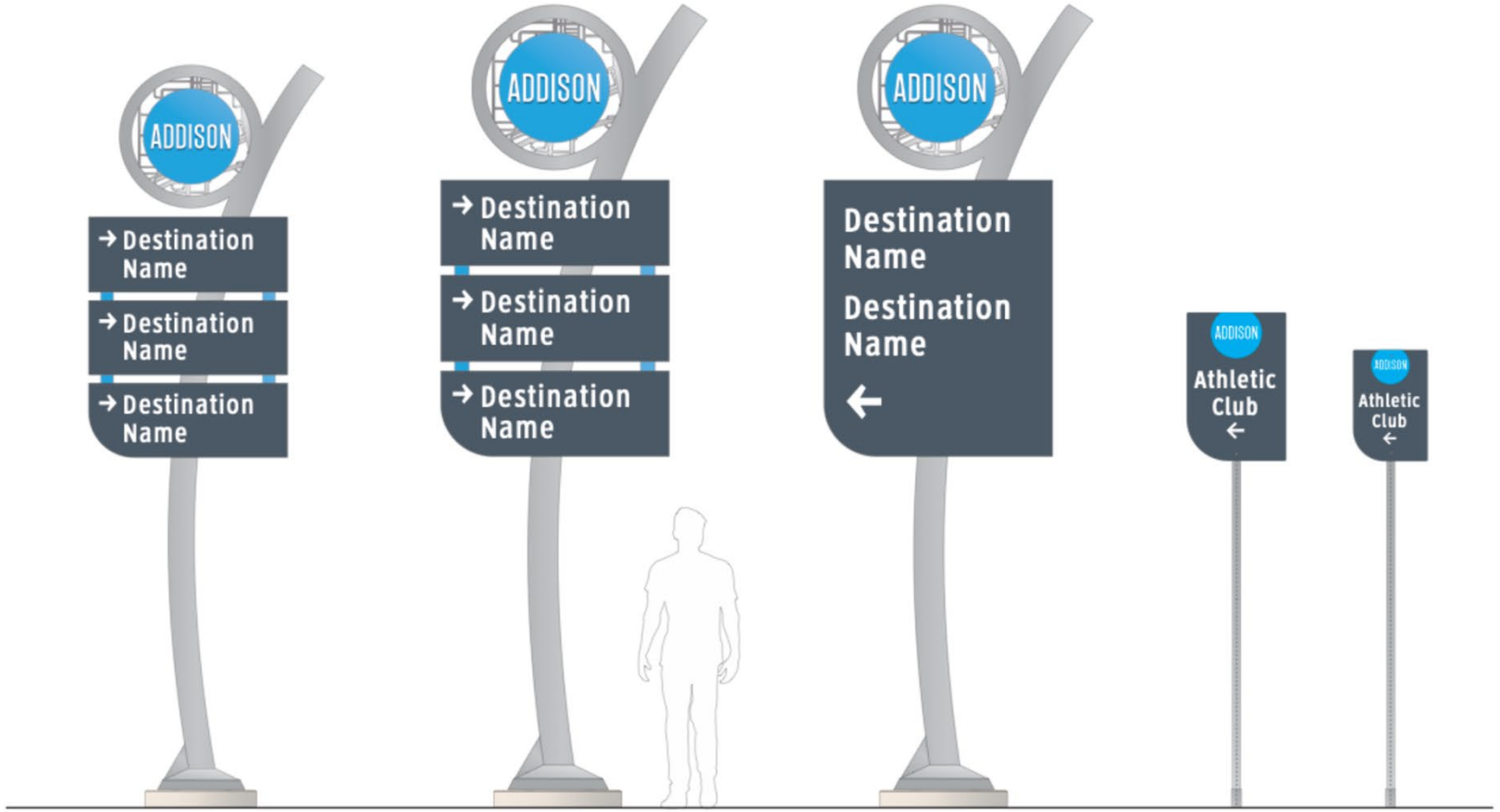


Welcome Signs



1-2
Welcome Identification

Vehicular Guide Signs



G-1
Vehicular Guide
(Road speed 25 mph or below)

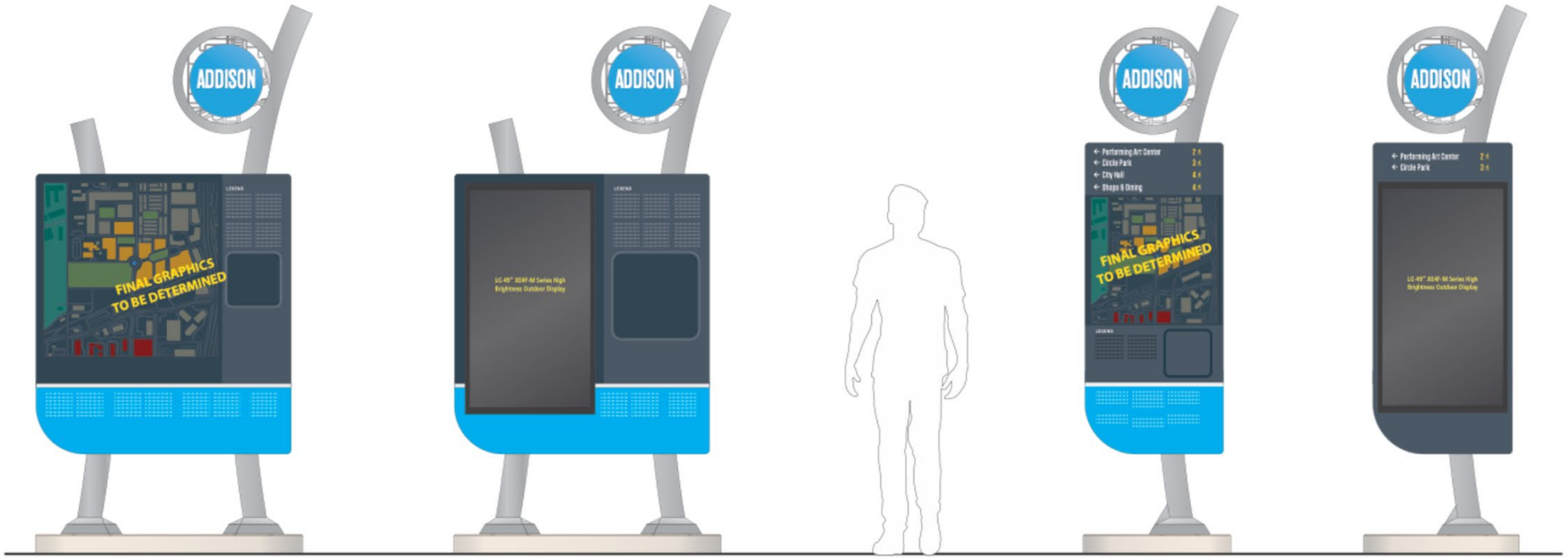
G-2
Vehicular Guide
(Road speed above 25 mph)

G-3
Vehicular Guide
(Road speed above 25 mph)

G-4
Vehicular Guide

G-5
Vehicular Guide

Pedestrian Kiosks



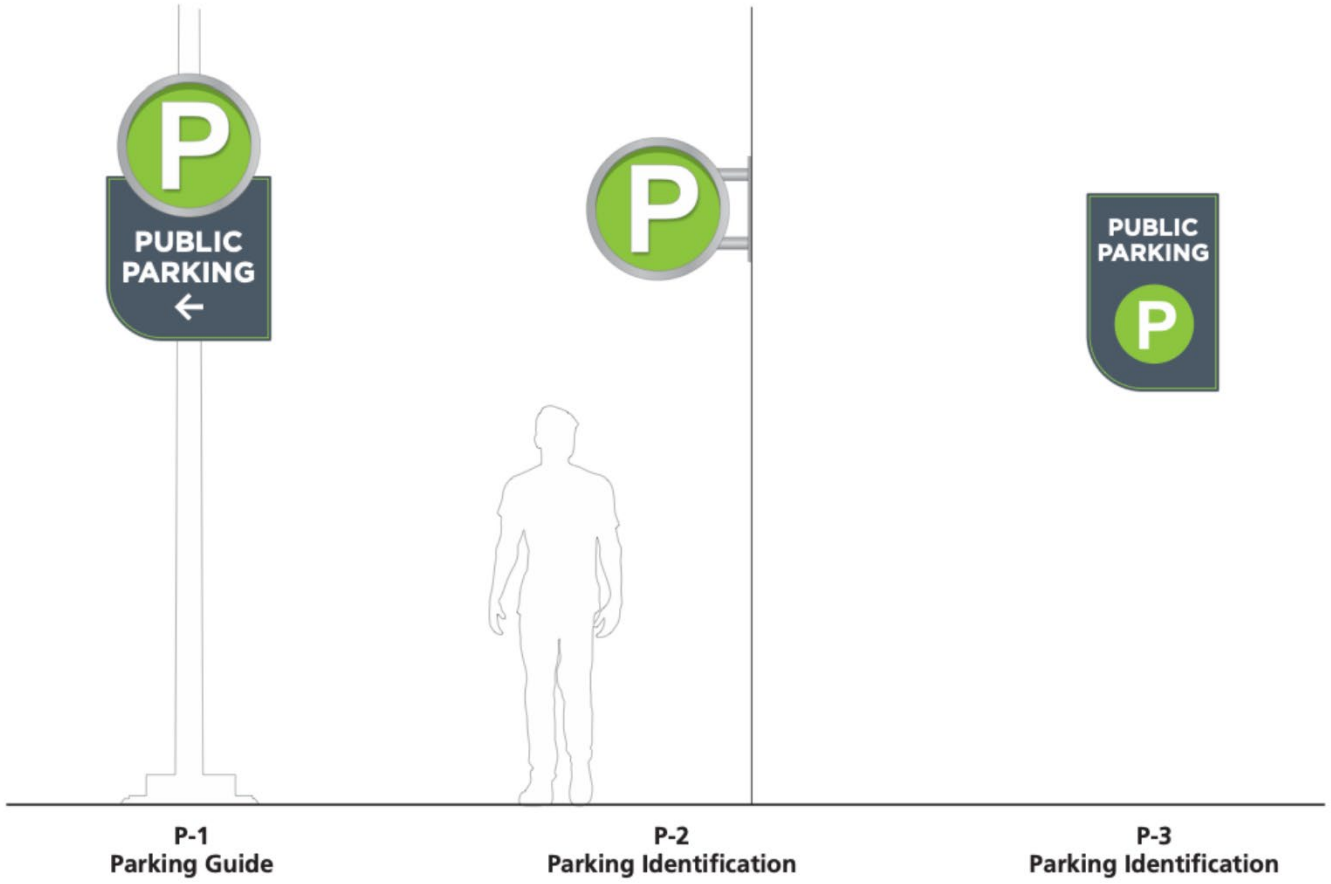
K-1
Large Pedestrian Kiosk

K-1m
Large Pedestrian Kiosk
(with monitor)

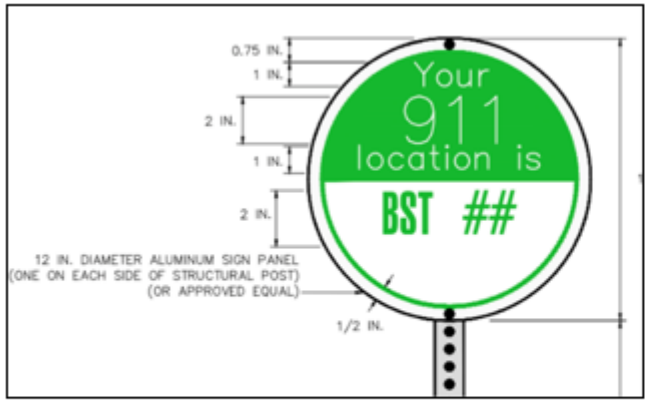
K-2
Large Pedestrian Kiosk

K-2m
Large Pedestrian Kiosk
(with monitor)

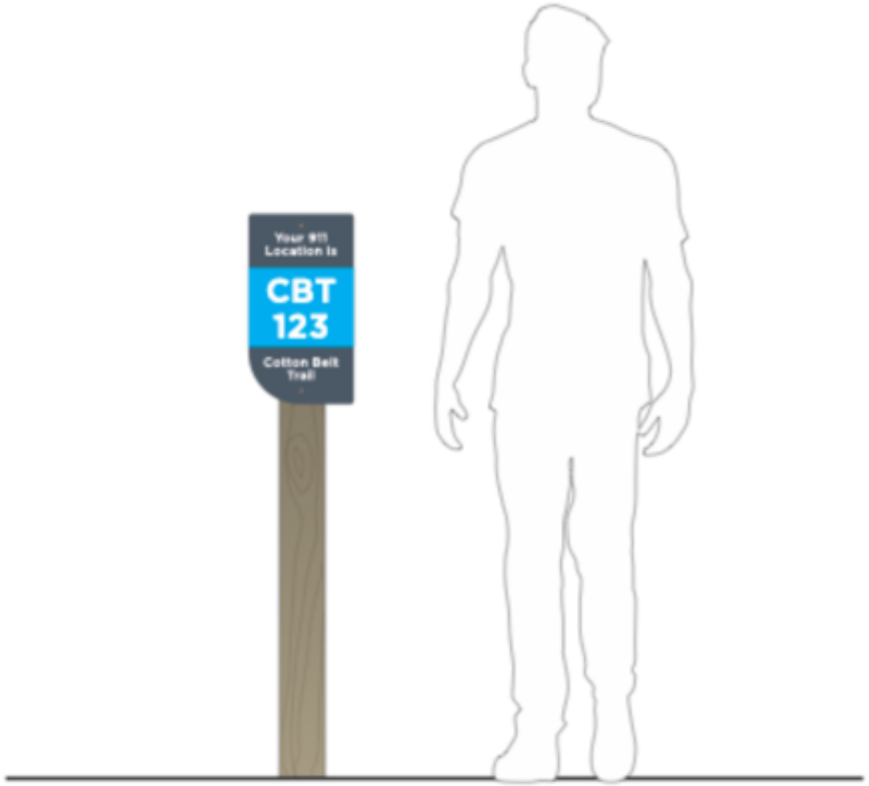
Parking Signs



Trail Location 911 Marker



Example 911 locators

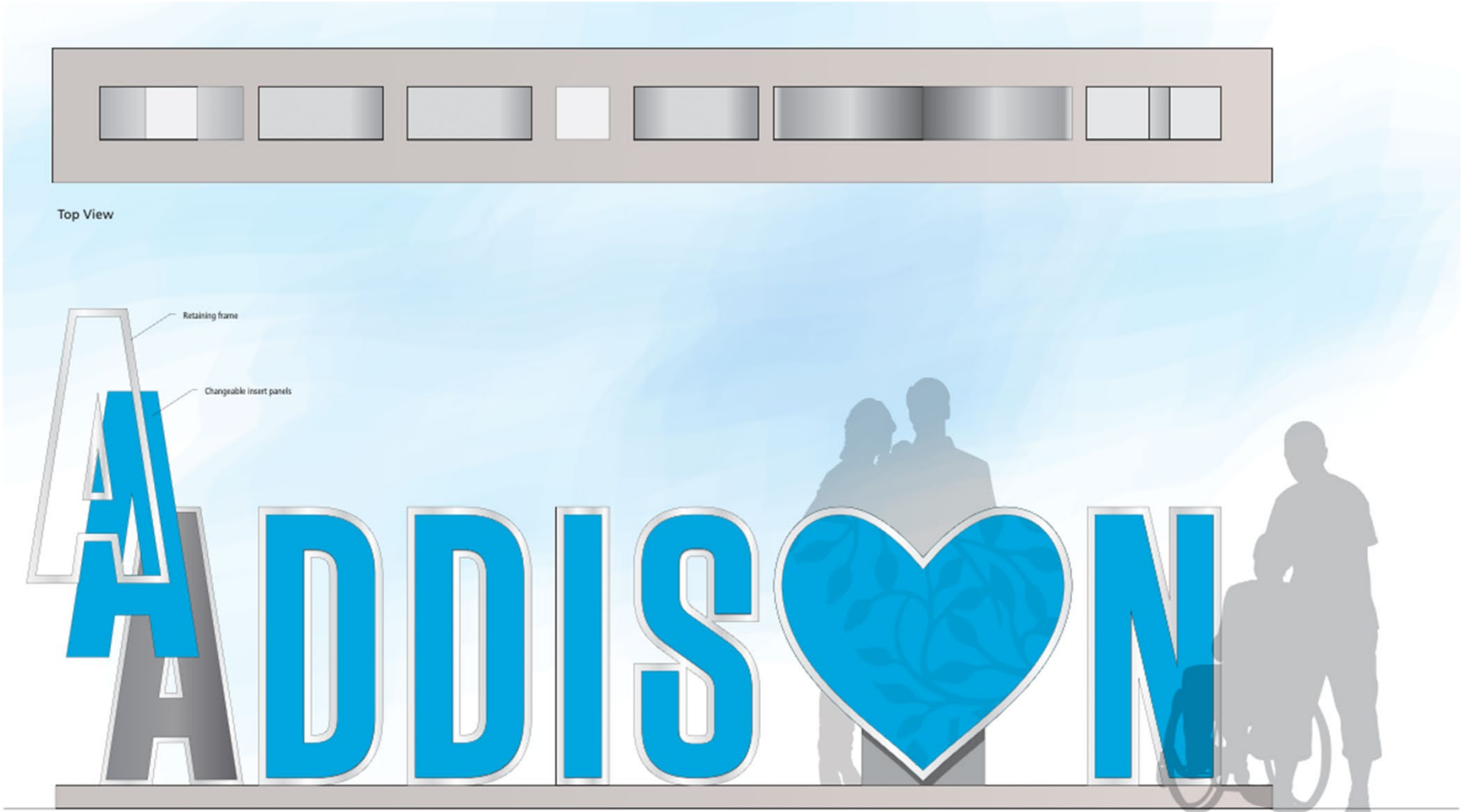


Trail 911 Marker

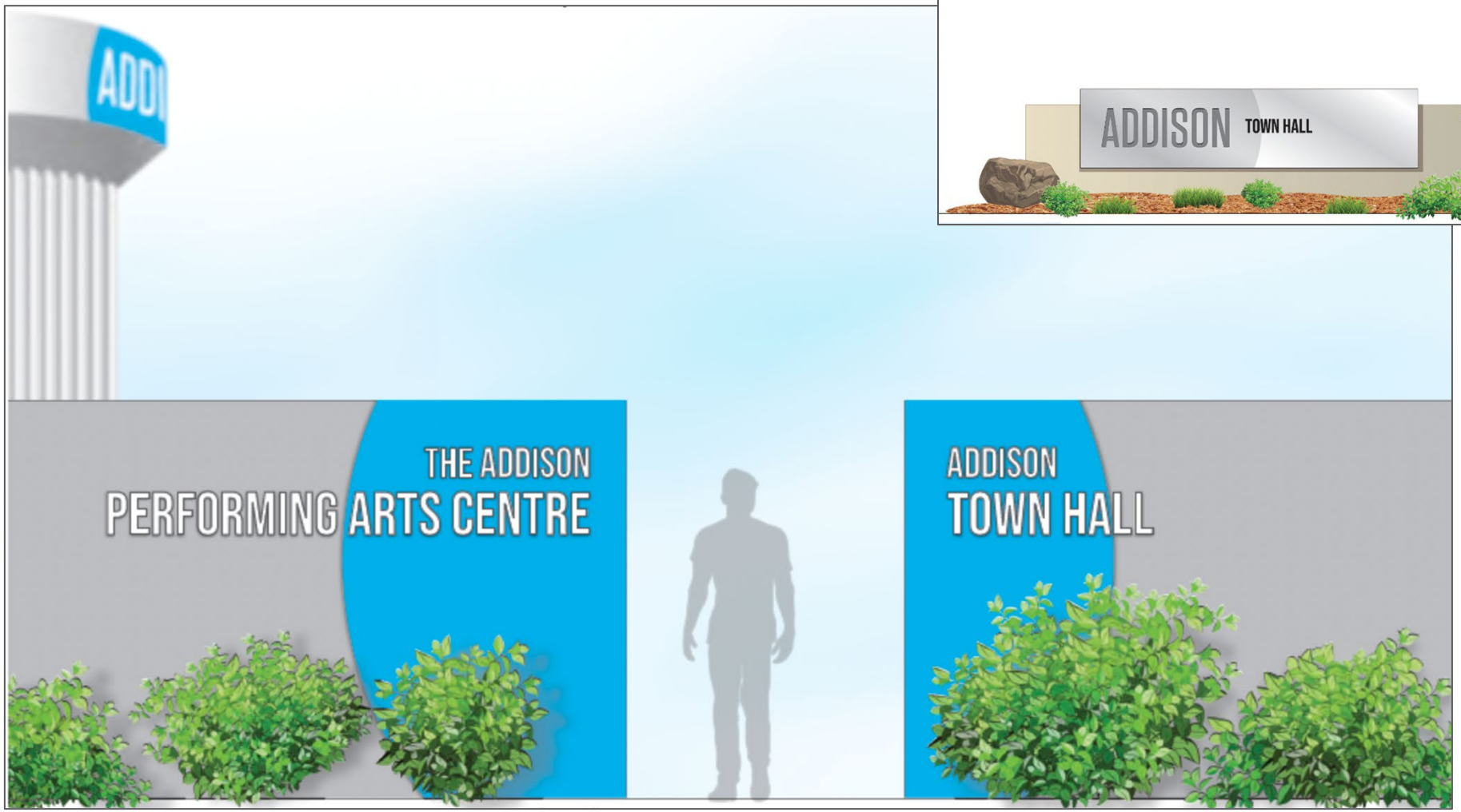
Preliminary Layout

System Design – Landmark Sign

Inspiration Images



System Design – Town Hall Identification

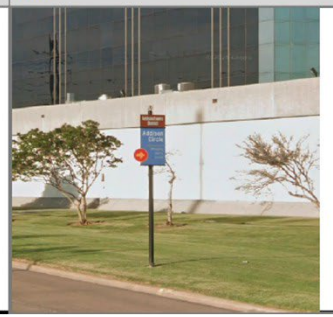


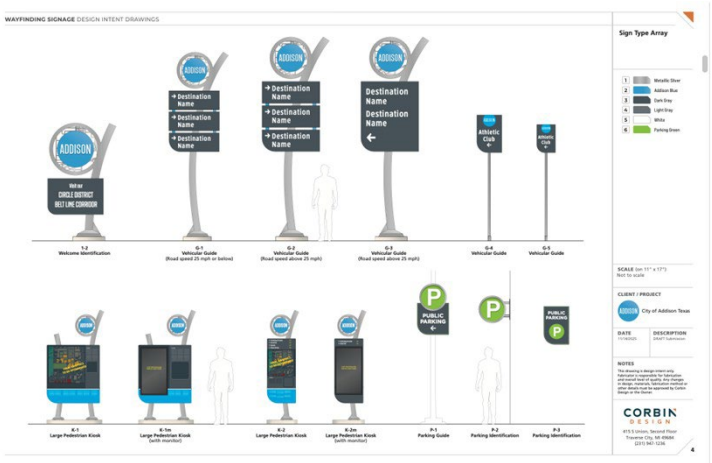
Documentation

- Prepared sign location plans and message schedules.
- Verified locations and messaging onsite.
- Assembled the Wayfinding Signage and Gateway Master Plan.

ADDISON, TEXAS ADDISON, TEXAS WAYFINDING SIGN MESSAGE SCHEDULE — **DATE: 10/24/2025**

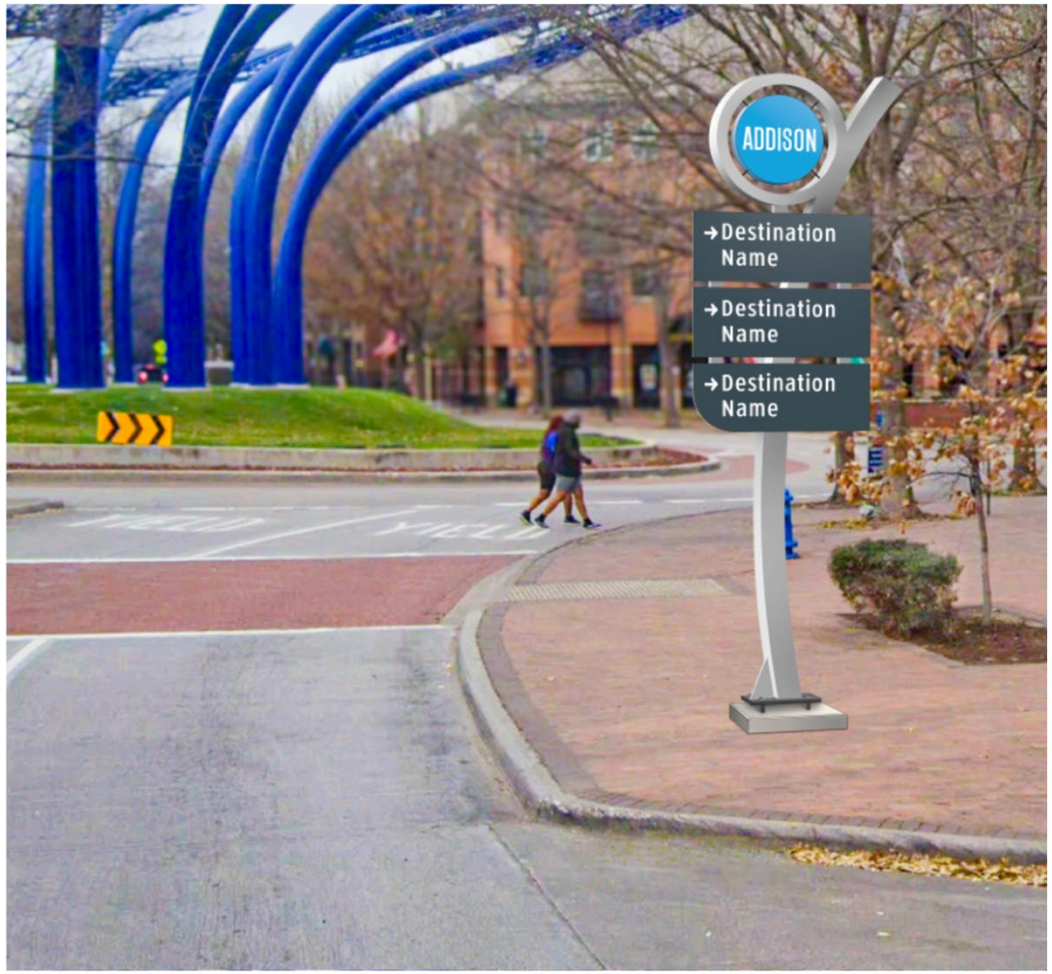
SIGN NUMBER	SIGN TYPE CODE	
115	G-1	Vehicular Guide, Large - 2 message

SIGN MESSAGE	SIGN DETAILS	PHOTO
→ Belt Line Corridor → Circle District	**Sign Face Direction** North **Cross Roads** Dallas Pkwy & Belt Line **Installation Conditions** Soil/Grass **Demolition** Yes, see notes.	
NOTES Remove existing sign and install in same location.		



Samples of sign message schedule (top), design array (left) and sign location plan (above).

Conceptual Cost Estimate



Wayfinding Signage Packages

Phase 1:

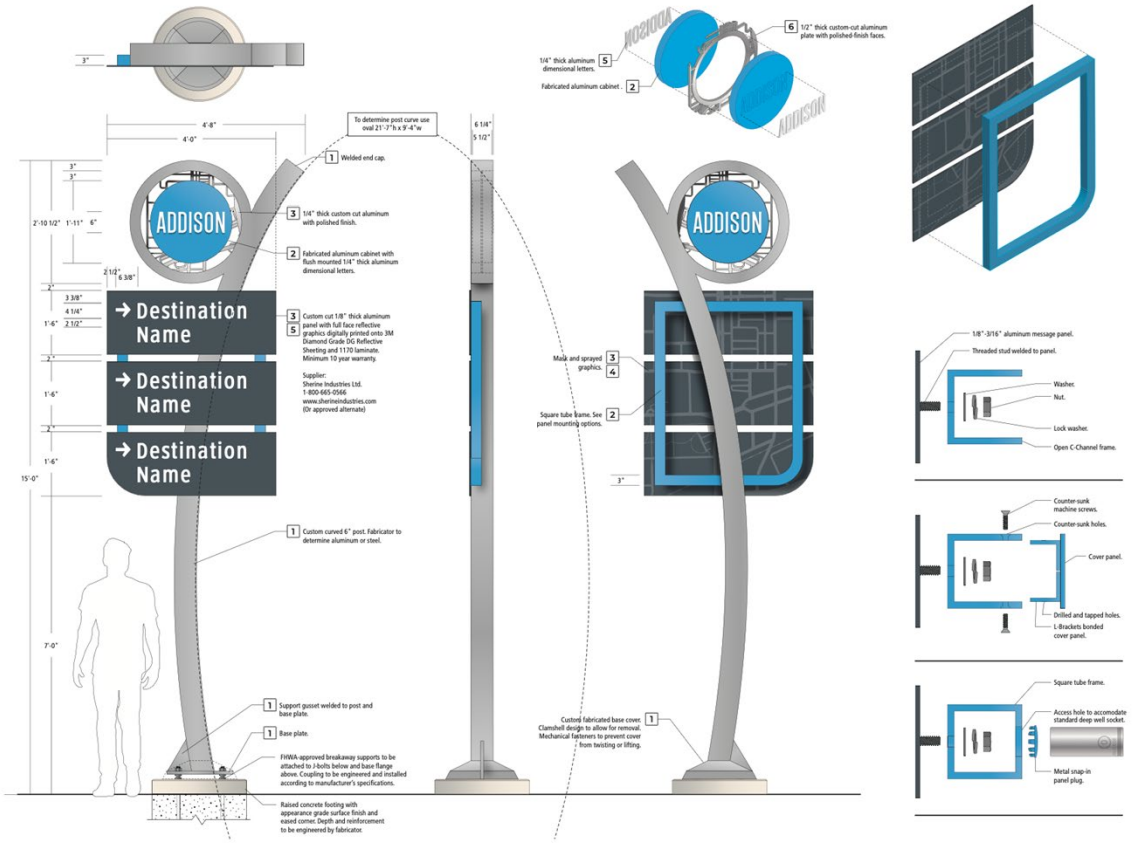
- Welcome/ID, Town Hall and Landmark Signs - $485,000
- Pedestrian Wayfinding, Trail Plan and 911 Markers - $295,000

Phase 2:

- Vehicular and Parking - $602,000

Next Steps

- Receive and implement City Council feedback.
- Bring forward the Wayfinding Master Plan for adoption at the next City Council meeting.
- Prepare phased implementation, bid-ready plans and begin constructing the signage.



Design intent drawing

Questions?

JUNE 2026

DRAFT

ADDISON®

WAYFINDING AND SIGNAGE MASTERPLAN

CORBIN DESIGN

415 S Union, 2nd Floor
Traverse City, MI 49684
(231) 947-1236

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ACKNOWLEDGMENTS

This Wayfinding and Signage Master Plan reflects the guidance of the City Manager's office, along with the dedication of Town staff, stakeholders, business leaders, and community members. Their time, ideas, and energy have shaped a shared vision for Addison's directional signage plan.

CITY MANAGER'S OFFICE

CITY COUNCIL

Bruce Arfsten - Mayor
Schnell Blanton - Council Member
Chris DeFrancisco - Mayor Pro Tempore
Darren Gardner - Deputy Mayor Pro Tempore
Dan Liscio - Council Member
Randy Smith - Council Member
Marlin Willesen - Council Member

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Corbin Design
Jeff Frank - Lead Designer
Moira O'Polka - Project Manager
Jim Young - Designer

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Bill Hawley - Director of General Services
Chandler Nyp - Parks and Recreation
Lesley Nyp - Director of Development and Neighborhood Services
Amber Patterson - Tourism Manager
Mary Rosenbleeth - Director of Marketing and Tourism
Todd Weinheimer - Assistant Director of Public Works and Engineering

DRAFT

INTRODUCTION

Addison, Texas has partnered with Kimley-Horn and Corbin Design to provide consulting and design services to develop a Wayfinding Signage Master Plan. This initiative supports one of the 2024 Strategic Plan's goals of creating a vibrant, active community (specifically initiative 7.2) by enhancing gateways and streetscapes to reinforce the Addison Brand. The new system will replace the outdated one with a contemporary program that improves navigation and visitor experiences.

In January 2025, the consultant team began their work in Addison by conducting independent site work, touring the Town with staff, and engaging with key stakeholders. This initial visit provided valuable firsthand insight into the Town's navigation challenges and opportunities. The team returned in April to participate in the community's annual Town Hall meeting, where they shared early design ideas and gathered additional feedback. Input collected during both visits has directly informed the recommendations presented in this wayfinding master plan.

PROJECT OBJECTIVES

- Complement the environment and mesh with other design disciplines such as urban planning, landscape architecture and the Addison brand
- Create a strong first impression in a regional competitive market
- Improve navigation for residents, visitors and commuters
- Develop a consistent visual brand and use of consistent terminology
- Enhance user experience and boost visitor satisfaction by reducing confusion and improving consistency
- Support economic development and improve tourism by encouraging exploration, longer stays and return visits

WHAT IS WAYFINDING?

WE DEFINE WAYFINDING AS “DIRECTION FOR PEOPLE IN MOTION.”

It is a specialized system that helps guide individuals through an area to their intended destination while integrating elements of the community’s brand and identity. In this way, a wayfinding program functions as both a practical utility and a reflection of the community’s character.

Successful wayfinding programs go beyond simply creating attractive signs. The signage is the result of a carefully designed logic, a series of strategies and recommendations that form the foundation for guiding visitors. This framework ensures that people can navigate predetermined routes to districts, public parking, and key destinations effectively.

The journey of wayfinding extends beyond physical signage. It encompasses opportunities to enhance a visitor’s experience with navigation and orientation tools. This process begins with pre-visit research through digital and print media and continues seamlessly through to the on-the-ground experience with signage and other guiding elements.

ELEMENTS OF SUCCESSFUL WAYFINDING

DESIGN FOR THE FIRST TIME VISITOR

While repeat visitors rely on their own familiarity, first-time visitors need clear guidance to navigate an unfamiliar environment. The best route may not always be obvious, especially to those new to Addison. Our goal is to create a system that ensures visitors, residents and commuters have a positive, seamless experience, encouraging them to return in the future.

STRUCTURE INFORMATION

Effective wayfinding tools must deliver the right information at critical decision points to guide visitors toward their destinations. This approach, known as “Progressive Disclosure,” focuses on presenting only the essential details visitors need at each stage of their journey. Simplifying both verbal and visual communication, while maintaining consistency, is key to creating an intuitive and user-friendly system.

SUPPORT INTUITION

The best wayfinding systems are designed to align with the natural flow of the environment, making navigation intuitive for first-time visitors. Environmental cues such as landmarks, pathways, and other recognizable features should play a significant role in guiding visitors. This ensures that all community members can assist with directions, reinforcing the system’s consistency and effectiveness.

DESIGN FOR EASY UPDATES

To remain relevant as the Town evolves, the wayfinding system must be adaptable and easy to update. Changes, such as modifying a single message, should be possible without requiring a complete replacement of the signage structure. This flexibility ensures the system remains cost-effective and sustainable over time.

Frisco, Texas - Gateway Welcome Sign

Muscatine, Iowa - Pedestrian Kiosk

McKinney, Texas - Vehicular Directional Sign

BOUNDARIES

BETTER IDENTIFY TOWN BOUNDARIES

A common theme in our Core Team meetings was the boundaries between Addison and surrounding communities such as Dallas, Farmers Branch and Carrollton, which often confuse both visitors and residents. This confusion is further compounded by the fact that some businesses in Addison have Dallas addresses. Given the region's competitive nature and the ease with which visitors can move in and out of Addison without realizing it, many may not associate their positive experiences with our community.

The new signage and wayfinding program presents a valuable opportunity to increase awareness of Addison's boundaries as visitors arrive. A cohesive gateway signage plan, seamlessly integrated with the wayfinding program, will establish a strong visual identity for Addison—reinforcing its brand, promoting its unique assets, and ensuring visitors recognize all the town has to offer. It is essential that visitors understand their positive experiences are happening in Addison, not Dallas or other neighboring communities. By emphasizing the Addison name, we can begin to counteract the "Dallas Factor" and highlight the many destinations that truly belong to Addison, rather than being mistakenly attributed to Dallas.

1-2
Welcome Identification

- *New Welcome Sign Locations*
- *Monument Sign Locations*
- *Existing MUTCD Sign Location*
- *Secondary Addison Entrances*

CORBIN DESIGN

Figure 1.1

DISTRICTING

CREATE DISTRICTS

One of the greatest challenges when developing a wayfinding program is finding a way to succinctly and effectively communicate directions for the first-time visitor. Wayfinding districts are created to simplify the way to which an area is referred so that it is encompassing of all destinations located within its boundaries. When creating a wayfinding district, it is important to create soft edges so that the district can grow to accommodate future developments.

It is important to note that a wayfinding district is different than a neighborhood or a business-development district. To qualify, it should include a variety of destinations and amenities for visitors.

DRAFT

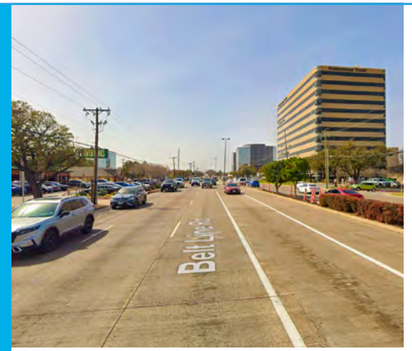
DISTRICTING STRATEGY

Combination of Districts & Destinations

Guided by key visitor destinations, amenities, and activity hubs, Addison has two clearly defined wayfinding districts. These districts encompass a high concentration of visitor attractions and amenities, making them natural focal points for wayfinding. Rather than directing visitors to individual businesses or venues within these areas, signage will guide them to the districts themselves, providing clearer, more streamlined navigation. This approach is especially advantageous for the retail and dining establishments along Belt Line that cannot be individually featured on signage. Once visitors enter a district, additional signage will direct them to specific destinations within it.

For primary and secondary destinations located outside these districts (as outlined in the Destination List), wayfinding will reference them by name where appropriate.

WAYFINDING DISTRICTS



Belt Line Corridor

Recognizing that many visitors come to Addison for its vibrant dining and entertainment scene, it is essential to establish the Belt Line Corridor as a distinct retail and dining district. Leveraging the existing name recognition of Belt Line, this district will enhance wayfinding by clearly defining the area's offerings.

Given the corridor's expansive boundaries—stretching from Marsh Lane to Dallas North Tollway—a single designation is not sufficient. To further improve navigation, we recommend dividing the corridor into clearly identifiable, "speakable" subdistricts: Belt Line Corridor West, Belt Line Corridor Central, and Belt Line Corridor East. This breakdown will provide more precise guidance for visitors while reinforcing Addison's identity and the depth of experiences within the community.

Addison Circle District

Home to the new Town Hall, event spaces, residential housing, dining, and more, the area in and around Addison Circle Park feels like the unofficial downtown of Addison. With its walkable streets, vibrant public spaces, and frequent community events, it serves as a central gathering place for both residents and visitors alike.

Vitruvian Park, Airport, and Neighborhoods

Unlike the Belt Line Corridor or Addison Circle, other neighborhoods and perceived centers of activity offer fewer destinations and amenities for first-time visitors. The primary attractions in these areas are a specific destinations like Vitruvian Park or Airport. Unless future development brings additional visitor-oriented options, neighborhood districts are typically not included nor directed to in wayfinding programs. This ensures clear, focused wayfinding without overcomplicating the visitor experience and managing the visitor expectations.

DISTRICTING

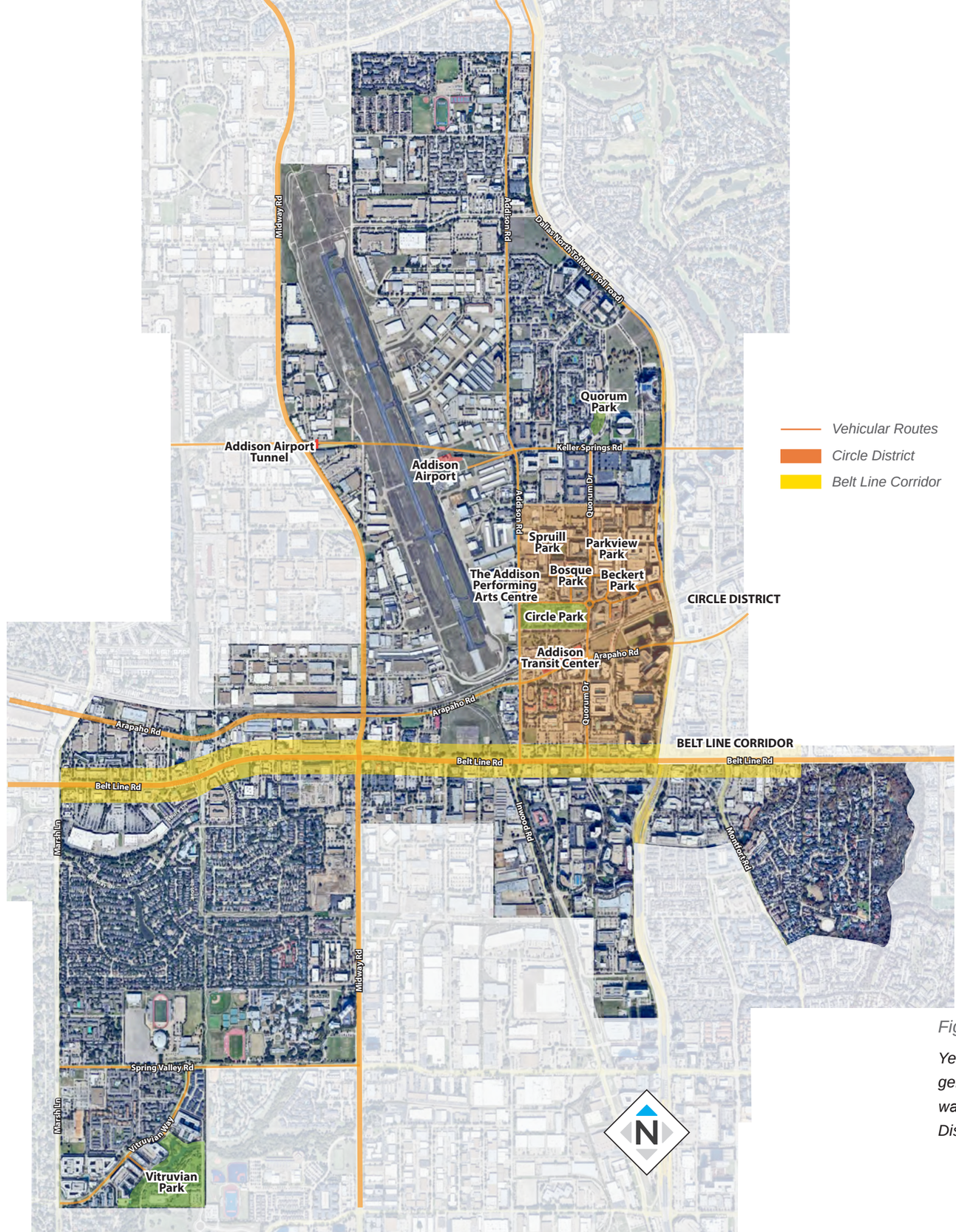


Figure 1.2

Yellow and orange areas indicate the general boundaries of Addison's two wayfinding districts - Addison Circle District and Belt Line Corridor.

DESTINATIONS

A WAYFINDING PROGRAM IS ONLY AS GOOD AS THE INFORMATION IT CONTAINS.

The destination list serves as a guide for determining which destinations in Addison should appear on wayfinding signage and how they should be prioritized. While the Town has no roads maintained by the Texas Department of Transportation (TxDOT), we have chosen to follow TxDOT and Manual on Uniform Traffic Control Devices (MUTCD) standards when creating the criteria for inclusion. This approach not only reflects best practices, but also ensures the system is consistent, adaptable, and easy to update as Addison continues to grow and change over time.

Criteria for Inclusion (Vehicular)
In order for a destination to appear on vehicular signage, the destination should meet the following criteria:

- Should be a public destination
- Should be a non-profit destination
- Should be open year round
- Should have ample public parking
- Should have high attendance relative to the area

For destinations that do not meet these criteria, there are opportunities for them to appear on pedestrian signs and wayfinding map.

Municipal Destinations
Because many destinations are important to residents but are not typically part of the visitor experience, we recommend establishing a complementary, simplified system that provides additional directional guidance to places such as municipal buildings, public services, destination parks, and urban parks.

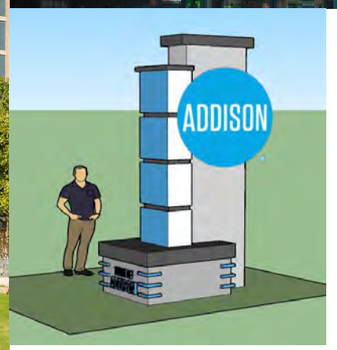
DRAFT

CORBIN DESIGN

ORIGINAL NAME	LEVEL OF INCLUSION	DESTINATION TYPE
AIRPORT	VEHICULAR, MAP	TOWN FACILITY
ATHLETIC CLUB	MUNICIPAL	TOWN FACILITY
CENTRAL FIRE STATION	MUNICIPAL	TOWN FACILITY
FINANCE BUILDING	MUNICIPAL	TOWN FACILITY
FIRE STATION #2	MUNICIPAL	TOWN FACILITY
FORMER TOWN HALL & FINANCE*	MUNICIPAL	TOWN FACILITY
GEORGE H.W. BUSH ELEMENTARY	MUNICIPAL	TOWN FACILITY
KELLWAY LIFT STATION		TOWN FACILITY
POLICE AND COURT BUILDING	MUNICIPAL	TOWN FACILITY
POLICE SUBSTATION - ADDISON CIRCLE	MUNICIPAL	TOWN FACILITY
POLICE SUBSTATION - VITRUVIAN	MUNICIPAL	TOWN FACILITY
SERVICE CENTER	MUNICIPAL	TOWN FACILITY
STONE COTTAGE	MUNICIPAL, MAP	TOWN FACILITY
TOWN HALL	VEHICULAR, PEDESTRIAN, MAP	TOWN FACILITY
THE ADDISON PERFORMING ARTS CENTRE	VEHICULAR, PEDESTRIAN, MAP	ENTERTAINMENT
ADDISON CIRCLE PARK	VEHICULAR, PEDESTRIAN, MAP	PARKS & TRAILS
ADDISON TOWN PARK	MUNICIPAL, MAP	PARKS & TRAILS
ARAPAHO PARK AND TRAIL	MAP	PARKS & TRAILS
BECKERT PARK	VEHICULAR, PEDESTRIAN, MAP	PARKS & TRAILS
BELTWAY PARK*	MUNICIPAL, MAP	PARKS & TRAILS
BOSQUE PARK	MUNICIPAL, PEDESTRIAN, MAP	PARKS & TRAILS
CELESTIAL PARK	PEDESTRIAN, MAP	PARKS & TRAILS
DOME PARK	MAP	PARKS & TRAILS
LES LACS POND AND PARK*	MUNICIPAL, MAP	PARKS & TRAILS
NORTH ADDISON PARK	MAP	PARKS & TRAILS
PARKVIEW PARK	MAP	PARKS & TRAILS
QUORUM PARK	VEHICULAR, MAP	PARKS & TRAILS
REDDING TRAIL	MUNICIPAL, MAP	PARKS & TRAILS
REDDING TRAIL DOG PARK	MUNICIPAL, MAP	PARKS & TRAILS
SPRUILL PARK	MAP	PARKS & TRAILS
THE COMMONS	MUNICIPAL, MAP	PARKS & TRAILS
THE GROVE	MUNICIPAL, MAP	PARKS & TRAILS
THE PLAZA	MAP	PARKS & TRAILS
VITRUVIAN PARK & TRAIL	VEHICULAR, PEDESTRIAN, MAP	PARKS & TRAILS
WHITE ROCK CREEK TRAIL	MAP	PARKS & TRAILS
WINNWOOD PARK	MAP	PARKS & TRAILS

* FINAL NAME TO BE APPROVED

SIGNAGE DESIGN

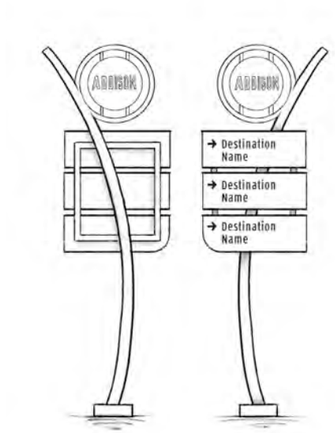


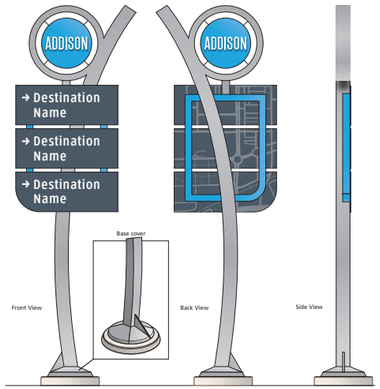
INSPIRATION

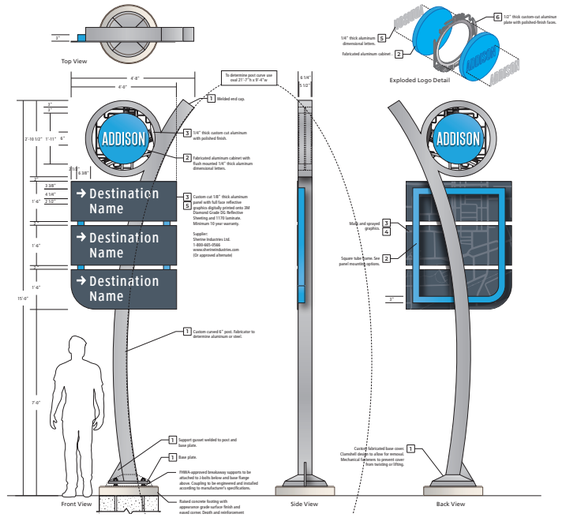
WAYFINDING

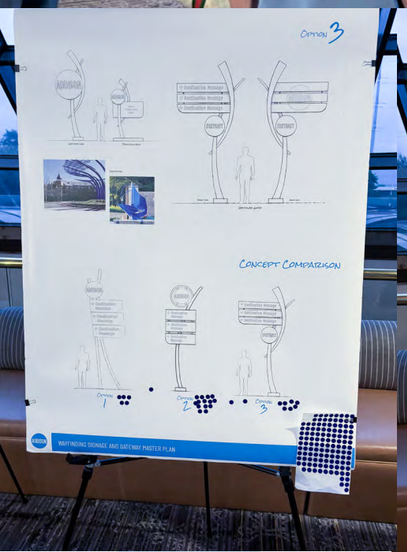
DESIGN PROCESS

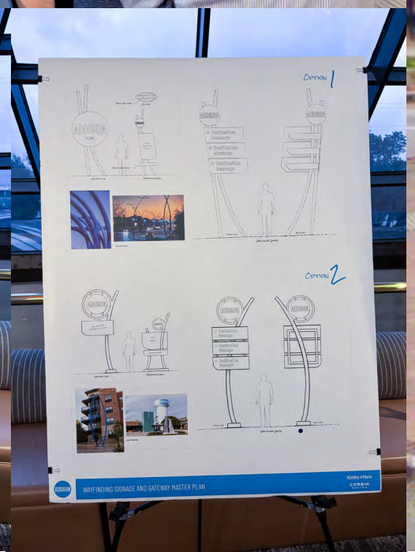
At the heart of the wayfinding design is the Addison logo, a symbol that is echoed throughout the Town. It borrows elements from Addison's signature design motifs and existing gateways, such as the curvilinear light poles and pedestrian bridges. These flowing forms inspired signage silhouettes and materials, reinforcing a sense of movement and continuity. The town's notable brand provides further influence, guiding color palettes and structural accents in signage design.







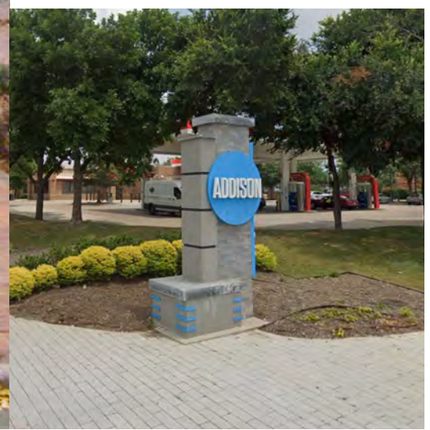




The wayfinding design process was a collaborative effort involving the consultant team, Town representatives and community members, with a goal of creating a wayfinding system that is both effective and visually engaging, reflecting the Addison's brand with clarity and character. The project began with the consultant team meeting with Town representatives to gather background information, including existing conditions, vehicular and pedestrian circulation patterns, architectural context and branding requirements.

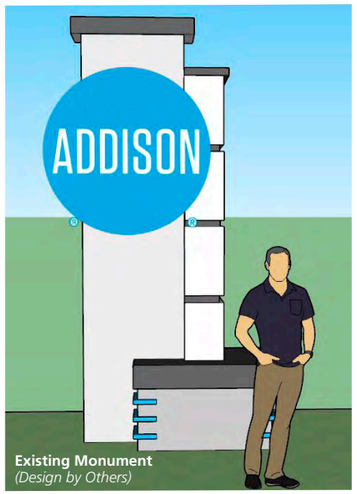
Based on this research, three design concepts were developed that explored a range of options. The concepts drew inspiration from the community's distinctive identity, blending public art, innovative infrastructure, and notable architecture to create designs that feel uniquely "Addison." The concepts were evaluated by the Town for legibility and brand consistency with the built environment.

Feedback from the Town team was incorporated in the concepts, which were then presented to the community at the Spring 2025 Town Meeting. Attendees were able to review the design concepts, receive narratives from the consultant team, and vote on their preferred option. Option 2, a single-post, Town-brand–focused design, received overwhelming support from the community.



Following the Town Meeting, slight modifications were made to the selected design to reflect the feedback from the community. The sign family was then expanded to include all required sign types, as identified through the documentation and research process. Comprehensive design intent drawings and message schedules were then prepared to communicate all sign types, sizes, materials, finishes, and installation requirements. These documents serve as the foundation for fabrication and installation.

SIGN TYPE ARRAY



1-2
Welcome Identification

G-1
Vehicular Guide
(Road speed 25 mph or below)

G-2
Vehicular Guide
(Road speed above 25 mph)

G-3
Vehicular Guide
(Road speed above 25 mph)

G-4
Vehicular Guide

G-5
Vehicular Guide

K-1
Large Pedestrian Kiosk

K-1m
Large Pedestrian Kiosk
(with monitor)

K-2
Large Pedestrian Kiosk

K-2m
Large Pedestrian Kiosk
(with monitor)

P-1
Parking Guide

P-2
Parking Identification

P-3
Parking Identification

DRAFT

Figure 1.3

VEHICULAR GUIDES (G-1, G-2, G-3)

Vehicular Guide Signs are designed in accordance with TxDOT and MUTCD standards, meeting or exceeding requirements for contrast ratio, letter height, and number of messages. All sign messages are fabricated using reflective vinyl for optimal legibility in day and nighttime conditions.

Vehicular Guide Signs typically display up to three destinations and are positioned adjacent to the vehicular right-of-way, oriented perpendicular to the direction of travel along primary routes. Signs shall be installed on the right-hand side of the roadway, located sufficiently in advance of intersections to allow drivers adequate time to change lanes and prepare for turning movements.

SIGN SIZES AND APPLICATIONS

Figure 1.4

Sign Type	Letter Height	Max Messages	Recommended Speed Range
G-1	6"	2	45 mph and above
G-2	5"	3	30–45 mph
G-3	4"	3	Below 30 mph

MUNICIPAL GUIDE (G-4, G-5)

The Municipal Guide Sign (G-5) is a cost-effective vehicular guide sign designed to perform the same directional function as other vehicular guide types while serving a more localized purpose.

From a messaging standpoint, the G-5 type is intended to direct motorists to residential or community-oriented destinations rather than first-time visitor or regional destinations.

Unlike other vehicular guide signs, the G-5 does not include the Addison logo. This allows municipal destinations, such as Addison Athletic Club, to incorporate the word “Addison” within the message copy when appropriate.

IDENTIFICATION/BOUNDARY MARKERS (I-2)

A series of boundary markers in various sizes has been designed to introduce traffic to the visual vernacular of the wayfinding system while clearly highlighting entry into Addison.

A series of boundary markers is available in multiple sizes to accommodate varying street types and contexts. Smaller versions of this sign can be used to direct to and introduce the boundaries of the Addison wayfinding districts.

The new boundary markers have been designed to coexist with the existing gateway signs. This approach gives the Town flexibility to retain the current signs while still maintaining a consistent, branded feel throughout the community, with the option to replace the gateway signs as they reach the end of their lifespan.

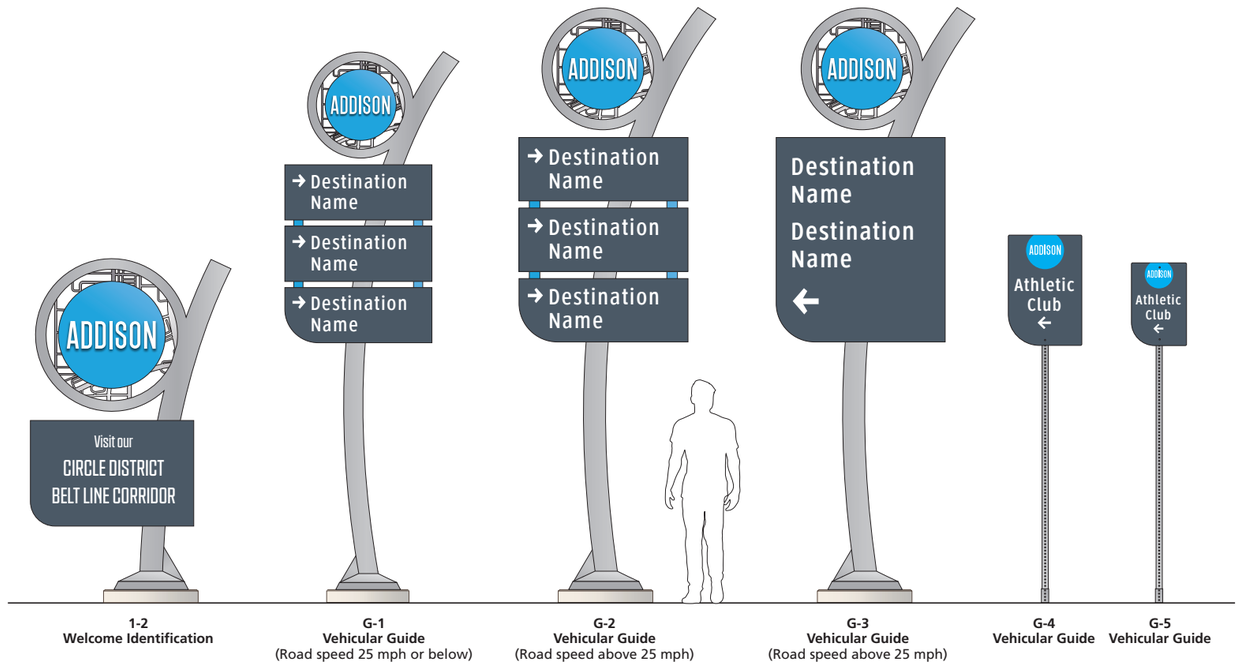


Figure 1.5

PEDESTRIAN GUIDE SIGNS (K-1, K-1M, K-2, K-2M)

Pedestrian kiosks provide users with comprehensive information to support navigation, orientation, and engagement within the Town. While content may be customized by location, each kiosk should, at a minimum, include a city map and directional information. Additional content may include posting areas, interpretive panels, or marketing materials, depending on the context.

Kiosks should be sited to maximize accessibility and visibility. Maps must be positioned for ease of use and oriented to correspond with how users will experience the surrounding environment. Where a kiosk location is not inherently accessible, an ADA-compliant path and clear landing pad must be provided in front of and/or around the sign faces.

KIOSK TYPES AND APPLICATIONS

Figure 1.6

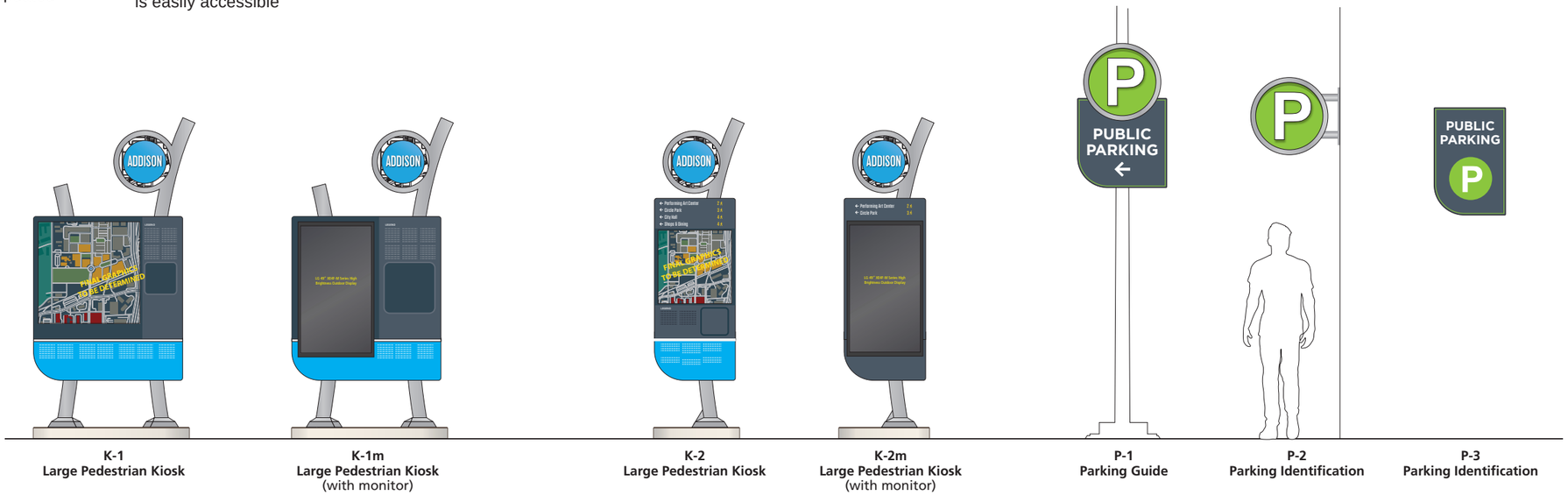
Kiosk Type	Description	Recommended Placement
K-1 (Large)	Provides comprehensive information	Highly trafficked, prominent locations near primary destinations
K-2 (Standard)	Supports secondary locations	Areas with moderate pedestrian activity
K-2a (Digital)	Dynamic content, frequently updated	Locations where information changes regularly, power is easily accessible

PARKING GUIDE & IDENTIFICATION SIGNS (P-1 DS, P-2, P-3)

A series of complementary parking signs has been created to create a strong connection between the wayfinding signs and public parking opportunities while using the universal symbol for public parking, the Circle P.

The P-1, parking guide sign indicates to vehicular traffic the proper route to access public parking. This sign use reflective vinyl lettering to ensure legibility by vehicular traffic both day and night.

The P-2 and P-3, parking identification signs, have been designed to support the guide signs and identify the public parking opportunites. When installing, consideration should be made to install above the garage entrance lanes.



K-1 Large Pedestrian Kiosk

K-1m Large Pedestrian Kiosk (with monitor)

K-2 Large Pedestrian Kiosk

K-2m Large Pedestrian Kiosk (with monitor)

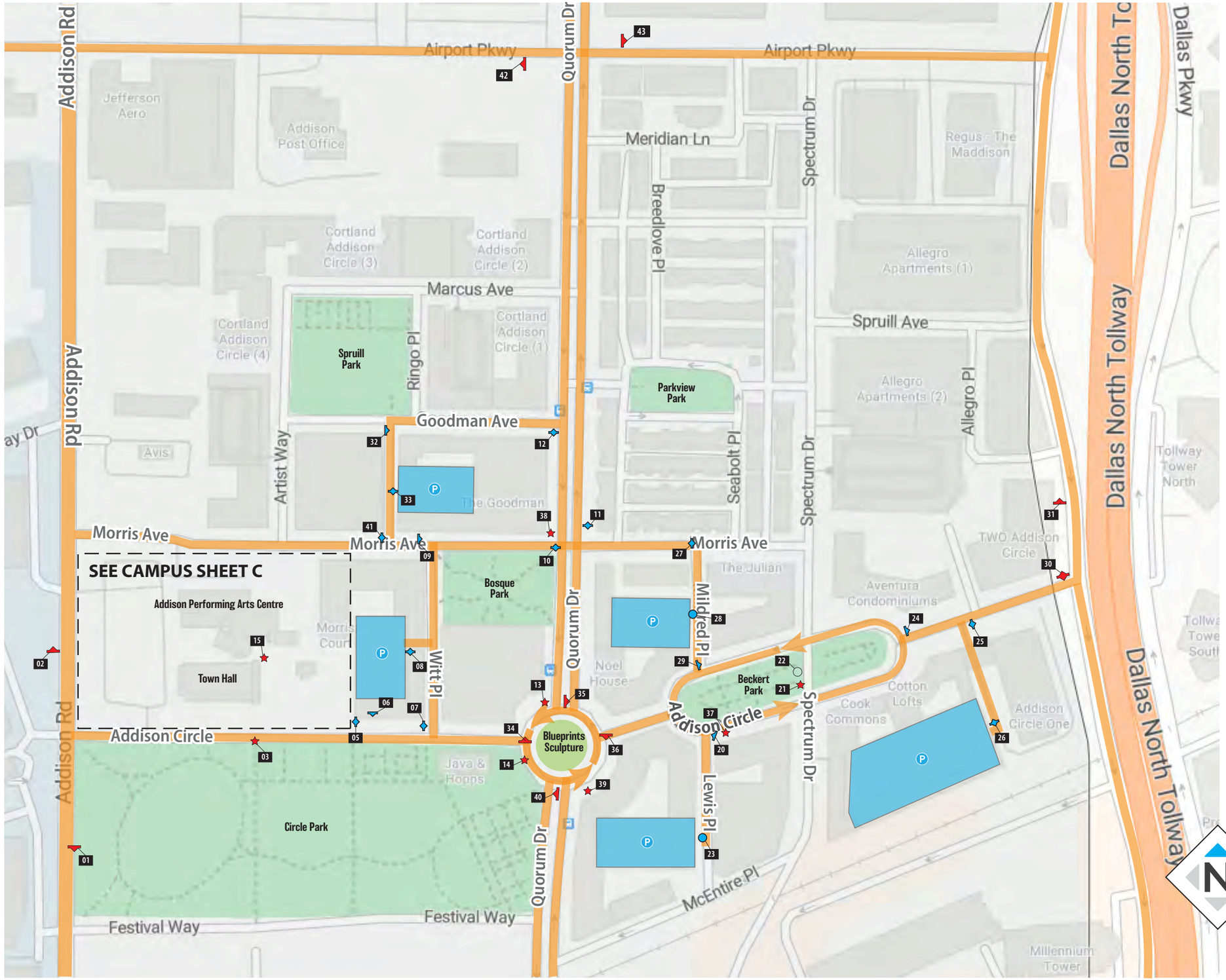
P-1 Parking Guide

P-2 Parking Identification

P-3 Parking Identification

Figure 1.7

SIGN LOCATION PLAN
CIRCLE DISTRICT



Vehicular Guide or Boundary Marker

Parking Guide

Parking Guide- Double Sided

Parking ID

Pedestrian Kiosk

Figure 2.1

SIGN LOCATION PLAN
TOWN-WIDE

Addison Airport Tunnel
Addison Airport
Quorum Park
Spruill Park
Parkview Park
Addison Circle District
SEE INSET
Performing Arts Centre & Town Hall
Bosque Park
Beckert Park
Circle Park
Addison Transit Center
Belt Line Corridor
City LED Screen
Vitruvian Park
Dallas North Tollway
Keller Springs Rd
Wiley Post Rd
Billy Mitchell Dr
Squireswood Dr
Lindbergh Dr
Arapaho Rd
Centurion Way
Belt Line Rd
Beltway Dr
Spring Valley Rd
Westgrove Dr
Southfork Dr
Sojourn Dr
Sojourn Pl
Airborn Dr
Excel Pkwy
Sunbelt Dr
Allegro Pl
Edwin Lewis Dr
Montfort Dr
Lake Forest Dr
Belltrook Dr
Winnwood Rd
Westglen Dr
Woodway Dr
Tanglewood Dr
Marsh Ln
Midway Rd
Dooley Rd
Wright Brothers Dr
Addison Rd
Quorum Dr
Spectrum Dr
Mary Kay Way
Ledgemont Ln
Ratliff Ln
Airport Pkwy
Dallas Pkwy
Surveyor Blvd
Westgrove Dr
Marsh Ln
Midway Rd
Dooley Rd
Addison Rd
Quorum Dr
Spectrum Dr
Dallas North Tollway
Mary Kay Way
Dallas Pkwy
Keller Springs Rd
Addison Airport
Addison Circle
Festival Way
Myrtle Ave
Lindbergh Dr
Edwin Lewis Dr
Arapaho Rd
Belt Line Rd
Centurion Way
Montfort Rd
Inwood Rd
Landmark Blvd
Quorum Dr
Midway Rd
Beltway Dr
Park Pl
Bethway Dr
Azure Ln
Qandt Ln
Marsh Ln
Monman Ln
Winter Park Ln
Bobbin Ln
Woodway Dr
Spring Valley Rd
Vitruvian Way
Westgate Ln
Farmers Branch Creek
Lake Forest Dr
Belltrook Dr
Winnwood Rd
Montfort Dr
Dallas North Tollway
Westgrove Dr
Southfork Dr
Sojourn Dr
Sojourn Pl
Airborn Dr
Excel Pkwy
Sunbelt Dr
Quorum Dr
Mary Kay Way
Dallas Pkwy
Addison Rd
Westglen Dr

SIGN LOCATION PLAN
TOWN HALL

Figure 2.3

DRAFT

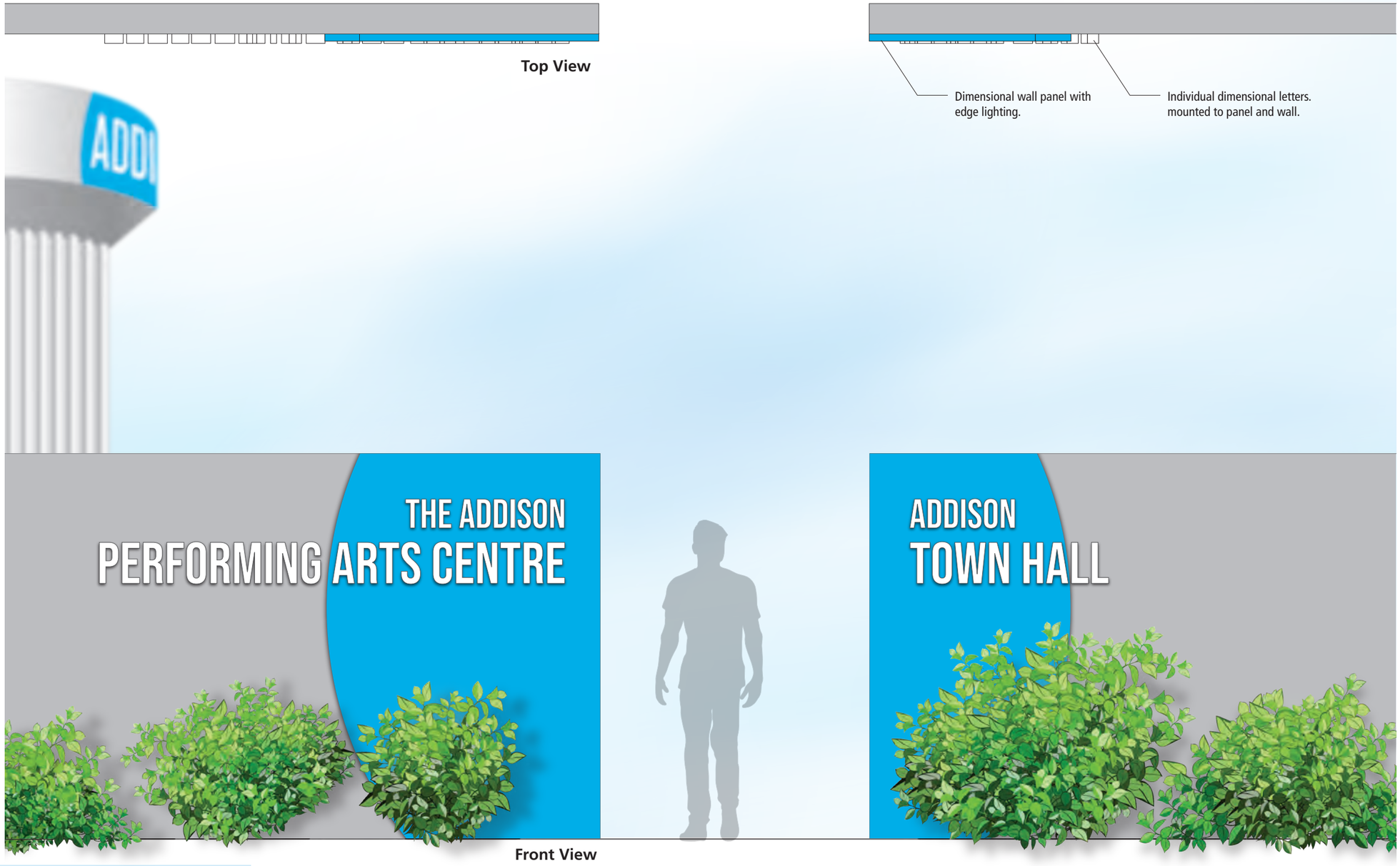
DESIGN CONCEPT
TOWN HALL MAIN ENTRANCE

Stone Blocks

Signage on Larger stone Blocks

ADDISON CONFERENCE CENTER
SOUTHERN PLANTING AREA

DESIGN CONCEPT
TOWN HALL COURTYARD



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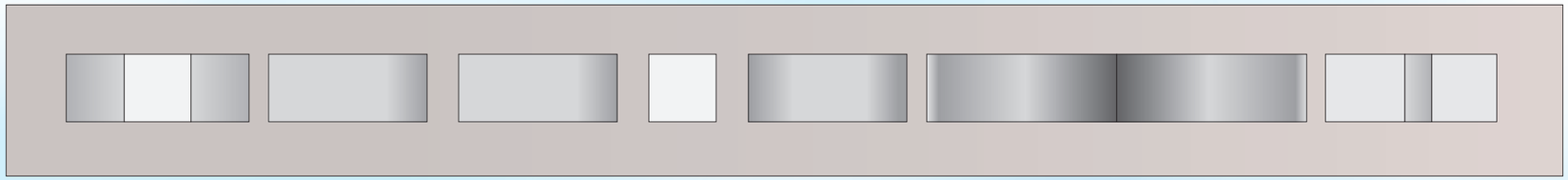
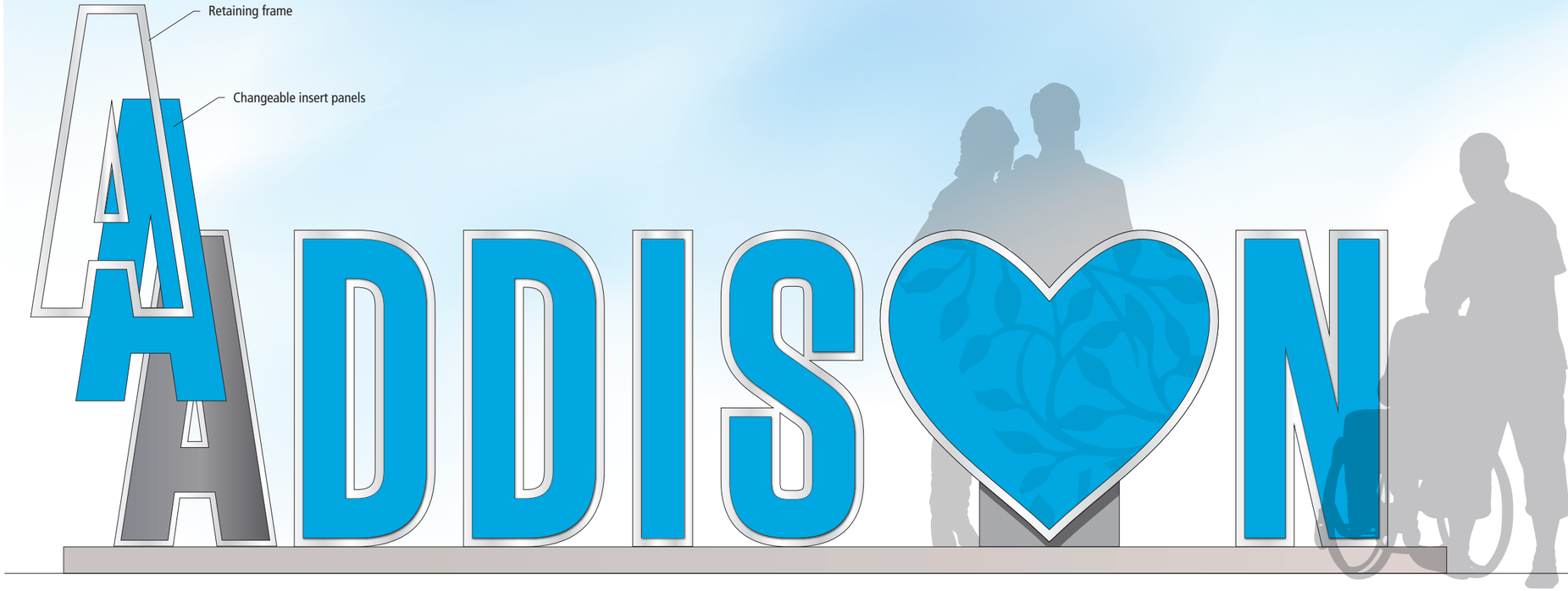
DESIGN CONCEPT
LANDMARK



Top View

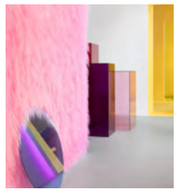


Front View

Hand Painted

Textured Panel

Digital Print



Special Applications

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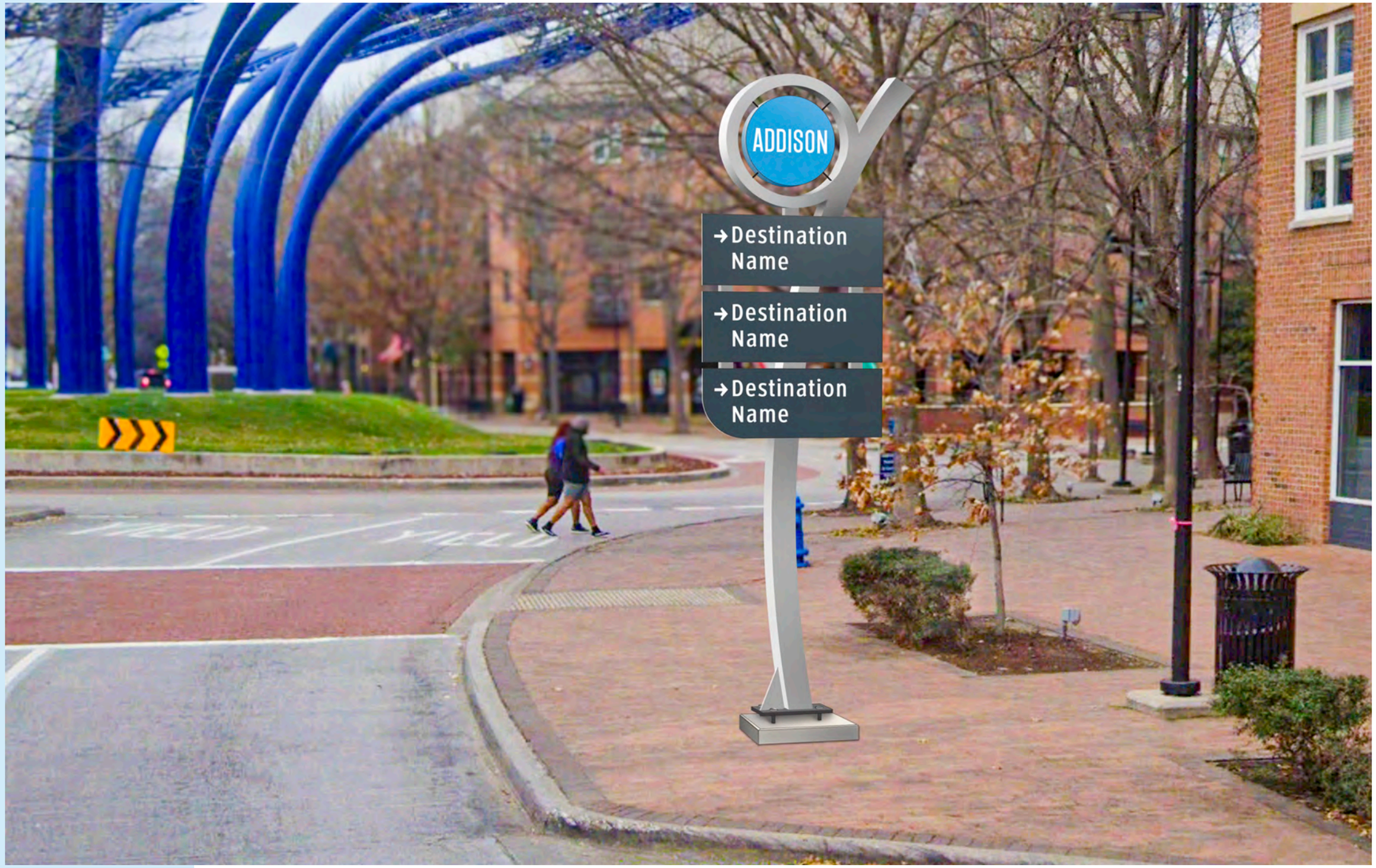
DESIGN INTENT

WAYFINDING SIGNAGE



DRAFT

ADDISON, TEXAS

WAYFINDING SIGNAGE DESIGN INTENT DRAWINGS

November 2025

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Kimley»Horn

CORBIN DESIGN

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COLOR PALETTE

1 METALLIC SILVER	2 ADDISON BLUE	3 DARK GRAY	4 LIGHT GRAY	5 WHITE	6 PARKING GREEN
Pantone®: ---	--	--	--	--	--
Matthews Paint: --	--	--	--	--	--
Oracal Series 951 Opaque Vinyl: --	--	--	--	--	--
Oracal Series 8500 Translucent Vinyl: --	--	--	--	--	--
Oracal Series 5700 Reflective Vinyl: --	--	--	--	--	--

* All paint finishes to have Matthews Paint 290228SP Super Satin Clearcoat (or equivalent) for the following benefits: 10-Year chalk resistance, Superior UV resistance, Exceptional gloss retention, Mar and abrasion resistant, Dirt-shedding.

TYPOGRAPHY

Clearview Hwy - 2w

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

NTF-Grand Regular - Regular

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

Clearview Hwy - 2B

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

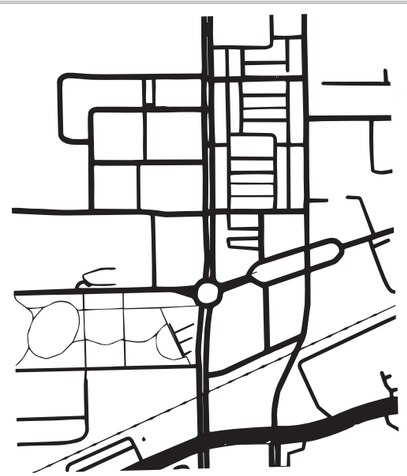
Gotham - Bold

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

The fonts used for this project were selected specifically for this project by the Designer and Owner. No substitution of any other typefaces may be made. Under no circumstances are typefaces to be electronically distorted (“squeezed” or “extended”) for purposes of fitting to the specified sign or general alteration of the sign face composition unless noted in the drawings. This includes (but is not limited to) stretching, squeezing, tilting, outlining or shadowing.

ARTWORK

* Cut-out metal borders



* Printed backs of message panels

Color, Materials, Logo, Typography

Fabricator is responsible for matching all colors and materials as specified and are required to provide the Owner color and material samples for approval.

CAUTION!
CONSISTENT AND ACCURATE COLOR REPRODUCTION IN THIS DOCUMENT CANNOT BE ASSURED DUE TO THE LIMITATIONS OF COLOR COPYING TECHNOLOGY.

The Coated Pantone Matching System®, Akzo Nobel Paint system and Matthews Acrylic Polyurethane are used for specifying signage color matches. (In the absence of actual sign material color chip reference sets, actual specified product color swatches should be referenced for color matching.)

Shown here are approximations of the primary signage background colors and supporting accent colors. Actual color finishes on signage must be matte or low luster (not shiny or glossy) and exclusively a premium acrylic polyurethane. Except for the high gloss anti-graffiti coating (Sikkens LV Anti Graffiti Clear).

Signage paints produced by Matthews Paint and Akzo Nobel Paint Company are to be the standard reference.

If vinyl films are required, 3M or Oracal are to be the standard.

Color application varies per sign type. Refer to specific design intent drawings for application details.

SCALE (on 11" x 17")
Not to scale

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

NOTES

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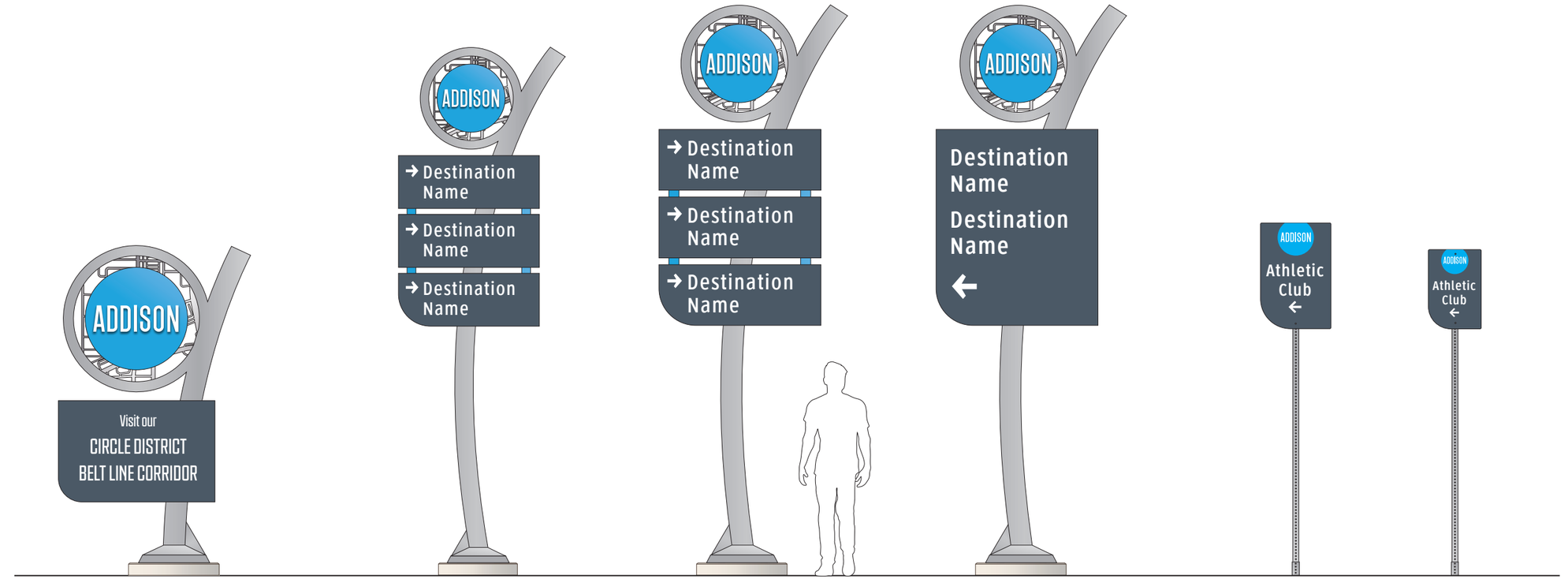
(231) 947-1236



1-2
Welcome Identification

G-1
Vehicular Guide
(Road speed 25 mph or below)

G-2
Vehicular Guide
(Road speed above 25 mph)

G-3
Vehicular Guide
(Road speed above 25 mph)

G-4
Vehicular Guide

G-5
Vehicular Guide

K-1
Large Pedestrian Kiosk

K-1m
Large Pedestrian Kiosk
(with monitor)

K-2
Large Pedestrian Kiosk

K-2m
Large Pedestrian Kiosk
(with monitor)

P-1
Parking Guide

P-2
Parking Identification

P-3
Parking Identification

Sign Type Array

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
Not to scale

CLIENT / PROJECT

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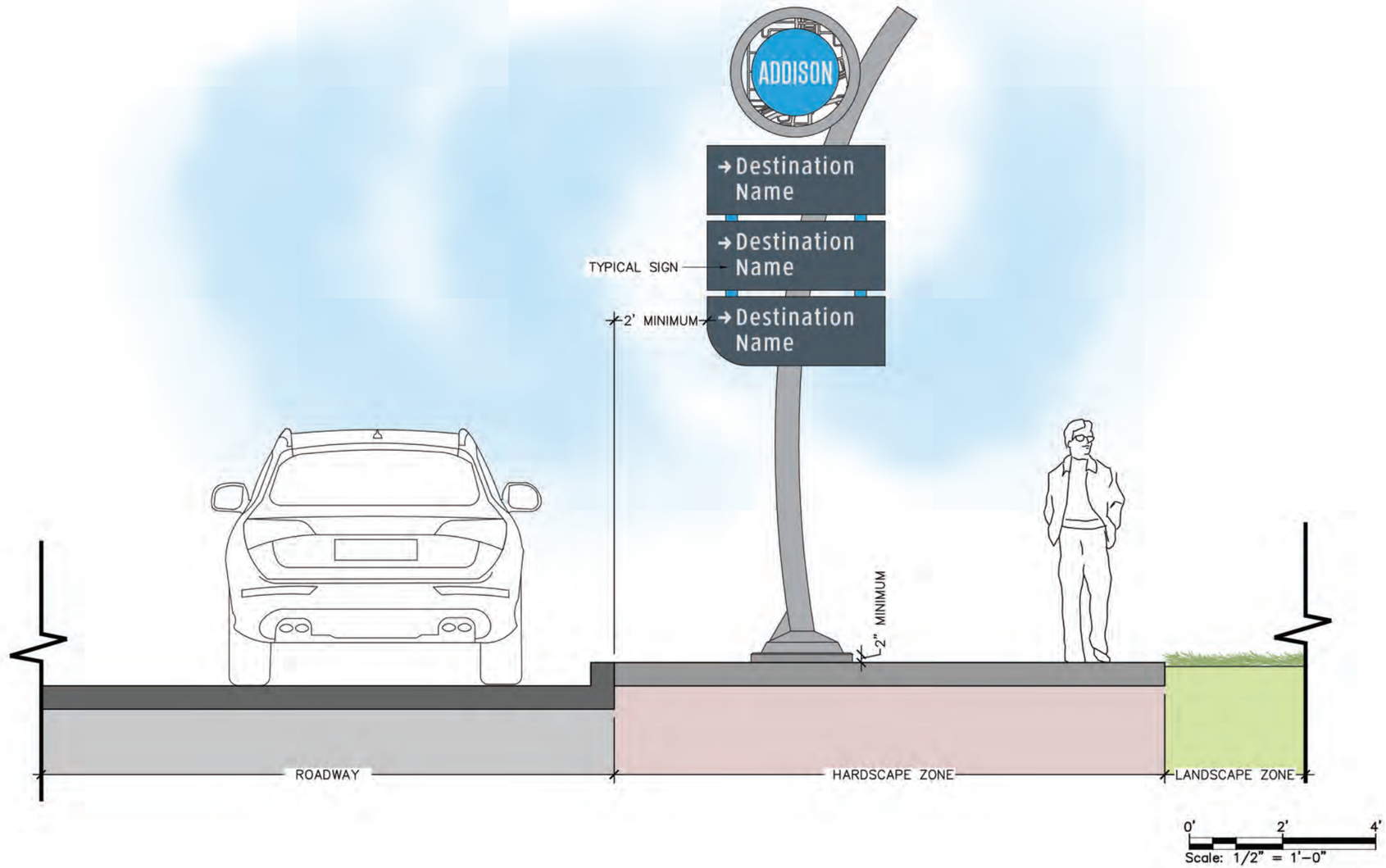
Setback Diagram 1



SCALE (on 11" x 17")

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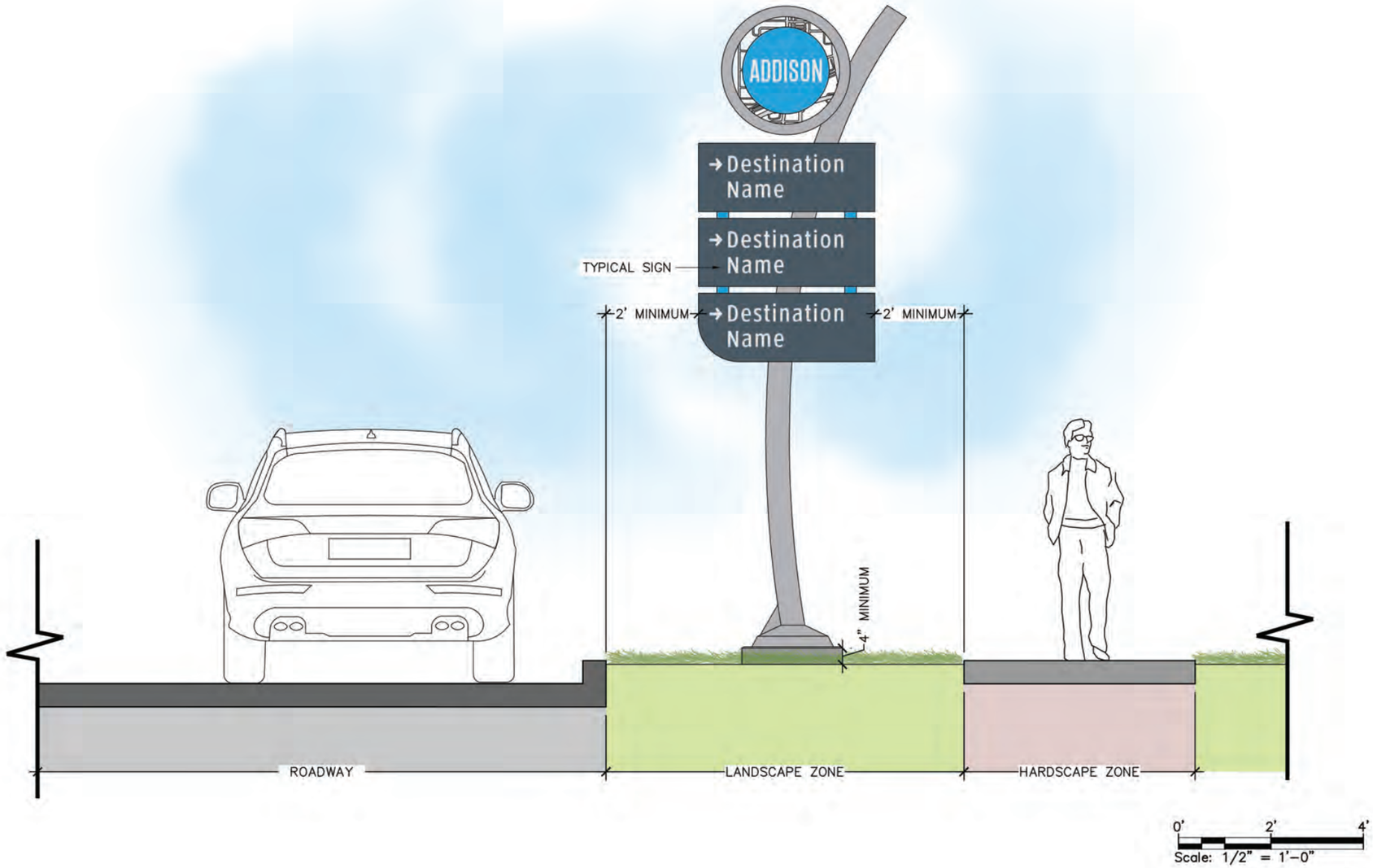
Kimley»Horn

Setback Diagram 2



SCALE (on 11" x 17")

CLIENT / PROJECT

ADDISON City of Addison Texas

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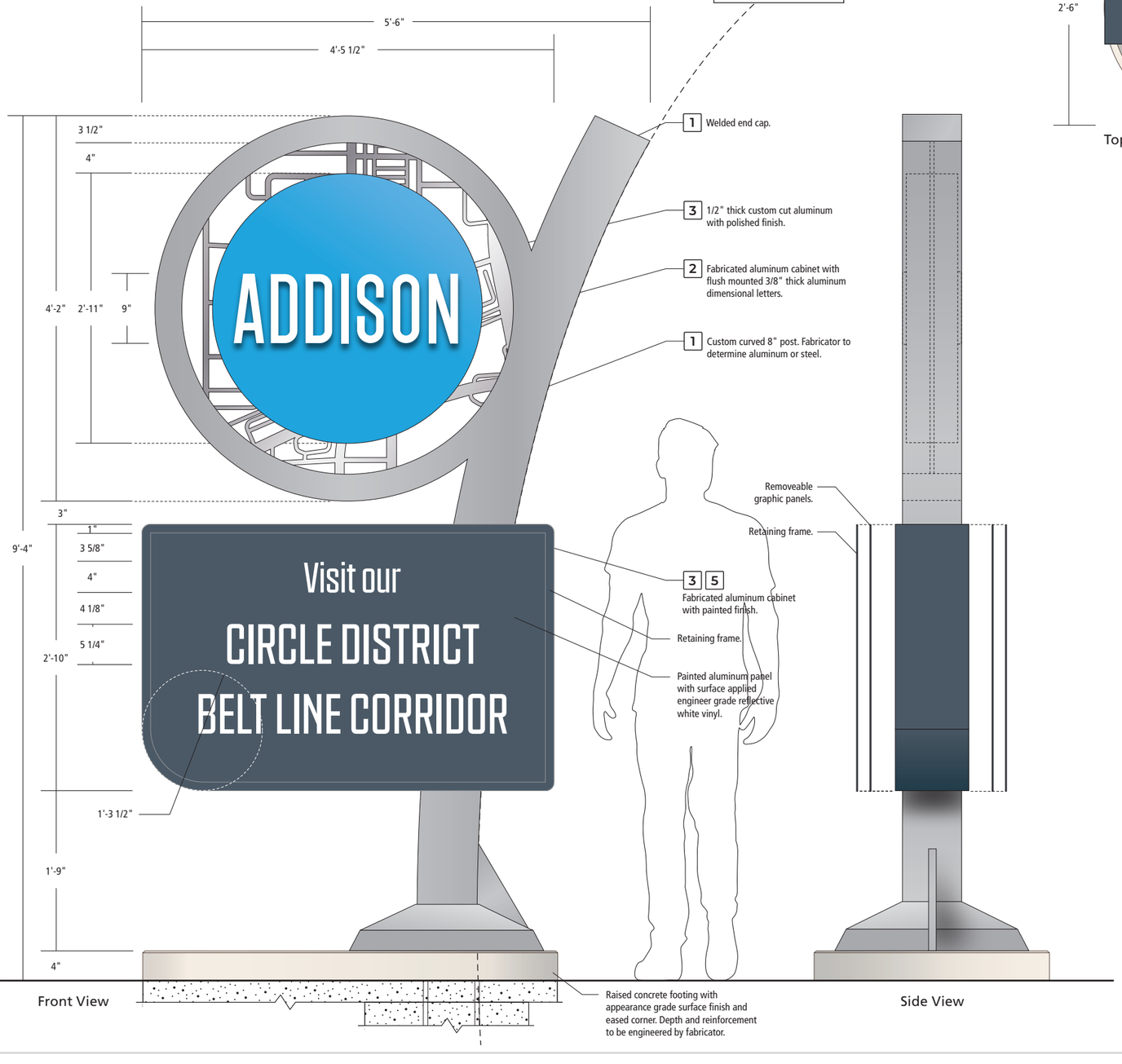
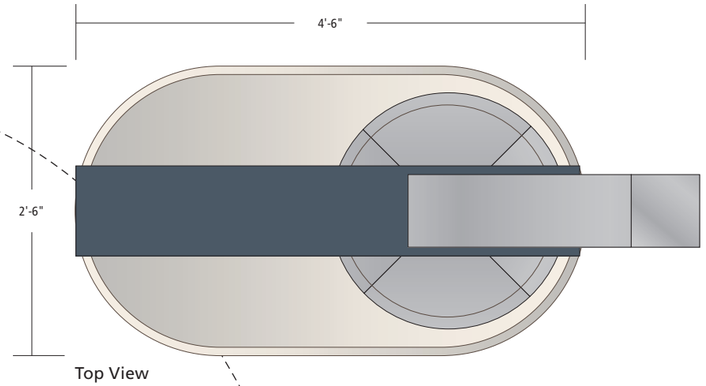
Kimley»Horn

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

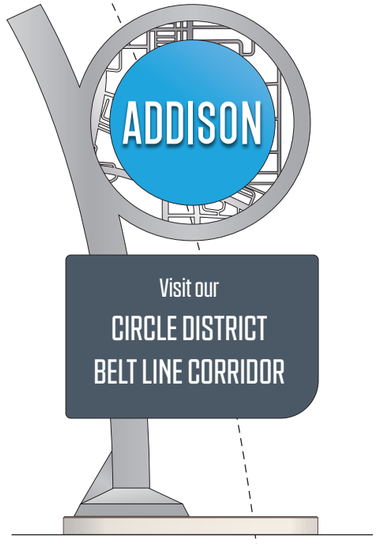


Front View

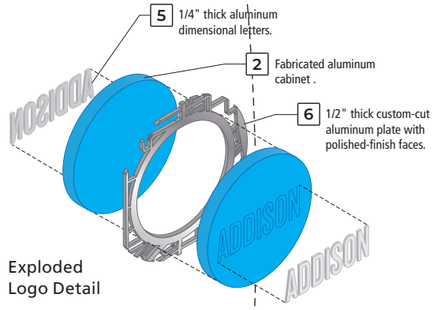
Side View



Top View



Back View



Exploded Logo Detail

I-2
Welcome Identification

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

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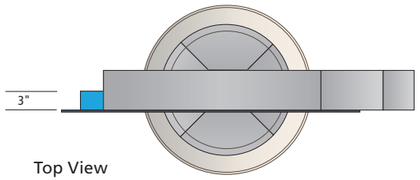
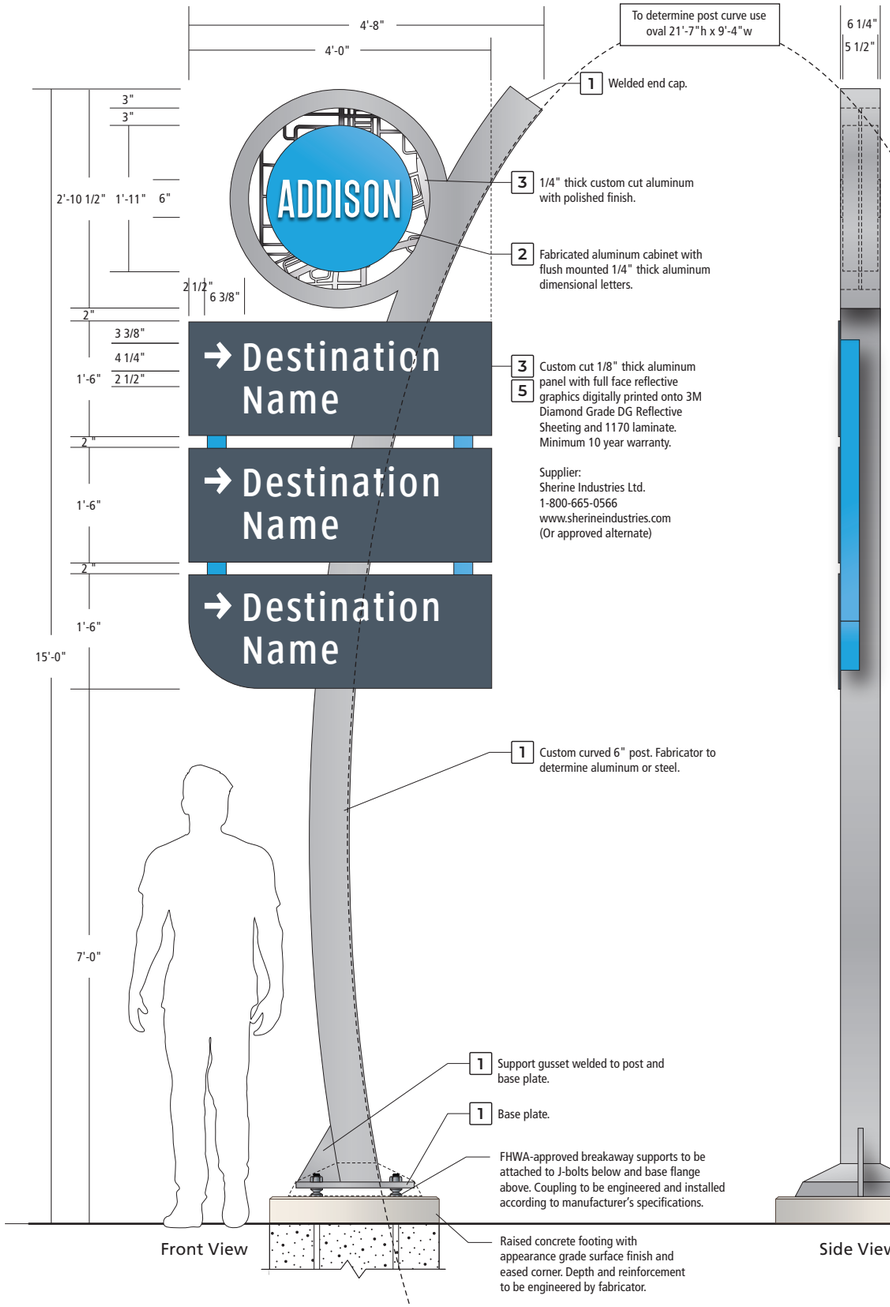
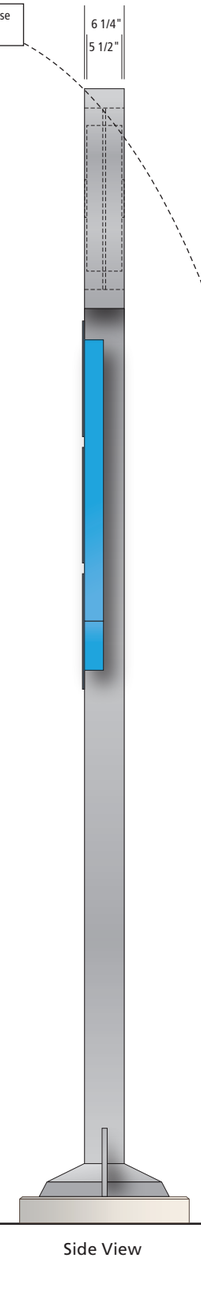


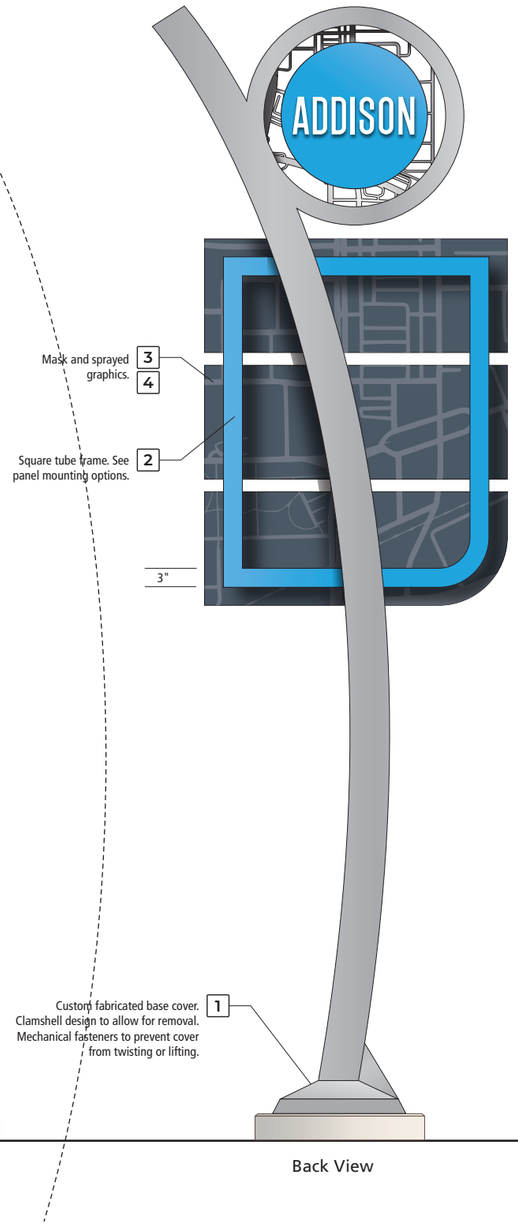
Top View



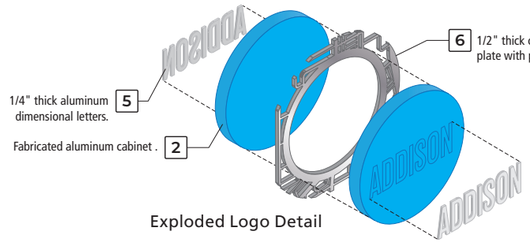
Front View



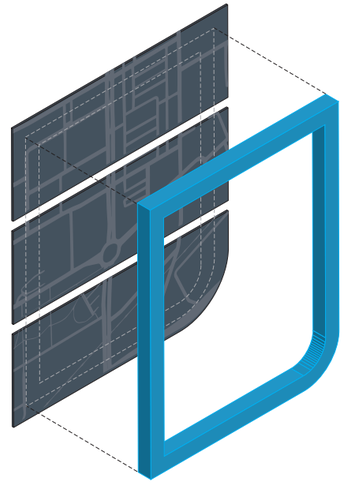
Side View



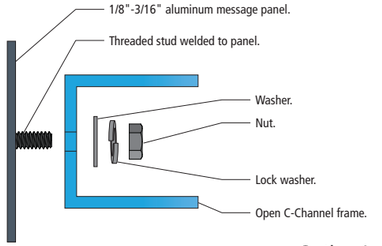
Back View



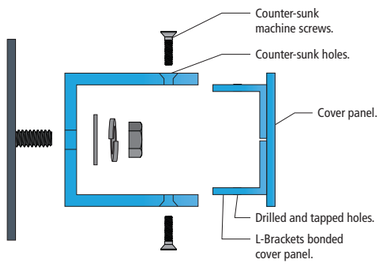
Exploded Logo Detail



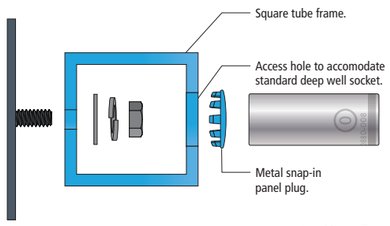
Exploded Back View



Option 1



Option 2



Option 3

G-1
Vehicular Guide

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
1/2" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

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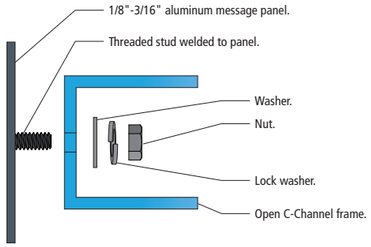
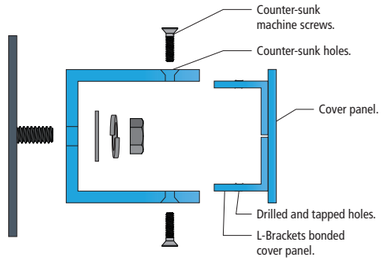


Option 1



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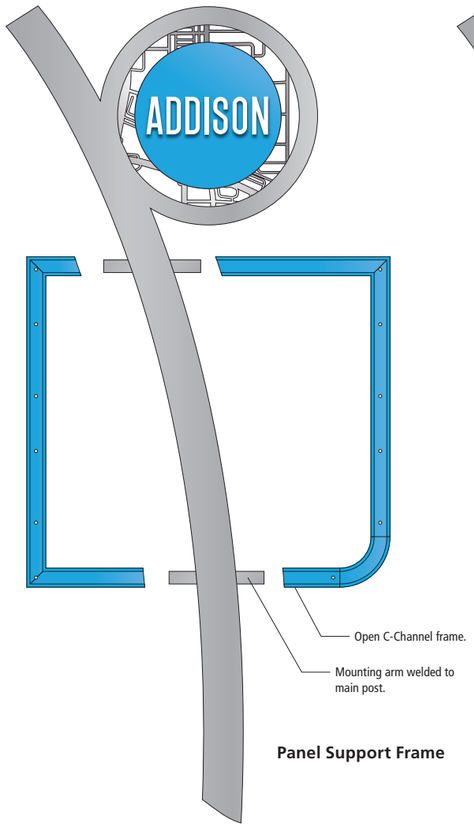
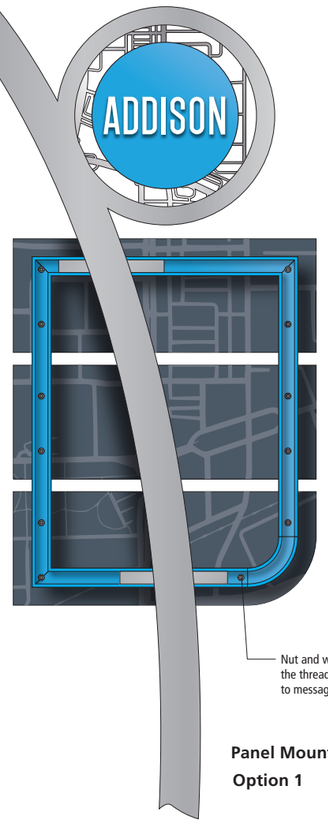
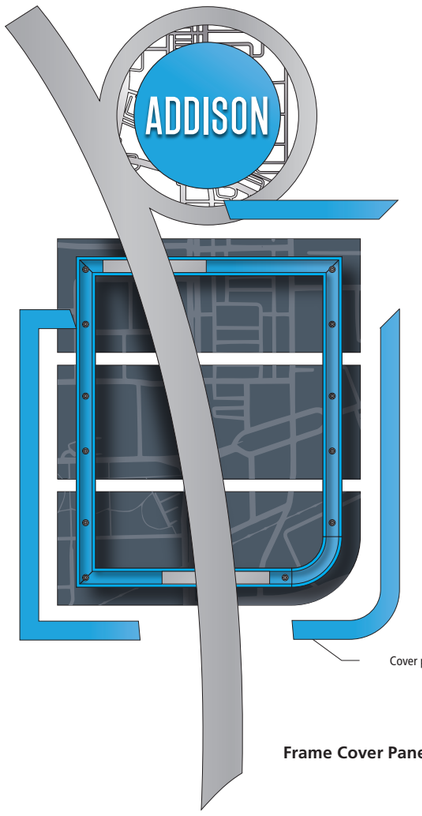


Panel Support Frame



Panel Mounting Option 1



Frame Cover Panel

Complete Sign Option 2

G-1
Vehicular Guide. Panel Mounting Options 1 & 2

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")

CLIENT / PROJECT

City of Addison Texas

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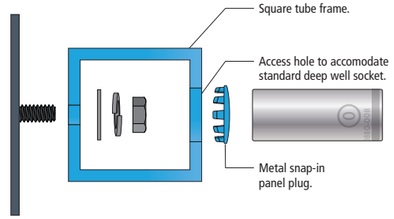
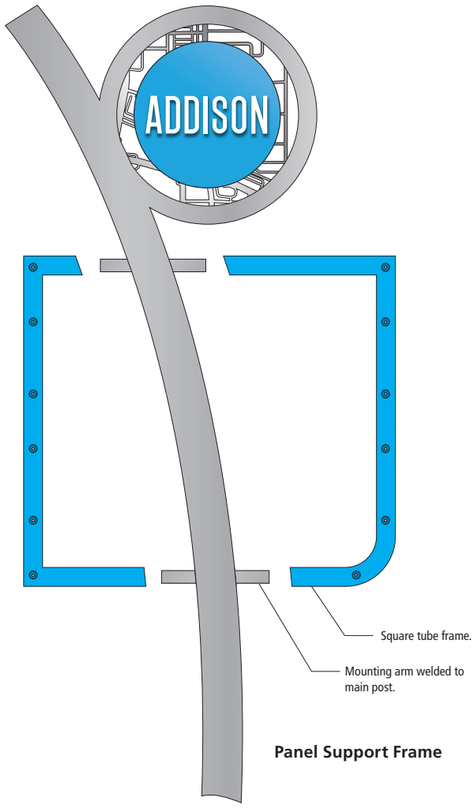
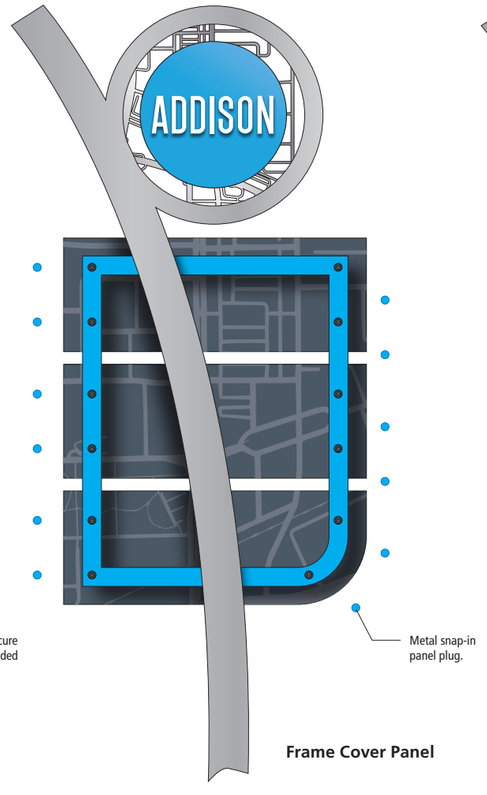


Option 3



Panel Support Frame

Panel Mounting



Frame Cover Panel

Complete Sign

G-1
Vehicular Guide. Panel Mounting Option 3

1. Metaillic Silver
2. Addison Blue
3. Dark Gray
4. Light Gray
5. White
6. Parking Green

SCALE (on 11" x 17")

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

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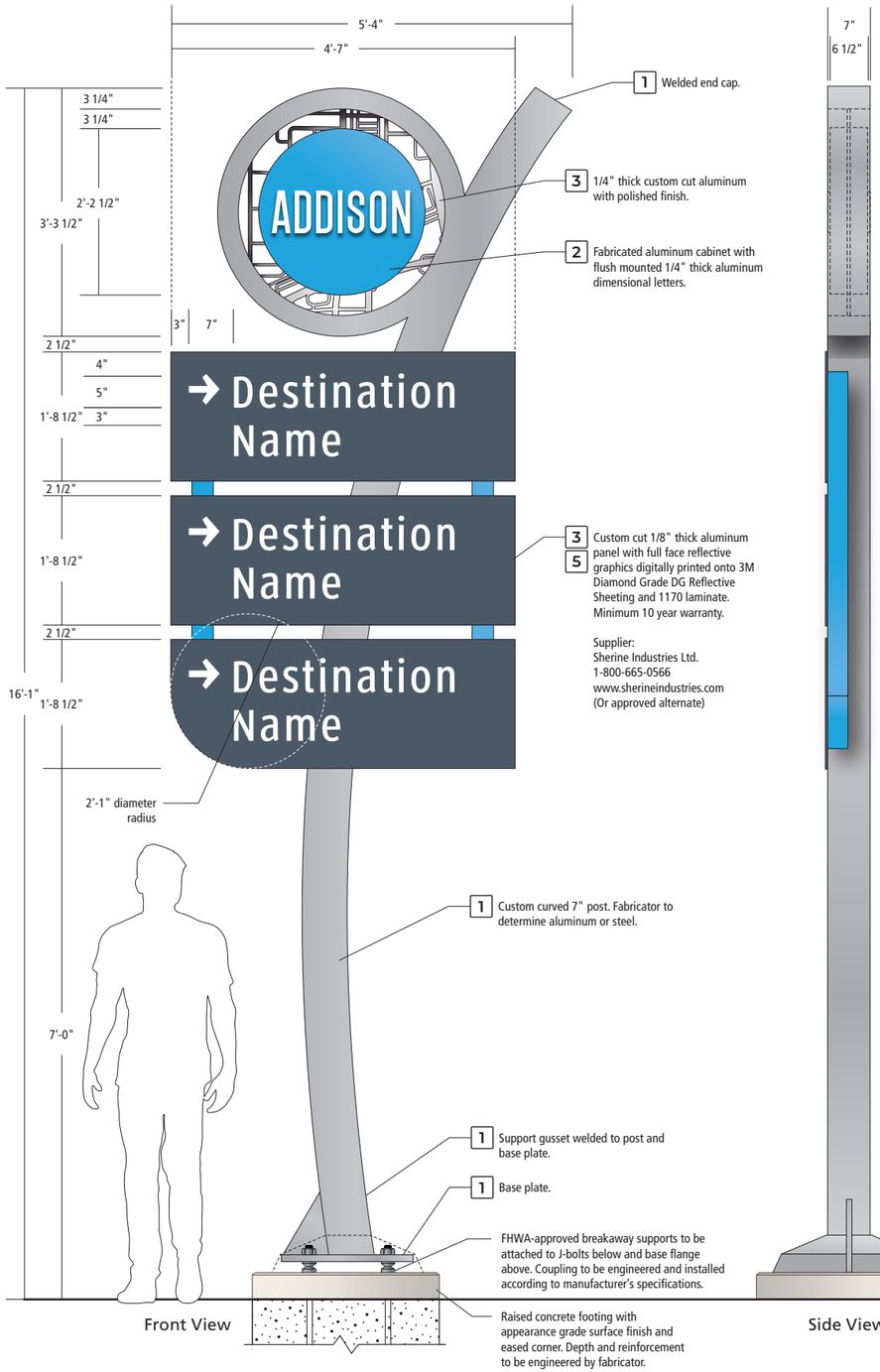
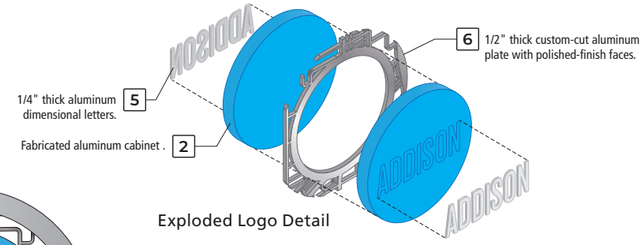
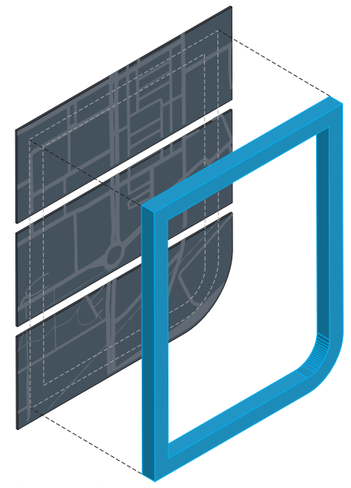




Exploded Logo Detail



Exploded Back View

G-2
Vehicular Guide

1		Metaillic Silver
2		Addison Blue
3		Dark Gray
4		Light Gray
5		White
6		Parking Green

SCALE (on 11" x 17")
1/2" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
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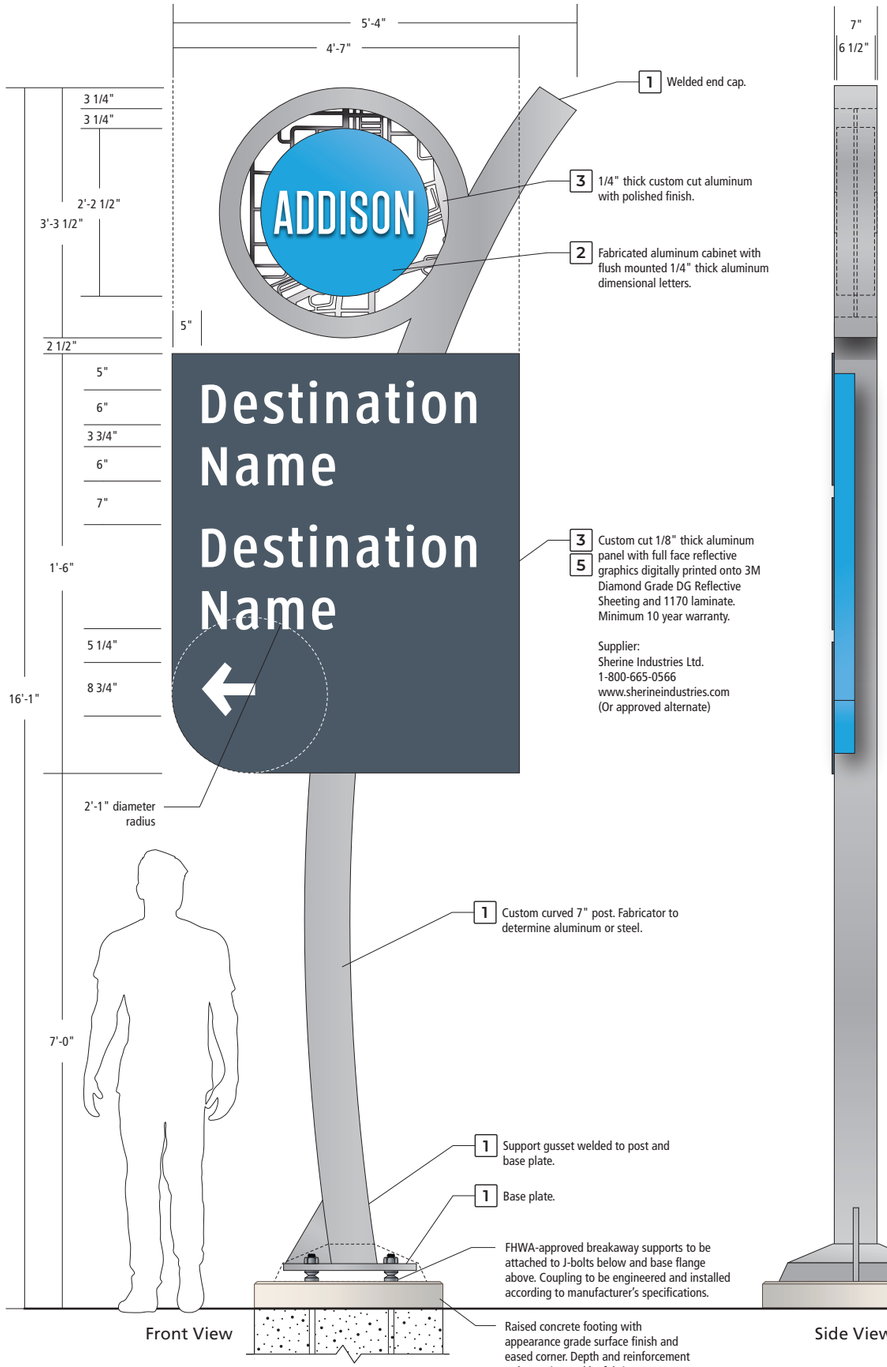
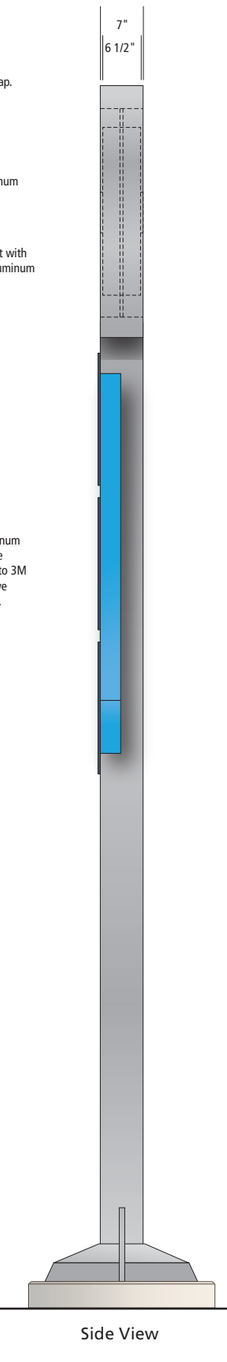
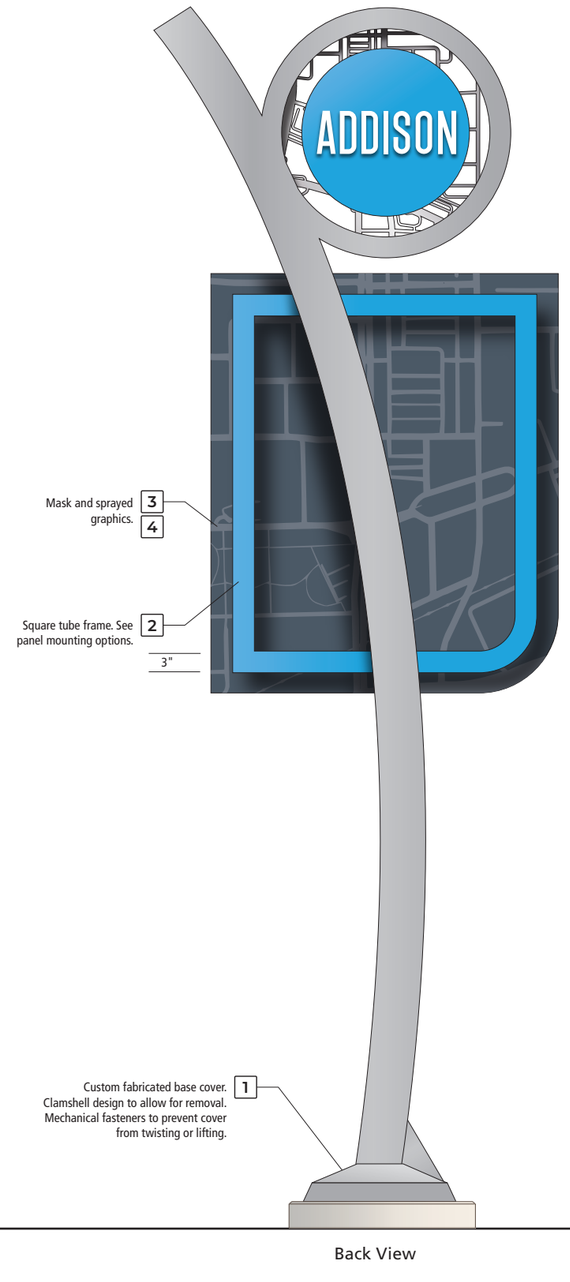
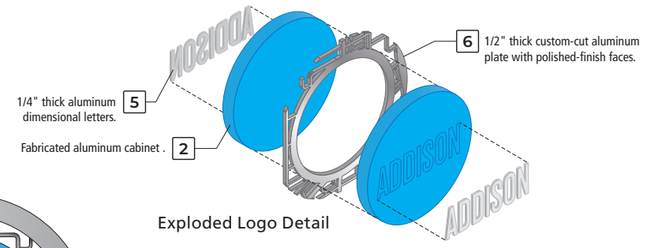
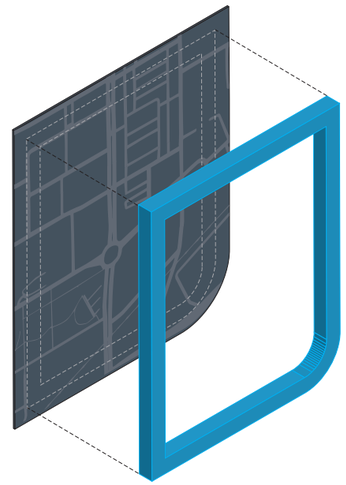








Exploded Logo Detail



Exploded Back View

G-3
Vehicular Guide

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
1/2" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

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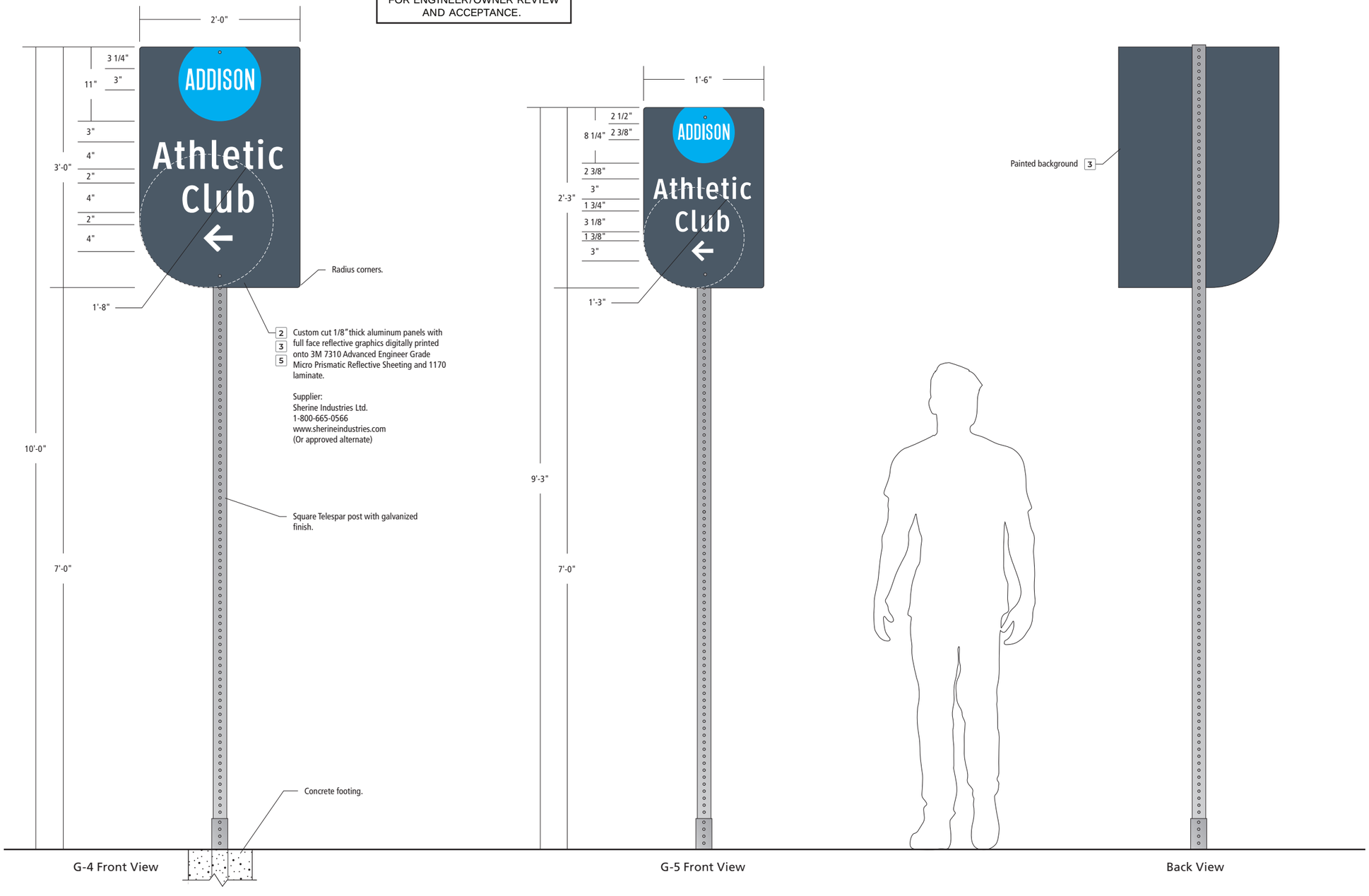

G-4
Vehicular Guide

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

City of Addison Texas

DATE	DESCRIPTION
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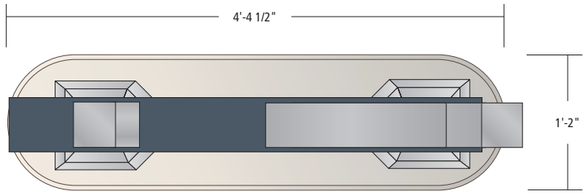
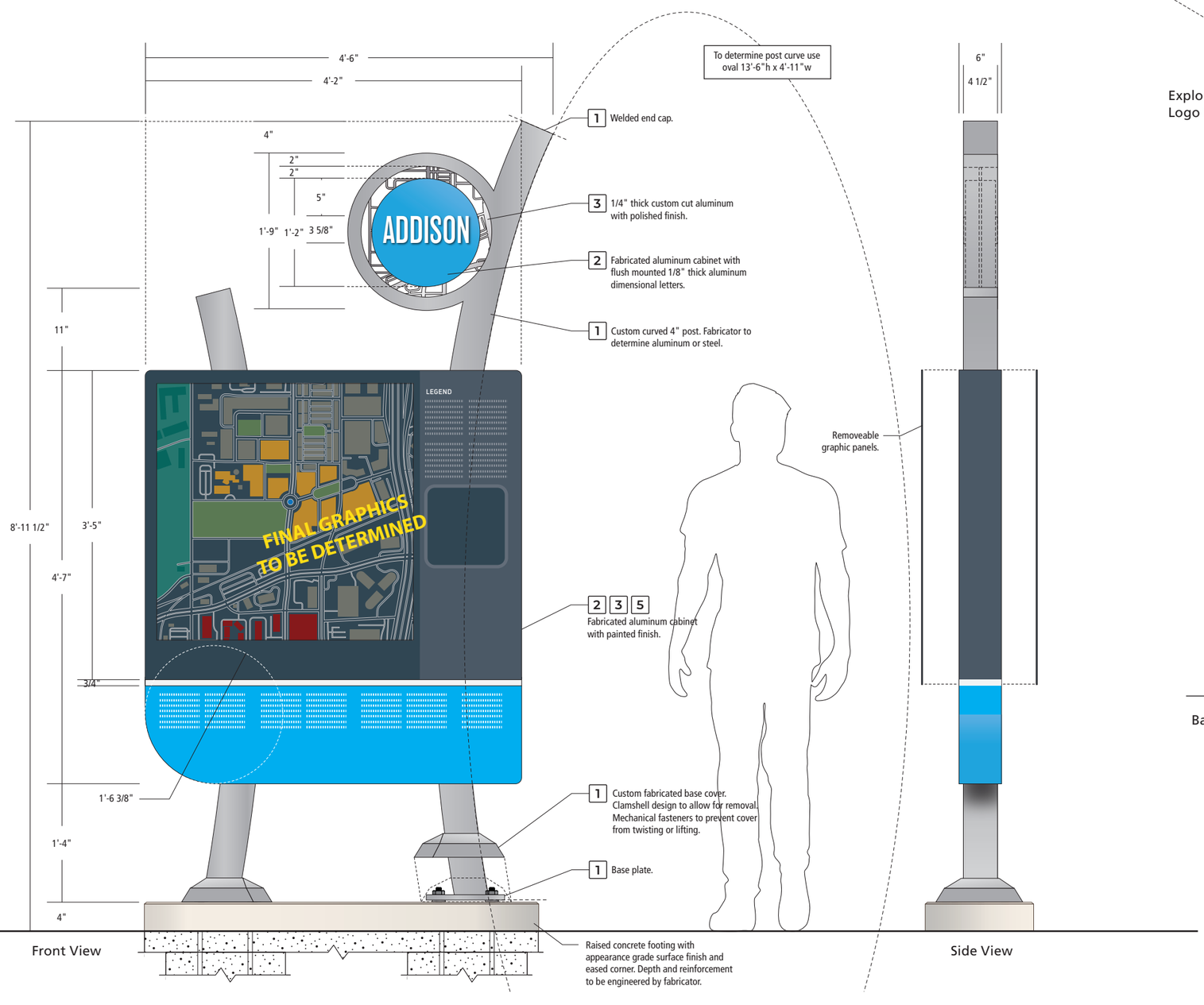
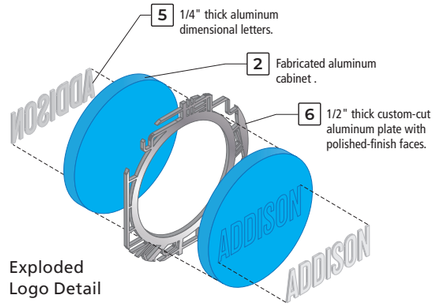


Top View

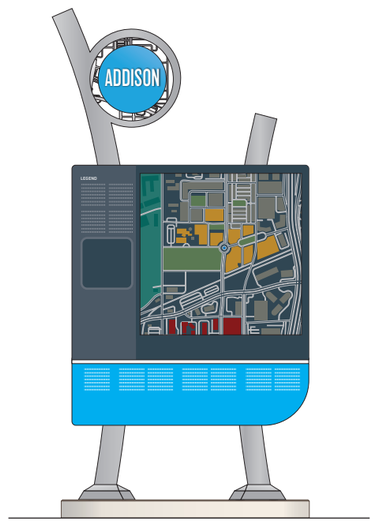


Front View

Side View



Exploded Logo Detail



Back View

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

K-1
Pedestrian Kiosk

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

NOTES

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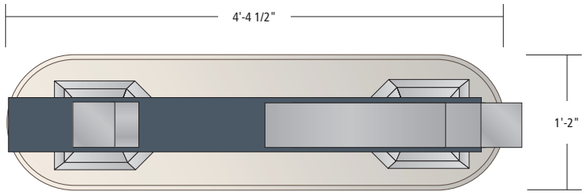
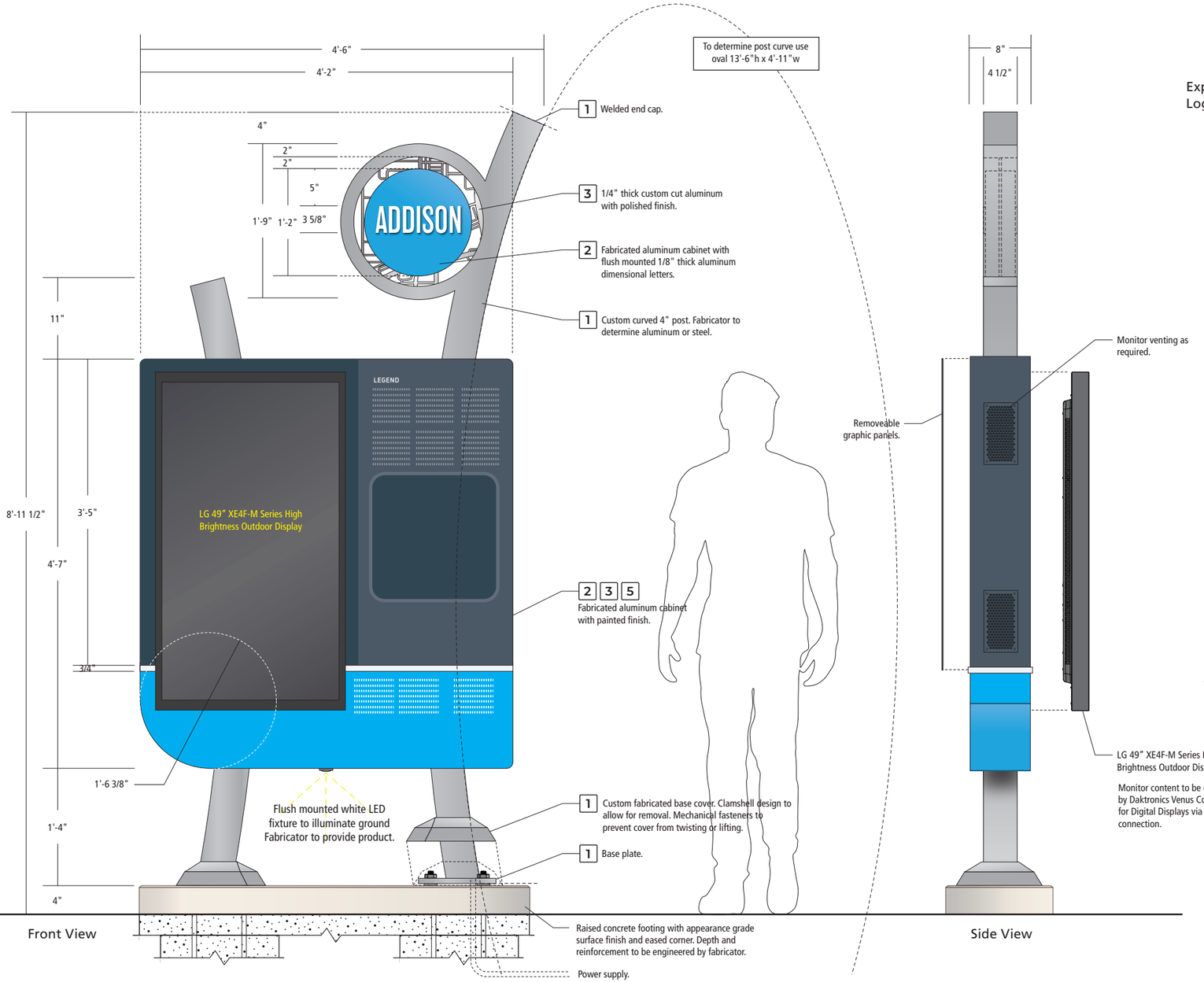
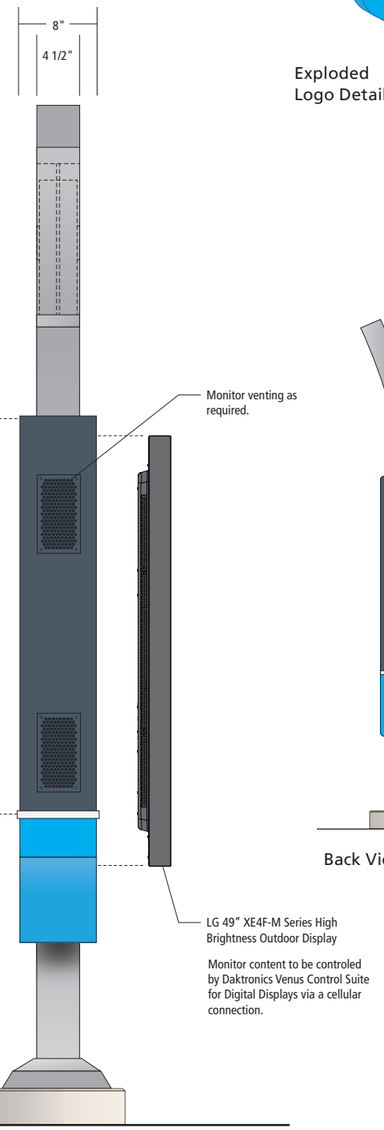


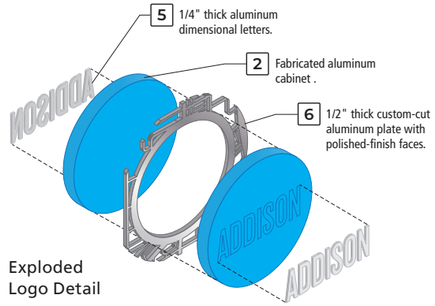
Top View



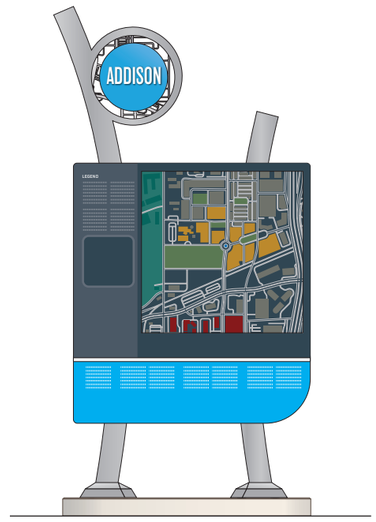
Front View



Side View



Exploded Logo Detail



Back View

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

K-1m
Pedestrian Kiosk with monitor

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

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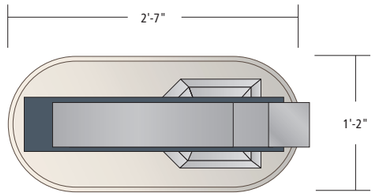
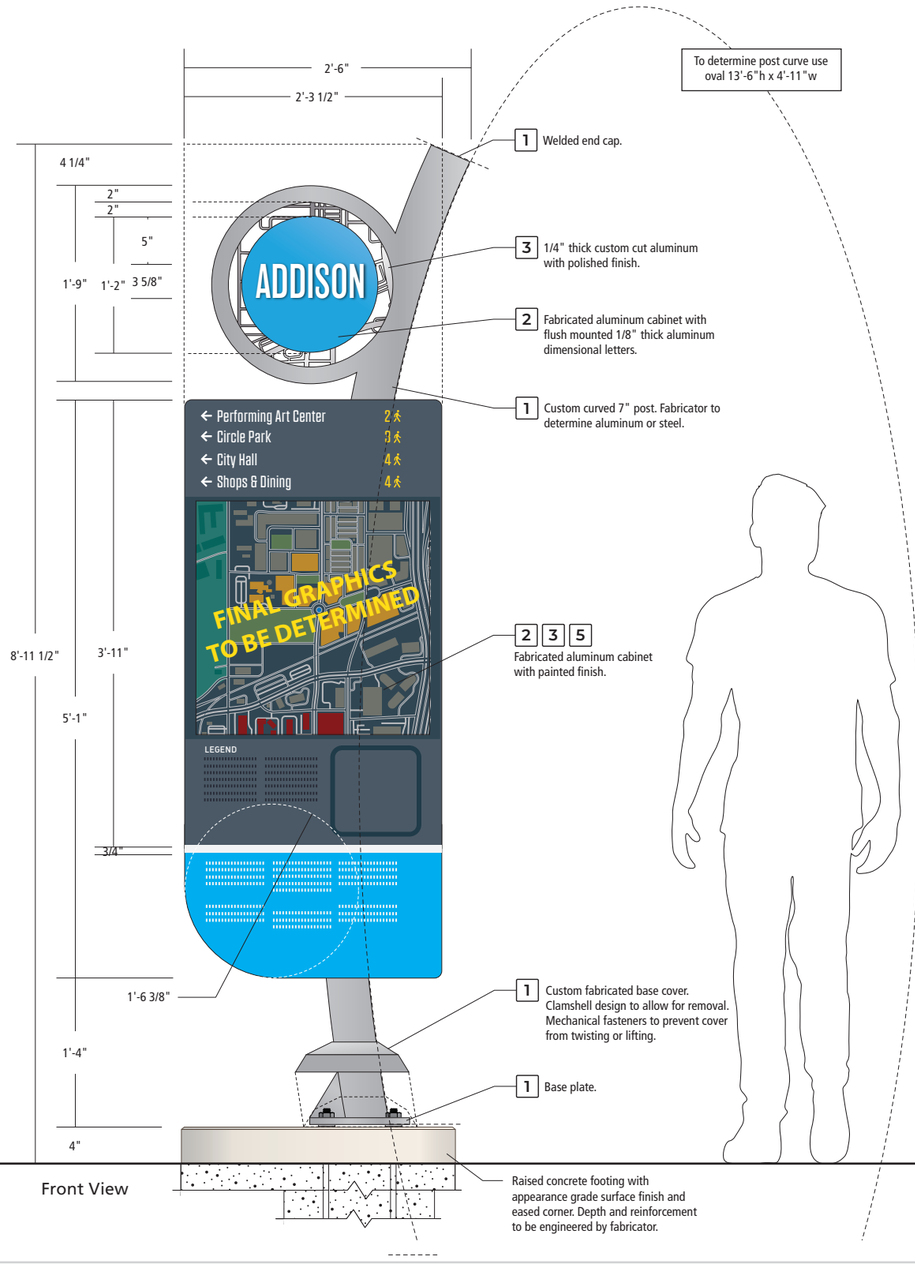
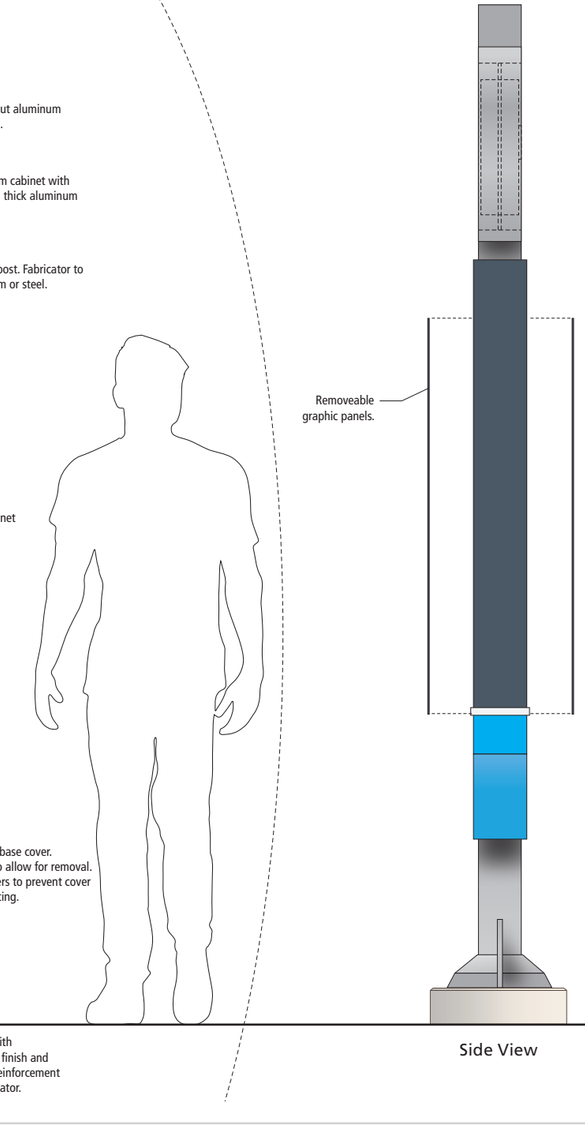


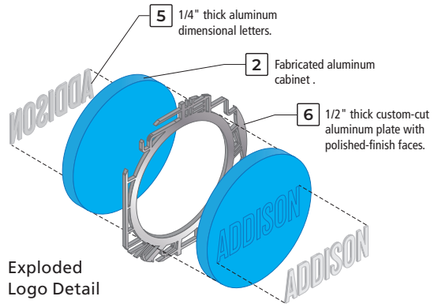
Top View



Front View



Side View



Exploded Logo Detail

Back View

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

K-2
Pedestrian Kiosk

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

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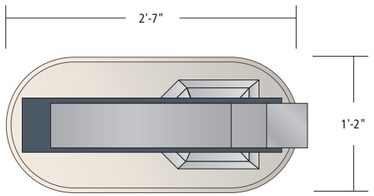
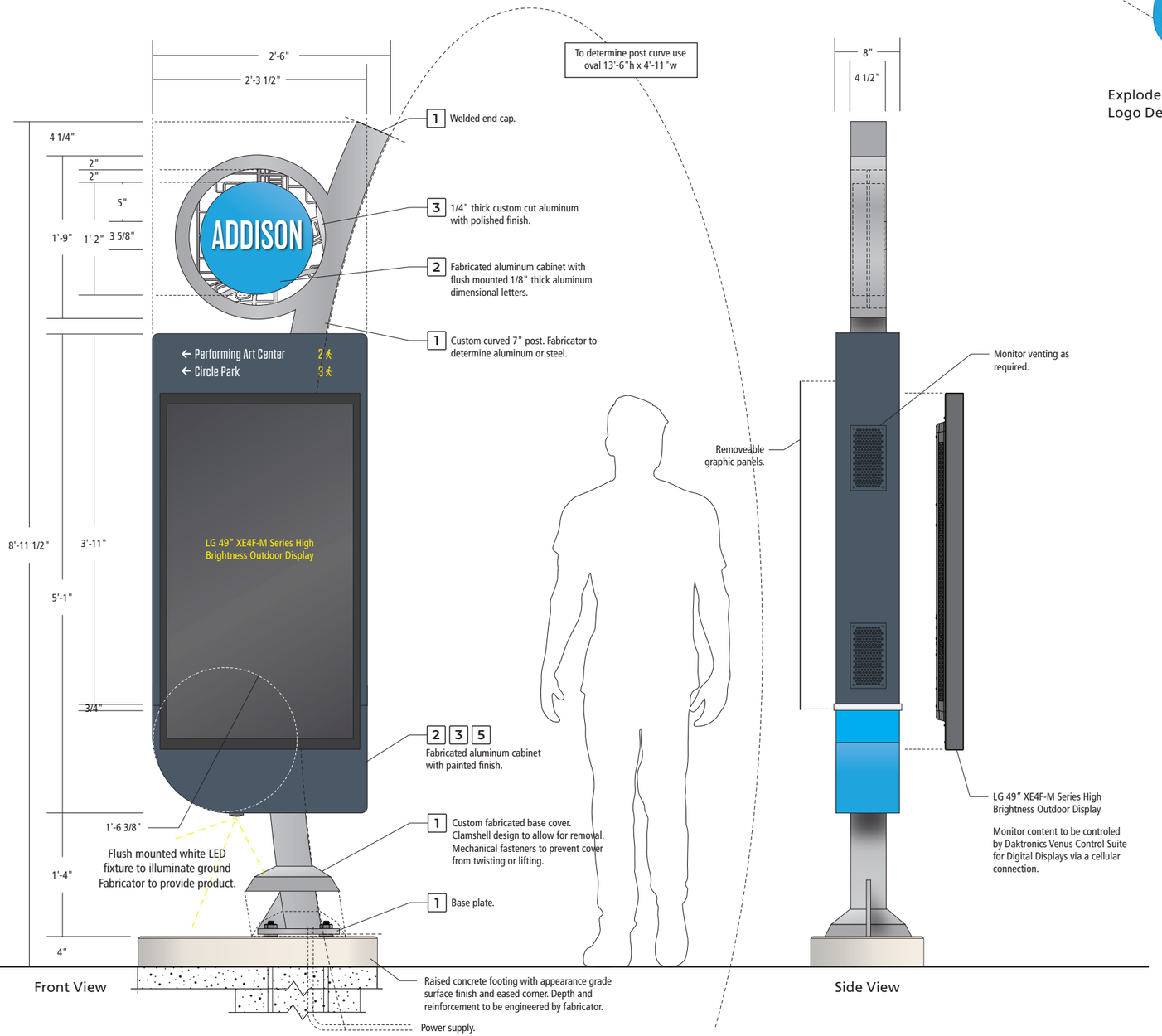
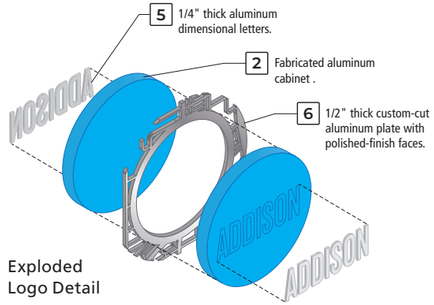


Top View



Front View

Side View



Exploded Logo Detail

Back View

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

K-1m
Pedestrian Kiosk with monitor

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

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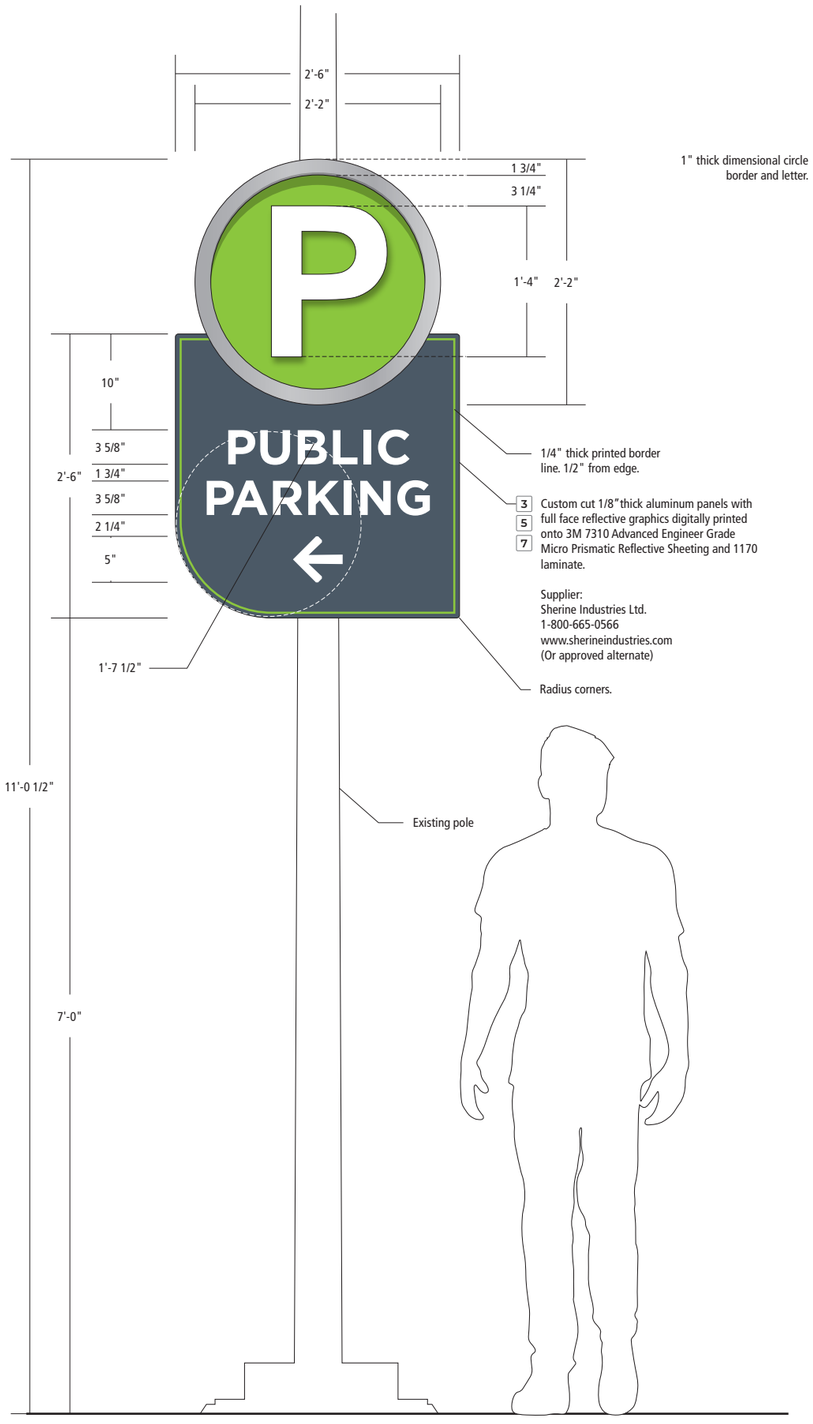
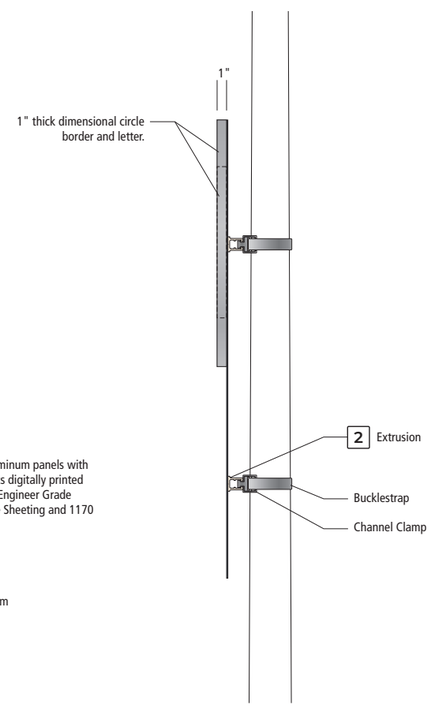
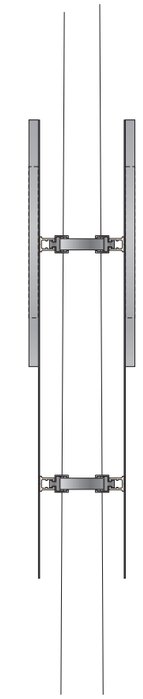


Front View



Single-sided View



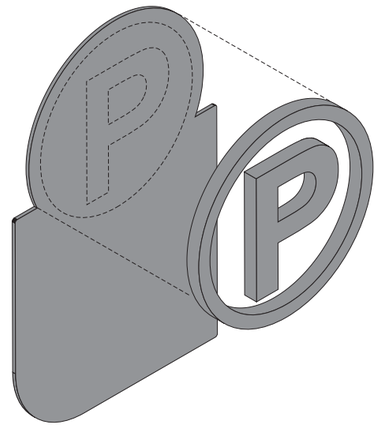
Double-sided View

Double-sided Back View

Extrusion
Size, length, quantity and positioning to be determined by Fabricator.

Universal Channel Clamp
Standard stainless steel mounting bracket compatible with any Signfix support extrusion.

Bucklestrap
Stainless steel band. Use to attach Universal Channel Clamp to round posts.



Exploded View

P-1
Parking Guide

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

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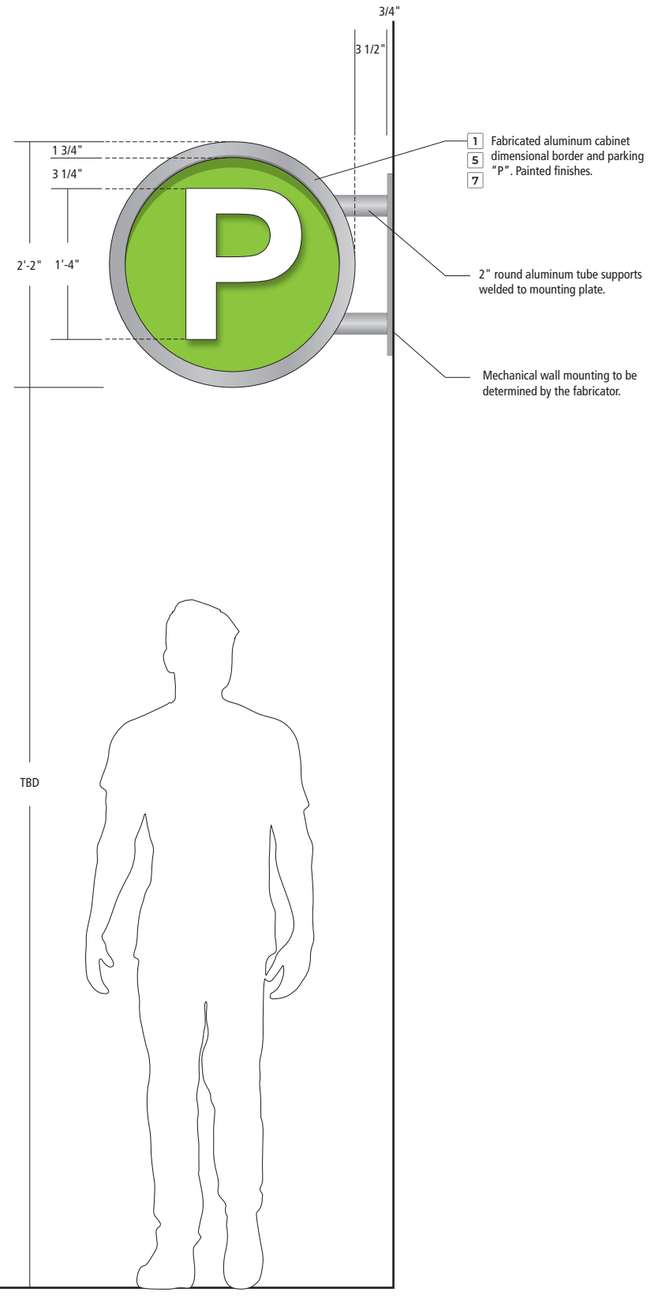
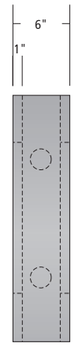
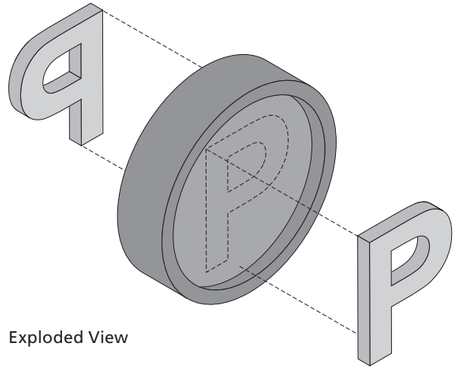


Front View



Side View

Back View



Exploded View

P-2
Parking Identification

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

ADDISON City of Addison Texas

DATE	DESCRIPTION
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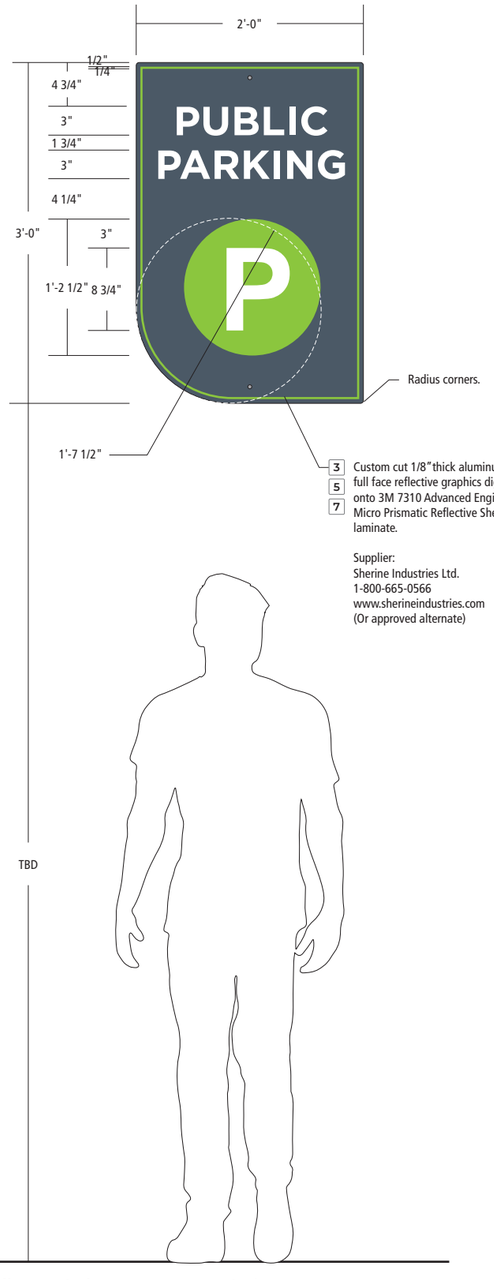
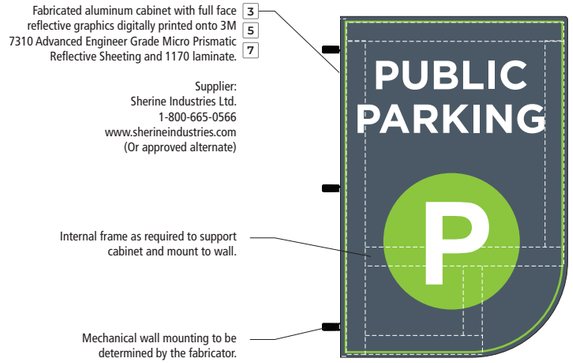


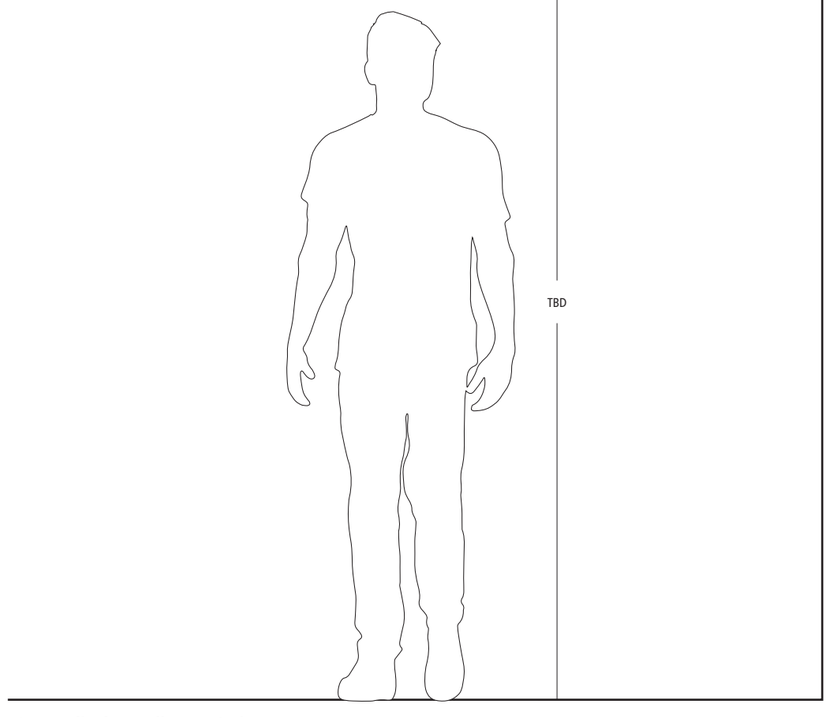
Flat Wall Mounted Front View



Back View

Side View

Front View



Perpendicular Wall Mounted

P-3
Parking Identification

1	Metaillic Silver
2	Addison Blue
3	Dark Gray
4	Light Gray
5	White
6	Parking Green

SCALE (on 11" x 17")
3/4" = 1'-0"

CLIENT / PROJECT

City of Addison Texas

DATE	DESCRIPTION
11/14/2025	DRAFT Submission

NOTES

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SECTION 10 14 00 – Signage Fabrication Specifications

PART 1 - GENERAL

1.1 *SUMMARY*

A. This section includes specifications related to fabrication and installation of exterior project signage.

B. **Project Documents:**
The materials, products, equipment, and performance specifications within these documents describe the standard of required function, dimension, appearance, performance, and quality to be met by the Fabricator.

1. Design Intent Drawings contain sign type details. Drawings provided to the Fabricator in PDF format (outlined Adobe Illustrator files available upon request).
    a. Design Intent Drawings and specifications are meant for DESIGN INTENT only and are not construction drawings.
    b. Corbin Design, Inc. (Designer) is not a licensed Engineer or Architect. The responsibility of interpreting the Design Intent Drawings to engineer and produce structurally sound and safe product(s) is the responsibility of the Fabricator.
2. Sign Location Plans are general in nature and not to scale. They reflect locations deemed desirable for the effectiveness of the overall wayfinding plan. Sign location plans are provided to the Fabricator in PDF format.
3. The Sign Message Schedule includes sign type, exact messaging, layout details, and provides additional installation or graphic layout information specific to each sign location. Sign message schedules are prepared in FileMaker. Fabricator will be provided information in PDF format sorted by sign number. A link to an Excel file export of the data is available by request.

C. **Fabricator's Responsibilities:**

1. Engineer, fabricate, and install all signage and graphics per the Project Documents.
2. Be knowledgeable of relevant federal, state, and local code requirements and be responsible for ensuring that all signs meet current local, state, and federal codes, especially, but not limited to MUTCD, DOT, ADA, Building Codes, and Fire/Life Safety codes.
3. Perform complete structural design and engineering of the signs, foundations, and mounting as required for approvals and permits and to protect the Owner. Incorporate all the safety features necessary to adequately support the sign for its intended use and purpose.
    a. All signs shall meet local, state, and federal codes.
    b. Engineered shop drawings for project signage shall be reviewed, stamped, and signed by a Texas-registered engineer.
    c. Shop drawings are to be provided for all exterior sign elements.
4. Engineer all signs, banners, and mounting devices, unless otherwise indicated, to withstand the required wind load (normal to the sign, in addition to the weight of the sign) as specified by ASCE, American Society of Civil Engineers, or greater as per local, state, or federal code.
5. Visit the site prior to starting fabrication to observe existing conditions, verify mounting conditions and space availability, take field measurements, and verify all signage locations with Owner's Representative.
6. Provide all Submittals outlined in theses specifications in a timely fashion and according to the agreed upon schedule.
7. Develop graphic layouts of all sign faces using the Design Intent Drawings and messaging from the supplied Sign Message Schedule.
8. Verify signs listed in the Sign Message Schedule match those on the Sign Location Plans.
9. Notify the Designer and Owner's Representative immediately if any discrepancies exist within Project Documentation or field conditions, before manufacturing the signage.
10. Obtain approval on all submittals from Owner's Representative and Designer prior to beginning fabrication.
11. Secure any and all necessary permits for signage installation.
12. Work with the Owner's Representative to secure any necessary variances.
13. All permits must be secured prior to beginning fabrication, unless otherwise directed by Owner's Representative in writing.
14. Work with the Owner's Representative to coordinate with the facilities department, general contractor, and other trades performing work on site.
15. Maintain all project related files such that the Owner may reorder additional signs for a minimum of 10 years after the completion of the work.
16. Be responsible for subcontracted work. If subcontractors are retained to perform any portion of the work, the Fabricator is responsible for that work as if they had performed it themselves.

D. Extend in writing all manufacturers' warranties.

E. Obtain a minimum five (5) year extended warranty on all paint and powder coat applications.

F. Obtain a minimum five (5) year warranty on all applied vinyl applications. Vinyl shall not fade excessively, discolor, delaminate, crack, curl, peel, blister, or lose reflectivity.

G. Provide a written full replacement warranty for five (5) years starting from the completion of installation that all signs will be free of defects due to craft work and materials including, but not limited to:

1. Bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges.
2. Corrosion appearing beneath paint surfaces of panels, brackets, posts, or other support assemblies (except as an obvious result of vandalism or other external damage).
3. Corrosion of fasteners.
4. Fading, chalking and discoloration of the colors and finishes within the vinyl and paint manufacturer's stated warranty period.
5. Peeling, delamination, bowing, or warping ("oil canning").
6. Repair and re-installation of signage due to failed mountings.
7. The assemblies not remaining true and plumb on their supports.

H. Repair or replace, including installation, any defective signs or hardware, which develop during the warranty period and repair any damage to other work due to such imperfections at no charge to the Owner and to the Owner's satisfaction.

I. The Fabricator will be required to fully replace all signs that are in error relative to the working documents (sign message schedule and sign type drawings) that were submitted to the Fabricator upon award of contract.

1.2 *RIGHTS AND GUARANTEE*

A. Design Rights: Fabricator is hereby granted limited right to the designs as shown and specified herein for the sole purpose of completing contractual obligations to fabricate and install project signage. Fabricator may not manufacture, reproduce, exhibit, or modify these designs for any other purpose without prior written consent from BOTH the Owner/Owner's Representative and Corbin Design, Inc.

1.3 *SUBMITTALS*

A. **Pre-Fabrication Submittals:**
Submit the following to the Owner's Representatives and Designer for review and approval prior to commencing with signage fabrication.

1. **Project Schedule of Work:**
Provide a detailed fabrication and installation schedule.
    a. Include all pertinent dates and milestones such as submittal delivery dates, required approval dates, fabrication dates, and installation dates.
    b. Include all lead times for materials and third-party supplied items.
    c. Allow a minimum of 15 business days for Owner Representative and Designer's review of Pre-Fabrication Submittals with one round of revisions built in, unless otherwise noted within the bid schedule.
    d. Include submittal delivery dates of Shop Drawings, Samples, Graphic Layouts, etc.
2. **Shop Drawings:**
Detailed engineered shop drawings for each sign type are to be submitted as electronic PDF, no larger than 11"x 17". Final Shop Drawings are to be stamped by an Engineer licensed in the State of Missouri to ensure structural integrity and safety. The shop drawings for each sign type shall illustrate/describe the following:
    a. Elevations and cross sections – front, sides, top and back; side sections; internal structure section/details; enlarged details such as of extrusions, push-through letter mounting, mounting plate, etc.; with all final dimensions and callouts for:
        1) Components – construction details/information related to individual elements.
        2) Finishes – color, type of product, manufacturer, and sheen.
        3) Fonts, graphics specifications, and message fields.
        4) Materials – color, type, gauge, and thickness (including substrates and overlays).
    b. Exploded view, unless otherwise indicated – isometric view with components, materials, and finishes.
    c. Cross-section of corners – one illustration for each corner condition. Items to be illustrated: seams, joints, layers, internal support, and fasteners.
    d. Mounting/installation details – provide foundation cross-sections (including hardware), bracket/post details, elevations, materials, finishes, and fasteners.
    e. Electrical details are to be provided for all elements that require electricity. Specific items to be listed are:
        1) Light source and/or fixture type and manufacturer
        2) Power supply (transformer)
        3) Amperage and voltage per sign
        4) Electrical service required (source)
        5) Electric Eye and Timer information
        6) Location of disconnect switch
    f. Lighting detail – provide an internal view of light fixtures, LED layout, transformers, external cut-off switch, light sensor, and timer.
    g. Foundation details – provide detailed foundation details including all concrete and reinforcement specifications.
    h. Engineering for wind load.
    i. Removable panels (where applicable).
    j. Identify any dimensional or other changes in the overall sign required by virtue of the fabrication materials, techniques, and/or engineering.
3. **Samples:**
Submit three (3) 5" x 5" samples of each material listed in the Design Intent material specifications using actual substrate materials for review and approval. One will be returned, one kept by the Owner's Representative, and one kept in the Designer's records.
    a. Label the back of every sample with the project name, sample designation, and fabricator name.
    b. The Owner's Representative and Designer reserve the right to reject any sample and require additional samples as necessary to obtain final approval.
    c. Submit three 12"x12" to-scale sample segments of the final insert artwork for exterior pedestrian maps.

4. **Graphic Layouts:**
   Provide a proofing document of final production graphic layouts for every sign face to verify fonts, line breaks, character and word spacing, interline spacing, and adherence to Design Intent Drawing layouts and Sign Message Schedule information.
   a. The proofs are to be scaled production art files, not full sized.
   b. Layouts are to be organized by sign type and by sign number within each sign type group.
   c. Each layout is to be identified with the corresponding sign number.
   d. Submittals that do not follow these organization requirements may be rejected without review until corrected.

B. **During Fabrication Submittals:**
   1. Fabricator is required to maintain the Project Schedule detailing fabrication and installation timelines, submitting weekly updates as changes occur.
   2. Upon request, Fabricator is to submit photo documentation of signage at various stages of fabrication and installation. Review of these photos does not rule out rejection of the sign during the punch list if they do not meet fabrication requirements.

C. **Post-Fabrication Submittals**:
   Upon completion of the initial installation, the following are to be submitted to the Owner's Representative.
   1. Maintenance instructions and manuals for all sign components (lighting, paint, etc.), along with final amended shop drawings, as-installed sign location plans and approved graphic layout documents.
   2. Instructions for maintenance and waxing of painted, powder coated, and fiberglass elements.
   3. Templates for all insert-based signs, utilizing standard software for the Owner's use in printing replacement inserts.
   4. One (1) pint of each finish paint color for touch-up purposes.
   5. Labeled, spare keys to master keyed locks on directory or kiosk signage.
   6. Warranty documentation, as outlined above.

1.4 *QUALITY ASSURANCE*

A. The materials, products, equipment, and performance specifications described within, establish a high-quality standard of required function, dimension, appearance, performance, and quality to be met by the Fabricator.

B. Materials used for this project shall be new materials, not reconditioned.

C. Fabricator shall only use workforce skilled and experienced with the products, fabrication methods, and installation requirements outlined for this project.

D. Fabrication and installation are to withstand severe abuse and souvenir theft vandalism, but not less than the equivalent of resisting simple hand implements and tools (screwdrivers, knives, coins, keys, and similar items), and adult physical force. It is the fabricator's responsibility to suggest alternate fabrication or installation methods, should they be deemed necessary to hinder theft or vandalism.

E. Regulatory Requirements: Signage shall meet or exceed requirements of all current applicable local, state, and federal codes, including but not limited to:
   1. MUTCD standards manual, (current edition);
   2. 2010 Americans with Disabilities Act Standards for Accessible Design, including local modifications and amendments; and
   3. All local, state, and federal building and fire codes as required by the Authority Having Jurisdiction (AHJ).

PART 2 - PRODUCTS

2.1 *MANUFACTURERS*

A. Approved manufacturers include:
   1. Acrylic Polyurethane Paint: Matthews Paint Company or Akzo Nobel
   2. Acrylic Sheets: Rohm and Hass Co, Acrylite or equivalent
   3. Adhesive Silicone: Dow Corning or equivalent
   4. Adhesive Tape: Polyfoam or "Isotac" by 3M or equivalent
   5. Banner Hanging System: Banner Saver
   6. Channel letter system: Let-R-Edge or equivalent
   7. Electronic Message Centers: Daktronics, Watchfire, Vantage LED or equivalent
   8. Exterior Extrusions: SignComp
   9. Exterior Perforated Vinyl: 3M
   10. Exterior Tactile signs: Gravoply or equivalent
   11. Exterior Vinyl: 3M or Oracal
   12. Fiberglass Embedded Panel: Pannier Graphics
   13. High Pressure Laminate: Folia, i-Zone, Trespa
   14. LED lighting system: General Electric, Principal LED, Philips, US LED or equivalent
   15. Panaflex: 3M or equivalent
   16. Powder Coating: PPG Duranar or Akzo Nobel Interpon
   17. Proprietary sign frame systems: 2/90 Sign Systems, APCO Signs, Appenx, ASI Sign Systems Inc., Modulex, Takeform, Vista System
   18. Reflective Digital Print: Sherine Industries or other equivalent 3M certified digital printer
   19. Stainless Steel Strapping System: Band-It or equivalent

2.2 *MATERIALS*

A. Acrylic sheet: varying colors and thicknesses as noted on Design Intent Drawings. Translucent bright white cast acrylic (7328) is recommended for push-through copy and graphics. Translucent dull white cast acrylic (2447) may be used in instances where a bright white appearance is not desired. Opaque bright white cast acrylic (7508) is recommended for non-illuminated copy and graphics.

B. Adhesive vinyl: opaque color, reflective color, translucent color, and transparent color.

C. Aluminum: suitable for ornamental work. Finish to be smooth and free of imperfections. Alloy based upon structural requirements of the signage design. Aluminum panels to be .125" minimum thickness unless otherwise specified.

D. Day/Night acrylic: Acrylite Day/Night, Casacryl or equivalent as noted within the Design Intent Drawings.

E. Day/Night perforated vinyl: 3M Dual-Color Film (Series 3635); screen printed, or inkjet printed with solvent inks complying with 3M printing specifications. It is recommended to use this vinyl on the first surface of clear acrylic with a white diffuser vinyl on the reverse side.

F. Electric Eye **and/or** Timer as indicated by the Owner's Representative.

G. Exterior grade paint: acrylic polyurethane paint in solid and metallic colors with primer **and** Super Satin Clearcoat finish.

H. Fiberglass panels with embedded artwork are to be fabricated using 1/8" thick fiberglass panel with permanently embedded digital graphics. The panel must be a solid, one-piece panel with all graphic elements inseparable from the fiberglass in which they are embedded.

I. Fonts/Typefaces: Fonts used within the Designer's programs were purchased by and are licensed to the Designer. It is the responsibility of the fabricator to purchase the specified licensed fonts for use within this program. See the Design Intent typography page for the specific fonts.

J. High pressure laminate: Digital graphic surface papers encapsulated with melamine resins are pressed over a portion of recycled post-consumer kraft paper core sheets impregnated with phenolic resin. These sheets are bonded under pressures greater than 1200 pounds per square inch and at temperatures approaching 300°F (149°C). The 0.040" backs are sanded to facilitate bonding to other substrates.

K. Illumination: per Design Intent Drawings, as LED or high-output fluorescent lamps with 800 MA, exterior UL rated electronic ballasts per specifications. Specifications for T-8 lamps are specific to the 60,000 hour T-8 lamp.

L. Matthew's Paint reflective white paint or 3M Matte White Light Enhancement Film.

M. Miscellaneous mounting hardware: including but not limited to stainless or corrosion resistant screws, bolts, and hinges, adhesives, and stainless-steel cable.

N. Perforated aluminum plate: varying hole patterns as specified in Design Intent Drawings.

O. Printed graphics shall all be printed at a minimum of 1200 DPI using exterior grade UV inks.

P. Structural Steel: galvanized rolled steel or equal as required to meet structural requirements.

2.3 *SUBSTITUTIONS:*

A. Use of an "equivalent" product manufacture must be clearly identified in the fabricator's quote and shop drawings.

B. No substitution will be considered unless the Owner's Representative and Designer have received written request for approval.

C. Equal or better equipment or method may be recommended, but fabricator will be required to provide full documentation, upon

D. request, establishing such a substitution's equality or superiority as measured in compliance with the visual design intent, cost, ease of maintenance, and performance.

E. The Owner's Representative and Designer's decision of approval or disapproval of a proposed substitution shall be final.

2.4 *FABRICATION*

A. Details on Design Intent Drawings indicate a design approach for sign structure but do not include all fabrication details required for the complete structural integrity of the signs, including consideration for static, dynamic and erection loads during handling, erecting, and service at the installed locations.

B. General:
   1. It is intended that the workmanship be of the highest quality obtainable by the respective trades and crafts experienced in the fabrication of architectural signs.
   2. Fabricate signage such that major components of the sign can be removed and replaced with similar components. Incorporate this changeability such that it does not promote vandalism but can be done by a qualified maintenance crew.
   3. Within fabrication tolerances, allow for expansion and contraction of materials due to temperature changes as appropriate to the project location.

C. Fonts/Typefaces:
   1. All tactile and braille characters must meet current ADA code requirements.
   2. Letter height/cap height is based upon the height of the capital letter "E" or any capital character that has a flat top and base.
   3. Under no circumstances are typefaces to be electronically distorted ("squeezed" or "extended") for purposes of fitting to the specified sign. This includes (but is not limited to) stretching, squeezing, tilting, outlining, or shadowing.
   4. Ligatures are to be turned off.
   5. Apostrophes and quotation marks are to be used, not footmarks and inches. Note there is a difference in most fonts.
   6. Fabricator to reference spacing and layout examples within the Design Intent Drawing package.
   7. Fabricator is responsible for correcting any typesetting errors that may be necessary.

D. Sign Faces:
   1. Sign faces to be fabricated using aluminum of varying thicknesses, as specified on Design Intent Drawings, with a minimum thickness of .125" unless otherwise noted.
   2. Any sign faces smaller than 8' by 20' are to be fabricated from 1 piece of seamless material.
   3. Any sign faces larger than 8' by 20' are to follow Welded Joint specifications. Joints must be filled and ground smooth so there is no visible seam.
   4. Non-illuminated sign faces are to have lettering and graphics created as surface-applied vinyl typography unless otherwise noted in the Design Intent Drawings.
   5. Acrylic faces are to be of sufficient thickness to preclude bowing or distortion within frames.

E. Push-through copy:
   1. Routed push-through copy from a single sheet of acrylic. Letters and shapes that are routed out and bonded to a separate acrylic sheet are not acceptable.
   2. Exposed acrylic edges are to be finished such that no saw marks are visible.
   3. Acrylic to have a minimum thickness of 3/8".
   4. Acrylic to be pushed through flush evenly to 3/32" unless otherwise noted on design drawing.
   5. Acrylic is to be attached to the interior of the sign using mechanical fasteners and silicon.
   6. All letter knock-outs (interior of letter forms) are to be stud mounted through the acrylic.
   7. Acceptable spacing between the push-through acrylic and the cutout aluminum is 1/32" for copy 12" or smaller. Copy larger than 12" may have alternate spacing to allow for the change in material expansion.
   8. The edges and corners of routed letterforms shall be sharp and true. Letterforms with nicked, cut, ragged, rounded (positive or negative) corners, and similar disfigurements will not be acceptable.

F. Fasteners:
   1. Conceal all fasteners except for access panels or where approved otherwise by Owner's Representative and Designer. Access panel fasteners are to be stainless steel, tamper resistant, counter-sunk flush screws, painted to match adjacent finish.
   2. All hardware and fasteners within reach shall be vandal resistant.
   3. To prevent electrolysis, separate all ferrous and non-ferrous materials with a non-conductive gasket or barrier and utilize stainless steel fasteners as required.
   4. Pop rivets are not acceptable on the exterior of the sign cabinet.

G. Welded joints:
   1. Exposed welded joints must be filled and ground smooth so there is no seam visible when painted.
   2. Dimensional and structural welding defects will not be accepted, including but not limited to: poor weld contours, including excessive bead convexity and reinforcement, and considerable concavity or undersized welds; cracks; undercutting; porosity; incomplete fusion; inadequate penetration; spatter; and non-metallic inclusions.
   3. Welding is to be performed by AWS (or similar) certified personnel, following AWS Standard Welding Procedure Specifications (SWPSs) for steel, aluminum, and stainless steel as appropriate.

H. Non-welded joints:
   1. Signs must have a tight, hairline-type appearance, without gaps. Provide sufficient fastenings to preclude looseness, racking, or similar movement.
   2. Visible metal joints must adhere to a fit tolerance of .01".

I. Channel letters:
   1. Raceways are not acceptable unless specifically noted on the Design Intent Drawing or if approved by the Owner.
      a. Approved raceways must be painted the same color as the wall on which the raceway will be mounted.
   2. Acrylic must fit snuggly into the letter return.
   3. Returns on Channel letters two feet or greater in height shall be fabricated with a minimum of .080" thick aluminum.
   4. Returns on Channel letters under two feet in height shall be a minimum of .063" aluminum.
   5. Jewel trim is not acceptable, unless specifically called out in the Design Intent Drawings.
   6. Non-illuminated Channel Letters:
      a. Non-illuminated faces must be a minimum of .125" thick aluminum.
   7. Illuminated Channel Letters:
      a. Face-lit channel letter backers must be a minimum of .080" thick aluminum or greater as required by engineering.
      b. Face-lit channel letters mounted on the first or second story of a building shall be trimless.
      c. Face-lit channel letters installed on the third floor or higher of a building may use a low-profile trim cap.
   8. Low profile Illuminated Channel Letters:
      a. Letters fabricated out of white translucent acrylic (usually 30 to 40mm thick) with a routed cavity in the back of each letter for LED's illumination to be installed. These letters typically have an aluminum backer.
      b. Letters may be face, side, or back-lit or any combination of the three based upon the Design Intent Drawings.
      c. Letters must be evenly illuminated throughout the acrylic without hotspots or shadows.

J. Drain holes:
   1. Provide drain holes as needed to prevent accumulation of water within signs.
   2. Holes must be inconspicuous and located such that drainage does not occur onto signs, bases, or other surfaces subject to staining.
   3. Provide internal system of baffles to prevent "light leaks" through drain holes of illuminated signs.
   4. Use color-coordinated stainless steel bug mesh screen over drain holes or vents.

K. Painting:
   1. Sign panels shall be appropriately pre-drilled/pre-cut before priming and painting or coating.
   2. Metal surfaces are to be painted per the most recent Matthews Paint or Akzo Nobel product bulletins.
   3. Paint preparation of all metal surfaces of the sign to include removal of all scratches and imperfections, sanding and chemical etching.
   4. Substrate cleaning, preparation, paint application and paint thickness to be in strict compliance with Matthews Paint or Akzo Nobel published recommendations and product bulletins.
   5. Aluminum and Steel surfaces to be properly covered with a primer.
   6. Acceleration of the drying process and use of accelerants are not allowed.
   7. All paint and powder coat finishes to be a satin finish unless otherwise noted in the Design Intent Drawings.
   8. All painted surfaces to have a clearcoat finish to add UV protection and protection from the elements.
   9. Finished work shall be uniform, crisp, accurate, visibly free from flow lines, streaks, bleeding, blisters, cracking, peeling or other imperfections, without over spray, or rounded corners.
   10. Mask & Spray: All masking shall be executed with a digitally cut vinyl mask which has an adhesive specifically designed for clean removal when promptly removed after painting and curing cycles.
      a. No hand-cut masks shall be used.
      b. Finished edges of masked graphics or copy shall be true, clean, and visibly free from overspray.

L. Clear Coat:
   1. A compatible protective UV/ Anti-Graffiti Clearcoat shall be applied to all painted surfaces. Fabricator to verify all product warranties and compatibility with applied to surfaces.

M. Silk-screen, digital printing, and vinyl copy:
   1. All letterforms, symbols or graphics shall be reproduced either by photographic or computer-generated means.
   2. Cutting shall be done such that edges and corners of finished letterforms will be straight, sharp and true.
   3. Letterforms with nicked, cut, ragged, rounded corners, and similar disfigurements will not be acceptable.
   4. Copy is to match the sheen of the copy panel background (satin).
   5. Surface of graphics shall be uniform in color finish, and free from striping, pinholes, and other imperfections.
   6. Images shall be uniform in color and ink thickness.
   7. Use only weather-resistant coating materials that are compatible with substrates.
   8. Silk-screened images shall be executed with photo-processed screens prepared from original electronic art.
   9. Silk-screening shall be highest quality, with sharp lines and no sawtooths or uneven ink coverage.
   10. Images shall be free from squeegee marks and lines resulting from improper print stroke or screen off-contact.

N. Vinyl Sheeting:
   1. Non-Reflective
      a. Single Vinyl Product: All vinyl sheeting, inks and overlays shall maintain the same manufacturer and required specifications. Mixing products, processes or materials from different manufactures that voids warranties is not permitted.
   2. Reflective Sheeting:
      a. Single Vinyl Product: All vinyl sheeting, inks and overlays shall maintain the same manufacturer and required specifications. Mixing products, processes, or materials from different manufactures voids warranties and is not permitted.
      b. 3M Certified Fabricator: Reflective Vinyl Printing shall be performed by a current accredited 3M Certified Fabricator or 3M Certified Digital Fabricator, which includes an annual onsite audit of manufacturing facilities, ensuring correct materials and processes are being used. Certification shall guarantee that the product will be covered by 3M MCS Traffic Warranty.
      c. Use 3M High Intensity Reflective Sheeting or approved equal that meets MUTCD requirements for Community Wayfinding Signage (MUTCD Section 2D.50).
   3. Perforated Sheeting:
      a. Pre-perforated product with manufacturer's guarantee for function and warranty.

O. Illumination & Electrical:
   1. Perform the complete electrical design for illuminated signs.
      a. Illuminated signs shall be designed by an electrical engineer.
      b. Illuminated signs shall be fabricated and wired to be compliant with current UL listing requirements.
      c. Illuminated signs shall be UL Certified.
      d. Internal illumination is required to provide adequate and even illumination over the face of the sign without hot spots or shadows.
   2. Fabricator to verify location of power and electrical feed with the Owner's Representative prior to sign fabrication.
   3. The disconnect switch is to be located in an inconspicuous location, not visible from the primary face(s) of the sign or the street.
   4. All internally illuminated signs are to have a master timer with photoelectric eye on/off control to turn the sign on at night and off in the morning, and on during dark conditions.
      a. Location of timer to be coordinated with and approved by the Owner's Representative, building owner/facilities department.
      b. Illuminated signs must be connected to a building timer/photocell, not on individual timers & photocells.
   5. All internally illuminated signs and channel letters shall be painted white on the interior using Matthews' reflective white paint or shall be lined with 3M's Matte White Light Enhancement Film, to enhance and evenly distribute light.
   6. Provide concealed access panel in an accessible location on all internally illuminated sign cabinets. Panels are to be flush, lightproof, and watertight.
   7. Internally illuminated signs are to have adequate internal system of ventilation to assure a uniform dissipation of heat from electrical components of electrically powered and illuminated signs, heat (solar) absorption by sign and other sources.
   8. Any openings in exterior surfaces must be internally baffled to prevent light leaks and prevent entry of rain, snow, wind-blown debris, and other foreign matter, and are to be covered with color-coordinated insect screen on the interior of the face.
   9. House all electrical components within sign cabinets, except for remote transformers as dictated by the Owner's Representative. All wiring and raceways within the sign are to be completely enclosed.
   10. Transformers for channel letters shall be remote transformers wherever possible.
      a. If remote transformers are not applicable, then all electrical components shall be contained within the channel letter itself.
      b. Remote transformers must be located within a location easily accessible for servicing without disturbing or interrupting room functions.
   11. Illumination to be provided by LED or fluorescent lamps as specified on design drawings.
      a. Internally illuminated channel letters shall be illuminated using LED, unless otherwise noted on the design drawings.
      b. Signs wired with high output lamps are to include spring-loaded static strips between each lamp.
   12. LEDs or other internal hardware must not be visible through translucent letterforms and graphics.
   13. Test and verify all illumination within the shop environment prior to shipping signs to site.

P. Labels:
Only labels required by law are permitted on the exterior of the sign face.
   1. Labels shall be located in a position as discreet as possible.
   2. Labels shall not be on the primary messaging faces or street facing side of the sign, unless dictated so by the local ordinance.
   3. No other labels are permitted on the signs.
   4. Fabricator contact information may be placed inside the sign on the access panel.

PART 3 - EXECUTION

3.1 *DELIVERY, STORAGE AND HANDLING*

A. Pack, wrap, crate, bundle, box, bag, or otherwise package, handle, transport, and store all fabricated work as necessary to provide protection from damage.

B. Provide clear and legible identifying information on all product packaging to ensure proper on-site identification and installation.

C. Fabricator to coordinate the delivery and secure storage of signage with the Owner's Representative.

D. Recommend covering all sign faces with a low-tack protective vinyl cover, to be removed after installation. This is to help minimize minor scratches and nicks that happen during unpacking and installation.

3.2 *DEMOLITION*

A. Fabricator is required to remove all existing signs as noted in the included Demolition plan and/or as identified in the Project Documents. --OR-- The Owner will manage all demolition and site repair.

B. Fabricator is to remove all below grade footings and foundations completely, fill with compacted soil, and repair landscaping. --OR-- Fabricator is to remove below-grade footings and foundations to a minimum depth of 8" below grade and repair landscaping.

C. For exterior wall mounted signs and individual letters, Fabricator is to remove the sign, fill holes, power wash the façade and touch-up paint as required.

D. Electrical connections are to be properly terminated for demoed illuminated signs.

E. Fabricator is responsible for disposal of demolished signage. Recycling is recommended. Open dumping is prohibited. Coordinate with Owner's Representative.

F. Fabricator to repair and bring to consistent look with surrounding area any areas or surfaces damaged or left exposed in an unfinished condition due to the removal of a sign.

3.3 *PERMITS AND VARIANCES:*

A. Research relevant local code requirements and honor the same in fabrication and installation.

B. Secure any and all necessary permits for signage installation. Coordinate with the Owner's Representative to secure variances, should any be required.

C. Coordinate with the Owner's Representative to have all underground utilities properly located and marked. Any damage to below-grade utilities or structures for which the Owner or Owner's Representative has provided adequate location information is the responsibility of the Fabricator.

3.4 *INSTALLATION*

A. General:
   1. The final Sign Message Schedule (or annotated layouts) and Sign Location Plan shall be consulted together to determine the precise location for each sign. Fabricator is to review any necessary adjustments and final locations with the Owner/ Owner's Representative.
   2. If installation subcontractors are utilized, the Fabricator must provide a company representative to act as on-site supervisor through the duration of the installation process to oversee any subcontracted installation work.
   3. Fabricator to maintain current signage and directional information during installation in order to continue to provide proper wayfinding. This can be done through the use of temporary signs or vinyl over existing sign faces.
   4. Saw-cutting into sidewalks to install an at-grade or below-grade foundation is deemed part of the installation and should be included in the installation cost, unless otherwise noted.
   5. Fabricator to provide a site logistics plan indicating the work areas, proposed equipment, and power sources, extent and duration of street closures, and schedule time/dates of the respective sign installations. This schedule is to be updated on a weekly basis if changes occur.

B. Locating Signs:
   1. Fabricator's installers must have applicable understanding of the 2010 Standards for Accessible Design (ADA) mounting guidelines, city zoning and other applicable federal, state, and local codes, general sign locating practices, and any particular unique installations.
   2. Installers are to follow the regulations, noted guidelines, custom notes within the Sign Message Schedule, and architectural details around an installation location for the best visual placement.
   3. Keep a reasonable distance from protruding objects.
   4. Any signage that is improperly located is to be moved to the proper location, and all repairs to wall surfaces and signage are to be handled by the Fabricator.
   5. If the installers are unable to make a decision about any sign locations, they shall contact the Designer, providing a graphic representation of the questionable area, or contact the Owner's Representative for on-site options. If there is a code requirement regarding the sign location, the installer must notify the Owner's Representative of the requirement.

C. Mounting:
   1. Ensure every building-mounted sign location has the necessary blocking for safe and secure mounting. Where additional blocking is needed, recommend changes and additional associated costs, and receive approval prior to beginning installation.
   2. Ground signs are to be mounted on J-bolt footings or breakaway bases, centered on the concrete base or footing, unless otherwise specified in the Design Intent Drawings or required by code.

3. All bolts, nuts, washers, and other fasteners shall match the sign material and finish.
    a. If fastening dissimilar materials stainless steel fasteners shall be used, 300 series is preferred. Galvanized steel is acceptable only if all exposed surfaces are properly sealed/coated to prevent corrosion.
4. Fabricator is required to specify mounting hardware and anchoring per the engineering of the signs. The visual appearance of the sign is not to be compromised from that shown in the Design Intent Drawings.
5. Install all signage products such that there are no misalignments between visible components. Sign elements intended to be removable or changeable after installation must function as intended without binding, sticking, or blocking.
6. All signs to be mounted level and true, and within the guidelines of applicable local, state, and federal codes including, but not limited to, the 2010 Standards for Accessible Design (ADA) and fire/life safety codes, where applicable.
7. If signs are to be installed in a parking garage where the structural elements are not level due to the grade of the garage, the Owner is to decide whether the sign should be mounted level or aligned with the structural elements.

D. Electrical:
1. The Owner or Owner's Representative will be responsible for providing a power source to within 10 feet of the base of each sign requiring power (either at grade or below grade).
2. If a power source does not exist within 10 feet of an illuminated sign location, the Fabricator is to coordinate with the Owner/Owner's Representative, the means and methods necessary to pull power, such as sub-contracting a certified electrician.
3. Fabricator to identify preferred junction locations with the Owner or Owner's Representative.
4. Power is to be 120 or 277 (LED illumination should be 120) volts at 60 cycles unless otherwise noted by the Owner's Representative. Fabricator to confirm based upon location source with the Owner's Representative.
5. Manipulate the existing conduit to its proper location, install an external disconnect, extend the conduit through the concrete base (or posts) to align with the point of hookup, and run the power supply through it.
6. Conduit running from the disconnect to the sign shall travel within the concrete foundation directly into the sign, not on the foundation's surface.
7. Perform final hook-up and verify proper working order of illuminated signage. This may not be an excluded service from the quote.

E. Masonry/Footings:
1. All concrete bases for signage are to be poured in place from thoroughly mixed and agitated concrete.
2. Footings are to extend beneath the frost line, or deeper to meet local code.
3. All footings or bases should be poured within a form and level with grade unless otherwise specified in the Design Intent Drawings or as specified by state or local code.
4. Foundation/footings should not extend above grade more than 2", unless otherwise indicated in Design Intent Drawings or required by state or local code.
5. Foundation/footings with exposed edges shall be finished with a bevel or rounded edge to prevent chipping.
6. It's recommended that the concrete be floated by machine or hand before finishing in order to embed larger aggregates, especially when part of the footing or base extends above ground.
7. Concrete surface shall have a smooth or brushed finish grade appearance. Match the finish appearance of connecting concrete surfaces when applicable.
8. All concrete bases and footings shall be edged to break any bond with the form and create a neat appearance. All forms should be removed once the concrete has properly cured.
9. Provide the necessary templates, mounting plates, and hardware for concrete and masonry bases.
10. All masonry (concrete block, poured concrete, brick, slab, veneer, mortar, etc.) is to be properly treated and protected to maintain the structural integrity of the masonry work with exposure to all environmental conditions found at the site. For exposed or visible masonry, this shall include the application of protective sealers or similar finishes to diminish the effects of close-proximity sprinklers or irrigation systems.
11. Wet concrete with footers and posts must fully cure in place before signage is installed on the footers or mounted to the posts.

F. Landscaping & Grading:
1. Landscaping around newly installed signs shall meet all local and state code requirements.
2. Landscaping specifications identified in the Design Intent Drawings shall be met.
3. All grades surrounding new signage shall ensure positive drainage.
4. Signs within hardscape areas must be finished evenly with the existing hardscape surface and colored to match.
5. Fabricator shall work with Owner's Representative to ensure existing sprinkler heads are adjusted to avoid water contact with newly installed signs.
6. Signs within softscape areas, and their bases/posts (regulatory sign posts excluded), should be protected from routine landscape maintenance by the following methods:
    a. Landscaping bed: minimum 1' wide from each direction around a sign, 6" deep, with aluminum edging and filled with material to match existing landscaping materials.
    b. Concrete pad: added around each concrete base or sign post.
    c. Stone bed: minimum 2' wide from each sign face, 6" deep, with 1/8" x 4" mill finished aluminum edging. Stone type to be coordinated with Owner's Representative and or match existing landscaping stone.

G. Completion of installation:
1. Fabricator is to remove any protective covering, tape, or installation hardware.
2. Fabricator is then to clean the sign per the manufacturer recommendations, ensuring that sign is clean from dirt, stains, fingerprints, tape residue, etc.
3. All exposed hardware is to be touch-up painted on site as required, immediately following installation prior to punch list.
4. All minor blemishes or marring are to be repaired such that the repairs are imperceptible. Components having permanent, non-removable scratches or defects are to be replaced completely.

H. Site Safety and Restoration:
1. Fabricators are responsible for their own safety during the installation period.
2. Maintain a safe environment for pedestrians and vehicular traffic during the installation period, following OSHA safety standards as necessary.
3. Keep the Owner's premises and the adjoining premises, driveways, and streets clean and clear.
4. Job site shall be left safe, neat, and clean at the completion of each day's operation.
5. In addition to maintaining old or temporary signs for their directional or informational purposes, Fabricator is to maintain signage that meets or exceeds MUTCD and local standards during the installation period.
6. At the completion of work, remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and leave the site as originally found.
7. Repair or correct damage to other contractors' work resulting from sign installation work.

3.5 *INSPECTIONS & PUNCH LIST*

A. Finished work shall be of highest architectural fabrication quality to pass eye-level examination and scrutiny. Scratches, paint drips, sags, poor welds, and other visual defects are not acceptable.

B. Owner/Owner's Representative reserves the right to inspect work in the fabrication shop in progress and before it is shipped to the job site for installation.

C. Owner's Representative reserves the right to conduct a Punch List, which may include, but is not limited to, review of the following items:
1. Adherence to Design Intent Drawings, graphic layouts, and shop drawings
2. Sign location
3. Foundation finish
4. Light leaks
5. Damage to sign from installation
6. Completion of scope of work
7. Errors and/or deficiencies
    a. Based on the Punch List report the Fabricator may be required to make corrections or replacements in order to complete their contracted scope of work.

D. If the Fabricator agrees to a timeline for a scheduled Punch List trip, and then does not complete their scope of work in time, requiring the trip to be delayed, the Fabricator will be responsible for charges associated in rescheduling the trip.

E. Fully replace all signs that are in error relative to the working documents (final sign message schedule and design drawings).

F. Correct any installation misalignments at no charge.

G. The Fabricator's onsite representative is to complete a walk through with the Owner's Representative immediately following installation to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Owner's Representative.

END OF SECTION

MESSAGE SCHEDULE

WAYFINDING SIGNAGE

DRAFT

Sign Message Schedule

Project Name: Addison, Texas Wayfinding

Client: Addison, Texas

Date Issued: 1/26/2026

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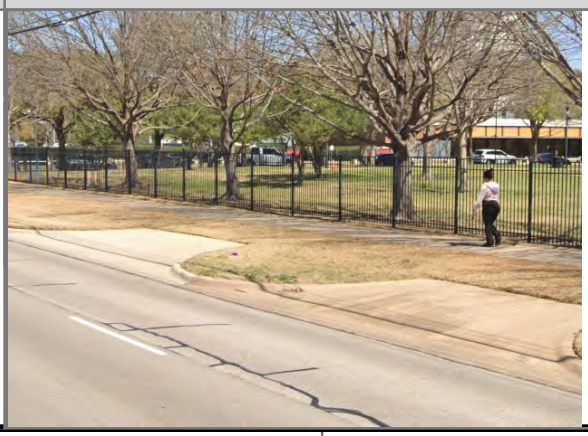
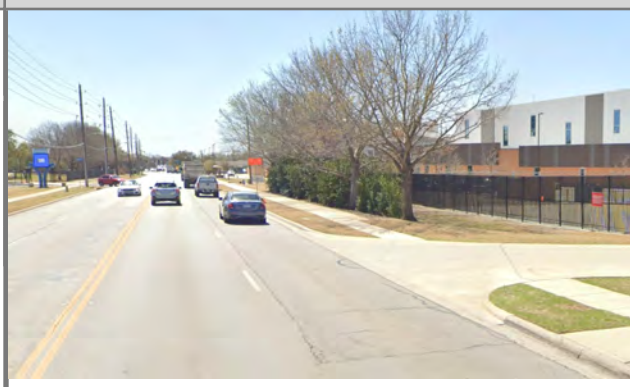
SIGN NUMBER **01**

SIGN TYPE CODE **G-2** **Vehicular Guide, Medium - 3 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
→ Circle District → Town Hall → Performing Arts Centre	**Sign Face Direction** South **Cross Roads** Addison Rd & Addison Circle **Installation Conditions** Soil/Grass	

SIGN NUMBER **02**

SIGN TYPE CODE **G-3** **Vehicular Guide, Small - 3 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Circle District ← Town Hall ← Performing Arts Centre	**Sign Face Direction** North **Cross Roads** Addison Rd & Addison Circle **Installation Conditions** Soil/Grass	

NOTES

Install after drive.

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[ ] Notes within brackets are not to be printed. They represent symbols, graphical elements or special notes.

SIGN NUMBER **03**

SIGN TYPE CODE **K-1** **Pedestrian Kiosk, Small**

SIGN MESSAGE

NOTES

Install where pavers are.

SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
Addison Circle across from Town Hall

Installation Conditions
Pavers

PHOTO

SIGN NUMBER **04**

SIGN TYPE CODE **P-1 DS** **Parking Guide, new post, double-sided**

SIGN MESSAGE

[east face]
[P]
Town Hall &
Performing Arts Centre
➔

[west face]
[P]
Town Hall &
Performing Arts Centre
➔

NOTES

Remove existing signs. Ensure new sign is installed perpendicular to traffic.

See custom layout in design intent drawings.

SIGN DETAILS

Sign Face Direction
East and West

Cross Roads
Addison Circle

Installation Conditions
Soil/Grass

Demolition
Yes, see notes.

Plan
Town Hall

PHOTO

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SIGN NUMBER **005**

SIGN TYPE CODE **P-1a DS** Parking Guide, existing pole, double-sided

SIGN MESSAGE

[east face]
[P]
Public
Parking
➔

[west face]
[P]
Public
Parking
➔

NOTES

Remove panel and install on existing post.

SIGN DETAILS

Sign Face Direction
East and West

Cross Roads
Addison Circle

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO

SIGN NUMBER **006**

SIGN TYPE CODE **P-3** Parking ID, on-building panel

SIGN MESSAGE

[P]
Public
Parking

NOTES

Remove panel and install above entrance lane.

SIGN DETAILS

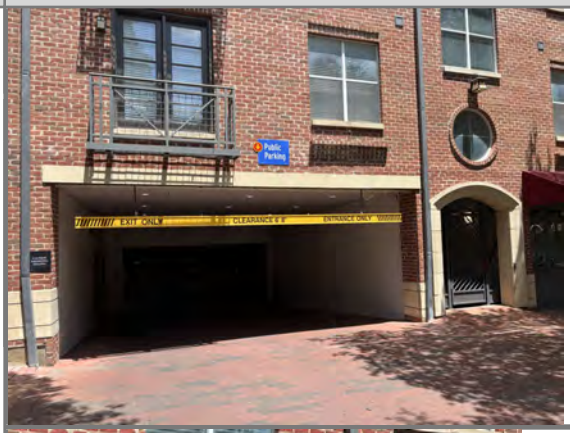
Sign Face Direction
South

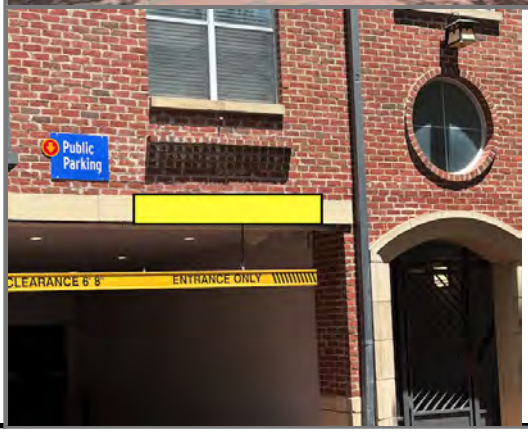
Cross Roads
Addison Circle

Installation Conditions
On-Wall

Demolition
Yes, see notes.

PHOTO





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SIGN NUMBER **007**

SIGN TYPE CODE **P-1a DS** **Parking Guide, existing pole, double-sided**

SIGN MESSAGE

[east face]
[P]
Public
Parking
➔

[west face]
[P]
Public
Parking
➔

NOTES

Remove panel and install on existing post.

SIGN DETAILS

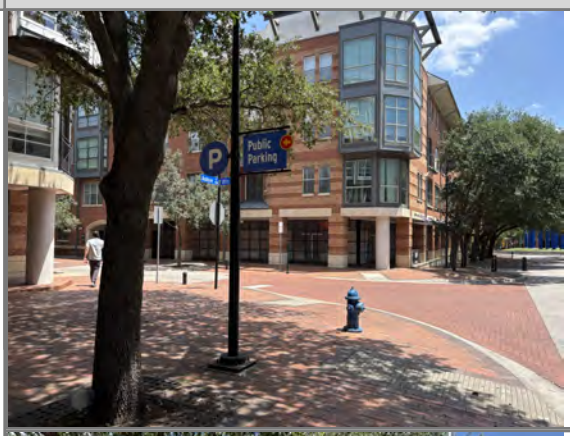
Sign Face Direction
East and West

Cross Roads
Addison Circle & Witt Place

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO



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[ ] Notes within brackets are not to be printed. They represent symbols, graphical elements or special notes.

SIGN NUMBER
008

SIGN TYPE CODE
P-2 **Parking ID, on-building flag**

SIGN MESSAGE

[P]

NOTES

Remove flag sign and install in same location.

SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
Witt Place & Addison Circle

Installation Conditions
On-Wall

Demolition
Yes, see notes.

PHOTO

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SIGN NUMBER **009**

SIGN TYPE CODE **P-1a DS** **Parking Guide, existing pole, double-sided**

SIGN MESSAGE

[east face]
[P]
Public
Parking
←

[west face]
[P]
Public
Parking
→

NOTES

Remove panel and install on existing post.

SIGN DETAILS

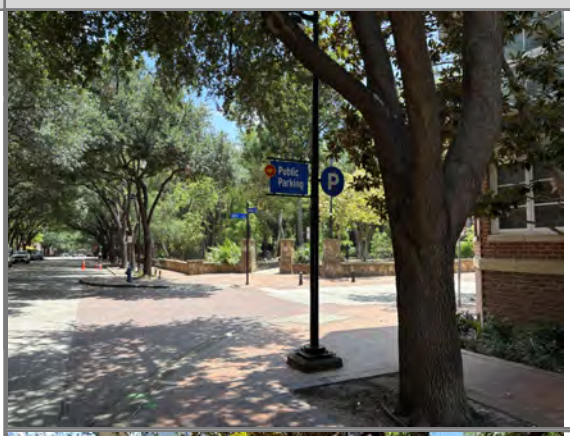
Sign Face Direction
East and West

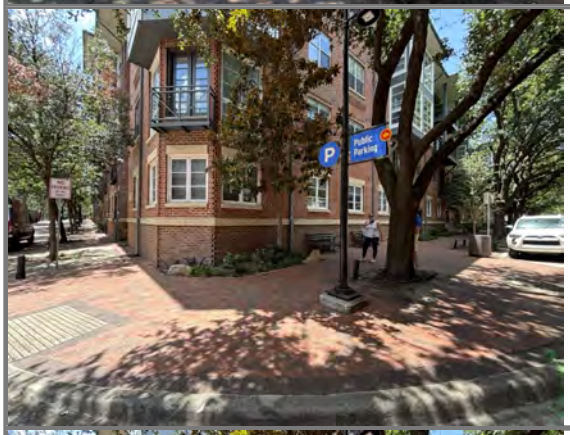
Cross Roads
Witt Place & Morris Ave

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO





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[ ] Notes within brackets are not to be printed. They represent symbols, graphical elements or special notes.

SIGN NUMBER **010**

SIGN TYPE CODE **P-1a SS** **Parking Guide, existing pole, single-sided**

SIGN MESSAGE

[north face]
[P]
Public
Parking
➔

NOTES

Single-sided.

SIGN DETAILS

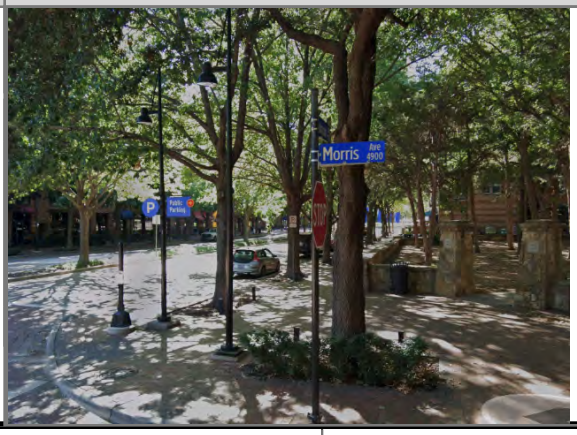
Sign Face Direction
North

Cross Roads
Quorum Dr & Morris Ave

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO



SIGN NUMBER **011**

SIGN TYPE CODE **P-1a SS** **Parking Guide, existing pole, single-sided**

SIGN MESSAGE

[south face]
[P]
Public
Parking
➔

NOTES

Remove panel from existing sign. Relocate new sign on post prior to intersection.

Single-sided.

SIGN DETAILS

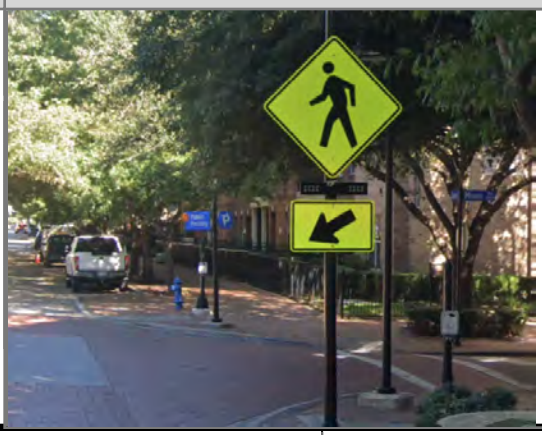
Sign Face Direction
South

Cross Roads
Quorum Dr & Morris Ave

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO



SIGN NUMBER **012**

SIGN TYPE CODE **P-1a SS** **Parking Guide, existing pole, single-sided**

SIGN MESSAGE

[north face]
[P]
Public
Parking
➔

NOTES

Remove panel from existing sign. Relocate new sign on post prior to intersection.

Single-sided.

SIGN DETAILS

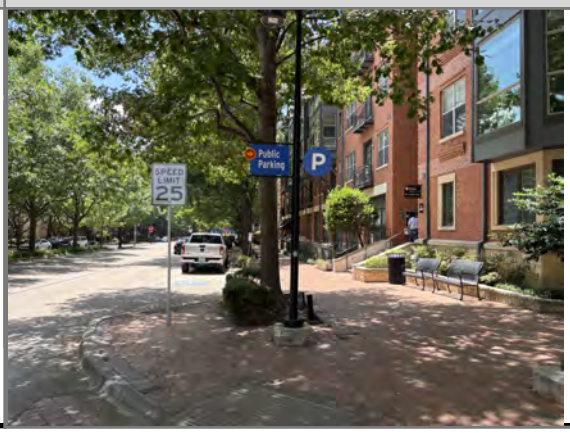
Sign Face Direction
North

Cross Roads
Quorum Dr & Goodman

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO



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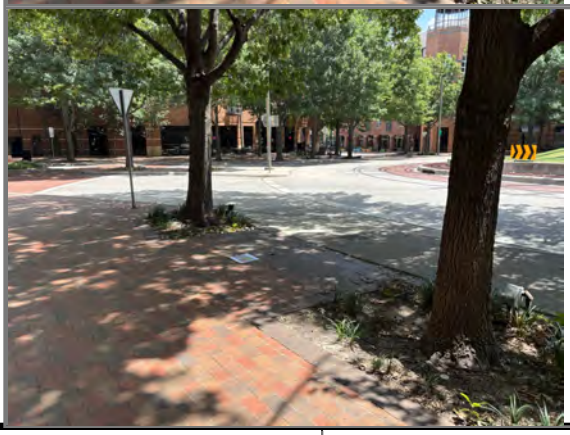
SIGN NUMBER	SIGN TYPE CODE	
013	K-1	Pedestrian Kiosk, Small

SIGN MESSAGE	SIGN DETAILS	PHOTO
NOTES Two location options. Client to confirm preference.	**Sign Face Direction** North and South **Cross Roads** Addison Circle **Installation Conditions** Pavers	 

SIGN NUMBER	SIGN TYPE CODE	
014	K-1a	Pedestrian Kiosk, Digital

SIGN MESSAGE	SIGN DETAILS	PHOTO
	Sign Face Direction North and South **Cross Roads** Addison Circle **Installation Conditions** Pavers	

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SIGN NUMBER
015

SIGN TYPE CODE
K-1a **Pedestrian Kiosk, Digital**

SIGN MESSAGE

NOTES

Client to select preferred location.

SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
(Located at Town Hal)

Installation Conditions
TBD

PHOTO

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SIGN NUMBER **020**

SIGN TYPE CODE **P-1a DS** **Parking Guide, existing pole, double-sided**

SIGN MESSAGE

[west face]
[P]
Public
Parking
➔

NOTES

Remove panel from existing sign. Relocate new sign on post prior to intersection.

Single-sided.

SIGN DETAILS

Sign Face Direction
West

Cross Roads
Quorum Dr & Goodman

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO

SIGN NUMBER **021**

SIGN TYPE CODE **K-1a** **Pedestrian Kiosk, Digital**

SIGN MESSAGE

NOTES

Consider replacing existing kiosk

SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
Spectrum Drive @ Beckert Park

Installation Conditions
Soil/Grass

Demolition
Yes, see notes.

PHOTO

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SIGN NUMBER
022

SIGN TYPE CODE
LAND **Landmarking/Selfie Sign**

SIGN MESSAGE

NOTES

Potential location for moveable landmark/selfie sign.

SIGN DETAILS

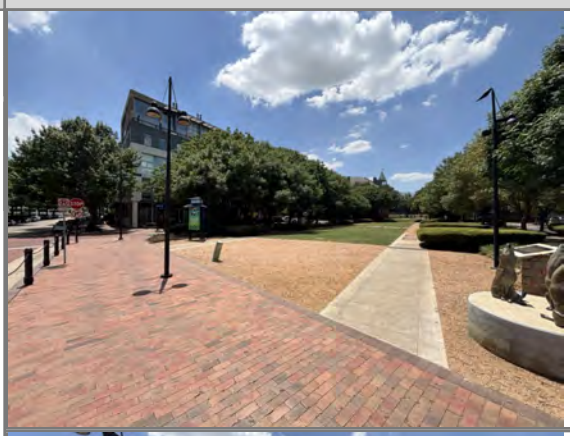
Sign Face Direction

Northeast

Cross Roads

Spectrum Drive @ Beckert Park

PHOTO



SIGN NUMBER **023**

SIGN TYPE CODE **P-2** **Parking ID, on-building flag**

SIGN MESSAGE

[P]

NOTES

Existing gray panel can stay.

SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
Lewis Place

Installation Conditions
On-Wall

PHOTO

SIGN NUMBER **024**

SIGN TYPE CODE **DEMO** **Demolition Only**

SIGN MESSAGE

NOTES

Remove existing panel. Do not replace.

SIGN DETAILS

Sign Face Direction
East

Cross Roads
Addison Circle (south of Beckert Park)

Demolition
Yes, see notes.

PHOTO

SIGN NUMBER **025**

SIGN TYPE CODE **P-1 DS** **Parking Guide, new post, double-sided**

SIGN MESSAGE

[east face]
[P]
Public
Parking
➔

[west face]
[P]
Public
Parking
➔

NOTES

Location may require a new post.

SIGN DETAILS

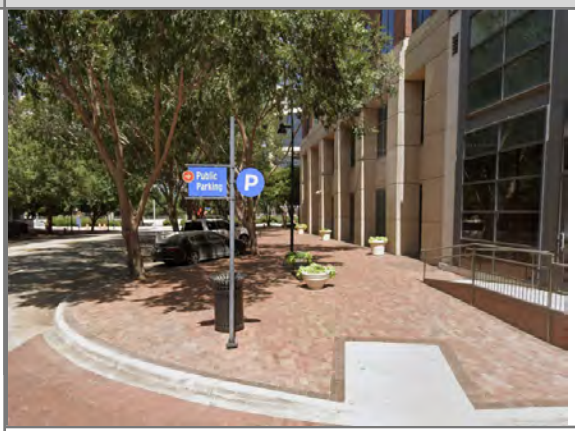
Sign Face Direction
East

Cross Roads
Addison Circle (south of Beckert Park)

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO



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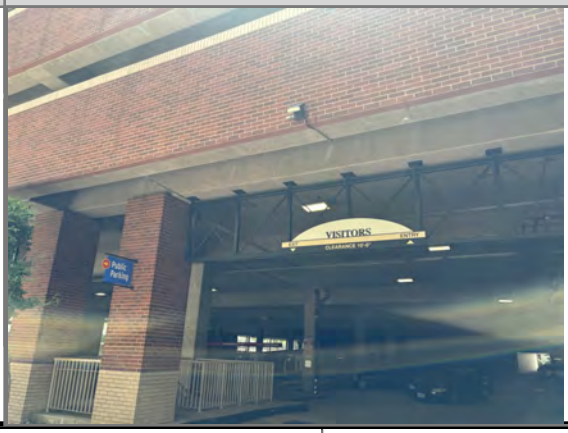
SIGN NUMBER **026**

SIGN TYPE CODE **P-2** **Parking ID, on-building flag**

SIGN MESSAGE	SIGN DETAILS	PHOTO
[P]	**Sign Face Direction** North and South **Cross Roads** Addison Circle **Installation Conditions** On-Wall **Demolition** Yes, see notes.	

NOTES

Replace existing flag sign.

SIGN NUMBER **027**

SIGN TYPE CODE **P-1a DS** **Parking Guide, existing pole, double-sided**

SIGN MESSAGE	SIGN DETAILS	PHOTO
[east face] [P] Public Parking ← [west face] [P] Public Parking →	**Sign Face Direction** East and West **Cross Roads** Morris Ave & Mildred Place **Installation Conditions** Existing Post	

NOTES

Remove panel and install on existing post.

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SIGN NUMBER **028**

SIGN TYPE CODE **P-2** **Parking ID, on-building flag**

SIGN MESSAGE	SIGN DETAILS	PHOTO
[P]	**Sign Face Direction** North and South **Cross Roads** Addison Circle **Installation Conditions** On-Wall **Demolition** Yes, see notes.	

NOTES

Replace existing flag sign.

SIGN NUMBER **029**

SIGN TYPE CODE **P-1a SS** **Parking Guide, existing pole, single-sided**

SIGN MESSAGE	SIGN DETAILS	PHOTO
[northeast face] [P] Public Parking ➔	**Sign Face Direction** Northeast **Cross Roads** Addison Circle & Mildred Place **Installation Conditions** Existing Post **Demolition** Yes, see notes.	

NOTES

Remove panel and install on existing post.

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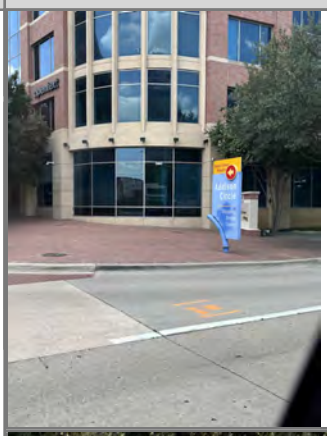
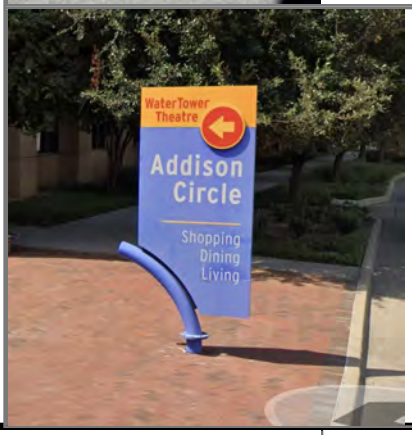
SIGN NUMBER **030** | SIGN TYPE CODE **I-3** **Welcome ID, Small**

SIGN MESSAGE	SIGN DETAILS	PHOTO
[north face blue message panel] Circle District ➔	**Sign Face Direction** Northeast **Cross Roads** Dallas Pkwy & Addison Circle **Installation Conditions** Pavers **Demolition** Yes, see notes.	 

NOTES

Remove existing signs and replace. Town should trim trees to ensure visibility after installation.

[Fabricator to refer to layouts in design intent package.]

SIGN NUMBER **031** | SIGN TYPE CODE **G-1** **Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
➔ Circle District ➔ Beckert Park	**Sign Face Direction** North **Cross Roads** DNT frontage Rd and Addison Circle **Installation Conditions** Soil/Grass	

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SIGN NUMBER **032**

SIGN TYPE CODE **P-3** **Parking ID, on-building panel**

SIGN MESSAGE

← [P]
Public
Parking

NOTES

Remove and replace existing panel.

Client team to confirm that they want wall-mounted sign here, not freestanding P-1.

SIGN DETAILS

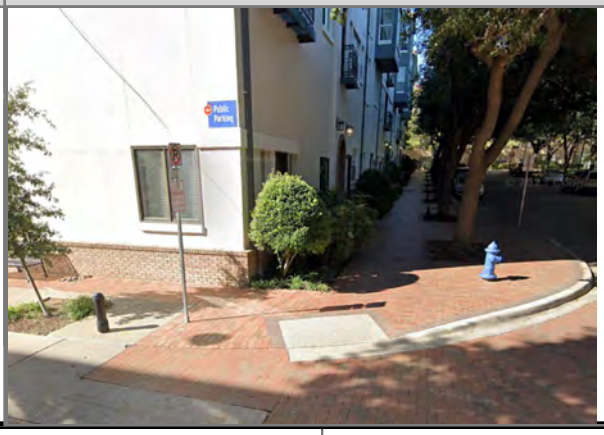
Sign Face Direction
East

Cross Roads
Goodman and Paschal

Installation Conditions
On-Wall

Demolition
Yes, see notes.

PHOTO



SIGN NUMBER **033**

SIGN TYPE CODE **P-2** **Parking ID, on-building flag**

SIGN MESSAGE

[P]

NOTES

Remove and replace.

SIGN DETAILS

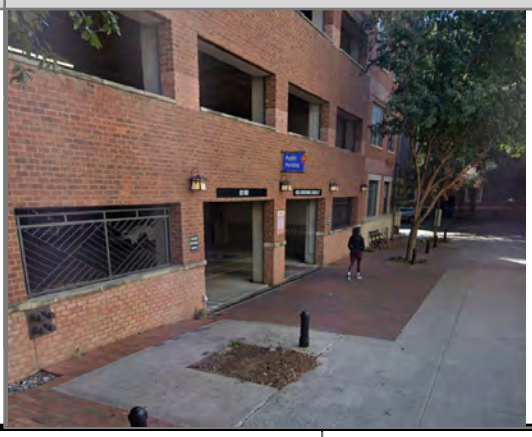
Sign Face Direction
North and South

Cross Roads
Goodman and Paschal

Installation Conditions
On-Wall

Demolition
Yes, see notes.

PHOTO



SIGN NUMBER **034**

SIGN TYPE CODE **G-4** **Roundabout Panel**

SIGN MESSAGE

→ Town Hall
→ Parking [P]

NOTES

Remove green panel and blue parking sign. Install new panel on same post.

SIGN DETAILS

Sign Face Direction
North

Cross Roads
Quorum Dr & Addison Circle

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO

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SIGN NUMBER **035**

SIGN TYPE CODE **G-4** **Roundabout Panel**

SIGN MESSAGE

➔ Quorum Drive North
➔ Bosque Park

NOTES

Remove green panel. Install new panel on same post.

SIGN DETAILS

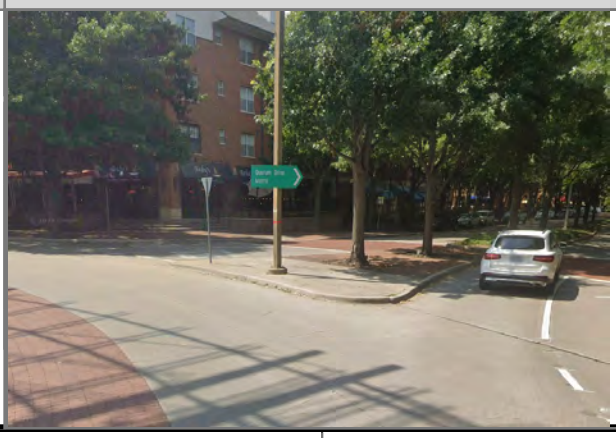
Sign Face Direction
East

Cross Roads
Quorum Dr & Addison Circle

Installation Conditions
Existing Post

Demolition
Yes, see notes.

PHOTO



SIGN NUMBER **036**

SIGN TYPE CODE **G-4** **Roundabout Panel**

SIGN MESSAGE

➔ Beckert Park
➔ Parking [P]

NOTES

Remove green panel sign. Install new panel on same post.

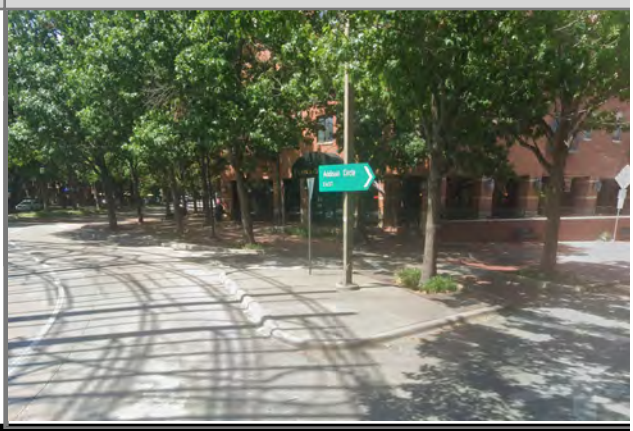
SIGN DETAILS

Sign Face Direction
South

Cross Roads
Quorum Dr & Addison Circle

Installation Conditions
Existing Post

PHOTO



SIGN NUMBER **037**

SIGN TYPE CODE **K-1** **Pedestrian Kiosk, Small**

SIGN MESSAGE

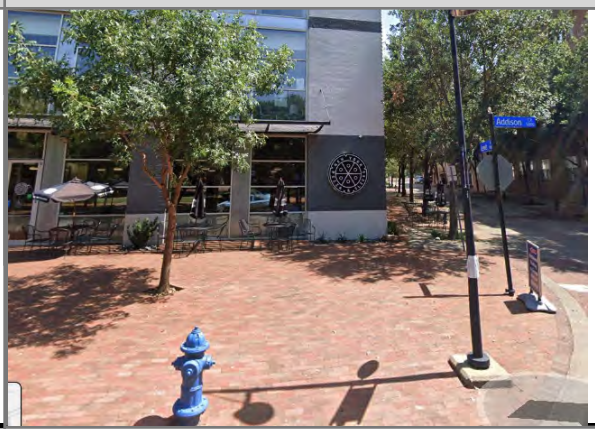
SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
Addison Circle & Lewis Place

Installation Conditions
Pavers

PHOTO



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SIGN NUMBER **039**

SIGN TYPE CODE **K-2** **Pedestrian Kiosk, Large**

SIGN MESSAGE

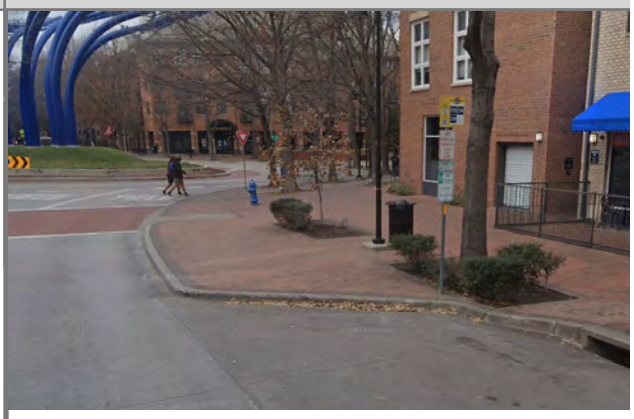
SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
Quorum Dr & Addison Circle

Installation Conditions
Pavers

PHOTO



SIGN NUMBER **040**

SIGN TYPE CODE **G-4** **Roundabout Panel**

SIGN MESSAGE

➔ Quorum Drive South
Belt Line Corridor

NOTES

Remove green panel sign. Install new panel on same post.

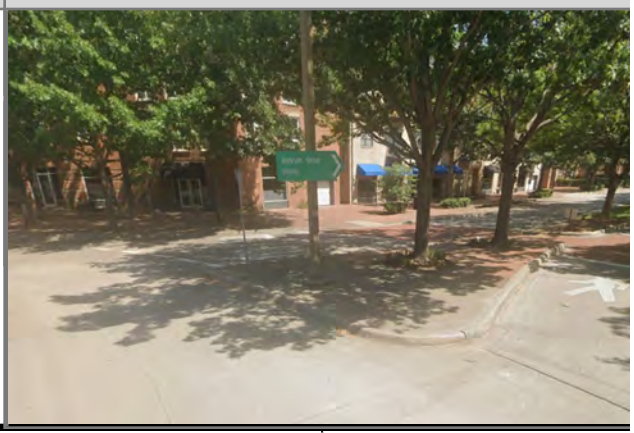
SIGN DETAILS

Sign Face Direction
East

Cross Roads
Quorum Dr & Addison Circle

Installation Conditions
Existing Post

PHOTO



SIGN NUMBER **041**

SIGN TYPE CODE **P-1a DS** **Parking Guide, existing pole, double-sided**

SIGN MESSAGE

← [west face]
[P]
Public
Parking

➔ [east face]
[P]
Public
Parking

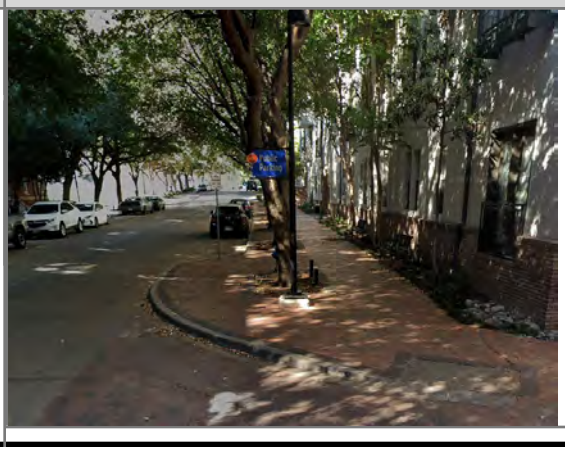
SIGN DETAILS

Sign Face Direction
East and West

Cross Roads
Morris Ave & Paschal PL

Installation Conditions
Pavers

PHOTO



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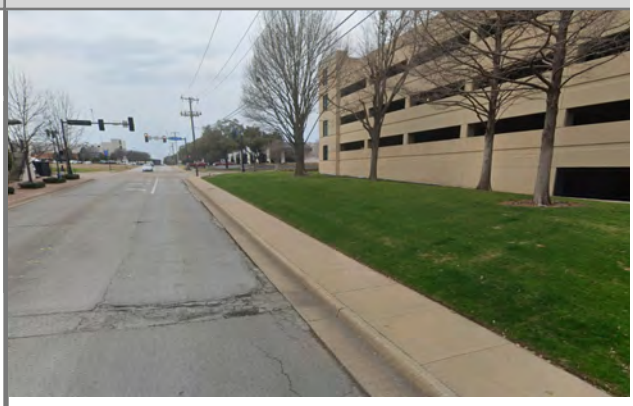
SIGN NUMBER	SIGN TYPE CODE	
042	G-2	Vehicular Guide, Medium - 3 message

SIGN MESSAGE	SIGN DETAILS	PHOTO
→ Circle District → Town Hall → Performing Arts Centre	**Sign Face Direction** West **Cross Roads** Airport Pkwy & Quorum Drive **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
043	G-2	Vehicular Guide, Medium - 3 message

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Circle District ← Town Hall ← Addison Circle	**Sign Face Direction** East **Cross Roads** Airport Pkwy & Quorum Drive **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
100	LAI	Leave As Is

SIGN MESSAGE	SIGN DETAILS	PHOTO
	Sign Face Direction Northwest **Cross Roads** Belt Line & Marsh Lane	

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SIGN NUMBER **103** | SIGN TYPE CODE **G-2** | **Vehicular Guide, Medium - 3 message**

SIGN MESSAGE

↑ Airport
← Circle District
→ Quorum Park

NOTES

Install prior to speed limit sign. Remove existing sign.

SIGN DETAILS

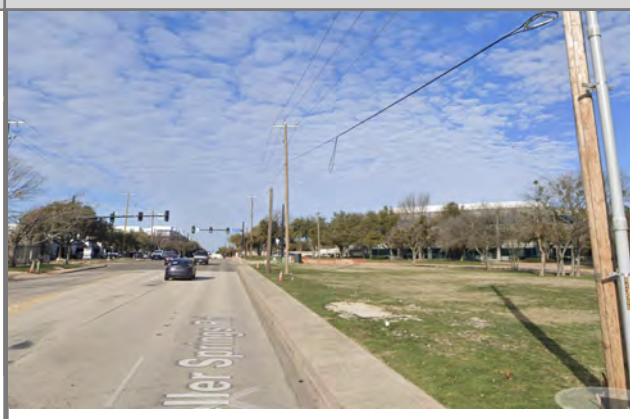
Sign Face Direction
East

Cross Roads
Keller Springs Rd and Quorum Dr

Installation Conditions
Soil/Grass

Demolition
Yes, see notes.

PHOTO



SIGN NUMBER **103a** | SIGN TYPE CODE **I-1** | **Welcome ID, Large**

SIGN MESSAGE

NOTES

Replace existing sign. Current location may be challenging because of tree growth. Smaller I-3 could be used instead.

SIGN DETAILS

Cross Roads
Keller Springs Rd and Dallas Pkwy

PHOTO

SIGN NUMBER **104** | SIGN TYPE CODE **G-2** | **Vehicular Guide, Medium - 3 message**

SIGN MESSAGE

← Quorum Park
→ Circle District
→ Town Hall

NOTES

Install prior to speed fire hydrant.

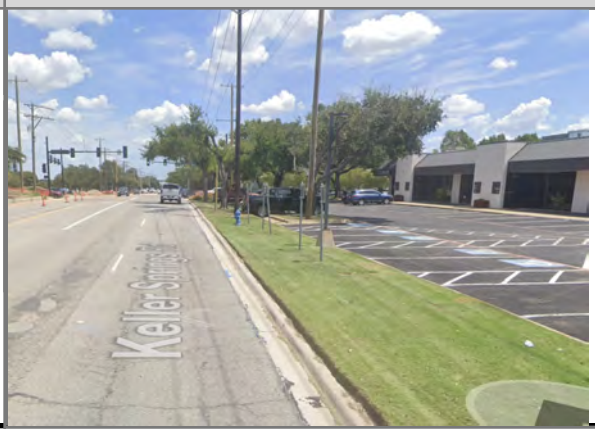
SIGN DETAILS

Sign Face Direction
West

Cross Roads
Keller Springs Rd and Quorum Dr

Installation Conditions
Soil/Grass

PHOTO



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[ ] Notes within brackets are not to be printed. They represent symbols, graphical elements or special notes.

SIGN NUMBER **105**

SIGN TYPE CODE **K-2** **Pedestrian Kiosk, Large**

SIGN MESSAGE

NOTES

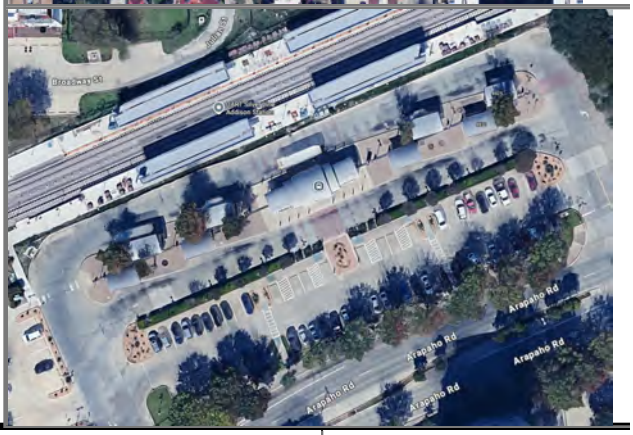
Sign located on Transit property

SIGN DETAILS

Sign Face Direction
East and West

Cross Roads
Transit Center

PHOTO



SIGN NUMBER **110**

SIGN TYPE CODE **I-3** **Welcome ID, Small**

SIGN MESSAGE

[message panel south face]

Circle District

←

[message panel south face]

Circle District

→

NOTES

Remove existing sign and install in same location.

SIGN DETAILS

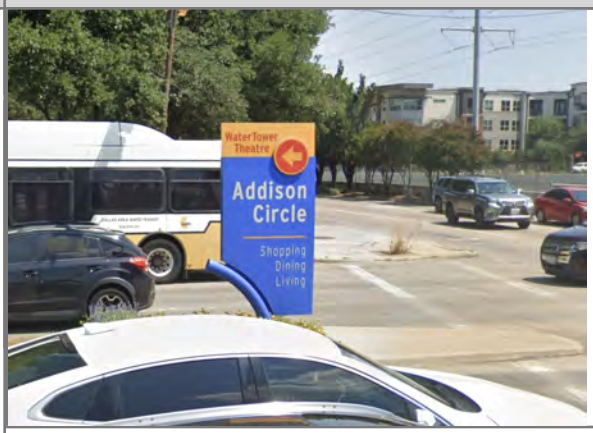
Sign Face Direction
North and South

Cross Roads
Dallas Pkwy & Arapaho Rd

Installation Conditions
Soil/Grass

Demolition
Yes, see notes.

PHOTO



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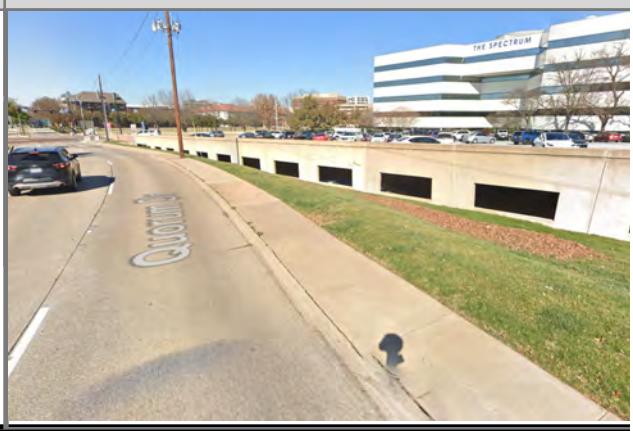
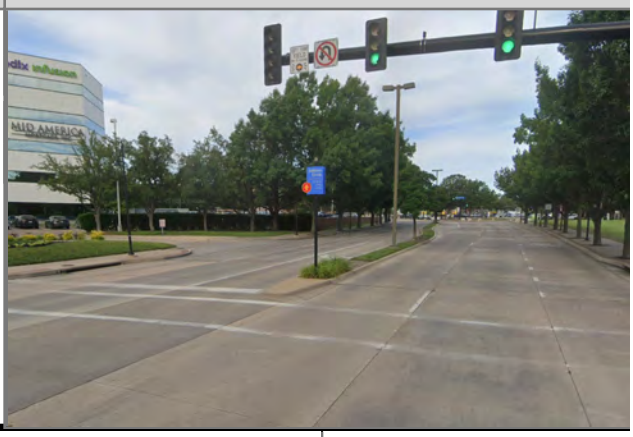
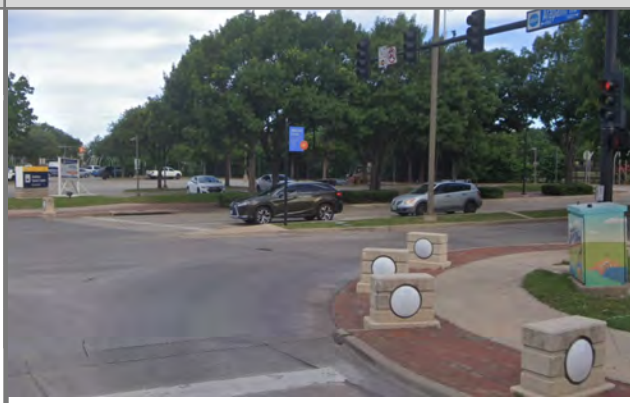
SIGN NUMBER **111** | SIGN TYPE CODE **G-2** | **Vehicular Guide, Medium - 3 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
↑ Circle District ↑ Town Hall ← Transit Station	**Sign Face Direction** East **Cross Roads** Quorum Dr & Arapaho Rd **Installation Conditions** Soil/Grass	

SIGN NUMBER **112** | SIGN TYPE CODE **G-2** | **Vehicular Guide, Medium - 3 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
[north face] → Circle District → Transit Station [south face] ← Circle District ← Transit Station	**Sign Face Direction** East **Cross Roads** Arapaho Rd & Spectrum Dr	

SIGN NUMBER **113** | SIGN TYPE CODE **I-3** | **Welcome ID, Small**

SIGN MESSAGE	SIGN DETAILS	PHOTO
[see design intent for arrow layout] [west face] Circle District ← [east face] Circle District →	**Sign Face Direction** East **Cross Roads** Arapaho Rd & Quorum Dr **Installation Conditions** Soil/Grass **Demolition** Yes, see notes.	

NOTES

Remove existing sign. Install new sign closer to traffic light.

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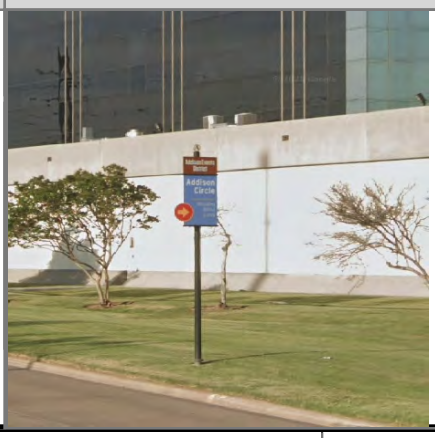
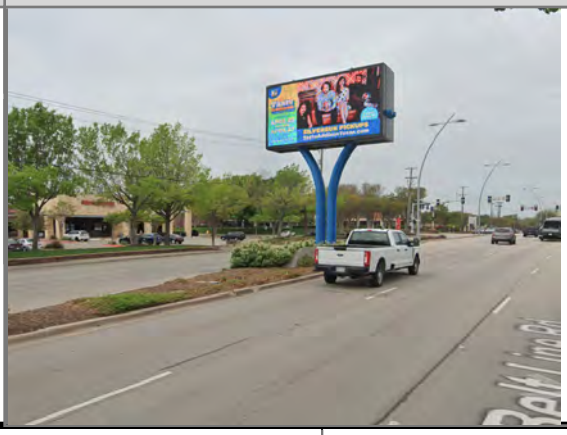
SIGN NUMBER **115** | SIGN TYPE CODE **G-1** **Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
➔ Belt Line Corridor ➔ Circle District	**Sign Face Direction** North **Cross Roads** Dallas Pkwy & Belt Line **Installation Conditions** Soil/Grass **Demolition** Yes, see notes.	

NOTES

Remove existing sign and install in same location.

SIGN NUMBER **116** | SIGN TYPE CODE **G-1** **Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
➔ Circle District ➔ Town Hall	**Sign Face Direction** East **Cross Roads** Belt Line & Quorum Dr **Installation Conditions** Soil/Grass	

NOTES

Install in the median in front of LED sign.

SIGN NUMBER **117** | SIGN TYPE CODE **G-1** **Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Circle District ← Town Hall	**Sign Face Direction** West **Cross Roads** Belt Line & Quorum Dr **Installation Conditions** Soil/Grass	

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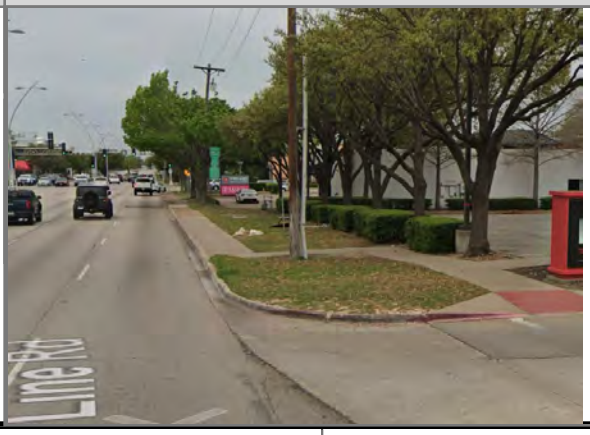
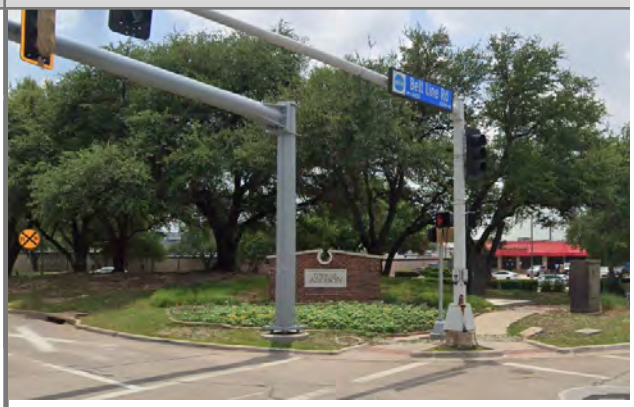
SIGN NUMBER **118** | SIGN TYPE CODE **G-1** **Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
➔ Town Hall ➔ Transit Station	**Sign Face Direction** East **Cross Roads** Belt Line & Addison Rd **Installation Conditions** Soil/Grass	

SIGN NUMBER **119** | SIGN TYPE CODE **G-1** **Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Town Hall ← Transit Station	**Sign Face Direction** West **Cross Roads** Belt Line & Addison Rd **Installation Conditions** Soil/Grass **Demolition** Yes, see notes.	

SIGN NUMBER **119a** | SIGN TYPE CODE **M-1** **Monument**

SIGN MESSAGE	SIGN DETAILS	PHOTO
NOTES Remove and replace existing brick sign.	**Sign Face Direction** North **Cross Roads** Inwood Rd & Belt Line Rd **Installation Conditions** Soil/Grass **Demolition** Yes, see notes.	

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SIGN NUMBER **119b** | SIGN TYPE CODE **M-1** **Monument**

SIGN MESSAGE

NOTES

Remove and replace existing brick sign.

SIGN DETAILS

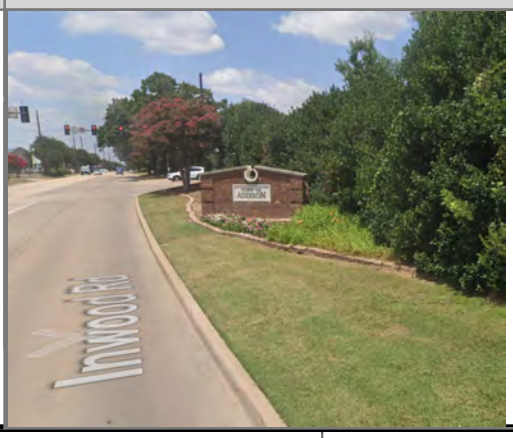
Sign Face Direction
South

Cross Roads
Inwood Rd & Landmark Pl

Installation Conditions
Soil/Grass

Demolition
Yes, see notes.

PHOTO



SIGN NUMBER **119c** | SIGN TYPE CODE **M-2** **MUTCD NTTA**

SIGN MESSAGE

Addison
Belt Line District
NEXT EXIT

NOTES

Remove and replace existing panel.

SIGN DETAILS

Sign Face Direction
South

Cross Roads
Dallas Pkwy (south boundary)

Installation Conditions
Soil/Grass

PHOTO

SIGN NUMBER **120** | SIGN TYPE CODE **I-3** **Welcome ID, Small**

SIGN MESSAGE

[east face]
Circle District
➔

[west face]
Circle District
➔

NOTES

Remove existing sign and install in same location.

SIGN DETAILS

Sign Face Direction
East and West

Cross Roads
Dallas Pkwy & Belt Line

Installation Conditions
Pavers

Demolition
Yes, see notes.

PHOTO

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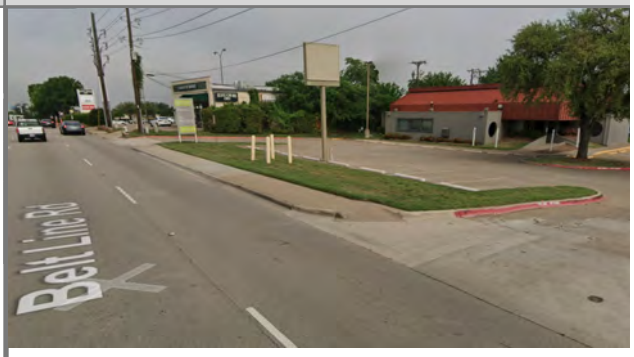
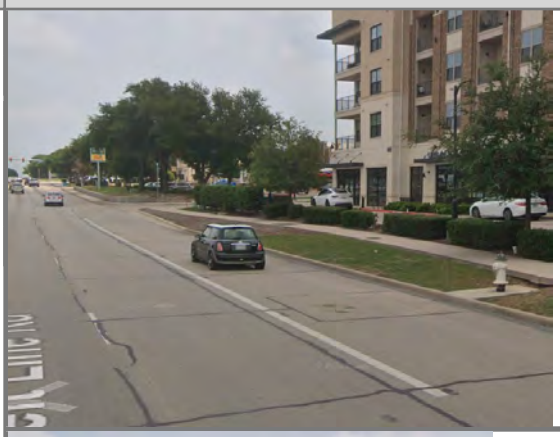
SIGN NUMBER	SIGN TYPE CODE	
121	**G-1**	**Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Vitruvian Park	**Sign Face Direction** East **Cross Roads** Belt Line & Midway Rd **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
122	**G-1**	**Vehicular Guide, Large - 2 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
→ Vitruvian Park	**Sign Face Direction** West **Cross Roads** Beltline & Midway Rd **Installation Conditions** Soil/Grass	

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SIGN NUMBER **122a** | SIGN TYPE CODE **LAI** Leave As Is

SIGN MESSAGE

SIGN DETAILS

Cross Roads
Belt Line Road and Marsh Lane

Installation Conditions
Soil/Grass

PHOTO

SIGN NUMBER **122b** | SIGN TYPE CODE **LAI** Leave As Is

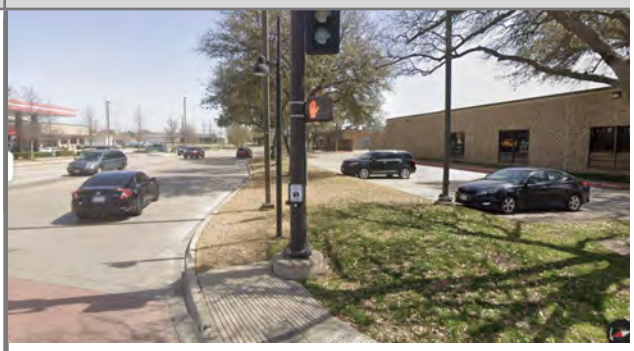
SIGN MESSAGE

SIGN DETAILS

Cross Roads
Arapaho Road and Marsh Lane

Installation Conditions
Soil/Grass

PHOTO



SIGN NUMBER **123** | SIGN TYPE CODE **G-1** Vehicular Guide, Large - 2 message

SIGN MESSAGE

➔ Vitruvian Park

NOTES

Install to the right of the sidewalk

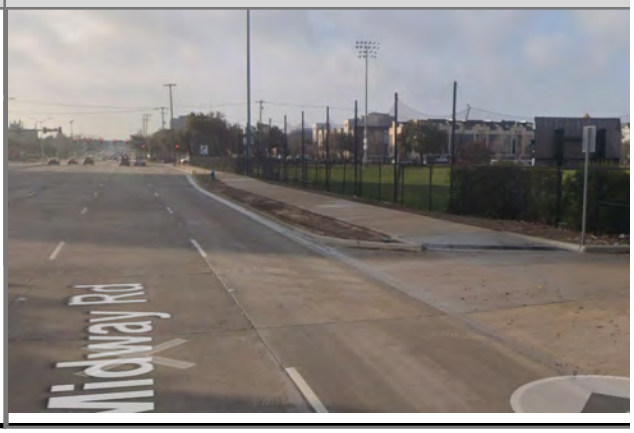
SIGN DETAILS

Sign Face Direction
North

Cross Roads
Midway Rd & Sping Valley Rd

Installation Conditions
Soil/Grass

PHOTO



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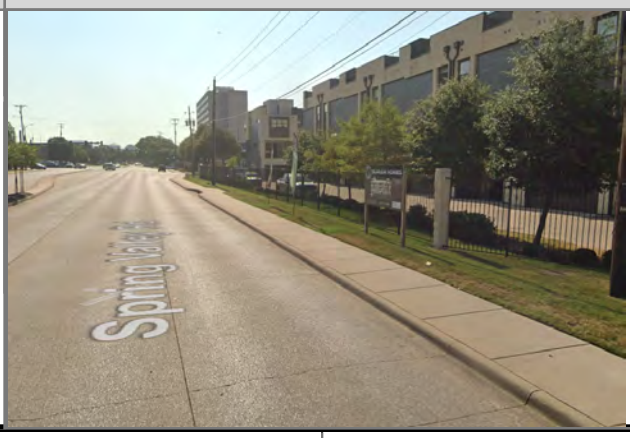
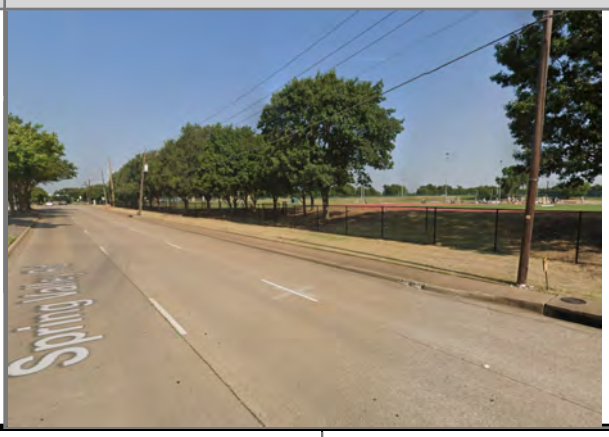
SIGN NUMBER	SIGN TYPE CODE	
124	G-1	Vehicular Guide, Large - 2 message

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Belt Line Corridor ← Circle District	**Sign Face Direction** West **Cross Roads** Spring Valley Rd & Midway Rd **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
125	G-1	Vehicular Guide, Large - 2 message

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Vitruvian Park	**Sign Face Direction** East **Cross Roads** Spring Valley Rd & Vitruvian Way **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
126	G-3	Vehicular Guide, Small - 3 message

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Vitruvian Park ← Parking [P]	**Sign Face Direction** Northeast **Cross Roads** Virtruvian Way & Ponte Ave **Installation Conditions** Soil/Grass	

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SIGN NUMBER	SIGN TYPE CODE	
127	**G-3**	**Vehicular Guide, Small - 3 message**

SIGN MESSAGE	SIGN DETAILS	PHOTO
➔ Vitruvian Park ➔ Parking [P]	**Sign Face Direction** Southeast **Cross Roads** Virtruvian Way & Ponte Ave **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
130	**K-1**	**Pedestrian Kiosk, Small**

SIGN MESSAGE	SIGN DETAILS	PHOTO
NOTES Location to be confirmed by client team.	**Sign Face Direction** North and South **Cross Roads** @ Vitruvian Park	

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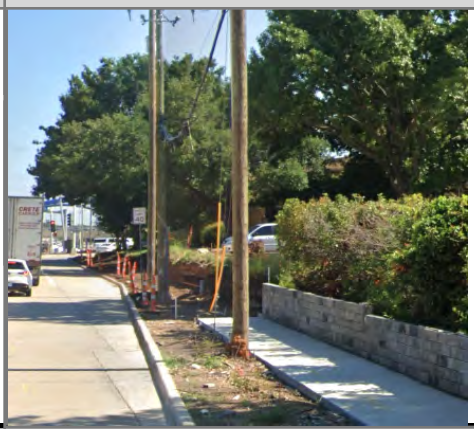
SIGN NUMBER	SIGN TYPE CODE	
130a	**I-1**	**Welcome ID, Large**

SIGN MESSAGE	SIGN DETAILS	PHOTO
NOTES Location to be confirmed by client team.	**Sign Face Direction** North and South **Cross Roads** Vitruvian Way and Marsh Lane **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
201	**G-5**	**Municipal Destination Guide**

SIGN MESSAGE	SIGN DETAILS	PHOTO
← Addison Athletic Club	**Sign Face Direction** South **Cross Roads** Midway Rd & Beltway Drive **Installation Conditions** Soil/Grass	

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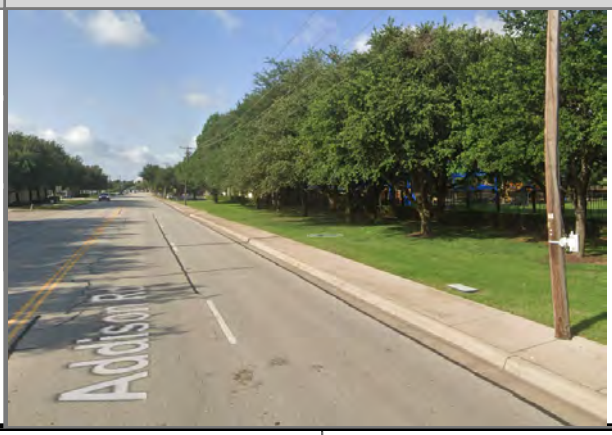
[ ] Notes within brackets are not to be printed. They represent symbols, graphical elements or special notes.

SIGN NUMBER	SIGN TYPE CODE	
202	**G-5**	**Municipal Destination Guide**

SIGN MESSAGE	SIGN DETAILS	PHOTO
➔ Addison Athletic Club	**Sign Face Direction** South **Cross Roads** Midway Rd & Beltway Drive **Installation Conditions** Soil/Grass	

SIGN NUMBER	SIGN TYPE CODE	
205a	**I-1**	**Welcome ID, Large**

SIGN MESSAGE	SIGN DETAILS	PHOTO
NOTES Remove and replace existing brick sign.	**Sign Face Direction** North **Cross Roads** Addison Rd & Sojourn Dr **Demolition** Yes, see notes.	

SIGN NUMBER	SIGN TYPE CODE	
205b	**M-2**	**MUTCD NTTA**

SIGN MESSAGE	SIGN DETAILS	PHOTO
Addison Belt Line District NOTES Replace existing sign face. Location to be confirmed by client team.	**Sign Face Direction** North **Cross Roads** Dallas Pkwy & Sojourn Dr	

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SIGN NUMBER **205c**

SIGN TYPE CODE **M-1** **Monument**

SIGN MESSAGE

NOTES

Remove and replace existing brick sign.

SIGN DETAILS

Sign Face Direction
East

Cross Roads
Dallas Pkwy & Excel Pkwy

Installation Conditions
Soil/Grass

PHOTO

SIGN NUMBER **300**

SIGN TYPE CODE **RETRO** **Retrofit Existing**

SIGN MESSAGE

NOTES

Further coordination with Town required to replace this sign.

SIGN DETAILS

Sign Face Direction
North and South

Cross Roads
Addison Road & Addison Circle

Installation Conditions
Soil/Grass

PHOTO

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BUDGETING

During the Master Plan process, Corbin Design coordinated with several local and national fabricators to prepare an accurate budgetary estimate.

Pricing Notes

The budgetary numbers are based on late 2025 material and labor pricing. There is an expectation that the prices may increase based on changes in quantities and length of time passed.

When budgeting for future phases, the town should consider the following budget increase:

- Second Year Pricing: +7.5%
- Third Year Pricing : +15%

Note:
Because the Consultant does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made based on its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost. If the Town wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator.

Budget Breakdown:

- Town Hall - $260,000
- Welcome/ ID Signs - $175,000
- Vehicular and Parking - $602,000
- Pedestrian Wayfinding - $195,000
- Landmark/Selfie Sign - $50,000
- Trail Plan and 911 Markers - $75,000
- Demolition Allowance - $20,000

DRAFT

Regular City Council Meeting **6. b.**

Meeting Date: 06/09/2026

Department: City Manager

Key Focus Areas: Vibrant and Active Community

AGENDA CAPTION:

Present and discuss the Addison FixIT App, the Town's citizen engagement platform.
Sponsored by: Deputy Mayor Pro-Tempore Darren Gardner and Council Member Marlin Willesen.

BACKGROUND:

Deputy Mayor Pro Tempore Darren Gardner and Council Member Marlin Willesen requested that an item be placed on the agenda to discuss the Addison FixIT app.

Town staff will provide an update regarding the Addison FixIT App, the Town's citizen engagement platform. The presentation will include a review of the app, customer service expectations, metrics and utilization, continued improvements, and marketing efforts to increase engagement.

FISCAL IMPACT

The annual cost for the FixIT app is $15,486.

RECOMMENDATION

Information only. No specific feedback requested.

Attachments

Presentation - Addison FixIT App

Addison FixIT App

June 9, 2026

Sarah Kuechler, Chief of Staff

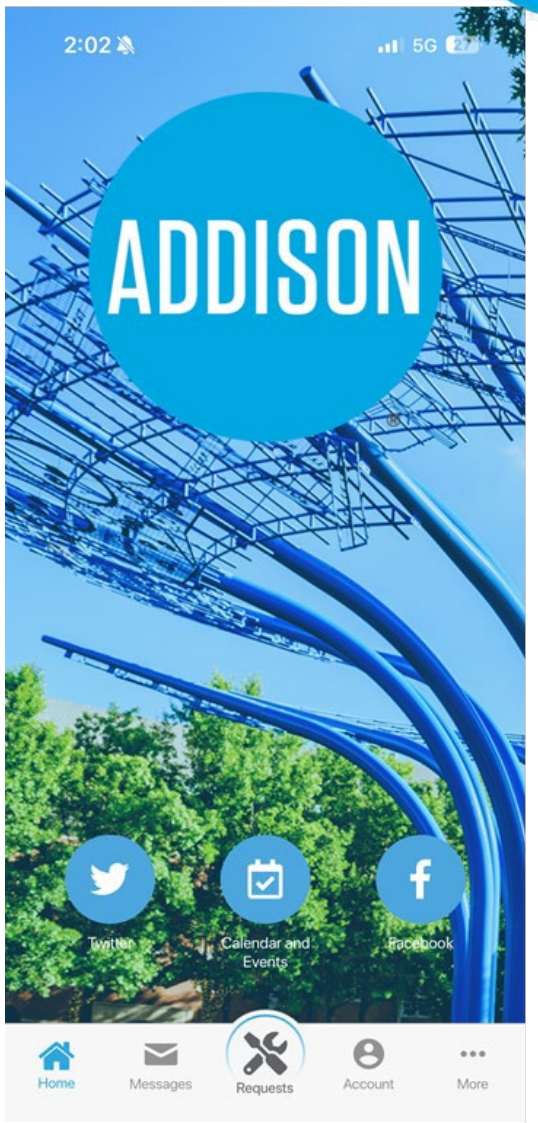
FixIT App Background

- A Work Session on the FixIT App was requested by Deputy Mayor Pro-Tempore Darren Gardner and Council Member Marlin Willesen.

- The Addison FixIT is available via App or the Town's website by clicking "Report a Problem"

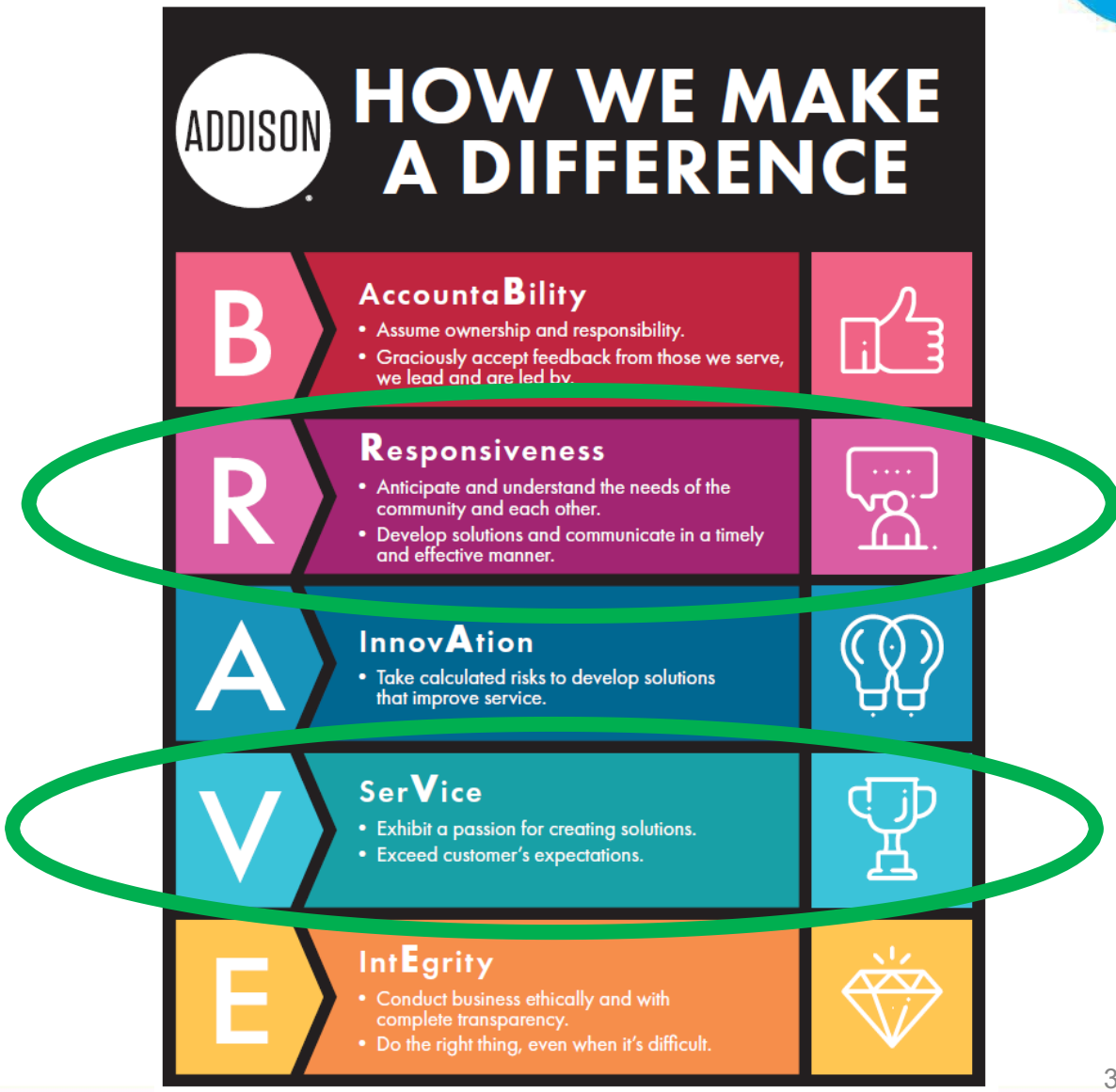
- The app serves as a customer service tool.
  - Users can easily report a problem or request a service, including uploading photo(s) and marking location(s) on a map.
  - Staff can communicate with the requestor and provide updates / resolution.

- The software vendor for the app is Rock Solid Inc.
  - The app launched in December 2019.
  - The software was previously owned by City Sourced and is now owned by Granicus
  - The annual cost is $15,486 for the upcoming year.



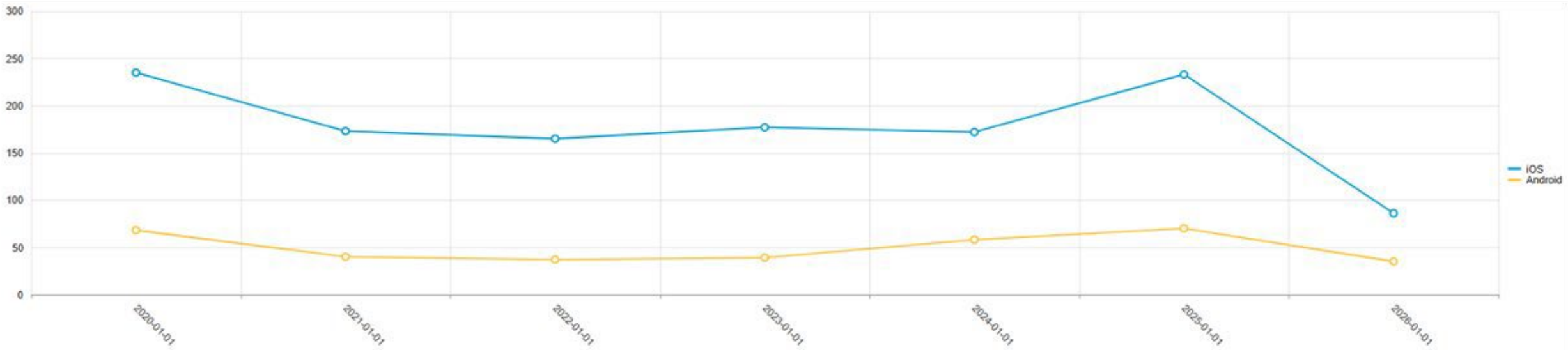
Customer Service Expectations for Staff

- **BRAVE Values**
  - **R**esponsiveness
  - Ser**V**ice
- The **"Addison Way"**
  - Be service-minded and kind.
  - Exceed expectations.
  - Be solution driven.
  - Value employees as partners.
- **Same customer service standard regardless of the method.**
  - In-person, phone, email, or FixIT app.
- **Speak with one voice.**
  - One Town – one team.



FixIT App Downloads

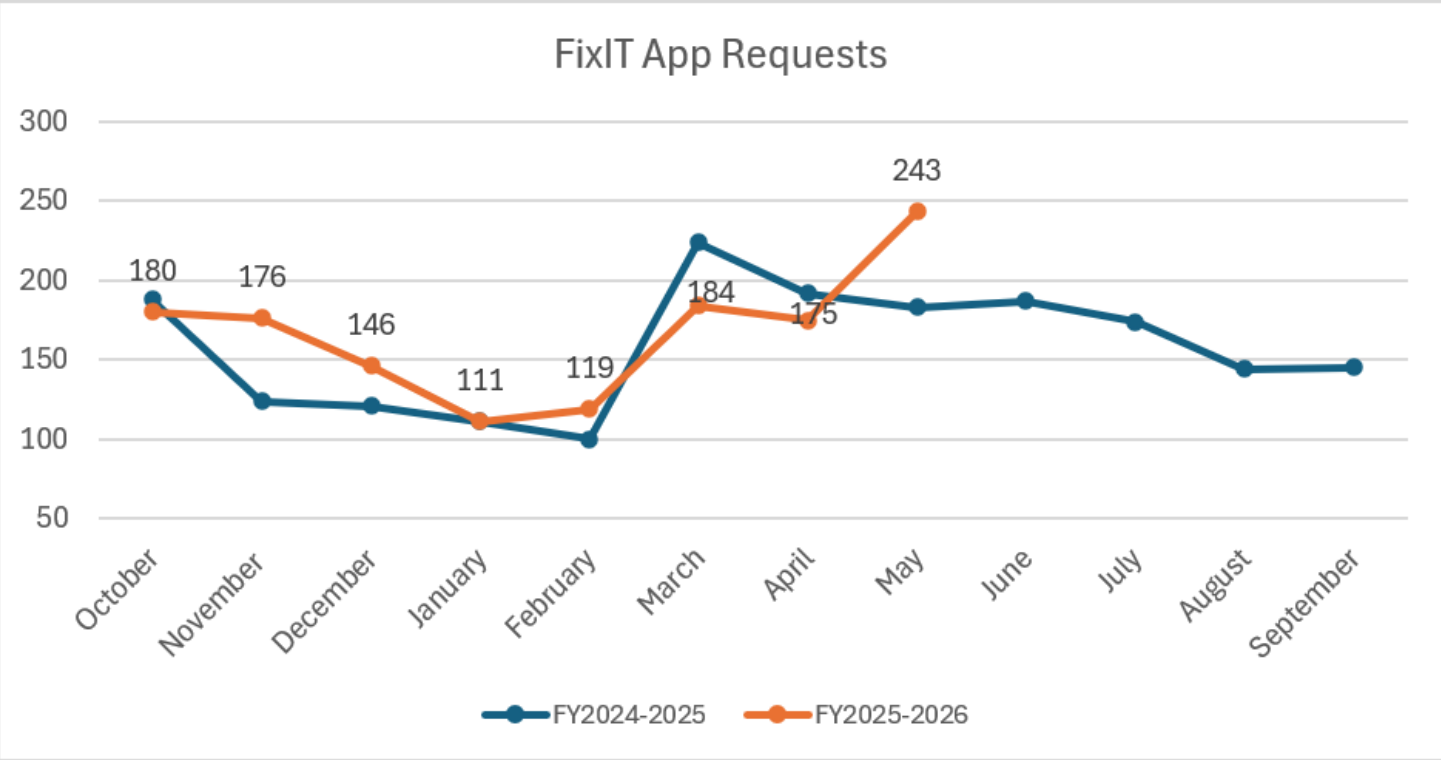
- Since January 2020, the FixIT app has a **total of 1,588 downloads** (*chart below shows total by year*).
  - iOS – 1,241
  - Android - 347
- There are **1,132 total users signed up** in OneView as registered users (*name and password*).
- RockSolid generally has released 1-2 updated versions of the app per year for bug fixes / patches and / or other enhancements.



Note: 2026 is partial year

FixIT App Requests

- Total number of requests is trending slightly higher than last year.
- Requests increase in the spring with warmer weather, vegetation, and increased activity.
- Recent increase in May 2026 primarily in “Trash/Recycling” and “Code Enforcement”.



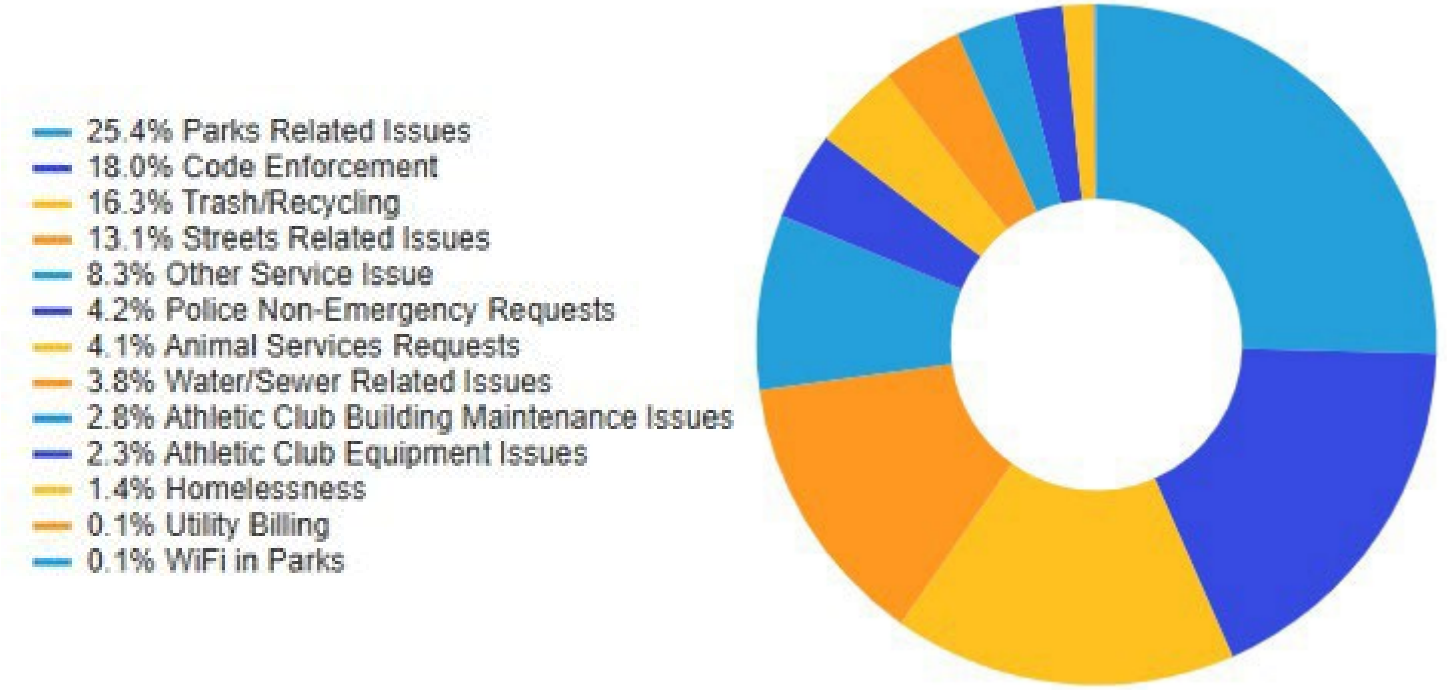
Time Period	Total Requests	Average Requests per Day	Average Time To Close
Oct. 1, 2024 – Sept. 30, 2025	1,894	5.17	4.26 days
Oct. 1, 2025 – May 31, 2026 (YTD – 8 mos)	1,334	5.47	3.87 days

FixIT App Requests

- Three most common requests:

1. **Parks Related**
   - Irrigation, light outages, tree limbs, landscaping, fountains, etc.
2. **Code Enforcement**
   - High grass/weeds, illegal signs, junk vehicles, trash/ recycling carts, etc.
3. **Trash/Recycling**
   - Bulk items, hazardous items, tree trimmings, missed trash.

Most Common Request Types



For Oct. 1, 2025 – May 31, 2026

Continued Improvements

- **Enhanced monitoring of requests that are “In Progress” for timely responses and resolutions.**
  - Addressed a backlog of requests in Summer 2024.
  - Continued to monitor and reach out to staff.
- **Submitted product enhancement requests to RockSolid.**
- **Refined service request categories:**
  - Eliminated underutilized categories (e.g. recently deleted “WiFi Issues” and “Utility Billing”).
  - Created and assigned a sub-request type based on user perspective (e.g. added “Irrigation/Sprinklers” as a sub-type under “Water/Sewer Issues”).
- **Continued staff training and coaching to meet customer service expectations.**
  - When & how to close out requests, including providing staff contact information.

Marketing Efforts

- **Recent / Ongoing**:
  - Video / social media – *February 2026.*
  - Door hanger for trash / recycling – *May 2026.*
  - Featured as 1 of 6 icons on Town's main website – *FixIT app page had 1,250 views over last year.*
  - Linked in weekly newsletter at the end.
  - QR codes on drinking fountains in parks.
  - FixIT App magnets at events.
- **Opportunities:**
  - Additional videos / social media features.
  - Addition of QR codes in the community / parks in strategic locations.
  - Order FixIT App business cards and magnets.
  - Share at Town Hall meetings and community meetings.

FixIT App video link

Questions / Feedback

Regular City Council Meeting **6. c.**

Meeting Date: 06/09/2026

Department: Development Services

Key Focus Areas: Economic Development and Revitalization

AGENDA CAPTION:

Present and discuss potential amendments to the Unified Development Code (UDC).

BACKGROUND:

The Town of Addison first engaged Clarion Associates in 2019 to review and update the Town's "development regulations," including ordinances for zoning, subdivision of land, signs, and related issues. The Unified Development Code (UDC) consolidated and updated the regulations into one document that is clear, enforceable, and helps implement the Town's shared vision for the future.

The UDC was adopted by the City Council on March 25, 2025. The new zoning map was adopted on August 12, 2025, and later became effective on September 1, 2025. During and throughout the adoption process, several items have been identified to be amended, including the creation of a new parks overlay zoning district. Staff has also identified minor amendments to be addressed for additional clarity.

Staff has begun the process of drafting previously discussed updates and would like to engage City Council on items or topics to be reviewed for potential amendment.

FISCAL IMPACT

N/A.

RECOMMENDATION

Staff seeks Council direction on feedback for possible amendments to the Unified Development Code (UDC).

Attachments

Presentation - Potential UDC Amendments

Unified Development Code

Unified Development Code (UDC) Amendments

June 9, 2026

Lesley Nyp, Director of Development & Neighborhood Services

Discussion Purpose

- City Council adopted the new UDC in March 2025, which has been used with all new development proposals since it became effective September 1, 2025. Anticipated amendments to the UDC include:
  1. Minor clarifications regarding certain land uses and administrative land use controls; and
  2. A new Parks overlay zoning district per City Council direction at the April 7, 2026 Work Session.
- Staff will circulate the UDC document to allow Council Members to provide feedback and recommendations. Feedback may also be shared via email.
- Staff will return to City Council with a working (redline) draft of the proposed UDC amendments in Summer 2026 for review and discussion.

Summary of Changes Proposed

Substantial Changes –

- Park overlay district creation.

Minor Changes –

- Clarifications to administrative processes for:
  - Impervious surfaces – materials and application.
  - Trees – measuring and mitigation in specific instances.
  - Signs – number, spacing, and size for specific building types (high-rise).
  - Minor modifications – reducing % of required glass on first floor for non-mixed-use.
  - Parking ratio calculations for outdoor / patio space.
  - Fences – visible / non-visible material allowances.
  - Land use definitions and clarifications.
  - New land uses – pet grooming, light medical.

Proposed Review Sequence

June 2026	*Summer 2026*	*Summer 2026*	*Fall 2026*	*Fall 2026*	*Fall 2026*
UDC Review + Feedback from Council & P&Z	City Council Work Session – UDC Redline Draft	Planning and Zoning Commission Work Session – UDC Redline Draft	Mailed Public Notice Townwide to all Addison Property Owners	Planning and Zoning Commission Regular Meeting - Adoption Public Hearing	City Council Regular Meeting - Adoption Public Hearing

Questions/Request for Edits

Staff is seeking feedback for potential amendments to the UDC.

- City Council may provide feedback during the Work Session, via email, or via document comments (*link to be sent out by staff*).

ADDISON, TEXAS

UNIFIED DEVELOPMENT CODE

ADOPTION DRAFT

MARCH 2025

CLARION

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Article 1: General Provisions

1.1 Title

This ordinance shall be known, cited, and referred to as the Unified Development Code of the Town of Addison, Texas. It is referred to in this ordinance as the "Unified Development Code," or "this UDC."

1.2 Effective Date

This UDC shall become effective upon adoption by the City Council on September 1, 2025.

1.3 Purpose

Pursuant to the Texas Local Government Code (TLGC), the City Council enacts this UDC to:

A. Promote the public health, safety, and general welfare of Town residents;

B. Implement the policies and objectives in the Comprehensive Plan;

C. Secure safety from fire, panic, and other natural and man-made dangers;

D. Protect life and property in areas subject to floods and other natural disasters;

E. Provide adequate light, air, and open space;

F. Lessen congestion in the streets while enhancing pedestrian, bicycle, and vehicular movement with the least detriment to environmental quality;

G. Ensure environmentally sensitive site planning that preserves the Town's tree canopy and natural areas;

H. Prevent the overcrowding of land and avoid undue concentration of population;

I. Facilitate the adequate provision of transportation infrastructure, water and sewage services, schools, parks, trails, and other public requirements and to avoid transportation, public service, and facility demands that cannot be satisfied;

J. Ensure that development and resource decisions are sustainable not only for the current residents of Addison but for future residents and generations;

K. Provide a mix of land uses that provide employment opportunities, social amenities, and housing within the Town to promote economic resiliency;

L. Emphasize the importance of high-quality urban design in the built environment;

M. Consider the immediate and long-range financial impact of the application of particular land to particular kinds of development, and the relative suitability of the land for development;

N. Conserve the value of buildings and encourage the appropriate use of land, buildings, and structures; and

O. Establish procedures for the processing of planning and zoning actions that affect the development and use of property in Addison.

1.4 Authority, Applicability, and Jurisdiction

1.4.1. Authority

This UDC is adopted pursuant to the authority in Article I of the Addison Municipal Charter, as amended, and enacted pursuant to the powers granted and limitations imposed by provisions of the State of Texas, including the statutory authority granted in TLGC Chapters 42, 43, 211, 212, and 213, and all other relevant provisions of the State of Texas.

1.4.2. Applicability

A. Unless otherwise stated or permitted by law, the provisions of this UDC shall apply to all land, buildings, structures, or appurtenances on such land located within the Town, that are occupied, used, erected, altered, removed, demolished, or converted after the effective date of this UDC.

B. No permit, certificate, or approval of any use that is subject to this UDC shall be issued or granted by any department, agency, Town official, or Town employee without a finding of compliance with this UDC having been issued by the appropriate review authority.

C. Unless otherwise stated in this UDC, no building or structure shall be erected, moved, converted, enlarged, reconstructed, or altered, nor shall any land, building, or structure be used, developed, or intended to be used for any purpose whatsoever, without a determination of compliance by the Director.

D. No lot of record that did not exist prior to the effective date of this UDC shall be created unless it complies with this UDC.

1.4.3. Minimum Standards Required

The provisions of this UDC, as amended, shall be the minimum requirements for the promotion of the public safety, health, convenience, comfort, prosperity, or general welfare, and shall be the minimum criteria required for a review procedure to commence. Additional technical information and analysis may be required of applicants to demonstrate compliance with this UDC.

1.4.4. Conflicts with Other Ordinances, Criteria Manuals, and Master Plans

A. Whenever any provision of this UDC refers to or cites a section of any Texas state statutes and that section is later amended or superseded, this UDC shall be deemed amended to refer to the amended section or the section that most nearly corresponds to the superseded section, as determined by the Director.

B. Whenever a provision of this UDC requires or authorizes an officer or employee of the Town to do some act or perform some duty, it shall be construed to authorize the officer or employee to designate, delegate, and authorize subordinates to perform the act or duty, unless the terms of the provision designate otherwise.

C. Whenever any provision of this UDC conflicts with other provisions of the Code of Ordinances, the stricter provision, as determined by the Director following the interpretation procedure in §2.10.5: *Interpretations*, shall govern.

D. Whenever any provision of this UDC conflicts with a Criteria Manual adopted by the Town, the more strict provision shall govern, as determined by the Director.

E. Whenever any provision of this UDC conflicts with a Master Plan adopted by the Town, the Master Plan shall govern, as determined by the Director.

F. All Criteria Manuals and Master Plans are available online on the Town's website. Criteria Manuals and Master Plans are maintained and updated by the Town as necessary.

1.4.5. Private Covenants

This UDC is not intended to amend, revoke, or repeal any easement, covenant, or other agreement between private parties. Notwithstanding, no covenant or deed restriction shall excuse any failure to comply with this UDC. In no case shall the Town be obligated to monitor or enforce any easement, covenant, or agreement between private parties unless the Town is a party to such agreement and elects to pursue enforcement.

1.4.6. Transfer of Ownership

Permits, licenses, or approvals authorizing a particular use of land or structure shall transfer with the ownership of the land or structure so long as the land or structures, or any portion of the land or structures, continue to be used for the purpose and in the manner authorized by a permit, license, or approval, unless

otherwise provided in this UDC. No person, including a successor or assignee of the person who obtained the permit or approval, may use the land or structure except in accordance with all the terms, conditions, and requirements of the permit or approval.

1.4.7. Emergency Powers

The Mayor and/or the City Council may authorize any deviation from this UDC during a local state of disaster in accordance with Texas Government Code Chapter 418. Such deviations may be authorized by resolution of the City Council during a local emergency without a requirement for prior notice or public hearing.

1.5 Transition from Prior Regulations

1.5.1. Continuity of Provisions

The provisions of this UDC, insofar as they are substantially the same as previously existing regulations relating to the same subject matter, shall be construed as restatements and continuations thereof and not new enactments. Any actions, proceedings, permits, or approvals commenced or issued pursuant to any previously existing ordinance and subject to TLGC Chapter 245 shall not be affected by the enactment of this UDC.

1.5.2. Approved Plans

A. Any permits or licenses subject to the standards of this UDC that are valid on the effective date of this UDC shall remain valid until their expiration date. Projects with valid permits or licenses may be carried out in accordance with the zoning and subdivision regulations in effect at the time of approval, provided that the permit or license remains valid and has not lapsed.

B. No provision of this UDC shall require any change in the plans, construction, or designated use of any structure for which a Building Permit has been issued prior to the effective date of this UDC, unless the Building Permit has expired.

C. The Director may renew or extend the time of a previous approval of a plan that was administratively approved if the required findings or criteria for approval remain valid. The Director shall notify an applicant of any upcoming expirations of approval at least three months prior to the expiration. Any extension granted shall not exceed one year in length, and no more than one extension may be granted.

D. Non-administratively approved plans may be granted one extension not exceeding one year in length, from the reviewing body by which they were originally approved as identified in §2.3: *Summary Table of Review Procedures*, where such extension would be permissible under the zoning and subdivision regulations in effect at the time of approval.

E. Any re-application for an expired project approval shall meet the standards in effect at the time of reapplication.

1.5.3. Nonconformities Under Prior Regulations

Any nonconformity under the previous zoning and subdivision regulations that has been issued a Certificate of Occupancy will remain a nonconformity under this UDC, as long as the situation that resulted in the prior nonconforming status continues to exist and complies with the provisions of this UDC. If a nonconformity under the previous zoning and subdivision regulations becomes conforming because of the adoption of this UDC, then the situation will no longer be a nonconformity.

1.5.4. Uses, Lots, Structures, and Sites Rendered Nonconforming

A. When a lot is used for a purpose that was a lawful use before the effective date of this UDC, and when a Certificate of Occupancy was issued and this UDC no longer classifies such use as either a permitted use or special use in the zoning district in which it is located, such use shall be considered nonconforming and shall be controlled by the provisions of §1.6: *Nonconformities*.

B. Where any building, structure, lot, or development site that legally existed on the effective date of this UDC and does not meet all standards set forth in this UDC, such building, structure, lot, or development shall be considered nonconforming and shall be controlled by the provisions of §1.6: *Nonconformities*.

1.5.5. Prior Violations

Any violation of the previous zoning and subdivision regulations will continue to be a violation under this UDC and be subject to penalties and enforcement under §1.7: *Enforcement*, unless the use, development, construction, or other activity complies with the provisions of this UDC. The enactment of this UDC shall not abate any pending prosecution and/or lawsuit or prevent any prosecution and/or lawsuit from being commenced for any violation of a previously existing ordinance occurring before the effective date of this UDC.

1.6 Nonconformities

1.6.1. Purpose

A. This section governs uses, structures, lots, and site features that came into existence legally prior to the effective date of this UDC or the effective date of any future amendments to this UDC and remained in continuous use from the time of their inception but do not now comply with or conform to one or more requirements of this UDC, as amended. All such situations are collectively referred to in this UDC as "nonconformities."

B. Any nonconformity resulting from the initial adoption or future amendment of this UDC, may be continued or maintained only in accordance with the terms of this section. While nonconformities may continue, the provisions of this section are designed to curtail substantial investment in nonconformities to bring about their eventual elimination in order to preserve the integrity of this UDC and the goals of the Town. This section also is intended to recognize the variety of practical issues in bringing nonconforming situations into compliance and give the Town discretion to balance competing demands.

1.6.2. Regulations Applicable to All Nonconformities

A. Authority to Continue

1. Nonconformities may continue to be used and occupied, subject to regulations as to the maintenance of premises and conditions of operations set forth in this section, unless such nonconformity is terminated as provided in this section.

2. Nonconformities shall not be modified in any way that increases the degree of nonconformity.

3. The right to continue nonconformities shall be subject to regulations prohibiting nuisances and shall be terminated when such use constitutes a nuisance. Such nonconformities shall be subject to such reasonable regulations as the Board of Zoning Adjustment may require to protect adjacent property and shall be subject to the specific nonconformity regulations herein contained.

4. A nonconformity shall lose its nonconforming status when a use, structure, or site improvement modifies a nonconformity without being lawfully authorized in accordance with the provisions of this UDC. Such use and/or structure shall therefore cease all operations until such time that the required plans and/or permits are approved.

B. Determination of Nonconformity Status

The burden of establishing the existence of a nonconformity shall be solely on the owner of the property containing the nonconformity. Valid and compliant nonconforming status is an affirmative defense to violations of this UDC.

C. Maintenance and Minor Repair

Maintenance and minor repairs of nonconformities are permitted and encouraged, provided that the maintenance and repairs do not increase the degree of nonconformity. Maintenance and minor repairs include the following:

1. Maintenance of land to protect against and mitigate health and environmental hazards;
2. Repairs necessary to maintain and to correct any damage or deterioration to the structural soundness of, or the exterior or interior appearance of, a structure without expanding the height or footprint of the structure, unless compliant with this UDC;
3. Repairs that are required to remedy unsafe conditions; and
4. Repairs necessary to comply with current Building Code requirements.

D. Change of Ownership or Tenancy

Changes in ownership, tenancy, or management of property (that do not include changes in occupancy or operation) with an existing nonconformity may occur, but such nonconformities shall continue to be subject to the standards of this section.

E. Change or Elimination of Nonconformity

A Change or Elimination of Nonconformity application as set forth in §2.6.7 is required:

1. For all applications described in §§1.6.2.C and 1.6.2.D above; and
2. To provide evidence of and confirm the loss of nonconforming status as described in §1.6.2.A.4.

F. Compliance to the Maximum Extent Practicable

Where compliance with the requirements of this UDC is precluded by a lack of sufficient developable area due to the size and disposition of the lot, the layout of existing development, or the presence of significant wetlands, floodplains, watercourses, hazard areas, or other significant environmental constraints, the applicant shall comply with the requirements of this section to the maximum extent practicable, as determined by the Director.

G. Nonconformity Due to Outside Action

Where the acquisition of right-of-way or a portion of the property, by eminent domain, dedication or purchase, by a Town, county, state, or federal agency creates noncompliance of a lawful existing use, structure, lot, or site feature, such uses, structures, lots, or site features shall be deemed lawful despite a deficiency in required development standards created by the acquisition. Such designation shall apply only to noncompliance that results directly from the acquisition of right-of-way.

1.6.3. Nonconforming Uses

Nonconforming uses of land or structures are subject to the following additional limitations:

A. Limitation on Continuation of Nonconforming Uses

1. A nonconforming use may be extended throughout the same building, provided that:
   - **a.** The nonconforming use does not constitute a nuisance;
   - **b.** No structural alteration of the building (or portion of such building containing the nonconforming use in the case of buildings with multiple uses) shall be permitted;
   - **c.** No additional dwelling units shall be permitted in the building; and
   - **d.** No additional nonresidential units and/or uses shall be permitted.
2. Any existing occupied single-family residential dwelling that is deemed to be a nonconforming use may make improvements to the main and accessory structure so long as improvements do not increase the degree of nonconformity.

3. No additional structure not conforming to the requirements of this UDC shall be erected in connection with the nonconforming use of land or building.
4. Whenever a nonconforming use of land or a building has been replaced with a conforming use, the special equipment and furnishings particular to the nonconforming use have been removed from the premises and have not been replaced for a continuous period of six months, the nonconforming use shall be considered discontinued and future use of the land or building shall comply with this UDC.
5. A building occupied by a nonconforming use that has been destroyed by fire or extreme weather shall not be reconstructed or rebuilt except to conform with the provisions in this section. In the case of partial destruction by fire or other causes, not exceeding 50 percent of its current replacement value, the Building Official shall issue a permit for reconstruction. If greater than 50 percent, the building shall be made to conform with this UDC.

B. Change of Use

1. A nonconforming use shall not be changed to another nonconforming use.
2. A nonconforming use, if changed to a conforming use, may not be subsequently changed back to any nonconforming use unless otherwise permitted by this UDC.

1.6.4. Nonconforming Structures

Nonconforming structures are subject to the following additional limitations:

A. A nonconforming structure may only be expanded pursuant to §1.6.2.C*: Maintenance and Minor Repair,* and any such expansion shall be in full compliance with this UDC.

B. No nonconforming structure may be enlarged or altered in a way that increases the nonconformity of the structure, but any structure or portion of a structure may be altered to decrease the nonconformity of the structure.

C. Whenever a nonconforming structure is discontinued for six months or more, all nonconforming rights shall cease, and the use of the premises or the structure shall be in conformance with this UDC. A nonconforming structure shall be considered discontinued if the property or structure is vacant and no attempt to market the property is observable on the property or from the exterior of any structure, or that the property or structure is vacant and City taxes owed on the property are delinquent.

D. A nonconforming structure that has been destroyed by fire or extreme weather shall not be reconstructed or rebuilt except to conform with the provisions in this section. In the case of partial destruction by fire or other causes, not exceeding 50 percent of its current replacement value, the Building Official shall issue a permit for reconstruction. If greater than 50 percent, the building shall be made to conform with this UDC.

E. The right to operate and maintain any nonconforming structure shall terminate and shall cease to exist whenever the nonconforming structure becomes substandard under any applicable ordinance of the Town and the cost of placing such structure in lawful compliance with the applicable ordinance exceeds 50 percent of the replacement cost of such structure on the date that the Building Official determines that such structure is substandard according to life/safety measures identified in the Building Code. In determining the replacement cost of any nonconforming structure, the cost of the land or any factors other than the nonconforming structure itself including foundation shall not be included.

1.6.5. Nonconforming Lots

A nonconforming lot that was made nonconforming by virtue of enactment of this UDC may be used for construction of a building or structure allowed in the applicable zoning district, provided that all other zoning district and dimensional standards are met.

1.6.6. Nonconforming Site Features

A. Applicability

1. For purposes of this section, the term "nonconforming site feature" includes, but is not limited to any driveway, off-street parking or loading area, buffer, landscaping, screening, or exterior lighting element that lawfully existed in accordance with regulations in place prior to the effective date of this UDC. Site features required by this UDC that do not exist after the effective date of this UDC are also considered nonconforming site features.
2. A nonconforming site feature may continue to exist even though it does not conform to current applicable standards of this UDC, subject to the requirements of this section.
3. No action shall be taken that increases the degree of the nonconformity of a site feature.

B. Nonconforming Parking

1. Continuation of Nonconforming Parking

Any parking spaces or parking lot access to public rights-of-way lawfully existing on the effective date of this UDC that are made nonconforming by virtue of enactment of this UDC shall be allowed to continue, provided that:

a. If a change or expansion of a nonconforming use or structure is allowed under §1.6.3: *Nonconforming Uses* or 1.6.4: *Nonconforming Structures*, the additional number of parking spaces required to serve the changed or expanded area shall be provided in accordance with §5.5: *Parking and Loading*. For purposes of this provision, a change of use shall include reversion to a use that previously existed on a site but has not operated in more than six months.

b. Nonconforming parking areas shall not be expanded, except pursuant to §1.6.6.B.2 below.

2. Upgrading Nonconforming Parking

Nonconforming off-street parking facilities shall be upgraded to comply with this UDC's minimum parking lot design requirements in §5.5.7: *Vehicle Parking Layout and Design* and landscaping requirements in §5.6.4.D: *Parking Area Landscaping,* when any development occurs that would result in an addition to or expansion of one or more buildings or structures that would increase the total gross floor area of the buildings or structures by more than 50 percent.

C. Nonconforming Buffers, Landscaping, Screening, and Exterior Lighting

1. Upgrading of Nonconforming Features Required for Certain Development

Prior to the issuance of a Certificate of Occupancy, nonconforming landscape buffers, landscaping, screening elements, and exterior lighting shall be upgraded to comply with this UDC's applicable standards for such features if any of the following development activities are proposed for the site containing the nonconforming site feature:

a. An increase in the total square footage of the vehicular use area, including parking, loading, circulation, and driveway areas;

b. A structural addition that increases the combined total gross floor area of all existing enclosed structures by more than 500 square feet or 20 percent, whichever is less;

c. Building elevation changes involving 50 percent or more of the exterior walls of an enclosed structure on the property within a two-year period, excluding minor cosmetic maintenance such as painting or replacing lighting fixtures;

d. The demolition of a building containing a principal use or the demolition of a suite or unit in a multitenant building;

e. As determined by the Director, any request for a Zoning Map amendment, regardless of whether the nonconforming site feature is proposed to be changed; and/or

f. Expansion of outdoor operations, storage, or display areas on a site containing nonconforming buffers or screening that increases the gross square footage of such areas by more than 50 percent shall require upgrading to offset a corresponding percentage of the buffer or screening nonconformity, as determined by the Director.

2. Alternatives to Upgraded Landscaping Authorized

In meeting the upgrading requirements above, a reduction in the count, configuration, or location of required landscaping materials may be allowed for nonconforming buffers, landscaping, screening, and exterior lighting when alternatives are justified by site or development conditions as determined by the Director of Parks and Recreation. Conditions justifying approval of alternatives include:

a. Natural conditions, such as watercourses, natural rock formations, or topography;

b. The likelihood that required landscaping material at maturity would not achieve the intent of this UDC due to topography, placement, or other existing site conditions:

c. Unique lot size or configuration;

d. Challenges associated with infill development, reuse, or redevelopment on small lots;

e. The presence of existing utility or other easements;

f. The potential for interference with public safety;

g. Preservation of natural vegetation; or

h. Other situations where strict adherence to the buffer or landscaping standards in this UDC are determined impractical by the Director.

3. Alternative Landscape Plan Approval Criteria

The Director of Parks and Recreation may approve alternative landscape plans that do not meet the specific requirements stated in this §1.6.6, when they determine that the alternatives meet the following criteria:

a. Are consistent with the purposes of this §1.6.6;

b. Do not include invasive vegetation included in an adopted Town, county, or state list of prohibited or invasive species;

c. Provide equal or superior buffering of adjacent properties from anticipated impacts of the proposed development; and

d. Provide equal or superior visual appearance of the property when viewed from a public right-of-way.

1.7 Enforcement

1.7.1. Purpose

This section establishes procedures through which the Town seeks to ensure compliance with the provisions of this UDC and obtain corrections for violations of this UDC. This section also sets forth the remedies and penalties that apply to violations of this UDC.

1.7.2. Violations

A. Activities Constituting a Violation

Any person who violates any provision of this UDC or assists in the commission of any violation shall be guilty of a misdemeanor and shall be subject to a fine as provided in §1.7.4: *Penalties and Remedies.* Each of the following activities constitutes a violation of this UDC:

1. **Activity Inconsistent with UDC**

   Any construction, reconstruction, remodeling, alteration, maintenance, expansion, movement, or use of any land, building, structure, or sign that is inconsistent with this UDC.

2. **Activity Inconsistent with a Permit or Approval**

   Any development, use, or other activity that is in any way inconsistent with the terms or conditions of any permit or approval required to engage in such activity under this UDC.

3. **Illustrative Examples of Violations**

   Example violations of this UDC include but are not limited to:

   a. Increase the density or intensity of any use or structure except in accordance with the requirements of this UDC;

   b. Reduce or diminish the lot area, setbacks, buffers, landscaping, trees, open space, or other standards below the minimum requirements established by this UDC;

   c. Failure to install, improve, or maintain any public or private improvements required by the terms of any permit or approval;

   d. Failure to abide by conditions of any approval or agreements executed in association with an approval;

   e. Failure to comply with applicable requirements for a certificate of occupancy or Building Permit; or

   f. Failure to obtain any required permit.

B. Continuing Violations

Any violation of this UDC shall be considered a separate offense for each day during any portion of which any violation of this UDC is continued past the date of the issuance of notice of violation, with each violation punishable in accordance with §1.7.4: *Penalties and Remedies*.

C. Prior Violations

Violations of the prior development regulations are continued in effect and are not excused by the adoption of this UDC. If a development or activity in violation of the prior development regulations fully complies with this UDC, that development or activity shall no longer be deemed a violation.

D. Persons Liable

The owner, tenant, or occupant of any building or land, or any part thereof, and any architect, builder, contractor, agent, or other person who participates in, assists, directs, creates, or maintains any situation that is contrary to the requirements of this UDC or a permit or approval issued pursuant to this UDC, may be held responsible for the violation and be subject to the penalties and remedies provided in this section.

1.7.3. Enforcement Actions

A. Responsibility for Enforcement

The Director shall be entitled to enforce the provisions of this UDC, any amendment hereto, and any order or regulation made hereunder. It shall be unlawful for any person to hinder, prevent, delay, or interfere with authorized enforcement personnel in the performance of their duties. This shall not be construed as an attempt to prohibit the pursuit of any legal or equitable remedy in a court of competent jurisdiction for the protection of personal or property rights by any property owner within the Town.

B. Investigation

Whenever the Director or other enforcement authority receives a complaint alleging a violation of this UDC or a permit or approval issued under this UDC, the enforcement authority shall investigate the complaint and identify any enforcement action that may need to be taken.

C. Procedures Upon Discovery of Violations

1. If the Director finds that any provision of this UDC is being violated, they shall send a written notice to the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it. The notice shall advise that the Director's decision or order may be appealed to the Board of Zoning Adjustment, pursuant to §2.10.4: *Appeal of Administrative Decision.*
2. If the person responsible for the violation does not take action to correct the violation or to appeal the notice of violation within 10 days of the first notice, additional written notices that state the action the Director intends to take if the violation is not corrected will be sent at the Director's discretion.
3. When a delay would seriously threaten the effective enforcement of this UDC, or pose a danger to the public health, safety, and welfare, the Director may immediately issue an order for compliance by personal service, posting of the property, or certified mail.

D. Continuation of Prior Enforcement Actions

Nothing in this UDC shall prohibit the continuation of previous enforcement actions undertaken by the Town pursuant to previous regulations.

1.7.4. Penalties and Remedies

A. Fines

Any violation of this UDC shall be subject to a fine as provided in §1-7 of the Code of Ordinances.

B. Deny, Withhold or Revoke Entitlements

The City may utilize any enforcement remedies available in compliance with state law in order to gain compliance with the standards of this UDC. Remedies include, but are not limited to: deny, withhold or revoke permits; ordering repair, removal, replacement, or alteration; fees/fines; or ordering discontinuance of those features or uses found to be out of compliance with this UDC.

C. Stop-Work Orders

1. The Building Official or Director may issue a stop-work order whenever any building, structure, site, or portion of a building, structure, or site is being demolished, constructed, reconstructed, altered, or repaired in a hazardous manner, in substantial violation of any state or local building law, or in a manner that endangers life or property.
2. The Director may issue a stop-work order on any property with an uncorrected violation of this UDC or approval issued under this UDC.
3. A stop-work order shall be in writing and directed to the person doing the work and shall specify the provision of this UDC or other law in violation.
4. If a stop-work order is issued, no work shall proceed on any building, structure, site, or portion of a building, structure, or site subject to the order except to correct a violation or to comply with the order.
5. Once conditions cited in the stop-work order have been adequately addressed, the Building Official or Director shall rescind the stop-work order.

1.8 Severability

A determination by a court of competent jurisdiction that any section, paragraph, subdivision, clause, phrase, or provision of this UDC is unconstitutional or invalid does not make the remainder of the UDC unconstitutional or invalid. A determination by a court that the application of this UDC to a particular structure or parcel of land is unconstitutional or invalid does not apply to any other structure or parcel of land.

1.9 Review and Decision-Making Bodies

1.9.1. Purpose

This section describes the organization, powers, and duties of the offices responsible for the administration of this UDC.

1.9.2. City Council

The City Council shall have all powers granted to it by the Municipal Charter. In the administration and enforcement of this UDC, the City Council has the review and decision authority as shown in §2.3: *Summary Table of Review Procedures.*

1.9.3. Planning and Zoning Commission

A. Duties and Authority

The Planning and Zoning Commission is hereby charged with the duty and invested with the authority to:

1. Exercise the powers set forth in TLGC §211.007.
2. Review and make recommendations or decisions as show in §2.3: *Summary Table of Review Procedures* pursuant to the application-specific procedures outlined in this UDC.
3. Conduct related business and make other recommendations on matters that are specifically requested, assigned, or required by the City Council or Director.
4. Review and submit each year a progress report prepared by the Director of Development and Neighborhood Services to the City Council summarizing its activities, major accomplishments for the past year, and a proposed work program for the coming year.
5. Adopt rules to govern its proceedings provided that such rules comply with state law or the provisions of the Code of Ordinances.

B. Officers

The commission shall elect a chairperson and vice-chairperson from among its members. The commission shall also elect any other officers as it deems necessary either from its membership or from staff representatives assigned by the City Manager to work with the commission.

C. Compensation

Planning and Zoning Commissioners shall be compensated as determined by the Town.

D. Meetings

1. All meetings of the commission shall be open to the public, otherwise specified for closed and executive sessions in the Texas Open Meetings Act.
2. The dates, time, and place of commission meetings shall be set by the commission in consultation with Town officials.
3. All proceedings of the commission shall be recorded in minutes of meetings, and such minutes be approved by the commission and made a matter of public record.

E. Appointment, Removal, Vacancy and Reappointment

See §2-310 of the Code of Ordinances.

F. Initial Appointments and Terms

See §2-311 of the Code of Ordinances.

1.9.4. Board of Zoning Adjustment

A Board of Zoning Adjustment is hereby established in accordance with the provisions of TLGC §211.008 et seq., regarding the zoning of cities and with the powers and duties as provided in said statutes.

A. Duties and Authority

1. The Board of Zoning Adjustment shall have the review and decision authority as shown in §2.3: *Summary Table of Review Procedures* pursuant to the application-specific procedures outlined in this UDC including the review of adjustments related to numerical dimensional development standards.
2. The Board of Zoning Adjustment also has the powers and duties permitted under TLGC §211.009.
3. In exercising its powers, the board may, in conformity with the provisions of TLGC Chapter 211, revise or reform, wholly or partly, or may modify the order, requirement, decision or determination as ought to be made and shall have all the powers of the officer from whom the appeal is taken.
4. The Board of Zoning Adjustment shall serve as the Board of Appeals and issue appeals in accordance with the City's adopted Building and Fire Codes. When serving as the Board of Appeals, the Board of Zoning Adjustment shall be subject to the rules set forth in the applicable sections of the Code of Ordinances.

B. Meetings

1. Meetings of the Board shall be held at the call of the Director. The Chairperson may administer the oath and compel the attendance of witnesses.
2. All meetings of the Board shall be open to the public, unless otherwise specified for closed and executive sessions in the Texas Open Meetings Act.
3. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or, if absent or failing to vote, indicate such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Development and Neighborhood Services Department and shall be of public record.
4. A decision of the Board shall be in writing and shall be filed in the Board's office and with the Director on the day of the decision.

C. Appointment, Removal, Vacancy and Reappointment

See §2-315 of the Code of Ordinances.

D. Initial Appointments and Terms

See §2-316 of the Code of Ordinances.

E. Record of Petition

Any person or persons, jointly or severally, aggrieved by any decision of the Board of Zoning Adjustment or any taxpayer or any officer, department, or board of the municipality may present a verified petition to an authorized court of record in conformance with TLGC §211.011, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within 10 days after the filing of the decision in the Development and Neighborhood Services Department and not thereafter.

1.9.5. Director of Development and Neighborhood Services

A. The Director shall have the authority to review and make decisions as shown in §2.3: *Summary Table of Review Procedures* pursuant to the application-specific procedures outlined in this UDC.

B. The Director shall have the right to enter upon any premises at any reasonable time for the purpose of making inspections of buildings or premises necessary to carry out their duties in the enforcement of this

UDC. The Director may apply to the municipal court or other court of competent jurisdiction for such rights-of-entry or search warrants as may be required by law to carry out the foregoing duties.

1.9.6. Floodplain Administrator

The Floodplain Administrator is appointed by the City Manager to administer and implement the standards set forth in §5.3: *Floods* and other appropriate sections of Title 44 of the UDC of Federal Regulations (National Flood Insurance Program Regulations) pertaining to floodplain management.

A. Duties and Responsibilities

Duties and responsibilities of the Floodplain Administrator include, but are not limited to, the following:

1. Maintaining for public inspection all records pertaining to the provisions of §5.3: *Floods*.
2. Reviewing permit applications to determine whether proposed building sites, including the placement of manufactured homes, will be reasonably safe from flooding.
3. Reviewing all applications for development permits required by this article to determine that all permit requirements have been satisfied.
4. Reviewing permits for proposed development to determine that all necessary permits have been obtained from those federal, state, or local governmental agencies (including §404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.
5. Making interpretations, where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions).
6. Notifying adjacent communities and the Texas Water Development Board prior to any alteration or relocation of a watercourse, and submitting evidence of such notification to the Federal Emergency Management Agency (FEMA).
7. Assuring that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
8. Obtaining, reviewing, and reasonably utilizing any base flood elevation data and floodway data available from a federal, state, or other source, in order to administer this article, when base flood elevation data has not been provided in accordance with §42-37.
9. Requiring that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the FIRM when a regulatory floodway has not been designated, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the Town.
10. Under the provisions of Title 44, Chapter 1, §65.12 of the National Flood Insurance Program regulations in the Code of Federal Regulations, a community may approve certain development in Zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that the community first completes all of the provisions required by §65.12 of the Code of Federal Regulations.

1.9.7. Director of Parks and Recreation

The Director of Parks and Recreation shall review and comment on:

A. Landscape plans pursuant to §5.6.3: *Landscape Plans* and landscape inspections*;*

B. Tree permits pursuant to §5.6.6.C: *Tree Permit*; and

C. Proposed parkland dedications, park development fees, and park Site Plans pursuant to §6.4.7: *Dedication of Land for Parks, Trails, and Recreational Areas and Assessment of Park Development Fees*.

1.9.8. Director of Public Works and Engineering and City Engineer

The Director of Public Works and Engineering and/or City Engineer shall review and comment on:

A. The design, construction, and inspection of public infrastructure required or proposed as part of an application for subdivision;

B. Minor and major Traffic Impact Analysis;

C. Parking studies;

D. Drainage studies;

E. Utility studies;

F. Site development permits;

G. Flood hazard development permits; and

H. Civil engineering plans.

Article 2: Administration and Procedures

2.1 Purpose

This article describes the review and approval procedures for land use and development applications in the Town.

2.2 Organization

This article is divided into the following sections:

A. §2.3: *Summary Table of Review Procedures* — summarizes the development procedures in this UDC.

B. §2.4, *Common Review Procedures* — describes the standard procedures that apply to most development application types.

C. §2.5: *Rezoning, Zoning Text, and Plan Amendment Procedures* — contains criteria and any modifications to the common review procedures for major planning and zoning applications.

D. §2.6: *Site Planning and Miscellaneous Permits* — contains approval criteria and any modifications to the common review procedures for administratively approved site-specific development applications.

E. §2.7: *Engineering Plans, Studies, and Site Development Permits* — describes plans and studies that may be required to inform the review and approval of development applications.

F. §2.8: *Agreements* — describes formal agreements that applicants may enter into with the Town.

G. §2.9: *Platting Procedures* — contains approval criteria and any modifications to the common review procedures for applications related to the division and conveyance of land.

H. §2.10: *Flexibility and Relief Procedures* — contains approval criteria and any modifications to the common review procedures for applications to vary from strict conformance with this UDC or to obtain other forms of relief.

2.3 Summary Table of Review Procedures

The table below lists the development applications authorized in this UDC, including recommended or required pre-application activities and the role of Town review and decision-making authorities.

Table 2.3-1: Summary Table of Review Procedures

R = Review & recommend **D** = decide **A** = appeal
✓ = required ◊ = optional * = public hearing required

Application Type		UDC Reference	Pre-Application Activities		Review & Decision-Making Bodies			
			Pre-application conference	Neighborhood Meeting	Staff	Planning and Zoning Commission	City Council	Board of Zoning Adjustment
Rezoning, Zoning Text, and Plan								
Special Use Permit		2.5.1	✓	◊	R	R*	D*	
Rezoning		2.5.2	✓	◊	R	R*	D*	
Rezoning to Planned Development (PD)	Preliminary	2.5.3	✓	◊	R	R*	D*	
	Final	2.5.3	✓	◊	R	R*	D*	
Zoning Text Amendment		2.5.4	◊	◊	R	R*	D*	
Comprehensive Plan Amendment		2.5.5	✓	◊	R	R*	D*	
Annexation		2.5.6	✓		R	R*	D*	
Site Planning and Miscellaneous Permits								
Concept Plan	For Rezoning	2.6.1.C	✓	◊	R	R*	D*	
	Other	2.6.1.D	✓	◊	R	D*		
Site Plan	Major	2.6.2.E	✓	◊	R	D		A*
	Minor	2.6.2.D	◊	◊	D			A*
Tree Permit		2.6.3			D			A*
Temporary Use Permit		2.6.4			D			A*
Sign Permit		2.6.5			D			A*
Master Sign Plan		5.9.11.E			R	D		A*
Zoning Verification Letter		2.6.6			D			A*
Change or Elimination of Nonconformity		2.6.7			D			A*
Engineering Plans, Studies, and Site Development Permits								
Civil Engineering Plans		2.7			D			
Traffic Impact Analysis	Major	2.7			D			
	Minor	2.7			D			
Parking Study		2.7			D			
Drainage Study		2.7			D			
Utility Study		2.7			D			
Site Development Permit		2.7			D			
Flood Hazard Development Permit		2.7			D			A*

Table 2.3-1: Summary Table of Review Procedures

R = Review & recommend **D** = decide **A** = appeal
✓ = required ◊ = optional * = public hearing required

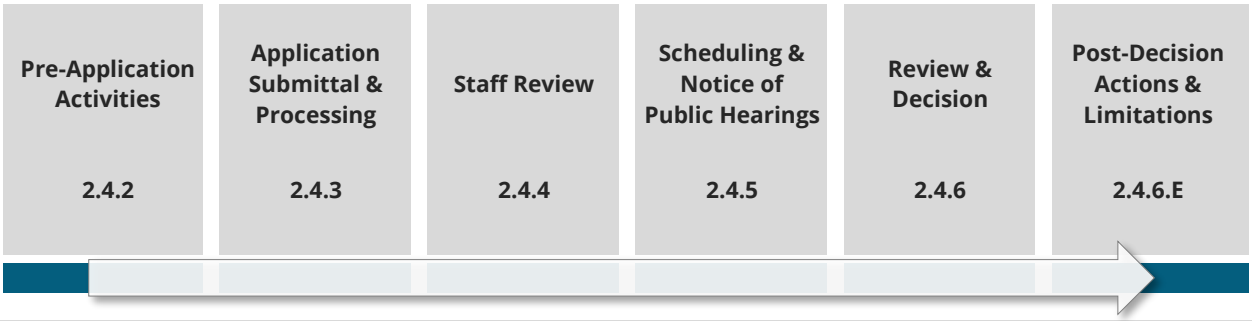
Application Type	UDC Reference	Pre-Application Activities		Review & Decision-Making Bodies			
		Pre-application conference	Neighborhood Meeting	Staff	Planning and Zoning Commission	City Council	Board of Zoning Adjustment
Agreements							
Parking Management Agreement	2.8			R		D[1]	
Platting of Land							
Preliminary Plat or Preliminary Replat	2.9.2	✓	◊	R	D		
Final Plat	2.9.3	◊		R	D	A*	
Replat	2.9.4	◊		R	D	A*	
Minor or Amending Plat	2.9.5	◊		D[2]	A*		
Vacating Plat	2.9.6	✓		R	D	A*	
Flexibility & Relief							
Variance	2.10.1	✓		R			D*
Subdivision Variance	2.10.2	✓		R	R*	D*	
Minor Modification	2.10.3			D[3]			A*
Appeal of Administrative Decision	2.10.4	◊		R			D[3]
Alternative Sign Design	5.9.6	◊		R		D	
Interpretations	2.10.5	◊		D			A*

Notes:
[1] Except where authority is delegated by City Council to staff.
[2] Unless referred to the Planning and Zoning Commission per §2.9.5.C.5.
[3] Or the authorized decision-maker.

2.4 Common Review Procedures

2.4.1. Purpose

This section describes the standard procedures and rules applicable to all development applications unless otherwise stated in this UDC. Common review procedures include six steps, as shown below, not all of which are applicable to every application. Application-specific procedures in §2.5: *Rezoning, Zoning Text, and Plan Amendment Procedures* through §2.10: *Flexibility and Relief Procedures* identify additional procedures and rules beyond those in this section.



2.4.2. Pre-Application Conference

A. Purpose

The pre-application conference is intended to provide an opportunity for the potential applicant to meet with Town staff to review applicable submittal requirements and review procedures associated with the proposed application request.

B. When Required

A pre-application conference is required for certain application types according to §2.3: *Summary Table of Review Procedures*, and is optional for all other applications.

C. Procedure

1. The potential applicant shall submit a request for a pre-application conference through the Development and Neighborhood Services Department website. Planning staff shall schedule the pre-application conference and notify appropriate staff and the potential applicant of the time and location of the meeting.
2. To maximize the benefit of this meeting, the potential applicant shall submit a concept sketch and narrative description of their proposal with the pre-application conference request.
3. At the meeting, Town staff will assist the potential applicant to identify key issues and concerns regarding the proposed development project so the potential applicant may address them as part of their formal application submittal. At the conclusion of the pre-application conference, Town staff will summarize key outcomes from the meeting and will provide a projection of anticipated development review timelines based on the information presented at the meeting.

D. Effect

Any comments or commitments made by Town staff during the pre-application conference are preliminary in nature and may change significantly as the project is more clearly defined in later stages of the development review process. Discussions of potential conditions to mitigate impacts do not reflect actions by the decision-making body until and unless a decision-making body takes formal action to attach that condition to a development approval.

2.4.3. Application Submittal and Processing

A. Authority to Submit Application

Unless expressly stated otherwise in this UDC, a development application shall be submitted by:

1. The owner of the land on which development is proposed;
2. A person authorized to submit the application on behalf of the owner, as evidenced by a letter or document signed by the owner; or
3. If there are multiple owners, all such persons shall sign the application or a letter or document consenting to the application.

B. Application Content

1. The application shall be submitted to the Development and Neighborhood Services Department on a form established by the Director in accordance with the Town's established application submittal calendar.
2. The applicant shall ensure that an application contains sufficient information to demonstrate compliance with all application requirements specific in this UDC, the Administrative Manual and associated Criteria Manuals, and any additional application requirements specified by the Director during a pre-application conference.
3. Application processing will not begin until the Director determines that the application materials submitted are complete and sufficient.

C. Waivers of Submittal Requirements

The Director may waive certain submittal requirements in order to reduce the burden on the applicant and to tailor the requirements to the information necessary to review a particular application. The Director may waive such requirements upon finding that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.

D. Application Fees

1. Application fees, as set forth in Chapter 2, Article IX of the Code of Ordinances, shall be paid at the time of submittal according to the type of application.
2. All required fees shall be paid to and collected by the Development and Neighborhood Services Department.

E. Submittal and Review Schedule

The Director shall establish a submittal and review schedule for development applications and shall post that schedule on the Development and Neighborhood Services Department website. The Director may amend the schedule to ensure effective and efficient review under this UDC.

F. Determination of Application Completeness

1. Application Materials

a. No application is complete unless all of the information required by this UDC, the Administrative Manual and associated Criteria Manuals, and any application materials required by the Development and Neighborhood Services Department, are included, and all required filing fees are paid.

b. An application is not considered filed until it is complete pursuant to §2.4.3.F.2.

c. The applicant shall file an application in advance of any required public hearing or public meeting where the application is to be considered.

d. The Director may establish a schedule for filing and reviewing any application that requires action by a Town review or decision-making body. The schedule shall provide adequate time for notice and/or publication consistent with the applicable state statutes and this article.

e. Completed applications shall be filed according to the published schedule. The Director may accept applications filed in conflict with the published submittal and review schedule at their discretion.

2. Review Procedure

a. A determination of completeness shall not constitute a determination of compliance with the substantive requirements of this UDC, other ordinances of the Town, or state or federal law.

b. No later than 10 business days after an application is submitted, the Director shall determine whether the application is complete and shall transmit a written determination via personal delivery, electronic mail, or first-class mail to the applicant. If the written determination is not made within this time period, the application is deemed complete. Failure to complete this review within the specified time does not constitute approval and does not give rise to any cause of action against the Town.

c. If the application is determined to be incomplete, the Director shall provide notice to the applicant via personal delivery, electronic mail, or first-class mail. The notice shall specify the necessary documents or other information required to resolve the identified application deficiencies and the date the application will expire if those deficiencies are not addressed. The Director shall provide this notice no later than the 10th business day after the date the application is filed.

d. Pursuant to TLGC Chapter 245, the application shall expire on or after the 45th day after the date the application is filed if:

i. The Director provides the notice described in §2.4.3.F.2.b, above; and

ii. The applicant fails to provide the specified documents or other information required to resolve identified deficiencies within 45 days following notice.

e. If an application expires, the Town shall not process the application. The applicant shall file a new application and pay the required fees to have their request processed.

3. Time Limits Triggered by Complete Application

Whenever this article establishes a time period for processing an application, the time period does not begin until the Director has reviewed the application for completeness and the applicant has corrected all deficiencies in the application. The fact that a Town employee reviewed an application to determine whether it is complete shall not be binding on the Town as the official acceptance of the application for filing.

4. Appeal of Application Completeness Determination

If the application is determined to be incomplete, the applicant may appeal that decision in writing within 10 calendar days of the determination to the Board of Zoning Adjustment pursuant to §2.10.4: *Appeal of Administrative Decision*.

G. Concurrent Applications

Review and decision-making bodies considering applications submitted simultaneously shall render separate recommendations and decisions on each application based on the specific standards applicable to each approval.

H. Application Withdrawal

1. After an application has been accepted for review, the applicant may withdraw the application at any time by submitting a letter of withdrawal to the Director.

2. An applicant is not entitled to a refund of application fees for withdrawn applications; however, the Director may refund fees where staff review or public notice has not been substantially initiated for the application.
3. If an applicant fails to respond to staff comments within 45 days, or an application is otherwise determined by the Director to be inactive for a period of 45 days, then the application is no longer valid.

I. Resubmittal of an Application

A development application denied by the Town, or approved and subsequently revoked pursuant to §1.7: *Enforcement,* may be resubmitted only if the applicant makes significant changes to address the reasons stated for the denial or revocation and if the application is submitted within one year of the denial or revocation, unless an alternative timeframe is specified in this section. The Director will determine if the changes are sufficient to allow a resubmittal.

2.4.4. Staff Review

A. Referral to Staff and Review Agencies

The Director shall distribute the complete application to appropriate staff and review agencies.

B. Staff Review and Application Revisions

Staff shall review the application and shall consult with applicable Town departments and other participating reviewing agencies. Staff shall submit recommendations and comments to the applicant in a form established by the Director. The application shall not move forward for further review until the Director determines that the applicant has adequately responded to the Town's recommendations and comments, or the applicant requests that the application move forward without responding to the Town's recommendations and comments.

C. Applications Subject to Staff Recommendation

1. Staff Report

If an application is subject to staff review and recommendation to the Planning and Zoning Commission, Board of Zoning Adjustment, and/or City Council per §2.3: *Summary Table of Review Procedures,* staff shall prepare a written staff report that summarizes the proposal, findings, and recommendations.

2. Distribution and Availability of Application and Staff Report

The Director shall submit a copy of the staff report to the review and/or decision-making body and shall make the staff report and related application materials available for public review prior to the hearing at which the application is scheduled to be heard.

D. Applications Subject to Staff Decision

1. Decision

If an application is subject to staff review and a final decision by the Director per §2.3: *Summary Table of Review Procedures*, the Director shall make a decision based on the review standards applicable to the application type. The decision shall be in writing and shall clearly state reasons for a denial or for conditions of approval.

2. Appeals

Appeals of administrative decisions may be made pursuant to §2.10.4: *Appeal of Administrative Decision.*

2.4.5. Scheduling and Notice of Public Hearings

A. Neighborhood Meeting

1. Purpose

The purpose of a neighborhood meeting is to provide an opportunity to inform the residents and landowners of the surrounding neighborhood(s) of the details of a proposed development, how the applicant intends to meet the standards contained in this UDC, and to receive public comment and encourage dialogue at an early time in the review process.

2. Applicability

A neighborhood meeting is recommended for applications for Rezoning, Rezoning to PUD, and Special Use Permit, or as required by the Director in their discretion. The Director may require a neighborhood meeting for proposed developments with demonstrated community interest, that require a Traffic Impact Analysis, or are of a size or complexity that warrant a neighborhood meeting. The neighborhood meeting is optional unless expressly stated otherwise in Table 2.3-1: *Summary Table of Review Procedures*.

3. Notice of Neighborhood Meeting

a. An applicant holding a neighborhood meeting is encouraged to provide mailed notice of the meeting as described in the Administrative Manual.

b. Notice is required if the neighborhood meeting is required by the Director or this UDC. The applicant shall notify the Director in writing of the meeting date, time, and location no less than 14 days prior to the scheduled date of the meeting, if the meeting was required to be held by the Director or this UDC.

c. The applicant shall be responsible for providing mailed notice to residential and nonresidential property owners within the public hearing notice area required by §2.4.5.D.2: *Mailed Notice* if elected or required.

d. Additional electronic notice is encouraged for:

i. The head of any homeowners association, or community/neighborhood appointed representative adjoining the project site; and

ii. Other interested parties as determined by the Director.

4. Attendance at Neighborhood Meeting

The applicant shall be responsible for scheduling, coordinating, and facilitating the meeting, and for retaining an independent facilitator if needed. The meeting shall be held prior to the first public meeting to consider the application. Attendance at the meeting by Town staff is not required and will be determined by the Director on a case-by-case basis.

5. Summary of Neighborhood Meeting

The applicant shall prepare and deliver a written summary of the neighborhood meeting to be included in the main application submittal. The written summary shall be included in the staff report provided to the decision-making body at the time of the first public meeting to consider the application. At a minimum, the following information shall be included in the meeting summary:

a. Date, time, and location of the meeting;

b. A copy of the meeting sign-in sheet; and

c. A summary description of how the applicant has or has not addressed or proposes to address the issues, concerns, and objections identified during the meeting.

B. Scheduling of Public Hearings and Public Meetings

1. If an application is subject to a public hearing or public meeting per §2.3: *Summary Table of Review Procedures*, the Director shall schedule the public hearing for either a regularly scheduled meeting or special meeting of the appropriate review and/or decision-making body.
2. The public hearing or meeting shall be scheduled to allow sufficient time to prepare a staff report per §2.4.4: *Staff Review.*
3. The Development and Neighborhood Services Department website shall include a submittal and review schedule that the Town will follow if the applicant submits a complete application that addresses staff review feedback by the deadline established for each step in the submittal and review process. The submittal and review schedule is based on time frames established by state statute for reviewing agency response times and minimum requirements for notice of public hearings.
4. Public meetings shall include a time for citizen comment on items that do not require a public hearing.

C. Notice Format and Content for Public Meetings

Electronic notice of a public meeting shall be posted to the Town's website a minimum of 72 hours prior to the public meeting.

D. Notice Format and Content for Public Hearings

1. Content of Mailed and Published Notices

At a minimum, required notice shall:

- **a.** Identify the application by type and case number;
- **b.** Describe the land involved by street address, or by legal description and the nearest cross street, and project area (size) that is the subject of the application;
- **c.** Provide a general description of the proposed project;
- **d.** Specify the date, time, and location of the hearing being noticed;
- **e.** Include a telephone number, email address, and/or website for additional information;
- **f.** Include a statement that the public may appear at the public hearing or be heard and submit evidence and written comments with respect to the application; and
- **g.** Provide any additional information as may be required by the Administrative Manual or state law.

2. Mailed Notice

Applications requiring mailed notice in accordance with this UDC shall comply with the following:

- **a.** Notice of a public hearing shall be sent to the owner of the property for which the approval is sought.
- **b.** Notice of a public hearing shall be sent to all owners of property, as indicated by the most recently adopted municipal tax roll, that is located within 200 feet in all directions of any property affected by the proposal.
- **c.** Notice of a public hearing shall be sent to any other parties entitled to receive written notice by mail under state law.
- **d.** The mailed notice will be postmarked at least 11 days prior to the date of the public hearing at which the item will be considered, except residential Replats subject to TLGC §212.015 that shall be postmarked at least 15 days prior to the date of the public hearing.

e. The notice may be served by using the last known address as reflected by the Dallas Central Appraisal District, and depositing the notice, properly addressed and postage paid, in the United States mail.

3. Posted Notice

Applications requiring posted notice in accordance with this UDC shall comply with the following:

a. The Town shall post a minimum of one sign on the subject property at least 10 days prior to the date of the public hearing before the Planning and Zoning Commission. The Director may require additional signs based on access and configuration of the property.

b. The signs shall be posted at a prominent location adjacent to a public street and be easily visible from the street.

c. Photos of the posted notification signs and a required affidavit shall be provided to the Development and Neighborhood Services Department in accordance with the Administrative Manual.

d. The applicant is responsible for maintaining the required number of notification signs posted on the subject property until final action is taken on the application by the City Council.

e. Signs shall be constructed and posted in accordance with the Administrative Manual.

f. Signs shall include the following information:

i. Type of application

ii. Public hearing requirement

iii. Town logo

iv. Website and phone number to learn more about the application.

g. The signs shall be removed within 10 days after final action on the application by the City Council.

h. It is unlawful to intentionally or knowingly remove a notification sign that has been posted pursuant to this UDC, or to in any way tamper with or conceal the sign message.

4. Published Notice

Applications requiring published notice in accordance with this UDC shall comply with the following:

a. When published notice is required, the Director shall prepare the content of the notice and publish the notice in an official newspaper or a newspaper of general circulation in the Town. The content and form of the published notice shall be consistent with the requirements of the applicable provisions of state law.

b. The first date of the publication shall be at least 16 days prior to the date of the public hearing at which the item will be considered.

E. Public Hearing Notice

All public hearings required by this UDC shall be preceded by the notices identified in the table below. Procedures not listed in the table do not require public hearing notice.

Table 2.4-1: Summary of Public Notice Requirements

Application Type	Mailed [1]	Posted [2]	Published [3]
Rezoning, Zoning Text, and Plan Amendments			
Special Use Permit	✓	✓	✓
Rezoning	✓	✓	✓
Rezoning to Planned Development	✓	✓	✓
Zoning Text Amendment	n/a	n/a	✓

Table 2.4-1: Summary of Public Notice Requirements

Application Type	Mailed [1]	Posted [2]	Published [3]
Comprehensive Plan Amendment	n/a	n/a	✓
Annexation	[4]	[4]	[4]
Platting of Land			
Replat	Depends on application type	Depends on application type	Depends on application type
Flexibility & Relief			
Variance	✓	✓	n/a
Minor Modification [5]	✓	✓	✓
Appeal Of Administrative Decision [5]	✓	✓	

Notes:

[1] Within 200 feet and 10 days prior to hearing or such longer period as may be required by state law.

[2] 10 days prior to hearing or such longer period as may be required by state law.

[3] 15 days prior to hearing or such longer period as may be required by state law.

[4] In accordance with TLGC Chapter 43.

[5] If required by the applicable section of §2.10: *Flexibility and Relief Procedures.*

F. Constructive Notice

1. Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in a notice shall be limited to non-substantive errors in a property description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing shall be strictly construed.
2. Failure of a party to receive notice shall not invalidate subsequent action. If questions arise at the public hearing regarding the adequacy of notice, the decision-making body shall make a formal finding as to whether there was substantial compliance with the notice requirements of this UDC.
3. In addition to notice by the means set forth above, the Town may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.

G. Protest Procedures

A proposed zoning action may be protested pursuant to TLGC Chapter 211 and the requirements below. A valid, written protest shall require an affirmative vote of at least three-fourths of all members of the governing body for approval of the protested zoning action.

1. Submittal Requirements

a. A written protest may be submitted by a minimum of 20 percent of the property owners located within 200 feet of the area covered by the proposed change.

b. A written protest shall be submitted on a form provided by the City and shall contain the following information:

i. Description of the zoning case at issue;

ii. Email and phone number of the protest petitioner(s);

iii. The names and original signatures of all persons protesting the proposed zoning action; and

iv. A description or address of the area of lots or land owned by the protesting parties.

c. The written protest form must be signed by the owner of the property, or by their authorized representative. The signature of any one owner of a property with multiple owners shall bind the entire property to the protest.

d. In the case of a property owned by a corporation, the protest must be signed by the president, a vice president, an attorney-in-fact authorized to sign the protest on behalf of the corporation, or other person authorized to sign on behalf of the property. In the case of a property owned by a general or limited partnership, the protest must be signed by a general partner or by an attorney-in-fact authorized to sign the protest on behalf of the partnership.

e. For condominium lots or land to be included in calculating the lots or land area protesting a zoning action, the written protest form must state that the governing body of the condominium has authorized a protest in accordance with procedures required by its bylaws, and that the person signing the protest is authorized to act on behalf of the governing body of the condominium. A written protest signed by the owner of an individual condominium unit shall not be accepted unless the filing party produces legal documents governing the condominium which clearly establish the right of an individual owner to act with respect to the owner's respective undivided interest in the common elements of the condominium.

f. Except for those properties owned by corporations or jointly owned by multiple people as described in §§2.4.5.G.1.d and 2.4.5.G.1.e, all signatures on a written protest form shall be notarized or witnessed. The notary requirement is fulfilled if the person who obtains the signatures signs a certification stating that:

i. They witnessed those signatures; and

ii. The signatory represented their authority to sign the petition.

g. In all cases where a written protest form has been properly signed pursuant to this section, the City shall presume that the signatures are authentic and that the persons or officers whose signatures appear on the protest form are either owners of the property or authorized to sign on behalf of one or more owners as represented. The City Attorney may advise the governing body that this presumption of validity should not be followed in a specific case based on evidence presented.

2. Filing Deadline

a. A written protest must be filed with the City Secretary before 5:00 p.m. of the 4th business day prior to the public hearing when the proposed zoning action is scheduled to be acted upon. A written protest form sent through the mail must be received by the City Secretary before the deadline.

b. Before the public hearing on the zoning action begins, the filing deadline for a protest is automatically extended whenever the public hearing is re-advertised in the official newspaper of the City pursuant to statutory notice requirements.

c. After the public hearing has begun, the filing deadline may only be extended by calling a subsequent public hearing and advertising that public hearing in the official newspaper of the City pursuant to statutory notice requirements or if the item is tabled or continued. In such a case, the new filing deadline is noon of the 2nd business day immediately preceding the newly advertised public hearing date or the date to which the item is tabled or continued.

3. Withdrawal of Protest Signature(s) or Protest Form(s)

a. A protest, once filed, remains in effect unless withdrawn in accordance with this section, irrespective of any amendments made to the zoning proposal. Requests to withdraw a protest form or individual protest signature(s) that have been filed must be in writing and filed with the City Secretary before the filing deadline.

b. The provisions of this section governing the form and filing of protests apply equally to withdrawals.

4. Conflicting Submissions

If multiple protests and withdrawals are filed on behalf of the same owner, the submission with the latest date and time of execution controls.

2.4.6. Review and Decision

A. Hearing, Review, and Decision

1. The application shall be subject to hearings, review, recommendations, and decisions as indicated in §2.3: *Summary Table of Review Procedures*.

2. If the application is subject to a public hearing, the applicable review and/or decision-making body shall hold a public hearing in accordance with §2.4.5: *Scheduling and Notice of Public Hearings*.

3. The City Council may hold a joint public hearing with the Planning and Zoning Commission as provided for by state law. In case of a joint hearing, the City Council may not act on the request until it receives the report of the Planning and Zoning Commission.

4. The applicable review and/or decision-making body shall consider the following:

a. The application and supportive material submitted by the applicant;

b. The testimony of the applicant;

c. The testimony of the public during the public hearing, when applicable;

d. The Development and Neighborhood Services Department staff report; and

e. Such other additional information as may be required by the review and/or decision-making body to evaluate the application.

5. The applicable review and/or decision-making body may approve, approve with conditions, or deny the application based on the applicable approval criteria listed in the application-specific procedures in §§2.5 through 2.10. The review and/or decision-making body may also continue the hearing in accordance with the review and/or decision-making body's adopted rules and procedures.

6. If the review involves a public hearing, the recommendation or decision (as applicable) shall:

a. Be based only on the record of the public hearing;

b. Be in writing;

c. Include findings of fact based on competent, material, and substantial evidence presented at the hearing;

d. Reflect the determination of contested facts; and

e. State how the findings support compliance with applicable review standards.

7. The applicable review and/or decision-making body shall clearly state the factors considered in making its recommendation or decision, as well as the basis or rationale for the recommendation or decision.

8. All approvals and decisions under this UDC require the weighing of facts and applicable laws and regulations and thus are discretionary, unless clearly indicated otherwise by the use of wording requiring ministerial, non-discretionary approval (e.g., "shall issue," or "shall approve" upon request).

B. Public Hearing Procedures

Whenever a public hearing is required by this UDC, the following public hearing procedures shall apply:

1. Conduct of Public Hearings

a. Generally

Any person can appear at a public hearing and testify or submit evidence. Each person appearing at a public hearing must be identified by name and address.

b. Exclusion of Testimony

If necessary, the review or decision-making body conducting the public hearing can establish time limits for testimony and may exclude testimony or evidence that is irrelevant, immaterial, or repetitious.

c. Tabling of Public Hearing

The review or decision-making body conducting the public hearing can, on its own motion or at the request of staff, the applicant, or the property owner(s), table the public hearing to a specified date. Tabling may occur more than once. However, tabling for more than 40 days without the applicant's consent is not permitted. Every effort must be made to conduct each public hearing expeditiously and without undue delay.

2. Public Hearing Order of Proceedings

The order of proceedings at a public hearing will be as follows. The applicable review and/or decision-making body may adjust this order as necessary.

a. Narrative and Description

The Director presents a narrative and/or graphic description of the project.

b. Staff Report

The Director presents a staff report addressing compliance with relevant Town plans and standards contained in this UDC and the recommendations of review boards and commissions.

c. Applicant Presentation

The applicant may present testimony or evidence in support of the project.

d. Public Testimony

The public may present evidence and testimony concerning the proposed project.

e. Applicant Response

The applicant may respond to any evidence or testimony presented by the public.

f. Town Staff Response

The Director, City Attorney, or any other Town staff may respond to the evidence and testimony offered by the applicant and the public, as well as questions from the review or decision-making body.

g. Decision of Review or Decision-Making Body

The review or decision-making body makes its decision or recommendation to approve, approve with conditions, or deny the application.

h. Notice of Decision

The Director notifies the applicant in writing of the review or decision-making body decision within a reasonable time after the decision.

i. Record

The audio and/or video of the hearing, minutes, all applications, exhibits, and papers submitted during the proceedings, Development and Neighborhood Services Department files, staff report, and decision of the review or decision-making body constitute the complete record. The record will remain in the possession of the Town.

C. General Approval Criteria

1. Generally

a. Unless otherwise specified in this UDC, Town review and decision-making bodies shall review all development applications submitted pursuant to this article for compliance with the general review criteria stated below.

b. The application may also be subject to additional review criteria specific to the type of application, as set forth in §2.5: *Rezoning, Zoning Text, and Plan Amendment Procedures* through §2.10: *Flexibility and Relief Procedures*.

c. If there is a conflict between the general review criteria in this section and the specific review criteria in §2.5: *Rezoning, Zoning Text, and Plan Amendment Procedures* through §2.10: *Flexibility and Relief Procedures*, the specific review criteria in §2.5: *Rezoning, Zoning Text, and Plan Amendment Procedures* through 2.10: *Flexibility and Relief Procedures* control.

2. Compliance with UDC and Other Applicable Plans and Regulations

The proposed use and development shall comply with all other Town regulations and with all applicable regulations of the federal or state governments and other relevant entities with jurisdiction over the property or the current or proposed use of the property, including but not limited to this UDC, the Comprehensive Plan, and where applicable, other master plans and Town-wide studies.

3. Compliance with Prior Approvals

The proposed use and development shall be consistent with the terms and conditions of any prior land use, plan, or plat approval for all or part of the property that is in effect and not proposed to be changed. This includes consistency with any approved phasing plan for development and installation of public improvements and amenities.

4. Compliance with Phasing Plans

If the proposal involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required to comply with the project's cumulative development to date and shall not depend upon subsequent phases for those improvements.

D. Conditions of Approval

1. Where this UDC authorizes a review and/or decision-making body to approve or deny an application subject to applicable criteria, the review and/or decision-making body may approve the application with conditions necessary to bring the proposed development into compliance with this UDC or other regulations, or to mitigate the impacts of that development on the surrounding properties and streets.

2. All conditions of approval shall be reasonably related to the anticipated impacts of the proposed use or development or shall be based upon standards duly adopted by the Town. Such conditions may include those necessary to carry out the purpose and intent of the Comprehensive Plan, other adopted plans, and this UDC.

3. During its consideration, the review and/or decision-making body may consider alternative potential conditions, and no discussion of potential conditions shall be deemed an attempt or intent to impose any condition that would violate the federal or state constitutions, statutes, or regulations. Discussions of potential conditions to mitigate impacts do not reflect actions by the review and/or decision-making body unless and until the review and/or decision-making body takes formal action to attach that condition to a development approval.

4. Unless otherwise provided in this UDC, any representations of the applicant in submittal materials or during public hearings shall be binding as conditions of approval.

5. Any conditions shall be listed in or attached to the approval document, and violation of any approved condition shall be a violation of this UDC.

E. Development Agreement

1. Purpose

a. The City Council finds and determines that development agreements may be useful to both the Town and developers of land in the Town by providing more regulatory certainty, establishing a schedule for development, assisting both developers and the Town to coordinate the provision of adequate public facilities to serve development, coordinating the phasing of development, administering management efforts to maintain open space and environmentally sensitive lands, and furthering the goals of the Comprehensive Plan.

b. The purpose of this section is to authorize development agreements to be entered into between a developer and the City Council in accordance with the procedures and standards of this section to encourage comprehensive planning and capital facilities planning, ensure the provision of adequate public facilities for development, encourage the efficient use of resources, while providing certainty in the process of obtaining development permits and approvals, and reduce the economic costs of development by providing greater regulatory certainty.

2. Applicability

The City may enter into a development agreement with a developer, subject to TLGC §212.172. In entering into a development agreement, the City may not exercise any authority or make any commitment not authorized by general or local law and may not impose any tax or fee not authorized by otherwise applicable law.

3. Standards

A development agreement shall meet and be subject to all requirements and provisions in TLGC §212.172.

4. Recordation

A Development Agreement shall be recorded in accordance with TLGC §212.172.

5. Effect of Approval

Development pursuant to the Development Agreement shall be subject to the terms and conditions of the agreement and to the laws in force at the time of execution of the agreement unless otherwise provided by specific provisions in the agreement or TLGC §212.172.

6. Periodic Review

At least every 12 months following execution of the agreement, the Director shall conduct a periodic review during which the developer shall be required to demonstrate good faith compliance with the terms of the agreement. If the periodic review finds a material breach of the terms or conditions of the Development Agreement has occurred, notice of the breach and a reasonable opportunity to correct it shall be provided. If the breach is not cured within the time given by the Director, the Town may terminate or modify the Development Agreement.

7. Expiration, Termination, or Modification of Agreement

a. A Development Agreement shall expire in accordance with the provision of the agreement, and may be terminated or modified by mutual consent of the parties to the agreement or their successors in interest, or in accordance with the provisions of this section or TLGC §212.172.

b. Major modification of the agreement shall follow the same procedures as required for initial approval of a Development Agreement.

c. With the mutual consent of the other parties to the agreement, the Director may approve Minor Modifications of the Development Agreement, without following the same procedures as required for initial approval of the agreement. Before doing so, the Director shall make written findings that the proposed Minor Modifications would not significantly change the use, intensity, or design of the development, would be consistent with the purposes and goals of the agreement, would comply with this UDC, and would not adversely affect the public health, safety, or general welfare.

2.4.7. Post-Decision Actions and Limitations

A. Notice of Decision

1. Within 10 days after a final decision on an application, the Director shall provide written notification of the decision via personal delivery, electronic mail, or first-class mail to the applicant and make a copy of the decision available to the public in the Development and Neighborhood Services Department.

2. If the review involves a public hearing, the Director shall, within 10 days after a final decision on the application, also provide a written notification of the decision via personal delivery, electronic mail, or first-class mail to the owner(s) of the subject site, and any other person that submitted a written request for a copy of the decision before its effective date.

B. Effect of Approval

1. Approval of any development application in accordance with this Code, whether granted or deemed granted by expiration of a "shot clock," (a time limit for a municipality to act on certain applications) authorizes only the particular use, plan, or other specific activity approved, and not any other development requiring separate application.

2. Approvals, whether granted or deemed granted, do not vary or change this Code or excuse non-compliance, except to the extent specified in a Variance, interpretation, special exception, or amendment that is duly approved in writing by the authorized decision-maker.

3. If one development permit or approval is a prerequisite to another permit or approval (e.g., Variance approval prior to a Site Plan approval), development may not take place until all required permits and approvals are obtained. Approval of one application does not necessarily guarantee approval of any subsequent application.

C. Appeal

1. A party aggrieved or adversely affected by any decision by the City Council, Planning and Zoning Commission, or Board of Zoning Adjustment may seek review of the decision in accordance with applicable state law.

2. A party aggrieved by other final decisions may appeal the decision in accordance with the procedures and standards in §2.10.4: *Appeal of Administrative Decision.*

D. Expiration and Revocation of Approval

1. Expiration of Approval

If a specific time period for expiration is not specified within the approval of an application, the approval shall expire after two years following the date upon which the final approval became effective, if none of the following have occurred:

a. The subject property has been improved for the development for which it was approved, and a Building Permit has been issued and construction commenced and is being diligently pursued toward completion of the site for which the approval was originally granted; or

b. A Certificate of Occupancy has been issued for structure(s) that were the subject of the application; or

c. The site has been occupied for a permitted use if no Building Permit or Certificate of Occupancy is required.

d. For purposes of this section, progress towards completion of the project is as defined in TLGC Chapter 245.

2. Revocation of Approval

Upon expiration, the approval shall be considered revoked, unless a request for a time extension is made by the applicant to the Director at least 15 days prior to the date of the expiration of the original approval in accordance with established application submittal scheduling requirements.

3. Request for Extension of Approval

Unless otherwise specified in a specific procedure, the original approval body may grant extensions of the expiration time period for up to one year, following a written request to the Director for such extension prior to the expiration date. The request shall include reasonable cause for an extension. No more than one extension may be granted.

E. Modification or Amendment of Approval

1. Minor Changes Allowed

Development authorized by any approval under this article may incorporate minor changes from the approved plan, permit, or conditions of approval, as appropriate, without the need for a new application, subject to the limitations below.

a. Authorized minor changes are limited to those that appear necessary in light of technical or engineering considerations first discovered during the preparation of final engineering and building plans and were not reasonably anticipated during the initial approval process, as long as they comply with the standards of this UDC and any other applicable approval conditions or design criteria.

b. Minor changes may include minor deviations in the building footprint or relocation of infrastructure (roads and water or sewage lines) so long as the relocation complies with the conditions of any approval and this UDC.

c. Minor changes shall not include reductions in the amount of open space, buffering, or increases in gross floor area.

d. The Director shall determine whether the proposed minor changes:

i. Comply with the standards of this UDC and applicable design criteria;

ii. Are necessary to meet conditions of approval; and

iii. Would not significantly alter the function, form, intensity, character, demand on public facilities, or impact on adjacent properties as approved.

2. Major Changes

Any modification of an approved plan, permit, or condition of approval that the Director determines does not meet the criteria in §2.4.7.E.1 above shall require a new application that is submitted and reviewed in accordance with the applicable procedure and fee requirements.

F. Limitation on Subsequent Similar Applications

Following denial of an application, the decision-making body shall deny any applications that are the same or substantially similar within one year of the previous denial. This waiting period may be waived by the decision-making body provided that:

1. There is a substantial change to circumstances, or new information available, relevant to the issues or facts considered during the previous application review; or

2. The new application is materially different from the previous application, as determined by the Director.

G. Site Development Permit

1. Prior to the commencement of any improvements associated with an approved project, the applicant must obtain all necessary Site Development Permits from the Town.

2. No permit for excavation for any building shall be issued before application has been made for a Site Development Permit.

H. Building Permits

All applications for Building Permits shall be accompanied by an accurate plat and approved development plan in accordance with the Town's administrative procedures.

I. Certificate of Occupancy

1. Compliance Required

No building hereafter erected or structurally altered shall be used, occupied, or changed in use until a certificate of occupancy has been issued by the Building Official or Director.

2. Procedures

a. Following the approval of the necessary Building Permits for each project type, the applicant shall submit an application for a certificate(s) of occupancy. The necessary certificate(s) of occupancy shall be issued within 10 days after the erection or structural alteration of such building shall have been completed in conformity with the provisions of this UDC.

b. Certificates of occupancy shall be applied for following a change in ownership or tenant of buildings requiring a Building Permit.

3. Record of Certificate of Occupancy

A record of all certificates shall be kept on file in the Development and Neighborhood Services Department and copies shall be furnished in accordance with the Town's administrative procedures upon request to any person having a propriety or tenancy interest in the building affected.

2.5 Rezoning, Zoning Text, and Plan Amendment Procedures

2.5.1. Special Use Permit

A. Purpose

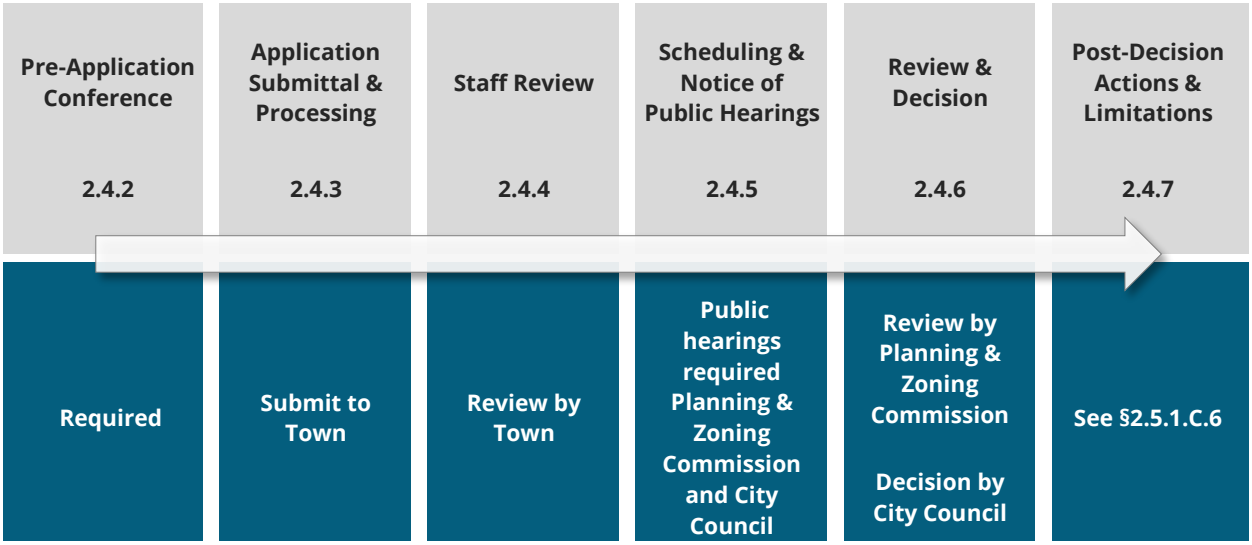
The Special Use Permit review procedure provides a mechanism for the Town to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas and the goals of the Comprehensive Plan and this UDC. The procedure considers the location, design, configuration, intensity, density, natural hazards, and other relevant factors pertaining to the proposed use to evaluate the potential impacts of such uses on surrounding properties and to ensure that such uses are compatible with surrounding properties and that adequate mitigation is provided to minimize potential impacts on those surrounding properties and/or the Town.

B. Applicability

Special use permit review is required for certain land uses and zoning districts as specified in §4.2.7: *Table of Allowed Uses.* Special use permit review approval is also required for modification or expansion of an existing special use.

C. Special Use Permit Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Special Use Permit applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting*.

b. Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the City Council in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. Planning and Zoning Commission Review and Recommendation

The Planning and Zoning Commission shall review the application in accordance with the approval criteria in §2.5.1.D: *Review Criteria* and shall forward its recommendation to the City Council.

b. City Council Review and Decision

The City Council may review and approve, approve with conditions, or deny the application in accordance with the approval criteria in §2.5.1.D: *Review Criteria,* and in consideration of the following:

i. Whether the request complies with all site specifications adopted by the City, including the base zoning district and/or the PD entitlements;

ii. Whether the site, buildings, and use meet the criteria specified for the use in §4.3: *Use-Specific Standards*;

iii. Whether the proposed use will be detrimental to the adjacent properties or to the City as a whole;

iv. Whether the proposed uses are compatible in terms of scale (building massing, form, orientation, and location), intensity, and operating characteristics with uses and structures on adjacent properties and properties in the vicinity of the proposed application; and

v. Whether potential impacts associated with such use are adequately mitigated through enhanced site or building design, including but not limited to additional landscaping, buffers, or screening, to minimize adverse impacts on surrounding uses and the City.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Final Decision

The City Council decision is a final action and may not be appealed.

b. Lapse of Permit

If no Building Permit has been issued within one year of date of approval of the Special Use Permit, such permit shall lapse and construction shall not be permitted, nor use be established, until a new application for Special Use Permit is submitted and approved for the intended use.

c. Extension

If the applicant requests an extension of the Special Use Permit in writing at least 60 days prior to the date of lapse to the City Council, the City Council shall consider such extension request, prior to the expiration date. For good cause shown, the permit may be extended for a period not to exceed one year.

d. Effect

Every Special Use Permit granted under the provisions of this article shall be considered as an amendment to the zoning ordinance as applicable to such property.

e. Certificate of Occupancy

In granting the Special Use Permit, the City Council may impose conditions that shall be complied with by the grantee before a Certificate of Occupancy may be issued by the Building Official for the use of the buildings on such property pursuant to said Special Use Permit. Such conditions shall not be construed as conditions precedent to the granting of a Special Use Permit for the change in zoning of such property but shall be construed as conditions precedent to the granting of the Certificate of Occupancy.

f. Revocation

The City Council may revoke approval of a Special Use Permit pursuant to §1.7, *Enforcement,* if it determines that the conditions of the approval have not been met or if the plan contains, or is based upon, incorrect information which affects a significant health or safety interest.

D. Review Criteria

In reviewing a proposed Special Use Permit application, the review and decision-making body shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria*, and if the proposed Special Use Permit:

1. Provides Adequate Public Services and Facilities

Adequate public service and facility capacity shall exist to accommodate uses permitted under the proposed development at the time the needs or demands arise, while maintaining adequate levels of service to existing development. Public services and facilities include, but are not limited to, streets, potable water, sewer, stormwater management infrastructure, schools, public safety, fire protection, parks, trails, open space, and recreation features, and vehicle/pedestrian connections and access within the site and to adjacent properties.

2. Minimizes or Mitigates Adverse Impacts

a. The proposed use and development shall not result in the excessive destruction, loss, or damage of any natural, scenic, or historic feature of significant importance, as determined by the Town.

b. The proposed development shall not cause significant adverse impacts on surrounding properties nor create any nuisances described in Chapter 34 of the Code of Ordinances including, but not limited to noise and property maintenance.

c. The hours of operation, outside lighting, and trash and waste collection shall not pose a hazard, hardship, or nuisance to the neighborhood.

d. The applicant shall make a good-faith effort to address concerns of the adjoining property owners in the immediate neighborhood as defined in the pre-submittal neighborhood meeting process for the specific use proposal.

2.5.2. Rezoning

A. Purpose

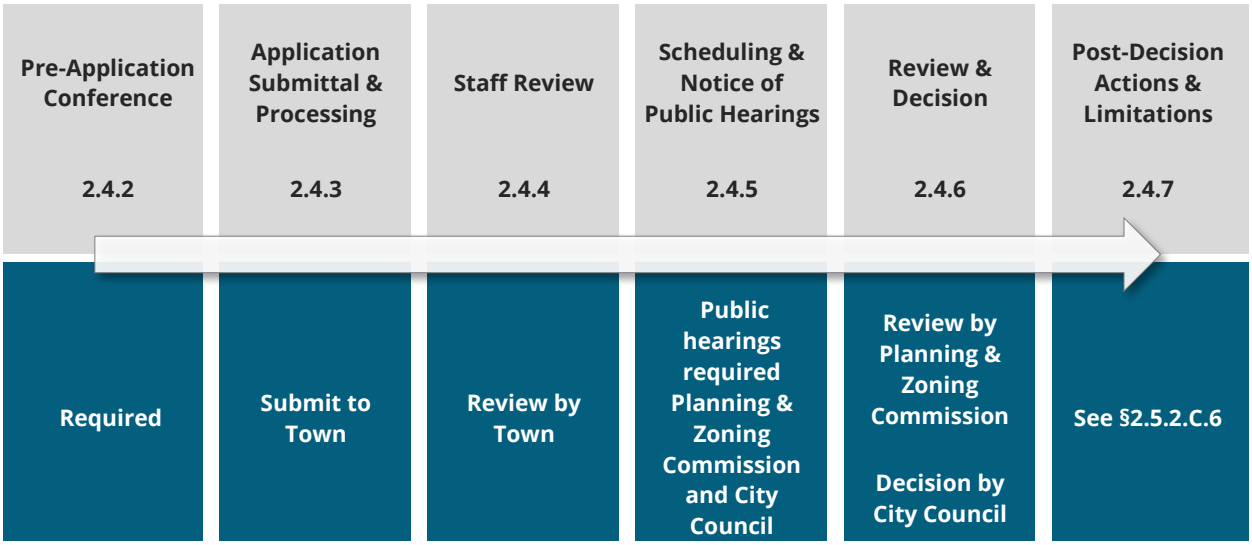
Under the provisions of TLGC Chapter 211, the City Council is authorized to amend by ordinance the boundaries of the various zoning districts. The Rezoning procedure is intended to make amendments to the Official Zoning Map of the Town to reflect changes in public policy, changed conditions, or to advance the welfare of the Town. The purpose is neither to relieve particular hardships nor to confer special privileges or rights on any person.

B. Applicability

1. A Rezoning may be approved by the City Council following review and recommendation by the Planning and Zoning Commission.
2. Rezonings should not be used when a Special Use Permit, or Minor Modification could be used to achieve a similar result.
3. A Rezoning to a Planned Development is a distinct type of amendment to the Official Zoning Map and shall follow the procedures in §2.5.3: *Rezoning to Planned Development*.

C. Zoning Map Amendment Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Zoning Map amendment applications. Additions or modifications to the common review procedures are noted below.



1. **Pre-Application Conference**

   A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. **Application Submittal & Processing**

   The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. **Staff Review**

   The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting.*

b. Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission and City Council in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. Planning and Zoning Commission Review and Recommendation

The Planning and Zoning Commission shall review the application in accordance with the approval criteria in §2.5.2.D and shall forward its recommendation to the City Council.

b. City Council Review and Decision

The City Council may review and approve, approve with conditions, or deny the application in accordance with the approval criteria in §2.5.2.D.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. If a written protest against such proposed amendment has been filed pursuant to §2.4.5.G: *Protest Procedures*, the amendment shall not become effective except by the favorable vote of the majority of the members of City Council.

b. Where there is not a written protest against such a proposed amendment, supplement or change, and the decision of the Planning and Zoning Commission is for denial, a three-fourths vote of all of the City Council shall be required to overrule the decision of the Planning and Zoning Commission.

c. Following approval of a Rezoning by City Council, the Director shall prepare a revision to the Official Zoning Map.

D. Review Criteria

In reviewing a proposed Rezoning application, the review and decision-making body shall consider if the proposed Rezoning application:

a. Is consistent with the Comprehensive Plan and the purposes of this UDC;

b. Is consistent with the purpose statement of the proposed zoning district;

c. There have been significant changes in the area to warrant a zoning change;

d. The intensity of development in the new zoning district is not expected to create significantly adverse impacts to surrounding properties or the neighborhood; and

e. Public facilities and services are available to adequately serve the subject property while maintaining adequate level of service to existing development; and/or:

f. There was an error in establishing the current zoning.

2.5.3. Rezoning to Planned Development (PD)

A. Purpose

The Rezoning to Planned Development (PD) procedure is intended to achieve greater flexibility than allowed by the strict application of this UDC, and to encourage unique or innovative land use concepts,

while providing greater benefit to the Town and to ensure efficient provision of services and utilities. The Rezoning to PD procedure shall not be used when a Special Use Permit, Variance, Minor Modification, or Rezoning to an existing base zoning district could achieve a similar result.

B. Applicability

1. This procedure applies to new PD proposals, and to any proposed amendment to an existing PD that would affect either the text of the PD district ordinance or the general layout of any element of the preliminary PD plan, and that does not contain its own amendment procedures or qualify for approval pursuant to §2.10.3: *Minor Modification*.
2. Any property owner in a zoning district other than the Mixed-Use zoning districts may propose a PD zoning district in accordance with these procedures.
3. A parcel proposed for a PD is not required to be under single ownership. However, if not under single ownership, the multiple owners shall all consent to the development of their individual properties consistent with the requirements of the proposed PD district ordinance. Any transfer of land within the development resulting in ownership within the development by two or more parties after an application has been filed shall not alter the applicability of the regulations contained in this UDC.
4. All applications that involve subdivision of a lot or parcel shall also be subject to the platting procedures in §2.9: *Platting Procedures*.

C. Overview of Two-Step PD Process

Evaluation and approval of an application for Rezoning to PD shall occur in two phases, each of which is further detailed in the sections that follow.

1. Preliminary PD Concept Plan

a. The purpose of the Preliminary PD Concept Plan is to allow the applicant, the Town, and the public to evaluate and discuss basic concepts of the proposed PD and to consider whether the development of the property as a PD will result in a significant improvement over its development within a base zoning district.

b. The review and consideration of the preliminary PD plan provides the opportunity to discuss and evaluate conceptual issues such as the appropriate number and types of residential units and commercial areas; the types of uses and dimensional standards; the development standards applicable to the site; the general locations intended to be developed; and the initial planning for delivery of utilities and infrastructure and whether they will be provided on-site and/or connected to public systems.

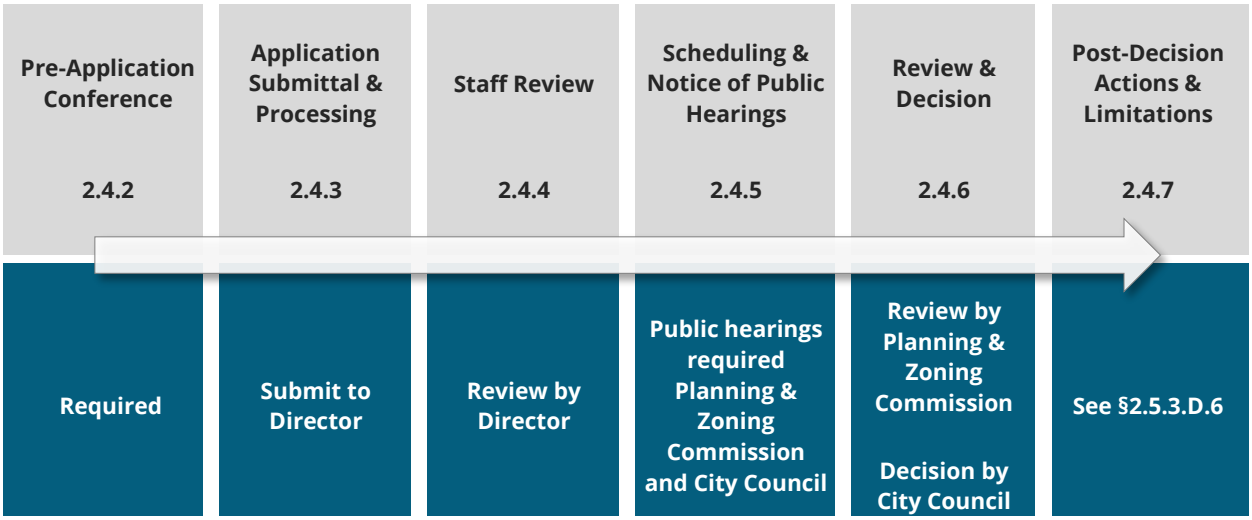
c. The outcome of the Preliminary PD Concept Plan review shall be an identification of issues and concerns that the applicant shall address to receive approval for a Final PD Site Plan from the Town.

2. Final PD Site Plan

The purpose of the Final PD Site Plan is for the applicant to respond to the issues raised during the review of the Preliminary PD Concept Plan and to prepare detailed engineering solutions to those issues and concerns that conform to the approved Preliminary PD Concept Plan.

D. Preliminary PD Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of preliminary PD applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modifications:

a. Preliminary PD Concept Plan

The complete Preliminary PD Concept Plan submittal requirements are identified in the Administrative Manual.

b. PD Standards

i. The PD standards shall specify the terms and conditions defining the development parameters, including applicable uses and development standards and any authorized deviations from the standards of this Code, and shall provide for the management and maintenance of development.

ii. The PD standards shall establish the responsibility of the developer to design and construct or install required and proposed on- and off-site public facilities in compliance with applicable Town, state, and federal regulations. This shall include the responsibility to dedicate to the public the rights-of-way and easements necessary for the construction and installation of such improvements.

c. Phasing Plan

If development in the proposed PD is proposed to be phased, the Preliminary PD Concept Plan and standards shall include a development phasing plan that includes the general sequence and timing of development, including types and number of units and the timing of infrastructure and public improvements.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting.*

b. Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings.*

5. Review and Decision

The application shall be reviewed and decided upon by the City Council in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. Planning and Zoning Commission Review and Recommendation

The Planning and Zoning Commission shall review the application in accordance with the approval criteria in §2.5.3.F: *Review Criteria* and shall forward its recommendation to the City Council.

b. City Council Review and Decision

The City Council may review and approve, approve with conditions, or deny the application in accordance with the approval criteria in §2.5.3.F: *Review Criteria*.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Expiration of Approval

i. If a Final PD Site Plan has not been submitted within two years following approval of the Preliminary PD Concept Plan and PD standards, the approval shall expire unless the property owner requests an extension prior to the expiration of the two-year period.

ii. The Planning and Zoning Commission and City Council have the option to extend these time periods upon written request prior to the expiration. The burden is on the applicant to present evidence showing:

a. Failure to proceed with development of the Final PD Site Plan was beyond the applicant's control; and

b. There is a reasonable likelihood that the next step in the development application will be submitted in the next calendar year.

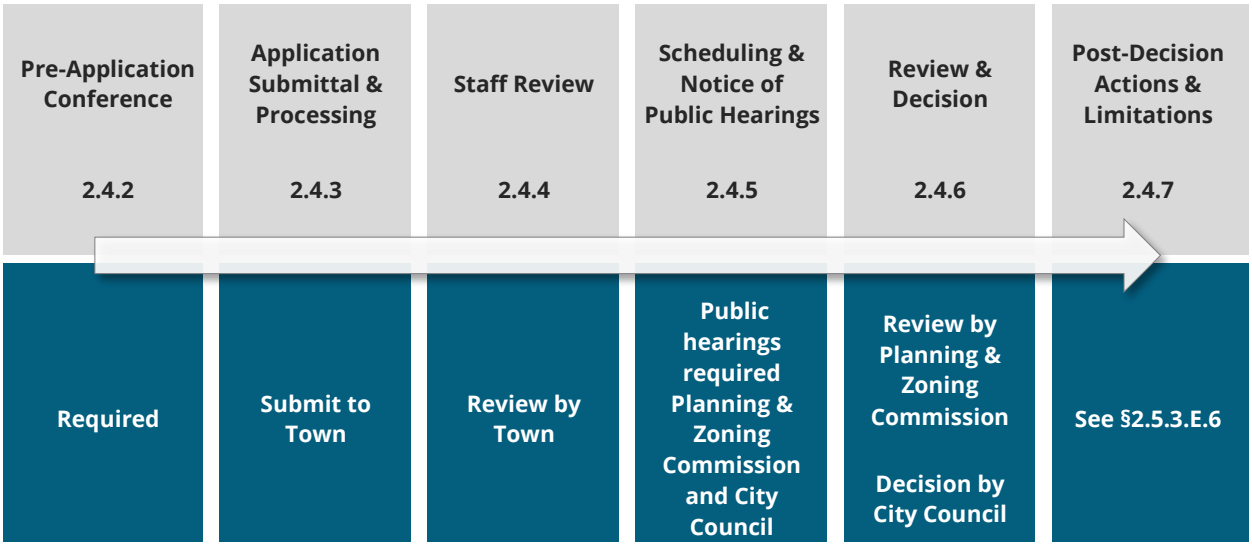
iii. Permitted time frames do not change with successive owners.

b. Effect of Approval

Approval of a Preliminary PD Concept Plan shall be deemed to authorize the applicant to submit to the Town an application for a Final PD Site Plan pursuant to the procedure below. It shall not constitute final approval for the PD. Preliminary PD Concept Plan approval vests no development rights.

E. Final PD Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of final PD applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modifications:

a. Plan Requirements

The Final PD Site Plan submittal requirements are identified in the Administrative Manual.

b. Public Benefit

An analysis of how the proposed PD addresses a demonstrated community need or otherwise results in one or more benefits that offset the impacts of the requested flexibility from the requirements of this UDC per the Decision-Making Principles of the Comprehensive Plan.

c. Conformance with the Preliminary PD Concept Plan and Standards

The Final PD Site Plan shall conform to the approved Preliminary PD Concept Plan and PD standards and any associated conditions of approval. If the Final PD Site Plan includes any of the following modifications from the Preliminary PD Concept Plan, then the application shall not be approved and a new application for a Preliminary PD Concept Plan shall be required.

i. A reduction by greater than five percent of the open space proposed;

ii. An increase by greater than 10 percent in the proposed commercial gross floor area;

iii. An increase by greater than five percent of the approved number of residential dwelling units; or

iv. Any change that is substantially inconsistent with a condition of the preliminary PD plan approval.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting.*

b. Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings.*

5. Review and Decision

The application shall be reviewed and decided upon by the City Council in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. Planning and Zoning Commission Review and Recommendation

After receipt of the staff report, the Planning and Zoning Commission shall conduct a public hearing on the application for the Final PD Site Plan. The Planning and Zoning Commission shall recommend to the City Council to approve, approve with conditions, or deny the application for a Final PD Site Plan and PD standards based on the criteria in §2.5.3.F: *Review Criteria* and whether it conforms to the approved Preliminary PD Concept Plan.

b. City Council Review and Decision

After receipt of a recommendation from the Planning and Zoning Commission, the City Council shall conduct a public hearing on the application for the Final PD Site Plan, PD standards, and the authorizing ordinance. The City Council shall approve, approve with conditions, or deny the application for a Final PD Site Plan and standards based on the criteria in §2.5.3.F: *Review Criteria* and whether it conforms to the approved Preliminary PD Concept Plan.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Map Revision

Following approval of a Rezoning to PD, the Director shall prepare an appropriate revision to the Official Zoning Map.

b. Effect of Approval

Review of a Final PD Site Plan may be conducted simultaneously with Preliminary Plat review pursuant to §2.9: *Platting Procedures*, if applicable. Platting requirements otherwise applicable to the development may be modified by the Planning and Zoning Commission using the procedure described in §2.10.3: *Minor Modification* where it finds that such modification is not in conflict with zoning district standards and regulations and the approved Preliminary PD Concept Plan.

c. Binding Approval

An approved Final PD Site Plan shall be binding upon the petitioner, their successors and assigns, and shall limit and control the issuance and validity of all Zoning Verification Letters.

d. Expiration or Termination of Approval

i. If a Building Permit has not been obtained within two years following approval of the Final PD Site Plan, the Final PD Site Plan shall expire unless the property owner requests an extension prior to the expiration of the two-year period.

ii. If the Final PD Site Plan consists of more than a single use, the property owner must make substantial progress in obtaining Building Permits for the remainder of the uses authorized by the Final PD Site Plan, in accordance with an adopted phasing plan. The Planning and Zoning Commission or the City Council may initiate review of the development in order to determine whether significant progress is being made. In the event that the City Council determines that significant progress is not being made, following notice and a public hearing, the City Council may terminate the PD plan and PD standards or may attach additional conditions to the extension of the PD plan or PD standards.

iii. The Planning and Zoning Commission and City Council have the option to extend these time periods upon written request prior to the expiration. The burden is on the applicant to present evidence showing:

a. Failure to proceed with development of the PD plan was beyond the applicant's control; and

b. There is a reasonable likelihood that the next step in the development application will be submitted within the next calendar year.

iv. Permitted time frames do not change with successive owners.

e. Reversion to Previous Zoning

If a Final PD Site Plan expires, the Director may initiate a Rezoning process to consider a reversion to the prior zoning designation.

f. Relationship to Code

Except as expressly provided otherwise in a Final PD Site Plan, all development of property within the PD district shall conform to all other standards of this UDC. If the approved Final PD Site Plan falls silent concerning a requirement but this UDC does not, the UDC shall be the controlling document. If the Final PD Site Plan conflicts with this UDC, the Final PD Site Plan shall control.

g. Amendments to Preliminary Concept and Final Planned Development Site Plan

i. Generally

a. The applicant or its successors may request amendments to the Preliminary PD Concept Plan and PD standards or the Final PD Site Plan.

b. Amendments to the approved Preliminary PD Concept Plan or Final PD Site Plan shall be delineated as major or minor amendments, according to the criteria set forth in this section.

c. Amendments to the approved Preliminary PD Concept Plan or Final PD Site Plan will not affect buildings or portions of the district not included in the proposed amendment.

d. Upon receipt of a PD amendment application, the Director shall determine if the proposed amendment constitutes a major or minor amendment subject to the criteria in §§2.5.3.E.6.g.ii and 2.5.3.E.6.g.iii below.

ii. Major Amendments

a. An amendment will be deemed major if it involves any one of the following:

i. A change in the overall PD district boundary;

ii. A change of 10 percent or more of the gross square footage of nonresidential building area;

iii. A change of five percent or more of the approved number of projected dwelling units;

iv. Any change to any included public or private parks and/or open space;

v. Any change in land use or density that is likely to substantially impact or burden public facilities and utilities infrastructure as determined by the Director;

vi. Any change in land use or density that is likely to substantially impact or burden mobility adjacent to the PD district or to the overall major street system;

vii. Any other proposed change to the Preliminary PD Concept Plan or Final PD Site Plan, which substantively alters one or more components of the PD district.

b. If the Director determines the amendment to be major, the amendment request shall be processed under the Rezoning procedure described in this section.

iii. Minor Amendments

Amendments not meeting one or more of the criteria listed above for major amendments shall be considered minor. If the Director determines the amendment to be minor, the Director may administratively act on the amendment and attach stipulations or conditions of approval thereto, to protect the public health, safety, and welfare.

F. Review Criteria

Amending the Official Zoning Map to approve a PD is a matter committed to the legislative discretion of the City Council. In deciding the application, the Planning and Zoning Commission in their review and recommendation, and the City Council in their decision shall consider whether and the extent to which the proposed PD meets the general approval criteria for Rezoning in §2.5.2.D, and also the following:

1. Whether the proposed PD plan:

a. Implements the goals and actions of the Comprehensive Plan;

b. Provides benefit to the Town;

c. Incorporates innovative design, layout, or configuration resulting in enhanced development feasibility and quality over what could have been accomplished through strict application of a base zoning district or other standards of this UDC. The improvements in quality may include, but are not limited to:

i. Improvements in open space provision and access;

ii. Enhanced landscape;

iii. Environmental protection;

iv. Tree/vegetation preservation;

v. Creation of multiple-use projects including residential, commercial, and social amenities;

vi. Efficient provision of streets, utilities, and public services; or

vii. Increased diversity of housing options and neighborhood typologies;

2. Whether the proposed PD plan meets the other standards of this UDC not expressly modified by the Final PD Site Plan or PD standards; and

3. The applicant's proposal is impractical to achieve within one of the Residential, Mixed-Use, or Nonresidential zoning districts in accordance with Article 3: *Zoning Districts,* but is consistent with the above criteria.

2.5.4. Zoning Text Amendment

A. Purpose

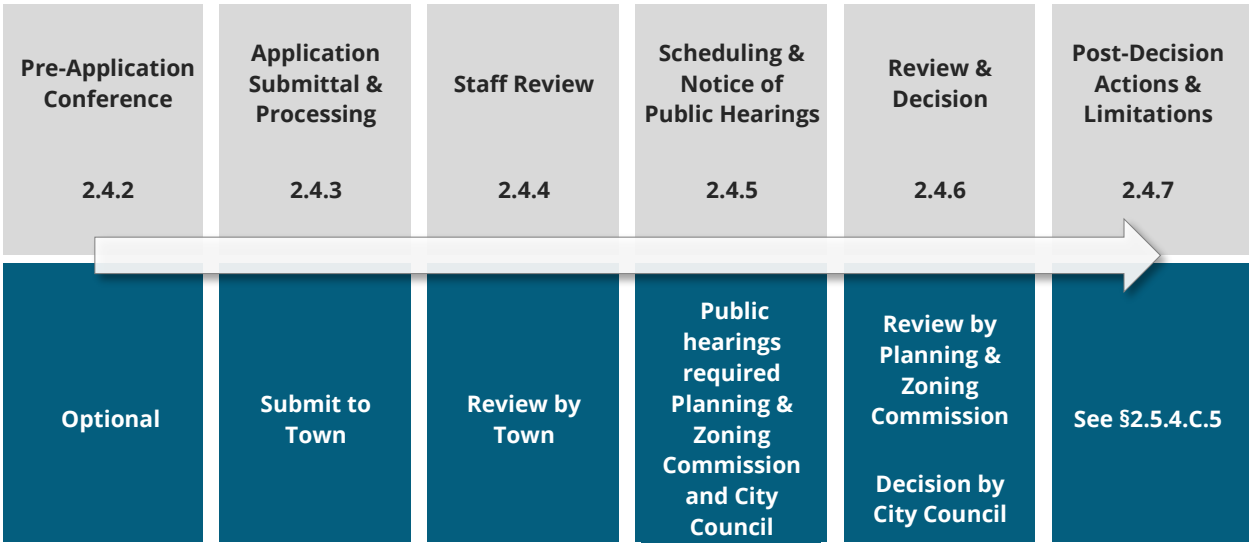
Under the provisions of TLGC Chapter 211, the City Council is authorized to amend, change, or supplement by ordinance the text of this UDC. The Zoning Text Amendment procedure is intended to provide a method for changing the text of this UDC.

B. Applicability

The provisions of this UDC may periodically be amended or repealed.

C. Zoning Text Amendment Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Zoning Text Amendment applications. Additions or modifications to the common review procedures are noted below.



1. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing,* with the following modification:

a. A Zoning Text Amendment application shall be prepared by the Director. If the Zoning Text Amendment is initiated by the Planning and Zoning Commission or City Council, the Director shall prepare the application at the request of the Planning and Zoning Commission or City Council.

2. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

3. Scheduling and Notice of Public Hearings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting*.

b. Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

4. Review and Decision

The application shall be reviewed and decided upon by the City Council in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. Planning and Zoning Commission Review and Recommendation

The Planning and Zoning Commission shall review the application in accordance with the approval criteria in §2.5.4.D: *Review Criteria* and shall forward its recommendation to the City Council.

b. City Council Review and Decision

The City Council may review and approve, approve with conditions, or deny the application in accordance with the approval criteria in §2.5.4.D: *Review Criteria*.

5. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Approval of a Zoning Text Amendment authorizes the approved revision to the text of this UDC only. A Zoning Text Amendment shall not authorize specific development activity.

b. A Zoning Text Amendment shall remain valid until the revised text of this UDC is subsequently amended in accordance with this §2.5.4: *Zoning Text Amendment*.

D. Review Criteria

In reviewing a proposed Zoning Text Amendment application, the review and decision-making body shall consider if the proposed Zoning Text Amendment:

1. Is consistent with the Comprehensive Plan, other adopted plans, and other Town policies;

2. Does not conflict with other provisions of this UDC or other provisions in the Code of Ordinances or state law;

3. Is necessary to address a demonstrated community need;

4. Is necessary to respond to changes in conditions and/or policy;

5. Is necessary to correct an omission or error in this UDC; and/or

6. Is consistent with the general purpose and intent of this UDC.

2.5.5. Comprehensive Plan Amendment

A. Purpose

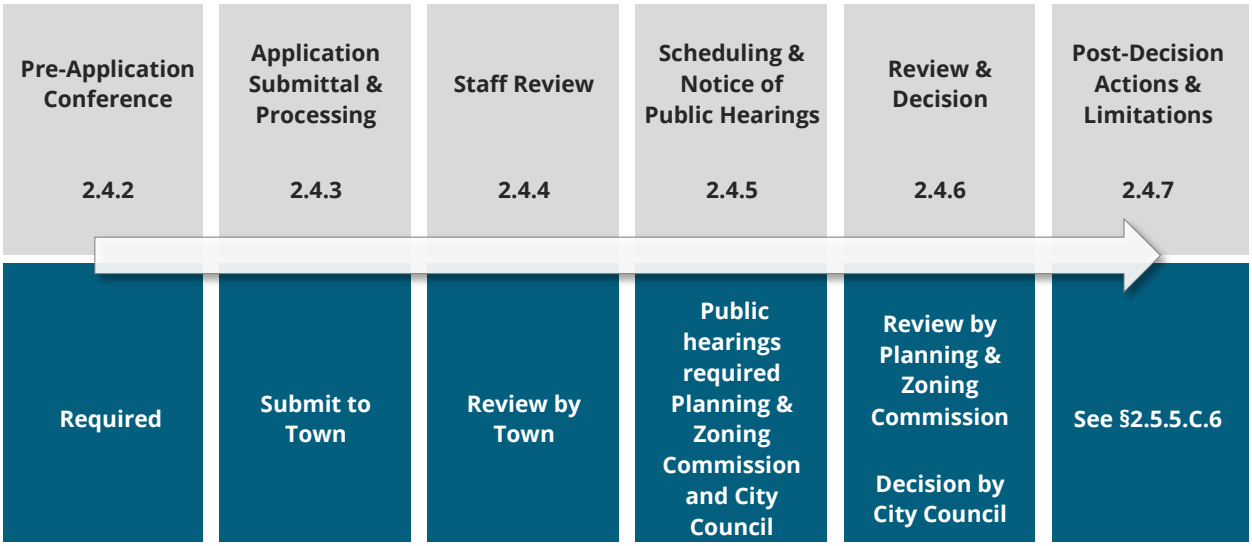
The Comprehensive Plan Amendment procedure is intended to provide a mechanism for the Town to amend the text and maps of the Comprehensive Plan or for adoption of a new Comprehensive Plan. The amendment process is established to provide flexibility in response to changing circumstances and to reflect changes in public policy, and to advance the general welfare of the Town.

B. Applicability

An amendment to the Comprehensive Plan may be initiated by the City Council, the Planning and Zoning Commission, or the Director.

C. Comprehensive Plan Amendment Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Comprehensive Plan Amendment applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting.*

b. Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the City Council in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. Planning and Zoning Commission Review and Recommendation

The Planning and Zoning Commission shall review the application in accordance with the approval criteria in §2.5.5.D, and shall forward its recommendation to the City Council.

b. City Council Review and Decision

The City Council may review and approve, approve with conditions, or deny the application in accordance with the approval criteria in §2.5.5.D.

6. Post-Decision Actions and Limitations

The City Council decision is a final action and may not be appealed.

D. Review Criteria

In reviewing a proposed Comprehensive Plan Amendment application, the review and decision-making body shall consider if:

1. There was an error in the original Comprehensive Plan adoption;
2. Events, trends, or facts after adoption of the Comprehensive Plan have changed the City Council's original findings made upon plan adoption; and/or
3. Events, trends, or facts after adoption of the Comprehensive Plan have changed the character or condition of an area so as to make the proposed amendment necessary.
4. The amendment is not in conflict with any portion of the goals and policies of the Comprehensive Plan.
5. The amendment constitutes a substantial benefit to the Town and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
6. The proposed amendment and other amendments in the general area are compatible with the land use goals of the Comprehensive Plan and that they avoid creation of isolated uses that will cause incompatible community form and a burden on public services and facilities.

2.5.6. Annexation

A. Procedure

Annexation into the Town may occur in accordance with the procedures in:

1. TLGC Chapter 43;
2. TLGC §212.172;
3. §1.04 of the Town's Charter; and
4. Other applicable Town ordinances.

B. Concurrent Zoning

In the event that the Planning and Zoning Commission holds a hearing on proposed Annexation, it may, at its discretion, at the same time hold a hearing upon the initial zoning that is to be given to the area or tract to be annexed, and make a recommendation on both matters to the City Council so that the City Council can, if it desires, act on the matter of initial zoning and Annexation at the same time.

C. Newly Annexed Territory

Unless an initial zoning is concurrently approved at the time of Annexation, all territory annexed to the Town hereafter shall be temporarily classified for R-1 single-family dwelling purposes only until otherwise zoned by the governing body of the Town. The Planning and Zoning Commission shall, as soon as practicable after Annexation of any of the territory to the Town, institute proceedings on its own motion to give the newly annexed territory an initial zoning, and the procedure to be followed shall be the same as is in §2.5.2: *Rezoning*.

2.6 Site Planning and Miscellaneous Permits

2.6.1. Concept Plan

A. Purpose

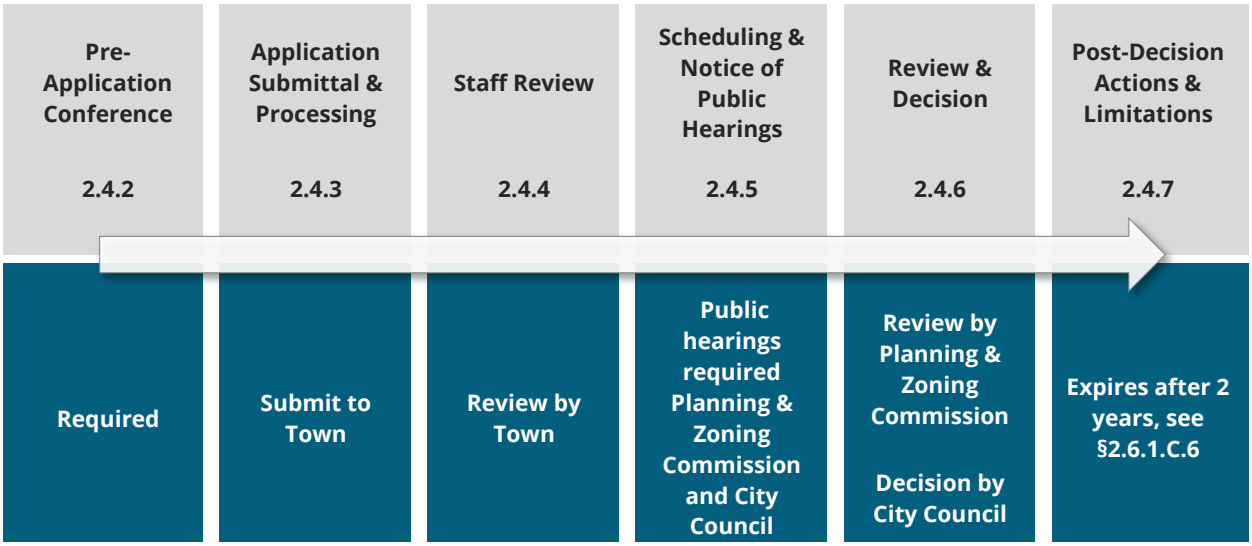
The Concept Plan review procedure is intended to provide a mechanism for review of large and/or complex or phased projects as well as to provide an option to assist any applicant for development in determining the general feasibility of their project. A Concept Plan may be submitted either in conjunction with an application for Rezoning or as a precursor to the preparation and submittal of the more specific and detailed plans required for Preliminary Plat or Preliminary Replat, Major Site Plan, or Special Use Permit approvals.

B. Applicability

1. A Concept Plan shall be required for any application that meets either of the following criteria:
   a. The application proposes to phase initiation of the development over three or more years; or
   b. The Director determines that the application is unusually complex or raises potentially unique or serious impacts on the Town or the surrounding areas as it related to the Comprehensive Plan.
2. A Concept Plan is optional for any Preliminary Plat or Preliminary Replat, Major Site Plan, or Special Use Permit application.

C. Concept Plan for Rezoning Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Concept Plan applications submitted in conjunction with a request for Rezoning. Additions or modifications to the common review procedures are noted below.



1. **Pre-Application Conference**

   A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. **Application Submittal & Processing**

   The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting*.

b. Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission and City Council in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. Planning and Zoning Commission Review and Recommendation

The Planning and Zoning Commission shall review the application in accordance with the approval criteria in §2.6.1.E and shall forward its recommendation to the City Council.

b. City Council Review and Decision

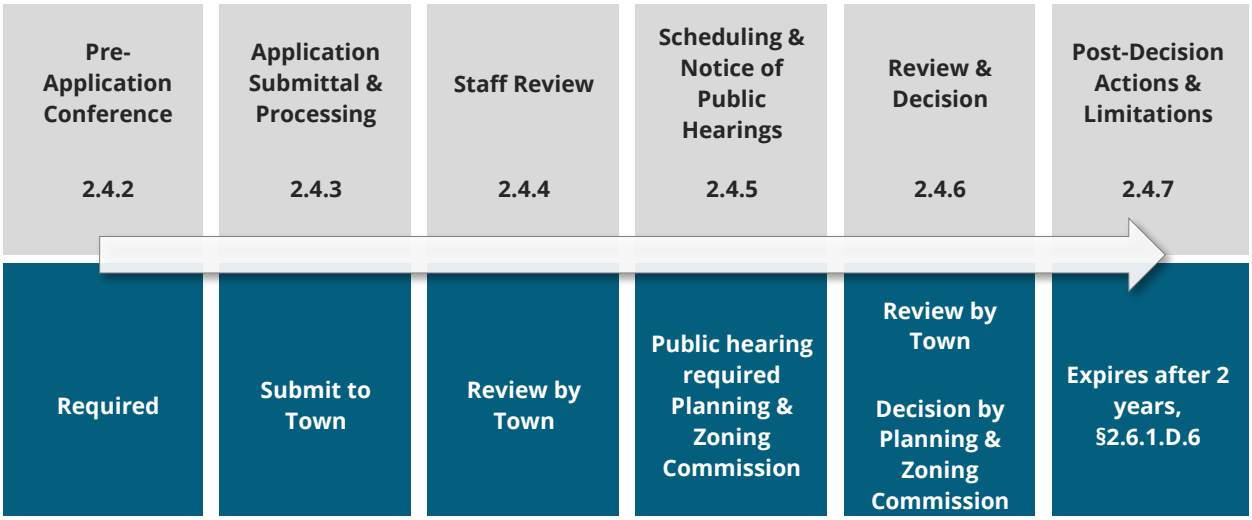
The City Council may review and approve, approve with conditions, or deny the application in accordance with the approval criteria in §2.6.1.E.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations* shall apply.

D. All Other Concept Plans Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Concept Plan applications that are not associated with requests for Rezoning. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing,* with the following modifications:

a. The Concept Plan must contain a general site layout plan that includes the following:

i. Overall property boundary;

ii. Proposed and existing thoroughfares, boulevards and large streets;

iii. A time schedule of development;

iv. Identification of development areas such as districts, blocks or parcels, with proposed phasing; and

v. All other features necessary to show the arrangement and pattern of public and private land uses.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

The application shall be scheduled for a public hearing before the Planning and Zoning Commission and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission in accordance with §2.4.6: *Review and Decision*, and the approval criteria in §2.6.1.E.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations* shall apply.

E. Review Criteria

In reviewing a proposed Site Plan application, the review and decision-making body shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria.*

2.6.2. Site Plan Review

A. Purpose

The Site Plan review process is intended to ensure compliance with the development and design standards of this UDC and to encourage quality development reflective of the adopted goals and objectives of the Town. The Site Plan review process also ensures that proposed development applications address and mitigate potential adverse impacts prior to issuance of a building or Site Development Permit.

B. Applicability

1. Review Required

Major or Minor Site Plan review is required for the following types of activities:

a. New construction of nonresidential buildings, or residential buildings or sites resulting in three or more additional dwelling units;

b. Change in use that involves or requires other site improvements such as parking, landscaping, screening, buffering, drainage facilities, or other changes to the site that may be required by this UDC;

c. Modifications to site improvements such as parking, landscaping, screening, buffering, drainage facilities, or other changes to the site that may be required by this UDC; and

d. As a component of any Special Use Permit, request to rezone to Planned Development, or request to amend an existing Planned Development or Special Use Permit.

2. Exemptions from Site Plan Review

Site Plan review is not required for the following activities, but such activities shall be subject to the standards of this UDC and Building Permit review:

a. Construction of a single-family detached dwelling on a single lot or duplex dwelling on a single lot and/or additions to such dwellings or structures accessory to such dwellings;

b. A change in use that does not involve a Rezoning or Special Use Permit, or require other site improvements such as parking, landscaping, screening, buffering, drainage facilities, or other changes to the site that may be required by this UDC;

c. Tenant improvements that do not involve a Rezoning or Special Use Permit, or require other site improvements such as parking, landscaping, screening, buffering, drainage facilities, or other changes to the site that may be required by this UDC;

d. Construction or erection of accessory buildings or structures, fences, or screening walls;

e. Construction or erection of temporary uses or structures; and

C. Thresholds for Site Plan Review Type

1. Minor Site Plan

The following types of projects may be approved by the Director through the Minor Site Plan approval process:

a. Any new nonresidential structure less than 5,000 square feet in gross floor area.

b. Any application that does not exceed the thresholds for minor redevelopment (Tier 1), listed below:

i. Expansions, alterations, or modifications that increase the gross floor area of an existing structure by the greater of 10,000 square feet or between 10 and 50 percent;

ii. Expansions, alterations, or modifications that increase or decreasethe total number of existing dwelling units on a lot by the lesser of 10 dwelling units or between 10 and 25 percent;

iii. The alteration or expansion of any vehicular parking area by the greater of six spaces or 50 percent, excluding resurfacing or restriping;

iv. The removal or relocation of one or more existing driveways or portions of driveways; or

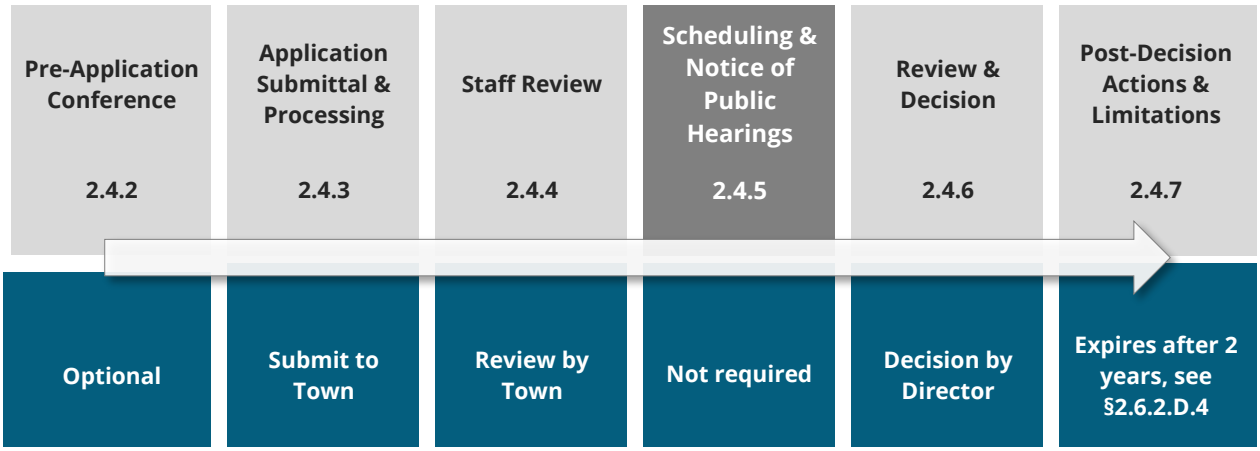
v. Any expansion or enlargement of a structure or land use that requires a Special Use Permit.

2. Major Site Plan

All other applications that meet the criteria in §2.6.2.B, *Applicability*, but that may not be processed as Minor Site Plans shall require a Major Site Plan.

D. Minor Site Plan Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Minor Site Plan applications. Additions or modifications to the common review procedures are noted below.



1. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

2. Staff Review

The staff shall review the application in accordance with §2.4.4: *Staff Review.*

3. Review and Decision

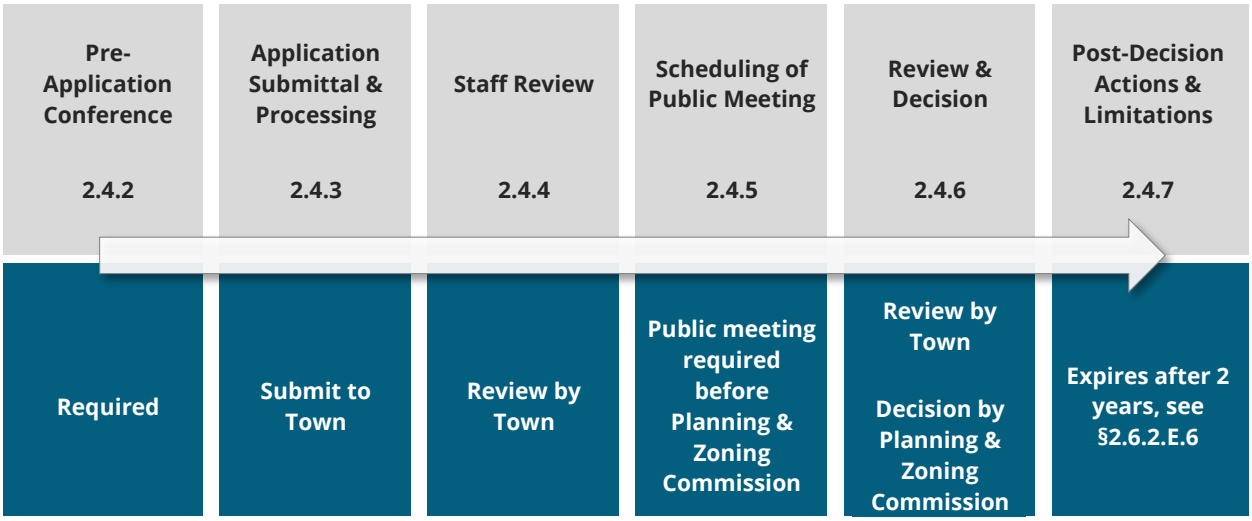
The application shall be reviewed and decided upon by the Director in accordance with §2.4.6: *Review and Decision,* and the review criteria in §2.6.2.F: *Review Criteria*.

4. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modification: Site Plan review expires after two years.

E. Major Site Plan Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Major Site Plan applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Meeting

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A: *Neighborhood Meeting*.

b. Public Meeting

The application shall be scheduled for a public meeting before the Planning and Zoning Commission.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission in accordance with §2.4.6: *Review and Decision*, and the approval criteria in §2.6.2.F: *Review Criteria*.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modification: Site Plan review expires after two years.

F. Review Criteria

In reviewing a proposed Site Plan application, the Director shall consider the general approval criteria in 2.4.6.C: *General Approval Criteria*.

2.6.3. Tree Permit

A. Purpose

B. Applicability

1. No person shall prune, remove or transplant a tree listed in the Pre-Approved Plant List in the Administrative Manual without first obtaining a Tree Permit approved by the Director of Parks and Recreation pursuant to §2.6.3: *Tree Permit*. For purposes of this section, "person" means the owner, tenant, and/or subtenant of, and/or any entity or individual with any interest in, the land on which a tree is located, and/or any contractor or subcontractor of any of them.
2. This section shall apply to shade trees four-inch caliper or larger, measured six inches from the soil surface, and two and one-half to three-inch caliper ornamental trees or larger measured six inches from the soil surface.
3. A Tree Permit shall be obtained by a utility company before any trimming and/or removal of tree(s) by or for a utility company, except in the case of emergency repairs.
4. Branches less than one-half inch in diameter and not more than five percent of the canopy can be removed without a permit.

C. Tree Permit Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Tree Permit applications. Additions or modifications to the common review procedures are noted below.

1. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modification:

a. Tree Permit applications shall require the same submittal requirements as a Minor Site Plan as identified in the Administrative Manual. This includes aerial imagery of the subject lot and tree(s) to be pruned, removed, or transplanted, unless the Director of Parks and Recreation determines the extent of work does not warrant such imagery.

2. Staff Review

The staff shall review the application in accordance with §2.4.4: *Staff Review*.

3. Review and Decision

a. The application shall be reviewed and decided upon by the Director in accordance with §2.4.6: *Review and Decision,* and the review criteria in §2.6.3.D: *Review Criteria*.

b. The Director of Parks and Recreation shall review the application and may conduct field inspections of the site or development and/or refer the permit application to other departments for review and recommendations as deemed necessary and appropriate by the Director of Parks and Recreation.

c. Trees shall not be removed or transplanted (or trimmed, in the case of a utility company) unless the Director of Parks and Recreation approves the Tree Permit.

4. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations* shall apply with the following modification:

a. An approved Tree Permit shall expire within six months of the date of the approval of the permit by the Director of Parks and Recreation if substantial progress has not been made toward the approved work.

D. Review Criteria

In reviewing a proposed Tree Permit application, the Director of Parks and Recreation shall consider:

1. Whether the removal of the protected tree is permitted by this section;

2. Whether or not a reasonable accommodation or alternative solution can be made to accomplish the desired activity without the removal of the protected tree;

3. The effect of the removal of the protected tree on erosion, soil moisture, retention, flow of surface waters and drainage systems;

4. The need for buffering of residential areas from the noise, glare, and the visual effects of nonresidential uses;

5. Whether the removal of the protected tree affects the public health, safety, or welfare of the Town;

6. Whether the application demonstrates the attempt to preserve existing trees on the site; and

7. How the tree removal will be mitigated.

2.6.4. Temporary Use Permit

A. Purpose

The Temporary Use Permit review procedure is intended to provide a mechanism for enforcement of the temporary use regulations of this UDC, in order to allow short-term and minor deviations for uses that are temporary in nature, that will not adversely impact surrounding properties and land uses, and that can be terminated and removed at will.

B. Applicability

A Temporary Use Permit is required before establishing, constructing, or installing any temporary or seasonal use or structure designated as requiring a Temporary Use Permit in §4.2.7: *Table of Allowed Uses* or §4.5: *Temporary Uses and Structures*.

C. Temporary Use Permit Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Temporary Use Permit applications. Additions or modifications to the common review procedures are noted below.

1. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

2. Staff Review

The staff shall review the application in accordance with §2.4.4: *Staff Review*.

3. Review and Decision

The application shall be reviewed and decided upon by the Director in accordance with §2.4.6: *Review and Decision,* and the review criteria in §2.6.4.D: *Review Criteria*.

4. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Effect of Approval

A Temporary Use Permit authorizes establishment, construction, or installation of the approved temporary use or structure in accordance with the terms and conditions of the permit.

b. Expiration of Approval

i. A Temporary Use Permit shall be valid beginning on the date specified on the permit and shall remain valid for the time period indicated on the permit, but in no event, longer than 180 days.

ii. Upon request, the Director may grant a one-year extension; however, in no case shall a Temporary Use Permit be valid for more than one year after its original expiration date. This one-year extension period may not be further extended.

iii. Any Temporary Use Permit requesting an approval period beyond one year shall require a Special Use Permit approval pursuant to §2.5.1: *Special Use Permit*.

c. Removal and Restoration

Before the expiration of a Temporary Use Permit, the permittee shall discontinue all temporary uses and remove all temporary structures, and associated property and equipment, and free the temporary use site from all trash, litter, and debris to the satisfaction of the Director.

D. Review Criteria

In reviewing a proposed Temporary Use Permit application, the Director shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria*, and the standards in §4.5: *Temporary Uses and Structures*.

2.6.5. Sign Permit

A. Purpose

The Sign Permit procedure is intended to provide a mechanism for enforcement of the sign regulations of this UDC in order to:

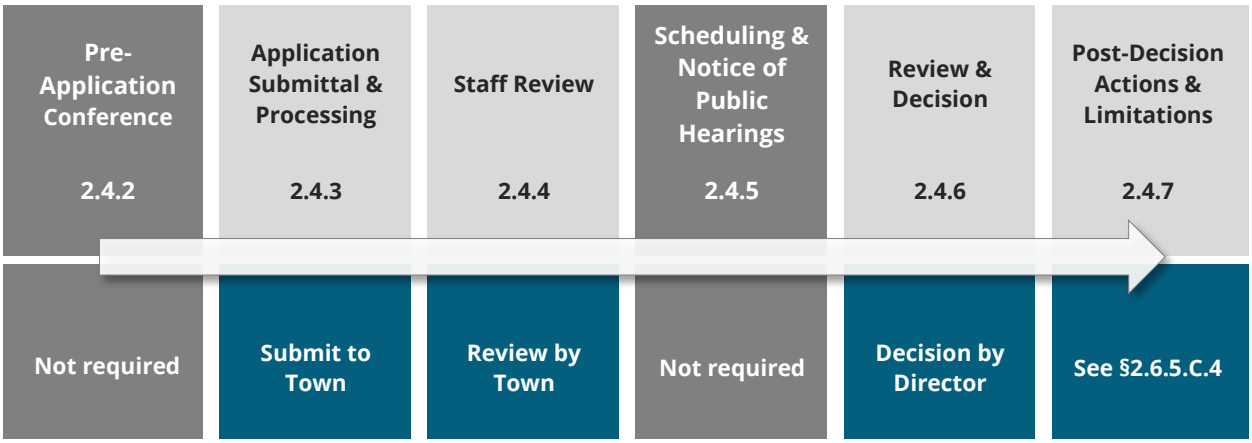
1. Establish for all signs located on any premises a reasonable and impartial means to permit adequate communication;
2. Control confusing sign displays that present a hazard to pedestrians and motorists along streets;
3. Ensure light, air, and open space;
4. Protect the natural beauty and environment of the Town;
5. Safeguard and enhance property values;
6. Protect public and private investment in buildings and open spaces;
7. Protect the public health, safety, and general welfare; and
8. Comply with all state and federal laws and settled case law applicable to the Town concerning freedom of expression.

B. Applicability

No person shall cause a sign to be erected, constructed, relocated, altered, repaired, or maintained until a permit for such has been issued and the fee paid, except as otherwise provided in this UDC.

C. Sign Permit Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Sign Permit applications. Additions or modifications to the common review procedures are noted below.



1. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modification:

a. Application Contents

All applications for permits under this article shall include a drawing to scale of the proposed sign, all existing signs maintained on the premises and visible from the right-of-way, a Site Plan or property survey, and façade plan indicating the proposed location of the sign and specifications.

2. Staff Review

The staff shall review the application in accordance with §2.4.4: *Staff Review*.

3. Review and Decision

The application shall be reviewed and decided upon by the Director in accordance with §2.4.6: *Review and Decision,* and the review criteria in §2.6.5.D: *Review Criteria*.

4. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Electrical Permit

Prior to issuance of a Sign Permit for a sign in which electrical wiring and connections are to be used, an electrical permit must be obtained. The electrical inspector shall examine the plans and specifications submitted with the application to ensure compliance with the Electrical Code. No sign shall be erected in violation of the Electrical Code.

b. Lapse of Sign Permit

A Sign Permit shall lapse automatically if not renewed or if the Certificate of Occupancy of business registration for the premises expires, is revoked, or is not renewed.

c. Duration

If the work authorized by a Sign Permit issued under this UDC has not commenced within 180 days after the date of issuance, the permit shall become null and void.

d. Abandoned Signs

Within 30 days after any business has abandoned its location or tenant space, the building or former tenant owner, or the building or former tenant agent, or the person having beneficial use of the building, structure, or the lot or tract where such business was located shall remove all signs related to such business or have the sign face replaced with a weatherproof, blank face constructed of professional quality materials. Plywood is prohibited.

e. Notice of Condemnation

Signs adjudged by the Director to be structurally unsafe or to be more than 50 percent destroyed or dilapidated may be referred to the Board of Zoning Adjustment for consideration for condemnation. A condemnation letter will be sent to the owner of the property stating that the sign must be demolished within 15 days of the receipt of the letter. If the sign is not removed within the period allotted, the Town may remove the sign at the property owner's expense.

D. Review Criteria

In reviewing a proposed Sign Permit application, the review and decision-making body shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria*, and the standards in §5.9: *Signs*.

2.6.6. Zoning Verification Letter

A. Purpose

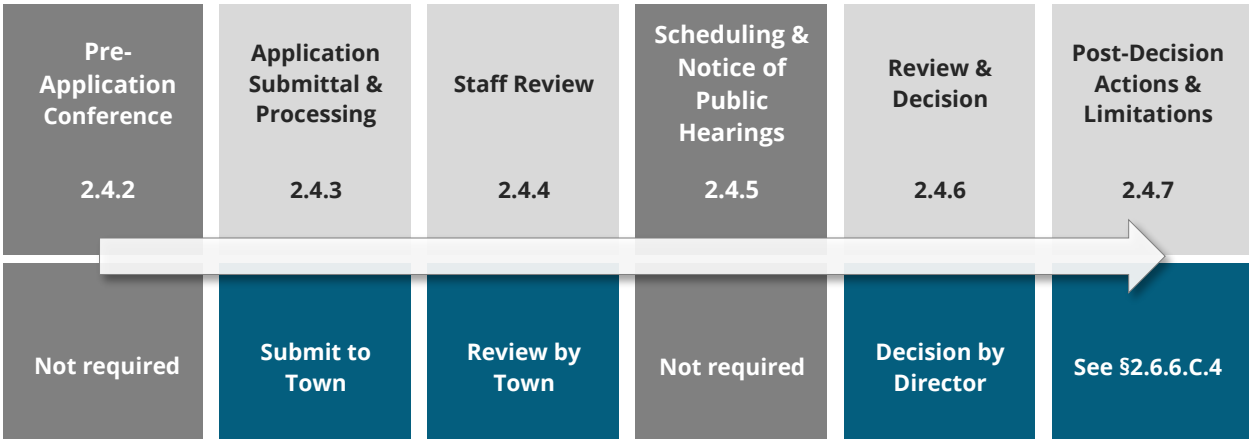
The Zoning Verification Letter review procedure is intended to provide a mechanism for the Town to issue a formal confirmation of a property's zoning. The Zoning Verification Letter is an informational document not intended to grant approval for land development in any way and does not verify compliance with ordinances of the Town beyond this UDC.

B. Applicability

A Zoning Verification Letter can be requested by any property owner or entity seeking to confirm the zoning of a property.

C. Zoning Verification Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Zoning Verification Letter applications. Additions or modifications to the common review procedures are noted below.



1. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

2. Staff Review

The staff shall review the application in accordance with §2.4.4: *Staff Review*.

3. Review and Decision

The application shall be reviewed and decided upon by the Director in accordance with §2.4.6: *Review and Decision*.

4. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modification: A Zoning Verification Letter serves as confirmation of the zoning of a property.

2.6.7. Change or Elimination of Nonconformity

A. Purpose

The Change or Elimination of Nonconformity review procedure is intended to provide a mechanism for the Town to review minor changes to nonconforming properties and issue a formal confirmation of a property's loss of nonconforming status.

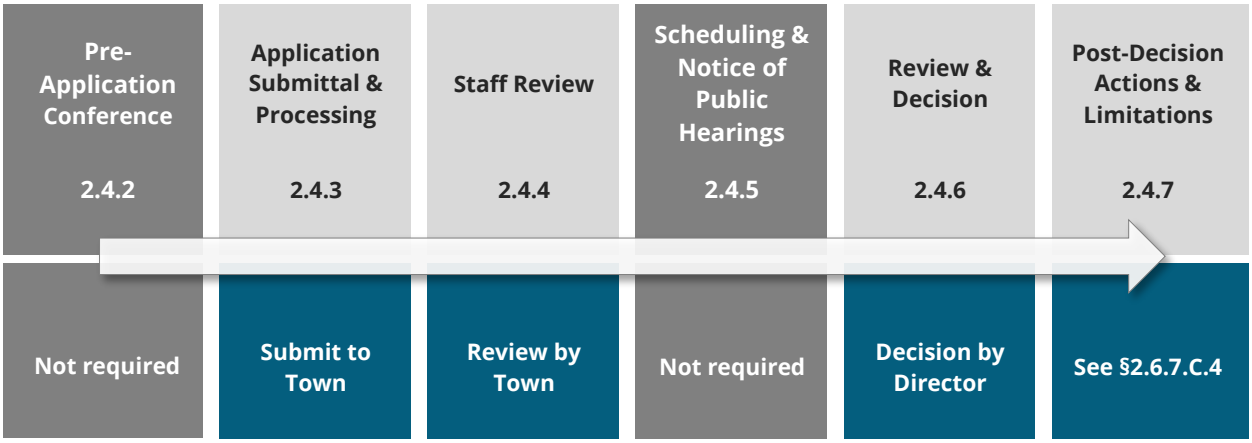
B. Applicability

A Change or Elimination of Nonconformity is required:

1. For all applications by a property owner for maintenance or minor repair of a legal nonconformity;
2. To reflect changes in ownership tenancy, or management of property with an existing nonconformity; and
3. To provide evidence of and confirm the loss of nonconforming status as described in §1.6.2.A: *Authority to Continue*.

C. Change or Elimination of a Nonconformity Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Change or Elimination of a Nonconformity applications. Additions or modifications to the common review procedures are noted below.



1. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

2. Staff Review

The staff shall review the application in accordance with §2.4.4: *Staff Review*.

3. Review and Decision

The application shall be reviewed and decided upon by the Director in accordance with §2.4.6: *Review and Decision*.

4. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations* shall apply.

D. Review Criteria

In reviewing a proposed Change or Elimination of a Nonconformity application, the Director shall consider the general approval criteria in 2.4.6.C: *General Approval Criteria* and the standards in §1.6: *Nonconformities*.

2.7 Engineering Plans, Studies, and Site Development Permits

2.7.1. Purpose

The engineering plans, studies, and site development procedure is intended to ensure compliance with the development standards of this UDC and technical standards of associated Criteria Manuals and to protect the general health, safety, and welfare of the public by reducing the risk of flooding private property and public rights-of-way and ensure that development provides the facilities necessary to accommodate the traffic impacts of the proposed development.

2.7.2. Applicability

A. This procedure shall be required for the following plans, studies, and permits:

1. Civil engineering plans

2. Minor and major Traffic Impact Analysis

3. Parking study

4. Drainage study

5. Utility study

6. Site development permit

7. Flood hazard development permit

B. The plans, studies, and permits listed above may be submitted concurrently with any other required development application with the approval of the Director of Public Works and Engineering and Director of Development and Neighborhood Services.

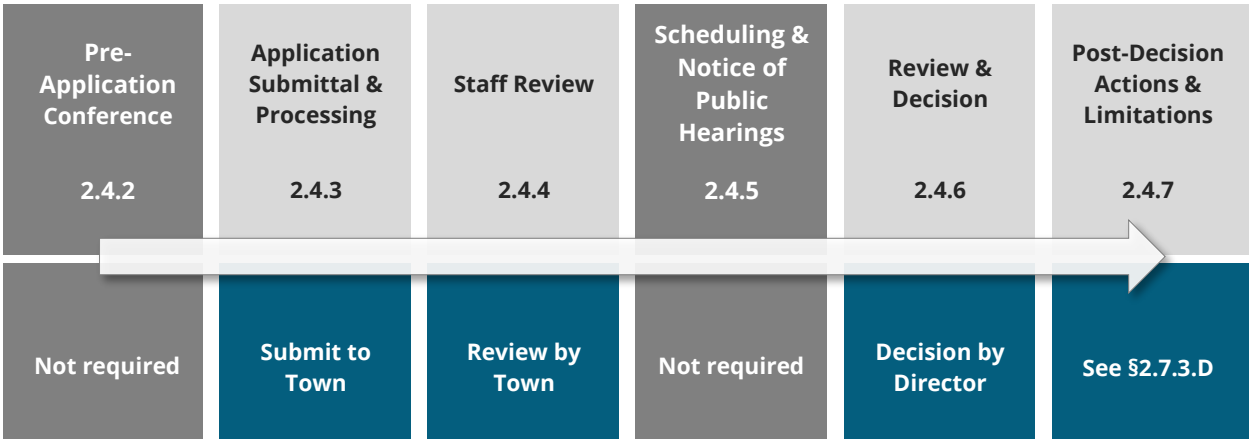
C. Flood hazard development permits shall also comply with the following:

1. A Flood Hazard Development Permit must be obtained before construction or development begins within any special flood hazard area (SFHA) and known flood prone areas to ensure conformance with the provisions of this UDC.

2. Compliance with the standards in this UDC shall not relieve any person of the independent obligation to comply with all applicable standards and practices established in federal and state law and all other applicable rules, regulations, standards and specifications of the Town regarding development within a SFHA.

2.7.3. Procedures

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of the applications listed in §2.7.2: *Applicability*. Additions or modifications to the common review procedures are noted below.



A. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

B. Staff Review

The staff shall review the application in accordance with §2.4.4: *Staff Review*.

C. Review and Decision

The application shall be reviewed and decided upon by the Director or Floodplain Administrator in accordance with §2.4.6: *Review and Decision,* and the review criteria in §2.7.4: *Review Criteria*.

D. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

1. Construction of Public Improvements

a. Construction shall be supervised by the Public Works and Engineering Department.

b. Completion of construction in accordance with the approved plans and standard specifications of the Town is the entire responsibility of the developer and their contractors. The responsibility of the Public Works and Engineering Department is to assure conformance to the approved plans and specifications.

c. Any change in design required during construction shall be made by the engineer whose seal and signature are shown on the plans and shall be approved by the Director of Public Works and Engineering. Such changes shall be minor and shall not substantially impact or burden public facilities and utility infrastructure or substantively alter one or more components of the proposed development.

2. Acceptance of Public Improvements

a. After completion of all items required in the plans and specifications, the contractor shall submit a bond in the amount of 10 percent of the contract amount guaranteeing workmanship and materials for a period of one year from the date of final acceptance by the Town. The Director of Public Works and Engineering shall verify that all items have been completed, including filing of the plat and all related easements and documents, and payment of all applicable development fees.

b. The Director of Public Works and Engineering shall conduct a final inspection of the project and, if all work is found to be acceptable, shall issue a letter of acceptance. Any items of exception noted in the acceptance letter shall be satisfied within the timeframe specified in the letter.

c. Acceptance of the public improvements shall mean that title to all public improvements is vested in the Town. The applicant and their contractor shall, however, be bound to the Town for a period of one year to repair any defects in the improvements.

3. Record Drawings

Within 30 days of acceptance of the public improvements, the applicant shall submit a complete set of drawings of the paving, drainage, water, and sewer improvements showing all changes made in the plans during construction and containing on each sheet a stamp bearing the signature of the Director of Public Works and Engineering and the date. In addition, one reproducible drawing of the utility plan sheets shall be submitted to the Public Works and Engineering Department.

2.7.4. Review Criteria

A. Review Criteria for Flood Hazard Permits

In reviewing a proposed Flood Hazard Development Permit application, the review and decision-making body shall consider the standards of §5.3: *Floods*, general approval criteria in §2.4.6.C: *General Approval Criteria,* and the following relevant factors:

1. The danger to life and property due to flooding or erosion damage;

2. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

3. The danger that materials may be swept onto other lands to the injury of others;

4. The compatibility of the proposed use with existing and anticipated development;

5. The safety of access to the property in times of flood for ordinary and emergency vehicles;

6. The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical, and water systems;

7. The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;

8. The necessity to the facility of a waterfront location, where applicable;

9. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use; and

10. The relationship of the proposed use to the Comprehensive Plan for that area.

B. Review Criteria for All Other Engineering Plans, Studies, and Site Development Permits

In reviewing Civil Engineering Plans, a minor or major Traffic Impact Analysis, a Parking Study, a Drainage Study, a Utility Study, or a Site Development Permit, the review and decision-making body shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria,* and all applicable requirements of the associated Criteria Manuals.

2.8 Agreements

2.8.1. Parking Management Agreement

A. Purpose

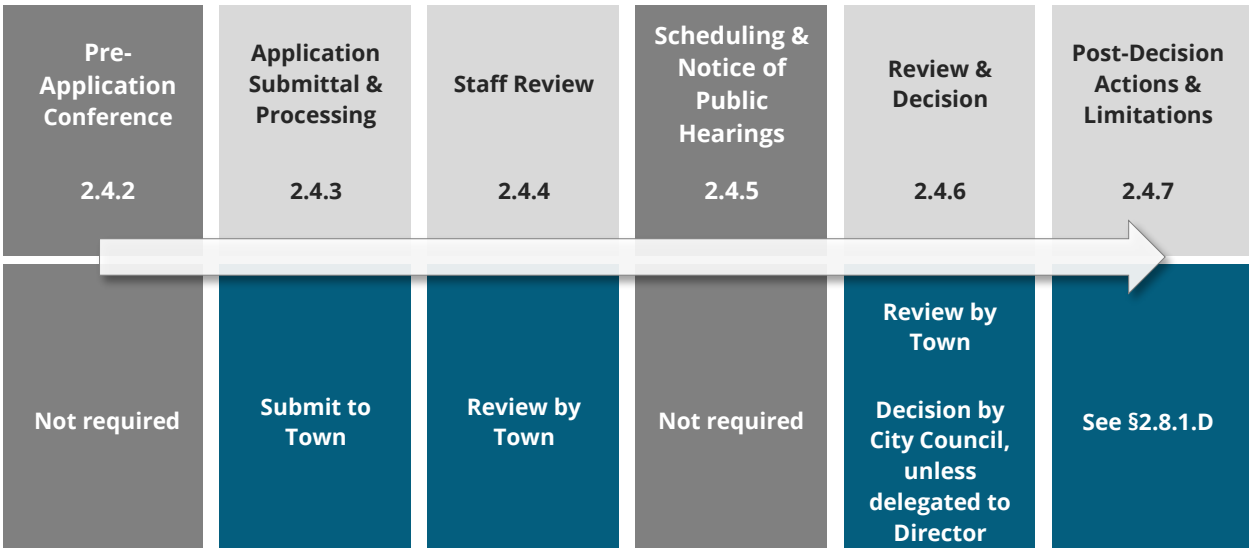
The purpose of this section is to establish the process by which parking reductions or alternatives are documented. Parking Management Agreements ensure the development will continue to provide the parking management strategy that allowed the development to obtain a parking reduction or alternative.

B. Applicability

This section shall apply to any development for which a parking reduction or parking alternative is proposed in accordance with §5.5.6: *Parking Alternatives*.

C. Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Parking Management Agreements. Additions or modifications to the common review procedures are noted below.



A. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

B. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

C. Review and Decision

1. The application shall be reviewed and decided upon by the City Council in accordance with §2.4.6: *Review and Decision*, unless the decision is delegated to the Director by City Council. The City Council may remove the item from the consent agenda at a regular meeting and refer the decision to the Director if they determine the Parking Management Agreement is minor in nature.

2. The City Council or Director may review and approve, approve with conditions, or deny the application in accordance with the approval criteria in §2.8.1.E: *Review Criteria*.

D. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

1. No Certificate of Occupancy shall be issued until the City Council or Director has approved the Parking Management Agreement.
2. Parking Management Agreements shall run with the land and any subsequent change of use that requires more parking shall require subsequent action to satisfy the additional parking requirement.
3. If the Parking Management Agreement is later terminated or modified and the City Council or Director determine that the termination or modification has resulted in traffic congestion, overflow parking in residential neighborhoods, or threats to pedestrian, bicycle, or motor vehicle safety, the property owners involved in the agreement may be held in violation of this UDC.

E. Review Criteria

The City Council or Director may approve the Parking Management Agreement if they determine that the proposed reduction in parking or alternative parking meets the applicable requirements of §5.5.6: *Parking Alternatives*.

2.9 Platting Procedures

2.9.1. Standards that Apply to All Platting Procedures

A. Applicability

1. Generally

This article shall apply to all land and all developments within the corporate limits of the Town, except as otherwise provided in this section.

2. Land Included

Except where otherwise specifically provided for in this article, all the provisions of this article shall apply to the following lands located within the corporate limits of the Town:

a. Any tract of land that has not been recorded by plat in the plat records of Dallas County, Texas, and that is intended to be sold, leased, or otherwise subdivided from another tract of land or which is intended or proposed to be used for the purpose of development.

b. Any lot of record prior to and upon which no development has been constructed or placed prior to the effective date of this article.

c. The division of any previously platted lot into two or more parts.

d. The removal of one or more lot lines of any platted lot so as to permit the combining of two or more contiguous platted lots into one or more new lots.

e. Any easements for right-of-way, access, utilities, and drainage included on a plat.

3. Exemptions

The following are exempt from the subdivision regulations of this article, but are subject to all other standards in this UDC:

a. The division of land into two or more parts, other than for purposes of development, if the smallest resulting parcels, tract, or site is five acres or larger in size where each part has access and no public improvement is being dedicated.

b. Construction of additions or alterations to an existing building where no drainage, street, utility extension or improvement, additional parking or street access changes required to meet the standards of this article are necessary to support such building addition or alterations.

c. Construction of accessory structures or fences.

d. Dedication of easement or right-of-way by separate document recordable in the county records if approved by Town.

e. Cemeteries complying with all state and local laws and regulations.

f. Divisions of land created by order of a court of competent jurisdiction.

g. A change in ownership of a property through inheritance or the probate of an estate.

h. Divisions of land resulting from acquisition or condemnation to support public projects.

B. Zoning

All divisions of land shall conform to all applicable zoning regulations. A plat submission reflecting a condition not in conformity with applicable zoning regulations shall not be approved until any available relief from the Board of Zoning Adjustment has been finally obtained. If the property is not zoned as required for the proposed division of land, zoning shall be requested. Application for zoning includes completion of application forms, payment of required fees, and performance of other requirements of the UDC and the rules and regulations of the Town, as amended.

C. Finding of Proportionality

Any payment of fees or construction costs or required easement, dedication, or reservation of land included on any plat application required in this section shall meet the requirements of TLGC §212.904.

D. Completeness Review

If the Director determines that any plat is incomplete or does not meet all requirements, the Director shall provide written confirmation of the determination and the reasons therefore. If the applicant disagrees with a determination that the plat does not comply with all requirements, the applicant shall submit a written objection to the Director within five business days of the postmark date of the written confirmation. If a written objection is submitted, the Director shall schedule the plat for consideration by the Planning and Zoning Commission. The official filing date for any plat that is not checked and verified as to its completeness within 10 days of its submission shall be the 11th day after its submission.

E. Failure to Act

If the Director does not approve any plat application, with or without conditions, within 30 days after it has been submitted and deemed complete, the plat shall be considered approved. A certificate showing the acceptance date and the failure to take action on the application within the timeframe prescribed in this section shall, on demand by the applicant, be issued by the Director. In lieu of the written endorsement or other evidence of approval typically required in this section, such a certificate shall be sufficient for recordation.

2.9.2. Preliminary Plat or Preliminary Replat

A. Purpose

The Preliminary Plat and Preliminary Replat review procedure is intended to provide a mechanism for the Town to review an overall plan for proposed platting or replatting of land to ensure compliance with this UDC, the Comprehensive Plan, and the adequate provision of facilities and services within the Town.

B. Applicability

1. A Preliminary Plat is required if the proposed subdivision meets any of the following:

- **a.** Is on land that has not yet been platted;
- **b.** Is on land that will be developed in phases;
- **c.** Will include the dedication of public right-of-way, other public tracts, or public improvements not determined to be eligible for Minor or Amending Plat processing; or
- **d.** Is not eligible to be processed as a Minor or Amending Plat, pursuant to §2.9.5: *Minor or Amending Plat*.

2. A Preliminary Replat is required if:

- **a.** A Replat necessitates the construction of public infrastructure or requires amendments to previously approved infrastructure construction plans;
- **b.** The Director determines a proposed Replat is unusually complex or raises potentially unique or serious impacts on the Town or the surrounding areas; or
- **c.** The applicant of a Replat requests a Preliminary Replat review.

C. Preliminary Plat Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Preliminary Plat and Preliminary Replat applications. Additions or modifications to the common review procedures are noted below.

1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modification:

a. The application is also subject to the standards in §2.9.1: *Standards that Apply to All Platting Procedures*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Meetings

a. Neighborhood Meeting

A neighborhood meeting is recommended in accordance with §2.4.5.A, *Neighborhood Meeting*.

b. Public Meeting

The application shall be scheduled for a public meeting before the Planning and Zoning Commission and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission in accordance with §2.4.6: *Review and Decision*.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Effect of Approval

Approval of the Preliminary Plat or Preliminary Replat shall in no way constitute final acceptance or approval of the subdivision.

b. Preliminary Plat Expiration

i. When a Preliminary Plat or Preliminary Replat has been approved, a Final Plat or Replat for all or a part of the area shall be submitted within two years; otherwise, the approval of the Preliminary Plat or Preliminary Replat shall terminate and shall be void. However, prior to the expiration of such approval, the time for filing of the application for Final Plat or Replat may be extended at the written request of the property owner. The first filing extension (not to exceed 90 days) shall be granted by the Director. Any further requests for extensions shall be considered by the Planning and Zoning Commission.

ii. If a Final Plat or Replat for any portion of the area shown on the Preliminary Plat or Preliminary Replat has been filed for record with the County Clerk, the Preliminary Plat or Preliminary Replat approval shall remain valid indefinitely for the remaining portions of the area shown.

iii. If no Final Plat or Replat is filed, the Preliminary Plat or Preliminary Replat approval shall remain valid for so long as any associated Development Agreement or Annexation Agreement remains binding or in effect.

iv. Following the expiration of the Preliminary Plat or Preliminary Replat, the property owner may submit a new Preliminary Plat or Preliminary Replat for Planning and Zoning Commission approval following the procedures and regulations then in effect.

D. Review Criteria

In reviewing a proposed Preliminary Plat or Preliminary Replat application, the review and decision-making body shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria* and if the proposed Preliminary Plat or Preliminary Replat:

1. Is consistent with the intent and complies with applicable use requirements of the underlying zoning district;

2. Complies with applicable dimensional and development standards in this UDC;

3. Does not affect a recorded easement without approval from the easement holder;

4. Provides a layout of lots, streets, utilities, drainage, and other public facilities and services that minimize the disturbance to sensitive natural areas or resources;

5. Provides evidence of public water and sewer provision; and

6. Proposes reasonable phasing as it relates to infrastructure capacity.

2.9.3. Final Plat

A. Purpose

The purpose of the Final Plat procedure is to demonstrate compliance with an approved Preliminary Plat and applicable standards of this UDC.

B. Final Plat Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Final Plat applications. Additions or modifications to the common review procedures are noted below.

1. Pre-Application Conference

A pre-application conference is optional, and if elected shall be held in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modifications:

a. The application is also subject to the standards in §2.9.1: *Standards that Apply to All Platting Procedures*.

b. The Final Plat application shall be submitted within two years of Preliminary Plat approval and shall not be submitted prior to the approval and implementation of all required civil engineering and construction plans.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

The application shall be scheduled for a public meeting before the Planning and Zoning Commission and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission in accordance with §2.4.6: *Review and Decision*, with the following modification:

a. The Planning and Zoning Commission shall not approve any Final Plat of any subdivision within any area where a petition or ordinance for Annexation or a recommendation for Annexation to the Town is pending before the City Council.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Recording

After approval of the Final Plat by the Planning and Zoning Commission, the applicant shall submit the required number of copies for recording, along with all tax certificates required for recording by the County Clerk to the Development and Neighborhood Services Department. These copies shall bear all signatures but those of the Town officials. After signature by the Town officials, the Development and Neighborhood Services Department shall complete the recording process and return two filed copies to the applicant or the applicant may elect to complete the recording process. Said copies shall show the volume and page of the map and plat records into which the plat was filed by the County Clerk.

b. Expiration

A recorded Final Plat shall not expire.

C. Review Criteria

In reviewing a proposed Final Plat application, the Planning and Zoning Commission shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria*.

2.9.4. Replat

A. Purpose

The Replat procedure is intended to provide a process for replatting any portion of an approved Final Plat, other than those used to amend through Minor or Amending Plats or vacate the plat through the vacation procedures.

B. Applicability

1. A Replat of a subdivision or part of a subdivision may be recorded and controls over the preceding plat without vacation of that plat if the Replat:

a. Is signed and acknowledged by the owners of the property being replatted;

b. Is approved in accordance with TLGC Chapter 212; and

c. Does not attempt to amend or remove any covenants or restrictions.

2. In the instance of large tracts or blocks of land contained within a recorded subdivision and intended or designed for replatting into smaller tracts, lots, or building sites, the replatting shall comply with all provisions of this UDC.

C. Replat Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Replat applications. Additions or modifications to the common review procedures are noted below.

1. Pre-Application Conference

A pre-application conference is optional, and if elected shall be held in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modification:

a. The application is also subject to the standards in §2.9.1: *Standards that Apply to All Platting Procedures*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

The application shall be scheduled for a public hearing before the Planning and Zoning Commission and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*, with the following modifications:

a. For any proposed Replat that requires Subdivision Variance pursuant to §2.10.2: *Subdivision Variance*, a public hearing shall be held prior to taking action on the proposed Replat.

b. If the proposed Replat requires §2.10.2: *Subdivision Variance* and is protested in accordance with §2.4.5.G: *Protest Procedures*, the proposed Replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the Planning and Zoning Commission. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed Replat and extending 200 feet from that area, but within the original subdivision, must be filed with the Planning and Zoning Commission prior to the close of the public hearing. In computing the percentage of land area under this section, the area of streets and alleys shall be included.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission in accordance with §2.4.6: *Review and Decision*, with the following modification:

a. If a proposed Replat for a Residential zoning district or deed-restricted property as specified in TLGC §212.015 does not require a Variance or exception and is approved by the Planning and Zoning Commission, the Town will deliver a written notice by mail regarding the approval of the Replat no later than the 15th day after the date the Replat is approved to each owner of a lot in the original subdivision that is within 200 feet of the lots that were replatted according to the most recent Town tax roll.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Recording

After approval of the Replat by the Planning and Zoning Commission, the applicant shall submit the required number of copies for recording, along with all tax certificates required for recording by the County Clerk to the Development and Neighborhood Services Department. These copies shall bear all signatures but those of the Town officials. After signature by the Town officials, the Development and Neighborhood Services Department shall complete the recording process and return two filed copies to the applicant or the applicant may elect to complete the recording process. Said copies shall show the volume and page of the map and plat records into which the plat was filed by the County Clerk.

b. Expiration

A recorded Replat shall not expire.

2.9.5. Minor or Amending Plat

A. Purpose

The Minor or Amending Plat review procedure is intended to provide a mechanism for administrative platting decisions, to address plat errors, and to apply minor adjustments to property boundaries.

B. Applicability

1. The Minor Plat procedure shall apply to plats that:

a. Involve four or fewer lots;

b. Front onto an existing street;

c. Do not require dedication of public right-of-way or other public improvements; and

d. Do not require the creation of any new street or the extension of municipal facilities.

2. The Director shall also have authority to approve Amending Plats using this procedure provided the Amending Plat is intended for one or more of the following purposes:

a. To correct an error in a course or distance shown on the preceding plat;

b. To add a course or distance that was omitted on the preceding plat;

c. To correct an error in a real property description shown on the preceding plat;

d. To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;

e. To show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;

f. To correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;

g. To correct an error in courses and distances of lot lines between two adjacent lots if:

i. Both lot owners join in the application for amending the plat;

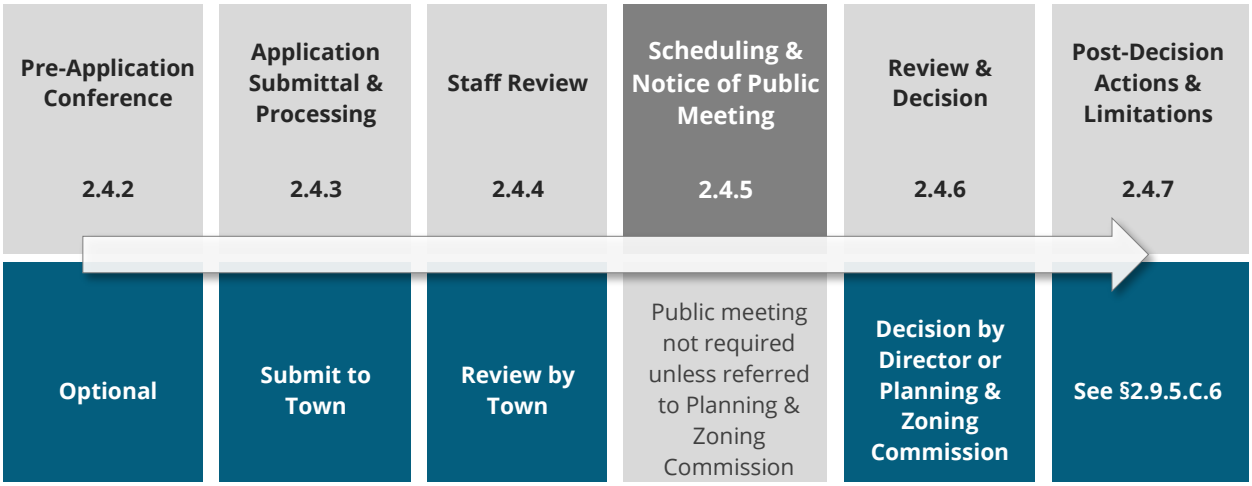
ii. Neither lot is abolished;

iii. The amendment does not attempt to remove recorded covenants or restrictions; and

iv. The amendment does not have a material adverse effect on the property rights of the other owners in the plat.

C. Minor or Amending Plat Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Minor or Amending Plat applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is optional, and if elected shall be held in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing* with the following modification:

a. The application is also subject to the standards in §2.9.1: *Standards that Apply to All Platting Procedures*.

3. Staff Review

The staff shall review the application and if referred to Planning and Zoning Commission, prepare a staff report and recommendation, in accordance with §2.4.4: *Staff Review.*

4. Scheduling and Notice of Public Meeting

Public notice and a public meeting is not required unless the Director refers a Minor or Amending Plat application to the Planning and Zoning Commission for review and decision. If the application is referred to the Planning and Zoning Commission, then the application shall be scheduled for a public meeting before the Planning and Zoning Commission.

5. Review and Decision

The application shall be reviewed and decided upon by the Director in accordance with §2.4.6: *Review and Decision*, with the following modifications:

a. The Director shall review the Minor or Amending Plat application according to the approval criteria in §2.9.5.D, below.

b. The Director may, for any reason, elect to refer the Minor or Amending Plat to the Planning and Zoning Commission for approval.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modification:

a. Recording

Following approval of a Minor or Amending Plat, the applicant shall submit, and the Town shall record the plat in accordance with the requirements for Final Plats in §2.9.3: *Final Plat*.

D. Review Criteria

In reviewing a proposed Minor or Amending Plat application, the Director shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria* and if the proposed Minor or Amending Plat:

1. Is consistent with the intent and complies with the applicable use requirements of the underlying zoning district;

2. Complies with applicable dimensional and development standards in this UDC;

3. Does not affect a recorded easement without approval from the easement holder, unless otherwise approved by the Director;

4. Will not result in adverse impacts to surrounding property; and

5. Will not limit the Town's ability to provide adequate and sufficient facilities or services.

2.9.6. Vacating Plat

A. Purpose

The Vacating Plat review procedure is intended to outline the process for vacation of all or a portion of a prior-approved plat.

B. Applicability

The property owner of the tract covered by a plat may vacate the plat pursuant to TLGC §212.013.

C. Vacating Plat Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Vacating Plat applications. Additions or modifications to the common review procedures are noted below.

1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Meeting

The application shall be scheduled for a public meeting before the Planning and Zoning Commission and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission in accordance with §2.4.6: *Review and Decision*.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modification:

a. Following approval of a Vacating Plat, the applicant shall submit, and the Town shall record the plat in accordance with the requirements for Final Plats in §2.9.3: *Final Plat*.

D. Review Criteria

In reviewing a proposed Vacating Plat application, the Planning and Zoning Commission shall consider the general approval criteria in §2.4.6.C: *General Approval Criteria*.

2.10 Flexibility and Relief Procedures

2.10.1. Variance

A. Purpose

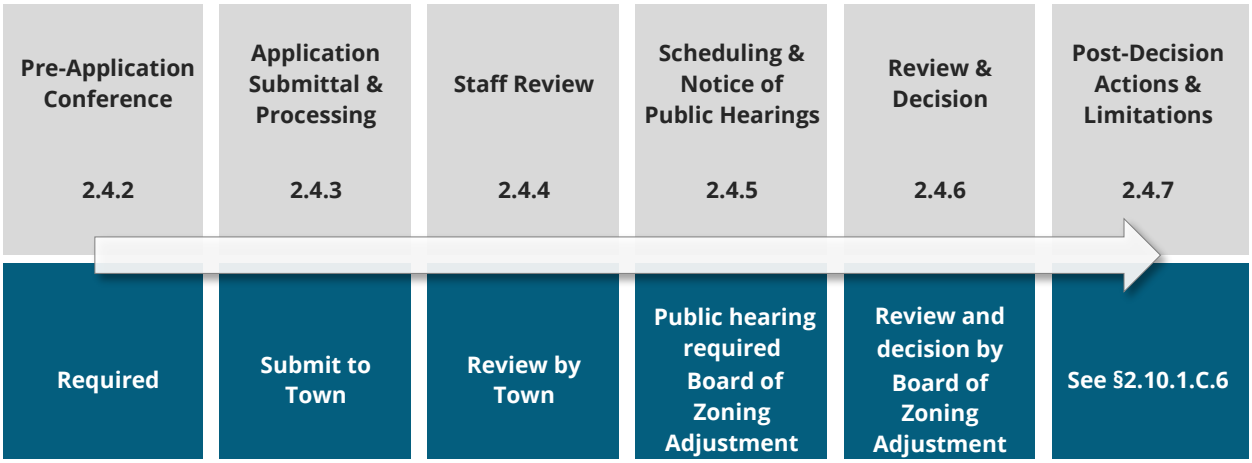
The Variance procedure provides a mechanism for the Town to authorize Variances from the development standards of this UDC when it is demonstrated that such a Variance will not be contrary to the public interest or the spirit of this UDC, where, owing to special conditions, literal enforcement of this UDC will result in practical difficulties or unnecessary hardship.

B. Applicability

Any property owner seeking relief from this UDC may request a Variance when the strict application of this UDC meet the approval criteria listed in §2.10.1.D. Requests for relief from the provisions of Article 6: *Subdivision Standards* shall not be included in this section and shall comply with §2.10.2: *Subdivision Variance*.

C. Variance Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Variance applications. Additions or modifications to the common review procedures are noted below.



1. **Pre-Application Conference**

   A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. **Application Submittal & Processing**

   The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. **Staff Review**

   The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review.*

4. **Scheduling and Notice of Public Hearings**

   The application shall be scheduled for public hearings before the Board of Zoning Adjustment and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings.*

5. Review and Decision

a. The application shall be reviewed and decided upon by the Board of Zoning Adjustment in accordance with §2.10.1.D.

b. After closing the public hearing, the Board of Zoning Adjustment shall take action consistent with this UDC and state law. A concurring vote of the majority of members of the Board of Zoning Adjustment shall be required to approve a Variance request.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply.

D. Review Criteria

1. In reviewing a Variance application, the Board of Zoning Adjustment shall find that all of the following exist:

a. Special circumstances or conditions apply to the lot or parcel for which the Variance is sought, which circumstances or conditions are peculiar to such lot or parcel and do not apply generally to other lot or parcels in the same zoning district or neighborhood and that said circumstances or conditions are such that the strict application of the provisions of this UDC would deprive the applicant of the reasonable use of such lot or parcel;

b. The granting of the Variance will not be detrimental to the public welfare or injurious to other property or improvements in the zoning district or neighborhood in which the lot or parcel is located;

c. The Variance requested is the minimum Variance that will accomplish this purpose;

d. The literal enforcement and strict application of the provisions of this UDC will result in an unnecessary hardship inconsistent with the general provisions and intent of this UDC and that in granting such Variance the spirit of the UDC will be preserved and substantial justice done;

e. The granting of a Variance is not solely for the purpose of mitigating a financial hardship; and

f. The condition or feature that creates the need for the Variance did not result from the owner's actions.

2. Any person desiring to erect or increase the height of any structure, or permit the growth of any object of natural growth or use his property, in violation of the airport zoning regulations prescribed in §3.8.1: *AO – Airport Overlay* shall comply with the following standards:

a. The applicant shall provide determination from the Federal Aviation Administration as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace.

b. Such Variances shall be allowed where it is duly found that a literal application or enforcement of the regulations will result in unnecessary hardship and the relief granted would not be contrary to the public interest, but will do substantial justice, and will be in accordance with the spirit of §3.8.1: *AO – Airport Overlay* pursuant to V.T.C.A., Local Government Code Chapter 41.

c. No application for Variance to the requirements of §3.8.1: *AO – Airport Overlay* shall be considered by the Board of Zoning Adjustment unless a copy of the application has been furnished to the Building Official for advice as to the aeronautical effects of the Variance. If the Building Official does not respond to the application within 15 days after receipt, the Board of Zoning Adjustment may act on its own to grant or deny such application.

2.10.2. Subdivision Variance

A. Purpose

1. The Subdivision Variance procedure provides a mechanism for the Town to authorize Variances from the strict application of the UDC, where literal enforcement of the UDC will result in an unnecessary

hardship from the subdivision regulations and where a Subdivision Variance is necessary to develop a specific parcel of land which cannot otherwise be developed in the same manner allowed for other similar parcels due to unique conditions on the property.

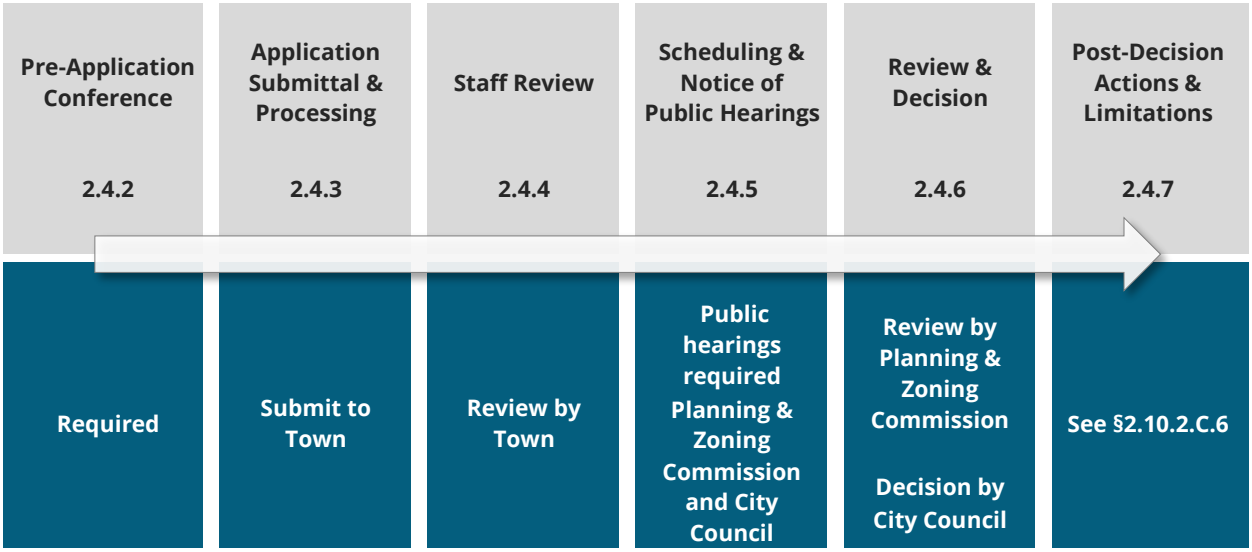
2. The Subdivision Variance procedure may not allow a use in a zoning district where it is not currently permitted or alleviate inconveniences or financial burdens imposed on landowners.

B. Applicability

Any property owner seeking relief from the standards in Article 6: *Subdivision Standards* may request a Subdivision Variance when the strict application of this UDC meet the approval criteria listed in §2.10.2.D: *Review Criteria*.

C. Subdivision Variance Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Subdivision Variance applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is required in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The Subdivision Variance application shall be submitted at the same time as the underlying application from which a Variance is being sought. The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review.*

4. Scheduling and Notice of Public Hearings

The application shall be scheduled for public hearings before the Planning and Zoning Commission and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings.*

5. Review and Decision

The application shall be reviewed and decided upon by the Planning and Zoning Commission in accordance with §2.10.2.D: *Review Criteria,* with the following modification:

a. The Planning and Zoning Commission shall make written findings of fact and conclusions of law stating the facts upon which it relied when making its legal conclusions in reversing, affirming, or modifying any order, requirement, decision, or determination which comes before it under the provision of this UDC.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply.

D. Review Criteria

In reviewing a Subdivision Variance application, the Planning and Zoning Commission shall find that all of the following exist:

1. The proposed Subdivision Variance is appropriate based on a finding that unreasonable hardships or difficulties may result from strict compliance with the subdivision regulations or the purposes of the regulations may be served to a greater extent by an alternative proposal;

2. The granting of the Subdivision Variance will not be detrimental to the public safety, health, or welfare or injurious to other property;

3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the subdivision regulations is carried out;

4. The Subdivision Variance will not in any manner vary the provisions of the Comprehensive Plan or the UDC, except that those documents may be amended in the manner prescribed by law; and

5. The special or peculiar conditions upon which the request is based did not result from or were not created by the act or commission of the owner or any prior owner, subsequent to the date of creation of the requirement from which a Subdivision Variance is sought.

2.10.3. Minor Modification

A. Purpose

The purpose of the Minor Modification procedure is to allow adjustments, modifications, or deviations from the dimensional or numerical standards of this UDC. Minor modifications are intended to provide greater flexibility when necessary without requiring a formal zoning amendment. The Minor Modification procedure is not a waiver of standards, but rather a procedure for modifying standards up to a specified amount when circumstances or site conditions warrant such modification.

B. Applicability

1. Table of Allowable Minor Modifications

An application for a Minor Modification that is not related to a request for reasonable accommodation under the Federal Fair Housing Act Amendments of 1988 (FFHA) or the Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) may request only the types of modifications shown below.

Table 2.10-1: Table of Allowable Minor Modifications

UDC Standard	Allowable Modification (maximum percentage)
Site Standards	
Lot width, minimum	10% decrease
Lot depth, minimum	10% decrease
Lot area, minimum	10% decrease
Building coverage, maximum	10% increase
Total impervious coverage, maximum	10% increase
Block length, minimum/maximum	10% decrease/increase
Lot Dimensional Standards	
Front building setback, minimum	15% decrease
Build-to range, minimum/maximum	15% decrease/increase
Front building façade at build-to range, minimum	15% decrease
Side building setback, minimum	15% decrease
Rear building setback, minimum	15% decrease
Building Standards	
Building height, maximum	10% increase
Building height, minimum for street facing facades	10% decrease
Development Standards	
Number of required vehicle parking spaces, minimum	20% decrease
Landscaped area, minimum	10% decrease

2. Limitations on Minor Modifications

The Minor Modification procedure shall not be used to:

a. Modify standards outside of this UDC;

b. Modify the uses or activities allowed on the property;

c. Modify the standards that apply to a specific use or activity, including dimensional and numerical standards; or

d. Modify a standard that is already modified through a separate Minor Modification, Variance, or other adjustment procedure.

3. Reasonable Accommodations Under the FFHA

a. The Town may approve a Minor Modification to accommodate requirements under the FFHA provided:

i. The modification is the minimum change from the provisions of this UDC necessary to comply with the requirements of the FFHA; and

ii. The modification will not cause adverse impacts on the surrounding area.

b. The Town may approve a type of accommodation that is different than the applicant's request if the Town deems such accommodation would satisfy the requirements of the FFHA and have fewer impacts on the surrounding area.

c. The Town may be required to approve requests for reasonable accommodations under the FFHA regardless of whether such request qualifies as a Minor Modification.

4. Accommodations Under RLUIPA

a. The Town may approve a modification beyond those listed in the above table to avoid or eliminate a substantial burden on religious exercise as guaranteed by RLUIPA.

b. Under no circumstance may the Town approve a modification that allows a use, structure, or activity in a zoning district where such use, structure, or activity is prohibited.

c. The Town may approve a modification to accommodate a person's free exercise of religion pursuant to RLUIPA.

C. Minor Modification Procedure

1. Application

a. An application for a Minor Modification may only be submitted and reviewed as part of a concurrent application for a Special Use Permit, Major or Minor Site Plan, Temporary Use Permit, or platting procedure. Standalone Minor Modification applications shall not be considered.

b. Multiple requests for eligible modifications pursuant to Table 2.10-1: *Table of Allowable Minor Modifications* may be considered under the same Minor Modification application.

2. Review and Decision

a. Applications Approved Administratively

When the request for a Minor Modification is submitted concurrently with and associated with an application that requires approval by the Director, the Director shall review and approve, approve with conditions, or deny the modification in accordance with the criteria in §2.10.3.D below.

b. Applications Approved by the Planning and Zoning Commission or City Council

When the request for a Minor Modification is submitted concurrently with and associated with an application that requires approval by the Planning and Zoning Commission or City Council, the applicable final decisionmaker shall review the modification and approve, approve with conditions, or deny the modification in accordance with the criteria in §2.10.3.D below.

3. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Effect of Approval

i. Approval of a Minor Modification only authorizes the modifications as approved and only on the subject property associated with the application.

ii. A Minor Modification may be suspended or revoked after notice and an opportunity to be heard is provided to the applicant, if there is:

a. A failure to comply with related provisions of this UDC; or

b. A failure to comply with any conditions included with the Minor Modification.

b. Expiration of Minor Modification

Approval of a Minor Modification shall automatically expire if the development application or permit associated with the Minor Modification is denied or otherwise deemed invalid by the approving body.

D. Review Criteria

1. In reviewing a request for a Minor Modification, the decisionmaker shall consider whether the Minor Modification would result in development that complies with or exceeds the intent of the standard

being modified and the overall intent of this UDC, and the extent to which the requested Minor Modification:

a. Is technical in nature;

b. Compensates for an unusual site condition or circumstance not shared by surrounding properties in general;

c. Meets all other applicable building and safety codes;

d. Benefits the Town by protecting community assets, features, and sensitive areas in alignment with the Comprehensive Plan; and

e. Avoids creating adverse impacts to surrounding areas.

2. An application shall be approved if the application supports the criteria listed above, and the applicant has provided any additional data and references, if requested by the Director, the Planning and Zoning Commission, or the City Council.

2.10.4. Appeal of Administrative Decision

A. Purpose

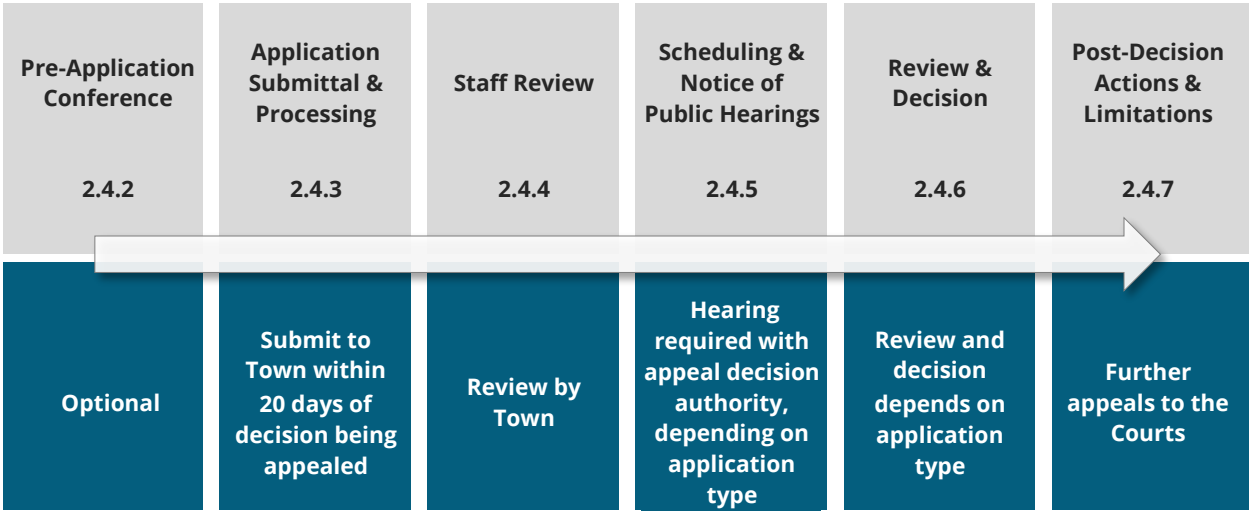
The Appeal of Administrative Decision procedure is intended to establish a remedy whereby persons claiming to have been aggrieved by a decision of the Director or other administrative official in administering this UDC may appeal that decision.

B. Applicability

Any person may appeal a decision of the Director or other officer of the Town made in the administration or enforcement of this UDC. Appeals shall be made to the appropriate body as indicated in §2.3: *Summary Table of Review Procedures*, and in accordance with state law.

C. Appeal of Administrative Decision Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of Appeal of Administrative Decision applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is optional, but if elected such meeting shall be held in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing*, with the following modifications:

a. Time Limit

Appeals shall be made in writing and filed with the Director within 20 calendar days of the action or decision being appealed.

b. Pause of Proceedings

An appeal pauses all proceedings from further action unless the Director determines that a stay would create adverse impacts to the health, safety, or welfare of the Town. In such case, proceedings shall not be stayed, otherwise than by a restraining order which may be granted by the Board of Zoning Adjustment or by a court of record or application on notice to the officer from whom the appeal is taken and on due cause shown.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review*.

4. Scheduling and Notice of Public Hearings

The application shall be scheduled for public hearings before the appropriate appeal authority and shall be noticed pursuant to §2.4.5: *Scheduling and Notice of Public Hearings*.

5. Review and Decision

a. The appropriate appeal authority may affirm, reverse, or amend a decision or interpretation made by the Director or an administrative official in accordance with the approval criteria in §2.10.4.D: *Review Criteria*.

b. The appropriate appeal authority may reverse a previous decision in whole or in part, or may modify the order, requirement, decision, or determination appealed from.

c. The appropriate appeal authority may attach conditions of approval on any appeal to ensure the health, safety, and welfare of the Town.

6. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations.* Any further appeals from the appropriate appeal authority shall be made to the courts in accordance with state law.

D. Review Criteria

In reviewing a proposed Appeal of Administrative Decision application, the appropriate appeal authority shall consider the following:

1. The facts stated in the application, as presented by the appellant and/or the Director;

2. The written and oral testimony of the public;

3. The testimony of the appellant;

4. The requirements and intent of the applicable standards from this UDC compared to the written decision that is being appealed; and

5. The testimony of the administrative official or body from which the appeal is taken.

2.10.5. Interpretations

A. Purpose

The interpretations procedure is intended to provide a uniform mechanism for rendering formal written interpretations of this UDC.

B. Applicability

Responsibility for making interpretations of provisions of this UDC is assigned as follows:

1. The Director shall be responsible for all interpretations of the zoning and platting provisions in the text of this UDC, including, but not limited to:

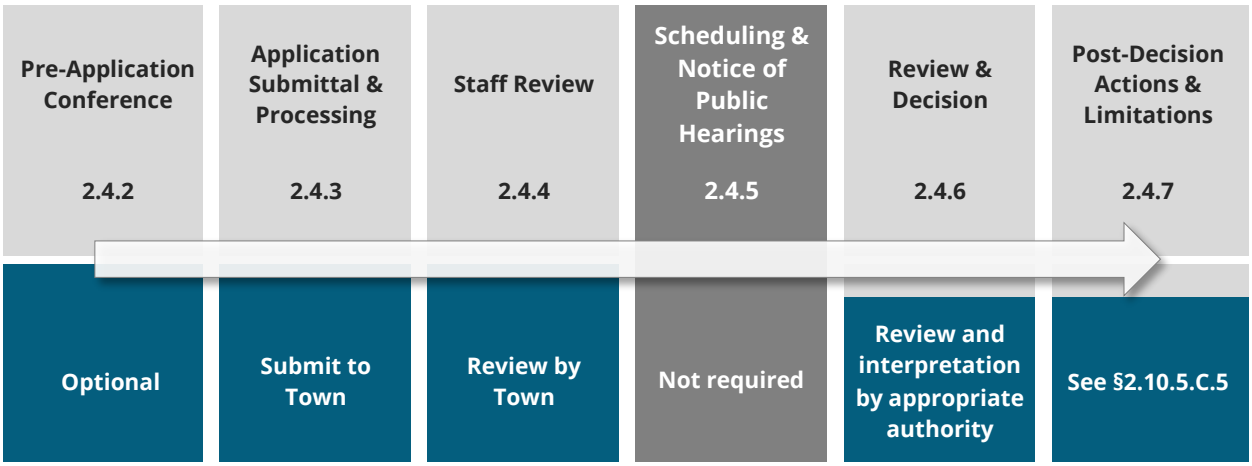
- **a.** Interpretations as to which is the stricter and thus controlling provision in case of conflict with this UDC and other provisions of the Code of Ordinances;
- **b.** Interpretations of compliance with a condition of approval;
- **c.** interpretations of whether an unspecified use falls within a use classification, use category, or use type allowed in a zoning district; and
- **d.** Interpretations of the zoning district boundaries on the Official Zoning Map and application of Place Type and Spectrum of Change maps.

2. The Director of Public Works and Engineering shall be responsible for all interpretations of the floodplain management and engineering provisions in the text of this UDC.

3. The Building Official or Fire Marshall shall be responsible for all interpretations of Building and Fire Code provisions as they relate to this UDC including interpretations relating to issuance of a Certificate of Compliance/Occupancy.

C. Interpretation Procedure

The process diagram below identifies the applicable steps from §2.4: *Common Review Procedures*, that apply to the review of interpretation applications. Additions or modifications to the common review procedures are noted below.



1. Pre-Application Conference

A pre-application conference is optional, but if elected such meeting shall be held in accordance with §2.4.2: *Pre-Application Conference.*

2. Application Submittal & Processing

The application shall be submitted, accepted, revised, and may be withdrawn, in accordance with §2.4.3: *Application Submittal and Processing,* with the following modification:

- **a.** A request for administrative interpretation may be filed by any person having a legal or equitable interest in property that gives rise to the need for an interpretation; provided that interpretations shall not be sought by any person based solely on hypothetical circumstances or where the interpretation would have no effect other than as an advisory opinion.

3. Staff Review

The staff shall review the application and may choose to prepare a staff report and recommendation in accordance with §2.4.4: *Staff Review,* as determined by the Director.

4. Review and Decision

The application shall be reviewed and decided upon by the appropriate interpretation authority in accordance with §2.10.5.D: *Review Criteria*. The decision shall be in the form of a written interpretation and the decision-maker shall consult with the City Attorney and affected Town officials before rendering the interpretation.

5. Post-Decision Actions and Limitations

All common procedures in §2.4.7: *Post-Decision Actions and Limitations*, shall apply with the following modifications:

a. Effect of Approval

The written interpretation shall be binding on subsequent decisions by the Director or other Town administrative officials in applying the same provision of this UDC or the Official Zoning Map in the same circumstance, unless the interpretation is reversed or modified on appeal to the Board of Zoning Adjustment pursuant to §2.10.4: *Appeal of Administrative Decision.*

b. Official Record of Interpretations

The Director shall maintain a record of written interpretations that shall be available for public inspection, on reasonable request, during normal business hours.

D. Review Criteria

In reviewing a proposed interpretation application, the Director, Director of Public Works and Engineering, the Building Official, or Fire Marshall shall consider the following:

1. Statutory References

Unless otherwise specified, statutory references are to be construed as currently amended or superseded.

2. Text Provisions

Interpretation of text provisions and their application shall be based on the standards in §7.1: *Rules of Construction*, and the following considerations:

a. The clear and plain meaning of the provision's wording, as defined by the meaning and significance given specific terms used in the provision as established in Article 7: *Definitions*.

b. The intended purpose of the provision, as indicated by purpose statements, its context and consistency with surrounding and related provisions, and any legislative history to its adoption;

c. The intent to give every provision meaning;

d. The general purposes served by this UDC, as set forth in §1.3: *Purpose*; and

e. Consistency with the Comprehensive Plan and other applicable Town policies.

3. Unspecified Uses

Interpretation of whether an unspecified use falls within a use classification, use category, or use type allowed in a zoning district shall be based on the standards in §4.2.5: *Classification of New and Unlisted Uses*, and the Comprehensive Plan.

4. Zoning Map Boundaries

Interpretation of zoning district boundaries on the Official Zoning Map shall be in accordance with the standards in §3.2.2: *Zoning District Boundaries*, and consistent with the Comprehensive Plan.

Article 3: Zoning Districts

3.1 Zoning Districts Established

The following zoning districts are established by the Town's adoption of the Official Zoning Map pursuant to §3.2.

Table 3.1-1: Summary Table of Zoning Districts

Zoning District	Section
Residential Districts	
R-1- Residential	3.4.1
R-2 - Residential	3.4.2
R-3 - Residential	3.4.3
Mixed-Use Districts	
M-1 - Mixed-Use Neighborhood	3.5.1
M-2 - Mixed-Use Suburban Corridor	3.5.2
M-3 - Mixed-Use Urban Corridor	3.5.3
M-4 - Mixed-Use Center	3.5.4
Nonresidential Districts	
CL - Commercial Limited	3.6.1
CG - Commercial General	3.6.2
LI - Light Industrial	3.6.3
AA - Addison Airport	3.6.4
Planned Development Districts	
PD - Planned Development	3.7
Overlay Districts	
AO - Airport Overlay	3.8.1
Legacy Districts	
A - Apartment Dwelling	8.1
PD-TH Planned Development Townhouse/Condominium	8.2
PD-CC Planned Development Condominium Conversions	8.3

3.2 Official Zoning Map

3.2.1. Incorporation of Zoning Map

The location and boundaries of the zoning districts established in this UDC are shown upon the Official Zoning Map of the Town, which is on file in the office of the City Secretary, available on the Town's website, and made a part of this UDC.

3.2.2. Zoning District Boundaries

Zoning district boundaries on the Official Zoning Map shall be interpreted as follows:

A. Zoning district boundaries shown within or parallel to the lines of roads, easements, and transportation rights-of-way shall be deemed to follow the centerline of the affected road, easement, or right-of-way.

B. Zoning district boundaries indicated as following or being parallel to lot lines or Town corporate boundary lines shall be construed as following or paralleling such lines.

C. Zoning district boundaries indicated as approximately following the centerline of streams, rivers, or other bodies of water shall be construed to follow such centerlines.

D. Whenever any street, alley, public way, railroad right-of-way, waterway, or other similar area is vacated by proper authority, the zoning districts adjoining each side of vacated areas shall be extended automatically to the center of the vacated area. All areas included in the vacation shall after the vacation be subject to all regulations of the extended zoning districts. In the event of a partial vacation, the adjoining zoning district, or zoning district nearest the portion vacated, shall be extended automatically to include all the vacated area.

E. A lot that is fully covered (bounded) by an overlay district shall be interpreted to be subject to the overlay district standards found in §3.8: *Overlay Districts*.

F. A lot that is partially covered (transected) by an overlay district shall be interpreted to be subject to the overlay district standards to the extent the lot area is covered by the overlay district.

3.2.3. Zoning District Boundary Clarification

A. If a zoning district boundary is unclear or is disputed, the Director shall determine the location of the zoning district boundary.

B. Any appeal of the Director's determination of the zoning district boundary shall be heard by the Board of Zoning Adjustment pursuant to §2.10.4: *Appeal of Administrative Decision*.

3.2.4. Amendments to the Official Zoning Map

Changes in the boundaries of any zoning district shall require an amendment to the Official Zoning Map pursuant to §§2.5.2: *Rezoning* and 2.5.3: *Rezoning to Planned Development (PD)*. All changes in district boundaries shall be noted on the Official Zoning Map following approval by the City Council.

3.2.5. Annexations

A. All territory annexed to the Town shall be classified in the R-1 Residential zoning district until a different zoning designation is assigned by the governing body of the Town pursuant to §§2.5.2: *Rezoning* and 2.5.3: *Rezoning to Planned Development (PD)*.

B. The Town may institute proceedings on its own motion to assign the newly annexed territory a zoning designation pursuant to §2.5.6.B: *Concurrent Zoning*.

3.3 Organization of this Article

3.3.1. Base Zoning Districts

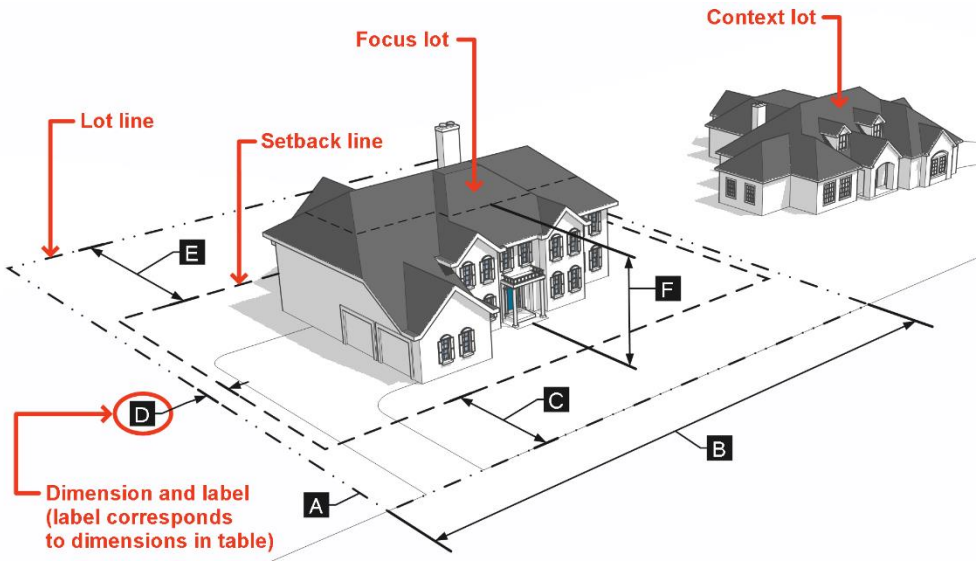
A. Content

Sections 3.4 through 3.6 of this article follow a common structure and describe the purpose and intended character of the zoning districts, the lot and building standards applying to development in the districts, and any district-specific development standards.

B. Graphics

For each base zoning district, this article includes an illustration depicting how the district's lot and building standards apply to lots and typical building forms. Illustrations are intended to exemplify the general character of the district and do not show specific locations or buildings. Illustrations do not necessarily reflect all the standards that may apply to a particular development. If a standard shown in an

illustration is inconsistent with the respective table of lot and building standards, the standards in the table shall govern.



3.3.2. Overlay Zoning Districts

A. Overlay zoning districts are established by an amendment to the Official Zoning Map (see §§2.5.2: *Rezoning* and 2.5.3: *Rezoning to Planned Development (PD)*). They are superimposed over one or more underlying base or planned development zoning districts. If the standards for an overlay district expressly conflict with those for an underlying base zoning district, planned development district, or another overlay district, the more restrictive standards shall apply.

B. §3.8: *Overlay Districts*, identifies the overlay zoning districts and establishes each overlay district's purpose and the standards that modify those of underlying districts.

3.3.3. Legacy Zoning Districts

A. The Apartment Dwelling (A) and Planned Development - Townhouse/Condominium (PD-TH) zoning districts are declared legacy districts upon adoption of this UDC.

B. No land will be rezoned to a legacy zoning district. The City Council may modify the allowed uses, special uses, and development standards within these zoning districts. Landowners are encouraged to rezone land from a legacy zoning district classification.

C. Development in a legacy zoning district is subject to the requirements and conditions that were in place at the time the properties were rezoned under the Code of Ordinances. In addition, all other standards of this UDC shall apply to legacy zoning districts, including the standards in §8.1: *A – Apartment District Regulations*, and 8.2: *PD-TH – Planned Development, Townhouse/Condominium*, unless otherwise stated in the requirements and conditions in place at the time the properties were established under the Code of Ordinances, as amended.

3.4 Residential Zoning Districts

3.4.1. R-1 – Residential

A. Purpose

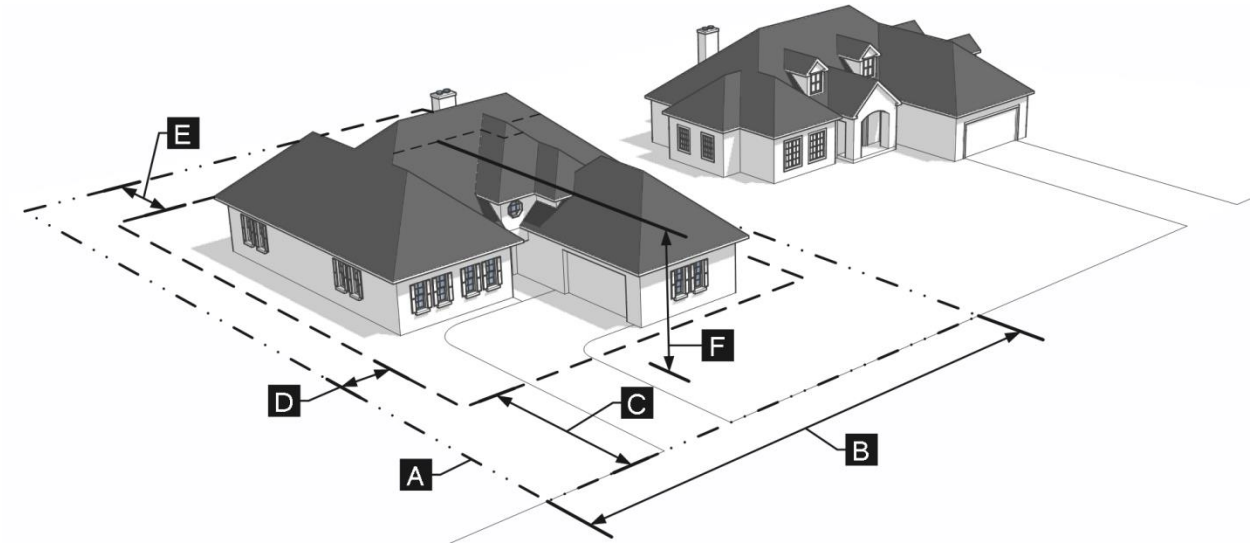
The R-1 district is intended to accommodate single-family detached residential development on large suburban lots. Secondary uses include parks, limited community and educational uses, and accessory uses. This district may be used as a transition between larger-lot residential development and smaller-lot residential development.

B. Dimensional Standards

Lot Dimensions (minimum)		
A	Lot Area (sq ft)	16,000
B	Lot Width (ft)	80
Building Setbacks (minimum)		
C	Front (ft)	30
D	Side, Interior (ft)	5
	Side, Street	20
E	Rear (ft)	20

Other Standards (maximum)		
F	Building Height (ft)	35

Figure 3-1: R-1 Dimensional Standards



3.4.2. R-2 – Residential

A. Purpose

The R-2 district is intended to accommodate moderately compact single-family detached residential development in a low-density urban neighborhood context. Secondary uses include parks, limited community and educational uses, and accessory uses. This district may be used as a transition between residential development on larger-lots and more intense residential development.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Area (sq ft)	5,500
B	Lot Width (ft)	55

Building Setbacks

C	Build-to Line (ft)	Arterial or Collector Street [1]	20
		All other	15 or 20 [2]
D	Side, Minimum (ft)	None [3]	
E	Rear, Minimum Front-Entry (ft)		10
	Rear, Minimum Rear-Entry (ft)		5

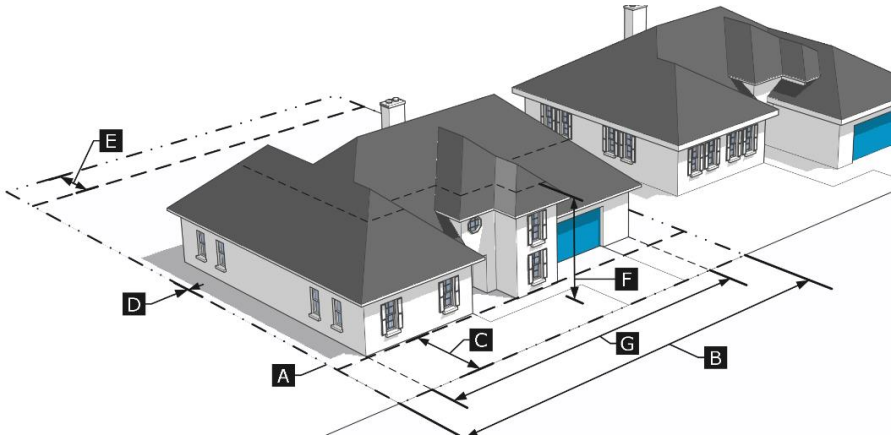
Other Standards

F	Building Height (maximum, ft)	35
G	Building façade at build-to-line (minimum, percent)	60

Notes:

[1] Residential dwellings are not permitted to front on arterial streets. Residential dwellings shall be permitted to front on collector streets if a rear-entry garage is provided.
[2] Minimum of 20-feet for garages of front-entry residential dwellings.
[3] Minimum 10-foot building separation required.

Figure 3-2: R-2 Dimensional Standards



3.4.3. R-3 – Residential

A. Purpose

The R-3 district is intended to accommodate a variety of compatible residential housing types including single-family detached, single-family attached, duplex, triplex, fourplex, small-scale multifamily, and live/work dwellings. Secondary uses include parks, limited community and educational uses, and accessory uses. This district is typically characterized by moderately compact residential blocks and a variety of lot sizes. This district may be used as a transition between less-intense residential development and more-intense residential development and/or small-scaled mixed-use development.

B. Dimensional Standards

		Single-Family (detached) [1]	Single-Family (attached)	Duplex	Triplex/ Fourplex	Multifamily Live/Work [2]
Lot Dimensions (minimum)						
A	Lot Width (ft)	30	20	30	40	None
B	Lot Depth (ft)	75	75	75	75	None
Lot Dimensions (maximum)						
	Lot Width (ft)	55	30	55	75	None
Building Setbacks [3]						
C	Build-to Range (min-max, ft)	5-15 [3]				
D	Side, Minimum (ft)	5	None	5	5	5
E	Rear, Minimum (ft)	10	10	10	10	10
Other Standards						
F	Building Height (maximum, ft) [4]	35	40	40	40	48
G	Building façade at build-to-range (minimum percent)	60	75	75	60	75

Notes:

[1] See §4.3.2.A: *Cottage Development* for additional height, setback, and density limitations for cottage developments.

[2] See §4.3.2.D: *Dwelling, Multifamily* for minimum dwelling unit size requirements.

[3] See §5.7.6: *Neighborhood Transition Standards* for additional setback and height limitations.

[4] Minimum of 20 feet for garages of front-entry residential dwellings.

Figure 3-3: R-3 Dimensional Standards

3.5 Mixed-Use Zoning Districts

3.5.1. M-1 – Mixed-Use Neighborhood

A. Purpose

The M-1 district is intended to accommodate small- to medium-scale mixed-use development that supports a comfortable and safe bicycle and pedestrian friendly development pattern and that accommodates infill and redevelopment. This district allows for a variety of compatible residential, commercial, retail, office, service-oriented, and accessory uses, and is commonly located adjacent to areas where higher pedestrian activity is desired. Higher-intensity uses are located adjacent to key corridors and transit facilities while lesser intense uses are located adjacent to Residential zoning districts. Additional standards are included to ensure that the site design, uses, and scale are consistent with adjacent residential neighborhoods.

B. Dimensional Standards

			Residential	Mixed-Use/ Nonresidential
Lot Dimensions (minimum)				
A	Lot Width (ft)		See R-3 District	None
B	Lot Depth (ft)			None
Building Setbacks				
C	Build-to-Range (min-max, ft) [1]	Arterial Street	See R-3 District	10-15 [2]
		Collector Street		10-15
		Local Street		5-10
		Alley/Mews Street		0-5
		Public Park/Open Space		5-10
D	Building façade at build-to-range (minimum, percent)			75
E	Side (minimum, ft) [3]			None
F	Rear (minimum, ft) [3]			None
Other Standards				
G	Building Height (minimum, ft)		See R-3 District	25
	Building Height (maximum, ft) [3]			48
	Impervious Coverage (maximum, percent of lot area)	Total Coverage		95

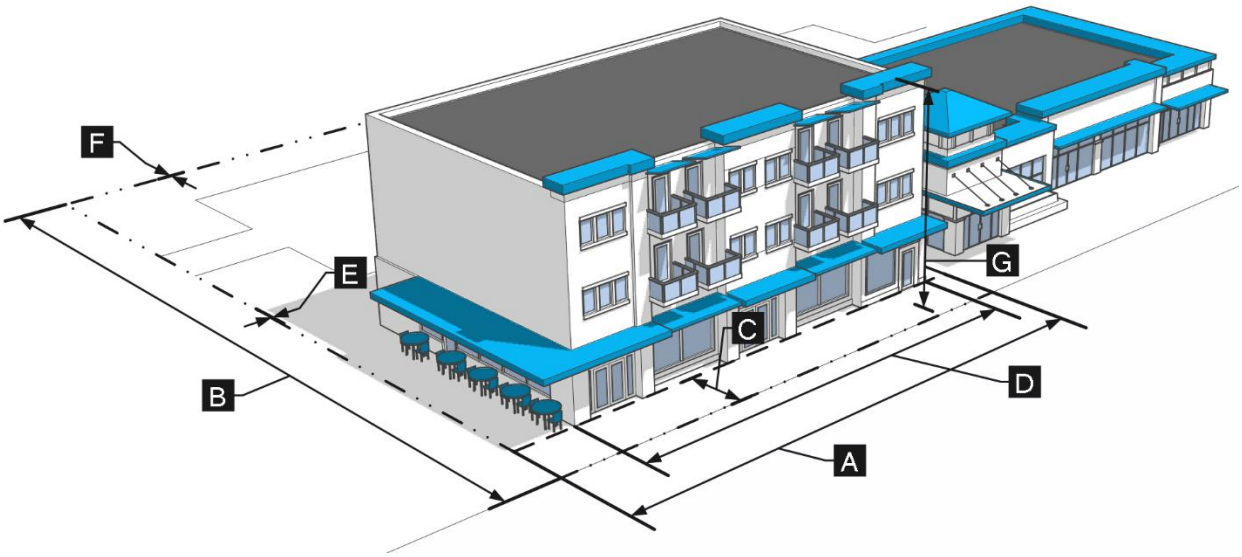
Notes:

[1] The area between the street back-of-curb and the inside edge of the public sidewalk shall be dedicated as public right-of-way or have a public access easement.

[2] The build-to-line may be extended to accommodate one row of parking spaces in accordance with §5.5: *Parking and Loading*.

[3] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6.

Figure 3-4: M-1 Dimensional Standards



3.5.2. M-2 – Mixed-Use Suburban Corridor

A. Purpose

The M-2 district is intended to accommodate a mix of small- to medium-scale mixed-use development that promotes sustainable infill and redevelopment of older commercial sites, while ensuring that the site design, uses, and scale are consistent with adjacent residential neighborhoods. This district allows for a variety of compatible residential, commercial, retail, office, service-oriented, and accessory uses, and is commonly located adjacent to high-traffic corridors and designed to allow for safe access by pedestrians, bicyclists, transit users, and motorists. Additional standards are included to ensure that the site design, uses, and scale are consistent with adjacent residential neighborhoods.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Width (ft)		None
B	Lot Depth (ft)		None

Building Setbacks

C	Build-to-Range (min-max, ft) [1]	Arterial Street	10-90
		Collector Street	10-90
		Local Street	10-90
		Alley/Mews Street	0-5
		Public Park/Open Space	0-5
G	Building façade at build-to-range (minimum, percent)		80
D	Side (minimum, ft) [2]		None
E	Rear (minimum, ft) [2]		None

Other Standards

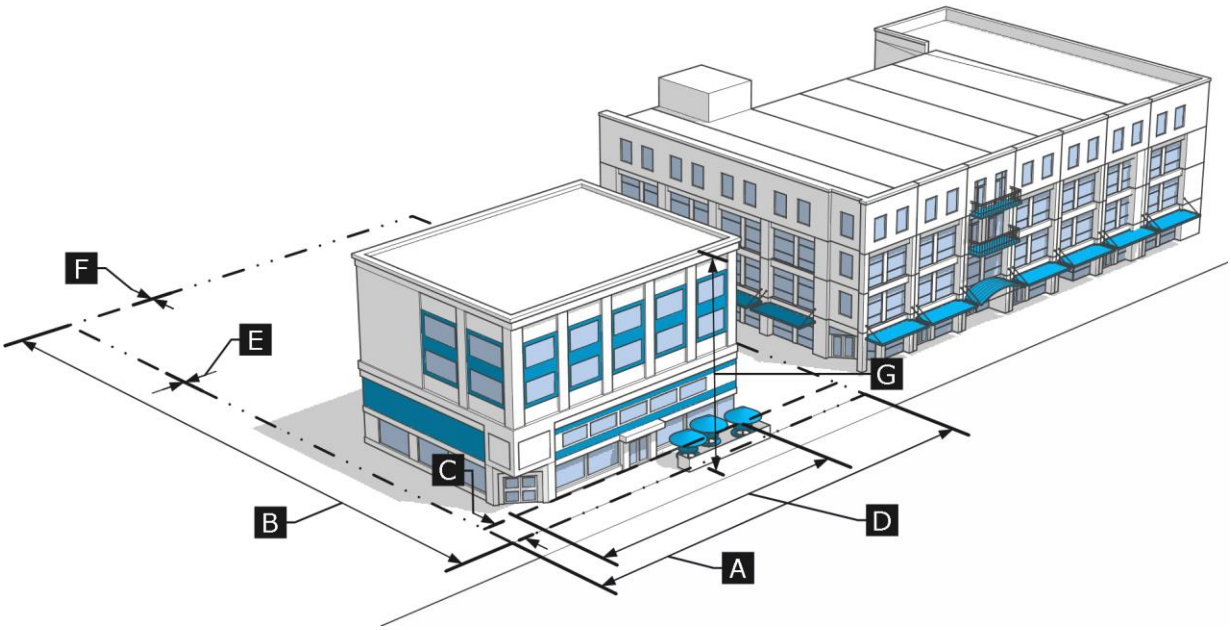
	Building Height (minimum, ft)		25
F	Building Height (maximum, ft) [2]		70
	Impervious Coverage (maximum, percent of lot area)	Total Coverage	80

Notes:

[1] The area between the street back-of-curb and the inside edge of the public sidewalk shall be dedicated as public right-of-way or have a public access easement.

[2] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6.

Figure 3-5: M-2 Dimensional Standards



3.5.3. M-3 – Mixed-Use Urban Corridor

A. Purpose

The M-3 district is intended to accommodate a mix of medium- to large-scale mixed-use development that supports pedestrian- and transit-oriented uses. This district allows for a variety of compatible residential, commercial, retail, office, service-oriented, and accessory uses, and is commonly located adjacent to areas where higher pedestrian activity is desired along key corridors. Higher-intensity uses are located adjacent to major roads and transit facilities while lesser intense uses are located adjacent to Residential zoning districts. Additional standards are included to ensure that the site design, uses, and scale are consistent with adjacent residential neighborhoods.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Width (ft)		None
B	Lot Depth (ft)		None

Building Setbacks

C	Build-to-Range (min-max, ft) [1]	Arterial Street	0-15 [2]
		Collector Street	0-10
		Local Street	0-10
		Alley/Mews Street	0-5
		Public Park/Open Space	0-5
D	Building façade at build-to-range (minimum, percent)		80
E	Side (minimum, ft) [3]		None
F	Rear (minimum, ft) [2]		None

Other Standards

	Building Height (minimum, ft)		25
G	Building Height (maximum, ft) [3]		70
	Impervious Coverage (maximum, percent of lot area)	Total Coverage	85

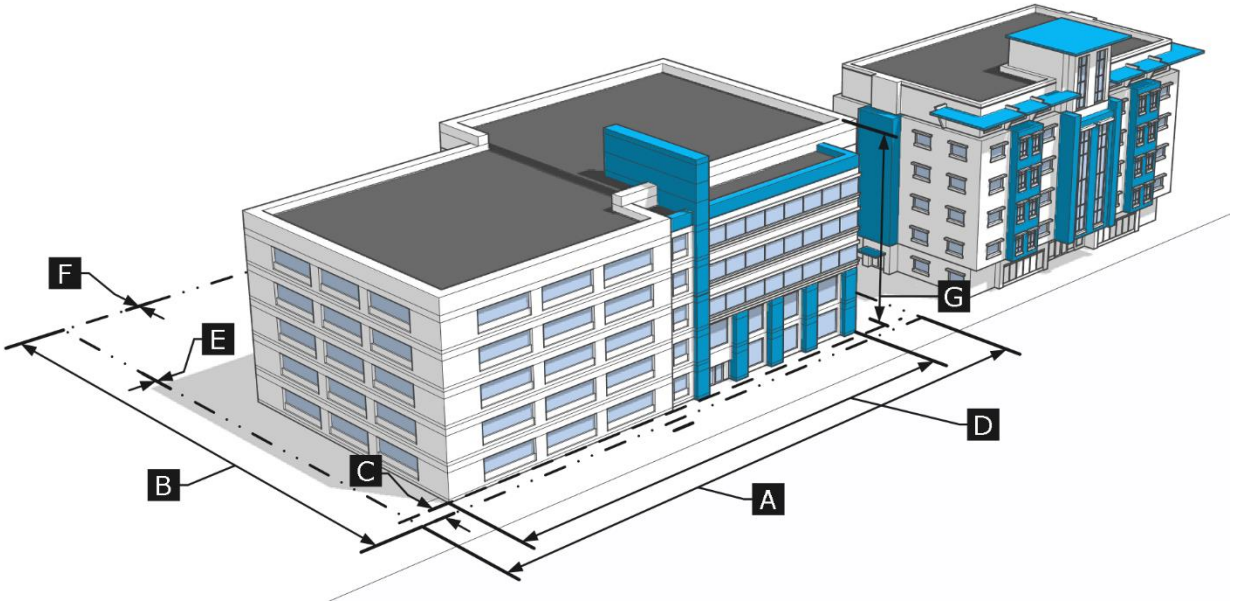
Notes:

[1] The area between the street back-of-curb and the inside edge of the public sidewalk shall be dedicated as public right-of-way or have a public access easement.

[2] Activated outdoor patio areas serve as an extension of the building façade and may abut the build-to line.

[3] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6.

Figure 3-6: M-3 Dimensional Standards



3.5.4. M-4 – Mixed-Use Center

A. Purpose

The M-4 district is intended to support the most intensive, transit supportive development to create a unique, mixed-use, and integrated regional destination. This district allows for a mix of compatible residential, commercial, retail, office, service-oriented, and accessory uses, with a strong activity anchor focused around the DART transit station. Development intensity in this district is intended to support an effective transit- and pedestrian-oriented environment that delivers a high-quality pedestrian experience, supports major civic events, and emphasizes a well-connected trail and open space system.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Width (ft)		None
B	Lot Depth (ft)		None

Building Setbacks

C	Build-to-Range (min-max, ft) [1]	Arterial Street	0-10
		Collector Street	0-10
		Local Street	0-10
		Alley/Mews Street	0-5
		Public Park/Open Space	0-5
D	Building façade at build-to-range (minimum, percent)		80
E	Side (minimum, ft) [2]		None
F	Rear (minimum, ft) [2]		None

Other Standards

G	Building Height (maximum, ft)		None [3]
	Impervious Coverage (maximum, percent of lot area)	Total Coverage	100

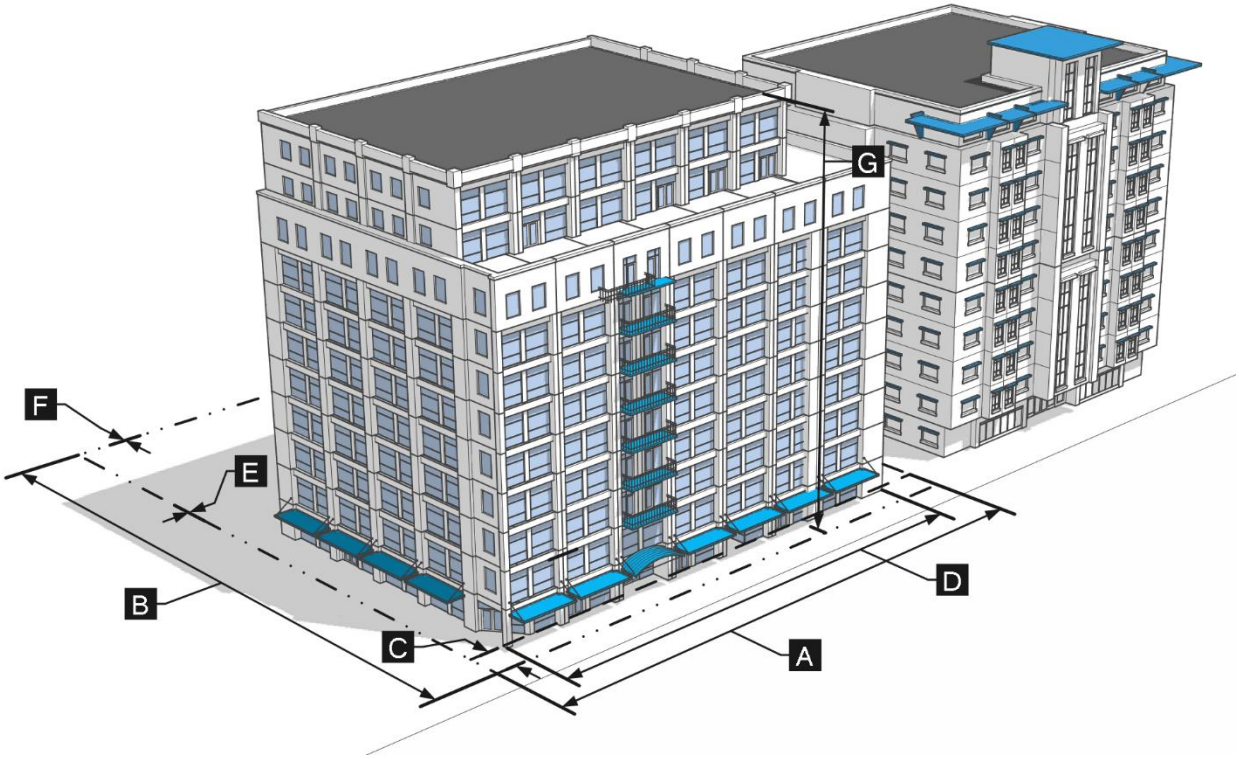
Notes:

[1] The area between the street back-of-curb and the inside edge of the public sidewalk shall be dedicated as public right-of-way or have a public access easement.

[2] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6.

[3] Subject to the height limitations of the Airport Overlay District.

Figure 3-7: M-4 Dimensional Standards



3.6 Nonresidential Zoning Districts

3.6.1. CL - Commercial Limited

A. Purpose

The CL district is intended to accommodate small-scale commercial, retail, office, service-oriented, and accessory uses. This district is typically located along collector and arterial corridors and is designed to allow for safe access by pedestrians, bicyclists, transit users, and motorists. The CL district is intended to promote sustainable infill and redevelopment of older commercial sites, while ensuring that the site design, uses, and scale are consistent with adjacent residential neighborhoods.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Area (sq ft)	None
B	Lot Width (ft)	None

Building Setbacks (minimum)

C	Front (ft)	25
D	Side (ft)	None [1] [2]
E	Rear (ft)	None [1] [2]

Other Standards (maximum)

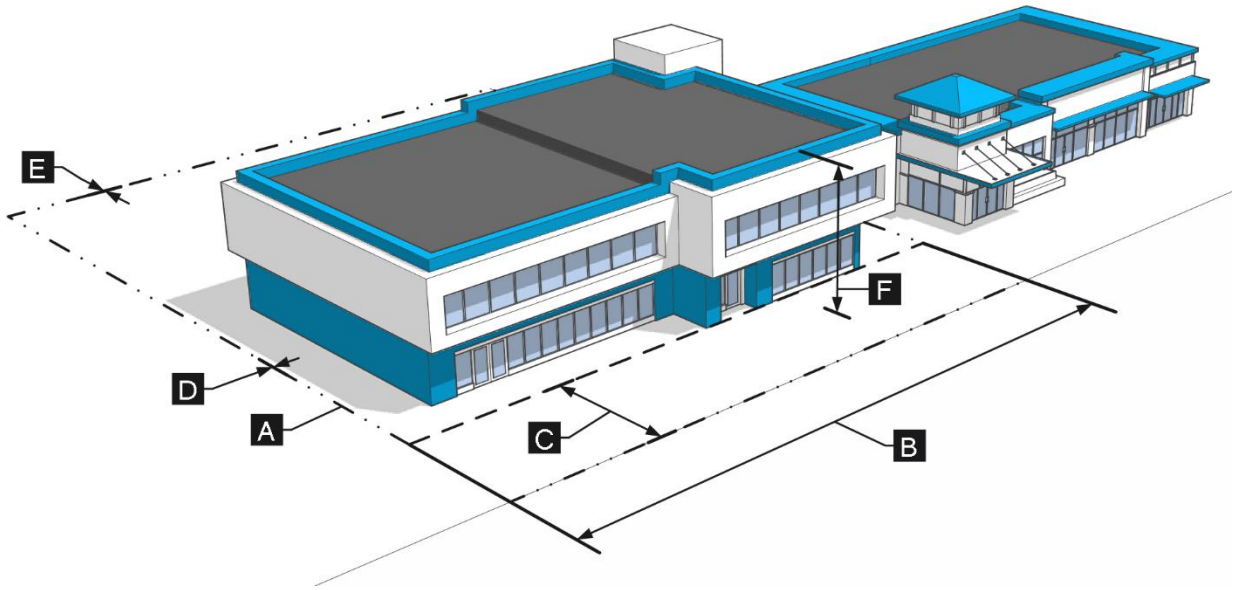
F	Building Height (ft) [2]		35
	Impervious Coverage (percent of lot area)	Total Coverage	80

Notes:

[1] Minimum of 10 feet when adjoining the R-1, R-2, R-3, or A zoning districts or Planned Developments that reference those zoning districts.

[2] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6.

Figure 3-8: CL Dimensional Standards



3.6.2. CG - Commercial General

A. Purpose

The CG district is intended to accommodate medium- to large-scale commercial, retail, office, service-oriented, and accessory uses. This district is typically located along collector and arterial corridors and is designed to allow for safe access by pedestrians, bicyclists, transit users, and motorists. The CG district is intended to promote sustainable infill and redevelopment of older commercial sites, while ensuring that the site design, uses, and scale are consistent with adjacent areas.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Area (sq ft)	None
B	Lot Width (ft)	None

Building Setbacks (minimum)

C	Front (ft)	25
D	Side (ft)	None [1] [2]
E	Rear (ft)	None [1] [2]

Other Standards (maximum)

F	Building Height (ft) [2] [3]		None
	Impervious Coverage (percent of lot area)	Total Coverage	80

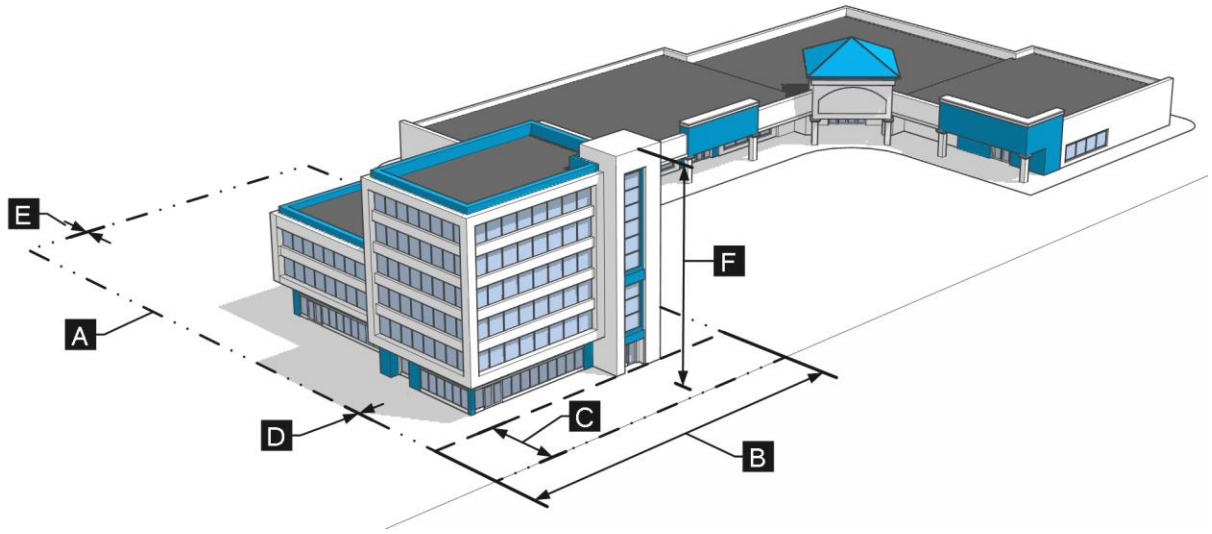
Notes:

[1] Minimum of 10 feet when adjoining the R-1, R-2, R-3 or A zoning districts or Planned Developments that reference those zoning districts.

[2] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6.

[3] Buildings may exceed 70 feet in height if the additional height is set back from the setback line one additional foot for each two feet of height above 70 feet.

Figure 3-9: CG Dimensional Standards



3.6.3. LI – Light Industrial

A. Purpose

The LI district is intended to accommodate a mix of light manufacturing, warehousing and distribution, auto-oriented uses, research and development operations, offices, showrooms, and a limited range of associated retail services, and accessory uses. This district is typically located along collector and arterial corridors away from residential development. This district promotes sustainable infill and redevelopment of older industrial and commercial sites, while ensuring that the site design, uses, and development scale are consistent with adjacent development.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Area (sq ft)	None
B	Lot Width (ft)	None

Building Setbacks (minimum)

C	Front (ft)	25
D	Side (ft)	None [1] [2]
E	Rear (ft)	None [1] [2]

Other Standards (maximum)

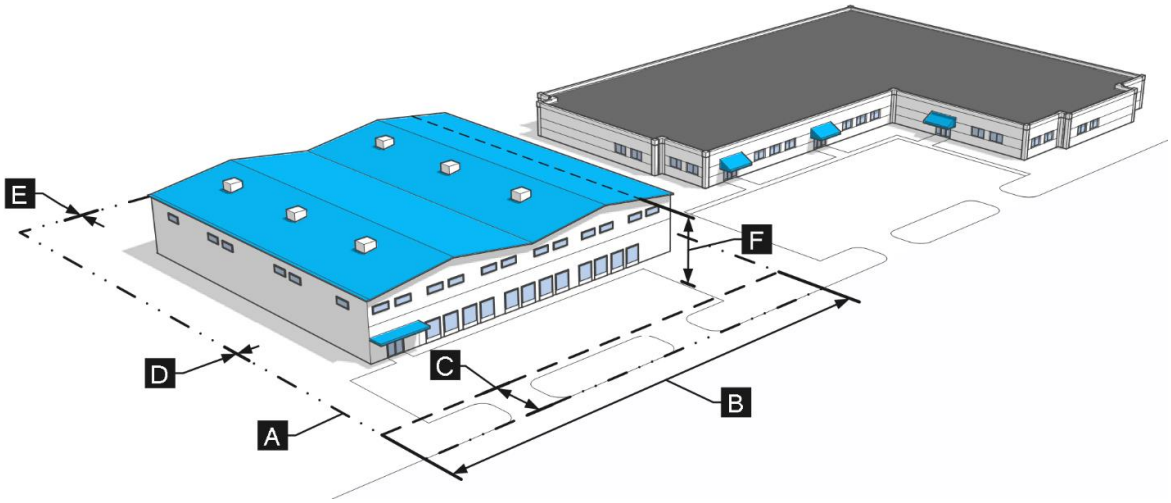
F	Building Height (ft) [2]		70
	Impervious Coverage (percent of lot area)	Total Coverage	90

Notes:

[1] Minimum of 10 feet when adjoining the R-1, R-2, R-3, or A zoning districts or Planned Developments that reference those zoning districts .

[2] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6.

Figure 3-10: LI Dimensional Standards



3.6.4. AA – Addison Airport

A. Purpose

The AA district is intended to support and optimize operational efficiency of the Addison Airport and to support the airport's role as a key economic engine for the Town and region. The AA district allows a variety of flexible uses that support the airport, that are responsive to the dynamic aviation industry, and that ensure public safety and security. This district is predominantly located within the airport operations area (airside) of Addison Airport and ensures that the development quality of periphery properties is compatible with adjacent and nearby development.

B. Dimensional Standards

Lot Dimensions (minimum)

A	Lot Area (sq ft)	None
B	Lot Width (ft)	None

Building Setbacks (minimum)

C	Front (ft)	25
D	Side (ft)	25 [1] [2]
E	Rear (ft)	None [1] [2]

Other Standards (maximum)

F	Building Height (ft) [2] [3]		70 feet
	Impervious Coverage (percent of lot area)	Total Coverage	90

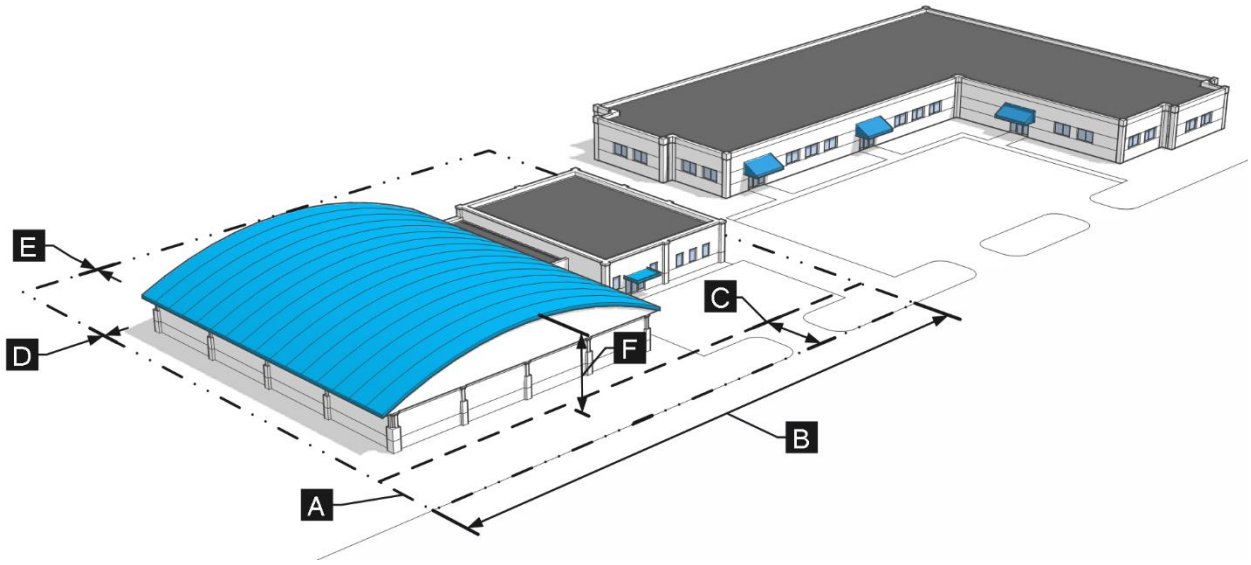
Notes:

[1] Minimum of 10 feet when adjoining the R-1, R-2, R-3, or A zoning districts or Planned Developments that reference those zoning districts.

[2] Buildings abutting a property in the R-1, R-2, or R-3 zoning districts shall comply with the neighborhood transition standards in §5.7.6: *Neighborhood Transition Standards*.

[3] All buildings shall comply with FAA height standards and regulations.

Figure 3-11: AA Dimensional Standards



3.7 PD – Planned Development District

3.7.1. Purpose

The PD district is intended to encourage new and imaginative concepts in urban design and land development to promote and improve the health, safety, and general welfare of the citizens of Addison and to create distinct neighborhoods with unique urban design, commercial areas, employment centers, amenities, and substantial additional benefit to the Town that would not otherwise be required by this UDC. The PD district is also intended to accommodate innovative development layouts that preserve the natural, environmental, and scenic features of the site or address challenges presented by specific site conditions.

3.7.2. Qualifying Standards

An application for Rezoning to a PD district may only be considered if the following criteria are met, as determined by the Director:

A. The proposed PD could not be developed using conventional zoning districts or standards established in this UDC; and

B. The land included in the proposed PD is under single ownership or control. Single control of property under multiple ownership may be considered when the application includes enforceable agreements, covenants, or commitments that run to the benefit of the Town and that the Town may require to be recorded if the PD is approved.

3.7.3. Permitted Uses

A. Land uses in a PD district are subject to the approval of the Planning and Zoning Commission and City Council.

B. Land uses shall be determined based on consistency with the Comprehensive Plan, the existing zoning district designation of the area being rezoned to a PD district, the land uses contiguous to the area being rezoned to a PD district, and the development standards and design standards of this UDC.

C. If the terms of the PD approved by the City Council do not clearly address the availability of specific uses in all or part of the development, then the uses and use-specific standards that would otherwise be applicable to development of the same character and scale if it were zoned into one of the base zone districts in §§3.4 through 3.6, as determined by the Director, shall apply.

3.7.4. Planned Development Standards

A. The PD standards in a PD district are subject to the approval of the Planning and Zoning Commission and City Council.

B. The PD standards shall identify the applicable base zoning district(s) that are modified according to specific adjustments approved through the PD review and approval process.

C. The PD standards shall be determined based on consistency with the Comprehensive Plan, the existing zoning district designation of the area being rezoned to a PD district, and the development and design standards of this UDC.

D. Requested adjustment to the standards of the base zoning districts shall be identified by location on the PD Preliminary Concept Plan and Final PD Site Plan. If the terms of the PD approved by City Council do not state that the development standards or subdivision standards differ from those listed in Article 5: *Development Standards* or Article 6: *Subdivision Standards*, then the standards in those Articles that would otherwise be applicable to development of the same type and scale if it were zoned into one of the base zoning districts in §3.4: *Residential Zoning Districts* through §3.6: *Nonresidential Zoning Districts*, as determined by the Director, shall apply.

3.7.5. Review and Approval Procedures

See §2.5.3: *Rezoning to Planned Development (PD)* for specific procedures and review criteria for evaluating a Rezoning to PD district request.

3.8 Overlay Districts

3.8.1. AO – Airport Overlay

A. Purpose

The Airport Overlay District is intended to regulate and restrict the height of structures and objects of natural growth and the use of property in the vicinity of the Addison Airport to prevent the creation or establishment of obstructions that are a hazard to air navigation. Application of this district will help prevent the encroachment of noise sensitive or otherwise incompatible land uses which may endanger the health, safety, and welfare of the owners, occupants, or users of the land. This district is also intended to implement the Airport Master Plan and state and federal rules associated with land uses in the vicinity of airports. Such state and federal rules shall apply within the Airport Overlay District.

B. Airport Overlay District Established

1. Federal Aviation Regulations (FAA) part 77 establishes civil airport imaginary surfaces for the regulation of airspace surrounding airports. The Airport Overlay District is the area generally located within the zones created and established in §§3.8.1.B.1.a through 3.8.1.B.1.d that includes all of the land lying beneath the approach surfaces, transitional surfaces, horizontal surface and conical surface as they apply to Addison Airport. Such zones are depicted in the current Airport Master Plan. An area located in more than one of the following zones is considered to be only in the zone with more restrictive height limitation. The various zones are hereby established and defined as follows:

a. Approach Zones

Approach zone is established beneath the approach surface at the end of Runway 15/33 on Addison Airport for 50:1 landings and take-offs. The inner edge of the approach zone shall have a width of 1,000 feet which coincides with the width of the primary surface at a distance of 200 feet beyond each end of the runway, widening thereafter uniformly to a width of 16,000 feet at a horizontal distance of 50,000 feet beyond each end of the primary surface, its centerline being the continuation of the centerline of the runway.

b. Transition Zones

Transition zones are hereby established beneath the transition surface adjacent to each runway and approach surface as indicated on the Zoning Map. Transition surfaces are symmetrically located on either side of runways and have variable widths. Transitional surfaces extend outward and upward at right angles to the runway centerline and the runway centerline extended at a slope of seven to one from the sides of the primary surface and from the sides of approach surfaces. Transitional surfaces for those portions of the precision approach surface which project through and beyond the limits of the conical surface extend 5,000 feet measured horizontally from the edge of the approach surface and at right angles to the runway centerline.

c. Horizontal Zone

The area beneath a horizontal plane 150 feet above the established airport elevation, the perimeter of which is constructed by swinging arcs of 10,000 feet radii from the center of each end of the primary surface of the runway and connecting the adjacent arcs by lines tangent to those arcs.

d. Conical Zone

The area beneath the conical surface extending outward and upward from the periphery of the horizontal surface at a slope of 20 to one for a horizontal distance of 4,000 feet.

2. Changes and Amendments

The City Council may from time to time amend, supplement or change by ordinance the boundaries of the airport approach zones, transition zones and the airport hazard areas established in this §3.8.1. A public hearing shall be held by the City Council before adopting any proposed amendment, supplement, or change. At least 15 days' notice of the hearing shall be published in the official paper, or a paper of general circulation in the Town, stating the time and place of such hearing.

C. FAA Requirements

1. All development within the Airport Overlay District shall comply with FAA regulations.

2. Any proposed development or construction of buildings or structures shall require the submission of FAA Form 7460-1 to the local FAA office for review. A positive recommendation from the FAA stating that the development will have no negative effect on the airport or navigational airspace must be received and reviewed by the Town prior to initiation of construction.

D. Height Limitations

Except as otherwise provided in this article, no structure shall be erected, altered, or maintained, and no object of natural growth shall be allowed to grow in any zone created by this article to a height in excess of the following applicable height limits established for each zones as follows:

1. Approach Zones

Runway 15/33: One foot in height for each 50 feet in horizontal distance beginning at the end of and at the elevation of the primary surface and extending to a point 10,000 feet from the end of the primary surface, then rising one foot in height for each 40 feet in horizontal distance for an additional 40,000 feet from the end of the primary surface.

2. Transition Zones

Slope seven feet outward for each foot upward beginning at the sides of and at the same elevation as the primary surface and the approach surface and extending to a height of 150 feet above the airport elevation, which is 643 feet above mean sea level. In addition to the foregoing, there are established height limits sloping seven feet outward for each foot upward beginning at the sides of and at the same elevation as the approach surface and extending to where they intersect the conical surface. Where the precision instrument runway approach zone projects beyond the conical zone, there are established height limits sloping seven feet outward for each foot upward beginning at the sides of and at the same elevation as the approach surface, and extending a horizontal distance of 5,000 feet measured at 90-degree angles to the extended runway centerline.

3. Horizontal Zone

Established at 150 feet above the airport elevation, or a height of 793 feet above mean sea level.

4. Conical Zone

Slopes 20 feet outward for each foot upward beginning at the periphery of the horizontal zone and at 150 feet above the airport elevation and extending to a height of 350 feet above the airport elevation.

5. Excepted Height Limitations

Nothing in this article shall be construed as prohibiting the growth, construction, or maintenance of any object of natural growth or structure to a height up to 50 feet above the surface of the land.

E. Permitted Uses

1. The following uses are permitted in the AO district:

a. Airport, public-owned; and

b. Airport, private-owned

2. For private-owned airports, hangars are only permitted if there is legal access to a runway.

F. Use Restrictions

Notwithstanding any other provisions of this §3.8.1: *AO – Airport Overlay*, no use may be made of land or water within any zone established by this article in such a manner as to create electrical interference with navigational signals or radio communication between the airport and aircraft, make it difficult for pilots to distinguish between airport lights and others, result in glare in the eyes of pilots using the airport, impair visibility in the vicinity of the airport, create bird strike hazards, or otherwise in any way endanger or interfere with the landing, taking off, or maneuvering of aircraft intending to use the airport.

G. Nonconforming Uses

1. Regulations Not Retroactive

The regulations prescribed by this §3.8.1, shall not be construed to require the removal, lowering, or other change or alteration of any structure or object of natural growth not conforming to the regulations as of November 25, 1980, or otherwise interfere with the continuance of any nonconforming use. Nothing contained in this §3.8.1, shall require any change in the construction, alteration, or intended use of any structure, the construction or alteration of which was begun prior to November 25, 1980, and is diligently prosecuted.

2. Marking and Lighting

Notwithstanding §3.8.1.G.1 above, the owner of any nonconforming structure or object of natural growth is hereby required to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the Director to indicate to the operators of aircraft in the vicinity of the airport, the presence of such airport hazards. Such markers and lights shall be installed, operated and maintained at the expense of the owner.

H. FAA Form 7460-1 Permits

1. Future Uses

Except as specifically provided below, no material change shall be made in the use of land, no structure shall be erected or otherwise established, and no object of natural growth shall be planted in any zone established in this §3.8.1, unless a permit therefore shall indicate the purpose for which the permit is desired, with sufficient particularity to permit it to be determined whether the resulting use, structure, or object of natural growth would conform to the regulations prescribed in this section. If such determination is in the affirmative, the permit shall be granted. No permit for a use inconsistent with the provisions of this section shall be granted unless a Variance has been approved in accordance with §3.8.1.I.

a. In the area lying within the limits of the horizontal zone and conical zone, no permit shall be required for any object of natural growth or structure less than 75 feet of vertical height above the grounds, except where, because of terrain, land contour, or topographic features, such object of natural growth or structure would extend above the height limits prescribed for such zones.

b. In areas lying within the limits of the approach zones, but at a horizontal distance of not less than 4,200 feet from each end of the runway, no permit shall be required for any object of natural growth or structure less than 75 feet of vertical height above the ground, except when such object of natural growth or structure would extend above the height limit prescribed for such approach zones.

c. In the areas lying within the limits of the transition zones beyond the perimeter of the horizontal zone, no permit shall be required for any object of natural growth or structure less than 75 feet

of vertical height above the ground, except when such object of natural growth or structure, because of terrain, land contour, or topographic features, would extend above the height limit prescribed for such transition zones.

d. Nothing contained in any of the exceptions above shall be construed as permitting or intending to permit any construction, or alteration of any structure, or growth of any object of natural growth in excess of any of the height limits established by §3.4: *Residential Zoning Districts* through §3.6: *Nonresidential Zoning Districts*, or this §3.8.1: *AO – Airport Overlay*, except as set forth in §3.8.1.D.5.

2. Existing Uses

No permit shall be granted that would allow the establishment or creation of any airport hazard or permit a nonconforming use, structure, or object of natural growth to be made or become higher, or become a greater hazard to air navigation, than it was on the effective date of this UDC or than it is when the application for a permit is made. Except as indicated, all applications for such a permit shall be granted.

3. Nonconforming Uses Abandoned or Destroyed

Whenever the Building Official determines that a nonconforming structure or object of natural growth has been abandoned or more than 80 percent torn down, physically deteriorated, or decayed, no permit shall be granted that would allow such structure or object of natural growth to exceed the applicable height limit or otherwise deviate from the zoning regulations.

I. Variances

1. Any person desiring to erect or increase the height of any structure, or permit the growth of any object of natural growth or use his/her property, in violation of the regulations prescribed in this §3.8.1: *AO – Airport Overlay*, may apply to the Board of Zoning Adjustment for a Variance from such regulations in question.

2. The application for Variance shall be accompanied by a determination from the Federal Aviation Administration as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace.

3. Such Variances shall be allowed where it is duly found that a literal application or enforcement of the regulations will result in unnecessary hardship and the relief granted would not be contrary to the public interest, but will do substantial justice, and will be in accordance with the spirit of this §3.8.1, pursuant to TLGC Chapter 241.

4. No application for Variance to the requirements of this §3.8.1: *AO – Airport Overlay* may be considered by the Board of Zoning Adjustment unless a copy of the application has been furnished to the Director of Development and Neighborhood Services for advice as to the aeronautical effects of the Variance. If the Director of Development and Neighborhood Services does not respond to the application within 15 days after receipt, the Board of Zoning Adjustment may act on its own to grant or deny such application.

J. Obstruction Marking and Lighting

Any permit or Variance granted may, if such action is deemed advisable by the Building Official or the Board of Zoning Adjustment to effectuate the purpose of this §3.8.1: *AO – Airport Overlay*, and be reasonable in the circumstances, be so conditioned as to require the owner of the structure or object of natural growth in question to allow the Building Official to install, operate and maintain, at the expense of owner, such markings and lights as may be necessary.

3.9 Measurements and Exceptions

3.9.1. Purpose

The purpose of this section is to provide uniform methods of measurement for interpretation and enforcement of the lot and building standards in this UDC.

3.9.2. Density

The density of residential units expressed as the number of dwelling units per gross acre, calculated by multiplying the number of units permitted per gross acre by a fraction, the numerator of which is the number of gross acres and the denominator of which is the number of acres in the gross development site as defined in Article 7: *Definitions*.

3.9.3. Lot and Space Requirements

A. Minimum Lot Dimensions

1. Any lot that is created, developed, used, or occupied shall meet the minimum lot dimensional requirements established in this UDC for the zoning district in which it is located, except as otherwise established in this UDC for particular uses. New lots shall also meet the applicable development standards established in Article 5: *Development Standards* and Article 6: *Subdivision Standards*.
2. Any area needed to meet the dimensional standards, parking, or other requirements of this UDC for a lot or building may not be sold or leased away from such lot or building.
3. No parcel of land that has less than the minimum lot width or lot area requirements for the zoning district in which it is located may be divided from a larger parcel of land for the purpose, whether immediate or future, of building or development as a lot.

B. Number of Principal Buildings per Lot

1. Except for projects approved as a cottage development pursuant to §4.3.2.A: *Cottage Development*, or a manufactured home development pursuant to §4.3.2.H*: Manufactured Home Development (HUD-Code),* only one principal building for single-family, duplex, triplex, and fourplex uses, with permitted accessory buildings, may be located upon a lot or parcel. Every dwelling shall have legal means of access to a right-of-way.
2. Where a lot or parcel is used for multifamily, mixed-use, commercial, or industrial purposes, more than one principal building may be located upon the lot or parcel, provided such buildings conform to all applicable requirements of this UDC.
3. No lot or parcel shall be divided to contain more dwelling units than are permitted by the regulations of the zoning district in which they are located.

3.9.4. Setback and Build-To Requirements

A. Measurement

Setback and build-to requirements referred to in this UDC shall be measured as stated in Article 7: *Definitions*, under the terms "setback" and “build-to.”

B. Multiple Buildings on One Lot

For purposes of setback calculations for side-by-side multifamily, only those dwelling units that do not share a common wall with an adjacent unit need observe the required side setback for the district.

C. Exceptions to Setback and Build-To Requirements

Every part of a required setback shall be unobstructed from ground level to the sky, except as follows:

1. The setback and build-to exceptions established in this section shall not authorize the encroachment of any development across property lines, into a public right-of-way, or into or over a recorded easement.
2. Setback restrictions do not apply to slabs, uncovered patios, walks, steps, landscaping and/or hedges, or retaining walls; however, such features are subject to §5.4.6: *Vision Triangle*.
3. Certain architectural features and improvements may encroach into required setbacks and extend beyond required build-to areas as follows:

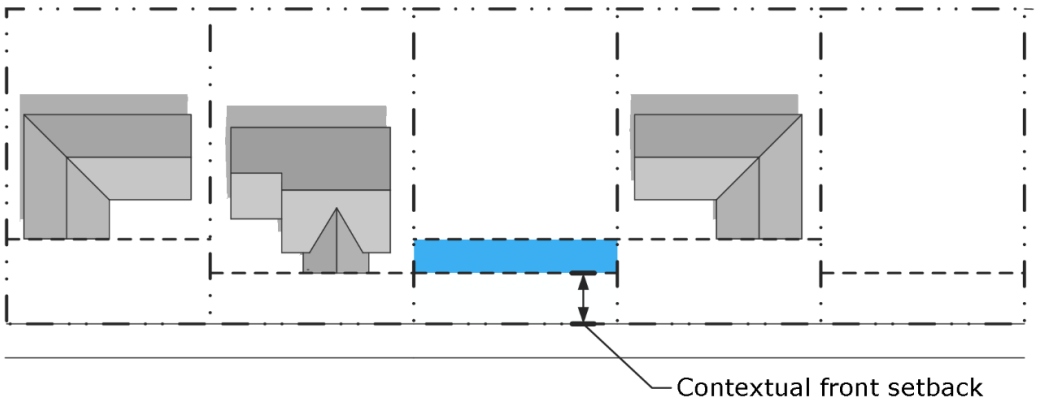
Table 3.9-1: Setback and Build-To Exceptions

Type of Exception	Extent of Exception
Balconies, canopies, decks and awnings (residential)	Up to 18 inches into a side setback and up to 4 feet into a front setback
Balconies, canopies, decks and awnings (nonresidential)	No limit, provided that they are no closer than two feet from the property line and they do not substantially interfere with pedestrian movement and street tree growth.
Front porches and stoops	Up to 8 feet into required front yard, provided such porch or stoop is open on the front and each side and is no closer than 10 feet from the front property line.
Ground-mounted mechanical equipment	Up to 5 feet into required side and rear yards, provided no element is located closer than 2 feet from any property line and the equipment complies with screening standards in §5.6.9.B: *Mechanical and Utility Equipment*.
Incidental architectural features	Up to 5 feet, provided that pedestrian flow will not be impeded. Examples of incidental architectural features include, but are not limited to exterior steps, chimneys, fireplaces, box windows, eaves, planters and light wells for a below-grade floor
Mobility access ramps and lifts	As necessary upon written request to the Director.
Swimming pools	No limit, provided the swimming pool is no closer than 5 feet from any property line and is not located within the front yard and meets the standards of the most recently adopted Building Code.

D. Contextual Front Setbacks

For properties where a build-to-line or build-to-range is not required, the front setback for infill development may be established as a range based on the locations of the primary structures on abutting lots in the same zoning district located on the same street frontage as, and on each side of, the subject lot (e.g., two abutting lots set the range), as approved by the Director.

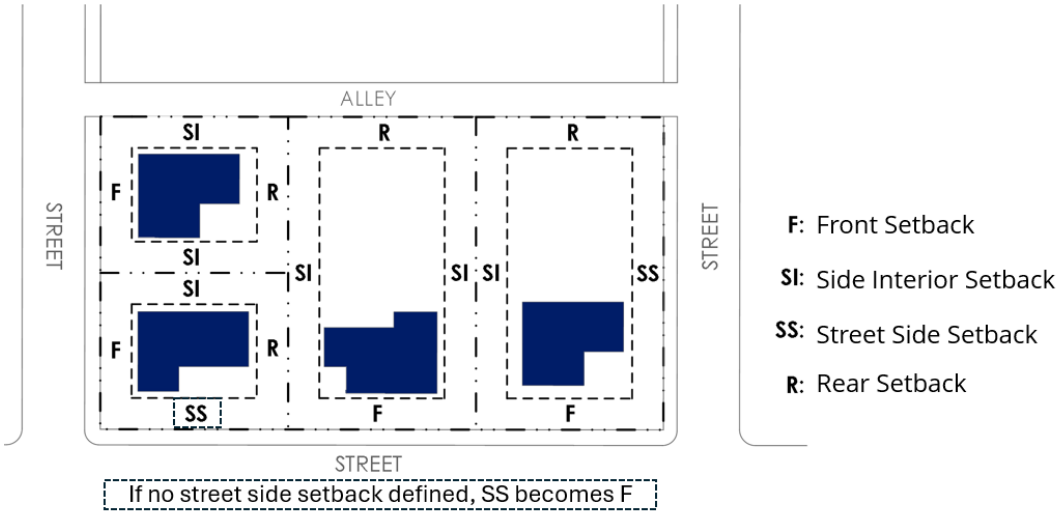
Figure 3-12: Contextual Front Setbacks



E. Corner Lots

1. Unless a specific dimension is provided for a street side setback, on corner lots, the required front yard setback and build-to requirement, as applicable, shall be observed along both street frontages upon which the building is located.

Figure 3-13: Corner Lot Setbacks

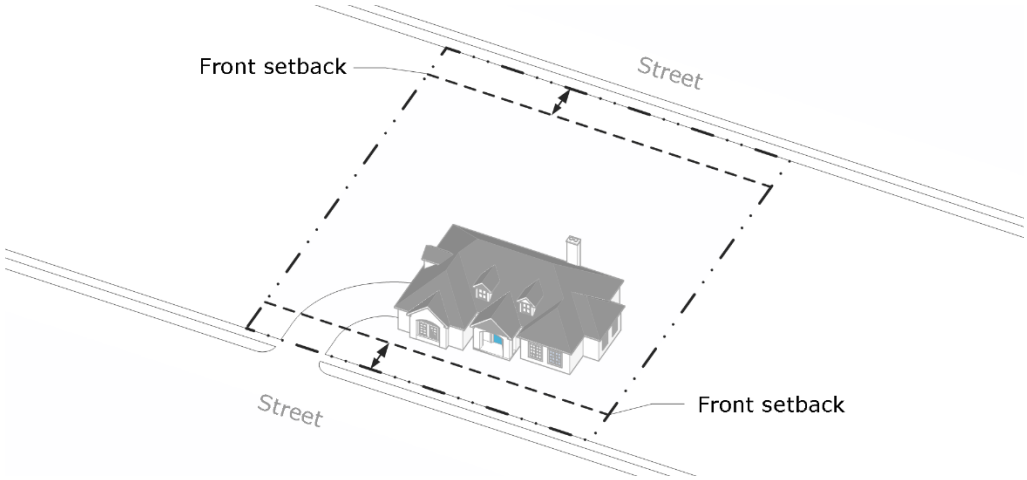


2. Corner lots shall comply with the vision triangle standards established in §5.4.6: *Vision Triangle*.

F. Double-Frontage Lots

Lots with multiple street frontages, except for corner lots, shall be required to comply with the required front setback and build-to requirements, as applicable, along each lot line abutting a street.

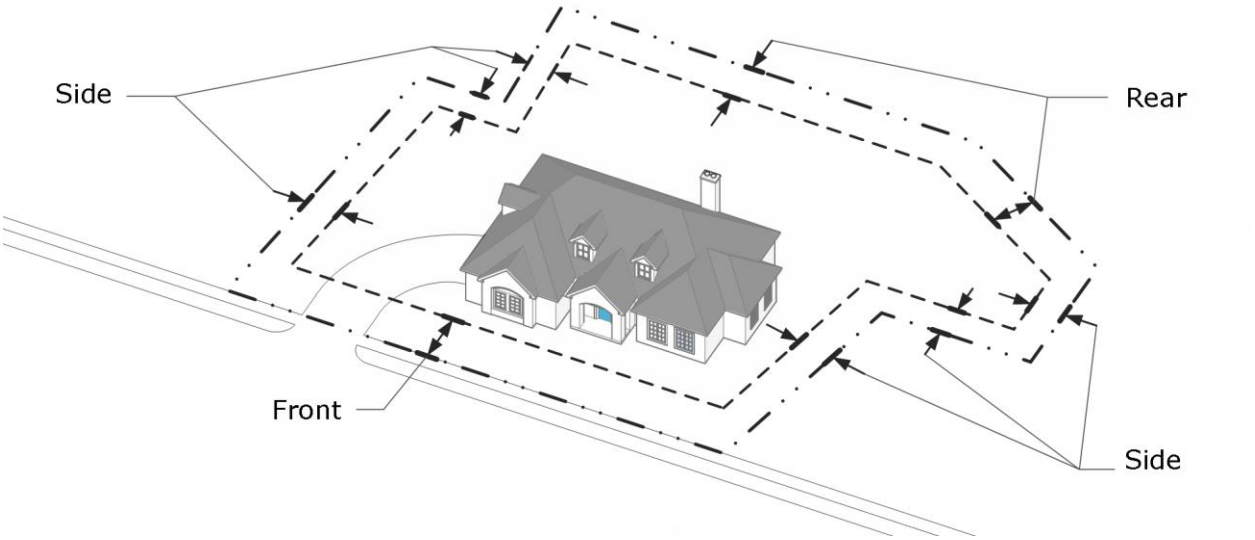
Figure 3-14: Double-Frontage Lots



G. Irregularly Shaped Lots

1. Lots with multiple side and/or rear lot lines not abutting a street shall comply with side setback requirements for all lot lines except that any lot line abutting a street shall comply with the front setback and the lot line farthest from the front lot line shall comply with the rear setback.
2. The Director may establish alternative setbacks for properties with irregularly shaped lots based on unique site and/or lot conditions.

Figure 3-15: Irregularly Shaped Lots



3.9.5. Building Height

A. Measurement

Heights referred to in this UDC shall be measured as stated in Article 7: *Definitions*, under the term "building height."

B. Special Height Limitations in Airport Controlled Area

Building and structure height may be further limited according to §3.8.1: *AO – Airport Overlay.*

C. Exceptions to Height Requirements

1. The height exceptions established in this section shall not authorize the encroachment of any development into any zones or areas identified in §3.8.1: *AO – Airport Overlay.*
2. Certain architectural features and improvements may exceed maximum building heights as follows:

Table 3.9-2: Maximum Height Exceptions

Type of Exception	Extent of Exception
Chimneys and other ornamental architectural features	Up to 10 feet above the maximum height limit.
Parapet walls	Up to 5 feet above the maximum height limit on a maximum of 70% of each facade.
Rooftop mechanical equipment	Up to 5 feet beyond the maximum height limit, provided the equipment complies with screening requirements set forth in §5.6.9.B: *Mechanical and Utility Equipment*. Examples of rooftop mechanical equipment include, but are not limited to cupolas, chimney ventilators, skylights, water tanks, elevator overrides, solar collection equipment, and similar mechanical equipment.
Turret, spire, or tower	Up to 15 feet, provided that such turret, spire, or tower has a floorplate 10 percent or less than the ground floor area of the building of which it is a part.

3.9.6. Impervious Coverage

The area of the lot or parcel covered by the following shall be included in the calculation of total impervious coverage in all zoning districts:

A. Principal buildings at their greatest extent and so as to include areas overhung by eaves, balconies, and other projecting features of the structures;

B. Accessory buildings, parking garages, carports, pools, and utility and storage sheds at their greatest extent and so as to include areas overhung by eaves, balconies, and other projecting features of the structures;

C. Sidewalks, stairways, elevated walkways, or paved areas;

D. Parking areas and driveways, regardless of surfacing materials unless an alternative pervious paving system is approved by the Director; and

E. Decomposed granite, gravel, flagstone, and river rock.

3.9.7. Minor Modification

Minor modifications to some of the dimensional standards in this section may be available through the Minor Modification process established in §2.10.3.

Article 4: Use Regulations

4.1 Purpose and Organization

4.1.1. Purpose

The article identifies the land uses allowed in Addison's zoning districts and establishes standards that apply to certain uses with unique characteristics or impacts.

4.1.2. Organization

A. §4.2: *Table of Allowed Uses*, lists uses allowed by zoning district and provides cross-references to applicable use-specific standards.

B. §4.3: *Use-Specific Standards*, establishes use-specific standards applicable to specific land uses.

C. §4.4: *Accessory Uses and Structures*, establishes standards applicable to accessory uses and structures.

D. §4.5: *Temporary Uses and Structures*, establishes standards applicable to temporary uses and structures.

4.2 Table of Allowed Uses

§4.2.7: *Table of Allowed Uses* lists the uses allowed within all base zoning districts. Each listed use is defined in §7.2: *Use-Related Definitions*.

4.2.1. Explanation of Table Abbreviations

A. Uses Permitted By-Right

A "P" in a cell indicates that the use is permitted by-right in the respective zoning district. Permitted uses are subject to all other applicable regulations of this UDC.

B. Uses Requiring a Special Use Permit

An "S" in a cell indicates that the use is only permitted in the respective zoning district with approval of a Special Use Permit pursuant to §2.5.1: *Special Use Permit*.

C. Prohibited Uses

A blank cell indicates that the use is prohibited in the respective zoning district.

D. Accessory Uses

An "A" in a cell indicates that the use is only permitted in the respective zoning district as an accessory use. If the letter "A" is accompanied by the letter "S" in the same cell, the use is only permitted in the respective zoning district as an accessory use and requires approval of a Special Use Permit pursuant to §2.5.1: *Special Use Permit*.

E. Use-Specific Standards

A use permission that includes an "*" indicates that a use specific standard applies to that land use in the respective zoning district. Regardless of whether or not a use is allowed by right or with approval of a Special Use Permit, additional standards may be applicable to that use. Use-specific standards are identified and cross-referenced in the last column of the table.

4.2.2. Table Organization

In §4.2.7: *Table of Allowed Uses*, land uses and activities are classified into general use categories and specific use types based on common functional, product, or physical characteristics such as the type and amount of

activity, the type of customers or residents, how goods or services are sold or delivered, and site conditions. This classification provides a systema1tic basis for assigning present and future land uses into appropriate zoning districts. This classification does not list every use or activity that may appropriately exist within each use category. Certain uses may be listed in one category when they may reasonably have been listed in one or more other categories. The use categories are intended as an indexing tool and are not regulatory. For example, the use category "Residential" contains two use subcategories "Household Living" and "Group Living." Specific use types such as ""Dwelling, Duplex" and "Assisted Living Facility" are regulatory.

4.2.3. Use for Other Purposes Prohibited

Approval of a use listed in §4.2.7: *Table of Allowed Uses*, and compliance with the applicable use-specific standards for that use authorizes that use only. Buildings and structures shall not be erected, altered, or enlarged except for the uses listed in §4.2.7: *Table of Allowed Uses*. All other uses not specifically listed are prohibited and shall be unlawful unless the Director has determined an appropriate use type for the unlisted use pursuant to the procedure in §4.2.5: *Classification of New and Unlisted Uses* below.

4.2.4. Required Licenses, Permits, and Operational Rules

A. All uses required by any unit of local, state, or federal government to have an approval, license, or permit to operate are required to have that local, state, or federal approval, license, or permit in effect at all times, and failure to do so is a violation of this UDC.

B. All uses subject to the operational standards of a local, state, or federal government agency, including without limitation the regulations contained in the Code of Ordinances, shall operate in compliance with those standards and regulations at all times, and failure to do so is a violation of this UDC.

4.2.5. Classification of New and Unlisted Uses

The following procedure shall apply if an application is submitted for a use type that is not specifically listed in §4.2.7: *Table of Allowed Uses*. Submission and approval of such an application shall be required prior to approval of any other permit or development approval associated with the use.

A. Director Interpretation of Appropriate Use Type

The Director shall determine the appropriate use type for the proposed use pursuant to the procedures in §2.10.5: *Interpretations*. In making such determination, the Director shall consider the potential impacts of the proposed use including the nature of the use and whether it includes dwellings, sales, processing, or storage; and typical operations, employment characteristics, nuisances, requirements for public utilities, and transportation requirements.

B. Uses and Use-Specific Standards Requiring a UDC Text Amendment

In making a determination on a new or unlisted use, the Director may determine that such new or unlisted use requires a text amendment of this UDC. The Director may also determine that UDC text amendments for additional use-specific standards are necessary to reduce potential impacts to surrounding properties or the community. UDC text amendments shall follow the procedures in §2.5.4: *Zoning Text Amendment*.

C. Appeal of Director's Determination

An appeal of the Director's determination shall be made pursuant to the procedures in §2.10.4: *Appeal of Administrative Decision*.

4.2.6. Townwide Performance Standards

A. Noise

No operation shall emit noise beyond the thresholds established in Chapter 34, Article 3 of the Code of Ordinances.

B. Residential Uses Near Airport

Residential uses are not permitted within the approved Federal Aviation Administration (FAA) Contours as established in the Airport Master Plan.

4.2.7. Table of Allowed Uses

Table 4.2-1: Table of Allowed Uses

P = permitted use **S** = Special Use Permit required **A** = accessory use **T** = temporary use
Blank Cell = prohibited use

	Residential			Mixed-Use				Nonresidential				Use-Specific Standards
	R-1	R-2	R-3	M-1	M-2	M-3	M-4 [1]	CL	CG	LI	AA	
Residential Uses												
Household Living												
Cottage development			S	S								4.3.2.A
Dwelling, duplex			P									
Dwelling, fourplex			P	P								4.3.2.B
Dwelling, live/work		S	P	P	P	P	P					4.3.2.C
Dwelling, multifamily			S	P	P	P	P					4.3.2.D
Dwelling, single-family (attached)			P	P	P							4.3.2.E
Dwelling, single-family (detached)	P	P	P	P								4.3.2.F
Dwelling, triplex			P	P								4.3.2.G
Manufactured home development (HUD-Code)				S	S							4.3.2.H
Group Living												
Assisted living facility		S	S	S	S	S	S	S	S			
Continuing care facility			S	P	P	P	P	S	S			
Group care home, FHAA small	P	P	P	P	P	P	P					4.3.2.I
Group care home, FHAA large			P	P	P	P	P					4.3.2.I
Supportive housing, small					S	S	S					
Supportive housing, large							S					
Public, Institutional, and Civic Uses												
Community and Cultural Facilities												
Club or lodge					S	S	S	S	S		S	
Day care center, adult or child				S	P	P	P	P	P	A	A	4.3.3.A
Day care home, adult or child	A	A	A	A	A	A	A					4.3.3.B
Funeral facility								P	P			
Library				P	P	P	P	P	P	P	S	
Museum				P	P	P	P	P	P	P	S	
Park or open space, active	P	P	P	P	P	P	P	P	P	P		
Park or open space, passive	P	P	P	P	P	P	P	P	P	P		4.3.3.C
Place of worship	S	S	S	S	P	P	P	P	P	P	S	
Police, fire, or rescue facility (private)				S	S	P	P	P	P	P	S	
Police, fire, or rescue facility (public)	S	S	S	S	S	P	P	P	P	P	S	4.3.3.D

Table 4.2-1: Table of Allowed Uses

P = permitted use **S** = Special Use Permit required **A** = accessory use **T** = temporary use
Blank Cell = prohibited use

	Residential			Mixed-Use				Nonresidential				Use-Specific Standards
	R-1	R-2	R-3	M-1	M-2	M-3	M-4 [1]	CL	CG	LI	AA	
Educational Facilities												
School, college or university					S	S				P		
School, public or private	S	S	S	S	S	S	S	S	S	S		
School, vocational or trade						S	S			P	P	
Healthcare Facilities												
Hospital					S	S	S	S	S	S		
Medical clinic				P	P	P	P	P	P	P	P	4.3.3.E
Commercial Uses												
Agricultural and Animal												
Kennel, commercial					S			S	S	S		4.3.4.A
Plant nursery or greenhouse					S	S		P	P	P		
Urban agriculture, noncommercial	P	A	A	A	A	A	A	A	A	A		4.3.4.B
Veterinary hospital or clinic					P			P	P	P		4.3.4.C
Recreation and Entertainment												
Recreation facility, indoor	A	A	A	A	P	P	P	P	P	P	A	4.3.4.D
Recreation facility, outdoor	A	A	A	A	P	P	S	P	P	P	A	4.3.4.E
Sexually oriented business										S		4.3.4.F
Food and Beverage												
Beer and Wine sales, off-premise consumption				S	S	S	S	S	S	S		
Brewpub, distillery, or winery								S	P	P	P	
Catering establishment								P	P	P	P	
Hookah bar				S	S	S	S	S	S	S	S	4.3.4.G
Liquor sales, off-premise consumption	See Chapter 6: *Alcoholic Beverages* of the Code of Ordinances											
Microbrewery				S	S	S	S	S	S	S		4.3.4.H
Mobile food truck park				S	S	S	S	S	S	S	S	4.3.4.I
Restaurant				P	P	P	P	P	P	P	P	4.3.4.J
Lodging												
Bed and breakfast			S	S								4.3.4.K
Hotel, Full Service				S	S	S	S	S	S	S	S	4.3.4.L
Hotel, Limited Service					S	S		S	S	S	S	
Residence Hotel					S	S						
Office, Business, Professional, and Personal Services												
Bank or financial institution				P	P	P	P	P	P	P	P	
Credit access business									S			4.3.4.M

Table 4.2-1: Table of Allowed Uses

P = permitted use **S** = Special Use Permit required **A** = accessory use **T** = temporary use
Blank Cell = prohibited use

	Residential			Mixed-Use				Nonresidential				Use-Specific Standards
	R-1	R-2	R-3	M-1	M-2	M-3	M-4 [1]	CL	CG	LI	AA	
Laundromat, self-service			A	A	P	P	P	P	P	P	A	
Office				P	P	P	P	P	P	P	P	
Personal services				P	P	P	P	P	P	P	P	
Retail Sales												
Building supply store									P	P		
Pawn shop										P		
Retail sales, less than 15,000 sq. ft. GFA				P	P	P	P	P	P	P	P	4.3.4.N
Retail sales, 15,000 to 50,000 sq. ft. GFA					S	S	S	P	P	P	P	4.3.4.N
Retail sales, more than 50,000 sq. ft. GFA					S		S	S	P	P		4.3.4.N
Transportation, Vehicles, and Equipment												
Equipment sales or rental									S	P	P	4.3.4.O
Fleet services										P	P	
Parking facility, private					S	S	S	S	S	S	P	
Parking facility, public					P	P	P	P	P	P	P	
Transit terminal or station				S	S	S	S	S	S	S	S	
Vehicle fuel station								S	P	P	P	4.3.4.P
Vehicle repair, major										P	P	
Vehicle repair, minor									P	P	P	4.3.4.Q
Vehicle sales or leasing, indoors					S					P		
Vehicle wash									P	P	P	4.3.4.R
Industrial Uses												
Aviation												
Airport, public-owned											P	
Manufacturing and Processing												
Commercial laundry facility										P		
Data center									S	S		4.3.5.A
Food production or processing				P	P	P	P	P	P	P		4.3.5.B
Manufacturing, artisan					P	P	P	P	P	P	P	4.3.5.C
Manufacturing, low-impact									S	P		4.3.5.D
Resource or mineral extraction	S	S	S	S	S	S	S	S	S	S	S	
Storage and Warehousing												
Contractor's office										P	P	
Storage, self-service										S	P	4.3.5.E
Storage, outdoor	A	A	A	A	A					A	A	4.3.5.F

Table 4.2-1: Table of Allowed Uses

P = permitted use **S** = Special Use Permit required **A** = accessory use **T** = temporary use
Blank Cell = prohibited use

	Residential			Mixed-Use				Nonresidential				Use-Specific Standards
	R-1	R-2	R-3	M-1	M-2	M-3	M-4 [1]	CL	CG	LI	AA	
Warehouse or wholesale facility										P	P	4.3.5.G
Utilities and Communication Uses												
Public utility, major	P	P	P	P	P	P	P	P	P	P	P	4.3.6.A
Public utility, minor	P	P	P	P	P	P	P	P	P	P	P	4.3.6.A
Satellite earth station	A	A	A	A	A	A	A	A	A	A	A	4.3.6.B
Solar energy system	A	A	A	A	A	A	A	A	A	P	P	4.3.6.C
Wind energy system, more than 100 kW								S	S	S	S	4.3.6.D
Wind energy system, less than 100 kW	A	A	A	A	A	A	A	A	A	A	A	4.3.6.D
Wireless communication facility												
Building- or Roof-Mounted				P	P	P	P	P	P	P	P	4.3.6.E
Ground-Mounted					S						S	4.3.6.E
Accessory Uses												
Alcohol sales, on-premise consumption				A	A	A	A	A	A	A	A	
Caretaker's quarters				A	A	A	A	A	A	A	A	
Drive-through					A			A	A	A	A	4.4.4.A
Donation box					A	A	A	A	A	A	A	4.4.4.B
Dwelling, accessory (ADU)	A	A	A	A								4.4.4.C
Event space									P			
Home occupation	A	A	A	A	A	A	A					4.4.4.D
Valet parking service				A	A	A	A	A	A	A	A	4.4.4.E
Temporary Uses												
Construction support activities	T	T	T	T	T	T	T	T	T	T	T	4.5.5.A
Mobile food truck	T	T	T	T	T	T	T	T	T	T	T	4.5.5.B
Outdoor retail and display				T	T	T	T	T	T	T	T	4.5.5.C
Portable storage structure	T	T	T	T	T	T	T	T	T	T	T	4.5.5.D
Real estate sales or model home	T	T	T	T	T	T	T	T	T	T	T	4.5.5.E
Seasonal sales	T	T	T	T	T	T	T	T	T	T	T	4.5.5.F
Special event	T	T	T	T	T	T	T	T	T	T	T	4.5.5.G

Notes:
[1] A maximum of 70 percent of the acreage of a proposed development may be used for residential or mixed-use with residential uses.

4.3 Use-Specific Standards

4.3.1. General Applicability

A. The use-specific standards listed in this section shall apply to those uses listed on the same line of the Allowed Use Table in §4.2.7, regardless of their respective level of permission.

B. These use-specific standards cannot be modified through the Special Use Permitting process, but relief may be granted through the Variance procedure established in §2.10.1.

C. In case of a conflict between these use-specific standards and the standards in Article 5: *Development Standards*, these use-specific standards shall apply unless otherwise noted.

4.3.2. Residential

A. Cottage Development

1. Dimensional Standards

Table 4.3-1: Cottage Development Dimensional Standards

Lot or Building Element	Standard
Maximum density	10 dwelling units per gross acre
Minimum building setback	As required for single-family detached structures in the underlying zoning district (applied to project site as a whole, not individual units)
Minimum parking area setback	10 ft.
Minimum dwelling separation	10 ft.
Maximum building height	2 stories, not to exceed 25 ft.
Minimum shared open space	400 sq. ft. per dwelling unit

2. Parking and Access

a. Parking shall be designed to limit curb cuts and most efficiently park vehicles.

b. Parking may take place on a shared, paved parking lot or in shared or individual driveways.

c. Shared driveways may access individual garages.

d. Project perimeter sidewalks are required, and internal walkways shall connect each cottage unit to the project perimeter sidewalks.

3. Architecture

a. All structures shall meet the design standards applicable to single-family homes in the zoning district where the property is located.

b. Dwelling units shall have a maximum 1:3 width to depth ratio for the first floor.

B. Dwelling, Fourplex

A fourplex dwelling may develop with a single staircase only if a 13D or 13R NFPA (National Fire Protection Association) system is installed, subject to Director approval.

C. Dwelling, Live/Work

1. Signs are limited to a maximum of two non-illuminated wall or window signs that shall not exceed six square feet in total combined area and shall not include moving elements.

2. The residential dwelling unit shall have a minimum of 400 square feet of gross floor area.

3. The work activities shall not create adverse noise or operational impacts or create additional traffic on adjacent residential properties.
4. The nonresidential use shall be occupied and operated by a resident of the live/work dwelling. Individuals that do not reside at the live/work dwelling may be employed by the owner.

D. Dwelling, Multifamily

1. Dwelling Unit Size

a. The gross floor area for each unit shall average 800 square feet per building, based upon the following minimum gross floor area requirements:

Table 4.3-2: Minimum Gross Floor Area by Multifamily Bedroom Type

Unit Type	Minimum Gross Floor Area per Unit
Efficiency	300 sq. ft.
1-bedroom	450 sq. ft.
2-bedroom	700 sq. ft.
3-bedroom	850 sq. ft.

b. The minimum gross floor area for up to five percent of each unit type may be reduced by 25 percent, provided the overall unit mix per building averages a minimum of 750 square feet.

E. Dwelling, Single-Family (Attached)

1. Any tandem parking provided in a garage shall not be counted toward the minimum parking requirements.
2. Direct driveway access (ingress or egress) from any lot to any arterial street or commercial collector street is prohibited, unless no other legal access alternative is available.
3. In the M-1 and M-2 zoning districts, site access and curb cuts shall be limited to one curb cut per lot.

F. Dwelling, Single-Family (Detached)

1. Direct driveway access (ingress or egress) from any lot to any arterial street or commercial collector street is prohibited, unless no other legal access alternative is available.
2. In the R-1, R-2, and R-3 districts, single-family detached dwellings shall be a minimum of 1,000 square feet in gross floor area.
3. In the M-1 and M-2 zoning districts, site access and curb cuts shall be limited to one curb cut per lot.

G. Dwelling, Triplex

A triplex dwelling may develop with a single staircase only if a 13D or 13R NFPA (National Fire Protection Association) system is installed, subject to Director approval.

H. Manufactured Home Development (HUD-Code)

The minimum lot area required for a manufactured home development (HUD-Code) shall be 20 acres.

I. Group Care Home, FHAA (Small and Large)

1. Group care homes for the exclusive use of citizens protected by the provisions of the Federal Fair Housing Act Amendments of 1988 (FHAA), as defined in that Act and interpreted by the courts, or by any similar legislation of the State of Texas, may be established in any Residential zoning district or portion of a Mixed-Use zoning district or PD district that permits residential dwellings, provided that they meet the definition of "small" and "large" facilities in Article 7: *Definitions* and are located in zoning districts where facilities of that size are allowed pursuant to §4.2.7: *Table of Allowed Uses*, and subject to the licensing requirements of the state and the Town.

2. In the R-3 and M-1 zoning districts, group homes shall not be designed for or occupied by more than 20 residents living together.

4.3.3. Public, Institutional, and Civic Uses

A. Daycare Center, Adult or Child

1. Where required by state law, day care centers shall be and remain licensed by the state and shall operate in accordance with their license and all applicable state laws.
2. In the M-4 zoning district, the following shall apply:
   a. Freestanding day care facilities shall not be permitted.
   b. Daycare facilities shall only be permitted on the ground level floor.
   c. Daycare facilities shall not exceed 5,000 square feet GFA.

B. Daycare Home, Adult or Child

1. Where required by state law, daycare homes shall be and remain licensed by the state and shall operate in accordance with their license and all applicable state laws.
2. Daycare homes shall be registered with the state and the Town.
3. The care of more than six persons, including the caregiver's dependent(s), at one time (up to the maximum number of persons allowed by state law) requires Special Use Permit approval pursuant to §2.5.1.
4. Daycare homes shall only operate between the hours of 6:00 a.m. and 12:00 a.m.

C. Park or Open Space, Active and Passive

1. Parks or open space owned by the Town or dedicated to the Town shall not be subject to the dimensional standards of the underlying zoning district, but shall be subject to the height and setback limitations established in §5.7.6: *Neighborhood Transition Standards.*
2. All dedicated parkland shall be subject to the standards in §6.4.7: *Dedication of Land for Parks, Trails, and Recreational Areas and Assessment of Park Development Fees*.

D. Police, Fire, or Rescue Facility (Public)

Police, fire, or rescue facilities owned by the Town shall not be subject to the dimensional standards of the underlying zoning district, but shall be subject to the height and setback limitations established in §5.7.6: *Neighborhood Transition Standards.*

E. Medical Clinic

In the M-4 zoning district the following shall apply:

1. Freestanding medical clinics shall not be permitted.
2. Medical clinic facilities shall not exceed 3,000 square feet GFA.

4.3.4. Commercial

A. Kennel, Commercial

1. Enclosed Building Requirement

The parts of a building where animals are boarded shall be fully enclosed, with solid core doors and no operable windows, and shall be sufficiently insulated so no unreasonable noise or odor can be detected off premises.

2. Kennels with Outdoor Facilities

Outdoor facilities, including outdoor runs, shall not be located within 150 feet of any residential use or Residential zoning district.

B. Urban Agriculture, Noncommercial

1. Generally

a. Retail sales shall be prohibited on the noncommercial urban agriculture site, except for the sale of produce grown on that site.

b. The site drainage and maintenance shall prevent water and fertilizer from draining onto adjacent property that is not part of the contiguous land in the urban agricultural use.

c. Compost piles shall not exceed six feet in height. Refuse and compost area shall be enclosed at ground level to be rodent-resistant.

d. No outdoor work activity that involves power equipment or generators may occur between 10:00 p.m. to 7:00 a.m. unless otherwise allowed by the Director.

e. Noncommercial animal keeping shall be subject to the standards in Chapter 10 of the Code of Ordinances.

2. Backyard Chickens and Bees

a. Where Allowed

The keeping or raising of chickens or bees shall be allowed as an accessory use subject to City permitting requirements. In Residential zoning districts, it shall be allowed only on lots with an occupied dwelling unit.

b. Permitting

i. It is unlawful to keep backyard chickens without a permit pursuant to the Code of Ordinances.

ii. For the keeping of chickens as an accessory use, permits may only be issued to properties with dedicated rear yards.

iii. Shared outdoor spaces for single-family attached or multifamily dwellings shall not be eligible for permits.

c. Number and Type of Chickens Allowed

i. It shall be unlawful for any owner to keep or harbor a three or more fowl within the corporate limits of the Town in any pen, stable, shed, coop or enclosure, if any part of such enclosure or structure is within 150 feet of any residence, business or commercial establishment or office (other than the owner's residence, business or commercial establishment or office), grocery store, restaurant, school, hospital, assisted living facility, or continuing care facility.

ii. Roosters are prohibited.

d. Chicken Coop Standards

No free-range chickens are allowed. All chickens shall be kept in a coop. A coop is a physical structure providing protection and shelter to chickens. Coops shall comply with the following:

i. Chickens shall be kept in a coop from 7:00 a.m. to 10:00 p.m. unless otherwise allowed by the Director.

ii. No chickens shall be kept in any part of any dwelling or building used for human occupation.

iii. The coop size shall not exceed 120 square feet and shall provide at least four square feet of space per chicken.

iv. The coop height shall not exceed six feet in height.

v. The coop shall be located in the rear yard and shall be a minimum of 15 feet from side and rear property lines and a minimum of 25 feet from adjacent dwellings.

vi. The coop shall be designed to be resistant to predators.

vii. The coop shall be kept clean and free from offensive odors.

viii. Feed shall be stored within a structure in a rodent-proof, fastened container.

e. Ranging Standards

i. If a chicken run or other enclosure is used, a minimum of 20 square feet of permeable surface per chicken shall be provided within the enclosure, and access to bare earth shall also be provided.

ii. Chickens are allowed to range in the rear yard up to the side and rear property line, provided a fence around such yard is a minimum of four feet in height and adequate for containing animals.

f. Slaughtering Prohibited

Slaughtering shall be prohibited within the Addison City limits.

3. Livestock

It shall be unlawful for any owner to keep or harbor any livestock within the corporate limits of the Town:

a. In any pen, stable, shed, coop or enclosure, if any part of such enclosure or structure is within 150 feet of any residence, business or commercial establishment or office (other than the owner's residence, business or commercial establishment or office), grocery store, restaurant, school, hospital, assisted living facility, or continuing care facility; and

b. Where there is less than 5,000 square feet for each animal. It shall be unlawful for any owner to keep or harbor three or more fowl within the corporate limits of the Town where there is less than 100 square feet for each fowl.

C. Veterinary Hospital or Clinic

A veterinary hospital or clinic shall comply with the same requirements for a commercial kennel in 4.3.4.A. The following additional standards shall apply:

1. Outdoor kennel facilities are prohibited in the M-2 zoning district.

2. Kennels and/or boarding areas are limited to 50 percent of the gross floor area of the building.

D. Recreation Facility, Indoor

In the R-1, R-2, R-3, and M-1 zoning districts, indoor recreation facilities are only allowed as an accessory use to a principal residential dwelling unit(s) the same lot, or as a shared amenity on a parcel under common ownership.

E. Recreation Facility, Outdoor

In the R-1, R-2, R-3, and M-1 zoning districts, outdoor recreation facilities are only allowed as an accessory use to principal residential dwelling unit(s), or as a shared amenity on a parcel under common ownership.

F. Sexually Oriented Businesses

1. Purpose and Intent

a. It is the purpose of this §4.3.4.F, to regulate sexually oriented businesses to promote the health, safety, morals, and general welfare of the citizens of the Town, and to establish reasonable and uniform regulations to prevent the continued concentration of sexually oriented businesses within the Town. The provisions of this §4.3.4.F, have neither the purpose nor the effect of imposing a limitation or restriction on the content of any communicative materials, including sexually oriented materials. Similarly, it is not the intent or the effect of this article to restrict or deny access by adults to sexually oriented materials protected by the First Amendment, or to deny access by the distributors and exhibitors of sexually oriented entertainment to their intended market.

b. It is the intent of the City Council that the locational regulations of §4.3.4.F.3.b are promulgated pursuant to TLGC Chapter 243. It is the intent of the City Council that all other provisions of this §4.3.4.F, are promulgated pursuant to the Town Charter and TLGC §§51.072, 54.004, and 215.075.

c. Defense to Prosecution

i. It is a defense to prosecution under §§4.3.4.F.2.a, 4.3.4.F.3.b, and 4.3.4.F.3.c that a person appearing in a state of nudity did so in a modeling class operated:

a. By a proprietary school licensed by the state; a college, junior college, or university supported entirely or partly by taxation;

b. By a private college or university which maintains and operates educational programs in which credits are transferrable to a college junior college, or university supported entirely or partly by taxation; or

c. In a structure:

i. Which has no sign visible from the exterior of the structure and no other advertising that indicates a nude person is available for viewing;

ii. Where in order to participate in a class a student must enroll at least three days in advance of the class; and

iii. Where no more than one nude model is on the premises at any one time.

ii. It is a defense to prosecution under §§4.3.4.F.2.a and 4.3.4.F.3.b that each item of descriptive printed film, or video material offered for sale or rental, taken as a whole, contains serious literary, artistic, political or scientific value.

d. Classification

Sexually oriented businesses are classified as follows:

i. Adult arcades;

ii. Adult bookstores or adult video stores;

iii. Adult cabarets;

iv. Adult motels;

v. Adult motion picture theatres;

vi. Adult theatres;

vii. Escort agencies;

viii. Nude model studios; and

ix. Sexual encounter centers.

2. Permit

a. Required

A person commits an offense if he/she operates a sexually oriented business without a valid permit, issued by the Town for the particular type of business.

b. Application

i. An application for a sexually oriented business permit must be made on a form provided by the Chief of Police. The application form shall be sworn to and shall include:

a. The name and address of the applicant;

b. A statement as to whether or not the applicant meets each of the requirements set forth in §4.3.4.F.2.c;

c. The name and address of each person required to sign the application pursuant to §4.3.4.F.2.b.iv below, and the name, address and type of entity of each entity required

to sign the application pursuant to §4.3.4.F.2.b.iv below, and, as to each entity which is required to sign the application, the name and address of each person or entity which owns an interest in each such entity;

d. The name and address of each employee, agent and independent contractor of the sexually oriented business; and

e. Such other matters, consistent with this §4.3.4.F, as may be specified in the application form, including, without limitation, driver's license numbers, dates of birth and identifying photographs of each person required to be identified in the application.

ii. The application shall be accompanied by a sketch or diagram showing the configuration of the premises, including a statement of total floor space occupied by the business. The sketch or diagram need not be professionally prepared but must be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches.

iii. The applicant shall be qualified according to the provisions of this §4.3.4.F.

iv. If a person who wishes to operate a sexually oriented business is an individual, he/she shall sign the application for a permit as applicant. If a person who wishes to operate a sexually oriented business is other than an individual, each individual who directly or indirectly through one or more intermediaries owns or controls a 20 percent or greater interest in the business shall sign the application for a permit as applicant. Each applicant shall be qualified under §4.3.4.F.2.c and each applicant shall be considered a permittee if a permit is granted.

c. Issuance

i. The Chief of Police shall approve the issuance of a sexually oriented business permit to an applicant within 30 days after receipt of an application unless the Chief of Police finds one or more of the following to be true:

a. An applicant is under 18 years of age;

b. An applicant or an applicant's spouse is overdue in payment to the Town of taxes, fees, fines, or penalties assessed against or imposed upon the applicant or the applicant's spouse in relation to a sexually oriented business;

c. An applicant has failed to provide information reasonably necessary for issuance of the permit or has falsely answered a question or request for information on the application form;

d. An applicant or an applicant's spouse has been convicted of a violation of a provision of this §4.3.4.F, within two years immediately preceding the application. The fact that a conviction is being appealed shall have no effect;

e. An applicant is residing with a person who has been denied a permit by the Town to operate a sexually oriented business within the preceding 12 months, or residing with a person whose permit to operate a sexually oriented business has been revoked within the preceding 12 months;

f. The permit fee required by this §4.3.4.F, has not been paid;

g. An applicant has been employed in a sexually oriented business in a managerial capacity within the preceding 12 months and has demonstrated an inability to operate or manage a sexually oriented business premises in a peaceful and law-abiding manner, thus necessitating action by law enforcement officers;

h. An applicant or the proposed establishment is in violation of or is not in compliance with paragraphs:

i. 4.3.4.F.2.e;
ii. 4.3.4.F.3.a;
iii. 4.3.4.F.3.b;
iv. 4.3.4.F.3.d;
v. 4.3.4.F.3.e;
vi. 4.3.4.F.3.f;
vii. 4.3.4.F.3.g; or
viii. 4.3.4.F.3.h.

i. The proposed location for the sexually oriented business is not provided by or is not in accordance with this UDC for such use;

j. An applicant or an applicant's spouse has been convicted of a crime involving any of the following offenses as described in V.T.C.A., Penal Code Ch. 43:
   i. Prostitution;
   ii. Promotion of prostitution;
   iii. Aggravated promotion of prostitution;
   iv. Compelling prostitution;
   v. Obscenity;
   vi. Sale, distribution, or display of harmful material to a minor;
   vii. Sexual performance by a child;
   viii. Possession of child pornography;

k. An applicant or an applicant's spouse has been convicted of a crime involving any of the following offenses as described in V.T.C.A., Penal Code Ch. 21:
   i. Public lewdness;
   ii. Indecent exposure;
   iii. Indecency with a child;

l. An applicant or an applicant's spouse has been convicted of a crime involving sexual assault or aggravated sexual assault as described in V.T.C.A., Penal Code Ch. 22;

m. An applicant or an applicant's spouse has been convicted of a crime involving incest, solicitation of a child, or harboring a runaway child as described in V.T.C.A., Penal Code Ch. 25;

n. An applicant or an applicant's spouse has been convicted of a crime involving criminal attempt, conspiracy, or solicitation to commit any of the foregoing offenses described herein;

o. An applicant or an applicant's spouse has been convicted of a crime for which less than five years have elapsed since the date of conviction or the date of release from confinement imposed for the conviction, whichever is the later date, if the conviction is of a misdemeanor offense;

p. An applicant or an applicant's spouse has been convicted of a crime for which less than 10 years have elapsed since the date of conviction or the date of release from confinement for the conviction, whichever is the later date, if the conviction is of a felony offense; or

q. An applicant or an applicant's spouse has been convicted of a crime for which less than 10 years have elapsed since the date of the last conviction or the date of release from confinement for the last conviction, whichever is the later date, if the convictions

are of two or more misdemeanor offenses or combination of two or more felony or misdemeanor offenses, occurring within any 36-month period.

ii. The fact that a conviction is being appealed shall have no effect on the disqualification of the applicant or applicant's spouse.

iii. An applicant who has been convicted or whose spouse has been convicted of an offense listed herein may qualify for a sexually oriented business permit only when the time period required by §§4.3.4.F.2.c.i.o, 4.3.4.F.2.c.i.p, and 4.3.4.F.2.c.i.q above have elapsed.

iv. The permit, if granted, shall state on its face the name of the person to whom it is granted, the expiration date, and the address of the sexually oriented business. The permit shall be posted in a conspicuous place at or near the entrance to the sexually oriented business so that it may be easily read at any time.

d. Expiration

i. Each sexually oriented business permit shall expire one year from the date of issuance and may be renewed only by making application as provided in §4.3.4.F.2.b. Application for renewal should be made at least 30 days before the expiration date.

ii. When the Chief of Police denies renewal of a sexually oriented business permit, the applicant shall not be issued a permit for one year from the date of denial. If, subsequent to denial, the Chief of Police finds that the basis for denial of the renewal permit has been corrected or abated, the applicant may be granted a permit if at least 90 days have elapsed since the date denial became final.

e. Transfer

A permittee under this §4.3.4.F, shall not transfer their permit to another, nor shall a permittee operate a sexually oriented business under the authority of a permit at any place other than the address designated in the application.

f. Suspension

The Chief of Police shall suspend a sexually oriented business permit for a period not to exceed 30 days if they determines that a permittee or an employee of a permittee has engaged in any one of the following activities and/or occurrences:

i. Has violated or is not in compliance with any one of the following paragraphs:

a. 4.3.4.F.2.e;

b. 4.3.4.F.3.a;

c. 4.3.4.F.3.b;

d. 4.3.4.F.3.d;

e. 4.3.4.F.3.e;

f. 4.3.4.F.3.f;

g. 4.3.4.F.3.g; or

h. 4.3.4.F.3.h.

ii. Has been "legally intoxicated," as such term is defined by the laws of the state pertaining to driving while intoxicated, while on the sexually oriented business premises.

iii. Has refused to allow an inspection of the sexually oriented business premises as authorized by this §4.3.4.F.

iv. Has knowingly permitted gambling by any person on the sexually oriented business premises.

g. Revocation

i. The Chief of Police shall revoke a sexually oriented business permit if a cause of suspension in §4.3.4.F.2.f occurs after the permit has previously been suspended and within 12 months following the date of such previous suspension.

ii. The Chief of Police shall revoke a permit if he determines that any one of the following situations, activities, or events has occurred:

a. A permittee gave false or misleading information in the material submitted to the Chief of Police during the application process;

b. A permittee or an employee has knowingly allowed possession, use or sale of controlled substances on the premises;

c. A permittee or an employee has knowingly allowed prostitution on the premises;

d. A permittee or an employee operated the sexually oriented business during a period of time when the permittee's permit was suspended;

e. A permittee has been convicted of an offense listed in §4.3.4.F.2.f.i, for which the time period required in §4.3.4.F.2.c.i.o through §4.3.4.F.2.c.i.q has not elapsed;

f. On two or more occasions within a 12-month period, a person committed an offense occurring in or on the permitted premises of a crime listed in §4.3.4.F.2.c.i for which a conviction has been obtained, and the person was an employee of the sexually oriented business at the time the offense was committed;

g. A permittee or an employee has knowingly allowed any act of sexual intercourse, sodomy, oral copulation, masturbation, or sexual contact to occur in or on the permitted premises. The term "sexual contact" shall have the same meaning as it is defined in V.T.C.A., Penal Code §21.01; or

h. A permittee is delinquent in payment to the Town for hotel occupancy taxes, ad valorem taxes, or sales taxes related to the sexually oriented business.

iii. The fact that a conviction is being appealed shall have no effect on the revocation of the permit.

iv. §4.3.4.F.2.g.ii.g does not apply to adult motels as a ground for revoking the permit unless the permittee or employee knowingly allowed the act of sexual intercourse, sodomy, oral copulation, masturbation, or sexual contact to occur in a public place or within public view.

v. When the Chief of Police revokes a permit, the revocation shall continue for one year and the permittee shall not be issued a sexually oriented business permit for one year from the date revocation became effective. If, subsequent to revocation, the Chief of Police finds that the basis for the revocation has been corrected or abated, an applicant may be granted a permit if at least 90 days have elapsed since the date the revocation became effective. If the permit was revoked under §4.3.4.F.2.g.ii.e, an applicant may not be granted another permit until the appropriate number of years required under has elapsed.

h. Appeal

i. Generally

If the Chief of Police denies the issuance of a sexually oriented business permit or suspends or revokes a permit, the Chief of Police shall send to one applicant or permittee, by certified mail, return receipt requested, written notice of the action and the right to an appeal.

ii. Appeal Procedure

a. The aggrieved party may, not later than 10 days after such notice is mailed, appeal the decision of the Chief of Police to the City Council.

b. The filing of an appeal stays the action of the Chief of Police in suspending or revoking a permit until the City Council makes a final decision.

c. The appeal shall be filed with the City Secretary.

d. The City Council shall set a time and place for a hearing on such appeal and notice of such hearing shall be mailed, postage prepaid, to one applicant or permittee, at their last known address, at least five days prior to the date of the hearing.

3. Operational Restrictions and Requirements

a. Inspection

i. An applicant or permittee under this §4.3.4.F shall permit representatives of the Police Department, Health Department, Fire Department, and Building Inspection Division to inspect the premises of a sexually oriented business for the purpose of ensuring compliance with the law, at any time it is occupied or open for business.

ii. A person who operates a sexually oriented business or their agent or employee commits an offense if he refuses to permit a lawful inspection of the premises by a representative of the Police Department at any time it is occupied or open for business.

iii. The provisions of this section do not apply to areas of an adult motel which are, at the time of such inspection, being rented by a customer for use for a period longer than 10 hours, and then actually occupied by such customer, unless one-hour notice is provided to such customer.

b. Location of Sexually Oriented Businesses

i. A person commits an offense if they operate or cause to be operated a sexually oriented business within 1,000 feet of:

a. A place of worship;

b. A school, college or university; school, public or private; or school, vocational or trade;

c. A boundary of a Residential zoning district as established in §3.1: *Zoning Districts Established*;

d. A park or open space (not including a private open space) adjacent to a Residential zoning district as established in §3.1: *Zoning Districts Established*; or

e. The property line of a lot devoted to a residential use.

These locational provisions apply whether or not the uses listed above are located within or outside the Town.

ii. A person commits an offense if they cause or permit the operation, establishment, substantial enlargement or transfer of ownership or control of a sexually oriented business within 1,000 feet of another sexually oriented business.

iii. A person commits an offense if they cause or permit the operation, establishment or maintenance of more than one sexually oriented business in the same building, structure, or portion thereof, or they increase the gross floor area of any sexually oriented business in any building structure, or portion thereof, to contain another sexually oriented business.

iv. For the purposes of §4.3.4.F.3.b.i, measurement shall be made in a straight line, without regard to intervening structures or objects, from the nearest portion of the building or structure used as a part of the premises where a sexually oriented business is conducted, to the nearest property line of the premises of a uses listed in §4.3.4.F.3.b.i.

v. For purposes of §4.3.4.F.3.b.ii, the distance between any two sexually oriented businesses shall be measured in a straight line, without regard to intervening structures or objects, from the closest exterior wall of the structure in which each business is located.

vi. A sexually oriented business lawfully operating as a conforming use is not rendered a nonconforming use by the new location of those uses listed in §4.3.4.F.3.b.i.a through §4.3.4.F.3.b.i.e within 1,000 feet of the sexually oriented business subsequent to the grant or renewal of the sexually oriented business permit. This provision applies only to the renewal of a valid permit and does not apply when an application for a permit is submitted after a permit has expired or has been revoked.

vii. §§4.3.4.F.3.b.ii and 4.3.4.F.3.b.iv shall apply to any sexually oriented business located within the Town, whether or not the measurement of the 1,000 feet is made wholly within the boundaries of the Town, or includes within such 1,000 feet area within the boundaries of any municipality adjoining the boundaries of the Town.

viii. A sexually oriented business shall be located or operated only where such use is provided by and is in accordance with this UDC.

c. Exemption from Location Restrictions

i. If the Chief of Police denies the issuance of a permit under this §4.3.4.F, to an applicant because the location of the sexually oriented business is in violation of §4.3.4.F.3.b, then the applicant may, not later than 10 calendar days after the mailing of the notice of the denial, file with the Town a written request for any exemption from the locational restrictions of §4.3.4.F.3.b.

ii. If the written request is filed with the City Secretary within the 10-day limit, the City Council shall consider the request. The City Secretary shall set a date for the hearing within 60 days from the date the written request is received.

iii. The City Council shall hear and consider evidence offered by any interested person. The formal rules of evidence do not apply.

iv. The City Council may, in its discretion, grant an exemption from the locational restrictions of §4.3.4.F.3.b if it makes the following findings:

a. The location of the proposed sexually oriented business will not have a detrimental effect on nearby properties or be contrary to the public safety or welfare;

b. The granting of the exemption will not violate the spirit and intent of this §4.3.4.F;

c. The location of the proposed sexually oriented business will not downgrade the property values or quality of life in the adjacent areas or encourage the development of urban blight;

d. The location of an additional sexually oriented business in the area will not be contrary to any program of neighborhood conservation or interfere with any efforts of urban renewal or restoration; and

e. All other applicable provisions of this §4.3.4.F will be observed.

v. The City Council shall grant or deny the exemption by a majority vote. Failure to reach a majority vote shall result in denial of the exemption. Disputes of fact shall be decided on the basis of a preponderance of the evidence. The decision of the City Council is final.

vi. If the City Council grants the exemption, the exemption is valid for one year from the date of the Council's action. Upon the expiration of an exemption, the sexually oriented business is in violation of the locational restrictions of §4.3.4.F.3.b until the applicant applies for and receives another exemption.

vii. If the City Council denies the exemption, the applicant may not re-apply for an exemption until at least 12 months have elapsed since the date of the Council's action.

viii. The grant of an exemption does not exempt the applicant from any other provisions of this §4.3.4.F, other than the locational restrictions of §4.3.4.F.3.b.

d. Escort Agencies

i. An escort agency shall not employ any person under the age of 21 years.

ii. A person commits an offense if they act as an escort or agree to act as an escort for any person under the age of 21 years.

e. Nude Model Studios

i. A nude model studio shall not employ any person under the age of 21 years.

ii. A person under the age of 21 years commits an offense if they appear in a state of nudity in or on the premises of a nude model studio. It is a defense to prosecution under this section if the person under 21 years was in a restroom not open to public view or persons of the opposite sex.

iii. A person commits an offense if they appear in a state of nudity or knowingly allows another to appear in a state of nudity in an area of a nude model studio premises which can be viewed from the public right-of-way.

iv. A nude model studio shall not place or permit a bed, sofa or mattress in any room on the premises, except that a sofa may be placed in a reception room open to the public.

f. Adult Theaters and Adult Motion Picture Theaters

i. A person commits an offense if they knowingly allow a person under the age of 21 years to appear in a state of nudity in or on the premises of an adult theater or adult motion picture theater.

ii. A person under the age of 21 years commits an offense if they knowingly appear in a state of nudity in or on the premises of an adult theater or adult motion picture theater.

iii. It is a defense to prosecution under §§4.3.4.F.3.a and 4.3.4.F.3.b if the person under 21 years was in a restroom not open to public view or persons of the opposite sex.

g. Adult Motels

i. Evidence that a sleeping room in a hotel, motel, or similar commercial establishment has been rented and vacated two or more times in a period of time that is less than 10 hours creates a rebuttable presumption that the establishment is an adult motel.

ii. A person commits an offense if, as the person in control of a sleeping room in a hotel, motel, or similar commercial establishment that does not have a sexually oriented business license, they rent or subrent a sleeping room to a person and, within 10 hours from the time the room is rented to such person, they rent or subrent the same sleeping room again to another different person. The terms "rent" or "subrent" mean the act of permitting a room to be occupied for any form of consideration.

h. Exhibition of Sexually Explicit Films or Videos

i. A person who operates or causes to be operated a sexually oriented business other than an adult motel, which exhibits on the premises in a viewing room of less than 150 square feet of floor space, a film, video cassette, or other video reproduction which depicts specified sexual activities or specified anatomical areas, shall comply with the following requirements:

a. Upon application for a sexually oriented business license, the application shall be accompanied by a diagram of the premises showing a plan thereof specifying the location of one or more manager's stations and the location of all overhead lighting fixtures and designating any portion of the premises in which patrons will not be permitted. A manager's station may not exceed 32 square feet of gross floor area. The diagram shall also designate the place at which the permit will be conspicuously posted, if granted. A professionally prepared diagram in the nature of an engineer's or architect's blueprint shall not be required; however each diagram should be

oriented to the north or to some designated street or object and should be drawn to a designated scale or with marked dimensions of all areas of the interior of the premises to an accuracy of plus or minus six inches. The Chief of Police may waive the foregoing diagram for renewal applications if the applicant adopts a diagram that was previously submitted and certifies that the configuration of the premises has not been altered since it was prepared.

b. The application shall be sworn to be true and correct by the applicant.

c. No alteration in the configuration or location of a manager's station may be made without the prior approval of the Chief of Police.

d. It is the duty of the owners and operator of the premises to ensure that at least one employee is on duty and situated in each manager's station at all times that any patron is present inside the premises.

e. The interior of the premises shall be configured in such a manner that there is an unobstructed view from a manager's station of every area of the premises to which any patron is permitted access for any purpose excluding restrooms. Restrooms may not contain video reproduction equipment. If the premises has two or more manager's stations designated, then the interior of the premises shall be configured in such manner that there is an unobstructed view of each area of the premises to which any patron is permitted access for any purpose from at least one of the manager's stations. The view required in this section must be by direct line of sight from the manager's station.

f. It shall be the duty of the owners and the operator, and it shall also be the duty of any agents and employees present in the premises to ensure that the view area specified in §4.3.4.F.3.h.i.e remains unobstructed by any doors, walls, merchandise, display racks, or other materials at all times that any patron is present in the premises and to ensure that no patron is permitted access to any area of the premises which has been designated as an area in which patrons will not be permitted in application filed pursuant to §4.3.4.F.3.h.i.a.

g. The premises shall be equipped with overhead lighting fixtures of sufficient intensity to illuminate every place to which patrons are permitted access at an illumination of not less than one footcandle as measured at the floor level.

h. It shall be the duty of the owners and operator, and it shall also be the duty of any agents and employees present on the premises, to ensure that the illumination described in §4.3.4.F.3.h.i.g is maintained at all times that any patron is present in the premises.

ii. A person having a duty under §4.3.4.F.3.h.i.a through §4.3.4.F.3.h.i.h commits an offense if they knowingly fail to fulfill that duty.

G. Hookah Bar

1. Hookah bars that intend to operate after 11:00 p.m. shall specifically request so within their Special Use Permit application.

2. Hookah bars shall turn off amplified sound by 11:00 p.m.

H. Microbrewery

In the M zoning districts, microbreweries shall maintain at least 25 percent of the gross floor area of the facility for public use as a restaurant or tasting area.

I. Mobile Food Truck Park

1. Number and Location

a. Food trucks and associated seating areas shall not be located in any required landscaping area, access easement, driveway, or fire lane(s).

b. All eating, drinking, service, and delivery activity shall occur outside of setbacks, landscaping, and the public right-of-way.

2. Site Design

a. Mobile food trucks and all required parking shall be placed on an improved surface.

b. The site shall provide at least 250 square feet in space for each individual food truck.

c. There shall be at least three feet of clearance between each individual food truck and between each permanent or accessory structure and at least 10 feet of unobstructed clearance for food trucks parked side-by-side.

d. Each mobile food truck shall provide trash receptables sized to meet expected demand and shall empty or remove them on a daily basis. The site shall include a trash collection facility such as a designated dumpster location accessible by trash collection vehicles.

e. Seating for the consumption of food and drink shall be provided.

f. Accessible restroom facilities, including handwashing facilities, shall be provided.

g. The site shall maintain access to water for the mobile food trucks to refill retention tanks.

3. Operational Standards

a. A food service license is required and shall be available on site for inspection by government officials.

b. When located adjacent to a Residential zoning district, the hours of operation shall be limited between 7:00 a.m. and 10:00 p.m.

c. Any amplified sound shall comply with Chapter 34, Article III of the Code of Ordinances.

J. Restaurant

1. Restaurants that operate after 11:00 p.m. shall require a Special Use Permit pursuant to §2.5.1: *Special Use Permit*.

2. Restaurants shall turn off amplified sound by 11:00 p.m.

3. In the M-3 and M-4 zoning districts, freestanding restaurants are not permitted.

K. Bed and Breakfast

1. Bed and breakfast lodging shall not be allowed in any dwelling unit(s) permitted as an Accessory Dwelling Unit.
2. The structure shall be owner-occupied or shall be occupied by a resident manager.
3. Guest stays shall be limited to a maximum of 30 days.
4. Any kitchen and dining facilities shall not be operated in the manner of a commercial restaurant and shall serve only residents and guests. No cooking facilities such as stoves, hot plates, or microwave ovens are permitted in the guest rooms.
5. Any signage on the subject property shall be non-illuminated and shall comply with applicable sign regulations in §5.9.
6. Other than serving guests, a bed and breakfast shall not conduct any other commercial activities such as for-profit private parties or receptions, retail sales, or similar activities.

L. Hotel, Full Service

1. The entrance to each guest room shall only be gained from a completely enclosed area, except first floor units which may also have direct access from an interior courtyard or swimming pool area.
2. The structure shall contain a lobby, fitness center, full commercial kitchen and a minimum of 5,000 square feet of meeting facilities, and may contain a restaurant, business center, gift shop and other various personal services as accessory uses.
3. Not more than 30 percent of the rooms in a full-service hotel may contain a kitchenette or a parlor and sleeping area separated by a floor to ceiling partition.
4. Customary hotel services such as daily linen, maid services, and upkeep of furniture shall be provided.

M. Credit Access Business

Credit access businesses shall not be located within 1,000 feet of another credit access business, measured in a direct line from property line to property line.

N. Retail Sales

1. In the M-2 zoning district, the ground floor adjacent to the street shall be constructed to Commercial Building Code standards for a depth of at least 50 feet. A smaller depth may be allowed by the Director if the retail is serving as a liner use to mask a parking garage.
2. In the M-3 and M-4 zoning districts, a stand-alone building containing retail sales is prohibited along Spectrum Drive.

O. Equipment Sales or Rental and Fleet Services

1. Maintenance of equipment shall be conducted entirely within an enclosed building.
2. The storage of inoperable or wrecked equipment or materials outside of an enclosed building shall be prohibited.
3. Equipment stored outside of an enclosed structure shall be screened from public view in accordance with §5.6.9.D: *Outdoor Storage Areas*.

P. Vehicle Fuel Station

1. A vehicle fuel station shall only be allowed on a lot or parcel with a minimum of 100 feet of frontage along an existing or future arterial street, as indicated in the Master Transportation Plan. Access to the vehicle fuel station shall be gained from the arterial street.

2. Fuel dispensers shall be located not less than 20 feet from the street right-of-way and not less than 30 feet from all other property lines.
3. In the CL zoning district, vehicle fuel stations shall be limited to a total of four metered fuel dispenser units.

Q. Vehicle Repair, Minor

1. Maintenance of vehicles and equipment shall be conducted entirely within an enclosed building.
2. The storage of repair equipment and materials outside of an enclosed building shall be prohibited. Inoperable or wrecked vehicles or vehicles waiting for repair may be stored outside for a maximum of one week.
3. The sale or leasing of vehicles shall be prohibited.

R. Vehicle Wash

1. A vehicle wash shall only be allowed on a lot or parcel with a minimum of 100 feet of frontage along an arterial street, as indicated in the Master Transportation Plan. Access to the vehicle wash shall be gained from the arterial street.
2. In the CL zoning district, a vehicle wash shall only be allowed on a lot or parcel with a lot area of less than or equal to one acre.

4.3.5. Industrial

A. Data Center

All activities shall occur entirely within an enclosed structure, excluding generators.

B. Food Production or Processing

1. Special Use Permit

Food production or processing facilities located within 200 feet of the R-1, R-2, or R-3 zoning districts require Special Use Permit approval pursuant to §2.5.1.

2. M-1, M-2, M-4, and CL Districts

a. Only on-premises sales shall be allowed. Distribution, warehousing, or wholesaling activities are prohibited.
b. Food production or processing facilities larger than 5,000 square feet GFA require Special Use Permit approval pursuant to §2.5.1.

C. Manufacturing, Artisan

All activities shall occur entirely within an enclosed structure.

D. Manufacturing, Low-Impact

1. Layout and Design

All activities shall occur entirely within an enclosed structure.

2. CG and AA Districts

a. Retail sales associated with low-impact manufacturing is allowed; however, distribution, warehousing, and/or wholesaling activities are prohibited.
b. Low-impact manufacturing establishments shall be limited to 10,000 square feet GFA.

E. Storage, Self-Service

1. Layout and Design

All storage shall be contained within a fully enclosed structure and access doors to storage units shall be accessed from interior hallways.

2. Operations

a. Self-service storage facilities within 150 feet of the R-1, R-2, or R-3 zoning district shall have operating hours not earlier than 5:00 a.m. and not later than 10:00 p.m.

b. The incidental retail sale of products associated with the business (e.g., boxes, moving supplies, locks, bubble wrap) is allowed.

c. No business activity other than the rental of storage units shall be conducted on the premises.

F. Storage, Outdoor

1. LI, AA, and CF Districts

a. Outdoor storage areas shall be located in the rear yard, material shall be set back from all property lines a minimum of five feet and shall not exceed six feet in height.

b. Outdoor storage areas shall not obstruct access to recorded easements or vehicular or pedestrian circulation routes.

c. Outdoor storage shall be opaquely screened from public view pursuant to the screening standards in §5.6.9.D.

2. R-1, R-2, R-3, and M-1 Districts

Outdoor storage shall be prohibited, except that one recreational vehicle per lot or parcel may be stored behind the front building line if:

a. The principal use on the lot or parcel is residential, except multifamily; and

b. The recreational vehicle is screened from public view by a fence or wall not less than six feet in height.

G. Warehouse or Wholesale Facility

Warehouse or wholesale facilities larger than 50,000 square feet GFA require Special Use Permit approval pursuant to §2.5.1.

4.3.6. Utilities and Communication

A. Public Utility, Major and Minor

1. Major and minor public utilities owned by the Town shall not be subject to the dimensional standards of the underlying zoning district, but shall be subject to the height and setback limitations established in §5.7.6: *Neighborhood Transition Standards.*

2. In addition to the screening requirements set forth in §5.6.9.B: *Mechanical and Utility Equipment*, screening of electric substation shall include enhanced landscaping that is greater in the number and/or size of required plants.

B. Satellite Earth Station

1. Purpose

a. The City Council finds that the maintenance and integrity of neighborhood beauty is important to all citizens. The uncontrolled proliferation of receive-only satellite television antennas is likely and such proliferation will adversely affect the health, safety, and general welfare of the citizens of the Town. Receive-only satellite earth stations are distinct from conventional television and/or radio antennas in that satellite television earth stations:

i. Are less likely to blend in with their surroundings, thereby creating visual blight and potentially reducing the economic value of adjacent properties; and

ii. Create safety concerns as a result of their size (e.g., such earth stations may be subject to a high amount of wind force as a result of the shape of the earth station; therefore, both the satellite dish and the supporting structure must be constructed in a manner that will allow for great amounts of wind force).

b. These standards are adopted for these reasons and based upon these findings.

2. Permit Required

No person shall install, construct, or place a satellite earth station on any property within the Town without first obtaining a Building Permit from the Town.

3. Size, Location, Number, and Design

a. Satellite earth stations shall:

i. Not exceed 10 feet in height from the ground to the highest point of the station;

ii. Not exceed 10 feet in diameter;

iii. Be installed, constructed, or placed in the back one-half of the lot;

iv. Be screened from view on all sides by a solid fence, wall, or landscaping to a minimum height that shall be equal to the tallest point of the structure at its operating height; provided, however, that no fence or wall used as a screening device shall exceed the height permitted by the Town's fence regulations, and to the extent that the maximum operating height of the satellite dish exceeds the permitted maximum height of a fence or wall, landscaping shall be used as a screening device. Screening shall be of a material that is compatible with the building materials or landscaping, as appropriate, used in the area;

v. Conform to all Building and Electrical Codes, including proper grounding;

vi. Shall not be portable or moveable; and

vii. Shall be of a neutral color designed to blend in with the surroundings.

b. A satellite earth station that is one meter or less in diameter:

i. Is to be located or placed on property zoned for residential use shall not be required to comply with §4.3.6.B.3.a.ior §4.3.6.B.3.a.iv; provided, however, that no such satellite earth station shall be located or placed on or within property so that the satellite earth station is visible from a public street or other public right-of-way (exclusive of public alleys); or

ii. Is to be located or placed on property zoned for commercial or industrial use shall be exempt from these standards.

C. Solar Energy System

1. Purpose

The City Council finds that the maintenance and integrity of neighborhood beauty is important to all citizens. The uncontrolled proliferation of solar energy systems is likely and such proliferation will adversely affect the health, safety, and general welfare of the citizens of the Town.

2. Permit Required

No person shall install, construct, or place solar energy systems on any property within the Town without first obtaining a Building Permit from the Town.

3. Size, Location, Design

a. Ground-Mounted Solar Energy Systems

Ground-mounted solar energy systems shall:

i. Be installed, constructed, or placed in the back one-half of residential lots or parcels (excluding multifamily) and behind the front building line on multifamily and nonresidential lots or parcels.

ii. Be screened from view on all sides by a solid fence, wall, or landscaping to a minimum height that shall be equal to the tallest point of the structure at its operating height; provided, however, that no fence or wall used as a screening device shall exceed the height permitted by the Town's fence regulations, and to the extent that the maximum operating height of the system exceeds the permitted maximum height of a fence or wall, landscaping shall be used as a screening device. Screening shall be of a material that is compatible with the building materials or landscaping, as appropriate, used in the area;

iii. Conform to all adopted Building, Electrical, Plumbing, and Mechanical Codes;

iv. Not be portable or moveable;

v. Not be pole-mounted; and

vi. Be of a neutral color designed to blend in with the surroundings.

b. Roof-Mounted Solar Energy Systems

Roof-mounted solar energy systems shall:

i. Not be installed greater than six inches between the panel and the roof.

ii. Conform to all adopted Building, Electrical, Plumbing, and Mechanical Codes.

iii. Not be portable or moveable; and

iv. Have a neutral-color panel frame designed to blend in with the surroundings.

c. Freestanding Solar Collection Systems

Freestanding solar collector systems shall not exceed 20 feet in height.

D. Wind Energy Systems (all)

1. In the R-1, R-2, or R-3 zoning districts, wind energy systems may exceed the maximum building height of the underlying zoning district by 10 feet.
2. In the M-1, M-2 and M-4 zoning districts, wind energy systems may exceed the maximum building height of the underlying zoning district by 20 feet.
3. In in the CL, CG, LI, MA, CF, and PO zoning districts, wind energy systems may exceed the maximum building height of the underlying zoning district by 40 feet.
4. Wind energy systems shall be set back from all property lines at least a distance equal to the height of the tower and blade with the blade in its highest vertical position.

E. Wireless Communication Facilities (WCF)

1. Purpose

The purpose of this section is to establish development standards that comply with the requirements of state and federal law for public and private telecommunication service and to:

a. Protect the public safety and welfare, safeguard community land values, and promote orderly planning and development;

b. Provide for the managed development, installation, maintenance, modification, and removal of wireless communications infrastructure in the Town with the fewest number of WCFs to complete a network without unreasonably discriminating against wireless communications providers of functionally equivalent service;

c. Encourage the joint use and location of new and existing WCFs; and

d. Mitigate any adverse, undesirable visual impacts on the community.

2. Applicability

a. This section shall apply to all WCF applications as indicated in §4.2.7: *Table of Allowed Uses* and shall not preempt underlying zoning regulations unless explicitly stated in this section or as explicitly stated in federal and/or state law.

b. The requirements set forth in this section shall not apply to:

i. Network nodes and network support poles as regulated by Chapter 70, Article III, Division 6 of the Code of Ordinances.

ii. Amateur radio antennas that are owned and operated by a federally licensed amateur radio station operator or are used exclusively for receive-only antennas, provided that the height be no more than the distance from the base of the antenna to the property line is met.

iii. Any WCF for which a permit has been properly issued prior to the effective date of this UDC shall not be required to meet the requirements of this section, other than the operational standards set forth in this section. Changes and additions to pre-existing WCFs shall meet applicable operational standards set forth in this section.

iv. Antennas used for reception of television, multi-channel video programming and radio such as over the air reception devices ("OTARD") antennas, television broadcast band antennas, and broadcast radio antennas.

v. A WCF installed upon the declaration of a state of emergency by the federal, state, or local government, or a written determination of public necessity by the Director.

vi. A temporary WCF installed for providing coverage of a special event such as a news coverage or sporting event.

3. General Provisions

a. Federal Requirements

All WCFs shall meet the current standards and regulations of the Federal Aviation Administration (FAA), the Federal Communications Commission (FCC), and any other agency of the federal government with the authority to regulate WCFs. If such standards and regulations are changed, then the owners of the WCF shall bring such facility into compliance with such revised standards and regulations within the time period mandated by the controlling federal agency.

b. Radio Frequency Standards

All WCFs shall comply with federal standards for radio frequency emissions. If concerns regarding compliance with radio frequency emissions standards for a WCF have been made to the Town, the Town may request that the owner or operator of the WCF provide information demonstrating compliance. If such information suggests, in the reasonable discretion of the Town, that the WCF may not be in compliance, the Town may request and the owner or operator of the WCF shall then submit a project implementation report which provides cumulative field measurements of radio frequency emissions of all antennas installed at the subject site, and which compares the results with established federal standards. If, upon review, the Town finds that the facility does not meet federal standards, the Town may require corrective action within a reasonable period of time, and if not corrected, may require removal of the WCF pursuant to this section. Any reasonable costs incurred by the Town, including reasonable consulting costs to verify compliance with these requirements, shall be paid by the owner or operator.

c. Signal Interference

All WCFs shall be designed and sited, consistent with applicable federal regulations, so as not to cause interference with the normal operation of radio, television, telephone, and other

communication services utilized by adjacent residential and nonresidential properties; nor shall any such facilities interfere with any public safety communications.

d. Operation and Maintenance

To ensure the structural integrity of WCFs, the owner of a WCF shall ensure that it is maintained in compliance with standards contained in applicable local building and safety codes. If upon inspection, the Town concludes that a WCF fails to comply with such codes and constitutes a danger to persons or property, then, upon written notice being provided to the owner of the WCF, the owner shall have 30 days from the date of notice to bring such WCF into compliance. Upon good cause shown by the owner, the Building Official may extend such compliance period not to exceed 90 days from the date of said notice. If the owner fails to bring such WCF into compliance within said time period, the Town may remove such WCF at the owner's expense.

e. Abandonment and Removal

i. For any WCF constructed after the effective date of this UDC, if the WCF is not used to transmit, receive, or relay voice and data signals to or from wireless communication devices for a period of six months, the WCF shall be considered abandoned and the owner of record shall notify the Building Official and apply for a permit to remove the structure at which point the prior permit approval shall be voided.

ii. All WCFs shall be restored to service or removed by the person who constructed the facility, by the person who operated the facility, or by the property owner within 18 months from the time the WCF ceased being used to transmit, receive or relay voice and data signals to or from wireless communication devices.

iii. If the use of the WCF has not been restored within an 18-month period from the time the WCF have ceased being used to transmit, receive or relay voice and data signals to or from wireless communication devices, the WCF shall be removed and the WCF site restored to its original or better condition, at the property owner's expense.

f. Collocation Preferred

Whenever possible, new WCFs shall be sited on existing WCFs or in areas already in use for telecommunications and/or utility distribution lines in order to preserve the aesthetic and scenic value of the Town.

4. Eligible Facilities Request

a. Timing

i. Within 60 days of the date on which an applicant submits an application seeking approval of an eligible facilities request, the Director shall approve an application unless the Director determines that the application is not an eligible facilities request.

ii. The 60 -day review period begins to run when the application is filed. The Director and the applicant may agree to stop the review period. The 60-day review period shall also be stopped where the Director determines that the application is incomplete. The review period is stopped for incompleteness pursuant to the following standards:

a. Within 30 days of receipt of the application, the Director shall notify the applicant in writing, clearly and specifically delineating all missing documents or information required for determination of an eligible facilities request

b. The written incompleteness notice stops the timeframe for review;

c. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the Director’s notice of incompleteness

d. Within 10 days of the supplemental submission, the Director shall notify the applicant in writing that the supplemental submission did not provide the information identified in the original incompleteness notice; and

e. The timeframe is stopped in the case of a second or subsequent incompleteness notice pursuant to the procedures for the first incompleteness notice. Second or subsequent incompleteness notices may not specify missing documents or information that were not delineated in the original incompleteness notice.

iii. Failure to Act

a. In the event that the Director fails to act on a request seeking approval for an eligible facilities request within the timeframe for review, accounting for any stopping, the request shall be deemed granted.

b. The effective date of a deemed-granted approval shall be the day the Town receives written notice from the applicant, after the review period, accounting for any stopping, has expired, that the application has been deemed granted.

iv. Review Criteria

The Director shall approve an eligible facilities request if the request:

a. Is an eligible facilities request for an eligible support structure;

b. Complies with the originally approved design elements and other conditions of approval, including but not limited to colors, textures, surfaces, scale, character, mounting, projection and siting, or any approved amendments thereto, except where noncompliance with those elements or conditions is solely limited to the thresholds of increase in height, increase in width, addition of cabinets or new excavation or deployment area identified in the definition of substantial change;

c. Does not defeat the concealment elements of the eligible support structure. Any design element that places the wireless communications facility out of view, hides it from being noticed, blends it with its surroundings or otherwise minimizes the visual or aesthetic impact of the facility is a concealment element of the eligible support structure; and

d. Does not result in a substantial change. A substantial change is a modification that substantially changes the physical dimensions of an eligible support structure that meets any of the following criteria:

i. For ground-mounted WCFs, an increase in the height of the facility by more than 10 percent or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet, whichever is greater; for roof- and building-mounted WCFs, it increases the height of the structure by more than 10 percent or more than 10 feet, whichever is greater. Changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the WCF, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act.

ii. For ground-mounted WCFs, it involves adding an appurtenance to the body of the facility that would protrude from the edge of the facility more than 20 feet, or more than the width of the facility at the level of the appurtenance, whichever is greater for eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;

iii. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or roof- and building-mounted WCFs, it involves installation of any new equipment cabinets on the ground if there are no pre-

existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10 percent larger in height or overall volume than any other ground cabinets associated with the structure;

iv. For any eligible support structure, it entails any excavation or deployment outside the current site; or would impair the concealment elements of the eligible support structure;

v. It entails any excavation or deployment outside of the current site, except that, for ground-mounted WCFs, it entails any excavation or deployment of transmission equipment outside of the current site by more than 30 feet in any direction. The site boundary from which the 30 feet is measured excludes any access or utility easements currently related to the site;

vi. It would defeat the camouflaging elements of the eligible support structure;

vii. For any eligible support structure, it does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or WCF equipment, unless the non-compliance is due to an increase in height, increase in width, addition of cabinets, or new excavation that would not exceed the thresholds identified in §§4.3.6.E.4.a.iv.d.i, 4.3.6.E.4.a.iv.d.ii, or 4.3.6.E.4.a.iv.d.iii of this definition.

v. Decision

If the Director finds the review criteria are met, the Director shall approve the eligible facilities request. If the Director finds that the applicant's request does not meet the review criteria, the Director may approve with conditions or deny the eligible facilities request and provide a written disposition with the reasons for conditional approval or denial to the applicant. The Director's decision shall be supported by substantial evidence in the written record.

vi. Compliance with Other Laws

All work done in association with the approved eligible facility request application shall be completed in accordance with all generally applicable laws, regulations or other rules reasonably related to public health and safety, including but not limited to, building and safety codes.

vii. Remedies

The applicant and the Town may bring a claim related to §6409 of the Spectrum Act (codified at 47 U.S.C. 1455) to any court of competent jurisdiction.

5. Standards for Specific Facility Types

All new WCFs or collocations that do not meet the definition of an eligible facilities request shall be subject to the standards below.

a. All WCF Types

i. Review Required

Table 4.3-3: Review Required by WCF Type and Zoning District

Zoning District	Residential	Mixed-Use	Nonresidential
WCF Type			
Building-Mounted Facilities	Special Use Permit	Building Permit	
Roof-Mounted Facilities			
Ground-Mounted Facilities	Special Use Permit		Building Permit

ii. Maximum Height

Table 4.3-4: Maximum Height by WCF Type and Zoning District

Zoning District	Residential	Mixed-Use	Nonresidential
WCF Type			
Building-Mounted Facilities [1]	Maximum height permitted in the underlying zoning district		
Roof-Mounted Facilities	10 feet above the existing roofline [1] [2]		
Ground-Mounted Facilities [3]	Maximum height permitted in the underlying zoning district	45 feet	60 feet

Notes:

[1] Height measured to top of antenna.

[2] In the Mixed-Use and Nonresidential zoning districts, an additional five feet (up to 15 feet) above the existing roofline is allowed by-right for buildings of seven or more stories and by Special Use Permit for all other buildings.

[3] Height measured from base of facility to top of antenna.

iii. Camouflage Techniques

a. WCFs shall be camouflaged by minimizing the visibility of antennae and transmission equipment and be screened from view by materials that are consistent and compatible with the building design, color and materials. Camouflaging includes locating facilities in bell steeples or clock towers, or on similar alternative design mounting structures.

b. Metallic surfaces shall be painted to reduce glare and reflections. No exterior paint colors shall be used which have a light reflecting value (LRV) greater than 40 percent. The LRV of a paint is available from paint manufacturers and it measures the amount of light reflected by a certain color.

iv. Transmission and Accessory Equipment

Transmission and accessory equipment, including equipment enclosures, shall be visually similar to the architectural style of the surrounding building environment with consideration given to exterior materials, roof form, scale, mass, color, texture and character or screened using natural or manmade features that are consistent with surrounding landscaping, trees, and foliage.

v. Lighting

WCFs shall not be lighted, unless required by the FAA or other applicable governmental authority, or the WCF is mounted on a light pole or other similar structure primarily used for lighting purposes. If lighting is required, the Town may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views. Lighting shall be shielded or directed to the greatest extent possible so as to minimize the amount of glare and light falling onto nearby properties as required by this Code.

vi. Noise

Noise generated on the site shall not exceed the standards permitted in the Code of Ordinances, except that a WCF owner or operator shall be permitted to exceed Code noise standards for a reasonable period of time during repairs, not to exceed two hours without prior authorization from the Town.

b. Additional Standards for Building-Mounted WCFs

A building-mounted facility shall be mounted on a wall of an existing building in a configuration as flush to the wall as technically possible. The antenna and any associated screening or transmission equipment shall not project above the wall on which is mounted, excluding any conduit that may extend over and behind the roofline or parapet wall.

c. Additional Standards for Roof-Mounted WCFs

Screening of roof-mounted WCFs includes the use of existing parapets, walls, or similar architectural elements provided that it is painted and texturized to integrate with the architecture of the surrounding structure. Screening may be waived by the Director on buildings where the height of the roofline is 35 feet or less based on evidence provided by the applicant that the roof cannot structurally support the screen.

d. Additional Standards for Ground-Mounted WCFs

i. Ground-mounted WCFS shall be subject to the minimum setback and separation requirements set forth below.

Table 4.3-5: Ground-Mounted WCF Standards

Zoning District	Residential	Mixed-Use	Nonresidential
Minimum Setback	3 feet from any abutting property line for every 1 foot of tower height or the minimum setback required in the underlying zoning district, whichever is greater	2 feet from any abutting property line for every 1 foot of tower height or the minimum setback required in the underlying zoning district, whichever is greater	1 foot from any abutting property line for every 1 foot of tower height or the minimum setback required in the underlying zoning district, whichever is greater
Minimum Separation [1]	One-half mile	2,000 feet	1,760 feet

Notes:
[1] Separation measured from the outermost portion of the base of existing facility to the outermost portion of the base of proposed facility.

ii. Ground-mounted WCFs shall be enclosed by security fencing or wall and shall also be equipped with an appropriate anti-climbing device.

4.4 Accessory Uses and Structures

4.4.1. Purpose

The purpose of this section is to establish minimum standards for accessory uses and structures that are incidental and subordinate to principal uses. These standards are intended to minimize adverse impacts on surrounding properties and the community.

4.4.2. Accessory Uses and Structures Allowed

A. The specific accessory uses and structures identified in §4.2.7: *Table of Allowed Uses,* are allowed pursuant to the standards in this section.

B. In addition, all principal uses allowed in a zoning district pursuant to §4.2.7: *Table of Allowed Uses,* shall be deemed to include those accessory uses, structures, and activities typically associated with that use, as identified in Article 7: *Definitions*, unless specifically prohibited in this section. Any reference to a permitted use shall include allowed accessory use(s).

C. Accessory uses and structures are subject to the standards in this section and any applicable standards for the associated principal use pursuant to §4.3: *Use-Specific Standards*.

4.4.3. General Standards for All Accessory Uses and Structures

A. Size

1. Accessory uses and structures shall be clearly subordinate in area, extent, and purpose to the principal use or structure.
2. Accessory uses and structures shall not violate the bulk, parking, landscaping, or open space standards of this UDC when taken together with the principal use or structure.
3. Accessory structures shall not exceed 25 feet in height.
4. The gross floor area of any detached accessory structure shall not exceed 50 percent of the gross floor area of the principal structure. The Director may authorize a structure to exceed this percentage if the structure is used for animal production or crop production associated with an agricultural use.
5. The total combined gross floor area of all structures shall not exceed the maximum lot coverage for the zoning district in which it is located.

B. Relationship to Principal Uses and Structures

1. Any accessory use or structure shall be conducted and located on the same lot or parcel as the principal use and structure.
2. Unless otherwise allowed by this UDC, an accessory use or structure shall not be established prior to the establishment of the principal use or structure.
3. No accessory use or structure shall be allowed unless the primary structure or use is being used.

C. Accessory Structure Location

1. Accessory buildings shall meet the setback requirements applicable to the principal structure.
2. Accessory buildings shall be located behind the front building plane of the principal structure.
3. In the R-1, R-2, or R-3 zoning districts, one accessory building not exceeding 15 feet in height may project to within five feet of the rear property line, provided the accessory building is separated from the principal building by at least 10 feet.

D. Maintenance

All accessory structures, including, but not limited to, carports, patio covers, garages, sheds, and storage buildings, shall be maintained structurally sound, and free of deterioration. All accessory structures shall be protected from the elements by periodic painting, staining or other weatherproofing or surface protection.

4.4.4. Additional Standards for Specific Accessory Uses and Structures

A. Drive-Through

1. Drive-through facilities located within 200 linear feet of a residential use shall require a Special Use Permit approval pursuant to §2.5.1.
2. Drive-through lanes and stacking spaces are prohibited between the building façade and the adjacent right(s)-of-way.
3. Audible electronic devices such as loudspeakers, vehicle service order devices, and similar instruments shall not be audible beyond the property line of the site.

B. Donation Box

A donation box shall not restrict the use or access of any pedestrian, bicycle, or vehicular route or bicycle or vehicle parking spaces that are required for the principal use on the lot and shall be screened from the public right-of-way pursuant to §5.6.9.C.

C. Dwelling, Accessory (ADU)

1. Purpose

These accessory dwelling unit ("ADU") standards are intended to permit the creation of legal ADUs that are compatible with residential neighborhoods while also adding housing options for the Town's workforce, seniors, families with changing needs, and others.

2. Generally

a. ADUs shall only be permitted on lots or parcels where the principal use is a single-family detached dwelling. An ADU is not allowed on a site without a principal dwelling unit.

b. Not more than one ADU may be located on one lot or parcel.

c. ADUs shall not have more than one bedroom.

d. Parking for the ADU shall be provided on the principal lot or parcel.

e. ADUs shall not exceed 40 percent of the square footage of the principal dwelling unit.

f. ADUs shall have a separate exterior entrance from the principal dwelling unit and shall contain separate cooking, sleeping, and sanitary facilities.

3. Standards for Detached ADUs

a. Detached ADUs shall meet the setback requirements of the principal building.

b. The building design standards applicable to the principal structure on the lot shall apply.

c. The maximum height of any detached ADU shall be 25 feet.

d. Detached ADUs shall comply with the requirements for accessory structures in §4.4. Where one or more of the standards in §4.4 conflict with these use-specific standards, these use-specific standards shall govern.

4. Owner Occupancy

a. Ownership of the ADU may not be legally severed from ownership of the associated lot and any other structures on such lot.

b. The owner of each property on which an ADU is located shall sign an affidavit pledging agreement with the terms of this section. The affidavit shall specify which dwelling unit (either the primary dwelling unit or the ADU) the owner will occupy. If at any time the owner moves from one dwelling unit to the other, the owner shall file an updated affidavit. Otherwise, all affidavits shall be filed annually with the Development and Neighborhood Services Department.

5. Noticing

a. The Town shall notice to all persons owning land within 200 linear feet from the subject parcel(s) for which an ADU is being requested.

b. Mailed notices shall be postmarked and sent via first class mail after the application is deemed complete and prior to final approval.

c. The mailed notice shall include:

i. The physical address, zoning designation, and principal use of the subject property;

ii. A brief narrative summarizing the request and demonstrating compliance with this section;

iii. The location and hours where a copy of the application can be examined by the public; and

iv. Any other information pertinent to the petition as deemed appropriate by the Director.

D. Home Occupation

1. Operator Residency Required

The operator of the home occupation shall reside in the dwelling unit.

2. Maximum Number of Nonresident Employees

Any home occupation shall be permitted a maximum of one employee who does not reside in the dwelling unit.

3. Maximum Gross Floor Area

a. No more than 15 percent of the total gross floor area of the dwelling unit may be used in connection with the home occupation. However, no home occupation shall be limited to less than 200 square feet, nor shall the area of a home occupation exceed 500 square feet.

b. If there is more than one home occupation being conducted within a dwelling unit, then all home occupations within the dwelling unit shall cumulatively use no more than 15 percent or 500 square feet of the dwelling unit, whichever is less.

c. Area used for storage of materials or products used in the home occupation shall be included in this calculation.

4. Multiple Home Occupations

a. More than one home occupation may be permitted within an individual dwelling unit.

b. Where multiple home occupations are conducted within an individual dwelling unit, the operations standards of this section shall be applied to the combined total of all home occupation activities, not to each home occupation individually.

5. Residential Character

There shall not be any interior or exterior, structural or aesthetic, alterations that change the residential character of the dwelling unit within which the home occupation operates.

6. Location and Entrance

a. The home occupation shall be conducted entirely within the principal structure or attached garage.

b. The use of an attached garage for a home occupation shall not interfere with the provision of any required off-street parking.

7. Outdoor Display and Storage

Outdoor display of goods, materials, supplies, or equipment is prohibited.

8. Off-Street Parking and Loading

No additional driveway to serve the home occupation shall be permitted.

9. Commercially Licensed Vehicles

No vehicles requiring the operator to have a commercial driver's license shall be allowed in conjunction with any home occupation.

10. Deliveries

Deliveries to the property shall not be permitted, except those by typical residential delivery services at a similar frequency as homes that do not operate a home occupation.

E. Valet Parking Services

Any valet parking service provided in connection with a commercial establishment or commercial activity shall obtain a license and comply with the standards established in the Administrative Manual. A license shall not be required for occasional valet parking service provided:

1. At a private residence; or
2. In connection with a social or fund-raising activity.

4.5 Temporary Uses and Structures

4.5.1. Purpose

The purpose of this section is to allow certain uses and structures of a limited duration subject to specified conditions. This section is intended to ensure that such uses or structures do not negatively impact surrounding properties and are discontinued upon the expiration of a set time period.

4.5.2. Temporary Uses and Structures Allowed

Temporary uses and structures not listed in §4.2.7: *Table of Allowed Uses* require approval under the procedure in §4.2.5: *Classification of New and Unlisted Uses*. All temporary uses are subject to the standards in this §4.5, in addition to any applicable requirements in §4.3: *Use-Specific Standards*.

4.5.3. Approval Process for Temporary Uses and Structures

All temporary uses and structures listed in this section require the review and approval of Temporary Use Permits in accordance with §2.6.3.

4.5.4. General Standards for All Temporary Uses and Structures

Temporary uses and structures shall comply with the following general requirements unless otherwise specified in this Code:

A. No temporary use shall be allowed for a period exceeding 180 days, unless otherwise permitted by this Code. The temporary use or structure shall not be detrimental to surrounding properties or to the public health, safety, or general welfare;

B. Permanent alterations to the site are prohibited;

C. Temporary signs associated with a temporary use or structure shall be removed when the activity ends or permit expires, whichever occurs first;

D. A temporary use or structure shall not violate any applicable use-specific standards or conditions of approval applicable to a principal use on the site;

E. Temporary uses shall not disturb any sensitive or protected resources, including floodplains, and required landscaping;

F. At the conclusion of a temporary use or structure, all disturbed areas shall be restored to the condition that existed prior to the use, or improved;

G. Temporary uses or structures shall not interfere with normal operations of any permanent use located on the lot or parcel; and

H. Off-street parking shall be sufficient to accommodate the proposed temporary use.

4.5.5. Additional Standards for Specific Temporary Uses and Structures

A. Construction Support Activities

Contractor's offices, equipment storage, and portable lavatories are permitted on or adjacent to construction sites on lots or parcels owned or controlled by the owner of the lot or parcel on which the construction is taking place, subject to following:

1. Construction support activities may only be approved for licensed contractors working on construction projects for which permits have been issued. They shall be located on the same lot or parcel and within the same project area where the work is being performed and shall not encroach

into any public right-of-way. Field or construction or offices shall be required to meet all applicable state and local building and set-up codes.

2. The use shall only occur between 14 days before and 14 days after the construction activity. All temporary facilities shall be removed within 14 days after completion of construction.
3. The Building Official may order the construction support activities to be discontinued.
4. The structures shall not contain sleeping or cooking facilities.
5. Portable lavatories shall be located on-site as to minimize impacts to adjacent uses.

B. Mobile Food Truck

1. Location

a. Food trucks and associated seating areas shall not be located in any required landscaping area, access easement, driveway, or fire lane(s).

b. All eating, drinking, service, and delivery activity shall occur outside of setbacks, landscaping, and the public right-of-way.

2. Site Design

a. Mobile food vending equipment shall be placed on improved surfaces.

b. The site shall provide at least 250 square feet in space for each individual food truck. There shall be at least three feet of clearance between each individual food truck and between each permanent or accessory structure and at least 10 feet of unobstructed clearance for food trucks parked side-by-side.

c. There is no limit to the total number of food trucks allowed on a site provided adequate fire access is maintained on site.

d. Each mobile food truck shall provide trash receptables sized to meet expected demand and shall empty or remove them on a daily basis.

3. Operational Standards

a. A Temporary Use Permit for a mobile food truck shall not exceed 90 days.

b. A food service license is required and shall be available on site for inspection by government officials.

c. Each individual food truck shall contain an electrical hookup or generator, meet Fire Code, and maintain access to a commercial kitchen within Dallas County.

d. When located adjacent to a Residential zoning district, the hours of operation shall be limited between 7:00 a.m. and 10:00 p.m.

e. All mobile food trucks shall return to their associated restaurant, a commissary kitchen, or other base of operation for necessary vehicle servicing, cleaning, and restocking on a daily basis. Overnight parking is prohibited.

C. Outdoor Retail and Display

1. Operational Standards

a. A Temporary Use Permit shall only be issued to the operator of the associated permanent retail use.

b. The outdoor retail and display uses shall be associated with an approved retail primary use on the property.

c. The outdoor retail and display area shall be of the same nature as the permanent retail activity conducted on the property.

d. The outdoor retail and display areas shall be kept clean and free from litter, refuse, and debris;

e. Outdoor retail and display operations shall comply with all applicable federal, state, and local regulations, including but not limited to those regulating the sale of alcohol, preparation and sale of food, and noise ordinances.

f. The outdoor retail and display areas shall comply with all other reasonable conditions imposed by the Development and Neighborhood Services Department.

2. Location and Design

a. The outdoor retail and display area shall be contained on an improved surface such as asphalt, concrete, or pavers, and such areas shall be limited to 15 percent of the gross floor area of the principle structure.

b. The outdoor retail and display area shall not block handicapped parking areas, parking lot access aisles, sidewalk areas, fire lanes, required landscape areas, public rights-of-way, pedestrian ways, and shall not reduce the number of parking spaces below any minimum requirement for the use in this UDC.

3. Duration and Frequency

In those zoning districts where §4.2.7: *Table of Allowed Uses*, indicates that outdoor retail and display is a temporary use:

a. Outdoor retail and display areas shall be allowed for a period not to exceed 14 days each calendar year, with a maximum of two permits issued per business, per calendar year.

b. The 14-day time period is limited to the actual days and times of the event, except that set-up activities may occur up to 48 hours prior to the permitted event and take-down/clean-up activities may occur up to 24 hours after the permitted event.

D. Portable Storage Structure

1. No more than one portable storage structure may be located on the same lot or parcel at one time.

2. Portable storage structures shall be located no closer than 10 feet to any property line and shall be placed on an improved surface.

3. A portable storage structure may be located on a lot or parcel for a period not exceeding 14 consecutive days, from the time of delivery to the time of removal.

4. Portable storage structures shall not be located on the same lot or parcel more than one time in any given 30-calendar-day period. Each day that a portable storage structure remains after the removal date shall constitute a violation.

5. Portable storage structures shall not exceed eight feet six inches in height, 10 feet in width, nor 20 feet in length.

6. It shall be the obligation of the owner or user of the portable storage structure to secure it in a manner that does not endanger the safety of persons or property in the vicinity of the portable storage structure. In the event of high winds or other weather conditions in which such structure may become a physical danger to persons or property, the appropriate law enforcement officers may require the immediate removal of the portable storage structure.

7. Any portable storage structure shall be removed immediately upon the direction of a law enforcement officer for removal of such temporary structure for safety reasons

E. Real Estate Sales or Model Home

1. Real estate sales or model homes are permitted on the site of the development for which the sales are taking place. They are permitted to remain on the site of the development from 15 days before homes are offered for sale until 15 days after all home or home sites within the development are sold.

2. The Building Official may order the removal or discontinuance of real estate sales or model home uses.

F. Seasonal Sales

1. Generally

a. Except for seasonal sales allowed pursuant to F.2 below, seasonal sales shall be located on a lot or parcel that fronts a collector or arterial street.

b. Seasonal sales areas shall not block handicapped parking areas, parking lot access aisles, sidewalk areas, fire lanes, required landscape areas, public rights-of-way, pedestrian ways, and shall not reduce the number of parking spaces below any minimum requirement for the use in this UDC;

c. Temporary tents, structures, or stands used for seasonal sales shall not exceed 150 square feet.

d. Temporary Use Permits issued for seasonal sales shall be valid for a maximum of 30 consecutive days.

e. No lot or parcel shall be issued more than three seasonal sales Temporary Use Permits in a calendar year.

2. R-1, R-2, and R-3 Zoning Districts

Seasonal sales shall be limited to those activities that would not qualify as a special event, including the sale of fruits, vegetables, flowers, herbs, plants, jams, honey, pickled products, sauces, and/or baked goods where the vendors are individuals who have raised the produce or have crafted the product on the same lot or parcel where the seasonal sales are taking place.

G. Special Event

1. Temporary use permits for other special events not listed separately in §4.2.7: *Table of Allowed Uses*, including but not limited to temporary wholesale activities, festivals, concerts, carnivals, and traveling circuses, shall be valid for a maximum of 14 consecutive days.

2. No property shall be issued more than six Temporary Use Permit in a calendar year. Organized community events sponsored by the Town and located on publicly owned land are exempt from this requirement.

Article 5: Development Standards

5.1 Purpose

This article includes standards that regulate the physical layout and design of development within Addison to ensure the protection of the health, welfare, safety, and quality of life and to implement the Addison Comprehensive Plan. These standards address the physical relationship between development and adjacent properties, public streets, neighborhoods, and the natural environment, in order and create and maintain an attractive, efficient, and livable community.

5.2 Applicability

Except as otherwise provided in this article, the standards of this article shall apply to all development located within the Town, pursuant to the TLGC and §1.4: *Authority, Applicability, and Jurisdiction*, and as further detailed below.

5.2.1. Development Standards Applicability Table

A. Table 5.2-1 below identifies activities that trigger compliance with specific development standards contained in Article 5: *Development Standards.* These standards shall not exempt development activity that falls below the thresholds identified in §§5.2.2 or 5.2.3 from complying with applicable standards of this UDC or any applicable federal, state, or local regulations.

B. For purposes of this section:

1. "Entire site" shall mean the total area of the lot on which development is occurring.

2. "Development impact area" shall mean those areas of the lot or those portions of the structure that are included in the project area or that are affected by the proposed development, as defined in Article 7: *Definitions*.

C. Specific applicability thresholds and applicable exemptions are provided in Sections 5.3 through 5.9.

Table 5.2-1: Development Applicability Thresholds

✓ = Entire Site ◊ = Development Impact Area Only

UDC Standard	UDC Reference	New Construction	Minor: Tier 1 §5.2.2	Major: Tier 2 §5.2.3
Floods	5.3	✓	All development, see §5.3	
Access and Circulation	5.4	✓	All development, see §5.4	
Parking and Loading	5.5	✓	◊	✓
Landscaping, Buffering, and Fences	5.6	✓	◊	✓
Site and Building Design	5.7	✓	◊	✓
Exterior Lighting	5.8	✓	All development, see §5.8	
Signs	5.9	✓	All development, see §5.9	

5.2.2. Minor Redevelopment: Tier 1

A. Expansions, alterations, or modifications that increase the gross floor area of an existing structure by the greater of 10,000 square feet or between 10 and 50 percent;

B. Expansions, alterations, or modifications that increase the total number of existing dwelling units on a lot by the lesser of 10 dwelling units or between 10 and 25 percent;

C. The alteration or expansion of any vehicular parking area by the greater of six spaces or 50 percent, excluding resurfacing or restriping; or

D. Any expansion or enlargement of a structure or land use that requires a Special Use Permit for at least one tenant.

5.2.3. Major Redevelopment: Tier 2

A. Expansions, alterations, or modifications that increase the gross floor area of an existing structure by more than 50 percent;

B. Expansions, alterations, or modifications that increase the total number of existing dwelling units on a lot by more than 25 percent; or

C. An existing principal structure is relocated on the lot.

5.2.4. Timing of Applicability

A. The standards in this article shall become applicable to each individual lot at such time a Site Plan is submitted for review or an application for a Building Permit on such lot is made.

B. When this UDC becomes applicable to a lot, its requirements are binding on all current and subsequent owners of the lot.

5.2.5. Planned Development (PD)

A. Development within any new planned development (PD) established after the effective date of this UDC shall be subject to this Article 5: *Development Standards*, unless alternative standards are adopted as part of the PD approval that, in the determination of the Director, are at least equal to the standards set forth in this article.

5.3 Floods

5.3.1. Generally

A. Statutory Authorization

Local governments are authorized by State law to adopt regulations designed to minimize flood losses, and to take all necessary and reasonable actions to comply with the requirements and criteria of the National Flood Insurance Program.

B. Applicability

This section applies to all areas of special flood hazard within the jurisdiction of the Town.

C. Penalties for Noncompliance

No structure or land shall hereafter be constructed, located, extended, converted, or altered, or have its use changed without full compliance with the terms of this section and all other applicable regulations. Violation of the provisions of this section by failure to comply with any of its requirements, including violations of conditions and safeguards established in connection with conditions, shall constitute a misdemeanor. Any person who violates this section or fails to comply with any of its requirements shall upon conviction thereof be fined not more than $2,000.00 for each violation in accordance with §1.7: *Enforcement*. Each day a violation continues to exist will constitute a new and separate violation. Nothing contained in this section shall prevent the Town from taking such other lawful action as is necessary to prevent or remedy any violation.

D. Interpretation

In the interpretation and application of this section, all provisions shall be:

1. Considered as minimum requirements;
2. Liberally construed in favor of the Town; and
3. Deemed neither to limit nor repeal any other powers granted under state statutes.

E. Purpose

It is the purpose of this section to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

1. Protect human life and health;
2. Minimize expenditure of public money for costly flood control projects;
3. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. Minimize prolonged business interruptions;
5. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
6. Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
7. Ensure that potential buyers are notified that property is in a flood area.

F. Basis for Establishing the Areas of Special Flood Hazard

The areas of special flood hazard identified by the Federal Emergency Management Agency in the most recently updated Flood Insurance Rate Maps and Flood Boundary-Floodway Maps (FIRM and FBFM) for the Town.

G. Abrogation and Greater Restrictions

This section is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this section and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

H. Methods of Reducing Flood Losses

In order to accomplish its purposes, this section includes methods and provisions for:

1. Restricting or prohibiting uses that are dangerous to health, safety or property in times of flood, or that cause excessive increases in flood heights or velocities;
2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
4. Controlling filling, grading, dredging and other development which may increase flood damage; and
5. Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters, or which may increase flood hazards to other areas.

I. Warning and Disclaimer or Liability

The degree of flood protection required by this section is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. This section does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This section shall not create liability on the part of the Town or any officer or employee thereof for any flood damages that result from reliance on this section or any administrative decision lawfully made under this section.

5.3.2. Flood Hazard Reduction

A. General Standards

In all areas of special flood hazards the following standards are required:

1. Anchoring

All new construction or substantial improvements must be designed (or modified) in such a manner that they are adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

2. Construction Materials and Methods

a. All new construction or substantial improvements must be constructed by methods and practices that minimize flood damage.

b. All new construction or substantial improvements must be constructed with materials resistant to flood damage.

3. Utilities

a. All new construction and substantial improvements must be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and located so as to prevent water from entering or accumulating within the components during conditions of flooding.

b. All new and replacement water supply systems must be designed to minimize or eliminate infiltration of floodwaters into the system.

c. All new and replacement sanitary sewage systems must be designed to minimize or eliminate infiltration of flood waters into the system, and to minimize or eliminate discharge from the systems into flood waters.

d. On-site waste disposal systems must be located to avoid impairment to them or contamination from them during flooding.

B. Specific Standards

In all areas of special flood hazards where base flood elevation data has been provided as set forth in §5.3.1.F (regarding the basis for establishing the area of special flood hazard), §1.9.6.A (pertaining to the use of other base flood data), or §5.3.2.C (pertaining to standards for subdivision proposals), the following provisions are required:

1. Residential Construction

New construction and substantial improvement of any residential structure must have the lowest floor, including basement, elevated at least two feet above the base flood elevation. A registered professional engineer, architect, or land surveyor shall submit a certification to the Floodplain Administrator that this standard is satisfied. The Floodplain Administrator shall maintain a record of such certification.

2. Nonresidential Construction

New construction and substantial improvements of any commercial, industrial or other nonresidential structure must either have the lowest floor, including basement, elevated at least two feet above the base flood elevation, or together with attendant utility and sanitary facilities, be designed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop or review the structural design, specifications, and plans for the construction, and shall certify to the Floodplain Administrator that the design and methods of

construction are in accordance with accepted standards of practice as outlined in this section. A record of such certification that includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed must be maintained by the Floodplain Administrator.

3. Enclosures

New construction and substantial improvements with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding, must be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding must be provided.

b. The bottom of all openings must be no higher than one foot above grade.

c. Openings equipped with screens, louvers, valves, or other coverings or devices must permit the automatic entry and exit of floodwaters.

4. Manufactured Homes

a. Manufactured homes to be placed within Zone A on the FHBM or FIRM must be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated to two feet above the base flood elevation and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

b. Manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on the FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, must be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

c. Manufactured homes placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A1-30, AH and AE on the FIRM that are not subject to the provisions of §5.3.2.B.5.b. must be elevated so that either:

i. The lowest floor of the manufactured home is at or above the base flood elevation, or

ii. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and are securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

5. Recreational Vehicles

Recreational vehicles placed on sites within Zones A1-30, AH, and AE on the FIRM must either:

a. Be on the site for fewer than 180 consecutive days;

b. Be fully licensed and ready for highway use; or

c. Meet the permit requirements of §2.7 and the elevation and anchoring requirements for "manufactured homes" in §5.3.2.B.4. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

C. Standards for Subdivision Proposals

1. All subdivision proposals, including the placement of manufactured home parks and subdivisions, must be consistent with the need to minimize flood damage.
2. All proposals for the development of subdivisions, including the placement of manufactured home parks and subdivisions, must meet development permit requirements of this section.
3. Base flood elevation data must be provided for subdivision proposals and other proposed development, including the placement of manufactured home parks and subdivisions, that is greater than 50 lots or 5 acres, whichever is less, if not otherwise provided pursuant to §5.3.1.F regarding the basis for establishing the areas of special flood hazard or §1.9.6.A pertaining to the use of other base flood data.
4. All subdivision proposals, including the placement of manufactured home parks and subdivisions, must have adequate drainage provided to reduce exposure to flood hazards.
5. All subdivision proposals, including the placement of manufactured home parks and subdivisions, must have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

D. Standards for Areas of Shallow Flooding (AO/AH Zones)

Located within the areas of special flood hazard established in §5.3.1.F, are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of one to three feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

1. All new construction and substantial improvements of residential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified).
2. All new construction and substantial improvements of nonresidential structures must:
   a. Have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified);
   b. Together with attendant utility and sanitary facilities be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.
3. A registered professional engineer or architect shall submit a certification to the Floodplain Administrator that the standards of this section are satisfied.
4. Within Zones AH and AO, adequate drainage paths must be provided around structures on slopes to guide flood waters around and away from proposed structures.

E. Floodways

Located within areas of special flood hazard established in §5.3.1.F, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris, potential projectiles and erosion potential, the following provisions apply:

1. Encroachments are prohibited, including fill, new construction, substantial improvements and other development, within the adopted regulatory floodway, unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the Town during the occurrence of the base flood discharge, as determined by the Floodplain Administrator.

2. If §5.3.2.E.1 above is satisfied, all new construction and substantial improvements must comply with all applicable flood hazard reduction provisions of this section.
3. Under the provisions of the National Flood Insurance Program Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first completes all of the provisions required by the National Flood Insurance Program Regulations.

F. Severability

If any section, clause, sentence, or phrase of this section is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this section.

5.4 Access and Circulation

5.4.1. Purpose

The purpose of this section is to support the creation of a highly connected transportation system within the Town in order to:

A. Promote multimodal travel in Addison by providing options for automobiles, transit, bicycles, and pedestrians;

B. Connect neighborhoods to each other;

C. Connect neighborhoods to local destinations such as employment, schools, parks, and shopping centers;

D. Reduce vehicle miles of travel and travel times;

E. Mitigate the traffic impacts of new development and redevelopment;

F. Reduce stormwater runoff, reduce heat island effect from large expanses of pavement, improve water quality, and minimize dust pollution;

G. Improve air quality; and

H. Reduce emergency response times.

Generally, access and circulation systems associated with any development shall provide for multiple travel modes (vehicular, transit, bicycle, and pedestrian), as appropriate to the development's size, character, and relationship to existing and planned community transportation systems. Vehicular, transit, bicycle, and pedestrian access and circulation systems shall be coordinated and integrated as necessary to offer the development's occupants and visitors improved transportation choices while enhancing safe and efficient mobility throughout the development and the community.

5.4.2. Applicability

Except as otherwise provided in this section, the standards of this section shall apply to all development as established in §5.2: *Applicability*.

5.4.3. Developer Responsibility for Access and Circulation Improvements

A. On-Site Circulation

1. If a street is proposed within a development site, the developer shall provide roadway, bikeway, sidewalk, and other access and circulation improvements in accordance with the standards in this section, the Comprehensive Plan, the Master Transportation Plan, the City-wide Trails Master Plan, current engineering design standards, and shall dedicate any required rights-of-way or easements as determined necessary by the Town.
2. If a development site includes the proposed corridor of a street designated on an adopted plan, the development shall incorporate provision of the street into the design of the development and shall

dedicate right-of-way that meets the right-of-way width standards for the street. If a Traffic Impact Analysis shows that the development itself is expected to generate sufficient traffic to warrant design of the street as a principal or minor arterial thoroughfare, the developer shall be responsible for constructing the street (including any bikeway, sidewalk, and other associated access and circulation improvements) in accordance with the Town's standards for a principal or minor arterial thoroughfare, as appropriate; otherwise, the developer shall be responsible for constructing the street (including any bikeway, sidewalk, and other associated access and circulation improvements) to meet at least those standards in the Master Transportation Plan for a local or collector street as determined by the Director.

B. Off-Site Circulation

1. If a development site fronts on and obtains vehicular access from an existing street, the developer shall be required to dedicate additional right-of-way along the street frontage or in the vicinity of the development and to provide roadway, bikeway, sidewalk, and other access and circulation improvements within the street right-of-way that are reasonably necessary to ensure the safe, convenient, efficient, and orderly accommodation of vehicular and pedestrian traffic demands and impacts generated by the proposed development.
2. Such improvements may include, but are not limited to, turn lanes, deceleration and acceleration lanes, widening or paving of substandard roadways, medians, bikeways, sidewalks, sidewalk ramps and crossings, street lights, bus shelters, and the relocation or improvement of utility lines and facilities needed to accommodate street improvements. The extent of required dedications and improvements related to the abutting street shall be roughly proportional to the traffic demands and impacts generated to and along that street by the proposed development.

5.4.4. Streets, Alleys, and Vehicular Circulation

A. Uniform Street Standards

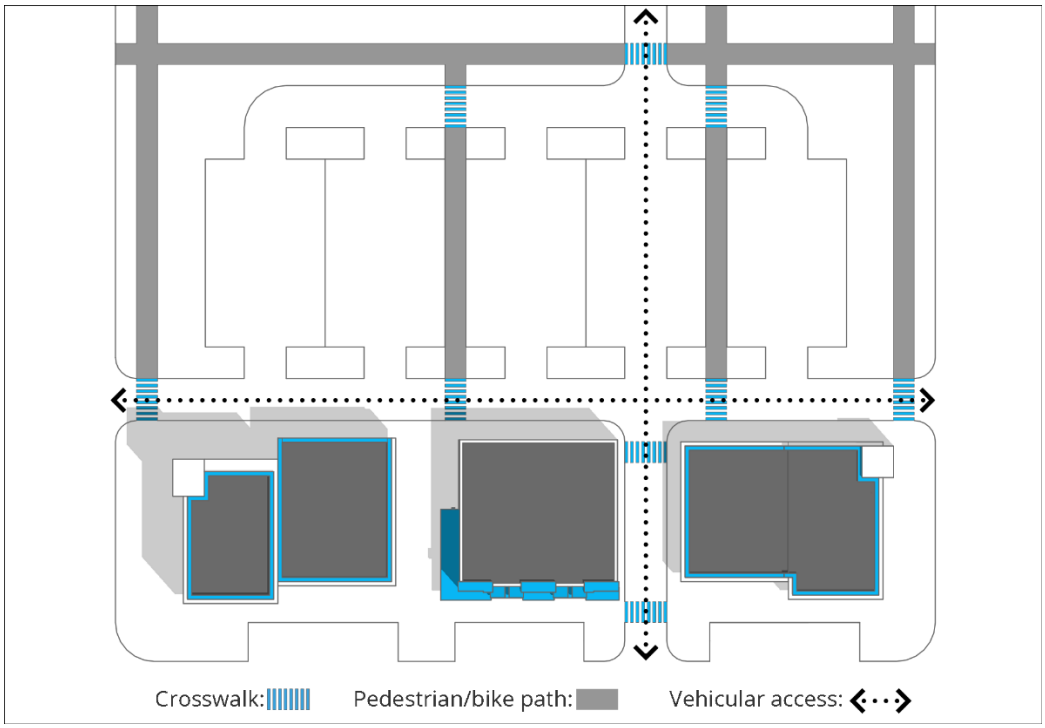
All streets and related improvements shall be constructed in accordance with the standards in the Master Transportation Plan and current engineering design standards.

B. Cross Access Between Abutting Development

To facilitate vehicular, pedestrian, and bicycle access between abutting developments, encourage shared parking, and minimize access points along streets, new single-family attached, multifamily, nonresidential, and mixed-use development shall comply with the following standards:

1. The internal circulation system shall be designed to allow for intentional, safe, and comfortable connections between the development's common use areas and common use areas in an abutting single-family attached, multifamily, nonresidential, or mixed-use development, or to the boundary of abutting vacant land zoned to allow single-family attached, multifamily, nonresidential or mixed-use development.
2. Required vehicular cross access between the abutting lots shall be provided through the use of a frontage or service street (if the lots front on a major arterial thoroughfare right-of-way), a single two-way driveway or drive aisle, or two one-way driveways or aisles that are sufficiently wide to accommodate traffic by automobiles, service vehicles, loading vehicles, and emergency vehicles.
3. The Director, in conjunction with the Director of Public Works and Engineering, may waive or modify the requirement for cross access on determining that such cross access is impractical or undesirable because it would require crossing a significant physical barrier or environmentally sensitive area (e.g., railroad, watercourse, floodplain, wetlands, steep slopes), or would create unsafe conditions or impede the application of other design requirements in this UDC.

Figure 5-1: Internal Circulation System for Cross Access



C. Use and Maintenance

1. Access and circulation routes are intended to provide pedestrian, bicycle, and vehicle access. Vehicle parking, garbage containers, merchandise storage or display, utility boxes and poles, signs, trees, and other obstructions shall not encroach into the required minimum width of any required access or circulation route, unless otherwise authorized by this UDC.
2. Access and circulation routes required by this UDC shall be maintained in usable condition throughout the year as determined by the Director of Public Works and Engineering.

5.4.5. Driveways and Access

A. Access

1. The number of access points to any property shall be limited to one, unless it can be shown that the development will generate sufficient volumes to require two points of access for safe internal operations or unless required by Fire Code.
2. All driveways shall meet the spacing, clearance, and design requirements set forth in the Transportation Technical Standards.
3. In the M-1, M-2, M-3, and M-4 zoning districts, site access and curb cuts shall be limited to two curb cuts per block, unless no other legal access alternative is available.

B. Location

1. In the M-1, M-2, M-3, and M-4 zoning districts, driveways shall have a minimum setback of five feet from side lot lines measured to the edge of driveway pavement. This requirement shall not apply to zero-lot-line developments, provided there is a five-foot wide landscaping strip between driveways.
2. In all other zoning districts, driveway surfaces must be located a minimum of two feet from an interior side property line unless prior approval, recorded in the property records of Dallas County, Texas, has been obtained from the adjoining property owner. Where driveways are located parallel

and adjacent to a side street property line, a minimum of five feet shall be provided between the surface and the property line.

3. Driveways located near intersections shall maintain the vision triangle areas as required by §5.4.6, and the Transportation Technical Standards.

C. Removing or Relocating Driveways

1. Where the removal or relocation of one or more existing driveways or portions of driveways is necessary to comply with this UDC, any driveway or portion of driveway that is removed shall be replaced with the installation of curb and gutter along the gutter line of the street, in accordance with Public Works and Engineering Department specifications.
2. If there is no existing curb and gutter on the street, the driveway shall be removed in the manner specified by the Director of Public Works and Engineering.
3. The removal or relocation of one or more existing driveways or portions of driveways shall require the developer to maintain or improve drainage patterns to meet the standards of this UDC.
4. The removal or relocation of a driveway shall also require the installation of landscape treatments for that portion of the site pursuant to the standards in this UDC.

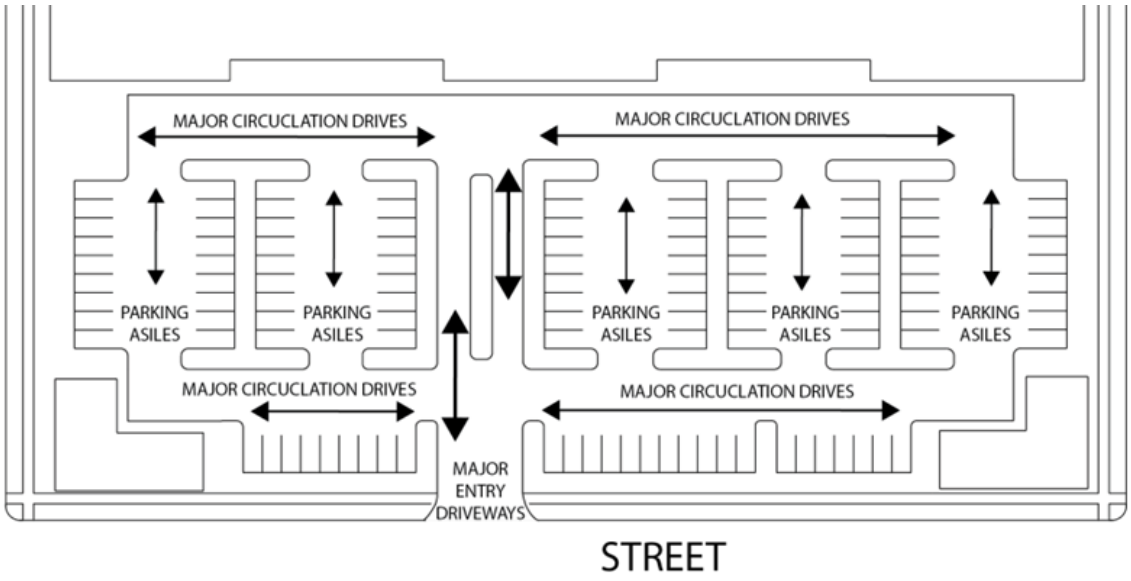
D. Surfacing

1. All driveways and access drives to improved parking surfaces shall be constructed as a continuous improved surface of concrete, brick pavers over concrete base, approved pavestone, or other approved surfacing material approved by the Director of Public Works and Engineering.
2. Driveways and improved parking surfaces shall be designed and constructed in compliance with the improved driveway standards of the Town.

E. Vehicle Maneuvering

1. Except for on-street vehicle parking spaces approved by the Director of Public Works and Engineering, groups of more than five vehicle parking spaces per lot shall be provided with adequate aisles or turn-around areas so that all vehicles may enter the public right-of-way in a forward manner.
2. Groups of more than five vehicle parking spaces shall be served by a driveway designed and constructed to facilitate the flow of traffic on or off the site, with due regard to pedestrian, bicycle, and vehicle safety, and shall be clearly and permanently marked and defined.
3. Vehicle surface parking lots exceeding 100 spaces shall be designed with a clear hierarchy of circulation. The hierarchy shall consist of:
   a. Major entry driveways without parking spaces; then
   b. Major circulation drives with little or no parking; then
   c. Parking aisles for direct access to parking spaces.

Figure 5-2: Vehicle Maneuvering



5.4.6. Vision Triangle

A. For all lots on which a front setback or build-to is required, no obstruction over 18 inches that will obscure or partly obscure the view of vehicles drivers shall be placed within the triangular area determined by site-specific AASHTO standards.

B. This restriction shall not apply to traffic control signs and signals, street signs, or utility poles placed within such area by the Town.

C. The use of plant material in a vision triangle is intended to provide aesthetic appeal while not unduly limiting or restricting visibility, whether as a pedestrian or a passenger in a vehicle. Plants shall not reduce or limit visibility to such an extent that a safety hazard is presented.

D. Trees within the vision triangle may be placed subject to approval by the Director and shall be single trunked and have a minimum branching clearance of six feet from the ground to the first branch.

E. Vertical measurement shall be made from the top of the curb on the street adjacent to the nearest street of the vision triangle or, if no curb exists, from the edge of the nearest traveled way.

5.4.7. Pedestrian Circulation

A. Sidewalks

Sidewalks shall be installed on both sides of all streets and within and along the frontage of all new development or redevelopment, as required by the Comprehensive Plan, Master Transportation Plan, Trails Master Plan, and Belt Line Master Plan.

1. Where Required

a. Sidewalks shall be provided by the developer to allow convenient pedestrian access through or across the development and joining with pedestrian ways of adjacent properties.

b. Sidewalks shall be installed on both sides of all arterials, collector streets, and local streets, and within and along the frontage of all new development and redevelopment.

2. Design and Materials

Sidewalks shall be constructed in accordance with the Comprehensive Plan, Master Transportation Plan, City-wide Trails Master Plan, Belt Line Master Plan, and current engineering design standards.

B. On-Site Pedestrian Walkways

All multifamily, nonresidential, and mixed-use development shall provide an on-site system of pedestrian walkways that meets the following standards:

1. Areas to Connect

On-site pedestrian walkways shall provide connections to and between:

- **a.** The primary entrance or entrances to each building, including pad-site buildings;
- **b.** Any sidewalks, walkways, or multi-use paths on adjacent properties that extend to the boundaries shared with the development;
- **c.** Any parking areas intended to serve the development as described in §5.4.7.C: *Pedestrian Access through Parking Areas*;
- **d.** Any sidewalk system along the perimeter streets adjacent to the development;
- **e.** Any public transit station areas, transit stops, park and ride facilities, or other transit facilities on-site or along an adjacent street; and
- **f.** Any adjacent or on-site public park, trail system, open space, greenway, or other public or civic use or amenity.

2. Walkway Design

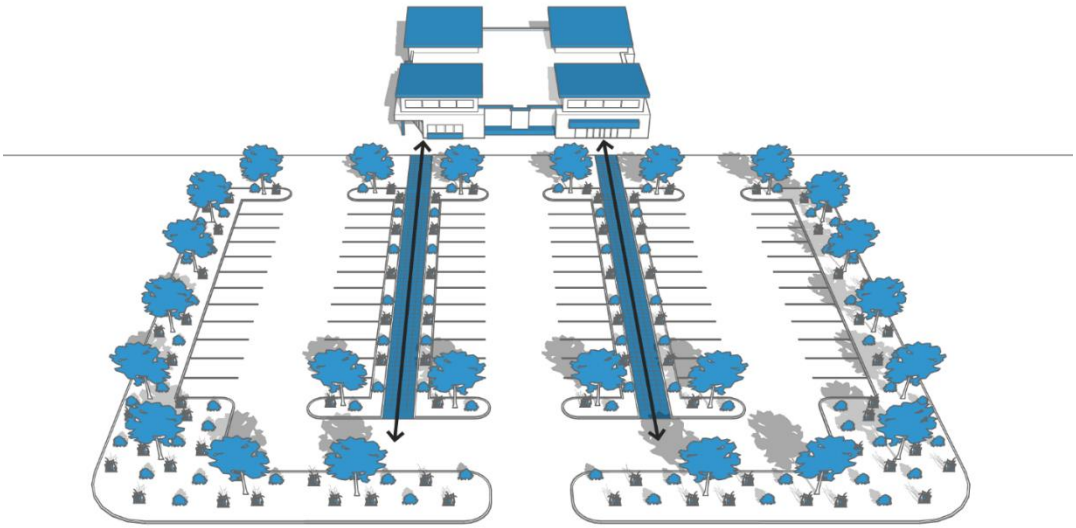
Required on-site pedestrian walkways shall be a minimum width of five feet. All required walkways shall:

- **a.** Be distinguishable from areas used by vehicles using one or more of the following techniques:
  - **i.** Changing surfacing material, patterns, and/or paving color, but not including the painting of the paving material;
  - **ii.** Changing paving height;
  - **iii.** Decorative bollards;
  - **iv.** Raised median walkways with landscaped buffers;
- **b.** Be designed with similar and/or complementary details, colors, and finishes as other interconnected walkways;
- **c.** Have adequate lighting for security and safety;
- **d.** Be conveniently and centrally located on the subject property;
- **e.** Be ADA-accessible; and
- **f.** Not include barriers that limit pedestrian access between the subject property and required connections to adjacent properties.

C. Pedestrian Access through Parking Areas

All parking lots that contain more than two double rows of vehicle parking shall include pedestrian walkways through the parking lot to the primary building entrance or a sidewalk providing access to the primary building entrance. At a minimum, walkways shall be provided for every three driving aisles or at a distance of not more than 150-foot intervals, whichever is less.

Figure 5-3: Pedestrian Access through Parking Areas



D. Pedestrian Access through Parking Garages

Pedestrian walkways shall be provided through parking garages from the parking area to the abutting public right-of-way and sidewalk and/or to the primary entrance of the building served. Pedestrian walkways shall not use vehicle entrance or exit driveways from the parking area to a public right-of-way.

E. Active Transportation Connectivity

Off-street trails, enhanced pedestrian paths, and active transportation corridors shall be installed in all new development or redevelopment, as required by the Comprehensive Plan, Master Transportation Plan, and City-wide Trails Master Plan.

5.4.8. Bicycle Circulation

A. Bicycle routes shall be established in accordance with the Comprehensive Plan, Master Transportation Plan, City-wide Trails Master Plan, and Public Works and Engineering Department specifications.

B. The development's internal bicycle circulation system shall permit safe, convenient, efficient, and orderly movement of bicycles between the development's internal origin and destination points and adjacent parts of an existing or planned external, community-wide and regional bicycle circulation system, as well as any adjacent transit stations, bus stops and shelters, public parks, greenways, schools, community centers, and shopping areas.

5.5 Parking and Loading

5.5.1. Purpose

This section is intended to regulate the amount and design of off-street parking and loading for different land uses and to help protect the public health, safety, and general welfare by:

A. Avoiding and mitigating traffic congestion and adverse impacts on residential neighborhoods;

B. Providing necessary access for service and emergency vehicles;

C. Providing for safe and convenient interaction between vehicles, bicycles, pedestrians, and other modes of travel;

D. Encouraging multi-modal transportation options and enhanced pedestrian safety;

E. Providing flexibility to respond to the transportation, access, and loading impacts of various land uses in different areas of the Town;

F. Reducing stormwater runoff, reducing heat island effect from large expanses of pavement, improving water quality, and minimizing dust pollution; and

G. Avoiding and mitigating the adverse visual impact and inefficient land use of large concentrations of exposed parking;

H. Maximizing the use of on-street parking, except along arterial thoroughfares.

5.5.2. Applicability

The standards of this section shall apply to all development that meets the applicability thresholds established in §5.2: *Applicability.*

5.5.3. Calculations

A. Generally

1. All parking and loading requirements that are based on square footage shall be calculated on the basis of gross floor area of the subject use, unless otherwise specified.

2. When measurements of the minimum number of required parking spaces for vehicles or bicycles result in a fractional number, any fraction of 0.5 or larger shall be rounded up to the next higher whole number.

3. When measurements of the maximum number of required parking spaces for vehicles or bicycles result in a fractional number, any fraction shall be rounded down to the next lowest whole number.

4. The following types of parking spaces shall not count towards the maximum parking requirement:

a. On-street parking spaces provided pursuant to §5.5.6.C: *On-Street Parking*;

b. Designated accessible parking;

c. Parking spaces intended for storage of business vehicles, such as fleet vehicles or delivery vehicles; and

d. Structured parking, underground parking, and parking within, above, or beneath the building(s) it serves.

5. Lots containing more than one use may provide parking and loading based on the shared parking calculations in §5.5.6: *Parking Alternatives*.

B. Unlisted Uses

For uses not listed in §5.5.4: *Minimum Off-Street Vehicle Parking Requirement* or 5.5.5: *Maximum Off-Street Vehicle Parking Allowed,* the Director is authorized to establish minimum and maximum parking requirements pursuant to §5.5.4.A: *Director Determination Based on Demand Study*.

5.5.4. Minimum Off-Street Vehicle Parking Requirement

Each development or land use subject to this section pursuant to §5.5.2: *Applicability*, shall provide at least the minimum number of off-street vehicle parking spaces required below, unless otherwise provided in this UDC.

Table 5.5-1: Minimum Vehicle Parking Requirements

DU = dwelling unit **sq. ft.** = square feet **GFA** = gross floor area

Use	Minimum Vehicle Parking Spaces Required
Residential Uses	
Household Living	
Cottage development	1 space per DU
Dwelling, duplex	1 space per DU
Dwelling, fourplex	1 space per bedroom
Dwelling, live/work	1 space per DU
Dwelling, multifamily	Studio: 1 space per DU 1 Bedroom: 1 space per DU 2 Bedroom: 1.5 spaces per DU 3 Bedroom: 2 spaces per DU Guest parking (to be located on development site): Additional 5% of total spaces provided
Dwelling, single-family (attached)	2 space per DU Guest parking (to be located on development site): Additional 5% of total spaces provided
Dwelling, single-family (detached)	2 spaces per DU
Dwelling, triplex	1 space per bedroom
Manufactured home development (HUD-Code)	1 space per DU
Group Living	
Assisted living facility	1 space per 6 patient beds
Continuing care facility	0.5 space per unit
Group care home, FHAA small	1 space per 4 persons maximum occupancy per Building code
Group care home, FHAA large	1 space per 4 persons maximum occupancy per Building code
Supportive housing, small	1 space per 4 persons maximum occupancy per Building code
Supportive housing, large	1 space per 4 persons maximum occupancy per Building code
Public, Institutional, and Civic Uses	
Community and Cultural Facilities	
Club or lodge	1 space per 250 sq. ft. GFA
Day care center, adult or child	1 space per 500 sq. ft. GFA
Day care home, adult or child	1 space per non-resident employee in addition to requirements for dwelling
Funeral facility	1 space per 250 sq. ft. GFA
Library	1 space per 1,000 sq. ft. GFA
Museum	1 space per 1,000 sq. ft. GFA
Park or open space, active	Director Determination
Park or open space, passive	Director Determination
Place of worship	1 space per 3 seats
Police, fire, or rescue facility (public and private)	1 space per 1,000 sq. ft. GFA, plus 1 space per commercial vehicle
Educational Facilities	
School, college or university	1 space per 500 sq. ft. office, research, and library area; plus 1 space per 250 sq. ft. assembly areas and classrooms

Table 5.5-1: Minimum Vehicle Parking Requirements

DU = dwelling unit **sq. ft.** = square feet **GFA** = gross floor area

Use	Minimum Vehicle Parking Spaces Required
School, public or private	Elementary or middle school: 1 space per 20 students design capacity High school: 1 space per 8 students design capacity
School, vocational or trade	1 space per 500 sq. ft. GFA
Healthcare Facilities	
Hospital	1 space per 3 patient beds design capacity
Medical clinic	1 space per 300 sq. ft. GFA
Commercial Uses	
Agricultural and Animal Uses	
Kennel, commercial	1 space per 1,000 sq. ft. GFA
Plant nursery or greenhouse	1 space per 500 sq. ft. GFA
Urban agriculture, noncommercial	No requirement
Veterinary hospital or clinic	1 space per 500 sq. ft. GFA
Recreation and Entertainment	
Recreation facility, indoor	Bowling or similar use: 1.5 spaces per lane Theaters, auditoriums, gymnasiums, fieldhouse, or similar use: 1 space per 4 seats Health club, fitness facility, or similar use: 1 space per 500 sq. ft. GFA Other uses: Director Determination
Recreation facility, outdoor	Theaters, auditoriums, gymnasiums, stadiums, sports fields, or similar use: 1 space per 4 seats Other uses: Director Determination
Sexually oriented business	1 space per 350 sq. ft. GFA
Food and Beverage	
Beer and Wine sales, off-premise consumption	1 space per 350 sq. ft. GFA
Brewpub, distillery, or winery	1 space per 400 sq. ft. GFA (outdoor tasting/seating area included)
Catering establishment	1 space per 1,000 sq. ft. GFA
Hookah bar	1 space per 400 sq. ft. GFA
Liquor sales, off-premise consumption	1 space per 400 sq. ft. GFA
Microbrewery	1 space per 400 sq. ft. GFA (outdoor tasting/seating area included)
Mobile food truck park	1 space per mobile food business
Restaurant	1 space per 100 sq. ft. GFA
Lodging	
Bed and breakfast	1 space per guestroom
Hotel, full service	1 space per guestroom, plus 1 space per 300 sq. ft. of conference, banquet, or meeting space
Hotel, limited service	1 space per guestroom, plus 1 space per 300 sq. ft. of conference, banquet, or meeting space
Residence hotel	1 space per guestroom, plus 1 space per 300 sq. ft. of conference, banquet, or meeting space
Office, Business, Professional, and Personal Services	
Bank or financial institution	1 space per 400 sq. ft. GFA

Table 5.5-1: Minimum Vehicle Parking Requirements

DU = dwelling unit **sq. ft.** = square feet **GFA** = gross floor area

Use	Minimum Vehicle Parking Spaces Required
Credit access business	1 space per 400 sq. ft. GFA
Laundromat, self-service	1 space per 400 sq. ft. GFA
Office	1 space per 400 sq. ft. GFA
Personal services	1 space per 400 sq. ft. GFA
Retail Sales	
Building supply store	1 per 400 sq. ft. GFA
Pawn shop	1 per 400 sq. ft. GFA
Retail sales, less than 15,000 sq. ft. GFA	1 per 400 sq. ft. GFA
Retail sales, 15,000 to 50,000 sq. ft. GFA	1 per 400 sq. ft. GFA
Retail sales, more than 50,000 sq. ft. GFA	1 per 400 sq. ft. GFA
Transportation, Vehicles, and Equipment	
Equipment sales or rental	Indoor: 1 space per 500 sq. ft. GFA Outdoor: 1 space per 1,000 sq. ft.
Fleet services	1 space per 1,000 sq. ft. GFA, plus 1 space per commercial fleet vehicle
Parking facility, private	No Requirement
Parking facility, public	No Requirement
Transit terminal or station	No Requirement
Vehicle fuel station	1 space per 400 sq. ft. GFA
Vehicle repair, major	1 space per 400 sq. ft. of indoor office area, plus 1 space per service bay
Vehicle repair, minor	1 space per 400 sq. ft. of indoor sales/office area, plus 1 space per service bay
Vehicle sales or leasing	1 space per 400 sq. ft. of indoor sales/leasing/office area, plus 1 space per service bay
Vehicle wash	1 space per 400 sq. ft. of indoor sales/office area
Industrial Uses	
Aviation	
Airport, public-owned	Director Determination
Manufacturing and Processing	
Commercial laundry facility	1 space per 1,000 sq. ft. GFA
Data center	1 space per 1,000 sq. ft. GFA
Food production or processing	1 space per 1,000 sq. ft. production area; plus 1 space per 300 sq. ft. indoor seating/tasting area; plus 500 sq. ft. outdoor seating/tasting area
Manufacturing, artisan	1 space per 500 sq. ft. GFA
Manufacturing, low-impact	1 space per 1,000 sq. ft. GFA
Resource or mineral extraction	Director Determination
Storage and Warehousing	
Contractor's office	1 space per 500 sq. ft. office area
Storage, self-service	1 space per 500 sq. ft. office area, plus 1 space per 30 storage units
Storage, outdoor	1 space per 500 sq. ft. office area
Warehouse or wholesale facility	1 space per 1,000 sq. ft. GFA

Table 5.5-1: Minimum Vehicle Parking Requirements

DU = dwelling unit **sq. ft.** = square feet **GFA** = gross floor area

Use	Minimum Vehicle Parking Spaces Required
Utilities and Communication Uses	
Public utility, major	No Requirement
Public utility, minor	No Requirement
Satellite earth station	No Requirement
Solar energy system	No Requirement
Wind energy system, more than 100 kW	No Requirement
Wind energy system, less than 100 kW	No Requirement
Wireless communication facility	No Requirement
Accessory Uses	
Alcohol sales, on-premise consumption	Based on primary use
Caretaker's quarters	1 space
Drive-through	Based on primary use
Donation box	No Requirement
Dwelling, accessory (ADU)	1 space
Event space	1 space per 1,000 sq. ft. GFA
Home occupation	1 space per non-resident employee in addition to requirements for dwelling
Valet parking service	Based on primary use
Temporary Uses	
Construction support activities	For all uses: As determined by Temporary Use Permit
Mobile food truck	
Outdoor retail and display	
Portable storage structure	
Real estate sales or model home	
Seasonal sales	
Special event	

A. Director Determination Based on Demand Study

Uses in §5.5.4: *Minimum Off-Street Vehicle Parking Requirement*, that reference this section have varied parking and loading demands, making it difficult to specify a single standard for off-street parking or loading requirements. With an application for a use that is subject to this section, the Director shall apply the off-street parking and loading standards on the basis of a demand study prepared by the applicant. Such study shall estimate the parking and loading demand based on recommendations of the Institute of Traffic Engineers, Urban Land Institute, the International Council of Shopping Centers, the American Association of State Highway and Transportation Officials, the American Planning Association, or other acceptable source of parking demand data for uses and/or combinations of uses of comparable activities, scale, bulk, area, and location.

B. Unlisted Uses

For uses not listed in 5.5.4: *Minimum Off-Street Vehicle Parking Requirement*, the Director is authorized to:

1. Apply the minimum off-street parking space requirement specified in §5.5.4: *Minimum Off-Street Vehicle Parking Requirement*, for the listed use that is deemed most similar to the proposed use; or

2. Establish the minimum off-street parking space requirement by reference to standards in parking resources published by the National Parking Association, American Planning Association, Institute of Traffic Engineers (ITE), or other acceptable sources of parking data; or
3. Establish the minimum off-street parking space requirement based on local or national best practices; or
4. Establish the minimum off-street parking space requirement based on a demand study prepared by the applicant. Such a study shall be prepared according to §5.5.4.A: *Director Determination Based on Demand Study*.

C. Accessible Parking

All areas of newly designed or newly constructed buildings and facilities required to be accessible under federal and state law shall comply with the standards set forth in the Texas Accessibility Standards of the Architectural Barriers Act, Tex. Rev. Civ. Stat. Art. Ann. §9102 (Vernon Supp 2000.), the International Building Code (IBC) as adopted in the Code of Ordinances, and the American with Disabilities Act (ADA), as amended.

D. Garages

Off-street parking spaces within garages shall not contribute to the minimum off-street vehicle parking requirement if they are converted into storage or living space.

5.5.5. Maximum Off-Street Vehicle Parking Allowed

A. Nonresidential Uses

In no case shall any nonresidential use provide more than 125 percent of the minimum number of off-street parking spaces required by §5.5.4: *Minimum Off-Street Vehicle Parking Requirement*, unless otherwise provided in this UDC.

B. Change of Use

Any development that exceeds the maximum parking requirements as a result of a change in use shall not add additional spaces, but is not required to remove previously constructed parking spaces.

5.5.6. Parking Alternatives

The Director may approve parking alternatives that result in a cumulative adjustment not to exceed 25 percent of the minimum or maximum vehicle parking spaces required by §5.5.4: *Minimum Off-Street Vehicle Parking Requirement* and §5.5.5: *Maximum Off-Street Vehicle Parking Allowed*, in accordance with the following standards.

A. Shared Parking Facilities

1. When reviewing a shared parking proposal, the Director shall consider any additional reductions in minimum parking requirements that might otherwise apply pursuant to §5.5.6.B through §5.5.6.D below, but such additional reductions shall not apply to further reduce the shared parking requirements approved by the Development and Neighborhood Services Department.
2. Where a minimum number of parking spaces is required by §5.5.4: *Minimum Off-Street Vehicle Parking Requirement,* the owners of two or more properties may join together to provide the required parking spaces for their respective uses. Upon request by the owners and after review of the request, the Director may authorize the shared use of parking facilities subject to the following:
    a. Any property using shared parking facilities shall be located within 500 feet of such parking facility, using established sidewalks and crosswalks that meet current standards of the Master Transportation Plan and further the intent of the City-wide Trails Master Plan and Comprehensive Plan.

b. The parking for the specific uses occurs at alternating time periods, as determined by a parking demand study pursuant to §5.5.4.A: *Director Determination Based on Demand Study*.

3. Required parking shall be determined based on parking demand for the peak parking period.

4. The owners of record involved in the joint use of shared parking facilities shall submit a Parking Management Agreement in accordance with §2.8.1.

B. Proximity to Transit

Except for single-family detached dwelling uses, the minimum vehicle parking required for development within one-quarter mile, measured radially in a straight line, of a fixed transit station, such as a commuter or light rail stop, may be reduced from those required by §5.5.4: *Minimum Off-Street Vehicle Parking Requirement* by 20 percent.

C. On-Street Parking

Any on-street vehicle parking may be counted toward the minimum number of required vehicle parking spaces on a one-to-one basis, subject to the following:

1. On-street parking may not be used to meet the minimum vehicle parking requirements for single-family detached and duplex dwellings;

2. On-street parking along an arterial street as classified in the Master Transportation Plan shall not be used to meet any minimum vehicle parking requirements for any use;

3. Only those street parking spaces abutting any lot line of the subject property, and with over one-half the length of a parking space located between the imaginary extension of the side property lines into the street right-of-way, may be counted.

4. Each on-street parking space may only be counted once toward the parking requirements of the abutting lot, regardless of the number of individual buildings or tenants on the lot;

5. On-street parking spaces shall be available for general public use at all times. No signage or actions limiting general public use of on-street spaces shall be permitted; and

6. No development or use approved with an on-street parking credit shall be considered nonconforming if the on-street parking is later removed by Town action and the remaining off-street vehicle parking does not meet the minimum vehicle parking requirements of this section.

D. Parking Demand Study

1. If an applicant submits a parking demand study pursuant to §5.5.4.A: *Director Determination Based on Demand Study*, demonstrating that anticipated off-street vehicle parking demand for the proposed development, use, or combination of uses will be less or more than that calculated from §5.5.4: *Minimum Off-Street Vehicle Parking Requirement* or §5.5.5: *Maximum Off-Street Vehicle Parking Allowed*, and the Director determines that the information and assumptions used in the study are reasonable and that the study accurately reflects anticipated off-street vehicle parking demand for the proposed development, use, or combination of uses, the Director may authorize a reduction or increase in required off-street vehicle parking spaces based on that study.

2. The Director may require any parking spaces that have been approved to exceed the maximum off-street vehicle requirements be constructed using permeable materials such as pavers, permeable asphalt, or concrete.

5.5.7. Vehicle Parking Layout and Design

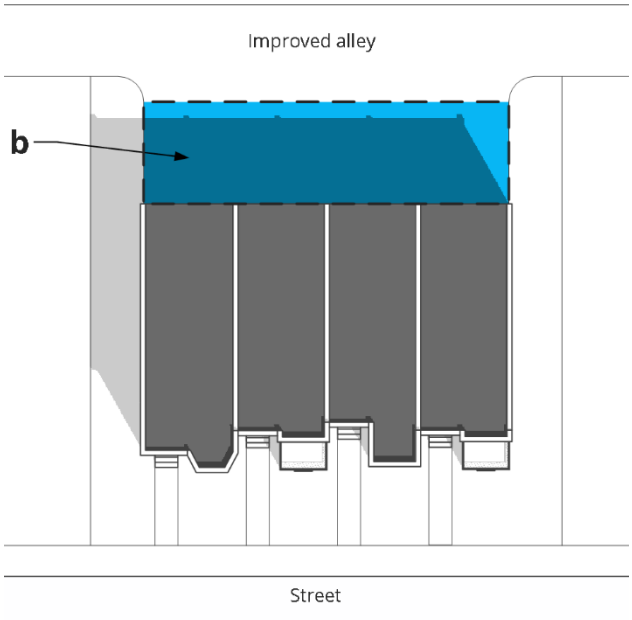
A. At-Grade Parking Standards

1. Single-Family, Duplex, Triplex, Fourplex, and Manufactured Home Dwellings

a. Vehicle parking for single-family detached, single-family attached, duplex, triplex, fourplex, and manufactured home dwelling uses shall only be allowed in a garage or on an approved surface. All other off-street vehicle parking within a required front setback area shall be prohibited.

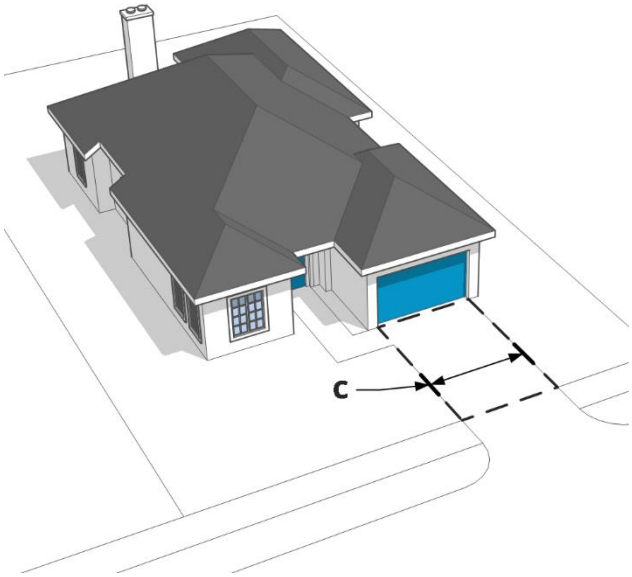
b. In cases where the side or rear setback area is accessible via an improved alley, no front yard drive or parking shall be permitted. The required parking area shall directly access the alley. Determinations of whether an alley allows for safe access shall be made by the Director.

Figure 5-4: Parking Area Accessed by Improved Alley



c. Where vehicle parking is permitted within the front setback area, the width of the driveway between the front building façade and the street shall not exceed the width of the garage door of an attached garage or 22 feet where there is no attached garage.

Figure 5-5: Driveway Width Requirement



2. All Other Uses

Vehicle parking areas located between the front building façade and the adjacent street frontage is prohibited, unless the subject property satisfies all of the following standards:

a. It is not located within the M-1, M-2, and M-3 zoning districts;

b. It adjoins either side of an arterial street, as defined in the Master Transportation Plan;

c. Development with 100 or fewer off-street vehicle parking spaces shall be limited to no more than two rows of vehicle parking or 80 feet, whichever is less, between the front building façade and the adjacent street frontage;

d. Development with 100 or more off-street vehicle parking spaces shall be limited to no more than four rows of parking or 160 feet, whichever is less, between the front building façade and the adjacent street frontage; and

e. Vehicle parking areas shall be setback a minimum of 10 feet from the adjacent right-of-way and shall satisfy the landscape and screening requirements established in §5.6.4.D: *Parking Area Landscaping.*

B. Below-Grade Parking Standards

1. Below-grade vehicle parking shall be constructed in accordance with §5.3: *Floods*.

2. Below-grade vehicle parking is permitted to property lines; but shall be designed to satisfy the landscape requirements established in §5.6: *Landscaping, Buffering, and Fences*.

C. Structured Parking Standards

1. Location

a. Parking structures shall be located an additional 10 feet beyond the minimum setbacks required in the district to allow for additional landscape screening.

b. Parking structures shall not be located between the front building façade and the adjacent street frontage.

c. Parking structures are not required to meet minimum building height requirements, where applicable.

2. Exterior Design

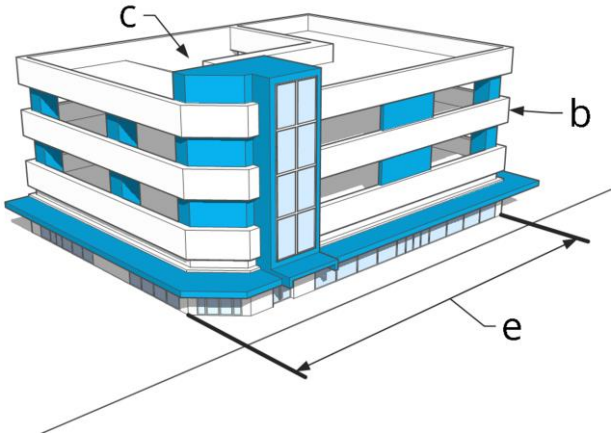
a. Parking structures that have frontage on public streets shall comply with the building design standards established in §5.7.5: *Parking Structure Design*.

b. Ramps shall not be expressed on the facades of parking structures fronting, or visible from, public streets.

c. Steel parking garages and steel guard cables on garage facades are prohibited.

d. The maximum frontage of parking structures along any one block face shall be limited to 250 feet. If additional frontage is requested, the ground floor of the structure shall include retail, commercial, or other active ground floor uses.

Figure 5-6: Structured Parking Design



D. Dimensions of Parking Spaces and Drive Aisles

All off-street parking and maneuvering areas shall be constructed according to the following dimensional standards:

1. All dead-end parking aisles shall terminate with a five foot bump-out for turnaround maneuverability, unless required to connect to another drive aisle or other form of additional turnaround for fire lane purposes.

2. Unobstructed, direct, and convenient access for vehicles to and from a public street shall be provided for all off-street parking spaces. Access from any parking area to a public street shall be designed to allow vehicles to enter and exit in forward drive.

3. Parking spaces and drive aisles shall comply with the following dimensional standards. The letters (A through D) in Figure 4.10 correspond with the dimensions (in feet) in the table below:

Figure 5-7: Parking Space and Drive Aisle Dimensions

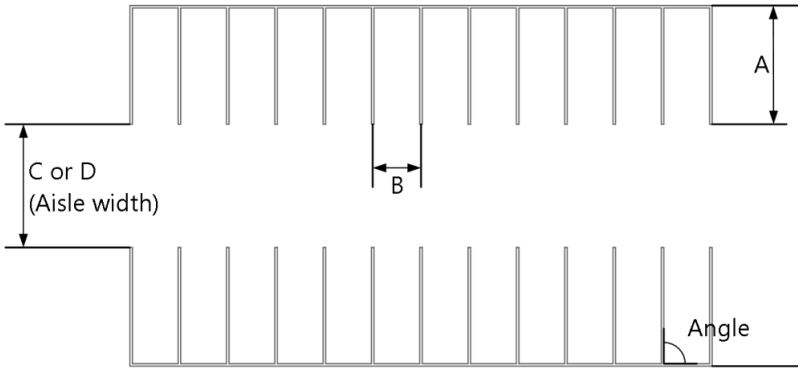


Table 5.5-2: Parking Space and Drive Aisle Dimensions

*Dimensions shown in feet

	Parking Space		One-Way Aisle	Two-Way Aisle
Angle	**A**	**B**	**C [2]**	**D**
0° (parallel)	8.0	22.5 [1]	12.0	20.0
30°	18.5	9	12.0	20.0
45°	18.5	9	12.0	20.0
60°	18.5	9	16.0	20.0
90°	18.5	9	20.0	20.0

Notes:
[1] End spaces may be a minimum of 20 feet in length where no obstruction exists.
[2] Fire lanes shall be a minimum of 24 feet in width.

4. The final decision-making body may approve alternative standards based on a professionally recognized source of parking lot design, pursuant to the Minor Modification process outlined in §2.10.3: *Minor Modification.*

E. Stormwater Drainage

1. Parking lots shall be constructed such that all surface water is directed into an approved landscape bumpout, island, or endcap containing one or more approved Best Management Practices (BMPs) in accordance with the Drainage Criteria Manual. A stormwater professional with PE or LEED certification for environmental design shall design all BMPs or other Low Impact Design (LID) systems.

2. Water draining from a parking lot shall not flow across a sidewalk.

3. Stormwater drainage plans for off-street vehicle parking areas shall be reviewed and approved by the Town.

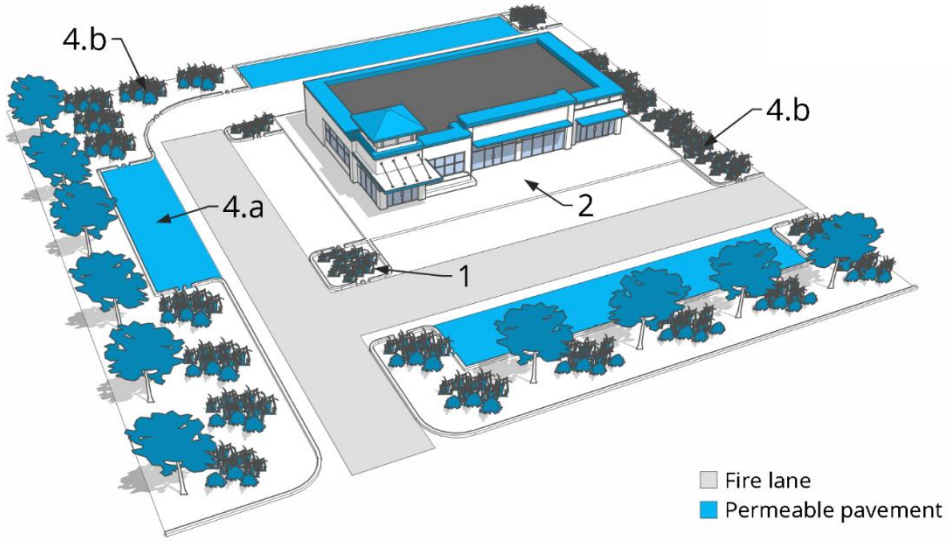
4. For all new parking lots containing 10 or more spaces, the following best management practices shall be used to improve stormwater infiltration and water quality:

a. Permeable pavement materials shall be installed in non-fire lane areas covering at least 25 percent of the total parking lot area; or

b. Treatments such as culvert outfalls, bioretention basins, or vegetated swales designed to the specifications of the Public Works and Engineering Department shall be installed; or

c. Other combinations of best management practices for stormwater infiltration and water quality subject to approval by the Development and Neighborhood Services and Public Works and Engineering Departments as outlined in the Drainage Criteria Manual.

Figure 5-8: Parking Area Stormwater Drainage Standards



F. Surface Material

1. Except as stated in §5.5.7.E: *Stormwater Drainage*, or an exception is provided elsewhere in this UDC, all areas used for vehicle parking shall be an improved surface of concrete, asphalt, brick pavers, or other approved material.
2. All new driveway aprons onto a street shall be surfaced with concrete. Enlargement or modification of an existing driveway shall require the driveway apron to be surfaced with concrete. All driveway aprons shall be designed in accordance with Public Works and Engineering Department standards.
3. Areas using permeable parking pavers shall receive relief from impervious surface calculations in accordance with Public Works and Engineering Department standards.
4. Except for single-family attached, single-family detached, duplex, triplex, fourplex, manufactured home dwelling uses, and display areas for vehicle sales and rental uses, all off-street parking spaces shall be striped or otherwise designated to clearly mark each space.
5. All driving lanes and parking aisles in vehicle parking lots shall be curbed, unless an alternative design allowing for adequate stormwater management is approved.

G. Electric Vehicle Charging

Parking areas with 40 or more vehicle parking spaces shall provide a minimum of one vehicle parking space dedicated to electric vehicles for every 25 vehicle parking spaces provided on site. Electric vehicle parking spaces shall count toward the minimum required number of vehicle parking spaces, but shall not count toward the maximum allowed. The electric vehicle parking space shall be:

1. Located on the same lot as the principal use;
2. Signed in a clear and conspicuous manner, such as special pavement marking or signage, indicating exclusive availability to electric vehicles; and
3. Outfitted with an electric vehicle charging station as approved by the Director.

H. Parking Area Landscaping

All development shall comply with §5.6.4.D: *Parking Area Landscaping*.

I. Parking Area Lighting

All development shall comply with §5.8.5.E: *Surface Parking Area Lighting*.

J. Pedestrian and Bicycle Circulation

All development shall comply with §5.4.7: *Pedestrian Circulation* and §5.4.8: *Bicycle Circulation*.

5.5.8. Vehicle Loading Areas

A. Number and Size of Loading Berths Required

1. The Director may approve a variation from the required loading berth requirements if warranted by the building use.
2. The number and size of loading berths shall be provided pursuant to the table below:

Table 5.5-3: Minimum Loading Requirements

Use Category	Number of Loading Berths	Loading Berth Dimensions (ft)		
		Length	Width	Height
Office, Lodging, Personal Services, and Retail	1 per 50,000 sq ft of gross floor area, up to a maximum requirement of 3	25	10	14
Other Nonresidential Uses	1 per 50,000 sq ft of gross floor area, up to a maximum requirement of 2	25	10	14

B. Design and Use of Service and Loading Areas

1. Location

a. Required off-street loading spaces shall not be permitted between the primary building façade and the street.

b. Streets or rights-of-way shall not be used for loading and unloading purposes, unless otherwise authorized in this UDC.

c. Alleys may be used for loading or unloading materials or merchandise for periods not to exceed 30 consecutive minutes so long as sufficient width of the roadway is available for free movement of vehicular traffic access to abutting property is maintained.

d. Off-street loading spaces shall be located on the same lot or parcel as the structure or use for which it is provided or on the lot adjacent to a private alley or private service drive.

e. Delivery vehicles parked in a loading area shall not encroach into required parking spaces or required building setbacks.

f. Delivery vehicles loading or unloading materials shall not block required on-site access and circulation routes or fire lanes.

2. Maneuvering

Loading areas shall be designed to provide for delivery vehicle backing and maneuvering on-site and not from or within a public right-of-way, unless otherwise authorized by this UDC.

3. Screening

Service and loading areas visible from a Residential zoning district or a public right-of-way shall be screened pursuant to §5.6.9.E: *Off-Street Loading Spaces.*

5.5.9. Drive-Through Facilities

A. Number of Stacking Spaces Required

1. The Director may approve a variation from the required stacking requirements if warranted by the building use. The Director may require a stacking study for uses expected to generate higher than normal queuing.
2. All drive-through facilities shall provide at least the number of on-site stacking spaces required by the table below.

Table 5.5-4: Minimum Stacking Requirements

Use	Number of Stacking Spaces
Bank or financial institution or Automated Teller Machine (ATM)	2 per drive-through lane
Other uses with drive-through facilities	3 per drive-through lane
Personal services	3 per drive-through lane
Restaurant	6 per drive-through lane
Retail sales	3 per drive-through lane
Vehicle fuel station	1 per fuel pump
Vehicle wash	2 per washing bay

B. Location and Design of Drive-Through Facilities

1. Each stacking space shall be 20 feet in length unless otherwise approved by the Director. Required stacking distances shall be measured from the end of the queuing lane or property line to the first point of service.
2. Vehicle stacking spaces shall be integrated into the site layout and shall not interfere with site access points, access to parking or loading spaces or areas, or internal circulation routes.
3. Drive-through service windows and speakers shall be oriented away from pedestrian areas, Residential zoning districts, and public streets to the maximum extent practicable.
4. Audible electronic devices such as loudspeakers, vehicle service order devices, and similar instruments shall not be audible beyond the property line within any Residential zoning district.

5.5.10. Bicycle Parking

A. Purpose

Bicycle parking is required in order to encourage the use of bicycles by providing safe and convenient places to park bicycles.

B. Applicability

The following standards shall apply to all principal uses except for single-family attached, single-family detached, duplex, triplex, fourplex, cottage development, and manufactured home development residential uses.

C. Required Bicycle Parking

1. Generally

Development subject to this section shall provide a minimum of six short- or long-term bicycle parking spaces or the number of bicycle parking spaces required in the table below, whichever is more. Short-term bicycle parking spaces are those that are typically used for 2 hours or less.

Table 5.5-5: Minimum Bicycle Parking Requirements

Use	All Other Zoning Districts	Mixed-Use Zoning Districts
Residential uses	10%	20%
Public, Institutional, and Civic Uses	5%	15%
Commercial Uses	5%	10%
Industrial Uses	2%	5%

Notes:
Percentages are based on the total number of vehicle parking spaces required on-site or in a permitted off-site location to serve the principal use(s).

2. Mixed-Use Developments

In all zoning districts, developments with both nonresidential and residential uses shall provide the cumulative required number of bicycle parking spaces as calculated for the respective nonresidential and residential requirements.

3. Building Expansions or Changes of Use

Building expansions or changes of use that require additional vehicle parking spaces pursuant to §5.5.2: *Applicability*, shall also provide additional bicycle parking spaces based on the percentages in the table above, applied to the building expansion area or the additional parking required by the change of use.

4. Existing Public Bicycle Parking Spaces

Permanent bicycle parking spaces available for public use, such as Town installed bicycle racks or bike corrals that exist at the time of development, expansion, or change of use, and are located within 100 feet of the primary entrance to the primary building may be used to satisfy up to two required bicycle parking spaces.

5. Bicycle Parking Reduction

Subject to the approval of the Director, the number of bicycle parking spaces may be reduced if:

a. Unique or unusual characteristics exist on a development site such as topography, size, or relation to a public street that would preclude safe travel of bicycles to and from the site; or

b. Existing bicycle parking facilities are located within the public right-of-way and within 100 feet of the building's main entrance, provided that a minimum of four bicycle parking spaces are provided on-site.

D. Bicycle Parking Layout and Design

1. Bicycle parking spaces shall not be located fully or partially within a public right-of-way without prior approval of the Town.

2. Required bicycle parking spaces shall be designed to allow bicycles to be secured with a lock to a fixed object and shall comply with the rack types and standards established in the Administrative Manual.

3. Short-term bicycle parking shall be located within 100 feet of the main entrance of each principal building on site and shall not be located farther than the closest motor vehicle parking space, excluding accessible vehicle parking spaces.

4. Bicycle parking spaces must be at least six feet long, two feet wide, and provide a minimum of seven feet of overhead clearance.

5. A five-foot aisle for bicycle maneuvering shall be maintained beside or between each row of bicycle parking.

6. Areas designated for bicycle parking shall be clearly marked and reserved for bicycle parking only.

5.5.11. Use of Parking Areas

A. Exclusive Use

1. Unless a shared parking agreement has been established in accordance with §5.5.6.A: *Shared Parking Facilities*, required vehicle and bicycle parking spaces shall be designed, maintained, and used exclusively for the tenants, occupants, and patrons of the buildings or uses on the site.

2. Excess or unused vehicle or bicycle parking spaces or loading areas may not be rented or leased to the general public or to those who are not tenants, occupants, or patrons of the buildings or uses where the parking is located unless:

a. Otherwise allowed under the shared parking standards pursuant to §5.5.6.A: *Shared Parking Facilities*; or

b. A parking facility is listed as a permitted or special use in the zoning district where the parking lot or parking garage is located pursuant to §4.2.7: *Table of Allowed Uses*.

B. Storage of Vehicles or Equipment

Vehicle parking spaces, including both required and excess parking spaces, shall not be used for storing vehicles that are not used in conjunction with the primary use of the lot.

C. Vehicles and Trailers

Except for uses where vehicle repair is authorized, the parking of vehicles or trailers of any type without current state registration or in an inoperable condition shall be prohibited for periods in excess of 30 days, unless such vehicle or trailer is completely enclosed within a building.

D. Storage, Occupancy, or Similar Uses

Vehicles, campers, or tractor/trailers of any type shall not be used for the purpose of storage, occupancy, or similar use.

E. Overnight Parking

Overnight parking of any truck-tractor, road-tractor, semitrailer, bus, truck, or trailer with more than three-quarter ton rated capacity between the hours of 12:00 a.m. and 6:00 a.m. shall be prohibited within the R-1, R-2, R-3, A, and PD-TH zoning districts.

5.5.12. Maintenance

All improved parking surfaces shall be maintained in good and safe condition and be free of holes, cracks or other failures that may affect the use, safety, appearance or drainage of the surface or of the adjoining property. Driveways and improved parking surfaces shall be maintained in good and safe condition and be free of holes, cracks, spalling, or other failures that may affect the use, drainage from the property, drainage on adjoining property or the longevity of the material.

5.6 Landscaping, Buffering, and Fences

5.6.1. Purpose

The intent of this section is, through the preservation, protection, maintenance, and planting of trees and other plant materials, to:

A. Provide visual buffering and enhance the visual appeal of the Town;

B. Realize the environmental benefits of landscaping such as: storm water retention; recharging groundwater; retaining soil moisture; preventing erosion; providing bird and wildlife habitat; and mitigating air quality, water pollution, dust, noise, heat, and glare;

C. Conserve water resources by using sustainable design and maintenance techniques and native and/or adapted plant species that are low water-use and regionally appropriate;

D. Provide screening to minimize the visual impacts of some types of facilities, structures, and equipment;

E. Establish an attractive streetscape that contributes to the character and appearance of the Town; and

F. Improve the appearance of development to protect and enhance public and private investments and property values.

5.6.2. Applicability

A. Generally

Unless otherwise exempted by §5.6.2.B below, the standards of this section shall apply to all development that meets the applicability thresholds established in §5.2: *Applicability*.

B. Exemptions

Properties containing only single-family detached and/or duplex uses where only one such structure is constructed are exempt from all parts of this section except for the following:

1. §5.6.6.D: *Application to Residential Districts*; and

2. §5.6.8: *Buffering*.

C. Establishment and Modification of Planned Development Districts and Special Use Permits

1. The City Council shall, at a minimum, impose landscaping requirements that are reasonably consistent with the standards and purposes of this section as a part of any ordinance establishing or amending a planned development district, or amending a Special Use Permit.

2. All landscaping requirements imposed by the City Council shall be reflected in landscape plans that comply in form and content with the requirements of §5.6.3.

D. Special Exceptions to Landscaping Requirements

The Board of Zoning Adjustments may grant a special exception to the landscaping requirements of this section upon making a special finding from the evidence presented that strict compliance with the requirements of this section will result in substantial financial hardship to the applicant (as defined in TLGC Chapter 211.09) without sufficient corresponding benefit to the Town and its residents in accomplishing the objectives and purposes of this section. To be considered for special exception, the applicant shall submit a justification statement that describes which of the requirements set forth in this section will be met with modifications, which project conditions justify using alternatives, and how the proposed measures equal or exceed normal compliance.

5.6.3. Landscape Plans

A. Submittal

Landscape plans that meet the requirements established in the Administrate Manual shall be submitted with applications for Site Plan Review or as part of Building Permit applications if Site Plan Review is not required.

B. Certificate of Occupancy

It shall be unlawful to issue an occupancy permit prior to the approval and complete installation of the landscape plans pursuant to §5.6.11: *Installation and Maintenance*.

C. Evaluation of Landscape Plans

The Director of Parks and Recreation shall review each landscape plan to determine whether it complies with the requirements of this section, including the landscape design standards in §5.6.5: *General*

Landscape Standards and Specifications. The following considerations shall be used to evaluate proposed plans:

1. The landscape design should have proportion, balance, unity, variety of species, and a variety of color through the seasons.
2. Landscape designs should define spaces including entrance areas, pedestrian paths, vehicular avenues, parking areas, sitting areas, etc.
3. As an architectural feature, landscape designs should visually soften the mass of the buildings, parking areas, and other structures.
4. Native or adapted Texas Smartscape or Xeriscape landscape materials or those materials on the Pre-Approved Plant List in the Administrative Manual should be selected.
5. Landscaping should use best management practices that reduce the reliance on irrigation, thus conserving the public water supply, and reduce the reliance on inorganic fertilizer and pesticides; thus reducing the amounts carried off by runoff to lakes and streams.

5.6.4. Minimum Landscaping Required

A. General

1. Trees and other plant material shall be provided according to this section.
2. Existing landscaping may be used to satisfy the landscaping requirements of this section.
3. Where fractional number results, the number of trees, shrubs, or perennials shall be rounded to the next highest whole number.

B. Minimum Landscaped Area

In the districts listed in the following table, a minimum percentage of the gross site shall be maintained as landscaped area meeting the standards of §5.6.5: *General Landscape Standards and Specifications*. All required screening, parking perimeter, and interior parking landscaping shall count toward this minimum landscaped area requirement. This shall include front, side, and rear landscaping abutting the building foundation.

Table 5.6-1: Minimum Landscaped Area Requirements

District	Minimum Landscaped Area
R-1 and R-2 Residential	N/A
A – Apartment	20%
R-3 Residential	
M-1 Mixed-use Neighborhood	10%
M-2 Mixed-Use Suburban Corridor	
M-3 Mixed-Use Urban Corridor	
M-4 Mixed-Use Center	
CL Commercial Limited	20%
CG Commercial General	
Planned Development Districts (all)	
Special Use Permits (any district)	
M-4 Mixed-Use Center	15%
LI Light Industrial	10%
AA Addison Airport	

C. Street Landscape Buffer

1. Mixed-Use Districts

The following standards apply in the mixed-use zoning districts:

a. Streetscape Standards

i. Location-specific streetscape standards may apply as determined by the Director of Parks and Recreation and are established in the Administrative Manual for both residential and nonresidential ground-level frontages. Nonresidential ground-floor frontages shall not be required to provide additional landscaping beyond that required in the Administrative Manual.

ii. Where on-street parking is adjacent to landscaping, a 1.5-foot dismount strip shall be provided behind the curb to facilitate passengers exiting from parked cars.

iii. Residential ground-floor frontages shall be required to landscape a minimum of five feet between the edge of sidewalk and the primary building facade, excluding access to sidewalks, stairs, stoops, porches and patios. This area may be landscaped with ground cover, low shrubs, ornamental trees and street trees. In addition, street tree wells may also be landscaped. Landscaping for this area is limited to ground cover and low shrubs.

iv. Any bicycle parking in the public right-of-way should be located within the band created by street trees and pedestrian streetlights; however, it must be placed in a manner that avoids conflicts with pedestrian and vehicular paths.

Figure 5-9: Mixed-Use District Streetscape Standards

b. Plant Material

Front yards shall be landscaped except at building entries, seating areas, and adjacent to commercial uses, where the front yard may be paved. Plant materials shall consist of shade trees, ornamental trees, shrubs, evergreen ground covers, vines, turf, and seasonal color.

c. Street Trees

Street trees shall be provided in accordance with the following:

i. Each street shall have street trees planted at uniform spacing of 50 feet on center, commencing 40 feet from the face of curb of intersecting streets. Street trees may be clustered or strategically spaced if needed to provide adequate room for underground

utility lines or to ensure proper view corridors for commercial tenants as long as the minimum required number of trees is provided.

ii. Typically, street trees shall be planted two and one-half feet from back of curb, except on side streets, where trees shall be placed eight and one-half feet from back of curb.

iii. Street trees shall be large shade tree species having a minimum caliper of four inches selected in accordance with the Pre-Approved Plant List in the Administrative Manual. The Director of Parks and Recreation may allow the substitution of ornamental trees where space is limited by utilities, existing structures, or other built features abutting the landscape buffer strip.

iv. Street trees shall be located and placed in a manner that does not block pedestrian lighting.

2. All Other Districts

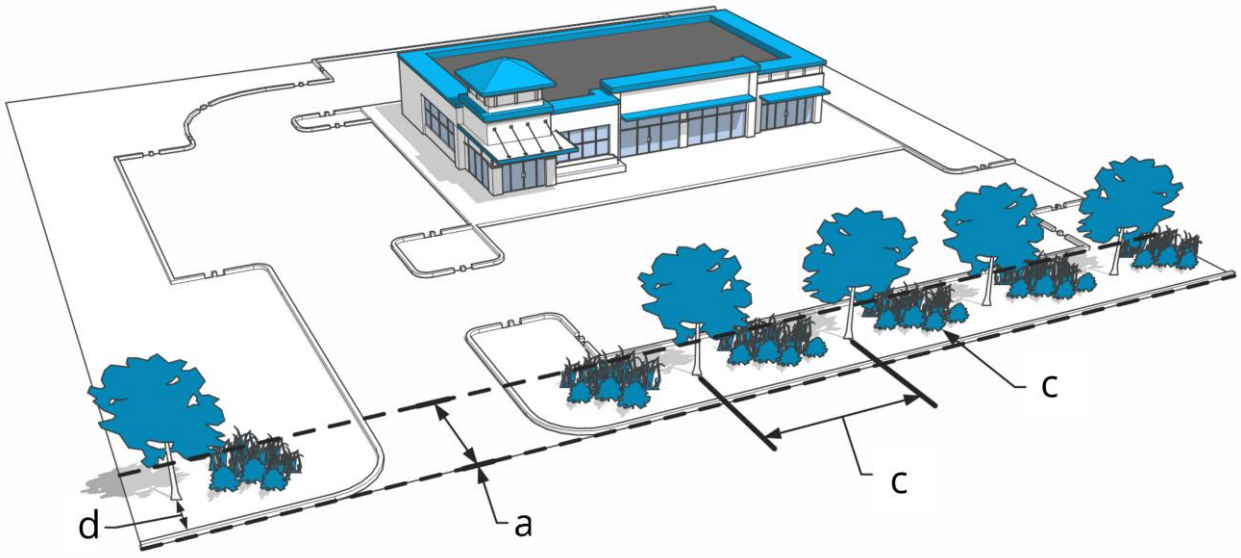
a. In all other zoning districts except the Mixed-Use zoning districts, a 20-foot wide landscape buffer strip measured from back of curb, including sidewalks, shall be provided along the entire length of the portion of the perimeter of the lot where a public or private street exists, exclusive of driveways and access ways to points of ingress and egress to and from the lot. The property owner shall be responsible for landscaping, irrigation, and maintenance of any right-of-way area between the property line and the curb line.

b. Town right-of-way shall be included in the 20-foot wide buffer and shall reduce the amount of required landscaping area of the lot by that amount (square foot for square foot).

c. The minimum requirement for street landscape buffers shall be one four-inch caliper shade tree for each 30 linear feet of frontage and evergreen shrubs planted three to three and one-half feet on center depending on the species selected. Plant material planted in the street landscape buffer strip can be massed together to create visual interest at key entry points or focal points.

d. No tree may be planted closer than 36 inches to any paved surfaces without being placed in a tree well.

Figure 5-10: Street Landscape Buffer Requirements



D. Parking Area Landscaping

1. Screening from Adjacent Streets

a. Screening shall be provided for all surface parking lots to screen the site from all adjacent streets. The screening shall extend along the entire street frontage of the surface parking lot, exclusive of driveways and access ways at points of ingress and egress to and from the site, and vision triangles.

b. The surface parking lot screening shall be at least three and one-half feet higher than the finished elevation of the adjacent parking lot. The screening may be provided by using one of the following, unless the Director of Parks and Recreation approves an alternative screening plan capable of providing a solid appearance:

i. Evergreen shrubs planted three feet on center in a single row in a bed at least 42 inches wide;

ii. A berm at least three and one-half feet high with a slope not to exceed 33 percent. The minimum crown width must be three feet. Berms must be covered in live vegetation;

iii. A fence or wall at least three and one-half feet high constructed of materials compatible with the principle building. One-third of any fence or wall must be screened with plant material.

2. Perimeter Parking Lot Landscaping

a. A perimeter parking lot landscape strip shall be provided around the site perimeter, with a minimum width based on the size of the site.

i. For sites 10,000 square feet or more, the perimeter strip shall be at least 10 feet wide and shall be planted with a minimum of one four-inch caliper shade tree for each 35 linear feet of perimeter and one shrub planted three to three and one-half feet on center.

ii. For a site smaller than 10,000 square feet, the perimeter strip shall be at least three feet wide and shall be planted with a minimum of one evergreen shrub planted three to three and a half feet on center.

b. Required perimeter landscaping between adjacent parking lots does not preclude the need to provide vehicular access between lots.

3. Interior Parking Lot Landscaping

a. The required percentage of interior parking lot landscaping shall be determined based on the following sliding scale:

Table 5.6-2: Minimum Interior Parking Lot Landscaping Requirements

Total Parking Area	Interior Planting Area
7,000—49,999 sq. ft.	5 percent
50,000—149,000 sq. ft.	8 percent
150,000 sq. ft. and larger	10 percent

b. To calculate the total parking area and the subsequent percentage of required interior lot planting, total the square footage of all areas within the lot's perimeter including:

i. Planting islands;

ii. Curbed areas;

iii. Corner lots;

iv. Parking spaces; and

v. All interior driveways and aisles except those with no parking spaces located on either side.

c. Landscaped areas located outside the parking lot including perimeter parking lot landscaping shall not be used to meet the interior planting requirement; however, building front, side, or rear landscaping abutting the building foundation may be credited toward the interior planting requirement.

d. Curbs or wheel stops shall be provided to prevent cars from parking too close to trees or damaging shrubs and screens.

e. All planting islands located parallel to and between parking spaces shall be at least nine feet wide to prevent cars from damaging trees and shrubs.

f. Large shade trees shall be provided in each parking lot at a minimum average density of one shade tree for each 10 required parking spaces on the lot. Acceptable tree species are listed in the Administrative Manual.

g. No required parking space may be located further than 50 feet from the trunk of a shade tree, or farther than 75 feet from two or more shade trees.

h. Parking spaces shall not exceed 10 spaces in a row without being interrupted by a landscaped island. Islands shall be planted with a minimum of one shade tree per every 10 cars.

i. No landscaping shall be required for the interior of structured parking facilities.

5.6.5. General Landscape Standards and Specifications

A. General Standards

1. The best professional practices of the American Society of Landscape Architects, the International Society of Arboriculture, the American Nursery and Landscape Association and Texas Nursery and Landscape Association regarding planting installation, trimming, pruning, and fertilization shall apply to the landscape standards and specifications included in this section.

2. Nursery standards shall be based on the American Standard for Nursery Stock, ANSI Z60.1-2004.

3. Pruning standards shall be based on the International Society of Arboriculture Pruning Guidelines ANSI A300 - Pruning Guidelines.

B. Tree and Plant Materials Specifications

1. Suggested Tree and Plant Lists

The Town maintains a suggested list of trees and plants for replacements and that are suitable for new plantings in the Administrative Manual. Other species may be acceptable for new plantings; however, their suitability for the proposed planting area shall be approved by the Director of Parks and Recreation.

2. Minimum Tree Size Standards

a. General

i. Caliper measurements shall be taken six inches above grade for trees under four inches in diameter and 12 inches above grade for trees four inches in diameter and larger.

ii. Tree heights shall be measured from the tops of root balls to the nominal tops of plants.

iii. Tree spread refers to nominal outer width of the tree, not to the outer leaf tips.

b. Shade Trees

i. Shade trees shall have a minimum caliper of four inches.

ii. Minimum branching height for all shade trees shall be six feet.

iii. Minimum size for newly planted shade trees shall be four inches in diameter, 14 to 16 feet in height. The maximum height shall not exceed 16 feet.

c. Ornamental Trees

i. Ornamental trees shall have a minimum caliper of two and one-half inches.

ii. Minimum size for ornamental flowering trees shall be eight to 10 feet in height.

d. Evergreens

Minimum size for evergreen trees shall be eight to 10 feet in height.

3. Minimum Tree Species Mix

In order to ensure biodiversity and protect against tree disease, if 10 or more trees are planted, no one species of tree may exceed 50 percent of the total new trees on the site.

4. Tree Quality and Selection

a. Trees shall be healthy, vigorous, full-branched, well-shaped with symmetrical crowns. Root balls shall be firm, neat, slightly tapered and well burlapped. Trees shall be free of physical damage such as scrapes, bark abrasions, split branches, mistletoe or other parasitic growth. The Town shall reject any trees delivered and/or planted not meeting the minimum size and shape standards set forth above.

b. Red Oaks other than Shumard Oak (Quercus shumardii) or Texas Oak (Quercus texana) shall be rejected. The owner or contractor shall be responsible for providing certification that Red Oaks are true to variety.

c. Shade trees shall not be planted closer than 10 feet from either side of the outermost overhead utility obstruction. The average mature size of a shade tree shall be used to determine the 10 foot distance requirement.

d. Ornamental trees shall be substituted for shade trees in cases where maturing shade trees would otherwise interfere with overhead or underground utilities.

5. Tree Preservation Evaluation Required

Existing trees intended for preservation shall be evaluated by a licensed arborist prior to submitting an application for development, or prior to issuance of a grading or Building Permit. The arborist's written evaluation shall include an assessment of the likelihood of the survivability of the trees based on proximity to any grading activity on the site and recommendations for tree preservation during grading and construction activities.

6. Addison Airport Trees

a. Tree planting is prohibited on the airside of the Addison Airport.

b. Any proposed tree mitigation shall meet the standards in §5.6.6, *Tree Protection and Replacement* and shall be paid for by the property owner or developer.

7. Shrubs

a. The minimum size for shrub containers shall be five gallons. Substitution of three-gallon material meeting the height requirement of five-gallon shrubs is acceptable. Shrubs shall be full bodied, well-shaped and symmetrical.

b. All shrub beds shall be edged using steel, concrete, masonry, or pre-cast concrete edging and all plant materials mulched with a two-inch layer of shredded hardwood mulch. Plastic edging shall not be acceptable.

8. Ground Cover

Ground cover spacing shall be eight inches on center maximum for four-inch pots and 16 inches on center maximum for one-gallon containers.

9. Artificial Turf

Artificial turf may be used as long as the minimum standards of this section are satisfied and provided it complies with Table 5.6-3: *Artificial Turf Installation Standards*.

10. Plant Material Substitutions

Due to seasonal planting concerns and a lack of plant availability, approved landscape plans may require minor revisions. Planting plans shall be accepted if there is no reduction in the quality of plant material or no significant change in size or location of plant materials, and if the new plants are of the same general category (i.e., shade, ornamental, or evergreen trees) and have the same general design characteristics (mature height, crown spread) as the materials being replaced. Proposed materials must also be compatible with the area to ensure healthy plant growth. If these criteria are not fulfilled, changes to approved plans must be resubmitted and reviewed anew by the Director of Parks and Recreation.

11. Conflict with Drainage and Utility Easements

Trees shall not be placed within existing or proposed drainage or utility easements without proper mitigation as approved by the Director of Parks and Recreation. The trunk of a tree shall not be planted within eight feet of an existing or proposed utility or drainage line when measured from the outside edge of the trunk to the outside edge of the line without approval from the Director of Parks and Recreation.

C. Artificial Turf Installation Standards

1. New installations of artificial turf shall be watered/sprinkled and, if available, include anti-microbial infill.

2. Property owners shall install and maintain the artificial turf in a first-class condition as determined by the Director of Parks and Recreation, and in accordance with the maintenance requirements set forth in the table below. The Director of Parks and Recreation may require repair or replacement of existing artificial turf. Any future turf installation shall comply with turf component, appearance and installation requirements defined in the table below.

Table 5.6-3: Artificial Turf Installation Standards

	Allowed	Not Allowed
Turf Component		
Blade and backing	Lead-free polyethylene, polypropylene, vegetable-based or combination	Nylon or plastic
Infill	Clean washed sand, silica sand, cork or zeolite	Crumb rubber
Permeability	Permeable backing with 30-inch per hour or > drain rate	
Warranty	Minimum eight-year warranty	
Tear grab strength	Minimum 200 pounds	
Flammability	Pass the pill burn test for flammability	
Appearance		
Color	Include a minimum of two shades of green blade colors and contain a tan thatch color. Colors must mimic natural turf	Colors that do not mimic natural turf
Texture	Three-dimension ridge, spine cross-section and uneven tips	
Length	Blade between 1½ inches and 2½ inches	
Thickness	Tuft spacing of no more than ⅜ inch between rows	

Table 5.6-3: Artificial Turf Installation Standards		
	Allowed	**Not Allowed**
Installation		
Seams	Sewn seams	
Edges	Edges not visible	
Base	Compacted aggregate that allows for adequate drainage	
Anchoring	Permanently anchored	
Maintenance		
	Maintained in clean and attractive conditions	
Wear	Shall not contain weeds, holes, tears, stains, discolorations, fading, seam separations, uplifted surfaces, heat degradations, depressions, odors or excessive wear	
Damage	Damaged and worn areas must be repaired or removed and replaced in a manner that results in consistent appearance with existing synthetic lawn	
Grooming	Be groomed periodically to prevent compacted and flattened turf	

3. No person shall modify existing artificial turf installations or install new artificial turf without first completing the appropriate permit application and subsequently receiving an artificial turf permit approved by the Director of Parks and Recreation.
4. The Homeowners' Association (HOA) shall require and guarantee compliance of the requirements set forth in this section by property owners. Town staff are authorized to enforce the provisions of this section, including the issuance of citations to a property owner, in the event the HOA fails to guarantee and require compliance to the satisfaction of the Director of Parks and Recreation. The City Council directs and authorizes Town staff to enter into an agreement with an HOA related to the compliance and enforcement of this section, and the HOA shall execute said agreement within 60 days of the effective date of this section.

D. Irrigation System Design and Standards

1. All required minimum landscape areas (including street trees and planting within the public right-of-way) shall be provided with adequate, inconspicuous, and properly maintained automatic irrigation systems.
2. Irrigation systems shall be professionally designed by a licensed irrigator.
3. Irrigation systems shall be designed to prevent water from spraying on impervious surfaces adjacent to landscape areas, neighboring properties, and adjacent buildings; shall use drip irrigation where appropriate to minimize run-off from sprinklers; and shall incorporate moisture sensors to reduce water consumption.
4. Reclaimed water may be used for irrigation following TCEQ guidelines. If the system is not supplemented by a potable water system, the irrigation plans must include a water storage container. Plans must provide calculations that verify the system is sized to provide adequate irrigation throughout the year as established by the Texas Water Development Board in the Texas Manual on Rainwater Harvesting.
5. Backflow prevention devices shall be placed per the Public Works and Engineering Department's standards.
6. Install separate valves for turf and non-turf areas to accommodate different water use requirements within the landscaped area.

7. Irrigation controllers shall be set to water between midnight and 5:00 a.m. This shall not apply to watering of newly planted turf or landscaping for a period of 90 days after installation.
8. Irrigation controllers for public space shall be tied into the Addison Central Control by Interspec.
9. All automatically controlled irrigation systems required to be installed shall include rain and freeze shut-off devices and sensors or other technology designed to inhibit or interrupt operation of the irrigation system during periods of rainfall or freezing temperatures. Repairs to existing automatic irrigation systems on all properties subject to this section that require replacement of an existing controller must include an operational sensor or other technology designed to inhibit or interrupt operation of the irrigation system during periods of freezing weather and rainfall.
10. Irrigation systems adjacent to any street, sidewalk, alley, highway, or parking lot shall not operate so as to cause damage to other property or to interfere with the free movement of any vehicle or pedestrian.

E. Vision Triangle

The design and placement of landscaping materials shall be at the discretion of the owner or landscape architect; however, the landscaping shall not obstruct the view between access drives and dedicated streets, parking aisles, or access drives of parking lots as established in §5.4.6: *Vision Triangle*.

F. Structures and Fixture Features Allowed in Landscaped Area

1. The following structures and fixtures may be included in a required landscape or buffer area, in addition to the required landscaping:
   a. Street furniture (e.g., benches);
   b. Up to 25 percent hardscape (e.g., brick pavers, scored concrete); and
   c. Structures to protect trees (e.g., tree grates and curbs).
2. In Residential and Mixed-Use zoning districts:
   a. Paving material in front yards and on sidewalks shall be concrete or natural materials such as brick and stone.
   b. Asphalt and gravel as paving materials is prohibited.

G. Sustainable Landscapes

1. The Town encourages sustainable landscaping. Sustainable landscapes are managed by using practices that preserve limited and costly natural resources, reduce waste generation, and help prevent air, water, and soil pollution. The goal is to minimize environmental impacts and maximize value received from dollars expended.
2. The Town encourages the use of water-conserving system design and materials including the use of drip irrigation and native plants.

5.6.6. Tree Protection and Replacement

A. Maintain Existing Natural Landscape Character

1. The existing natural landscape character (especially native oaks, elms, and pecan trees) shall be preserved to the extent reasonable and feasible. In an area of the street frontage containing a stand of trees, the property owner shall use best good-faith efforts to preserve such trees.
2. Indiscriminate clearing or stripping of the natural vegetation on a lot or other property is prohibited.
3. In determining whether there is compliance with this section, the Director of Parks and Recreation shall consider topographical constraints on design, drainage, access and egress, utilities, and other factors reasonable related to the health, safety, and welfare of the public which necessitated disturbance of the existing natural landscape character; economic usefulness of the property without

disturbance of its natural character; the nature and quality of the landscaping installed to replace it; and such other factors as may be relevant and proper.

B. Replacement Trees

1. General

a. Every property owner shall replace dead, removed, missing, improperly pruned, or damaged trees, by any act or omission, within 30 days after notification by the Town, unless the existing season, climate, or calendar dictates postponement of the tree replacement beyond the said period of 30 days as agreed to by the Town. In the event of such postponement, a property owner shall replace any such tree within the time period identified in the notification from the Town. This provision shall also apply to trees that have been severely damaged, or disfigured by improper pruning, including, but not limited to, lion-tailing or topping.

b. Acceptable types of replacement trees are designated in the Pre-Approved Plant List in the Administrative Manual.

c. If the physical limitations of the subject property are such that all of the replacement trees cannot be properly placed on the subject property, the property owner may pay a one-time fee per site to the Tree Mitigation Fund in lieu of tree replacements, as approved by the Director of Parks and Recreation.

d. The removal of a heritage, significant, or protected tree without a permit or significant health impacts to such trees shall require the mitigation described below and a fine of $500 per caliper inch shall be paid into the Tree Mitigation Fund.

2. Mitigation

Any tree that is removed, topped, severely damaged, or disfigured by improper pruning methods without the prior written approval of the Director of Parks and Recreation shall be replaced as follows:

a. Heritage Trees

i. An existing tree of more than 30 caliper inches (heritage tree) shall not be removed or replaced unless the City Council determines no other alternatives for development are possible and the proposed removal is the minimum relief required for development on the property in a reasonable manner.

ii. Heritage trees shall be replaced at a 1:2 caliper inch ratio.

b. Significant Trees

An existing tree between 20 and 30 caliper inches (significant tree) shall be replaced at a 1: 1.5 caliper inch ratio.

c. Protected Trees

An existing tree between 4 and 19 caliper inches (protected tree) shall be replaced at a 1:1 caliper inch ratio.

C. Tree Permit

1. No person shall prune, remove or transplant a tree listed in the Pre-Approved Plant List in the Administrative Manual without first obtaining a Tree Permit approved by the Director of Parks and Recreation pursuant to §2.6.3: *Tree Permit*. For purposes of this section, "person" means the owner, tenant, and/or subtenant of, and/or any entity or individual with any interest in, the land on which a tree is located, and/or any contractor or subcontractor of any of them.

2. This section shall apply to shade trees four-inch caliper or larger, measured six inches from the soil surface, and two and one-half to three-inch caliper ornamental trees or larger measured six inches from the soil surface.

3. A Tree Permit shall be obtained by a utility company before any trimming and/or removal of tree(s) by or for a utility company, except in the case of emergency repairs.
4. Branches less than one-half inch in diameter and not more than five percent of the canopy can be removed without a permit.

D. Application to Residential Districts

On lots containing only a single-family detached and/or duplex dwelling in the Residential zoning districts, the provisions of this §5.6.6 shall apply only to trees listed in §5.6.4: *Minimum Landscaping Required* that are located within the right-of-way adjacent to the street.

5.6.7. Trees and Plant Materials on Public Property

A. Trees on Public Property

The Director of Parks and Recreation shall have exclusive jurisdiction and supervision over all trees and plant materials planted or growing in public property. The Director of Parks and Recreation shall have the authority and it shall be their duty to plant, trim, spray, treat, preserve and remove trees and plant materials in public property to ensure safety or preservation of the symmetry and beauty of such public property.

B. Permit for Removal or Planting of Plant Materials on Public Property

No person shall trim, spray, treat, remove, or plant any plant materials in any public property or excavate, trench, grade, remove, or fill dirt upon public property which may endanger or affect trees or plant materials growing thereon without first obtaining a permit from the Director of Parks and Recreation pursuant to this section. The Town shall issue a permit under this section when it is determined that the desired action is necessary, that the proposed methods are satisfactory and that the proposed plantings conform with this section and Town standards and practices.

1. Trim, Spray, Treat, or Remove Plant Materials

Any person desiring a permit to trim, spray, treat, or remove plant materials in any public property shall submit a written application that sets forth the following:

- **a.** The number, kind, and size of plant materials to be trimmed, sprayed, treated, preserved or removed;
- **b.** The kind of treatment to be administered;
- **c.** The kind and condition of the nearest plant material upon adjoining property; and
- **d.** Such other information as the Director of Parks and Recreation shall find reasonably necessary to a fair determination of whether a permit should be issued.

2. Excavate, Trench, Grade, Remove, or Fill Dirt

Any person desiring to excavate, trench, grade, remove, or fill dirt thereby endangering any plant material in a public property or area shall submit a written application setting forth the following:

- **a.** A diagram of the area showing the proposed work and location of plant materials;
- **b.** The number, location and variety of plant materials;
- **c.** A method of excavating, trenching, grading, removing or filling to be used; and
- **d.** Such other information as the Director of Parks and Recreation shall find reasonably necessary to a fair determination of whether a permit should be issued.

3. New Plant Materials

Any person desiring a permit to plant any plant materials in any public property shall submit a written application with the information described in the Administrative Manual.

5.6.8. Buffering

A. Where Required

To mitigate the impacts of significant differences in property use, size, or scale, landscaped buffers shall be provided along rear and side lot lines where a multifamily, mixed-use, or any nonresidential land use abuts:

1. The R-1, R-2, or R-3 zoning districts; or
2. Any property containing a single-family detached or duplex residential dwelling.

B. Exemptions

1. Rear and side lot buffers are not required between properties that are separated by a street.
2. Areas with sidewalks, walkways, multi-use paths, vehicle access, or other improvements allowing access from one property to another are exempt from buffering requirements.
3. Rear and side lot buffers are not required along any portion of the lot line covered by an access easement (e.g., vehicular connections, pedestrian walkways, etc.). In these cases, an equivalent amount of landscaping shall be installed on remaining portions of the side or rear lot lines, as applicable.

C. Buffer Options

Required side and rear buffers shall conform to one or a combination of the following options:

1. A landscape buffer with a minimum width of 15 feet planted at a minimum rate of two evergreen trees and three shrubs per 250 square feet with spacing designed to minimize sound, light, and noise impacts on adjacent properties; or
2. A solid wall or fence no less than six feet in height; or
3. The Director of Parks and Recreation may approve alternative screening methods if the intent of this section is met.

5.6.9. Screening

A. Credits Toward Required Landscaping

Any landscaping provided to meet screening standards will be credited towards the overall landscaping requirements enumerated in this section.

B. Mechanical and Utility Equipment

All mechanical and utility equipment, including but not limited to air-conditioning, heating and soft water tanks, television antennas, satellite dishes, security apparatus, and above ground electric and gas equipment shall be integrated into the building design, screened from public view, or enclosed in a suitable accessory structure, pursuant to the following standards:

1. Location

a. To the extent practicable, ground mounted mechanical and utility equipment shall be located out of view of public rights-of-way, customer entrances, and other public areas.

b. Ground-mounted mechanical and utility equipment shall be located outside of vision triangle areas in order to avoid obscuring vision at intersections.

2. Design

a. Materials and Landscaping

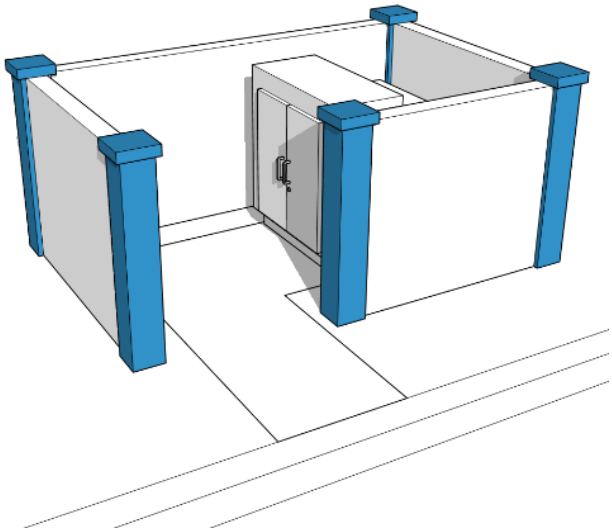
Materials used for walls, fences, or enclosures shall be wood or masonry. Landscaping materials may be used in accordance with §5.6.9.B.2.b.ii below.

b. Ground-Mounted Equipment

Ground-mounted mechanical and utility equipment located within view of customer entrances or public rights-of-way shall be integrated into the overall site design, the architectural design of the building, and screened from public view using one or a combination of the following:

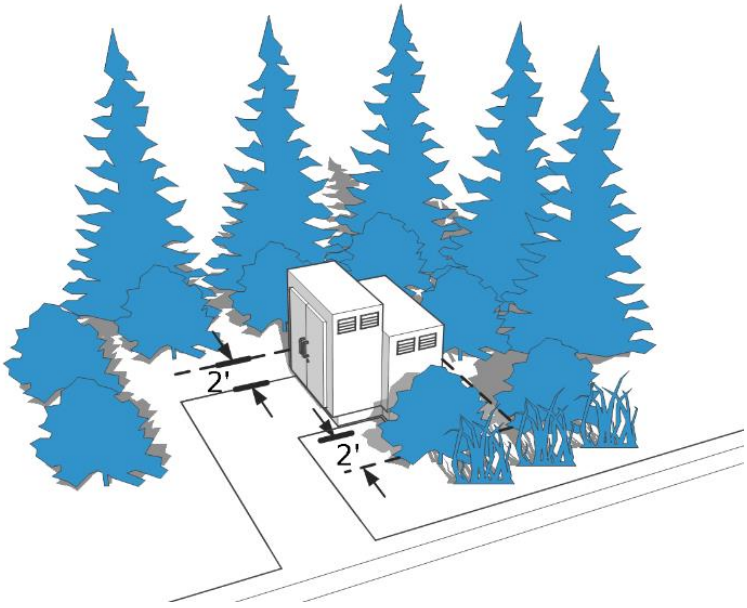
i. Decorative wall, fence (at least 80 percent opaque), or enclosure that is constructed of materials that are compatible with the overall architectural design of the development and of a height that is not less than the height of the equipment to be screened; or

Figure 5-11: Ground-Mounted Equipment Screening



ii. Landscaping that is of sufficient height at maturity and of opacity to effectively soften and screen the equipment, and that is integrated into the overall landscaping plan. Landscaping shall maintain a minimum two feet of clearance from equipment, unless a larger clearance distance is required by a utility company.

Figure 5-12: Ground-Mounted Equipment Landscaping



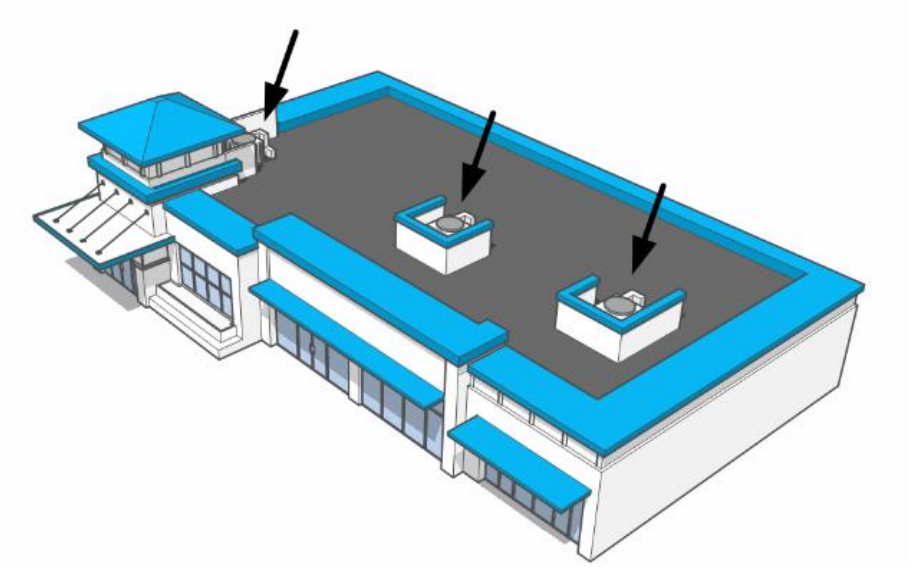
c. Roof-Mounted Equipment

Roof-mounted equipment shall be an integral part of the building's overall architectural design and shall be screened from view to the extent practicable from public rights-of-way, public parking areas, and/or adjacent properties using parapet walls or other means of screening. When reviewing the type and amount of screening, the Director of Parks and Recreation shall consider the following:

i. Whether the height of the parapet walls or screening adequately mitigates the visual impact that roof-mounted equipment may have.

ii. The number and size of roof-mounted equipment. The greater the number and/or size, the more screening may be warranted.

Figure 5-13: Roof-Mounted Equipment Screening



C. Refuse Containers

All refuse and refuse containers shall be screened from all public rights-of-way. Such containers shall be placed on a designed reinforced concrete pad and approach.

1. Enclosures Required

Refuse containers that cover an area of 40 square feet or greater shall be located within an enclosure.

2. Location

a. Refuse container enclosures shall be located at the rear of the property to the extent practicable and shall be sited to allow for easy vehicular access such that access does not require backing movements onto public rights-of-way, with the exception of alleys.

b. Refuse container enclosures shall be placed to avoid direct access to pedestrian walkways to the extent practicable and kept closed at all times except for pickup.

3. Design and Materials

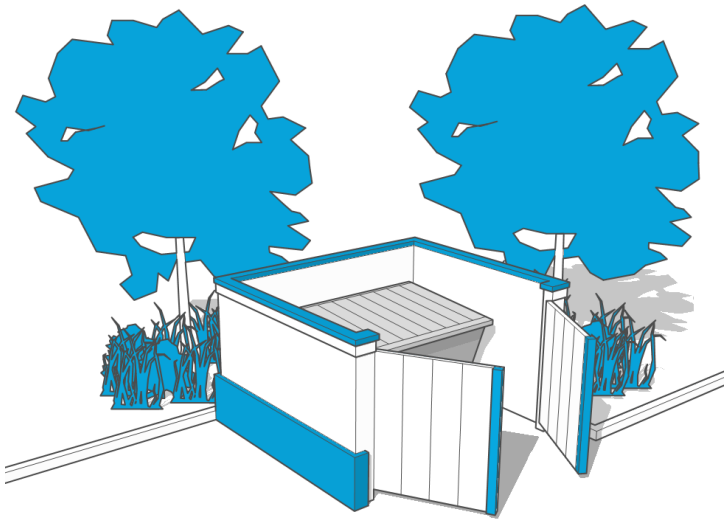
a. Refuse container enclosures shall be of sufficient height to screen containers but shall not exceed eight feet in height unless screening a refuse container taller than eight feet.

b. Enclosures shall be visually compatible with materials used on the primary building. In no case shall enclosures consist of chain link or corrugated metal.

4. Landscaping

Landscaping shall be used to soften the appearance of the enclosure where such enclosure is located within a side yard or can be viewed from public rights-of-way.

Figure 5-14: Refuse Enclosure Landscaping



D. Outdoor Storage Areas

Outdoor storage areas shall be screened from view of public rights-of-way and from adjacent residential land uses or districts using any one or a combination of fences, walls, berms, or landscaping that is at least six feet in height and provides a permanent, opaque, year-round screen.

E. Off-Street Loading Spaces

All off-street loading spaces on a site shall be screened from all public and private streets adjacent to that site.

1. All screening shall be at least six feet in height measured from the horizontal plane passing through the nearest point of the off-street loading space and may be provided by using any one or combination of the following, subject to approval by the Director of Parks and Recreation:

a. Evergreen shrubs planted three feet on center, in a single row; or

b. Evergreen trees planted six feet on center, unless the Director of Parks and Recreation approves an alternative planting density as being capable of providing a solid appearance within one year; or

c. A fence, wall, or berm. Fences and walls shall not consist of corrugated metal, corrugated fiberglass, sheet metal, chain link or wire mesh.

2. When screening for off-street loading spaces is provided by earthen berm or evergreen plant materials, the following regulations apply:

a. An earthen berm shall be planted with ground cover recommended for local area use by the Director of Parks and Recreation. The slope of the berm shall not exceed 33 percent for lawn areas and shall have a minimum crown width of three feet.

b. Evergreen plant materials shall be recommended for local area use by the Director of Parks and Recreation. In addition, the plant materials:

i. Shall be located in a bed that is at least three feet wide; and

ii. Shall be placed a maximum of 36 inches on center in a single row over the entire length of the bed, unless the Director of Parks and Recreation approves an alternative planting density as being capable of providing a solid appearance within one year; and

iii. Shall provide a six-foot high visual barrier of the required height within one year.

F. Parking or Storage of Vehicle on Unimproved Surface

The parking or storage of any vehicle within a residential side yard or the residential rear yard of a corner lot, of a residential single-family, duplex, or Townhouse lot or tract, upon any surface other than an improved parking surface is prohibited, unless otherwise concealed from view from all public street rights-of-way by:

1. A solid, opaque, screening fence or wall at least six feet in height;

2. Vegetation consisting of a solid hedgerow of evergreen shrubs, or trees and shrubs, providing full screening from the ground to a minimum height of six feet within one year;

3. Any combination of the above that effectively conceals the vehicle from view and accomplishes the required screening height; or

4. Any other form of compatible and appropriate screening as so determined by the Building Official.

5.6.10. Fences

A. Height and Location

1. General Height Standards

a. Front Yard

Walls and fences within a required front yard or on the front property line shall not exceed three feet in height.

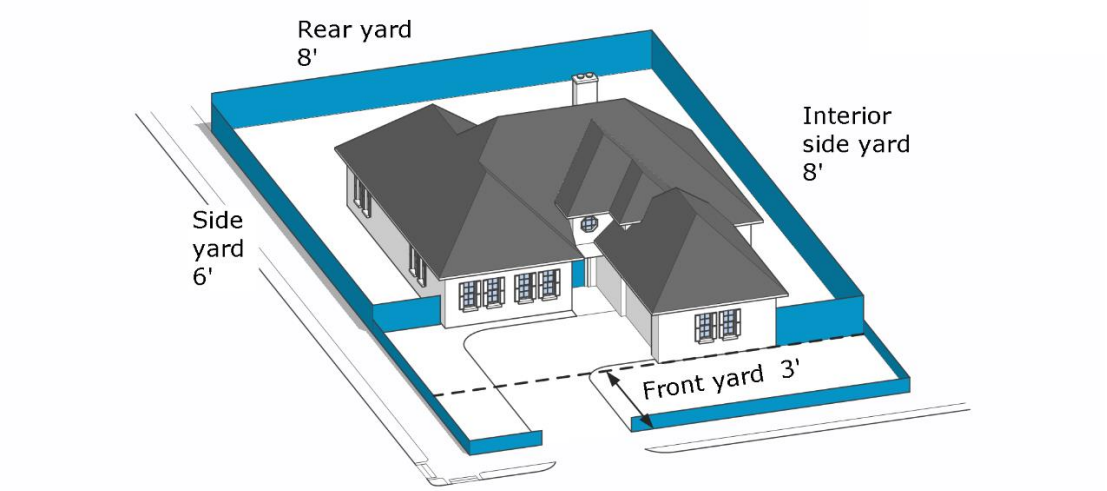
b. Side and Rear Yards

Walls and fences along the interior side or rear lot lines shall not exceed eight feet in height provided, that the wall or fence does not extend into any required front yard.

c. Corner Lots

Walls and fences located between a primary structure and a public or private street shall not exceed six feet in height.

Figure 5-15: Fence Height Standards



2. Maximum Fence Height

No person shall build, erect, construct, or maintain any fence within the Town limits at a height exceeding eight feet as measured from ground level on the opposite side of the fence.

3. Alternative Fence Height Standards

Walls and fences exceeding eight feet in height may be allowed if:

a. They are temporary fences on construction sites erected for protection purposes during the period of construction only; or

b. They enclose loading, service, or refuse areas in Mixed-Use or Nonresidential zoning districts outside the front setback area; or

c. They enclose outdoor storage areas in Mixed-Use or Nonresidential zoning districts outside the front setback area.

4. Walls and Fences in Easement Areas

a. Permanent walls and fences, except for standard wooden board fences, shall not be constructed within or across Town utility easements.

b. Permanent walls and fences shall not be constructed within drainage easements in a way that obstructs the natural flow of water runoff.

B. Fence Materials

1. Residential and Mixed-Use Districts

a. Within Residential and Mixed-Use zoning districts, fences shall be constructed of new materials or products, such as wood planks and boards, masonry as defined by the Building Code, and wrought iron or ornamental iron.

b. Used or secondhand materials shall not be used in the construction of any fence in a Residential or Mixed-Use zoning district.

2. Prohibited Fence Materials

The following are prohibited as fence materials:

a. Rope, string, or netting;

b. Wire and wire products including, but not limited to, barbed wire, razor ribbon wire, chicken wire, wire fabric, and welded wire fabrics;

c. Chain;

d. Cut or broken glass;

e. Paper;

f. Corrugated metal panels;

g. Plywood; and

h. Other wood, metal, or plastic products that are designed specifically for uses other than fence construction.

3. Front Yard

The combination of materials used for walls and fences within a required front yard or on the front property line shall maintain a minimum 50 percent opaqueness. This restriction does not apply to property owned by the Town.

C. Fence Design

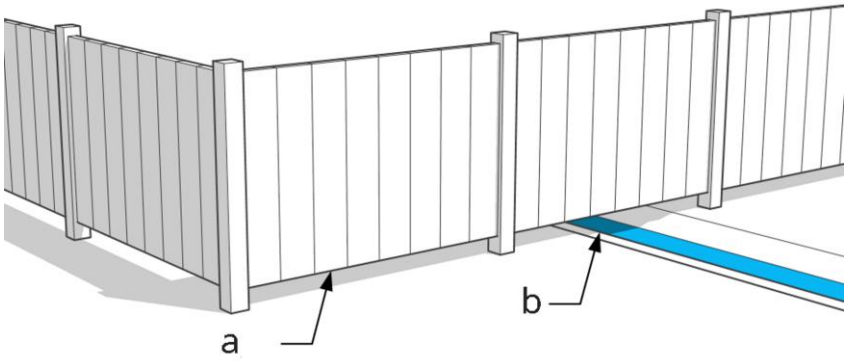
1. General Fence Design

a. Fences shall be of uniform construction throughout the fence. Once a pattern of materials and construction method is established, it shall be carried throughout the entire length of the fence section from corner post to corner post.

b. No fence shall be erected that alters the natural or planned drainage on any residential lot.

c. All fence materials, construction, and workmanship shall comply with all requirements of the Building Code and all approved plans and specifications.

Figure 5-16: General Fence Design



2. Compatible Design

Walls and fences shall be designed as an integral part of a new development project and shall be architecturally compatible with principal buildings in terms of materials, colors, and design.

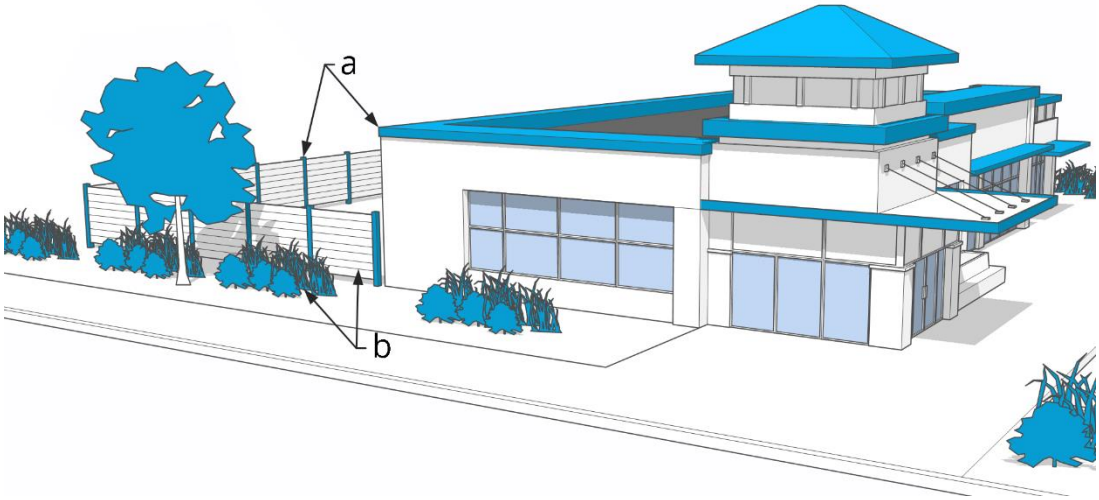
3. Articulation and Alignment

Portions of walls or fences that face any public street right-of-way, public open space, or public trail shall incorporate the following features to break up the massing:

a. If the wall or fence exceeds 20 feet in length, a landscape area a minimum of three feet in width shall be provided and planted with a minimum of four shrubs for each 20 linear feet of wall; and

b. If the wall exceeds 40 feet in length, architectural features such as columns, vertical pilasters, changes in wall alignment, or terracing of walls shall be provided and planted with a minimum of four shrubs for each 20 linear feet of wall.

Figure 5-17: Compatible Design for Walls and Fences



D. Gates and Access

1. Generally

It shall be unlawful for any person to erect, construct, or maintain any fence without providing a gate or other means of entrance and exit into and out of the area which the fence encloses, and it shall further be unlawful for any person to erect, construct, or maintain any fence along or near a rear property line that adjoins an alley or easement without providing and maintaining a reasonable means of access to such alley or easement.

2. Emergency Personnel Access

In order to allow ingress and egress for emergency personnel and equipment, there shall be at least one gate or opening with a minimum width of three feet in each fence that is adjacent to or running parallel to any public alley, drainage easement or utility easement, except this standard shall not apply to utility easements that the Town has allowed to be completely fenced in. Equipment providing emergency personnel access through such gate may be required.

3. Electric Charge

No fence erected on property zoned for residential use or used for residential use, including residential units in a mixed-use development, shall be electrically charged in any manner or form.

E. Fences for Public or Private Schools

Notwithstanding other provisions of this section, the owner or operator of any public or private school as defined in this UDC may erect upon school property a fence to protect any schoolyard or playground, provided that no fence shall be erected or maintained in such a position or manner as to cause danger to traffic by obstructing the view.

F. Inspection and Maintenance

Upon completion of installation, the Building Official shall be called upon for inspection. A certificate of acceptance will then be issued or a rejection slip indicating the defects in fence. All fences constructed under the provisions of this section shall be maintained to comply with the requirements of this section at all times.

5.6.11. Installation and Maintenance

A. Timing of Installation

The developer shall install all landscape improvements including operable irrigation systems prior to receiving a Certificate of Occupancy. This requirement may be modified by the Director of Parks and Recreation if security is provided pursuant to §5.6.11.B below and the developer identifies an alternative timeframe for landscaping and/or irrigation system installation.

B. Maintenance Bond

When a property owner seeks a Certificate of Occupancy, the Director of Parks and Recreation may, in their discretion, require a maintenance bond, letter of credit, cash escrow, or other security acceptable to the Director of Parks and Recreation that guarantees and secures maintenance of newly installed landscape for a period not to exceed two years. The amount of security shall be based on itemized cost estimates of all landscaping and irrigation system improvements, as well as related labor costs. Itemizations shall be generated from a qualified landscape architect, irrigation system specialist, and/or a local or regional landscaping nursery or garden center.

C. Landscape Inspections

The installation of the approved landscape plan shall be inspected and approved by the Director of Parks and Recreation prior to issuance of a Certificate of Occupancy.

D. Maintenance

Every property owner and any tenants shall keep their landscaping in a well-maintained, safe, clean, and attractive condition at all times. Such maintenance includes, but is not limited to, the following:

1. Prompt removal of all litter, trash, refuse and waste;
2. Lawn mowing on a weekly basis during the growing season;
3. Shrub pruning according to accepted practices of landscape professionals to maintain plants in a healthy condition;
4. Tree pruning according to tree-pruning guidelines approved by an arborist registered with the Town after obtaining a tree pruning permit;
5. Pruning/thinning that removes no more than one fourth of the tree canopy annually;
6. Watering of landscaped areas on a regular basis to maintain good plant health;
7. Sprinkler run times set on controllers to water between midnight and 5:00 a.m.;
8. Keeping landscape lighting in working order;
9. Keeping lawn and garden areas alive, free of weeds, and attractive;
10. Cleaning of abutting waterways and landscaped areas lying between public right-of- way lines and the property unless such streets, waterways or landscaped areas are expressly designated to be maintained by applicable governmental authority; and
11. Proper placement and maintenance of metal edging.
12. Any plant that dies shall be replaced with a similar living plant, including trees, as determined by the Director of Parks and Recreation, within 30 days after notification by the Town.

E. Discharge of Vegetation Waste

The discharge, deposit, blowing or sweeping of grass, leaves, other vegetation, or litter debris into public or private streets or alleys or storm drains is prohibited. In connection with yard or landscape maintenance, lawn or grass clippings, leaves, other vegetation, and litter debris caused by or resulting from such maintenance shall be promptly removed from any public or private street or alley adjacent to the property being maintained and shall be disposed of in a manner to prevent the material from blowing or falling from a maintenance truck, trailer, or disposal container. Lawn clippings, leaves, other vegetation,

and litter debris shall be removed from sidewalks, streets and street gutters, and alleys after mowing and edging is performed to prevent collection in the storm water system.

F. No Obligation on Town

Nothing in this section shall be deemed to impose any obligation upon the Town or upon any of its officers or employees or to relieve the property owner from the duty to keep trees and other plant materials in a safe condition.

5.7 Site and Building Design

5.7.1. Purpose

This section is intended to:

A. Promote high-quality development and construction that directly contributes to the attractiveness, safety, and function of the street and public areas;

B. Ensure compatibility between residential neighborhoods and adjacent commercial and mixed-use areas;

C. Mitigate negative impacts created by the scale and bulk of large buildings;

D. Provide variety and visual interest in the exterior design of buildings;

E. Enhance the streetscape and diminish the prominence of garages and parking areas;

F. Promote an environment that is friendly toward multiple modes of transportation and accommodates varying ages and abilities;

G. Promote building designs and construction practices that are sustainable and adaptable to multiple uses for extended building lifecycles;

H. Promote building designs and construction in a manner, and with materials, that are highly durable and will continue to endure and be attractive over a long time, especially adjacent to public and pedestrian areas.

I. Minimize negative impacts of on-site activities to adjacent uses; and

J. Balance the community's economic and aesthetic concerns.

5.7.2. Applicability

A. General Applicability

Unless otherwise exempted by §5.7.2.B below, the standards of this section shall apply to all development that meets the applicability thresholds established in §5.2: *Applicability*.

B. Exemptions

Expansions and enlargements of a multifamily, mixed-use, or nonresidential use less than the greater of 1,000 square feet or 10 percent of the building's square footage.

C. Conflicting Standards

Where the site and building design standards in this section conflict with the design standards applicable to an overlay district or Planned Development, the standards in the overlay district or Planned Development shall govern.

D. Alternative Compliance

Alternatives to these standards may be approved by the Director if the applicant demonstrates that the proposed alternative:

1. Achieves the intent of the subject standard to the same or better degree than the subject standard;

2. Advances the goals and policies of the Comprehensive Plan and this UDC to the same or better degree than the subject standard;

3. Results in benefits to the community that are equivalent to or exceed benefits associated with the subject standard; and

4. Imposes no greater impacts on adjacent properties than would occur through compliance with the specific requirements of this UDC.

5.7.3. Residential Site and Building Design

A. Single-Family, Duplex, Triplex, and Fourplex Dwellings

1. Building Mass

Exterior walls shall be broken by recessed entryways, bay windows, use of more than one exterior finish material, use of architectural details, or such other technique or combinations of techniques to prevent the appearance of featureless walls.

Figure 5-18: Residential Building Mass

2. Exterior Finish Materials

a. Exterior cladding (including garages and accessory buildings) shall be composed of not more than two materials, excluding glass and roofing materials. Glass shall be clear or tinted, not reflective.

b. Exterior cladding materials shall be applied across the façade using a consistent visual design, and not an inconsistent or fragmented application of materials.

c. At least 80 percent of the exterior cladding of all buildings (including garages and accessory buildings) shall be the following allowed materials:

Table 5.7-1: Allowed and Prohibited Building Materials (4 or less Units)

✓ = allowed blank cell = prohibited [1]

	Zoning District			
Material	**R-1**	**R-2**	**R-3**	**A**
Brick	✓	✓	✓	✓
Brick veneer	✓	✓	✓	✓
Stone	✓	✓	✓	✓
Stone veneer	✓	✓	✓	✓

Table 5.7-1: Allowed and Prohibited Building Materials (4 or less Units)

✓ = allowed blank cell = prohibited [1]

Cultured stone	✓	✓	✓	✓
Concrete masonry units	✓			
Stucco	✓			
Class PB Exterior Insulating and Finishing Systems (EIFS)	✓			
Wood or composite siding	✓	✓	✓	✓
Other materials allowed by Building Code	✓	✓	✓	✓

Notes:
[1] Any project requesting the use of a prohibited material shall submit an application for an appeal to the Board of Appeals.

3. Colors

There are no restrictions on colors, except that fluorescent colors are prohibited.

B. Multifamily Dwellings

1. Building Placement and Orientation

a. The siting of a building shall reflect the natural topography and preserve existing trees and landscaping material pursuant to §5.6: *Landscaping, Buffering, and Fences*.

b. The minimum percentage of building façades shall be built parallel to the street frontage at build-to-ranges as established in Article 3: *Zoning Districts.* Where a build-to-range is not established, a minimum of 60 percent of the primary building façade shall be parallel to the primary street frontage.

2. Multi-Building Developments

For multifamily developments with three or more buildings, the buildings shall be arranged using one or more of the following techniques:

a. Organize units around a central courtyard that maintains a consistent side yard setback between units along the street frontage;

b. Locate the buildings on the corner of an adjacent street intersection or entry point to the development to frame the corner;

c. Provide common gathering spaces between buildings; and/or

d. Other site improvements as approved by the Director.

3. Building Entrances

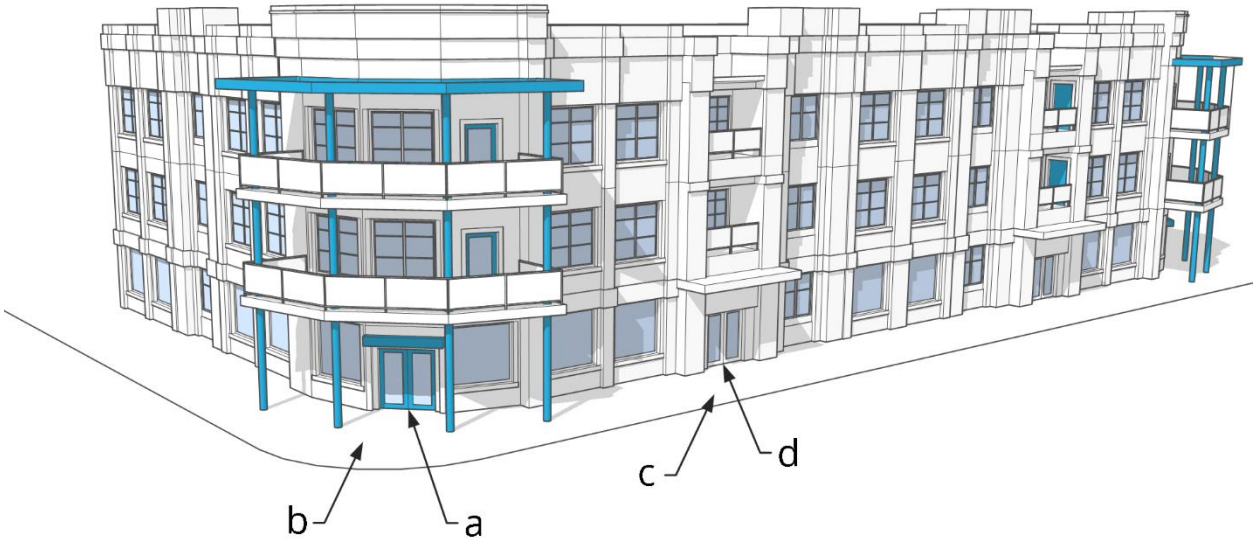
a. The primary building entrance shall face a public or private street. For buildings on corners, there shall either be an additional entrance on the side street frontage, or the primary entrance shall be on the corner. A façade containing a primary building entrance may be curved or angled toward an intersection at street intersections.

b. Primary building entrances shall be defined and articulated with architectural elements such as pediments, columns, porticos, porches, overhangs, or other elements approved by the Director.

c. For buildings with multiple tenant entries, each entrance shall be defined and articulated with architectural elements.

d. All ground-floor pedestrian entrances shall be covered or inset.

Figure 5-19: Building Entrance Requirements



4. Building Mass

Buildings shall not extend more than 60 continuous feet without incorporating at least two of the following elements for each 60-foot segment:

- **a.** Projections, recessions, or reveals such as columns, pilasters, cornices, and bays, and having a change of wall plane that is a minimum depth of two feet and has the effect of casting shadows;
- **b.** Changes in materials, colors, patterns, or textures;
- **c.** Changes in roof form pursuant to §5.7.3.B.5: *Roof Form*;
- **d.** Windows, doors, and openings pursuant to minimum transparency requirements in §5.7.3.B.6: *Transparency (Windows, Doors, and Openings)*; and/or
- **e.** Alcoves, porticoes, awnings, and other architectural features to provide visual interest and relief.

5. Roof Form

Buildings shall be designed to avoid any continuous roofline longer than 60 feet. Rooflines longer than 60 feet shall include at least one vertical elevation change of at least two feet in height. Sloped rooflines shall provide variation in overhangs and architectural elements to provide visual relief.

Figure 5-20: Roofline Variation

6. **Transparency (Windows, Doors, and Openings)**
   - **a.** At least 25 percent of the ground-floor wall area, as measured from floor plate to floor plate, of any façade facing a public street or other public area such as a plaza, park, or open space shall contain windows, other transparent materials, or doorways. Such windows, transparent materials, or doorways shall be unobstructed and allow views into working areas or lobbies, pedestrian entrances, and display areas.
   - **b.** At least 20 percent of each upper-floor wall area, as measured from floor plate to floor plate, of all building façades shall contain windows or other transparent materials.
   - **c.** Requirements for ground-floor transparency shall allow views into common areas such as foyers, hallways, and entryways, but may be translucent or opaque for individual dwelling units.
   - **d.** Windows and other materials intended to meet the minimum transparency requirements shall be clear or tinted and shall not be reflective.
   - **e.** Reductions to these minimum standards may be approved by the Director if required to comply with local energy codes.

Figure 5-21: Transparency Requirements

7. Exterior Finish Materials

a. The exterior cladding of all multifamily dwellings (including garages and accessory buildings) shall be composed of not more than three materials, excluding glass and roofing materials.

b. Exterior cladding materials shall be applied across the façade using a consistent visual design, and not an inconsistent or fragmented application of materials.

c. At least 80 percent of the exterior cladding of all multifamily dwellings (including garages and accessory buildings) shall be one or more the following allowed materials:

Table 5.7-2: Allowed and Prohibited Building Materials (5 or More Units)

✓ = Façades not visible from public street ◊ = Façades visible from public street
blank cell = prohibited [1]

	Zoning District					
Material	**R-3**	**A**	**M-1**	**M-2**	**M-3**	**M-4**
Architecturally finished concrete block	✓	✓	✓	✓	✓	✓
Brick	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓
Brick veneer	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓
Class PB Exterior Insulating and Finishing Systems (EIFS)				✓	✓	✓
Comparable materials as approved by the Director	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓
Concrete masonry units			✓	✓	✓	✓
Cultured stone	◊ ✓	◊ ✓	✓	◊ ✓	◊ ✓	✓
Exterior cement plaster						
Galvanized steel or other bright metal						
Glass block				✓	✓	✓
Glass tile				✓	✓	✓
Plate glass						
Stone	◊ ✓	◊ ✓	✓	◊ ✓	◊ ✓	✓
Stone veneer	◊ ✓	◊ ✓	✓	◊ ✓	◊ ✓	✓
Stucco				✓	✓	✓
Unfinished concrete block						
Wood or composite siding						
Wood roof shingles						
Other materials allowed by Building Code	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓

Notes:
[1] Any project requesting the use of a prohibited material shall submit an application for an appeal to the Board of Appeals.

8. Colors

There are no restrictions on colors, except that fluorescent colors are prohibited.

5.7.4. Mixed-Use (Vertical or Horizontal) and Nonresidential Site and Building Design

A. Building Placement and Orientation

The minimum percentage of building façades shall be built parallel to the street frontage at build-to-ranges as established in Article 3: *Zoning Districts.*

B. Large and/or Multi-Building Developments

Developments with more than 100,000 square feet of gross floor area shall be organized to create pedestrian-friendly spaces and streetscapes. This shall be accomplished by using the buildings to frame and enclose at least one of the following:

1. The corners of street intersections or entries into the development site;
2. A "main street" pedestrian or vehicle access corridor within the development site; and/or
3. A plaza, pocket park, square, or other outdoor gathering space for pedestrians; and/or
4. Other site improvements as approved by the Director.

C. Building Entrances

1. Each building and separate lease space at grade along the street edge shall have a functioning primary entry from the sidewalk. Corner entries may count as a primary entry for both intersecting street frontages. A façade containing a primary building entrance may be curved or angled toward an intersection at street intersections.
2. Primary building entrances shall be defined and articulated with architectural elements such as pediments, columns, porticos, porches, overhangs, or other elements approved by the Director.
3. For buildings with multiple tenant entries, each entrance shall be defined and articulated with architectural elements.
4. All ground-floor pedestrian entrances shall be covered or inset.

D. Building Mass

1. Buildings that are located on axis with a terminating street or at the intersection of streets shall be considered a landmark building. Such buildings shall be designed with landmark features which take advantage of that location, such as an accentuated entry and a unique building articulation that is off-set from the front wall planes and goes above the main building eave or parapet line.
2. Buildings shall not extend more than 60 continuous feet without incorporating at least two of the following elements for each 60-foot segment:
   a. Projections, recessions, or reveals such as columns, pilasters, cornices, and bays, and having a change of wall plane that is a minimum depth of two feet and has the effect of casting shadows;
   b. Changes in materials, colors, patterns, or textures;
   c. Windows, doors, and openings pursuant to minimum transparency requirements in §5.7.4.G: *Transparency (Windows, Doors, and Openings)*; and/or
   d. Alcoves, porticoes, awnings, and other architectural features to provide visual interest and relief.

E. Architectural Features

1. Residential at Grade

a. All buildings that have residential unit floor plates within six feet of finished grade shall include a primary front door entrance into the unit accessible from the sidewalk.
b. The entry shall be located a minimum of two feet above the sidewalk elevation and include a minimum 24 square foot stoop.
c. Units must also include windows that provide residents a view of the street and sidewalk area.
d. Lobbies to upper stories may be located at grade level.
e. Balcony and patio railings and fences shall be constructed of wrought iron or metal. Wood fences and railings and chain-link fencing are prohibited. Masonry columns may be used on patios provided that they are used as accents.

2. Nonresidential at Grade

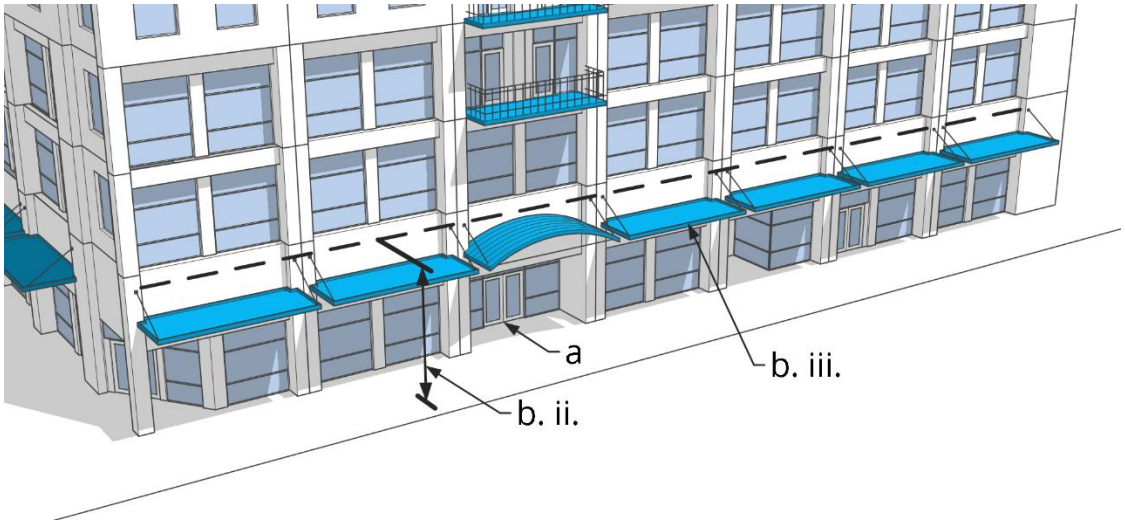
a. The ground floor entry must be located at the elevation of the adjacent sidewalk.

b. Retail uses adjacent to the sidewalk at grade shall:

i. Have a minimum clear height of 14 feet between finished floor and the bottom of the structure above. Mezzanines within the retail space shall be allowed per Building Code; and

ii. Have an awning or canopy that extends at least six feet over the sidewalk for at least 75 percent of the frontage on any portion of a building. Such awning or canopy shall maintain a minimum seven and one-half foot clearance over the sidewalk.

Figure 5-22: Nonresidential Uses at Grade



3. In the M-1 district, any structures fronting Addison Circle between Mildred Place/Lewis Place and Dallas Parkway shall have a minimum floor-to-ceiling height of 12 feet to accommodate ground-level nonresidential uses.

F. Exterior Finish Materials

1. The exterior cladding of all mixed-use and nonresidential buildings (including garages and accessory buildings) shall be composed of not more than three materials, excluding glass and roofing materials.

2. Exterior cladding materials shall be applied across the façade using a consistent visual design, and not an inconsistent or fragmented application of materials.

3. Unpainted metal, or metal subject to ordinary rusting shall not be used as a building material. Factory finished metal elements as well as metals that develop an oxidized finish, such as copper, galvanized metal, or weathering steel, may be used as architectural accents.

4. Walls attached to buildings shall be developed as architectural extensions of the building, constructed of the same material and in the same style.

5. At least 80 percent of the exterior cladding of all mixed-use and nonresidential buildings (including garages and accessory buildings) shall be one or more the following allowed materials:

Table 5.7-3: Allowed and Prohibited Building Materials (Mixed-Use & Nonresidential)

✓ = Façades not visible from public street ◊ = Façades visible from public street
blank cell = prohibited [1]

	Zoning District							
Material	**Residential Districts**	**M-1**	**M-2**	**M-3**	**M-4**	**CL, CG**	**LI**	**AA**
Architecturally finished concrete block	◊ ✓	✓	✓	✓	✓	✓	✓	◊ ✓
Brick	◊ ✓	◊ ✓	◊ ✓	✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓
Brick veneer	◊ ✓	◊ ✓	◊ ✓	✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓
Class PB Exterior Insulating and Finishing Systems (EIFS)			✓	✓	✓	✓	✓	◊ ✓
Comparable materials as approved by the Director	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓
Concrete masonry units	✓	✓	✓	✓	✓	✓	✓	✓
Concrete tilt-wall						✓	✓	✓
Corrugated metal								
Cultured stone	◊ ✓	✓	◊ ✓	✓	✓	◊ ✓	◊ ✓	◊ ✓
Exterior cement plaster	✓	✓	✓	✓	✓	✓	✓	✓
Architectural metals (e.g., stainless steel, galvanized steel)			◊ ✓ [1]					
Glass block		✓	✓	✓	✓	✓	✓	◊ ✓
Glass tile		✓	✓	✓	✓	✓	✓	◊ ✓
Plate glass		✓				✓	✓	◊ ✓
Prefabricated metal							✓	✓
Stone	◊ ✓	✓	◊ ✓	✓	✓	◊ ✓	◊ ✓	◊ ✓
Stone veneer	◊ ✓	✓	◊ ✓	✓	✓	◊ ✓	◊ ✓	◊ ✓
Stucco			✓	✓	✓	✓	✓	✓
Unfinished concrete block								✓
Wood or composite siding								
Wood roof shingles								
Other materials allowed by Building Code	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓	◊ ✓

Notes:
[1] Any project requesting the use of a prohibited material shall submit an application for an appeal to the Board of Appeals.

G. Transparency (Windows, Doors, and Openings)

1. For live/work dwellings and residential uses, requirements for ground-floor transparency shall allow views into common areas such as foyers, hallways, and entryways, but may be translucent or opaque for individual dwelling units.
2. Windows, except for retail at grade, shall be vertical in proportion and have at least a four-inch reveal.
3. No glass curtain wall shall be permitted, except as approved by the Director.
4. Windows and other materials intended to meet the minimum transparency requirements shall be clear or tinted and shall not be reflective.

5. At least 50 percent and no more than 80 percent of the ground-floor wall area between three and eight feet above grade of any building façade facing a public street or other public area such as a plaza, park, or open space shall contain windows, other transparent materials, or doorways. Such windows, transparent materials, or doorways shall be unobstructed and allow views into working areas or lobbies, pedestrian entrances, and display areas.
6. At least 20 percent of each upper-floor wall area, as measured from floor plate to floor plate, of all building façades shall contain windows or other transparent materials.
7. Modifications to these standards may be approved by the Director if required to comply with local energy codes.

H. Colors

There are no restrictions on colors, except that fluorescent colors are prohibited.

5.7.5. Parking Structure Design

The following standards shall apply to all above-ground parking garages or structures, whether freestanding or incorporated into a building:

A. Each façade or a parking garage adjacent to a public street or public space shall have an external skin designed to conceal the view of all parked cars. Examples include heavy gauge metal screen, precast concrete panels, live green or landscaped walls, laminated or safety glass, or decorative photovoltaic panels.

B. In mixed-use zoning districts, all parking garages or structures shall be designed to meet the building design standards applicable in the zoning district in which it is located. Alternative designs may be approved pursuant to §2.10.3: *Minor Modification*.

C. No horizontal length of the parking garage façade shall extend longer than 50 feet without the inclusion of architectural elements such as decorative grillwork, louvers, translucent screens, alternating building materials, and other external features to avoid visual monotony. Facade elements shall align with parking levels.

D. Internal circulation shall allow parking surfaces to be level (without any slope) along each parking garage façade adjacent to a public street or public space. All ramps between levels shall be located along building façades that are not adjacent to a public street or public space or shall be located internally so they are not visible from adjacent public streets or public spaces.

E. The location of elevators and stairs shall be highlighted through the use of architectural features or changes in façade colors, textures, or materials so that visitors can easily identify these entry points.

F. Interior garage lighting shall not produce glaring sources toward adjacent properties while providing safe and adequate lighting levels. The use of sensor dimmable LEDs and white stained ceilings are recommended to control light levels on-site while improving energy efficiency.

G. Vent and fan locations shall not be located on parking garage façades facing public streets or public spaces, or adjacent to residential uses, to the greatest extent practicable.

H. Any parking garage with more than 100 parking spaces shall be designed with at least two vehicular access points unless a traffic study is submitted.

5.7.6. Neighborhood Transition Standards

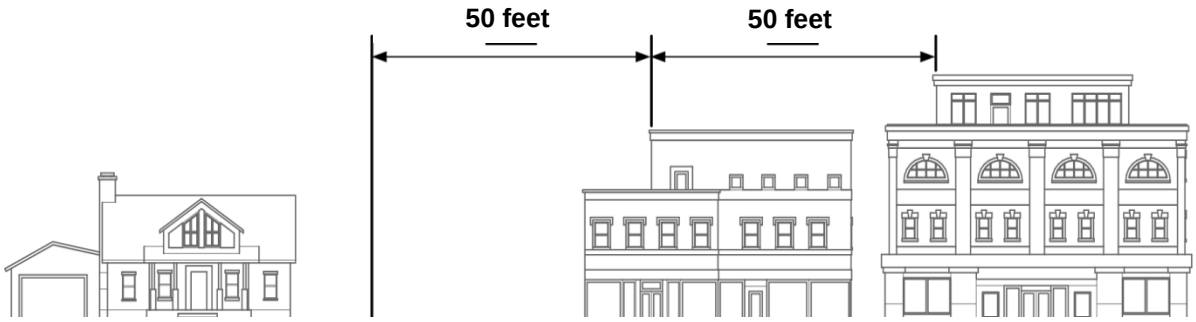
A. Setbacks

Buildings abutting a property in the R-1, R-2, or R-3 zoning districts, or Planned Development districts with abutting residential uses shall comply with the minimum front setback of the adjacent Residential zoning district along the common property line or the minimum building setback of the zoning district where the building is located, whichever is greater.

B. Building Height

1. Any portion of a building within 50 feet of a property in the R-1, R-2, or R-3 zoning districts, or Planned Development districts with abutting residential uses shall not exceed the maximum building height allowed in the abutting Residential zoning district or the maximum building height of the zoning district where the building is located, whichever is lower. Where a lot abuts two or more Residential zoning districts, the Residential zoning district with the lowest maximum building height shall govern.
2. Any portion of a building between 50 feet and 100 feet of a property in the R-1, R-2, or R-3 zoning districts shall not exceed the maximum building height allowed in the abutting Residential zoning district, plus one story (not to exceed 15 feet); or the maximum building height of the zoning district where the building is located, whichever is lower. Where a lot abuts two or more Residential zoning districts, the Residential zoning district with the lowest maximum building height shall govern.
3. Any portion of a building beyond 100 feet from a property in the R-1, R-2, or R-3 zoning districts shall not exceed the allowed building height of the zoning district where the building is located.
4. Building features referenced in §3.9.5.C: *Exceptions to Height Requirements* shall be designed to minimize visibility from adjacent Residential zoning districts and fit within the allowed building height of the zoning district where the building is located, to the maximum extent practicable.

Figure 5-23: Neighborhood Transition Standards



5.8 Exterior Lighting

5.8.1. Purpose

The purpose of this section is to provide for exterior lighting that enhances safety, preserves the Town's nighttime character, and improves the ability to view the nighttime sky from within the Town. This section is intended to:

A. Decrease light pollution;

B. Increase energy efficiency;

C. Promote high-quality lighting design as it relates to the built environment;

D. Ensure that parking areas, public gathering places, and other public places have adequate outdoor illumination;

E. Ensure that light levels are uniform to enhance night vision and security;

F. Minimize adverse impacts on public safety and neighborhood enjoyment due to excessive glare; and

G. Minimize spillover of light onto adjacent or nearby properties.

5.8.2. Applicability

A. Applicability

Unless otherwise exempted by §5.8.2.B below, the standards of this section shall apply to all development that meets the applicability thresholds established in §5.2: *Applicability*.

B. Exemptions

1. Single-Family Detached and Duplex Dwellings

a. Soffit or wall-mounted lights permanently attached to the dwelling shall be exempt from the exterior lighting regulations, provided the lights do not exceed the height of the eave; and

b. Such lights shall be downcast and directed away from abutting properties.

2. Emergency Lighting

Lighting used only under emergency conditions shall not be subject to this §5.8.

3. Seasonal Lighting

Temporary seasonal lighting between Thanksgiving and January 15 shall not be subject to this §5.8, provided such lighting does not create glare to motorists, result in light trespass onto adjacent properties, or flash at a speed that may result in medical issues for motorists or other passerbys. This exemption shall not apply to permanent exposed string lighting typically used for patio ambiance lighting.

4. Lighting Required by Federal Aviation Administration (FAA) or Federal Communications Commission (FCC)

Lighting required by the FAA or the FCC shall not be subject to this §5.8.

5. Special Events

Special events that have been issued a Temporary Use Permit pursuant to §2.6.3 shall be allowed temporary lighting for the duration of the event, provided such lighting does not create glare to motorists or result in light trespass onto adjacent properties and complies with §62-273 of the Code of Ordinances.

6. Street Lighting

With the exception of shielding requirements, this UDC does not apply to street lighting within Town and state rights-of-way.

7. Underwater Lighting

Underwater lighting used for the illumination of swimming pools and decorative water fountains shall not be subject to this §5.8, though they must conform to all other provisions of this UDC.

8. Lighting Required by Building Code

Any lighting that is required by the Building Code for life safety purposes such as stairway lighting, walkways, and building entrances, shall not be prohibited by this §5.8 but shall be subject to the lighting standards.

5.8.3. Administration

A. Lighting Districts Established

Table 5.8-1: Summary of Lighting Districts

Lighting District	Zoning Districts
District 1	M-3, M-4, CL, CG, LI, and AA
District 2	R-3, M-1, M-2, and CF
District 3	R-1, R-2, and PO

B. Evaluation of Compliance

1. Lighting Plan Submittal Required

a. All new multifamily, mixed-use, or nonresidential developments shall provide a lighting plan with the applicable Site Plan application and/or Building Permit.

b. Lighting plans shall show the following:

i. The location and height above grade of light fixtures;

ii. The type of light source (such as incandescent, fluorescent, high pressure sodium, metal halide, LED), rated lumens, and wattage of each light source;

iii. The type of fixture (such as full-cutoff, cut-off, lantern, wall pack);

iv. The Backlight, Uplight, Glare (BUG) rating for each fixture;

v. Calculations for site illumination resulting from the lighting, measured in footcandles including minimum, maximum and average footcandles and uniformity ratios;

vi. If building walls are to be illuminated, or if façade-mounted fixtures are to be used, drawings of all relevant building elevations showing the fixtures and the portions of the walls to be illuminated calculated point-by-point and light levels; and

vii. Other information deemed necessary to document compliance with the provisions of this section.

2. Plan Approval

If the Director determines that any proposed lighting does not comply with this UDC, the associated permit shall not be issued or the application approved unless an alternative is approved pursuant to §5.8.3.B.3 below.

3. Discretionary Approval of Lighting Alternatives

The Director may approve alternative lighting designs, materials, or methods of installation or operation not specifically prescribed by this UDC provided the proposed alternative:

a. Results in approximate equivalence to the applicable specific requirement of this UDC;

b. Complies with the intent of this UDC; and

c. Complies with building safety and property maintenance codes.

5.8.4. Prohibited Lighting Types

The following types of exterior lighting are prohibited unless allowed elsewhere in this UDC:

A. Unshielded lights, lamps, or floodlights that produce glare and light trespass in excess of that allowed in §5.8.5.B.1: *Maximum Lighting Trespass Levels*;

B. Lights affixed to the top of a roof, except where required by Building Code;

C. Lights that flash, move, revolve, blink, flicker, vary in intensity, change color, or use intermittent electrical pulsation, except for holiday lighting pursuant to §5.8.2.B.3: *Seasonal Lighting*;

D. Mercury vapor and low-pressure sodium lighting;

E. Activities and uses that create lighting which makes it difficult for pilots to distinguish between airport lights and nonairport lights, or that create glare in the eyes of pilots using the airport; and

F. Upward-directed lighting that allows spillage into the sky.

5.8.5. General Lighting Standards

A. On-Site Lighting Level

Maximum on-site illumination, including spillage from doorways, signs, and windows, shall not exceed 10 footcandles, unless otherwise allowed in this UDC.

B. Light Trespass

1. Maximum Lighting Trespass Levels

The maximum measured light levels (footcandles) shall not exceed those provided in the following table:

Table 5.8-2: Maximum Lighting Trespass Levels

Lighting District	Point A (property line)	Point B (10 feet onto adjacent property)
District 1	5.0	3.0
District 2	0.5	0.2
District 3	0.3	0.1

2. Measurement

a. Methodology

i. Light trespass shall be measured at grade level unless otherwise noted. Two measurements shall be taken: one at any point along the property line (point A), and one taken 10 feet (measured perpendicular to property line) onto the property being trespassed (point B). Where grade changes or obstructions prohibit measurements at the same grade level, measurements shall be taken on the same horizontal plane.

ii. Lighting measurements shall be taken under normal conditions. Measurements to determine compliance shall not be taken when conditions are present that will influence the outcome of measurements including snow, snowpack, rain, fog, or other influences.

b. Cumulative Light Readings

Light sources from a property shall be measured as cumulative of all sources on the subject property, except for internally illuminated signs.

3. Transitions between Lighting Districts

The maximum light level for light trespass in any lighting district that borders a different lighting district shall be the lower of the two, along that border only. Where separated by a public street or right-of-way, the levels shall apply at the center line of the street adjacent to the light source.

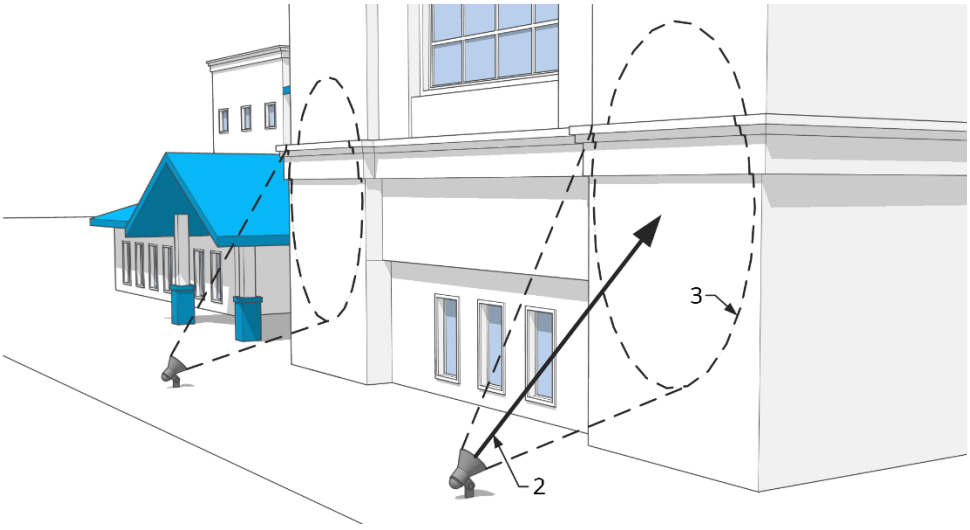
C. Shielding and Light Trespass

1. All light fixtures are required to be fully shielded, unless approved by the Director pursuant to §5.8.3.B.3: *Discretionary Approval of Lighting Alternatives*.
2. All light fixtures shall be aimed and shielded so that the direct illumination shall be confined to the property boundaries of the source. Lighting shall not be aimed onto adjacent properties, except in cases of shared parking, shared pedestrian pathways, or for coordinated development sites spanning multiple parcels.
3. Light trespass onto adjacent public rights-of-way may be allowed subject to approval of the Director pursuant to §5.8.3.B.3: *Discretionary Approval of Lighting Alternatives*.

D. Uplighting

1. Subject to the approval of the Director, uplighting or ground-mounted lighting may be allowed to accent unique features of a building and/or surrounding landscaping such as exceptional architectural features, specimen trees with dense year-round foliage, or large native shrub masses. Uplighting or ground-mounted lighting shall be designed and installed to minimize glare with special consideration to vehicular and pedestrian traffic.
2. All lighting that is directed upward shall be located so that the angle of the lamp does not exceed 45 degrees measured from a horizontal plane to a line projected through the center of the lamp, and fixtures shall be fully shielded to contain and direct the light onto the featured to be illuminated.
3. All uplighting shall be selected, designed, installed, and aimed so that there is a minimum amount of spill beyond the area intended to be lighted.

Figure 5-24: Ground-Mounted and Uplighting



E. Surface Parking Area Lighting

1. All lighting for surface parking lots and upper uncovered decks of parking structures shall use full cut-off fixtures.
2. Parking lot lighting poles shall not exceed 35 feet in height in District 1 and 20 feet in height in District 2. In District 3, parking area lighting shall be prohibited except for public or quasi-public facilities

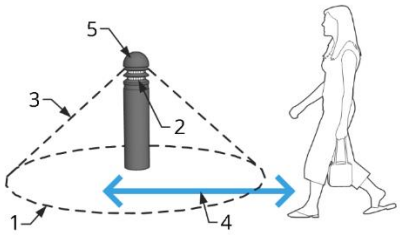
requiring exterior parking lot illumination; such facilities shall comply with the parking area lighting standards for District 2.

3. Parking lot lighting used for after-hours security shall not exceed three footcandles at the designated area illuminated and shall comply with §5.8.5.G: *Security Lighting*.

F. Pedestrian-Scale Lighting

1. Low-level pedestrian lighting must be provided on all required walkways pursuant to the following:Shall direct light downward;
2. Shall use shatterproof lamp coverings;
3. Shall not cause the site to exceed the maximum trespass pursuant to §5.8.5.B.1: *Maximum Lighting Trespass Levels*;
4. Shall not be located to present hazards for pedestrians or vehicles; and
5. Post or bollard-type lights shall be painted dark colors such as black, dark gray, dark brown, or dark earth tone.

Figure 5-25: Pedestrian-Scale Lighting



G. Security Lighting

1. Applicability

Security lighting must be provided in Lighting Districts 1 and 2 in all areas accessible to the public. Security lighting shall be allowed in Lighting District 3 pursuant to the standards within this UDC.

2. Standards

a. Examples of Appropriate Security Lighting Techniques

i. Recessed lights under a canopy.
ii. Full cut-off fixtures on parking lot poles.
iii. Fully shielded wall packs or other fixtures.
iv. Floodlights that are down-directed, fully shielded, and are controlled by motion sensors.

b. Fixtures

i. Security lighting fixtures shall be fully shielded and directed only to the designated area.
ii. Security lighting shall not be directed above a horizontal plane through the top of the lighting fixture.
iii. Security lighting fixtures shall include shields that prevent the light source from being visible from adjacent properties and roadways to the maximum extent practicable.

c. Light Levels

i. Security lighting may illuminate ingresses and egresses of buildings up to a level eight feet above grade or the bottom of doorways, windows, or entries, whichever is greater.

ii. Security lighting on a parcel in District 1 that shares a common lot line with a parcel located in Districts 2 or 3 shall comply with specifications for light levels and maximum mounting heights as noted in District 2.

iii. Security lighting for entrances, stairways, and loading docks shall not exceed five footcandles at the designated area illuminated.

H. Service Station Canopies

1. Canopies shall be illuminated so that the minimum horizontal illuminance at grade level is at least five footcandles. The maximum horizontal illuminance under canopies shall be 25 footcandles.
2. Light fixtures mounted on canopies shall be installed so that the lens cover is recessed or flush with the bottom surface (ceiling) of the canopy or the fixture.
3. Lights shall not be mounted on the top or sides of the canopy. The sides (fascias) of the canopy shall not be illuminated for any purpose, with the exception of internally illuminated signage which shall comply with the sign regulations of this UDC.

5.8.6. Installation and Maintenance

A. Compliance with Building Code and other Applicable Codes

Exterior lighting fixtures shall comply with the Building Code and other applicable codes as adopted by the Town.

B. Maintenance

Exterior lighting shall be maintained in good structural condition at all times.

C. Electrical Service Underground

New electrical service required for exterior lighting shall be located underground unless the fixtures are directly mounted on utility poles.

5.9 Signs

5.9.1. Purpose

The regulation of the location, size, and placement of signs is necessary to enable the public to locate goods, services, and facilities located within the corporate limits of the Town, to encourage the general attractiveness of the community, and to protect property values. The general objectives of these standards are to promote public health, safety, and welfare, and specifically to achieve the following:

A. Safety

To promote the safety of persons and property by providing that signs do not:

1. Create a hazard due to collapse, fire, decay or abandonment;
2. Obstruct public safety response; and/or
3. Create traffic hazards by confusing or distracting pedestrians.

B. Communications Efficiency

To promote the efficient transfer of information in sign messages providing that:

1. Signs that provide messages and information most needed and sought by the public are given priority;
2. Businesses and services may identify themselves;
3. Customers and other persons may locate a business or service;

4. No person or group is arbitrarily denied the use of the sight lines from the public right-of-way for communication purposes; and
5. Persons exposed to signs are not overwhelmed by the number of messages presented and are able to exercise freedom of choice to observe or ignore such messages, according to the observer's purpose.

C. Landscape and Built Environment Quality and Preservation

To protect the public welfare and to enhance the appearance and economic value of the landscape, by providing signs that:

1. Do not interfere with scenic views;
2. Do not create a nuisance to persons using the public rights-of-way;
3. Do not create a nuisance to occupants of adjacent and contiguous property by their brightness, size, height or movement;
4. Are not detrimental to land or property values;
5. Do not contribute to visual blight or clutter; and
6. Are architecturally compatible and harmonious with the structure to which they pertain and to neighboring structures.

5.9.2. Authority and Jurisdiction

The terms and conditions of this section shall apply to all signs located within the Town, pursuant to TLGC Chapter 216. The provisions of this section shall be administered and enforced by the Director. Allegations of errors in orders, decisions, and/or determinations by the Director shall be handled in accordance with §2.10.4: *Appeal of Administrative Decision*.

5.9.3. General Procedures

A. Permit Required

1. Sign Permit

a. Except as provided in §5.9.5, no person shall erect, construct, enlarge, alter, repair, display, maintain, or use a sign, whether temporary or permanent, until a permit for the same has been issued by the Director in accordance with §2.6.5: *Sign Permit*.

b. Each sign shall require a separate Sign Permit.

2. Electrical Permit

Each sign requiring the installation of an electric power source shall require a separate electrical permit and inspection as required in the Electrical Code.

3. Building Permit

When determined by the Building Official a sign, pole or structure must be sealed by a professional engineer for structural and/or electrical compliance with the Building and Electrical Codes.

B. Contractor Registration Required

1. No person shall install or erect, relocate, or maintain any sign, or contract for such service, until such person has applied through the Development and Neighborhood Services Department for a Contractor Registration to install, erect, relocate, and maintain such sign, and such registration has been approved and issued, except as otherwise provided in this section.
2. All sign contractors shall comply with the licensing requirements of Texas Occupations Code §§1305.160, 13.05.166, and 13.05.167.

5.9.4. Removal of Certain Signs

A. Removal of Public Nuisance or Hazardous Signs

All of the following signs shall be considered a public nuisance, and the Town may, without notice, remove and impound any of the following signs:

1. Any sign erected or existing that constitutes a traffic hazard;
2. Any sign erected without a permit, either prior to or after the adoption of this section, if a permit was required;
3. Any sign erected in violation of the provisions of this section; and
4. Any sign erected in or over a public right-of-way, either prior to or after adoption of this section.

B. Recovery and Disposal of Impounded Signs

1. Impounded signs may be recovered by the owner within 15 days of the date of impoundment by paying the fee established by the Town.
2. Signs not recovered within 15 days of impoundment may be disposed of by the Town in any manner it shall elect.

5.9.5. Signs Allowed Without Sign Permit

All signs listed in this section may be erected and maintained under the conditions listed and shall not require a Sign Permit, provided all other provisions of this section are met.

A. Signs in Airport Overlay District

Air side signs that are located outside the view of primary public areas and/or on the rear or side of buildings shall not require a Sign Permit. All primary, secondary, and tertiary signs as defined in the Airport Master Plan that are visible from the primary public areas of the airport including the public right-of-way, access roads, pedestrian areas, and parking areas, shall require a Sign Permit.

B. Construction Banner Signs

1. Construction banner signs shall be allowed without a Sign Permit subject to the following:
   a. Such signs shall not be erected prior to the issuance of a building or Site Development Permit for the project to which the sign pertains and shall be removed prior to the issuance of a certificate of occupancy.
   b. Such signs shall be affixed to construction fences and firmly attached on all four corners.
   c. No sign shall contain more than 36 square feet in sign area.
2. All other construction signs shall require a Sign Permit.

C. Flags

Flags shall be allowed without a Sign Permit subject to the following:

1. Flags are limited to three per property.
2. Each flag shall not exceed 40 square feet in size.
3. Flagpoles shall not exceed 30 feet in height.
4. Flags smaller than six square feet are exempt from the limitations of §§5.9.5.C.1 and 5.9.5.C.2 above.
5. Approval of an alternative sign design as set forth in §5.9.6 is required for flags or flagpoles that exceed the above size and height limitations.

D. Government Signs

Signs required to protect the public health, safety, and welfare of the Town and other regulatory purposes, including traffic signs, emergency and warning signs, information signs erected by the Town or other

government agency, signs required to be displayed by law and signs of public service companies indicating danger and/or aids to service or safety shall be allowed without a Sign Permit.

E. Menu Boards and Drive-Through Signs

Menu boards placed for the purpose of listing food or beverages available for sale and signs adjacent to, within, or above drive-through or drive-in lanes directing vehicles shall be allowed without a Sign Permit.

F. Residential Property

Residential property signs shall be allowed without a Sign Permit subject to the following:

1. A residential property may display up to three detached, non-illuminated signs per lot. Each sign shall not exceed six square feet.
2. Temporary signs during an election event are not subject to the three-sign limit set forth in above and shall comply with §5.9.8.B and V.T.C.A. Election Code §259.003, as amended.

G. Signs not Readable from the Public Right-of-Way

Signs shall be considered not readable from the public right-of-way and therefore allowed without a Sign Permit subject to the following:

1. The sign or display is located entirely inside of a building and not visible from the building's exterior; or
2. Any letters, figures, or symbols are less than two inches in height and project no more than one inch from the surface on which the sign is mounted.

H. Vehicular Signs

Vehicular signs shall be allowed without a Sign Permit and may be attached to vehicles subject to the following:

1. The vehicle is owned and operated by the Town or another governmental entity; or
2. The primary purpose of the vehicle is not for display of the sign; and
3. The signs are painted upon or applied directly to an integral part of the vehicle;
4. The vehicle is in operating condition, currently registered and licensed to operate on public streets, and actively used in the daily function of the business to which such sign relates; and
5. The vehicle, when on the premises of the business to which such sign relates, shall be parked in a location that does not unreasonably impact standard operating businesses.

I. Window Signs

Window signs shall be allowed without a Sign Permit subject to the following:

1. Each sign shall be no more than four square feet in area.
2. Signs in windows visible from public rights-of-way are limited to 20 percent of the total area of each architecturally distinct ground floor window area.
3. The outlining of a window on two or more of any sides with lighting, gaseous tubing, or similar means shall constitute 100 percent of the total window area as a sign.
4. In buildings with multiple tenants, these provisions shall be applied to each individual tenant based on the size of the windows located within that portion of the facade adjacent to the tenant's leased premises.

J. Works of Art

Works of art, including murals, that do not advertise a product or business as determined by the Director shall be allowed without a Sign Permit provided they comply with the dimensional standards for wall signs in the applicable district.

5.9.6. Alternative Sign Designs

A. Purpose

It is not the intention of these regulations to discourage innovation. Applications for alternative sign designs may be submitted that, while clearly not conforming to this section and thus not allowable under these criteria, have obvious merit in not only being appropriate to the particular site or location, but also in making a positive contribution to the visual environment.

B. Approval Criteria

The City Council may approve an alternative sign design if it:

1. Is necessary because enforcement of the requirement prevents any reasonable opportunity to provide adequate signs on the site, considering the unique features of a site including its dimensions, landscaping, or topography;
2. Will not have a substantially adverse effect on neighboring properties; and
3. Will not substantially conflict with the purpose and standards of this article.

5.9.7. Prohibited Signs

The following signs are specifically prohibited, except as otherwise prescribed within this section:

A. Animated or Moving Sign

Any sign that includes animation, parts which move, or flashing or blinking lights that may be distracting to motorists. This includes feather signs and a person holding or carrying wind devices, flags, balloons, or other sign structures. This prohibition does not include time and temperature signs. Signs that have copy that changes, moves, flashes, or blinks in no less than 8-minute intervals shall not be considered as animated.

B. Building Code

Any sign in violation of the Building Code.

C. Hazardous or Nuisance Signs

Any sign illuminated to an intensity to cause glare or brightness to a degree that could constitute a hazard or nuisance. Moving, flashing, intermittently lighted, changing color, beacons, revolving or similarly constructed signs shall not be allowed.

D. Electronic/Digital Sign

Any sign or portion thereof that displays electronic, static images, static graphics, or static pictures, with or without text information, defined by a small number of matrix elements using light emitting diodes (LEDs), fiber optics, light bulbs, other illumination devices, or a combination thereof, within the display area where the message change sequence is accomplished immediately or by means of fade, repixelization, or dissolve modes. Noncommercial components of electronic signs are exempt from this prohibition.

E. Fence Sign

Any sign painted on or attached to the outside of a fence, railing or a wall that is not a structural part of a building, whether or not such fence, railing or wall is on the property line, except as a temporary sign which shall conform to §5.9.108: *Election Event Signs.*

F. Imitation of Emergency Signs and Signals

Any sign using any combination of forms, colors, or lights which imitate emergency signs or signals.

G. Inflatable Sign

Any inflatable sign, including balloons, anchored to the ground, a building or other structure.

H. Interchangeable Copy

Any sign that allows for manual interchangeable copy, unless directly associated with and located on the same lot as a vehicle fuel station.

I. Luminescent Gaseous Tubing

Any sign that uses exposed tubes that contain luminescent inert gases, including, but not limited to, neon, argon and krypton, and that are visible from the exterior of structures, except as an attached sign which shall conform to §5.9.10: *Permanent On-Site Signs*.

J. Mobile Billboards

Any wheeled vehicle equipped with one or more poster panel units used primarily for the display of general advertising, by means of traversing upon any public street or parking on any public street in a manner that the advertising image(s) on the vehicle are visible from any portion of the public right-of-way.

K. Off-Premises Signs

Any off-premises sign is prohibited, unless specifically allowed by this UDC.

L. Portable Signs

Portable signs are prohibited.

M. Roof Signs

Any sign on the roof or project over the roofline of a building. This does not apply to signs located above structural elements of the building, but remain below the roof of the facade on which the sign is located.

N. Searchlights

Searchlights are prohibited.

O. Signs in Rights-of-Way

Any sign that is erected or affixed within or projected over any public right-of-way or extended across a railroad right-of-way. This includes signs attached to or painted on any sidewalk, curb, gutter, street, tree, or public or private utility pole or structure. No sign shall be erected closer than 10 feet from the existing public right-of-way except as otherwise authorized by this section.

P. Wind-Driven Signs

Any sign consisting of one or a series of two or more banners, flags, pennants, ribbons, spinners, streamers, captive balloons or other objects or material fastened in such a manner as to move, upon being subjected to pressure by wind or breeze.

5.9.8. Temporary Signs

A. Standards Applicable to All Temporary Signs

1. Sign Location

a. Signs shall be located so as not to create a hazard for pedestrian or vehicular traffic and comply with minimum setback and vision triangle requirements.

b. Unless otherwise specified in this section, temporary signs approved per this section may be located off-premises with the permission of the property owner, and may be allowed on a parcel in addition to the maximum amount of temporary and permanent signage permitted on that parcel.

2. Sign Illumination

Illumination of temporary signs is prohibited.

3. Sign Permit

Unless otherwise specified in this section, temporary signs require a Sign Permit.

B. Election Event Signs

Election event signage shall be allowed without a Sign Permit subject to the following:

1. Duration

For a period of 60 days prior to a state, local, or national election, election event signs may be permitted by this section. The election event signs shall be removed within two days following the election.

2. Size and Features

No election event sign shall:

a. Have a sign area greater than 36 square feet;

b. Exceed eight feet in height;

c. Be illuminated; or

d. Have any moving elements.

3. Location

a. Election event signage shall be located on private real property with the consent of the property owner. For purposes of this requirement, "private real property" does not include real property subject to an easement or other encumbrance that allows a municipality, including the Town, to use the property for a public purpose.

b. Election event signs are not permitted within the public right-of-way or on any real property owned by the Town, with the following exceptions:

i. On properties with single-family attached or detached dwellings, election event signs may be placed in any portion of the front or side yard that may include the public right-of-way, if the sign is placed at least three feet away from the edge of the street. In locations with sidewalks, signs must be located behind the sidewalk so as to not obstruct the sidewalk.

ii. On any Town-owned property that has been designated as an election polling place, election event signs may be placed in an area designated by Town staff while the property is serving as an active polling place. Such signs shall not:

a. Have an effective area greater than three square feet.

b. Exceed 18 inches tall and 24 inches wide.

c. Be illuminated.

d. Have any moving elements.

C. Public or Private Special Event Signs

Unless sponsored by the Town and open to the public, special event signs shall comply with the following:

1. A maximum of one banner sign per vendor internal to the premises and up to 10 banners on the perimeter oriented outwards may be issued in conjunction with a special event permit or Temporary Use Permit. The Director may determine that a special event should be further limited or allowed additional signage based on the total area of the event, number of vendors, and potential adverse impact to neighboring properties.

2. The permit shall specify the location and removal dates of the temporary signs allowed in conjunction with the permit. If dates are not specified in the permit, such signs may be displayed no more than 14 days prior to the special event and must be removed within two days after the conclusion of the special event.

3. Banner signs shall not exceed 50 square feet of sign area, per side. Yard signs shall not exceed six square feet in sign area, per side.
4. Banner signs shall not be located in the public right-of-way and shall be firmly affixed to a stabilized structure such as tent or table on all four corners.

D. Temporary Sidewalk Signs

1. Temporary sidewalk signs are only permitted in the M-4 zoning district and within the M-1, M-2, M-3, and PD zoning districts for businesses that have an entrance immediately adjacent to a public sidewalk, businseses within a multi-tenant structure, or as permitted by previously approved Sign Districts or Master Sign Plans.
2. Each tenant shall be allowed one sidewalk sign.
3. Each sign shall not exceed six square feet in sign area.
4. A minimum of four feet of clear sidewalk shall be maintained at all times.
5. Such signs shall be displayed during operating business hours only.

E. Temporary Banner Signs

1. Temporary banner signs are prohibited in all zoning districts in the Town except for the following:
   a. Any nonresidential establishment may display one banner sign for a maximum of 60 consecutive days at the same location, one time during the first three months after the issuance of a certificate of occupancy or change in ownership; or
   b. The Director may allow additional temporary banner signs displaying a noncommercial message for a maximum of 30 days.
2. Temporary banners allowed by §§5.9.8.E.1.a and 5.9.8.E.1.b above shall not exceed 50 square feet in sign area.
3. Contractor registration is not required for the installation of a temporary banner sign when approved and installed by the business operator.

F. Undeveloped Real Estate Site Signs

1. On undeveloped real estate sites, each lot may have one non-illuminated sign per each public right-of-way provided that each frontage is at least 300 feet in length and the signs are spaced at least 50 feet apart. Such signs shall not be placed on public or private utility or light poles and shall not be located within the public right-of-way, including roadway median strips.
2. The sign shall not exceed 36 square feet in sign area per sign face.
3. The sign shall be a maximum height of 16 feet.
4. Signs up to 20 square feet in sign area per face shall be set back a minimum of 10 feet from the property line and signs up to 36 square feet in sign are per face shall be set back a minimum of 15 feet from the property line.
5. The sign shall comply with the vision triangle standards in §5.4.6: *Vision Triangle.*

5.9.9. General Sign Regulations

A. Sign Measurement and Calculations

1. Sign Area

Sign area is calculated as the area enclosed by drawing a rectangle of horizontal and vertical lines that fully contain all extremities of the sign, including architectural design elements such as decorative bordering, but exclusive of the sign supports.

2. Sign Height

Sign height is measured as the vertical distance between ground elevation and the top of the sign, including all backgrounds and support structures, exclusive of any filling, berming, mounding, or landscaping, solely done for the purpose of locating the sign.

3. Sign Setback

The setback of a sign is measured from the property line to the outermost perimeter of the sign, including support structures unless an alternative measurement is designated in this section or approved by the Director.

B. Signs Displaying Noncommercial Messages

Notwithstanding any other provision of this section, any sign that may display a commercial message may also display a noncommercial message, either in place of or in addition to the commercial messages, so long as the sign complies with other requirements of this section or other ordinances that do not pertain to the content of the message displayed.

C. Lighting

1. No sign lighting shall reflect onto any structure or constitute a hazard to the safe and efficient operation of vehicles upon a street.
2. Signs shall not exceed 0.3 footcandles over ambient light conditions.

D. Maintenance

1. Every sign in the Town, regardless of whether any permit is required for such sign, shall be maintained in a safe, presentable and sound structural and operational condition at all times, including the replacement of nonfunctioning, broken, defective, or missing parts including lighting elements, painting, repainting, cleaning and any other acts required for the maintenance of such sign. All signs and sign supports, brackets and frames shall be kept painted or otherwise treated to prevent rust, rot or deterioration.
2. Damaged or deteriorated signs shall be repaired within 30 days of notification by the Town.
3. Signs not meeting the standards imposed by this section shall be subject to removal or repair as set forth in §5.9.4: *Removal of Certain Signs*.

5.9.10. Permanent On-Site Signs

A. Applicability

This section shall apply to all attached and detached signs in the Mixed-Use and Nonresidential zoning districts.

B. Requirements by Sign Type

Unless otherwise allowed by §5.9.10.C: *Additional Allowances for Specific Sign Types*, all signs shall comply with the following standards:

Table 5.9-1: Requirements by Sign Type

Sign Type	Attached	Detached	
		Pole	Monument
Number	1 attached sign per tenant (See §§5.9.10.C and 5.9.10.D for additional allowances)	1 detached sign per lot street frontage [1] (See §5.9.10.C for additional allowances)	

Table 5.9-1: Requirements by Sign Type

Sign Type	Attached	Detached	
		Pole	Monument
Area	1.5 square feet of sign area for each linear foot of building frontage [2] [3]	**Single-tenant:** 42 square feet (maximum) **Multi-tenant:** 84 square feet (maximum)	**Single-tenant:** 48 square feet in sign area per side (maximum) **Multi-tenant:** 72 square feet in sign area per side [4]
Dimensions	In the Mixed-Use and Nonresidential zoning districts, no wall sign shall have a length that exceeds 75 percent of tenant frontage.	**Single-tenant:** 7 feet wide × 6 feet high × 1 foot deep (maximum) **Multi-tenant:** 7 feet wide x 6 feet high x 1 foot deep (maximum) [4] 2 feet high (minimum)	Not applicable
Height	Not applicable	20 feet (exact)	**Single-tenant:** 6 feet (maximum) **Multi-tenant:** 8 feet (maximum)
Setback	Not applicable	10 feet (minimum) from the property line given that the sign does not impede pedestrian and vehicular access or visibility and is not situated between the sidewalk and curb	

Notes:

[1] If a property has more than one street frontage, the freestanding Sign Permitted for each frontage must be located adjacent to that frontage, and the minimum permissible horizontal distance between freestanding signs on the same property is 50 feet.

[2] Allowances for individual occupancies within a multi-tenant building shall be calculated on leased or occupied length of frontage. If the lot on which the building is located has frontage on more than one right-of-way, each street frontage shall be counted for purposes of determining attached sign allowance.

[3] For back-lit awnings, the area of the sign shall be based on the area of the awning that is back-lit or illuminated.

[4] No single tenant shall occupy more than 36 square feet of sign area per side on a multi-tenant sign.

C. Additional Allowances for Specific Sign Types

1. Site Directional Signs

Site directional signs may be erected at any occupancy or upon any site, other than a single-family detached or duplex dwelling, provided that such signs shall comply with the following:

a. Each sign shall not exceed two square feet in sign area.

b. Each sign shall not exceed 30 inches tall above grade.

c. Each sign shall be set back at least 10 feet from the back of curb provided it complies with vision triangle standards and does not impede pedestrian or vehicular movement or visibility, and located behind the sidewalk..

d. A maximum of two site directional signs per public access drive may be located on each parcel.

e. Site directional signs must be spaced at least 25 feet apart.

D. Additional Allowances for Specific Zoning Districts

1. M-2, M-3, M-4, CL, CG, and LI

Each tenant shall be allowed one additional projecting or under-canopy sign. The sign:

a. Shall not extend more than 36 inches from the building façade.

b. Shall not exceed 24 inches in height.

c. Shall be located a minimum of eight feet above grade.

2. CL, CG and LI

Attached signs located at a height of up to 36 feet are limited to one and one-half square feet of sign area for each linear foot of building frontage not to exceed 200 feet. All other provisions of §5.9.10.B shall apply.

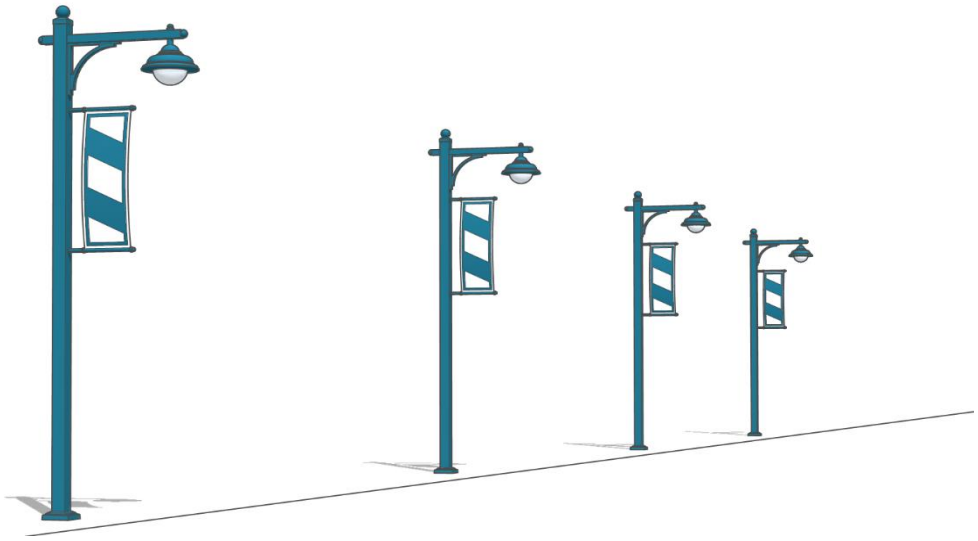
E. Additional Standards for Pole-Mounted Banners

All pole-mounted banner signs shall:

1. Maintain a minimum eight-foot clearance from grade level to the bottom of the banner;

2. Not exceed two feet in width and six feet in length.

Figure 5-26: Pole-Mounted Banners



F. Sign Materials

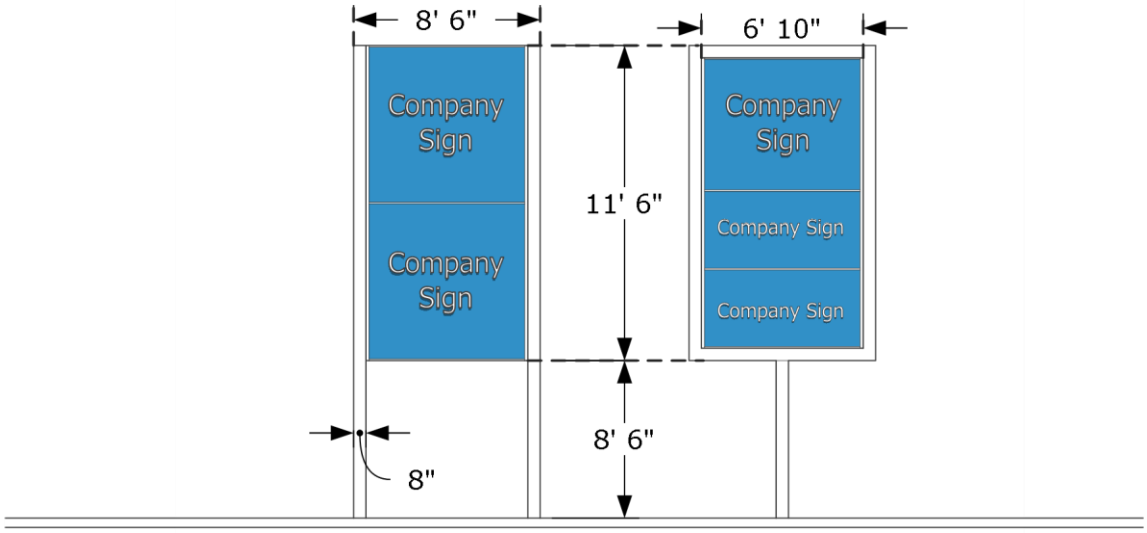
1. Wall Signs

Metal backing is required for all attached wall signs. Wood backing is prohibited.

2. Pole Signs

a. Sign supports shall consist of round or steel structural steel tubing or masonry wrapped steel supports up to 50 square inches in area. Structural support tubing shall be limited to single- or double- support structures and installed in accordance with the figure below. Unpainted metal, or metal subject to ordinary rusting shall not be used.

Figure 5-27: Pole Sign Supports



b. The sign face shall be a plastic or metal sheet. Unused panels shall be solid neutral colors.

c. The sign supports and cabinet color shall be compatible with currently installed pole signs to the maximum extent practicable.

3. Monument Signs

Plastic faces may be used on monument signs provided only the letters, numbers or logo elements emit light.

G. Location

1. Attached Signs

a. All signs shall be mounted parallel to the building surface to which they are attached.

b. No sign shall project more than 18 inches from the surface to which they are attached.

c. No sign shall be located on the roof or project over the roofline of a building. This does not apply to signs located on structural elements that project above the roofline of the building, but that remain below the uppermost point of the facade on which the sign is located.

2. Detached Signs

a. Detached signs shall comply with the vision triangle standards as set forth in §5.4.6: *Vision Triangle*.

b. Detached signs shall be no closer than 150 feet apart, with no two detached signs of any type being closer than 50 feet apart, measured from center to center of both signs.

5.9.11. Master Sign Plan

A. Purpose

For some developments, alternative standards and flexibility in the established standards may enhance the aesthetic qualities of the development and the community. Approval of a Master Sign Plan allows for unified presentation of signage throughout a development site, flexibility to provide for unique environments, and pre-approval of designs and design elements to make sign review more efficient.

B. Applicability

A Master Sign Plan shall be available for multi-tenant buildings, commercial, and mixed-use developments containing more than one building in a Mixed-Use, Commercial, or Planned Development zoning district.

C. Master Sign Plan Requirements

1. An application for a Master Sign Plan shall be submitted by the single developer, property owner, or property management company for the site or if all property owners within the development provide their approval, a managing member may be identified to submit an application for a Master Sign Plan and any amendments to a Master Sign Plan.
2. An application for a Master Sign Plan shall identify all proposed signage for an entire parcel or development site and shall include the following information:
   - **a.** Sign dimensions and approximate locations;
   - **b.** Materials and colors;
   - **c.** Proposed illumination, including illumination levels;
   - **d.** Maximum numbers of tenant signs per sign face;
   - **e.** A design theme with illustrative examples of each sign type and the proposed general locations of each sign type;
   - **f.** A demonstration that the Master Sign Plan will improve the aesthetics of the development and will not have an adverse impact on the use, enjoyment, or value of adjacent properties; and
   - **g.** Any other maps, drawings or materials as required by the Director (including a colored rendering of the sign(s) to adequately describe the sign proposal. The application and any exhibits shall become the property of the Town).

D. Standards

1. Prohibited Signs and Sign Elements

Prohibited signs and sign elements are not eligible for inclusion in a Master Sign Plan unless specifically indicated in this section.

2. Architectural Theme

All signs shall be architecturally integrated into or complimentary to the design of the building(s) and character of the site, and shall use similar and coordinated design features, materials, and colors. The Master Sign Plan shall establish an integrated architectural vocabulary and cohesive theme for the development site.

3. Review Criteria

The height, area, number, and location of signs permitted through the Master Sign Plan may deviate from the standards of this section and shall be determined based on the following criteria:

- **a.** §§5.9.11.D.1 and 5.9.11.D.2 above;
- **b.** The overall size of the development site and the scale of the use or uses located or anticipated to be located there (larger land areas and scales of use tend to favor larger signs and/or more signs);
- **c.** Relationship between the building setback and sign location (additional signage may be appropriate for buildings with less visibility, particularly where buffering is providing an aesthetic and/or environmental benefit to the Town);
- **d.** Length of frontage on a public right-of way (larger frontages may justify more or larger signs, particularly if the size of the frontage tends to prevent sign clutter from multiple adjacent parcels);
- **e.** Access and visibility to the site;

f. Intended traffic circulation pattern and the need for wayfinding;

g. Hierarchy of signage;

h. Relationship between the site and adjacent uses; and

i. The desired function of the site.

4. Nonconforming Signs

If there are existing signs on-site, they shall be treated in accordance with §5.9.12: *Nonconforming Signs* upon adoption of the Master Sign Plan.

E. Master Sign Plan Review

1. Generally

An application for a Master Sign Plan shall be reviewed as part of the Major Site Plan process in §2.6.2: *Site Plan Review*.

2. Planning and Zoning Commission Approval

Master Sign Plans require approval by and a public meeting with the Planning and Zoning Commission.

F. Individual Sign Permits

Individual Sign Permits are required for signs installed in compliance with an approved Master Sign Plan that conforms with the provisions of this section.

G. Amendments

1. A Master Sign Plan may be amended by the Director if the proposed amendments do not:

a. Deviate from the original approval of number of signs and size of signs by more than 10 percent;

b. Include significant changes to the locations of three or more signs; and

c. Result in a significant change to the architectural theme.

2. If the proposed amendments exceed the standards above, a full Master Sign Plan review is required.

H. Sign Districts

Those areas previously established as sign districts shall comply with the standards in Appendix A.

5.9.12. Nonconforming Signs

A. Purpose

The purpose of this section is to ensure that in time all privately owned signs shall either conform to the provisions of this section or be removed.

B. Generally

1. No presently illegal sign shall be deemed to have been legalized unless such sign complies with all current standards under the terms of this section and all other ordinances of the Town.

2. Any sign that does not conform to all provisions of this section shall be either:

a. A nonconforming sign if it legally existed as a conforming or nonconforming sign under the terms of this section under prior ordinances; or

b. An illegal sign if it did not exist as a conforming or nonconforming sign under prior ordinances.

C. Repair and Removal

1. Except for nonconforming signs created by action of the Town or other government agency, no nonconforming sign shall be repaired or renovated, except to reface a sign without structurally

altering the shape and size of the sign. Otherwise, a nonconforming sign shall be brought into compliance with the provisions of §5.9: *Signs*.

2. Any nonconforming sign that is damaged in excess of 50 percent of its current value shall be demolished and not repaired unless such proposed repairs would bring the sign into compliance with the provisions of §5.9: *Signs*. Damaged signs shall be repaired within 30 days of notification by the Town.
3. Upon voluntary demolition of a primary structure, a nonconforming sign that identified the primary structure shall be removed or modified to comply with §5.9: *Signs* within 30 days of the completion of the demolition.
4. The Town will follow all applicable state regulations in the removal of nonconforming signs. Upon requirement of removal, the Town will institute any necessary procedures before any legal boards required by state legislation.

Article 6: Subdivision Standards

6.1 General Provisions

6.1.1. Purpose

This article establishes standards that regulate the subdivision of property in order to:

A. Facilitate the orderly growth and harmonious development of the Town and to protect and promote public health, safety, and welfare;

B. Provide lots and parcels of sufficient size and appropriate design for the purposes for which they are to be used;

C. Protect the natural environment;

D. Promote the use of good design, landscape architecture, and civil engineering to preserve and enhance natural features, watercourses, drainage ways, floodplains, native vegetation, and trees;

E. Provide safe ingress and egress for vehicular and pedestrian traffic;

F. Ensure safe and efficient traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, adjoining streets, and public facilities;

G. Provide adequate water supply, sewage disposal, storm drainage, and other utilities and facilities;

H. Provide for adequate sites for schools, recreation areas, and other public purposes;

I. Protect or enhance real property values;

J. Facilitate the transfer of lands having accurate legal descriptions and to establish and assure the rights, duties and responsibilities of subdividers and developers with respect to land development;

K. Ensure that the costs of providing the necessary rights-of-way, street improvements, utilities and public areas and facilities for new developments are borne fairly and equitably; and

L. Encourage the clustering of dwellings and other structures to preserve open space, minimize adverse visual impacts, minimize public infrastructure costs, and prevent public safety hazards; and

M. Provide a common ground of understanding and an equitable working relationship between public and private interests, so that both independent and mutual objectives can be achieved in the subdivision of land.

6.1.2. Applicability

A. Regulatory Jurisdiction

1. Generally

This article shall apply to all land and all developments within the corporate limits of the Town, except as otherwise provided for in this section.

2. Land Included

Except where otherwise specifically provided for in this article, all the provisions of this article shall apply to the following lands located within the corporate limits of the Town:

a. Any tract of land which has not been recorded by plat in the plat records of Dallas County, Texas, and which is intended to be sold, leased, or otherwise subdivided from another tract of land or which is intended or proposed to be used for the purpose of development.

b. Any tract of land which has been recorded as a lot or block by plat in the plat records of Dallas County, Texas; prior to and upon which no development has been constructed or placed prior to the effective date of this UDC.

c. The division of any previously platted lot into two or more parts prior to the effective date of this UDC.

d. The removal of one or more lot lines of any platted lot so as to permit the combining of two or more contiguous platted lots into one or more new lots.

B. Exemptions

1. Prior to the subdivision, re-subdivision, or development of any land within the Town, all plans, plats, and construction plans for public improvements shall first be approved in accordance with these regulations, except as provided in §6.1.2.B.2 below.

2. The following are exempt from the subdivision regulations of this article, but are subject to all other standards in this UDC:

a. The division of land into two or more parts, other than for purposes of development, if the smallest resulting parcels, tract or site is five acres or larger in size where each part has access and no public improvement is being dedicated.

b. Construction of additions or alterations to an existing building where no public improvements are necessary to support such building addition or alterations.

c. Construction of accessory structures or fences.

d. Dedication of easement or right-of-way by separate document recordable in the county records if approved by Town.

e. Cemeteries complying with all state and local laws and regulations.

f. Divisions of land created by order of a court of competent jurisdiction.

g. A change in ownership of a property through inheritance or the probate of an estate.

6.1.3. Compliance and Enforcement

A. It shall be unlawful for any person to begin, continue, or complete any development on any land within the corporate limits of the Town to which the provisions of this article apply, except in accordance with and upon compliance with the provisions of this article.

B. Except as otherwise authorized by this article, the Town shall not issue a Building Permit or certificate of occupancy required by any article of the Town for any land located within the corporate limits to which this article applies, until and unless there is compliance with this article.

C. The Town may refuse to authorize or make utility connections on the grounds set forth in TLGC §212.012.

D. No improvements shall be initiated until the approval of the Town has been given. Disapproval of a Final Plat by the Town shall be deemed a refusal by the Town to accept offered dedications shown thereon.

E. Approval of a Final Plat shall not be deemed an acceptance of the proposed dedications and shall not impose any duty upon the Town concerning the maintenance or improvement of any such dedicated parts until the proper authorities of the Town have both given their written acceptance of the improvements and have actually appropriated the same by entry, use, or improvements.

F. All subdivisions, as proposed or reflected in any Preliminary Plat, Final Plat, Replat, Minor or Amending Plat, or otherwise, must conform to all applicable zoning regulations. A subdivision submission reflecting a condition not in conformity with applicable zoning regulations shall not be approved until any available relief from the Board of Zoning Adjustment has been finally obtained. If the property is not zoned as required for the proposed subdivision, initial zoning shall be requested. Application for zoning includes completion of application forms, payment of required fees, and performance of other requirements of the zoning ordinance and the rules and regulations of the Town, as the same may be, from time to time, passed or amended.

6.1.4. Withholding Improvements

It shall be the policy of the Town to withhold all Town improvements, including the maintenance of streets and the furnishing of sewage facilities and water service, from all additions, the platting of which has not been officially approved by the City Council. No improvements should be initiated, nor contracts executed, until the approval of the City Council has been given.

6.1.5. Annexation

If the property is not within the corporate limits of the Town and the owner desires that it be annexed so as to be qualified to receive Town services, when available, and be afforded zoning protection, the owner must petition the Town for Annexation through lawful Annexation proceedings.

6.1.6. Platting Requirements

A. Division of Property

1. No land may be subdivided or platted through the use of any legal description other than with reference to a plat approved pursuant to the procedures established in §2.9: *Platting Procedures*, and in accordance with the standards in this UDC.
2. Excepting agricultural leases, no land described in this article shall be platted or sold, leased, transferred, or developed until the property owner has obtained approval of the applicable plat pursuant to the procedures established in §2.9: *Platting Procedures*, and in accordance with the standards in this UDC.
3. A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method.
4. No plat may be recorded and no transfer of title to any part of a tract of land shall be made until a plat, accurately describing the property to be conveyed, is approved in accordance with these provisions and recorded.

B. Permits for Construction Activity or Public Improvements

The Town shall not issue permits for any construction activity or allow any public improvements for a development until a plat is approved and filed of record and all public improvements have been accepted (if applicable) except as provided in §6.1.2: *Applicability* or for the following:

1. Model Homes

A developer may construct no more than four model homes within a single-family, duplex, triplex, or fourplex development phase containing public improvements that have not yet been finally accepted, provided that:

- **a.** All off-site drainage or regional improvements have been installed, inspected and accepted;
- **b.** Each model home is inspected and found to meet all Building, Plumbing, and Fire Code requirements prior to being opened to observation by the public;
- **c.** The home will not be sold or occupied as a dwelling unit until all public improvements within that phase have been completed and accepted by the Town; and
- **d.** The applicant complies with §6.3: *Grading and Drainage.*

2. Multifamily or Nonresidential Development

Upon application and satisfaction of the following conditions, together with other UDC, Town ordinance, and Criteria Manual requirements, otherwise applicable to full Building Permits, the Building Official may issue a Building Permit for multifamily or nonresidential development to allow for limited construction subject to the following:

a. The applicant shall complete installation of all drainage and other regional improvements, including off-site improvements. This requirement may be satisfied by constructing temporary drainage improvements (such as detention ponds) that, in the opinion of the Director of Public Works and Engineering, are adequate to offset the decrease in permeable surface of the permitted phase of development and prevent harm to downstream properties, pending completion and acceptance of required permanent regional improvements for drainage.

b. The applicant must enter into an agreement with the Town, in a form approved by the City Attorney, which indemnifies and holds the Town harmless for any failure of the applicant, owner, or builder to obtain necessary access and drainage easements and permits, or to build needed offsite improvements.

c. A Building Permit issued in this manner may be withdrawn upon failure to meet any imposed condition, as set forth in §1.7: *Enforcement*.

d. The applicant shall install and demonstrate proper function of fire hydrants and all-weather access improvements for fire apparatus required by the Fire Code and the Code of Ordinances, prior to any construction above slab.

e. The applicant complies with §6.3: *Grading and Drainage*.

6.2 Subdivision Design Standards

6.2.1. General

A. Every subdivision shall comply with all other ordinances and regulations of the Town and the TLGC.

B. Public infrastructure shall be constructed in accordance with this UDC, Criteria Manuals or, if no standard or specification can be found, then the standard or specification used shall be subject to approval by the Director of Public Works and Engineering based on professional engineering practices.

C. The applicant shall make all required improvements, at their expense, according to Town regulations, without reimbursement by the Town, except for certain reimbursable costs as provided in this UDC.

6.2.2. Lot Planning

A. General

The size, shape, and orientation of lots shall be appropriate to the location of the proposed subdivision and to the type of development contemplated. The following lot design standards shall apply to all subdivisions:

1. All lots created through the subdivision process shall be developable and conform to the minimum zoning, development, and floodplain standards provided in this UDC. No subdivision shall create lots that prohibit development due to configuration of the lots, steepness of terrain, location of watercourses or floodplain, natural physical conditions, or other existing conditions.

2. The minimum area and dimensions of all lots shall conform to the requirements of Article 3: *Zoning Districts*, and Article 5: *Development Standards*, relating to the zoning district in which the lot is located, excluding lots established by a Homeowners Association that do not require conformance with the requirements, subject to Director approval.

3. Side lot lines shall be at right angles or radial to street lines, except where other terrain makes such design impractical.

4. Double frontage lots may be allowed; however, driveways are only permitted on one frontage.

5. Flag lots and other irregularly shaped lots shall be avoided to the maximum extent practicable.

6. Corner lots may be required to be wider than interior lots to facilitate conformance with required setbacks.

7. The Town, county, school district, or other taxing agency boundary shall not divide a lot except in conformance with this UDC.

B. Drainage

Lots shall be designed and located to provide positive drainage away from all buildings and shall comply with the standards in §6.3: *Grading and Drainage*.

C. Access

1. Lots shall be designed in accordance with §5.4: *Access and Circulation*.
2. Each lot shall be provided with adequate access to an existing or proposed public street.

D. Common Area and Facilities

Such areas shall be noted on the plat and the association's covenants shall be filed with the county. Alternatively, other arrangements for permanent maintenance of these areas and facilities may be approved by the final decision-making body.

6.2.3. Block Layout

A. Block Length

Blocks shall not be less than 200 feet nor more than 600 feet in length. The Town may approve a longer block length when necessary to accommodate natural features such as steep slopes, environmentally sensitive lands, and pedestrian linkages.

B. Block Arrangement

Blocks shall have sufficient width to provide for two tiers of lots of depth meeting the minimum requirements of this UDC, except where lots back onto a collector or greater classified street, natural feature, or subdivision boundary, or where lots face an approved cul-de-sac.

6.2.4. Street Design and Construction

A. General Requirements

In general, all public and private streets shall conform to the following standards:

1. Streets shall be in line and consistent with existing streets in adjoining subdivisions.
2. Streets shall be named so as to provide continuity with existing streets.
3. Dead-end streets shall be avoided except where planned for future extension.
4. The subdivision shall be platted with appropriate regard for all topographical features lending themselves to treatment and layout of utilities.
5. Cul-de-sacs shall not exceed 600 feet in length, measured from the centerline of the street it intersects with to the center point of the cul-de-sac.
6. In platting the subdivision, the developer shall provide additional right-of-way required for existing or future streets as shown in the Master Transportation Plan or other plans approved by the City Council.
7. When land is subdivided or developed in areas adjacent to existing Town streets or County roads that are not improved to Town standards, the developer shall include the improvements of these streets in the overall development of the area. Should the City Council determine that it is not feasible to develop said street at the time of development of the area, the developer shall put their pro rata share for the improvements of said street in escrow until such time as improvement is deemed necessary by the City Council.

B. Master Transportation Plan

1. General

Streets and alleys shall be platted and constructed in accordance with the Master Transportation Plan or other plans approved by the City Council and shall conform to the current engineering design standards of the Town.

2. M-1, M-2, M-3 and M-4 Zoning Districts

All streets and blocks shall conform to the following provisions:

a. Streets within the M-1 and M-4 zoning districts shall comply with the standards established in §5.6.4.C.1.a: *Streetscape Standards*.

b. Streets within the M-2 zoning district shall comply with the standards established in Ordinance 006-024, Appendix II: *Street Types*, and made a part hereof by reference.

c. The types and pattern of all streets in the M-1, M-2, M-3 and M-4 zoning districts shall be in conformity with the Master Transportation Plan. The location of streets on the Master Transportation Plan is approximate. Precise location of streets shall be determined in conjunction with approval of the concept and development plans. Street patterns shall be based upon a small-scale grid system of interconnecting streets.

6.2.5. Private Street Regulations

A. General Requirements

1. A private street system shall comply with all design, construction, and other standards of the Town including, without limitation, this Article 6: *Subdivision Standards,* applicable to streets and alleys generally. Without limiting the foregoing, all references in this Article 6: *Subdivision Standards,* and other applicable regulations to "street," "public street," "right-of-way," "public right-of-way," or "alley" shall apply to a private street system.

2. A private street system shall provide access for emergency vehicles, public and private utility maintenance and service personnel, the U.S. Postal Service, and government employees in pursuit of their official duties.

3. The Town shall not pay for any portion of the cost of constructing, maintaining, repairing, or replacing a private street.

4. Each plat containing any private street shall contain the following wording on the face of the plat: "The streets have not been dedicated to the public, for public access, nor have been accepted by the Town of Addison, Texas as public improvements, and the streets shall be maintained by the property owners' or property owners' association within the subdivision, and the streets shall always be open to emergency vehicles, public and private utility maintenance and service personnel, the U.S. Postal Service, and governmental employees in the completion of their official duties."

5. Private streets leading into a private subdivision may not contain a gate or a controlled access mechanism at the entrance or exit of the private subdivision preventing free flow of traffic.

6. Private streets and alleys shall be located in a "public utility and storm sewer easement." The width of the easement shall be the same as the required right-of-way for a public street, unless specifically approved at a lesser width by the City Council upon a recommendation by the Director of Public Works and Engineering.

7. All building lines as required by zoning shall, in the case of private streets, be measured from the public utility and storm sewer easement.

B. Easements

1. Private street developments shall include any pre-existing easements unaffected by the platting process.

2. A private street and alley shall include and be subject to all public utility (including, without limitation, water and sanitary sewer) and storm sewer easements in favor of and reserved unto the Town, the width of which shall be the same as the entire width of the street or alley right-of-way.
3. A private street or alley shall include and be subject to all additional public utility easements required by any utility company (including, without limitation, any electric, telephone, gas, or cable television companies or providers) or public agency, as well as any easements existing at the time of the creation of the private street or alley.
4. There shall also be reserved other easements, including but not limited to easements for fire lanes, street lighting, government vehicle access, mail collection and delivery access, and utility meter reading access, as may be necessary or convenient.
5. Easements shall also provide the Town with the right of access for any purpose related to the exercise of a governmental service or function, including but not limited to fire and police protection, inspection and code enforcement.
6. Easements shall permit the Town to remove any vehicle or obstacle within the street lot that impairs emergency access.
7. Private streets and alleys may be required to have fire lane markings as determined by the Fire Marshal.

C. Hold Harmless Agreement

In connection with the approval of a subdivision with private streets or alleys, the applicant shall provide, in form and content acceptable to the Town, an agreement to be recorded in the appropriate records of Dallas County, whereby the applicant or the property owners' association, as the case may be, as the owner of the private streets and alleys, agrees to release, defend, indemnify, and hold harmless the Town, its officials, officers, employees, and agents, and any other governmental entity and public utility, and their respective officials, officers, employees or agents, for any damage to the private street or alley occasioned by the use thereof by the Town, governmental entity, or public utility (or their respective officials, officers, employees, and agents), and for damages and injury (including death) arising from the condition of said private street or alley; and for damages and injury (including death) arising out of any use of the subdivision by the Town, government entity, or public utility (or their respective officials, officers, employees, and agents). Further, such language shall provide that all lot owners shall release and forever discharge the Town, governmental entities, and public utilities (and their respective officials, officers, employees, and agents) for such damages and injuries. The indemnifications contained in this section apply regardless of whether or not such damages and injury (including death) are caused by the negligent act or omission of the Town, governmental entity, or public utility, or their respective officials, officers, employees or agents.

D. Conversion of Private Streets to Public Streets

1. Voluntary Conversion

The Town may in its sole discretion, but is not obligated to, accept private streets and alleys for public ownership, access and maintenance. The procedure to convert private streets and alleys to public streets and alleys must conform to all of the following provisions and such other standards as the Town may determine:

a. The property owners' association must submit a petition signed by at least 75 percent of its members.

b. All of the infrastructure to be converted from private to public status must be in a condition that is acceptable to the Town, in the Town's sole discretion.

c. All monies in the reserve fund must be delivered and paid to the Town.

d. The subdivision plat covering the area which is the subject of the conversion must be submitted as a Replat, and upon approval shall be re-filed to dedicate the streets, alleys, utility, storm

sewer easements, and other appurtenances to the Town or other appropriate entity, as determined by the Town.

e. The property owners' association documents must be modified and re-filed to remove requirements specific to private street subdivisions.

2. Mandatory Conversion

a. The Town will notify the property owners' association of violations of the private street regulations, including the standards and provisions set forth in this section. Failure to bring the subdivision into compliance with the regulations may cause the Town to revoke, amend, or modify the PD District zoning for the area covered by the private streets and alleys, including, without limitation, an amendment to remove the allowance for private streets and alleys under the PD District zoning.

b. If the PD District zoning is so amended, modified, or revoked, the Town may correct all remaining violations and unilaterally re-file the subdivision plat thereby dedicating the streets, alleys, and appurtenances to the public. All monies in the reserve fund will become the property of the Town and will be used to offset any costs associated with converting the private streets to public streets. In the event the balance is not sufficient to cover all expenses, the property owners' association and/or the property owners will be responsible for the amount of unpaid work, and the Town shall have the right, in addition to any other rights it has or may have to collect such amounts from the property owners' association and/or the property owners, to levy an assessment upon each lot on a pro rata basis for the cost of such work and to collect the same, and the Town shall further have any and all liens and lien rights granted to the property owners' association to enforce such assessments; and/or to avail itself of any other enforcement actions available to the Town pursuant to state or Town codes, ordinances, and regulations. Provisions to this effect shall be included in the property owners' association documents, all property deeds, and the Final Plat.

6.2.6. Utilities

A. All electric utility lateral and service lines shall be constructed underground in accordance with §70-65 of the Code of Ordinances. In special or unique circumstances or to avoid undue hardship, the City Council may authorize Variances or exceptions from this requirement and permit the construction and maintenance of overhead electric utility lateral or service lines and may approve any plat with such approved Variances or exceptions.

B. No overhead electric utility lateral or service lines shall be constructed without a Variance or exception having been obtained for the subdivision plat or Site Plan.

C. All wires and lines providing other utility services, and electric lines serving street lights, shall be placed underground in all subdivisions and on all sites where the final subdivision plat or Site Plan approved by the Town requires electric utility lateral and service lines to be placed underground. Utility support equipment, such as transformers, amplifiers, or switching devices necessary for or used in connection with underground installations shall be deemed to be placed underground if actually constructed underground or if pad-mounted on the surface.

D. Nothing herein set forth shall prohibit or restrict any utility company from recovering the difference between the cost of overhead facilities and underground facilities. Each utility whose facilities are subject to the provisions of this section shall develop policies and cost reimbursement procedures with respect to the installation and extension of underground service.

6.2.7. Alternatives to Subdivision Standards

A. Alternatives Generally

Alternatives to the standards in this article shall be subject to approval by the Director of Public Works and Engineering (and/or City Engineer) and Director prior to approval of the subdivision application pursuant to §2.10.3: *Minor Modification*.

B. Identification and Maintenance of Protected Lands

1. Protected lands shall be identified on the final subdivision plat with a notation that indicates that those lands shall not be used for future development.
2. Protected lands shall be marked in the field with appropriate permanent signage markers in order to distinguish these areas from private property.
3. Protected lands shall be permanently maintained and preserved as:
   a. Open space lots with deed restrictions; or
   b. Land dedicated to the Town; or
   c. Protected through a conservation easement; or
   d. Other means of permanent protection approved by the Town.
4. For any protected land not dedicated to the Town, the developer shall provide a permanent mechanism acceptable to the City Attorney for the primary purpose of conservation, preservation, and management of protected lands.

C. Use of Protected Lands

1. Protected lands shall be left in an undisturbed natural state or landscaped pursuant to §5.6: *Landscaping, Buffering, and Fences*.
2. The protected lands shall be used for low-intensity recreation, buffers, or other passive park or open space purposes.
3. The use of protected lands may be further limited or controlled at the time of final approval where necessary to protect adjacent properties.

6.3 Grading and Drainage

All development is subject to the requirements in the Drainage Criteria Manual and any other applicable Public Works and Engineering Department standards.

6.4 Subdivision Improvements

6.4.1. General Standards

A. The developer shall furnish all easements and rights-of-way necessary for construction of electrical, gas, telephone service to the subdivision and all other public infrastructure identified in the standards.

B. The developer shall be responsible for all damage to improvements caused during installation of utilities.

C. The developer shall provide street signs for the subdivision. There shall be one sign for each three-way intersection and two signs for each four-way intersection. The signs will be ordered by the Public Works and Engineering Department and the developer billed a fixed fee for each sign. Such price shall include cost of the sign assembly, pole, and installation.

D. All lots shall meet the following monumentation standards, as necessary:

1. At all angle points, points of curve, and points of tangency on the perimeter of the platted boundary, a minimum three inch metallic cap disc must be affixed to a minimum 12-inch metal pipe or rod and

stamped with the addition name and the registered professional land surveyor number of the surveyor of record, or the name of the surveying company.

2. At all block corners, a minimum two-inch metallic cap must be affixed to a minimum 12-inch metal pipe or rod. The cap must be stamped with the block number and registered professional land surveyor number of the surveyor of record, or the name of the surveying company.
3. At all lot corners, points of curve, and points of tangency of curves, a minimum 1/2-inch diameter and 12-inch long metal pipe or rod is required with a cap stamped with the registered professional land surveyor number of the surveyor of record, or the name of the surveying company.
4. All monuments installed must contain a cap or disc imprinted with the addition name, if required, and the registration number of the surveyor or the name of the engineering or surveying firm that prepared the plat. In locations where such monuments cannot be installed, alternate types of monuments may be installed with the prior approval of the Director of Public Works and Engineering.
5. Any points of monumentation that cannot be set at the designated place must be referenced with sufficient witness monumentation.
6. If the monument is placed on the boundary of property being platted in which no areas are to be dedicated to the public, the following standards apply:
   a. Monuments must be installed on the boundary of such property being platted at all corners, angle points, and points of curvature and tangency.
   b. The size, shape, and substance of monuments found or installed on the perimeter of the platted boundary must be described on the drawing and in the owner's certificate of the submitted plat.
7. If the monument is placement on and within the boundary of property being platted in which areas are to be dedicated to the public, the following standards apply:
   a. Monuments must be installed on the boundary of such property being platted at all corners, angle points, and points of curvature and tangency, except those points falling within areas to be dedicated. In areas to be dedicated, all points on new right-of-way lines must be monumented. Monuments must be installed within the boundary of such property being platted at the following points:
      i. All corners of parks, squares, or other portions intended for public use.
      ii. All block corners.
      iii. On the right-of-way lines of all alleys and public and private streets at all points of intersections, angle points, and points of curvature and tangency.
8. Monuments must be installed on each lot line and boundary line where these lines are intersected by or tangent with a floodway management area, floodway easement, conservation easement area, or the escarpment zone.
9. Monuments for floodway management areas, floodway easements, and detention areas must be installed at all angle points and points of curvature or tangency.
10. Floodway management areas, detention areas, escarpment zones, and conservation easement areas must be monumented with a minimum 1/2-inch iron rod with a cap stamped with the registered professional land surveyor number of the surveyor of record, or the name of the surveying company.

E. Where subdivisions are platted so that the rear yards of single-family residential lots are adjacent to a dedicated roadway or separated from a roadway by an alley or service road, the developer shall provide, as their sole expense, a six-foot reinforced concrete or masonry wall to be located on private property at the public right-of-way line for the purpose of screening the rear yards from the street. The wall shall be maintained by an HOA and/or individual property owners as specified in the subdivision agreement and shall enter into a wall maintenance easement for access by the responsible party. The City Council may waive or modify, in exceptional cases, this requirement. Plans and specifications for the wall shall be

approved by the Public Works and Engineering Department. The wall shall conform to the requirements governing the sight distance for traffic safety and other Town ordinances.

F. Where landscaping in public rights-of-way or other public property is required or planned, such work shall first be approved by the Public Works and Engineering Department. Such approval is intended to assure that plant materials used in the work will not create maintenance problems or require excessive amounts of Town labor during future maintenance. The work shall also conform to the Town ordinance governing sight distance for traffic safety.

G. Before any street is opened to traffic in the Town, all necessary pavement markings necessary to comply with the most recent edition of the Texas Manual on Uniform Traffic Control Devices for Streets and Highways shall be completed. All work must first have the approval of the Public Works and Engineering Department.

H. Maintenance of any and all easements shall be the responsibility of owners of the properties traversed by or adjacent to such easements. The Town shall have the right, but not the obligation, to enter upon such properties to abate any nuisances thereon in accordance with Chapter 34, Article IV of the Code of Ordinances with costs attendant to such abatement charged to such property owners, which costs shall become a lien against said property in favor of the Town pursuant to such article.

6.4.2. Storm Sewers

An adequate storm sewer system, consisting of inlets, pipes, and other underground drainage structures, shall be constructed to conform with current drainage requirements and current engineering design standards of the Town. The following policy shall govern the installation of all drainage facilities within the Town:

A. Residential Subdivisions or Developments

1. The developer shall pay the total cost of storm drainage systems where pipe 72 inches in diameter or less is installed.
2. In cases where the storm drain is larger than 72 inches in diameter, but not larger than 84 inches, 25 percent of the cost of providing the additional pipe larger than 72 inches but smaller than 84 inches will be borne by the Town and shall be reimbursed to the developer when the Town funds become available. The developer shall pay for the remaining 75 percent and the cost of constructing the pipe to 72 inches in diameter. The developer shall also bear the cost of all channel excavation, inlets, laterals, headwalls, manholes, junction structures, and all other items required to complete the system.
3. In those cases where the runoff cannot be handled by a pipe 84 inches in diameter or smaller, the developer shall dedicate at their own expense a right-of-way of sufficient width to permit excavation and maintenance of an open channel of satisfactory depth and width. The developer shall complete all necessary excavation on the channel and shall sod or seed the channel to prevent erosion. If deemed necessary by the Public Works and Engineering Department, the channel shall be lined with reinforced concrete to prevent erosion. The Town will pay for 25 percent of the cost of such lining and shall reimburse the developer for such costs when Town funds become available.
4. In street crossings (bridges or culverts) with an opening larger than that of a double 72-inch pipe culvert, the Town will participate to the extent of 25 percent of the cost of the structure as approved by the Director of Public Works and Engineering, and shall reimburse the developer for such costs when Town funds become available.
5. Creeks may remain in open natural condition or excavated channels may be constructed provided they meet the criteria and standards set by the Town.
6. When a creek or excavated channel is allowed to remain open, or in its natural condition, it shall be dedicated to the Town through the use of the drainage and floodway easement form. The Planning and Zoning Commission may recommend waiving this dedication requirement only for the following exceptions:

a. Replats which were originally platted prior to the dedication requirement; or

b. Subdivisions of five lots or less.

7. The developer must provide sufficient access on each side of creeks and drainage ways for maintenance purposes. The location and size of the accessways shall be determined by the City Engineer and the Director of Public Works and Engineering. The maximum width of the accessway shall be 15 feet. Permanent physical markers, the type and locations of which to be determined by the City Engineer, shall be placed along the boundaries of the accessway and private property.

B. Commercial and Industrial Developments

1. The developer shall pay the total construction cost of storm drainage systems where a double 72-inch diameter pipe or smaller pipe will carry the runoff.

2. In those cases where the runoff cannot be handled by a double 72-inch pipe or smaller, the developer shall dedicate, at their own expense, a right-of-way of sufficient width to permit excavation and maintenance of an open channel of satisfactory depth and width. The developer shall excavate the channel at their own expense and line the channel with reinforced concrete. The Town shall participate to the extent of 10 percent of the cost of such lining when Town funds become available.

3. In street crossings (bridges or culverts) with an opening larger than that of a double 72-inch pipe culvert, the Town will participate to the extent of 10 percent of the total construction cost of the structure as approved by the Director of Public Works and Engineering and shall reimburse the developer for such costs when Town funds become available.

4. A creek may remain open in its natural condition, provided that the requirements of §§6.4.2.A.5, 6 , and 7 shall apply.

6.4.3. Sanitary Sewers

A. Sanitary sewer facilities shall be provided to adequately service the subdivision and conform to the Wastewater Master Plan and current engineering design standards.

B. Sewer main pipes shall have a minimum internal diameter of eight inches. Construction and materials shall conform to the standard specifications of the Town.

C. Sewer services for each lot shall be carried to the property line.

D. Should the subdivision or addition abut and use a sewer main of the Town, the developer shall pay to the Town a "pro rata" charge as prescribed by the pro rata ordinance of the Town for the use of the same.

E. The developer shall construct all manholes, cleanouts, and other appurtenances as required on the plans.

F. Should a lift station, either temporary or permanent, be necessary to provide a sanitary sewer service to the subdivision, the developer shall construct a private lift station and all appurtenances, at their own expense. If and when the lift station is no longer needed, the developer or other responsible party shall retire adequately dispose of the station.

6.4.4. Water

A. Water systems shall have a sufficient number of outlets and shall be of sufficient size to furnish adequate domestic water supply, to furnish fire protection to all lots, and to conform to the Water Master Plan, Water System Design Standards and all other applicable current engineering design standards.

B. Should the subdivision or addition abut and use a water main of the Town, the developer shall pay to the Town a "pro rata" charge as prescribed by the pro rata ordinance of the Town for use of the same.

6.4.5. Street Lighting

Street lighting shall be provided in accordance with the following:

A. The developer shall pay for the number of streetlights required in the subdivision as determined by the Director of Public Works and Engineering. After acceptance of the subdivision, service charges for electricity will be paid by the Town.

B. Each street shall have streetlamps uniformly spaced between trees, located 2½ feet from back of curb.

C. On boulevards, large streets, and side streets, locate streetlamps at every corner and at intervals no greater than 250 feet.

D. Unless otherwise approved by the Town, mounting height of streetlamps shall be between 10 feet and 12 feet.

E. Unless otherwise approved by the Town, lamps shall be metal halide type.

6.4.6. Sidewalks

A. Any owner or person in control of real estate fronting upon a public street which is improved with street paving and curbs and gutters shall not be issued a Building Permit for any construction when sidewalks have not been installed unless such owner, either as a part of the construction covered by the Building Permit or other separate arrangements satisfactory to the Director of Public Works and Engineering, constructs public sidewalks in accordance with the Master Transportation Plan, City-wide Trails Master Plan, and current engineering and design standards.

B. Sidewalk construction may be delayed until development of the residential lot, except across bridges or culverts. In these cases, the sidewalks shall be constructed with the other improvements to the subdivision.

C. The City Council may upon application of a property owner, affected by the provisions herein, waive the requirements for installation of sidewalks because of unusual circumstances or hardship.

6.4.7. Dedication of Land for Parks, Trails, and Recreational Areas and Assessment of Park Development Fees

A. Generally

1. Purpose

a. It is hereby declared by the City Council that public parks, recreational facilities, trails, and open spaces are valuable assets that advance the public's health, safety, and welfare, and improve the overall quality of life of the community's residents. New residential development in the Town creates the need for additional parks, trails, and recreation resources because of the increased population. Requiring that new residential development dedicate parkland and pay park development fees in proportion to its impacts on the Town's parks and recreation resources is recognized as a fair, reasonable, and uniform method of financing these assets that does not impose an unfair burden on new or existing development.

b. The parkland dedication and park development fee requirements established in this section aim to maintain the current level of service in the Town and generally flow from the assessment of needs reported in the Comprehensive Plan, Parks, Recreation, Open Space Master Plan, City-wide Trails Master Plan, and Master Transportation Plan. Accordingly, this section requires the dedication of parkland and payment of park development fees to:

i. Meet the goals and objectives set forth in the Parks, Recreation, and Open Space Master Plan and the City-wide Trails Master Plan.

ii. Deliver new and/or updated parks, recreation facilities, trails, and open space resources to meet the increased demand generated by new development on the parks system.

iii. Establish proportionate costs that are associated with providing new or updated parks and facilities, so the increased costs are borne by those who are responsible for creating the additional demand.

iv. Create and maintain a variety of recreational opportunities for residents within reasonable proximity to their homes.

v. Provide credit for applicable private and semi-public parkland and park-like amenities that offset the increased demand on the parks system generated by new development.

2. Authority; Administration

a. The regulations contained in this section have been adopted under the following authority:

i. TLGC Chapter 212, *Municipal Regulation of Subdivisions and Property Development*, which authorizes a municipality to adopt rules governing plats and subdivisions of land within the municipality's jurisdiction.

ii. TLGC Chapter 51, *General Powers of Municipalities*, which authorizes a municipality to adopt ordinances, rules, or police regulations that are for the good government, peace, or the trade and commerce of the municipality.

iii. The Home Rule Charter of the Town, which authorizes the City Council to exercise all powers granted to municipalities by the constitution or the laws of the State of Texas.

b. Unless otherwise specified, the provisions of this section shall be administered by the City Manager with the City Council having final approval authority. Various Town departments along with the Planning and Zoning Commission will review and make recommendations based on the standards and criteria contained within this section are deemed to be minimum standards.

3. Definitions

The following words, terms and phrases when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

a. "Department" means the Parks and Recreation Department for the Town.

b. "Director" has the meaning ascribed in §58-1 of the Code of Ordinances.

c. "Developer" means any person, firm, partnership, joint venture, association, or corporation participating as owner, promoter, developer, or sales agent in the planning, platting, development, promotion, sale, or lease of real property that is developed or redeveloped subject to the provisions of this section.

d. "Park property" has the meaning ascribed in §58-1 of the Code of Ordinances.

4. Applicability; Effective Date

a. The parkland dedication and fee-in-lieu of dedication provisions of this section apply to the following activities upon any land within the corporate limits of the Town:

i. All new residential development; and

ii. All residential re-development involving the remodeling, rehabilitation, or construction of other improvements to an existing residential structure, including repair of a damaged residential structure, if such activity results in an increase in the number of dwelling units within the structure.

b. The park development fee provisions of this section apply to all development or re-development of any residential, retail, office, industrial, or hotel property within the corporate limits of the Town, excluding those dwelling units that are accessory to an existing principal single-family detached dwelling.

c. If the actual number of completed dwelling units exceeds the figure upon which the original dedication was based, additional dedication shall be required, and may be made by payment of a fee-in-lieu of land in the discretion of the Town.

d. No Building Permit shall be issued or permanent utility service established until the requirements of this section have been met.

e. The provisions of this section shall take effect on December 1, 2024.

5. Exemptions; Waivers; Appeal

a. The following shall be exempt from the requirements of this section:

i. Non-residential development is exempt from the parkland dedication or paying a fee-in-lieu of land, but shall be subject to the park development fee.

ii. Remodeling, rehabilitation, or other improvements to an existing structure, or the rebuilding of a damaged structure that does not increase the number of dwelling units or commercial square footage, as applicable.

iii. A re-plat that does not increase the number of dwelling units or commercial square footage, as applicable.

iv. Any development plan, permit, or approval commenced or issued prior to the effective date of this section, or amendment hereto, that is subject to vesting under TLGC Chapter 245 shall not be affected by this section, provided, that any increase in the number of dwelling units or commercial square footage for the development after said effective date may require dedication under this section.

v. Development which was in the Planning and Zoning review process prior to the effective date of this section, provided, that any increase in the number of dwelling units or commercial square footage for the development after said effective date may require dedication under this section.

b. The City Council may waive a requirement imposed on development by this section upon application by a developer and a finding by the City Council that the requested waiver is in the best interest of the Town.

c. A developer may appeal a final determination by the Director related to the application of this section to a development by submitting the appeal in writing to the Director within 30 days following the final determination. The appeal shall identify the final determination being appealed, the basis for the appeal, and a description of the requested relief. The filing of an appeal shall not stay the enforcement of any other provisions in this section.

6. Parkland Fees; Review

a. The method for determining the value of parkland dedication and the other fees adopted in this section shall be as provided in §6.4.7.G: *Parkland Dedication and Fee Calculations*.

b. The City Council shall review the valuations for parkland dedication and the other fees adopted in this section at least once every five years. Notwithstanding, the City Council's failure to timely review said valuations shall not affect the validity of the current valuations set forth in §6.4.7.G: *Parkland Dedication and Fee Calculations* or stay the enforcement of any other provision of this section, which shall remain in full force and effect.

c. If the City Council fails to timely review the valuations set forth in §6.4.7.G: *Parkland Dedication and Fee Calculations* in conformance with §6.4.7.A.6.b above, any person can submit a written request to the City Manager for the City Council to perform the review. If the City Manager finds that the City Council has not timely completed such review, the request will be presented to the City Council and cause such review to commence within 60 days after the date of the request and continue until completion.

d. The Director will review the fees in §6.4.7.G: *Parkland Dedication and Fee Calculations* on or before October 1st each year as part of the Town's annual budgeting process and may recommend an annual adjustment of any fee(s) therein based upon changes in the U.S. Department of Labor Statistics Dallas-Fort Worth-Arlington Consumer Price Index for All Urban Consumers.

7. Penalty; Enforcement

a. Any person that violates any of the provisions of this section shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed $500.00 and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

b. The penalty provided in this section is in addition to and cumulative of any other remedies as may be available at law and equity, including the assessment of civil penalties and Town's right to seek injunctive relief to enforce the provisions of this section.

B. Parkland Dedication Standards and Procedures

1. Parkland Dedication and Park Development Fee Standards in General

a. As a condition of subdivision development, a developer of property for residential uses shall dedicate land for parks, pay a fee-in-lieu of dedication, or a combination of both in accordance with provisions of this section as a condition of the Building Permit for the proposed development. The Town may, in its sole discretion, agree to allow an alternative to the foregoing, provided that the alternative satisfies the intent and purpose of this section.

b. In addition to the parkland dedication requirement, a developer of residential or commercial property shall pay a park development fee. Subject to the approval of the Town, a developer may elect to construct required park improvements as identified by the Director on Town-owned parkland in lieu of paying the associated park development fee as outlined in this section.

c. Requirements herein are based on actual residential dwelling units, actual commercial square footage, or a combination thereof for an entire development. Increases or decreases in the final measurement count may require an adjustment in fees paid or land dedicated.

d. Parkland dedication requirements (and/or payment of fees in lieu of parkland dedication) and payment of Park Development Fees shall be satisfied at the time of plat recordation for single-family and duplex residential units, and prior to the issuance of any Building Permit.

e. For a phased development the entire parkland shall be platted concurrently with the plat of the first phase of the development.

f. The required land dedications and schedules of fees are included as §6.4.7.G: *Parkland Dedication and Fee Calculations* and incorporated and made a part of this section for all purposes City Council has adopted a discount schedule to reduce certain park development fees listed in §6.4.7.G: *Parkland Dedication and Fee Calculations*.

2. Parkland Dedication Procedures

During the pre-development meeting process, the Director shall make an initial determination whether parkland shall be conveyed or a fee-in-lieu of parkland dedication shall be paid to the Town under this section. Additional meetings between the developer and the Addison Parks and Recreation Department (referred to in this section as the "Department") may be needed in order to evaluate the suitability of potential land for parkland dedication. Additionally, the Department may request a site visit to the subject property as a part of its determination. The following information, regarding the land dedication and site development, may be required as a part of the process, prior to the Town accepting land as a public parks dedication.

a. A narrative outlining the intended use, number of residential units proposed, and description of housing and commercial type(s) within the subject property;

b. Lot dimensions or metes and bounds acreage of parkland to be dedicated;

c. Total acreage of floodplain, as well as the land located outside of the floodplain;

d. A tree survey;

e. A slope analysis; and

f. An environmental survey identifying critical environmental features, such as but not limited to, protected species, habitat, and water features.

3. Parkland Acceptance Criteria

a. General Parkland Dedication Requirements

Any parkland dedicated to the Town pursuant to the terms, conditions, and requirements under this section must be suitable for park uses.

i. Must be approved by the City Council based on recommendations of the Director.

ii. Must be conveyed at the time of Building Permit issuance.

iii. Must be by lot and block and shown on a recorded plat of record.

iv. For a phased development, the parkland dedication area shall not be accepted by the Town until such time that all necessary roadway, utility, and other public improvements are constructed to provide accessibility to the proposed parkland and have been accepted by the Town, unless otherwise approved by the Director.

b. Guidelines

i. The Town shall be dedicated fee simple title in the land, free and clear of any and all liens and encumbrances that may interfere with the use of the land for park purposes. The Town's representatives must be permitted to make onsite inspections of the proposed parkland for the purposes of determining site suitability and identifying any visual hazards or impediments to park development and use.

ii. If the property owner or developer has any form of environmental assessment on the tract, a copy of that assessment shall be provided. The Town may initiate and/or require the developer to initiate specific environmental studies or assessments if the Town's visual inspection of the proposed parkland gives rise to the belief that an environmental problem may exist on the site. The Director may also require the employment of consultants necessary to evaluate any environmental issues relating to the site. If an environmental hazard is identified, the developer must remove or remediate the hazard prior to Town's acceptance of the proposed parkland dedication. The Town will not accept parkland dedication sites previously or currently encumbered by hazardous and/or waste materials or dump sites.

iii. The developer is responsible for providing, at no cost to the Town, convenient access by improved streets, sidewalks, and adequate drainage improvements so the proposed parkland is suitable for the purpose intended. The developer is responsible for providing water, sewer, and electrical utilities to the proposed parkland in accordance with the procedures applicable to other public improvements, including:

a. A metered water supply located 12 feet behind the curb or as otherwise determined by the Director; and

b. If applicable, an appropriately sized sewer stub located 10 feet behind the curb or as otherwise determined by the Director.

iv. An ALTA land title survey and associated AutoCad File, certified to the Town and the title company must be provided 90 days prior to acceptance, unless otherwise determined by the Director.

v. If soils have been disturbed, they shall be restored to their pre-disturbance condition, have positive drainage, and the soil stabilized by vegetative cover by the developer prior to the dedication of the proposed parkland to the Town. All trash, debris, dead trees, and unusable material must be removed. The site must be sprayed with an approved herbicide

to eliminate dangerous and undesirable plant materials, such as briars, poison ivy, and nettles. The selected herbicide shall be approved by the Director prior to spraying.

vi. Parks should be easy to access and open to public view to benefit area development, enhance the visual character of the Town, protect public safety, and minimize conflict with adjacent land uses.

vii. Sidewalks conforming to the Town's sidewalk design standards shall be constructed adjacent to or on parkland to provide contiguous walkways on all sides of the adjoining development unless this requirement is waived by the Town.

viii. A current title insurance policy acceptable to the Town in an amount equal to the fair market value of the proposed parkland dedication must be provided.

ix. Each corner of the parkland shall be marked with a permanent marker consisting of three-fourths iron pins set in concrete unless otherwise determined by the Director.

x. The property owner shall pay all taxes or assessments owed on the property up to the date of acceptance of the parkland dedication by the Town. A tax certificate from the County Tax Assessor shall be submitted with the parkland dedication.

c. Land Requirements

i. Land that is unsuitable for development is typically unsuitable for neighborhood/community parks.

ii. The Town recognizes that maintaining many small parks is difficult and costly. Accordingly, parkland shall generally be:

a. No less than one acre of contiguous land;

b. A land area that is consistent with the Parks, Recreation, and Open Space Master Plan objectives;

c. Land identified as a trail connection to expand the existing trail network or as an identified need;

d. Land that can be connected to a larger tract of existing open space; or

e. Land that provides park space to an area that is lacking within ½ mile of the site.

The total parkland required shall be as provided in §6.4.7.G: *Parkland Dedication and Fee Calculations*.

iii. Parkland dedication sites should be located to serve the greatest number of users and should be located to minimize the number of users crossing arterial roadways and shall be uninterrupted by roads or free from physical barriers that would prohibit walkable access to the park.

iv. Where feasible, parkland dedication sites should be located adjacent to schools to encourage shared facilities and joint development of new sites; access ways may be required to facilitate access to the parkland.

v. Parks should have well-drained and suitable soils and level topography. Parkland dedication sites should not be severely sloping or have unusual topography that would render the land unusable for recreational activities.

vi. Dedicated parkland shall not exceed a 20 percent grade on more than 50 percent of the land.

vii. Where feasible dedicated parkland shall provide connectivity to or enhance existing looped trails, hike, and bike trails.

viii. At least 25 percent, or proportionate to the size of the parkland, of the perimeter of the parkland should abut a public street.

ix. Dedicated parkland shall include at least visible, attractive, and suitable means of ingress and egress proportionate to the size and amenities in the park.

x. No more than two sides of a park may be adjacent to the rear lot lines of homes.

xi. The parkland dedication site should not be encumbered by overhead utility lines, above-ground improvements, or easements that might create a dangerous condition or limit the opportunity for park development and use.

xii. Parkland with existing trees or other scenic elements is preferred and may be reviewed by the Director to make recommendations.

xiii. Rare, unique, endangered, historic, or other significant natural areas will be given a high priority for consideration of a parkland dedication site pursuant to this section. Areas that provide an opportunity for linkages between parks or that preserve the natural character of the surrounding environment may be required by the Town to be included in the parkland dedication.

xiv. Consideration will be given to a potential parkland dedication site that is in the floodplain or an area that may be considered "floodable" even though not in a federally regulated floodplain if the proposed parkland site is suitable for park improvements. At the discretion of the Town, land in floodplains may be considered as part of a parkland dedication requirement on a three-to-one (3:1) basis. That is, three acres of floodplain will be deemed equal to one acre of parkland, but not more than 50 percent of any parkland dedication shall be allowed in a floodplain.

xv. Detention/retention areas may not be used to meet parkland dedication requirements but may be accepted by the Town in addition to the required parkland dedication. If accepted as part of a park, the detention/retention area design must meet the Town's design specifications in the Drainage Criteria Manual.

C. Payment of Fees in Lieu of Parkland Dedication

1. The Town may require that a fee be paid in lieu of dedication to satisfy some or all of the dedication requirements set forth in this section. All fees required to be paid under this section shall be based on the average cost of land in the Town and calculated in conformance with the applicable fee schedules provided in §6.4.7.G: *Parkland Dedication and Fee Calculations*.

2. The payment of fees in lieu of dedication under this section shall comply with the following:

a. The fees must be approved by the City Council upon recommendation of the Director.

b. The fees shall be used for the purpose of acquisition, development, or improvement of park property.

c. All fees shall be paid prior to issuance of any Building Permit, unless otherwise determined by the Director.

d. The fees shall be deposited in separate Town fund for parkland dedication.

D. Park Development Fee

1. Fee Required

Park development fees are required for all development to ensure that adequate park facilities conforming to the Town's parks and recreation standards, including neighborhood and community parks, and passive park conservation areas, are available to meet the needs created by such development. Accordingly, park development fees shall be used for the acquisition, development, and improvement of park facilities. Park development fees are required in addition to the parkland dedication requirements established by this section and shall be paid simultaneously with the dedication.

2. Administration of the Fee

The Director shall be responsible for the administration and approval of the park development fee; which shall be calculated based upon the fee schedule in §6.4.7.G: *Parkland Dedication and Fee Calculations*.

3. Alternative Park Improvements

The developer may request to provide park improvements in conformance with §6.4.7.E: *Application of Credits to Park Development Fees* as an alternative to payment of all, or a portion of, the park development fee.

4. Right to Refund

The Town shall account for all fees paid in lieu of parkland dedication and all park development fees paid under this section. Any fees paid for such purposes should be encumbered or expended by the Town within 15 years from the date received by the Town for the acquisition, development, or improvement of park property in conformance with this section. Such funds shall be considered to be spent on a first-in, first-out basis. If not so expended, the current owner(s) of the property on the date of expiration of such period shall, upon timely written request, be entitled to a prorated share of the remaining unencumbered funds without interest. For residential developments, the prorated share shall be computed based on the number of dwelling units in the residential development for which such unencumbered and unexpended fees were paid. Any person entitled to a refund under this section shall submit a written request for refund within one year from the initial date of entitlement. Failure to timely submit the required application for refund shall constitute an absolute waiver of all rights, title, and/or interest the person may have to any portion of the funds eligible for reimbursement. Upon expiration of the reimbursement period, all remaining funds shall be retained by the Town and used for any lawful purpose.

E. Application of Credits to Park Development Fees

1. Park Improvements as an Alternative to Fees

Upon recommendation of the Director and subject to the City Council's approval, a developer may enter into a development agreement with the Town to construct required park improvements as an alternative to payment of the park development fees assessed by this section.

2. Requirements for Public Park Improvements

a. Park improvements provided by a developer shall be constructed on land dedicated for use by the public for park purposes and shall generally conform to the requirements set forth in this section.

b. Park improvements shall be designed and constructed in accordance with all applicable federal, state, and local laws, regulations, and guidelines, including, but not limited to the following:

i. International Play Equipment Manufacturer's Association (IPEMA);

ii. Consumer Product Safety Commission (CPSC) Handbook for Public Safety;

iii. American Society for Testing and Materials (ASTM and ASTM F08);

iv. Accessibility Standards for Play Areas through the ADA Accessibility Guidelines (ADAAG);

v. Illuminating Engineering Society of North American (IESNA RP- 6-01);

vi. Sports Turf Management Association (STMA);

vii. North Central Texas Council or Governments (NCTCOG) Construction Standards; and

viii. The Town's design standards.

c. A park site plan, developed in cooperation with Department staff, shall be submitted by the developer and approved by the Director prior to submission of Final Plat or upon application for a site Building Permit, whichever is applicable.

d. Detailed plans and specifications for proposed park improvements hereunder shall be due and processed in accordance with the procedures and requirements pertaining to public improvements for Final Plats and for Building Permit issuance, whichever is applicable. Plans and proposed improvements must be reviewed and approved by the Town's Development Review Committee (DRC).

e. All plans and specifications for the proposed park improvements shall meet or exceed the Town's standards in effect at the time of the submission.

f. If the park improvements are constructed on land that is being dedicated to, has already been dedicated to, and/or is owned by the Town, then the developer shall provide at no cost to the Town payment and performance bonds in the form approved by the Town that identify the Town as a Beneficiary in an amount equal to the greater of the park development fees due or the cost of the park improvements pursuant to Texas Government Code 2253.001, et seq. to guarantee the developer completes the work in accordance with the approved plans, specifications, ordinances, or other applicable laws. The park improvements shall be completed, and final accepted by the Town prior to Final Plat recordation.

g. Park improvements may be constructed on parkland dedicated to the Town that satisfies the requirements of this section or, with the approval of the Director, improvements may be made in an existing or proposed park that is located in the Town.

h. The developer shall also provide to Town, at no cost to Town, a two-year maintenance bond that is equal in amount to 20 percent of the construction cost of said park improvements. The developer shall also provide to the Town a manufacturer's letter certifying that any play structure, equipment, facilities, and safety surfaces were installed in accordance with the manufacturer's installation requirements.

i. For a public park, the developer shall provide a copy of the application and subsequent inspection report prepared by the State Department of Licensing and Regulation of their contracted reviewer for compliance with the Architectural Barriers Act, codified as Vernon's Ann. Civ. St. art 9102.

j. Upon issuance of a Certificate of Completion and Acceptance, all manufacturers' warranties shall be provided for any equipment installed in the park as part of these improvements.

k. The developer shall warranty all park improvements for a period of two years from the date of the Town's acceptance of the same. The warranty shall be in the form of a maintenance bond covering 100 percent of the total cost of the improvements, provided, that the Director may accept an alternative form of warranty in the Director's sole discretion.

l. For a public park, the developer shall be liable for any costs required to complete park development if:

- **i.** Developer fails to complete the improvements in accordance with the approved plans; or
- **ii.** Developer fails to complete any warranty work.

m. All public park improvements shall be inspected by the Department while construction is in progress and when complete to verify park requirements have been satisfied.

n. Once the public park improvements are constructed, and after the Director of Parks and Recreation has accepted such improvements, the developer shall convey such improvements to the Town free and clear of any lien or other encumbrances.

o. The developer shall be liable for costs required to complete the public park improvements if:

- **i.** Developer fails to complete the park improvements in accordance with the approved plans; or
- **ii.** Developer fails to complete any warranty work.

p. The park improvements will be considered complete with a Letter of Completion and Acceptance from the Town and will be issued after the following requirements are met:

i. Park improvements have been constructed in accordance with the approved plans; and

ii. Park improvements have been inspected and reviewed by Park and Recreation Department staff and determined to satisfy the terms, conditions, and requirements under this section; and

iii. Developer has provided the Town with a bills paid affidavit and such additional documentation as the Town may require to confirm that all of developer's contractors and materialmen have been fully paid; and

iv. Developer has provided the Town with all warranties and the required maintenance bond.

3. Credits for Public Park Improvements

The developer shall receive a credit to the required park development fee equal to the amount paid by the developer for the public park improvements accepted by the Town. The credit shall be applied solely for costs directly attributable to the acquisition, construction, and installation of the improvements and generally excludes soft costs, such as developer's overhead and profit, and the costs associated with the developer's architects consultants, engineers, other consultants or advisors, and all other costs that would customarily be considered "soft costs" by industry standards. The developer shall provide the Town with all invoices, payment records, and any other supporting documentation reasonably necessary for the Town to verify the amount paid by the developer for the improvements.

4. Credits for Private Parks and Open Space

a. A credit of up to 50 percent of the total parkland dedication fees assessed by this section may be provided in consideration for the construction of private park facilities in conformance with this section. The remaining parkland dedication fees will be deposited in the Town's parkland dedication fund to defray the financial burden private subdivisions impose on the Town's public park system.

b. Small passive spaces that are privately owned but provide public access may be considered for the 50 percent open space credit at the discretion of the Town.

c. Yards, court areas, setbacks, and other open areas required under the Town's zoning, subdivision, and other development regulations shall not be eligible for a credit if said areas are privately owned and maintained by the residents or, in the case of an apartment complex, the property manager.

5. Private Park Requirements

a. Private ownership and maintenance of the private park and open space shall be adequately provided for by recorded agreement, covenants, or restrictions.

b. Use of the private park is restricted for park and recreation purposes by a recorded covenant, which runs with the land in favor of future owners of the property and which cannot be defeated or eliminated without the written consent of the City Council or its successors.

c. Private parks and park improvements shall be owned by the property developer, owner, or an incorporated nonprofit homeowners association comprised of all property owners in the association, which is an organization, operated under recorded land agreements through which each lot owner in the subdivision is automatically a member, and each lot is subject to a charge for a proportionate share of maintaining the facilities.

d. The governing documents for private parks subject to the provisions of this section shall contain a covenant providing that if any owner fails to maintain the private park facilities in a safe and clean condition in accordance with the standards of the Town, then the Department may access the private park facilities for the purpose of maintaining or repairing the same in conformance

with the standards of the Town. Further, the Town shall be entitled to assess and charge the costs of such maintenance and repairs to the person(s) having the primary responsibility for the maintenance of the same.

e. Private park facilities must be similar or comparable to the facilities that would be required to meet public park standards and recreational needs as required per the Town's development regulations and Parks, Recreation, and Open Space Master Plan and other federal, state, and local laws. The following design features are ineligible for private park credit:

- **i.** Leasing offices;
- **ii.** Yards;
- **iii.** Common open space;
- **iv.** Entry features
- **v.** Areas devoted to decorative landscaping;
- **vi.** Medians;
- **vii.** Utility easements;
- **viii.** Setback areas;
- **ix.** Areas following perimeter walls;
- **x.** Land used for mining or oil and gas wells; and
- **xi.** Private personal areas.

f. Eligible private park improvements include various active and passive outdoor amenities, such as those amenities typically found in public parks.

g. For a multi-phased development, the private park design shall be reviewed and approved by the Director of Parks and Recreation before the platting of the first unit.

h. The cost of construction for private parks shall be equal to or greater than the park development fee per dwelling unit set forth in §6.4.7.G: *Parkland Dedication and Fee Calculations*.

i. Before a reimbursement is approved, the Town shall make written findings that certain conditions are met, pursuant to this section, including the following, but not limited to:

- **i.** Developer is required to submit all invoices and checks paid or other proof of payment toward the construction of the private park.
- **ii.** Developer shall allow the Department staff to conduct a site visit to verify private park improvements.
- **iii.** Developer shall provide an affidavit stating the cost of private park improvements meets or exceeds the required full park development fee per dwelling unit from §6.4.7.G: *Parkland Dedication and Fee Calculations*.

j. All private parks shall be constructed no later than prior to the application of the final unit.

k. To receive the credit for private parks, the developer shall submit sufficient documentation to establish that the requirements of this section have been satisfactorily met on or before the date the Final Plat is approved by the Town. The Director shall evaluate and approve the documentation submitted prior to any credit being given.

6. Reimbursement For Town-Acquired Parkland

The Town may from time to time acquire land for parks and develop and improve park facilities on such land in advance of actual or potential development. If the Town acquires parkland and/or develops and improves park facilities thereon in advance of development, the Town may require subsequent parkland dedications to be made in the form of paying a fee in lieu of parkland dedication only.

F. Map of Town of Addison from the Parks, Recreation and Open Space Master Plan

Town parkland areas are identified in the Existing Parks and Greenbelts map in the Parks, Recreation, and Open Space Master Plan.

G. Parkland Dedication and Fee Calculations

1. Starting Values (per U.S. Census and ESRI data from 2019 Parks and Recreation Department Open Space Master Plan Master Plan)

a. Population: 16,661

b. Number of Dwelling Units: 10,591

c. Average Persons Per Dwelling Unit: 1.57

2. Current Level of Service (LOS)

a. Number of Parks: 17

b. Total Park Acreage: 113.4

i. Developed Parks: 67.5 acres

ii. Greenbelts, linear parks, trail corridors, etc.: 45.9 acres

3. Cost of Land per Acre

$536,000

4. Cost of Park Development per Acre

$400,000 per acre for developed parks and (based on recent construction costs)

5. Calculating the Value of Land Dedication

a. The number of dwelling units per acre of parks is calculated by dividing the population by the total park acreage (LOS) to determine the number of persons per acre:

16,661 ÷ 113.4 = 146.92 (rounded to 147).

b. Then, divide the number of persons per acre by the average persons per dwelling unit:

147 ÷ 1.57 = 93.4 (rounded to 100).

c. The result is a land dedication requirement of one acre per 100 dwelling units to meet the current level of service.

6. Calculating the Fee-in-Lieu of Dedication

The cost of land per acre is $536,000. The fee is the cost for an acre of land divided by the number of dwelling units, 100, per acre based on current level of service: $5,360.

7. Residential Fee Calculations

a. The park development fee per dwelling unit is calculated using a discounted approach to account for the difference in cost of a fully developed park versus a more passive park. The cost of park development per acre of a developed park is $400,000. This cost is divided by the dwelling units per acre of each park type:

$400,000 ÷ 157 = $2,549 fee per dwelling unit for developed parks, greenbelts, trail corridor, etc.

b. The combined maximum fee for fee-in-lieu of land and park development is $7,909 per dwelling unit for developed parks, greenbelts, trail corridor, etc.

8. Nonresidential Fee Calculations

a. To determine the fee per square foot of nonresidential development, first divide the number of persons per acre by the cost of park development per acre:

$400,000 ÷ 147 = $2,723.00 cost of park development per person per acre (A).

b. The fee per square foot calculation is (A x B x C x D) / E, whereas:

- **i.** A = Cost of park development per person per acre
- **ii.** B = Occupancy rate % (Commercial Edge and Economic Pulse)
- **iii.** C = Operational hours %
- **iv.** D = Commuter % (total employees in Addison less population)
- **v.** E = Square feet per employee (U.S. Green Building Council)

Table 6.4-1: Nonresidential Fee Calculations

Type	Square Feet Per Employee (E)	Occupancy Rate % (B)	Operational Hours % (C)	Commuter % (D)	Fee Per Square Foot
Industrial	2,500	95%	71%	79%	$0.58
Hotel	1,500	60%	71%	79%	$0.61
Retail	550	93%	38%	79%	$1.36
Office	300	79%	24%	79%	$1.34

Article 7: Definitions

7.1 Rules of Construction

7.1.1. Meanings and Intent

All provisions, terms, phrases, and expressions contained in this UDC shall be construed according to the general purpose set forth in §1.3, and the specific purpose statements set forth throughout this UDC. When, in a specific section of this UDC, a different meaning is given for a term defined for general purposes in this UDC, the specific section's meaning and application of the term shall control.

7.1.2. Headings, Illustrations, and Text

In the event of a conflict or inconsistency between the text of this UDC and any heading, caption, figure, illustration, table, or map, the text shall control.

7.1.3. Lists and Examples

Unless otherwise specifically indicated, lists of items or examples that use terms such as "for example," "including," and "such as," or similar language are intended to provide examples and are not exhaustive lists of all possibilities.

7.1.4. Computation of Time

The time in which an act is to be done shall be computed by excluding the first day and including the last day. If a deadline or required date of action falls on a Saturday, Sunday, holiday observed by the Town, or other day that Town offices are not open, the deadline or required date of action shall be the next day that is not a Saturday, Sunday, holiday observed by the Town, or other day that Town offices are not open. References to days are calendar days unless otherwise stated.

7.1.5. Technical and Non-Technical Terms

Words and phrases shall be construed according to the common and approved usage of the language, but technical words and phrases that may have acquired a peculiar and appropriate meaning in law shall be construed and understood according to such meaning.

7.1.6. Mandatory and Discretionary Terms

The words "shall," "must," and "will" are mandatory, establishing an obligation or duty to comply with the particular provision. The words "may" and "should" are discretionary.

7.1.7. Conjunctions

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

A. "And" indicates that all connected items, conditions, provisions, or events apply;

B. "Or" indicates that one or more of the connected items, conditions, provisions, or events apply; and

C. "And/or" indicates that the connected words or provisions may apply singularly or in any combination.

7.1.8. Tenses, Plurals, and Gender

Whenever appropriate with the context, words used in the present tense include the future tense. Words used in the singular number include the plural. Words used in the plural number include the singular, unless the context of the particular usage clearly indicates otherwise. Words used in the masculine gender include the feminine gender, and vice versa.

7.1.9. Titles and Headings

All titles and headings of articles, sections, or subsections of this UDC are to be used for convenience in arrangement only and shall not be construed to alter the intended meaning.

7.2 Use-Related Definitions

7.2.1. Residential Uses

Household Living

Uses characterized by residential occupancy of a dwelling unit by a "Family." Common accessory uses include recreational activities, raising of household pets, personal gardens, personal storage buildings, hobbies, and resident parking. Specific use types include:

Cottage Development

A cluster of at least five detached single-family dwellings located within a common development that use shared access, parking, and common spaces. Cottage developments can include homes on individual lots, homes owned as condominiums, or leased homes. This use can include communities of five or more factory built small single-family detached dwellings, provided that each home meets applicable Building Codes or the Federal Manufactured Housing Construction and Safety Standards Law of 1974 (42 U.S.C. 5401 et seq.), and that each dwelling has any wheels removed, is mounted on a permanent foundation, and is connected to public water, sewer, and electric services. This definition does not include a "Manufactured Home Development (HUD-Code)".

Dwelling, Duplex

A single building on a single lot or tract containing two dwelling units under one roof, each of which is occupied by one family or two dwelling units that are attached side by side under one roof that share a common vertical side or rear wall reaching from the building foundation to the roof structure, each of which is occupied by one family on its own lot or tract.

Dwelling, Fourplex

A single building on a single lot or tract containing four dwelling units under one roof, each of which is occupied by one family.

Dwelling, Live-Work

A dwelling unit containing an integrated living and working space in different areas of the unit.

Dwelling, Multifamily

One or more buildings or portion of buildings on a single lot or tract that contains five or more individual dwelling units, where each unit is occupied by one family living independently of each other and maintaining separate cooking facilities and where each unit has an individual entrance to the outdoors or to a common hallway. This definition includes condominium units as defined by the Texas Property Code.

Dwelling, Single-Family (Attached)

Three or more single-family dwelling units that are attached side by side under one roof that share a common vertical side or rear wall reaching from the building foundation to the roof structure, each of which is occupied by one family on its own lot or tract. This definition includes Townhouses.

Dwelling, Single-Family (Detached)

A dwelling designed and constructed for occupancy by one family and located on a single lot or tract that has no physical connection to a building located on any other lot or tract. This definition includes a "Zero-Lot-Line Dwelling" and "Manufactured Home (HUD-Code) Dwelling."

Dwelling, Triplex

A single building on a single lot or tract containing three dwelling units under one roof, each of which is occupied by one family.

Manufactured Home Development (HUD-Code)

A development on a single lot divided into more than one space for the placement of manufactured home (HUD-Code) dwellings, accessory uses, and service facilities, meeting all requirements of this UDC and any other applicable deed restrictions and state laws.

Group Living

Uses characterized by residential occupancy of a structure by a group of people who do not meet the definition of "Household Living." Tenancy is arranged on a monthly or longer basis and the size of the group may be larger than a "Family." Generally, group living structures have a common eating area for residents. Residents may receive care, training, or treatment, and caregivers may or may not also reside at the site. Accessory uses are limited to recreational facilities and vehicle parking for occupants and staff. Specific use types within the group living use category include:

Assisted Living Facility

A facility combining housing, supportive services, personalized assistance, and health care, designed to respond to the individual needs of those who need help with activities of daily living, such as dressing, grooming and bathing, diet, financial management, evacuation of a residence in the event of an emergency, or medication prescribed for self-administration, but do not require hospitalization. An "assisted living facility" does not contain equipment for surgical care or for treatment of disease or injury.

Continuing Care Facility

An establishment for care of individuals that has common facilities and provides licensed intermediate and skilled nursing facilities for its residents, as well as other supportive services. This use generally incudes a variety of housing types and provides a variety of levels of assistance and care so that its residents may obtain higher levels of care and service as they age without having to move to another residential care facility. A "continuing care facility" does not contain equipment for surgical care or for treatment of disease or injury.

Group Care Home, FHAA

A residential dwelling or facility where persons are living, together with staff, as a single housekeeping unit providing care, supervision, and treatment for the exclusive use of citizens protected by the provisions of the Federal Fair Housing Act Amendments of 1988, as defined in that Act and interpreted by the courts, or by any similar legislation of the State of Texas, including but not limited to facilities providing housing for handicapped, mentally ill, or developmentally disabled persons.

Group Care Home, FHAA Small

A facility designed for and occupied by eight or fewer residents living together.

Group Care Home, FHAA Large

A facility designed for and occupied by nine or more residents living together.

Supportive Housing

A dwelling where persons are living, together with staff, as a single housekeeping unit providing care, supervision, and treatment for the exclusive use of persons requiring medical, correctional, or other mandated supervision or a protective environment to avoid past or likely future violence or addiction and whose right to live together is not protected by the Federal Fair Housing Act Amendments, as amended and as interpreted by the courts, and that does not meet the definition of another use in this UDC. This includes and is not limited to:

1) An owner-occupied or nonprofit residential dwelling for the exclusive use of at least two but not more than eight persons, who, together with staff, live as a single housekeeping unit but do not require 24-hour medical or nursing care.

2) A shelter for persons experiencing temporary homelessness.
3) A domestic violence shelter, which is a public or private building or structure housing residents for the purpose of the rehabilitation or special care for victims of domestic violence or emotional or mental abuse.

Supportive Housing, Small

A facility designed for and occupied by eight or fewer residents living together.

Supportive Housing, Large

A facility designed for and occupied by nine or more residents living together.

7.2.2. Public, Institutional, and Civic Uses

Community and Cultural Facilities

Uses including buildings, structures, or facilities to provide a service to the public. Accessory uses may include limited retail, concessions, parking, and maintenance facilities. Specific use types include:

Police, Fire, or Rescue Facility

An establishment operated by a government agency for the protection of citizens and property and for providing public responses to crime, fire, injury, or other emergencies. This use may include administrative offices, storage of equipment, temporary detention facilities, and the open or enclosed parking of associated vehicles.

Club or Lodge

A nonprofit membership organization that holds regular meetings, whose members pay dues, that is organized for a common interest, usually cultural, civic, religious, or social, and that has formal written membership requirements. A "club or lodge" may, subject to other regulations controlling such uses, maintain dining facilities; engage in professional entertainment for the enjoyment of members and their guests; or store, sell, possess, or serve any alcoholic beverage permitted by the law of the State of Texas and the Town. This definition does not include any form of sleeping accommodations.

Day Care Center, Adult or Child

A facility, other than a "Day Care Home, Adult or Child," “Assisted Living Facility,” or “Continuing Care Facility,” where children or elderly and/or functionally impaired adults receive care from a provider for a period of less than 24 hours per day. The term "Day Care Center" includes but is not limited to the following: nursery schools, child care centers, kindergartens and play groups; but does not include kindergartens accredited or recognized by the Texas State Board of Education or that are supported in whole or in part by state tax funds. A "Day Care Center" exempt from state licensing requirements shall provide proof of exemption.

Day Care Home, Adult or Child

A residential dwelling unit used as the primary residence of the day care provider where adults or children receive care from the provider less than 24 hours per day. This use includes licensed, listed, and registered child care homes as defined by Texas Health and Human Services. Where required by state law, adult or child day care homes shall be and remain licensed, registered, or listed by the state and shall be operated in accordance with their license and all applicable state laws. An "adult or child day care home" exempt from state licensing requirements shall provide proof of exemption.

Funeral Facility

An establishment for the care, preparation, or disposition of the deceased for burial and the display of the deceased and rituals connected with and conducted before burial or cremation. This use includes mortuaries, which are facilities in which dead bodies are prepared for burial or cremation and funeral homes.

Library

A facility for storing and loaning books, periodicals, reference materials, audio and video media, and other similar media. A library may also include meeting rooms, offices for library personnel, and similar support facilities.

Museum

An establishment operated as a repository for a collection of nature, scientific, literary curiosities, or objects of interest or works of art, not including the regular sale or distribution of the objects collected. A museum may also include meeting rooms, offices for museum personnel, retail sales of goods that are related in topic with the primary purpose of the museum, and similar support facilities.

Park or Open Space, Active

Areas for recreational uses that require constructed facilities for organized activities including playing fields, playgrounds, and ball courts. Accessory uses may include group picnic shelters, hard surfaced pathways, restrooms, parking lots, and similar facilities.

Park or Open Space, Passive

Areas for recreational uses related to the functions and values of a natural area that require limited and low-impact site improvements, including trails, signs, pedestrian bridges, seating, viewing blinds, and observation decks. Accessory uses may include drinking fountains, picnic tables, restrooms, parking lots, and similar facilities.

Place of Worship

Structures and outdoor or indoor facilities used for public worship and accessory educational, cultural, and social activities. Accessory uses may include offices related to the operation of the organization, meeting rooms, columbariums pursuant to Section 711.008 of the Health and Safety Code, and similar support facilities.

Educational Facilities

Uses in this category include public, private, and parochial institutions at the primary, elementary, secondary, or post-secondary level, or vocational or trade schools. Accessory uses commonly include cafeterias, indoor and outdoor recreational and sport facilities, auditoriums, and day care facilities. Specific use types include:

School, College or University

A post-secondary institution of higher learning other than a “School, Vocational or Trade” that provides full-time or part-time education beyond high school.

School, Public or Private

Any public or private school meeting all requirements of the compulsory education laws of the State of Texas. A facility or area for nursery, preschool, pre-kindergartens, kindergartens, learning center, elementary, or secondary education supported by a private organization, including a church or parish organization. This definition includes licensed private preschool facilities in which the principal use of the property is for preschool and charter schools. This does not include home-schooling facilities that are located within residential structures or other structures on a part time basis, “School, Vocational or Trade”, or “School, College or University”.

School, Vocational or Trade

A private or public educational facility offering instruction in a professional, vocational, or technical field. This use includes establishments providing instruction focused upon usable skills that prepares students for jobs in a trade or in industry, construction, or commerce, and meeting all applicable state requirements for a facility of its type.

Healthcare Facilities

Uses characterized by activities focusing on medical services, particularly licensed public or private institutions that provide preventative health care, primary health services, and medical or surgical care to persons suffering

from illness, disease, injury, or other physical or mental conditions. Accessory uses may include laboratories, outpatient, or training facilities, or other amenities primarily for the use of employees in the firm or building. Specific use types include:

Hospital

An institution designed for the diagnosis, treatment, and care of human illness or infirmity and providing health services, primarily for inpatients, and emergency medical services including related facilities, laboratories, outpatient departments, training facilities, and staff offices. Facilities and services operate on a continuous 24-hour basis with overnight beds and services for persons suffering from illness, injury, or conditions requiring medical services. This does not include "Assisted Living Facility" or "Medical Clinic".

Medical Clinic

A health care facility where patients are admitted for examination and treatment on an outpatient basis by one or more physicians, dentists, other licensed health care practitioners, psychologists, or social workers, and where patients are not lodged overnight. This definition includes emergency and urgent care facilities without ambulance services and outpatient surgery centers. Accessory uses may include incidental retail sales of products incidental to the services provided.

7.2.3. Commercial Uses

Agricultural and Animal Uses

This category includes agricultural activities, including nurseries and facilities for processing and selling agricultural products. Agricultural uses involve apiculture, horticulture, floriculture, viticulture, and animal husbandry. Animal-related uses include the boarding and care of animals on a commercial basis. Accessory uses may include confinement facilities for animals, parking, and storage areas.

Kennel, Commercial

An establishment where any person engages in a business involving boarding, breeding, buying, keeping, letting for hire, training for a fee, or selling dogs, cats, or other domestic animals. This definition includes uses such as animal day care, animal grooming, obedience schools, and other veterinary services.

Plant Nursery or Greenhouse

An establishment for the growth, display, and/or wholesale of plants, shrubs, trees, and materials used in indoor or outdoor planting, conducted within or outside of an enclosed building.

Urban Agriculture, Noncommercial

The cultivation of food and/or horticultural crops, composting, aquaponics, aquaculture and/or hydroponics. Such use may include the production and sale of food products from food grown on the premises including eggs from backyard chickens. Noncommercial urban agriculture may be divided into separate plots for cultivation by one or more individuals and may include common areas maintained and used by users of the site. This definition includes gardens, container gardens, edible landscapes, residential greenhouses, herb gardens, rooftop gardens, berry patches, vegetable gardens and other similar activities. Urban agriculture uses shall not include the raising of animals, except as permitted elsewhere in the Code of Ordinances.

Veterinary Hospital or Clinic

Facility for the diagnosis, treatment, or hospitalization of domestic animals, operated under the supervision of a licensed veterinarian. The incidental temporary overnight boarding of animals that are recuperating from treatment is included in this definition. This use does not include a "Kennel."

Recreation and Entertainment

This category includes indoor and outdoor recreation and entertainment activities. Accessory uses may include limited retail, concessions, parking, and maintenance facilities. Specific use types include:

Recreation Facility, Indoor

A commercial recreational use conducted entirely within a building, including arcades, bowling alleys, billiard parlors, skating rinks, motion picture theaters, spectator sports, assembly halls, athletic and health clubs, auditorium or exhibition hall, dance hall, community centers, gymnasiums, sports courts, sport fields, field house, swimming pools, or any other indoor recreational activity. Accessory uses may include limited retail, concessions, and maintenance facilities. This definition does not include "Sexually Oriented Business."

Recreation Facility, Outdoor

Recreation and entertainment activities operated by a commercial enterprise that are mostly outdoors or partially within a building, including picnic areas, outdoor swimming pools, skateboard parks, sport courts, sport fields, golf courses, outdoor golf driving ranges, outdoor miniature golf course, amphitheaters, outdoor arenas, outdoor movie picture theaters, or any other outdoor recreational activity. Accessory uses may include limited retail, concessions, and maintenance facilities but such accessory uses are only allowed in Mixed-Use and Nonresidential zoning districts.

Sexually Oriented Business

An adult arcade, adult bookstore, adult video store, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude model studio, or sexual encounter center.

Food and Beverage

Establishments involved in serving prepared food or beverages for consumption on or off the premises. Specific use types include:

Beer and Wine Sales, Off-Premise Consumption

A licensed retail sales establishment selling packaged and sealed alcoholic beer and wine for consumption off-site.

Brewpub, Distillery, or Winery

An establishment that may produce malt liquor, ale, beer, cider, spirits, wine, or other alcohol for consumption on- or off- the premises from a lawful container to the extent the sales or offers are allowed under the establishment's valid licenses or permits. Product produced on-site shall not be sold to other drinking establishments or restaurants. Such uses may operate in conjunction with a restaurant.

Catering Establishment

An establishment that prepares food on-site, then transports and serves the food at a secondary location. On-site sale or consumption of food or beverages to patrons is prohibited.

Hookah Bar

An establishment providing for the sale of on-site consumption of smoked flavored tobacco or herbs.

Liquor Sales, Off-Premise Consumption

A licensed retail sales establishment selling packaged and sealed alcoholic liquors (including spiritous liquors) for consumption off-site.

Microbrewery

A small-scale commercial operation engaged in the production and distribution of beer, wine, liquor, mead, or cider that may include a tap room and typically offers retail sales for consumption on site or off the premises.

Mobile Food Truck Park

An area of land on which one or more food trucks sell food and/or beverages to the public, and on which the public may consume food and/or beverages. This use does not include mobile food trucks.

Restaurant

An establishment that sells food or beverages in a ready-to-consume state, in individual servings, that the customer consumes while seated at tables or counters located in or immediately adjacent to the building in which the use is located, and that may include carry-out service. This includes any portion of an establishment used for seating for the consumption of food on the premises that sells prepared food or beverages, such as a bakery, delicatessen, cafes, and coffee shops. Accessory uses may include an outdoor dining area or sidewalk café.

Lodging

Establishments that provide lodging services for a defined period of time with incidental food, drink, and other sales and services intended for the convenience of guests. Accessory uses may include food preparation areas, offices, and parking. Specific use types include:

Bed and Breakfast

A single-family detached dwelling that is owner-occupied or occupied by a resident manager in which rooms are rented and meals may be served to transient guests on an overnight basis for a period of time less than 30 consecutive days.

Hotel, Full Service

A building or group of buildings providing transient lodging accommodations to the general public for compensation for periods of time not exceeding 30 consecutive days that includes ancillary facilities and services such as restaurants, meeting rooms, personal services, recreational facilities, daily housekeeping service, and 24-hour front desk service. The term "Hotel, Full Service" does not include "Bed and Breakfast," “Hotel, Limited Service,” “Residence Hotel,” or "Supportive Housing."

Hotel, Limited Service

A building or group of buildings providing transient lodging accommodations to the general public for compensation for periods of time not exceeding 30 consecutive days and that is not classified as “Hotel, Full Service” or “Residence Hotel.”

Residence Hotel

Any hotel that offers more than five percent of its guest rooms for stays extending 30 consecutive days or more, or a multi-dwelling unit extended-stay lodging facility consisting of efficiency units or suites with a complete kitchen suitable for long-term (30 days or more) occupancy. Accessory uses include meeting rooms, clubhouse, and recreational facilities intended for the use of residents and their guests. This definition shall not include other dwelling units as defined by this UDC.

Office, Business, Professional, and Personal Services

Uses in this category provide executive, management, administrative, governmental, or professional services, but do not sell merchandise except as incidental to a permitted use or provide individual services related to personal needs directly to customers at the site of the business, or that receive goods from or return goods to the customer, which have been treated or processed at that location or another location. Typical uses include real estate, insurance, property management, investment, employment, travel, advertising, law, architecture, design, engineering, accounting, call centers, and similar offices. Accessory uses may include cafeterias, health facilities, parking, or other amenities primarily for the use of employees in the firm or building. Specific use types include:

Bank or Financial Institution

A federal- or state-regulated facility that provides financial and banking services to individuals and businesses. These services may include deposit banking and closely related functions such as making loans, investments, and fiduciary activities. This definition does not include "Credit Access Business.” Accessory uses may include automatic teller machines and offices.

Credit Access Business

A credit services organization that obtains for a consumer or assists a consumer in obtaining an extension of consumer credit in the form of a deferred presentment transaction or a motor vehicle title loan, as established in Texas Finance Code, §393.601, as amended.

Laundromat, Self-Service

An establishment providing washing or drying on the premises for rental use where the patron may personally supervise the washing and handling of their laundry. This definition includes automatic, self-service only, or hand laundries.

Office

A building where services are provided and/or business is conducted including administrative, professional, governmental, or clerical operations. Typical examples include fire service, ambulance, judicial court or government offices, post office, real estate, political and philanthropic offices, television and radio broadcasting, call centers, insurance, property management, investment, financial, employment, travel, advertising, law, architecture, design, engineering, accounting, and similar offices. This use includes accessory uses such as restaurants, coffee shops, health facilities, limited retail sales, or other amenities primarily for the use of employees in the business or building.

Personal Services

Establishments primarily engaged in providing services involving the care of a person or of the care or repair of his or her personal goods or apparel. Personal services usually includes but is not limited to: laundry (including cleaning and pressing service), beauty shops, barbershops, shoe repair, personal copying/shipping services, health spas, licensed massage therapy, photographic studios, tailor/seamstress shop, indoor equipment/party/event rental, tanning salon, bicycle and sports equipment repair, small appliance repair, and similar uses. This definition does not include "Laundromat, Self-Service" or "Commercial Laundry Facility."

Retail Sales

Uses involving the sale, lease, or rent of new or used products directly to the final consumer. Accessory uses may include offices, parking, storage of goods, assembly, repackaging, or repair of goods for on-site sale. Specific use types include:

Building Supply Store

A business involved in the sale, storage, and distribution of building supplies and services including but not limited to lumber, brick, tile, cement, insulation, floor covering, lighting, plumbing supplies, electrical supplies, cabinetry and roofing materials. Accessory uses may include repair or delivery services, outside sale of plants and gardening supplies, and incidental wholesale trade.

Pawn Shop

A retail operation which provides for the lending of money with personal items held as collateral, or the purchasing, or the repurchasing of gold, silver, jewelry, watches, and gems in addition to other merchandise.

Retail Sales

Establishments engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods. This use does not include any form of retail sales or other use listed separately in §4.2.7: *Table of Allowed Uses*.

Retail Sales, Less than 15,000 Square Feet GFA

A retail sales establishment with less than 15,000 square feet of gross floor area.

Retail Sales, 15,000 to 50,000 Square Feet GFA

A retail sales establishment with between 15,000 and 50,000 square feet of gross floor area.

Retail Sales, More than 50,000 Square Feet GFA

A retail sales establishment with more than 50,000 square feet of gross floor area.

Transportation, Vehicles, and Equipment

Uses in this category include a broad range of uses including those primarily associated with transit facilities or uses for the maintenance, sale, or rental of motor vehicles and related equipment. Accessory uses may include incidental repair and storage and offices.

Equipment Sales or Rental

An establishment engaged in the display, sale, and rental of equipment, tools, supplies, machinery or other equipment used for commercial, industrial, or construction enterprises, such as, but not limited to, trucks, trailers, semi-tractor trailers, farm equipment, bulldozers, cranes, backhoes, rollers, loaders, or lifts. This use includes the selling of farm-specific vehicles such as tractors, tillers, farm trailers, back hoes, graders, boom lifts, and front-end loaders. This definition does not include "Vehicle Sales or Leasing".

Fleet Services

A central facility for the storage of licensed and operable vehicles used regularly in business operation, long-term storage of operating vehicles, and where such vehicles are not available for sale or lease. This definition includes but is not limited to couriers, delivery and express services, recreational touring fleets, taxi fleets, limousine services, and mobile-catering vehicle storage.

Parking Facility, Private

As a principal use, the lease, operation, or management of a commercial surface parking lot, above-ground parking structure, or below-ground parking structure in which fees are charged.

Parking Facility, Public

As a principal use, the lease, operation, or management of a public-owned surface parking lot, above-ground parking structure, or below-ground parking structure in which fees may or may not be charged.

Transit Terminal or Station

As a principal use, a facility where public transit vehicles load and unload patrons, and where patrons may transfer from between public transit lines. This definition includes park-and-ride or ride-sharing facilities but does not include the repair or maintenance of transit vehicles.

Vehicle Fuel Station

A facility limited to retail sales to the public of gasoline, biodiesel, electricity, ethanol fuel blends, hydrogen, natural gas or other fuels for motor vehicles, as well as motor oil, lubricants, travel aides, and minor automobile accessories. Accessory uses may include convenience food and beverage sales and an automatic free-standing vehicle wash.

Vehicle Repair, Major

An establishment primarily engaged in vehicle repair, rebuilding, reconditioning, or mechanical servicing of motor vehicle engines, transmissions, frames, including auto body repairs, frame work, welding, and major painting. This definition does not include "Vehicle Fuel Station" or "Vehicle Wash."

Vehicle Repair, Minor

An establishment primarily engaged in providing minor motor vehicle repair services such as lubrication, oil and tire changes, engine tune-ups, brake repair, tire replacement, interior and exterior cleaning and polishing, installation of after-market accessories such as tinting, anti-theft devices, spoilers, sunroofs, headlight covers, and similar items. This definition does not include engine degreasing or other major repairs included in the definition for "Vehicle Repair, Major." This definition does not include "Vehicle Fuel Station" or "Vehicle Wash."

Vehicle Sales or Leasing

An establishment that specializes in the sale, display, lease, rental, or storage of light motor vehicles, including automobiles, vans, light trucks, light trailers, boats, ATVs, snowmobiles, and recreational vehicles.

This definition does not include salvage operations, scrap operations, vehicle impound yards, or private parking facilities available for short-term use.

Vehicle Wash

A facility for washing, cleaning, drying, and waxing of passenger vehicles, recreational vehicles, or other light motor vehicles. This definition includes a facility that is self-service or attended by an employee.

7.2.4. Industrial

Manufacturing and Processing

Uses in this category includes the excavation, transporting, manufacture, fabrication, processing, reduction, destruction, or any other treatment of any article, substance, or commodity, in order to change its form, character, or appearance. Accessory uses may include retail sales, offices, storage, cafeterias, employee amenities, parking, warehousing, and repair facilities. Specific use types include:

Commercial Laundry Facility

An establishment that cleans clothing, carpeting, drapes, leather, and other cloth or synthetic fiber materials using a chemical process.

Data Center

A facility used to house computer systems and associated components, telecommunications systems, and storage systems for the purpose of collection, processing, storage, or retrieval of data. This use generally includes redundant or back-up power supplies, redundant data communications connections, environmental controls (such as air conditioning and fire suppression), and security devices.

Food Production or Processing

A facility that produces food, including but not limited to candy, baked goods, tortillas, ice cream, or any other food for human consumption in its final form. Such food is then distributed to retailers or wholesalers for resale off the premises.

Manufacturing, Artisan

An establishment or business where an artist, artisan, or craftsperson teaches, makes, or fabricates crafts or products by hand or with minimal automation and may include direct sales to consumers. This definition includes but is not limited to small-scale fabrication, manufacturing, and other small-scale low-impact industrial uses and processes such as welding and sculpting.

Manufacturing, Low-Impact

Industrial operations relying on the research and development, assembly, distributing, fabricating, manufacturing, packaging, processing, recycling, repairing, servicing, storing, or wholesaling of goods or products, using parts previously developed from raw material. Low-impact manufacturing uses include only those uses that will not create noise, smoke, fumes, odors, glare, or health or safety hazards outside of the building or lot where such assembly, fabrication, or processing takes place, and where such processes are housed entirely within an enclosed building.

Resource or Mineral Extraction

The exploration or extraction of natural resources or mineral deposits, including but not limited to hydrocarbon substances, limestone, coal, sand, rock, clay, dirt, gravel, and other materials, and quarry aggregate from their natural occurrences on affected land.

Storage and Warehousing

Uses in this category are engaged in the storage or movement of goods for themselves or other businesses. Goods are generally delivered to other businesses or the final consumer, except for some will-call pickups. There are typically few customers present. Accessory uses may include offices, truck fleet parking, and maintenance areas. Specific use types include:

Contractor's Office

A building used to store and maintain construction equipment and other materials and facilities customarily required in the building trade by a construction contractor. This use may include showrooms and shops for the display and sale of electrical, plumbing, heating, air conditioning, sheet metal, and other material in connection with contracting services.

Storage, Self-Service

A building or group of buildings consisting of individual, self-contained units that are leased to individuals, organizations, or businesses for self-service storage of personal property.

Storage, Outdoor

The storage of any material outside of an enclosed building for a period greater than 24 hours, including but not limited to storage of items awaiting processing or repair. This definition does not include "Parking Facility, Public," "Parking Facility, Private," "Fleet Services," or any outdoor display areas for "Vehicle Sales and Leasing" and "Equipment Sales and Rental."

Warehouse or Wholesale Facility

A building or area for storage, wholesale, and/or distribution of goods and materials, supplies, and equipment that are manufactured or assembled off-site, and where all related activities are housed entirely within an enclosed building. This definition does not include the bulk storage of materials that are flammable or explosive or that create hazardous or commonly recognized offensive conditions. Accessory uses may include associated retail and office uses.

7.2.5. Utilities and Communication

Uses including all lines, buildings, easements, passageways, or structures used or intended to be used by any public or private utility related to the provision, distribution, collection, transmission, or disposal of power, oil, gas, water, sanitary sewage, communication signals, or other similar public services at a local level. Specific use types include:

Public Utility, Major

A facility used to convert electric power, natural gas, telephone signals, cable/fiber optic communications, and water services from a form appropriate for transmission over long distances to a form appropriate for residential household or commercial use, or vice versa. This use includes but is not limited to electric substations, natural gas regulator stations, telephone switching stations, water pressure control facilities, and sewage lift stations, regional stormwater drainage facilities, and water and sewer treatment facilities. Major public utilities are of a size and scale found only in scattered sites throughout the Town.

Public Utility, Minor

A facility used to convert electric power, natural gas, telephone signals, cable/fiber optic communications, and water services from a form appropriate for transmission over long distances to a form appropriate for residential household or commercial use, or vice versa. Minor public utilities are of a size and scale commonly found in all areas of the Town including but not limited to electrical distribution lines, poles, or cables; switch boxes; transformer boxes; relay and booster devices; and well, water and sewer pump stations.

Satellite Earth Station

An accessory structure for the principal use of receiving communications from a transmitter or transmitter relay located in planetary orbit.

Solar Energy System

A device or combination of devices or elements that rely on direct sunlight for the following uses; heating or cooling of a structure or building; heating or pumping of water; or generating electricity.

Wind Energy System, More than 100 kW

A facility or equipment that converts wind energy into electrical power for the primary purpose of sale, resale, or off-site use and that has an output rating greater than 100 kW.

Wind Energy System, Less than 100 kW

A facility or equipment that converts wind energy into electrical power primarily to support the principal use(s) on the same property, that is mounted to the ground or a rooftop, and that has a rated capacity of 100 kW or less.

Wireless Communication Facility (WCF)

A facility used to provide personal wireless services as defined at 47 U.S.C. Section 332(c)(7)(C); or wireless information services provided to the public or to such classes of users as to be effectively available directly to the public via licensed or unlicensed frequencies; or wireless utility monitoring and control services. A wireless communications facility includes an antenna or antennas, including without limitation, directional, omni-directional and parabolic antennas, support equipment and their permitted supporting structure, but does not include the support structure to which the wireless communications facility or its components are attached if the use of such structure for the wireless communications facility is not the primary use. The term does not include ham radio operations or mobile transmitting devices used by wireless service subscribers, such as vehicle or hand held radios/telephones and their associated transmitting antennas.

Building-Mounted

A WCF that is mounted on a building with a primary purpose to be a use other than as an antenna support structure.

Roof-Mounted

A WCF that is mounted on a structure that is located on the roof of a building

Ground-Mounted

A WCF that is mounted on a freestanding support structure, such as a monopole or tower.

7.2.6. Accessory Uses

A use that is incidental and subordinate to the principal use of the lot, building, or another structure on the same lot. Specific use types include:

Alcohol Sales, On-Premise Consumption

The accessory or incidental sale of alcoholic liquors (including beer, wine, and spirituous liquors) by a licensed establishment, including restaurants, for consumption on-site.

Drive-Through

An establishment, building feature, or equipment that allows an occupant of a vehicle to make use of the principal service or business on the lot without leaving their vehicle.

Donation Box, Self Service

An accessory or incidental use that serves as a drop-off point for temporary storage for non-hazardous recoverable or recyclable goods such as, but not limited to, newspapers, glassware, plastics, and metal cans. This definition also includes a portable container for the acceptance of nonhazardous donations that can be emptied and readily moved. This definition does not include the on-site processing of such items.

Dwelling, Accessory (ADU)

A subordinate dwelling unit added to, created within, or detached from a single-family residence, that contains a dwelling that is subordinate to a principal single-family detached dwelling and that provides basic

requirements for living, sleeping, cooking, and sanitation. A HUD-Code manufactured home, mobile home, camper, or recreational vehicle shall not be considered an accessory dwelling unit.

Event Space

A facility designed to accommodate and support meetings or conferences and incorporated into a hotel or office facility and may include eating and drinking facilities.

Home Occupation

An activity or occupation carried on within a dwelling by members of the family occupying the dwelling, and where the use of the home as an occupation shall be incidental and subordinate to the use of the home as a dwelling, and are managed in such a way that does not change the character of the dwelling or adversely affect surrounding properties. This definition does not include uses protected by the provisions of the Federal Fair Housing Act Amendments of 1988.

Valet Parking Service

A parking service offered to patrons of a businesses where the patron allows their vehicle, bicycle, or other means of travel to be parked for them by an attendant. This definition includes vehicle drop-off and pick-up areas as well as associated attendant desks, and/or podiums.

Caretaker's Quarters

A residential dwelling unit located on the premises of another principal use for the occupancy of a caretaker, security guard, or other person charged with oversight or protection of the principal use.

7.2.7. Temporary Uses

Any use that is established only for a fixed period of time, which must be discontinued upon the expiration of the time limit provided in this UDC, and that does not involve the construction or alteration of any permanent structure as distinguished from the same uses when permitted in full compliance with all applicable zoning, Site Plan, construction, and permit requirements. Temporary uses shall include uses conducted from tents, trailers, and other temporary structures not erected under the state and city permit processes for permanent buildings. The term "temporary use" shall not include events sponsored by the public on park, right-of-way, or other public lands. Specific use types include:

Construction Support Activities

A temporary modular building located at a construction site which serves only as an office or for security purposes until the given construction work is completed. This includes but is not limited to contractor's offices, equipment storage, and portable lavatories.

Mobile Food Truck

A motor vehicle or trailer with a current vehicle registration designed and equipped for the preparation and sale of food and/or beverages.

Outdoor Retail and Display

An area for the outdoor retail and display of goods, produce, plants, and/or handcrafts that is on the same lot or parcel as the principal business with which such activities are associated. This definition includes merchandise dispensing units placed adjacent to and outside of a business. This definition does not include the display of merchandise customarily found on fuel pumps or fuel pump islands.

Portable Storage Structure

Any container, storage unit, shed-like container, or other portable structure that can or is used for the storage of personal property of any kind and which is located for such purposes outside an enclosed building other than an accessory building or shed complying with the Building Code and this UDC.

Real Estate Sales or Model Home

A dwelling or dwelling unit representative of other dwellings or units offered for sale or lease or to be built in an area of residential development within the Town. Before occupancy by a family, a model home may be used as a temporary sales office serving the development in which it is located.

Seasonal Sales

The temporary sale of goods or products associated with the season or a cultural event, including but not limited to the sale of healthy and nonhazardous cut or live evergreen trees, wreaths, tree stands, pumpkins, fireworks, and seasonal produce.

Special Event

A temporary use on public or private property that extends beyond the normal uses and standards allowed by this UDC. "Special event" includes, but is not limited to, fundraising activities, educational, historic, religious, and patriotic displays or exhibits, circuses, amusements, outdoor concerts, festivals, revivals, street fairs, outdoor arts and crafts fairs, and other organized community events.

7.3 Other Defined Terms

The following words, terms and phrases when used in this UDC, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

7.3.1. Flood Definitions

Alluvial Fan Flooding

Flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

Apex

A point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

Appurtenant Structure

A structure which is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

Area of shallow Flooding

A designated AO, AH, or VO zone on the Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of Special Flood Hazard

The land in the floodplain subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary Map (FHBM). After detailed ratemaking has been

completed in preparation for publication of the FIRM, Zone A usually is refined into Zone A, AE, AH, AO, A1-99, VO, V1-30, VE or V.

Base Flood

The flood having a one percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE)

The elevation shown on the Flood Insurance Rate Map (FIRM) and found in the accompanying Flood Insurance Study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a one percent chance of equaling or exceeding that level in any given year, also called the base flood.

Basement

Any area of the building having its floor sub-grade (below ground level) on all sides.

Certified Floodplain Manager (CFM)

An individual who has demonstrated their expertise in floodplain management through the national certification program through the Association of State Floodplain Managers.

Critical Feature

An integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Development

Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Elevated Building

A non-basement building (i) built, in the case of a building in Zones A1-30, AE, A, A99, AO, AH, B, C, X, and D, to have the top of the elevated floor, or in the case of a building in Zones V1-30, VE, or V, to have the bottom of the lowest horizontal structure member of the elevated floor elevated above the ground level by means of pilings, columns (posts and piers), or shear walls parallel to the floor of the water and (ii) adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of Zones A1-30, AE, A, A99, AO, AH, B, C, X, and D, "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters. In the case of Zones V1-30, VE, and V, "elevated building" also includes a building otherwise meeting the definition of "elevated building," even though the lower area is enclosed by means of breakaway walls if the breakaway walls meet the standards of Section 60.3(e)(5) of the National Flood Insurance Program regulations.

Existing Construction

For the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

Existing Manufactured Home Park or Subdivision

A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction

of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of this UDC.

Expansion to an Existing Manufactured Home Park or Subdivision

The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or Flooding

A general and temporary condition of partial or complete inundation of normally dry land areas from:

1) The overflow of inland or tidal waters; or
2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood Elevation Study

An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood Insurance Rate Map (FIRM)

The official map on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones.

Flood Insurance Study (FIS)

See flood elevation study.

Floodplain or Flood-Prone Area

Any land area susceptible to being inundated by water from any source (see definition of flooding).

Floodplain Administrator

The individual appointed by the City Manager to administer and implement the standards set forth in §5.3: Floods and other appropriate sections of Title 44 of the UDC of Federal Regulations (National Flood Insurance Program Regulations) pertaining to floodplain management.

Floodplain Management

The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

Floodplain Management Regulations

Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Flood Protection System

Those physical structural works for which funds have been authorized, appropriated and expended, and which have been constructed specifically to modify flooding in order to reduce the extent of the areas subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

Flood Proofing

Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway (Regulatory Floodway)

The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Functionally Dependent Use

A use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Highest Adjacent Grade

The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure

Any structure that is:

1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3) Individually listed on the state's inventory of historic places; or
4) Individually listed on a local inventory or historic places in communities with historic preservation programs that have been certified either:
    a) By an approved state program as determined by the Secretary of the Interior or;
    b) Directly by the Secretary of the Interior in states without approved programs.

Levee

A man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

Levee System

A flood protection system that consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Lowest Floor

The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure usable solely for parking or vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood insurance Program regulations.

Manufactured Home

A structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

Manufactured Home Park of Subdivision

A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean Sea Level

For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on the Flood Insurance Rate Map are referenced.

National Flood Insurance Program Regulations

Those regulations contained in Chapter 1 of Title 44 of the Code of Federal Regulations (CFR) pertaining to floodplain management.

New Construction

For the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New Manufactured Home Park or Subdivision

A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

Recreational Vehicle

A vehicle that is:

1) Built on a single chassis;
2) 400 square feet or less when measured at the largest horizontal projections;
3) Designed to be self-propelled or permanently towable by a light duty truck; and
4) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.

Start of Construction

For other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348) includes substantial improvement and means the date the Building Permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of

the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure

A walled and roofed building, including a gas or liquid storage tank and a manufactured home, that is principally above ground.

Substantial Damage

Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement

Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This includes structures that have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the Building Official and which are the minimum necessary conditions; or
2) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Violation

The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

Water Surface Elevation

The height, in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

7.3.2. Airport Definitions

Abandon

That property has been left on non-leased property at the airport without the consent of the Town for a period of 48 hours or more without the owner moving or claiming it, or on leased property at the airport without the consent of the tenant.

Airport

The area of land owned by the Town and known as Addison Airport.

Airport, Private-Owned

A private-owned facility designed, used, or intended to be used for aircraft, including all necessary aircraft storage and tie-down areas, hangars, and other necessary buildings and open spaces. This definition includes, but is not limited to the following:

1) Areas for other aviation uses;

2) Areas used for an airport building, including a building or facility for the shelter, supply, repair, and maintenance of aircraft and related purposes;
3) Airport buildings or facilities located on an appurtenant area;
4) Buildings for office use; and
5) Related uses and buildings and other uses and buildings incidental to any of the foregoing.

Airport, Public-Owned

A landing area, runway, or other public-owned facility designed, used, or intended to be used for the landing or taking off of aircraft, including all necessary taxiways, aircraft storage and tie-down areas, hangars, and other necessary buildings and open spaces. This definition includes, but is not limited to the following:

6) Areas for other aviation uses;
7) Areas used for an airport building or other airport facility or right-of-way, including a building or facility for the shelter, supply, repair, and maintenance of aircraft and related purposes;
8) Airport buildings or facilities located on an appurtenant area;
9) Facilities for the fueling of aircraft;
10) Buildings for office use; and
11) Related uses and buildings and other uses and buildings incidental to any of the foregoing.

Airport Elevation

The established elevation of the highest point on the usable landing area measured in feet from mean sea level.

Airport Hazard

A structure or object of natural growth that obstructs the air space required for the taking off, landing, and flight of aircraft or that interferes with visual, radar, radio, or other systems for tracking, acquiring data relating to, monitoring, or controlling aircraft.

Airport Hazard Area

An area of land or water on which an airport hazard could exist.

Airport Reference Point

The point established as the approximate geographic center of the airport landing area and so designated.

Approach Surface

A surface longitudinally centered on the extended runway centerline, extending outward and upward from the end of the primary surface and at the same slope as the approach zone height limitation slope set forth in section 14-123. In plan the perimeter of the approach surface coincides with the perimeter of the approach zone.

Approach, Transitional, Horizontal and Conical Zones

The zones set forth in §3.8.1.B: *Airport Overlay District Established*.

Conical Surface

A surface extending outward and upward from the periphery of the horizontal surface at a slope of 20 to one for a horizontal distance of 4,000 feet.

Employee

For purposes of airport regulations, an individual who works for an aircraft owner, and for which the aircraft owner files federal income taxes and tax withholding with the IRS on behalf of the employee.

Entity

For purposes of airport regulations, a person, firm, corporation, partnership, limited liability company, or other entity recognized in law.

Hazard to Air Navigation

An obstruction determined to have a substantial adverse effect on the safe and efficient utilization of the navigable airspace.

Height

For the purpose of determining the height limits in all zones set forth in the Airport Overlay District and shown on the zoning map, the datum shall be mean sea level elevation unless otherwise specified.

Horizontal Surface

A horizontal plane 150 feet above the established airport elevation, the perimeter of which plane coincides with the perimeter of the horizontal zone.

Landing Area

The surface area of the airport used for the landing, take-off or taxiing of aircraft.

Lease

For purposes of airport regulations, a written contractual agreement by and between the Town and an entity granting the entity the exclusive right to use and occupy certain airport land and/or facilities in consideration of the payment of rent and other terms and conditions. In addition, lease also includes a sublease agreement between an airport tenant (who has a legal and authorized lease with the Town) and an entity in which the tenant grants to the entity a right to use and occupy all or a portion of the airport land and/or facilities that the tenant leases from the Town, but only if the sublease was properly contracted, executed and agreed to according to the rules and regulations and was consented to in writing by the Town.

Obstruction

Any structure, growth, or other object, including a mobile object, which exceeds a limiting height set forth in §3.8.1.D: *Height Limitations*.

Precision Instrument Runway

A runway having an existing instrument approach procedure utilizing an instrument landing system (ILS) or a precision approach radar (PAR). It also means a runway for which a precision approach system is planned and is so indicated on an approved airport layout plan or any other planning document.

Primary Surface

The width of the primary surface which is 1,000 feet.

Runway

A defined area on an airport prepared for landing and take-off of aircraft along its length.

Sign, Air Side

A sign located in the area of an airport that is enclosed by a security barrier, to which aircraft have access, and to which the general public does not have access, including runways, taxiways, aprons, and ramps.

Sign, Landside

In the Airport Overlay District, signs that serve the passenger and cargo terminals and the access system, that includes parking, roads, public transport facilities, and loading and unloading areas.

Structure

For the purpose of the Airport Overlay District, an object constructed or installed by one or more persons and includes a building, tower, smokestack and overhead transmission line.

Transitional Surfaces

Surfaces that extend outward at 90-degree angles to the runway centerline and the runway centerline extended at a slope of seven feet horizontally for each foot vertically from the sides of the primary and approach surfaces to where they intersect the horizontal and conical surfaces. Transitional surfaces for those portions of the precision approach surfaces, which project through and beyond the limits of the conical surface, extend a distance of 5,000 feet measured horizontally from the edge of the approach surface and at 90-degree angles to the extended runway centerline.

7.3.3. Sign Definitions

Animation

Copy or other images that flash or move or otherwise change.

Commercial Message

A message placed or caused to be placed before the public by a person or business enterprise directly involved in the manufacture or sale of the products, property, accommodations services, attractions, or activities or possible substitutes for those things which are the subject of the message and that:

1) Refers to the offer for sale or existence for sale of products, property, accommodations, services, attractions, or activities; or
2) Attracts attention to a business or to products, property, accommodations, services, attractions, or activities that are offered or exist or sale or for hire.

Copy

Letters, characters, illustrations, logos, graphics, symbols, writing or combination thereof, designed to communicate information of any kind, or to advertise, announce the purpose of, or identify the purpose of a person or entity, or to identify or advertise a business or business product, or to advertise the sale or lease of a premises.

Facade

Any separate face of a building, including parapet walls and omitted wall lines. Any part of a building oriented in the same direction, or in directions within 45 degrees of one another are considered a part of a single facade.

Festoon Lighting (String Lighting)

A string of outdoor lights suspended between two points as more fully defined in the National Electrical Code (NEC).

Flag

Any fabric or bunting containing distinctive colors, patterns, symbols or graphic depictions or text.

Luminescent Gaseous Tubing

Exposed tubes used in or as signs and which contain luminescent inert gases including, but not limited to, neon, argon and krypton.

Noncommercial Message

Any message that is not a commercial message.

Mural

A painting or picture applied to and made part of a wall which may be pictorial or abstract and is characteristically visually set off or separated from the background color or architectural environment.

Premises

A lot or tract, or a combination of contiguous lots or tracts if the lot or tract, or combination, is under single ownership and is reflected as a single premises in the plat records of the Town.

Roofline

For the purpose of Section 5.9, *Signs,* the uppermost line or point of the facade or parapet of a flat roof structure, or the lower edge of an eave, gable or rake of the uppermost sloped roof structure

Searchlight

An apparatus containing a light and reflector on a swivel, for projecting a strong, far-reaching beam in any direction.

Sign

Any device, flag, light, figure, picture, letter, word, message, symbol, plaque or poster visible from outside the premises on which it is located and designed to inform or attract attention.

Sign, Animated or Moving

Any sign that includes animation, parts which move, or flashing or blinking lights that may be distracting to motorists. This includes feather signs and a person holding or carrying wind devices, flags, balloons, or other sign structures.

Sign, Attached

Any sign attached to, applied on or supported by any part of a building (such as a wall, roof, window, under-canopy, awning, arcade, projecting or marquee) that encloses or covers usable space.

Sign, Banner

A temporary sign composed of lightweight material secured or mounted so as to allow movement caused by wind.

Sign, Construction Banner

A temporary banner erected and maintained on a site during the period of construction.

Sign, Detached

Any sign connected to the ground that is not an attached sign, but excluding signs on vehicles that are moving or are parked only temporarily, incidental to their principal use for transportation.

Sign, Electronic/Digital

Any sign or portion thereof that displays electronic, static images, static graphics, or static pictures, with or without text information, defined by a small number of matrix elements using light emitting diodes (LEDs), fiber optics, light bulbs, other illumination devices, or a combination thereof, within the display area where the message change sequence is accomplished immediately or by means of fade, repixelization, or dissolve modes.

Sign, Feather

A flexible or rigid pole to which one side of a flexible fabric, generally in the shape of a feather or similar shape, is attached, and which is used for the primary purpose of advertising or attention-getting by the public display of visually communicative images.

Sign, Fence

Any sign painted or attached to the outside of a fence, railing or a wall that is not a structural part of a building, whether or not such fence, railing or wall is on the property line.

Sign, Government

Signs required to protect the public health, safety, and welfare of the Town and other regulatory purposes, including traffic signs, emergency and warning signs, signs required to be displayed by law and signs of public service companies indicating danger and/or aids to service or safety shall be allowed without a Sign Permit.

Sign, Hazardous or Nuisance

Any sign illuminated to an intensity to cause glare or brightness to a degree that could constitute a hazard or nuisance including moving, flashing, intermittently lighted, changing color, beacons, revolving or similarly constructed signs.

Sign, Imitation of Emergency Signs and Signals

Any sign using any combination of forms, colors, or lights which imitate emergency signs or signals.

Sign, Inflatable

Any inflatable sign, including balloons, anchored to the ground, a building or other structure.

Sign, Interchangeable Copy

Any sign that allows for manual interchangeable copy.

Sign, Luminescent Gaseous Tubing

Any sign that uses exposed tubes that contain luminescent inert gases, including, but not limited to, neon, argon and krypton, and that are visible from the exterior of structures.

Sign, Mobile Billboards

Any wheeled vehicle used primarily for the display of general advertising, by means of traversing upon any public street or parking on any public street in a manner that the advertising image(s) on the vehicle are visible from any portion of the public right-of-way.

Sign, Monument

A freestanding sign having a low profile and made of stone, concrete, metal, brick or similar materials, including individual lettering, which repeat or harmonize with the architecture of the establishment it serves.

Sign, Menu Board and Drive Through

Menu boards placed adjacent to, within, or above drive-through or drive-in lanes directing vehicles.

Sign, Not Readable from the Public-Right-of-Way

A sign located entirely inside of a building and not visible from the building's exterior or a sign that displays letters, figures, or symbols less than two inches in height and project no more than one inch from the surface on which the sign is mounted.

Sign, Off-Premises

Any sign which is not located on the premise of the advertised business.

Sign, On-Site

Any sign that identifies or advertises the location, products, persons, accommodations, services or activities of or on the premises where the sign is located, or the sale, lease or construction of those premises.

Sign, Pole

A free-standing sign, usually double-faced, mounted on a round pole, square tube, or other fabricated element without any type of secondary support.

Sign, Portable

Any sign that is moveable and not permanently attached to the ground or to a structure or another sign permanently attached to the ground, excluding sidewalk signs.

Sign, Projecting

A sign attached to and projecting out from a building face or wall, generally at right angles to the building.

Sign, Residential Property

A sign located on a residential lot, excluding multifamily dwellings and assisted living and continuing care facilities.

Sign, Right-of-way

Any sign that is erected or affixed within or projected over any public right-of-way or extended across a railroad right-of-way.

Sign, Roof

Any sign on the roof or project over the roofline of a building. This does not apply to signs located above structural elements of the building, but remain below the roof of the facade on which the sign is located.

Sign, Sidewalk

A sign composed of a sign panel and spring-mounted supporting structure intended to be located on or near a sidewalk with the ability to be readily moved, and that is not affixed to a building, vehicle, or the ground. A-frame signs are not considered sidewalk signs.

Sign, Site Directional

A sign located at a vehicular access point or that directs vehicular or pedestrian movement within the premises on which the site directional sign is located.

Sign, Under-Canopy

A sign suspended beneath a canopy, ceiling, roof, marquee, or similar structure.

Sign, Vehicular

A sign or other advertising device painted on or otherwise affixed to a car, truck, trailer, or other similar vehicle.

Sign, Wind-Driven

Any sign consisting of one or a series of two or more banners, flags, pennants, ribbons, spinners, streamers, or other objects or material fastened in such a manner as to move, upon being subjected to pressure by wind or breeze.

Sign, Window

Any sign located on or within eight feet of an exterior window.

Sign Support

Any pole, post, strut, cable or other structural fixture or framework necessary to hold and secure a sign, providing that such fixture or framework is not imprinted with any picture, symbol or word using characters in excess of one inch in height, or is internally or decoratively illuminated.

7.3.4. All Other Definitions

Abutting

Bordering or touching, such as sharing a common lot line. Lots that are separated by a street, right-of-way, or platted alley are not abutting.

Access or Access Way

The place, means, or way by which pedestrians or vehicles shall have safe, adequate, and usable ingress/egress to a property or use as required by this UDC.

Administrative Manual

The document containing the submittal requirements that applicants must submit in order to have a complete application and allow the Town to begin reviewing those applications and other additional details about development review requirements and processes such as fees, licensing, and document specifications.

Administrative Official

That person within a Town department having the final decision-making authority within the department relative to a zoning issue such as the Building Official or Director of Public Works and Engineering or their designees.

Adult Arcade

Any place to which the public is permitted or invited wherein coin-operated or slug-operated or electronically, electrically, or mechanically controlled still or motion picture machines, projectors, or other image producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by the depicting or describing of specified sexual activities or specified anatomical areas.

Adult Bookstore or Adult Video Store

A commercial establishment which as one of its principal business purposes openly advertises, displays or offers for sale or rental for any form of consideration any one or more of the following:

1) Books, magazines, periodicals or other printed matter, or photographs, films, motion pictures, videocassettes or video reproductions, slides, or other visual representations which depict or describe specified sexual activities or specified anatomical areas; or
2) Instruments, devices, or paraphernalia which are designed for use in connection with specified sexual activities.

Adult Cabaret

A dance hall, nightclub, bar, restaurant, or similar commercial establishment which regularly features:

1) Persons who appear in either a state of nudity or a state of seminudity, or a state of simulated nudity;
2) Live performances which are characterized by the exposure of specified anatomical areas or by specified sexual activities;

3) Films, motion pictures, video cassettes, slides, or other photographic reproductions which are characterized by the depiction or description of specified sexual activities or specified anatomical areas; or
4) Dance, drama, opera, musical, lingerie modeling, or other similar live performances presented to the public and which are advertised either on or off the premises as:
    a) Topless;
    b) Adult entertainment;
    c) X-rated;
    d) Nude;
    e) Seminude; or
    f) By other terms calculated to attract patrons with nudity, or seminudity.

Adult Motel

A hotel, motel or similar commercial establishment which:

1) Offers accommodations to the public for any form of consideration, provides patrons with closed-circuit television transmissions, films, motion pictures, video cassettes, slides, or other photographic reproductions which are characterized by the depiction or description of specified sexual activities or specified anatomical areas, and has a sign visible from the public right-of-way which advertises the availability of this adult type of photographic reproductions;
2) Offers a sleeping room for rent for a period of time that is less than 10 hours; or
3) Allows a tenant or occupant of a sleeping room to subrent the room for a period of time that is less than 10 hours.

Adult Motion Picture Theater

A commercial establishment which, as one of its principal business purposes, regularly shows for any form of consideration films, motion pictures, videocassettes, slides, or similar photographic reproductions which are characterized by the depiction or description of specified sexual activities or specified anatomical areas.

Adult Theater

A theater, concert hall, auditorium, or similar commercial establishment which regularly features persons who appear in a state of nudity, simulated nudity and/or seminudity, or live performances which are characterized by the exposure of specified anatomical areas or by specified sexual activities.

Alley

A minor or secondary right-of-way that provides only a secondary means of access to abutting property and that is used primarily for vehicular service to the back or side of properties that otherwise front on a street. See also “Mews.”

Applicant

The owner(s), developer(s), or their representative(s) with written authorization to act on behalf of said parties from all of the lots in the proposed subdivision or property owners' association, as the context allows.

Berth

An off-street space provided for cargo vehicles to load or unload.

Best Management Practices (BMP)

Methods, measures, practices, schedules of activities, and maintenance procedures to prevent or reduce nonpoint source pollutants, such as those found in stormwater runoff. Best management practices may include

treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage. With regard to construction, best management practices may include structural devices or nonstructural practices that are designed to prevent pollutants from entering water or to direct the flow of water.

Board of Zoning Adjustment

The Board of Zoning Adjustment appointed to hear appeals under this UDC.

Building

Any structure or building for the support, shelter, and enclosure of persons, animals, possessions, or movable property of any kind. For purposes of airport regulations, the main portion of each structure, all projections or extensions therefrom, and any additions or changes thereto including, but not limited to, garages, outside platforms, docks, carports, canopies, eaves, and porches.

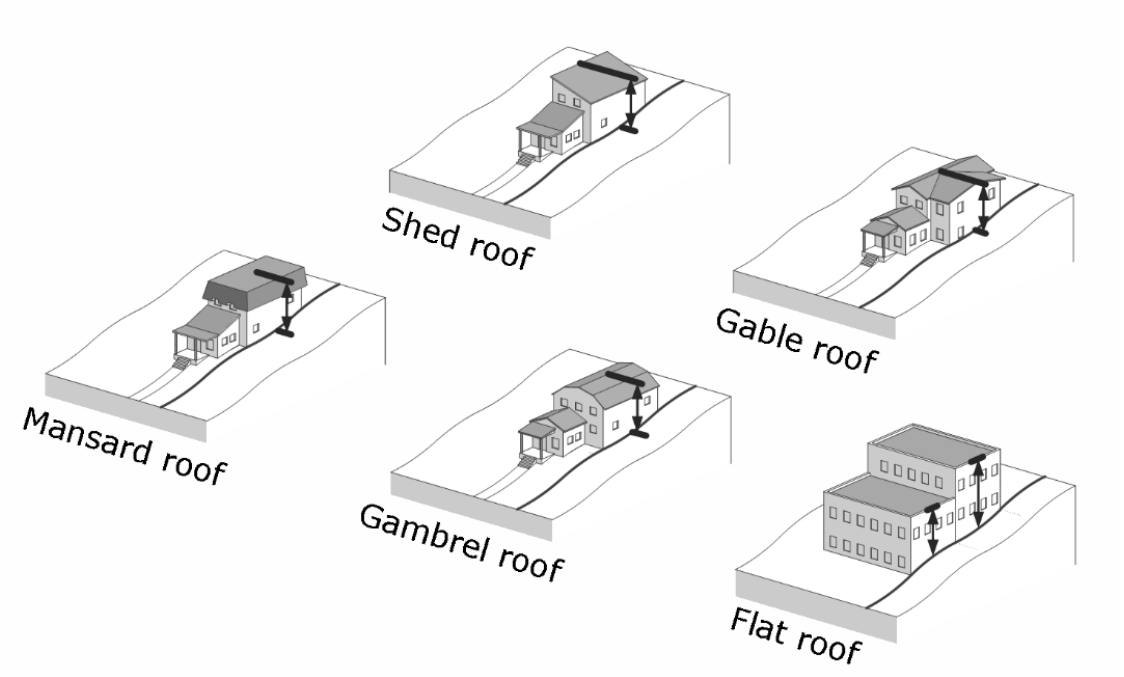
Building Façade, Primary

Any façade that fronts a public or private street or open space.

Building Height

The height of a building measured as the vertical distance above the average finished grade measured to the highest point of the roof of a flat roof or to the deck line of a mansard roof, or to the midpoint of the highest gable of a pitched or hipped roof.

Figure 7-1: Building Height Measurement



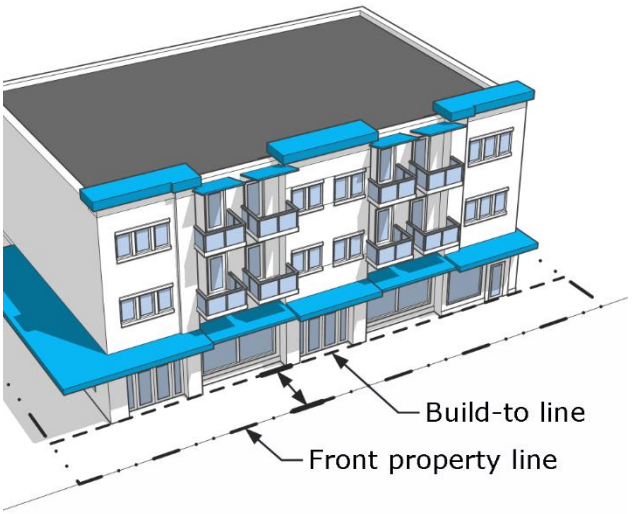
Building Official

The Building Official of the Town of Addison or their designated representative.

Build-to

An alignment establishing a certain distance from the front or street side property line where a building must be constructed.

Figure 7-2: Build-to Line



Business

Any for-profit or non-profit commercial, industrial, or professional operation, occupation, work, or trade, or any other business of any kind, including, without limitation, any sole proprietorship, partnership, limited partnership, joint venture, association, corporation, limited liability company, franchisee, cooperative, or any other entity recognized by law that owns, leases, or occupies any premises.

City Council (or "Council")

The City Council of the Town of Addison, Texas.

City Manager

The City Manager of the Town of Addison or their designee.

Code of Ordinances

The Code of Ordinances of the Town of Addison, Texas, as amended.

Collocation

The mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.

Criteria Manual

Any document containing formally established design standards for the Town of Addison including but not limited to engineering technical standards, construction details, and other technical specifications.

Dedication

An offer of real property by its owner(s) and its acceptance by the Town for any general or public use.

Design Capacity

When used in the context of parking or occupancy regulations, the approved capacity of building or facility based on the Fire or Building Code.

Development

The new construction or the enlargement of any exterior dimension of any building, structure, or improvement.

Development Site

That area of a development that includes all lands for development, land dedicated or conveyed to the Town for any public facility other than a park, recreational area or floodplain area, or any street right-of-way for a proposed street when such street is not necessitated by the development of the subject lot.

Director

Unless otherwise specified, the Director of Development and Neighborhood Services or their designee.

Director of Parks and Recreation

Unless otherwise specified, the Director of Parks and Recreation or their designee.

Director of Public Works and Engineering

Unless otherwise specified, the Director of Public Works and Engineering or their designee.

Driveway

The primary improved or unimproved parking surface that provides egress and ingress from a garage, carport, or off-street parking area to an adjacent street or alley.

Dwelling Unit

A building or portion of a building which is arranged, occupied, or intended to be occupied as living quarters.

Easement

The portion of a lot or lots reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement may be for use under, on or above said lot or lots.

Eligible Facilities Request

Any request for modification of an existing Wireless Community Facility (WCF) that involves the collocation of new transmission equipment, removal of transmission equipment, or replacement of transmission equipment.

Eligible Support Structure

Any Wireless Community Facility (WCF) as defined in this Unified Development Code (UDC) that is existing at the time an application is filed.

Escort

A person who, for consideration, agrees or offers to act as a companion, guide, or date for another person, or who agrees to offer to privately model lingerie or to privately perform a striptease for another person.

Escort Agency

A person or business association who furnishes, offers to furnish or advertises to furnish escorts as one of its primary business purposes, for a fee, tip, or other consideration.

Existing

For the purpose of Section 4.3.6.E, *Wireless Communication Facilities (WCF),* a constructed WCF that was reviewed and approved in accordance with all requirements of applicable law as of the time of an eligible facilities request.

Family

Any number of individuals living together as a single housekeeping unit, in which not more than four individuals are unrelated by blood, marriage, or adoption.

Feeder Lines

Those high voltage supply electric lines that emanate from substations used to distribute power throughout an area.

Fence

A vertical device used as a boundary or means of providing protection, confinement or privacy.

Final Plat

The Final Plat of a subdivision prepared for recording in conformance with §2.9.3: *Final Plat*.

Fire Marshal

The Fire Chief or the Fire Chief's designee.

Frontage

The width of a lot or parcel abutting a public right-of-way measured at the front property line.

Grade, Finished

The average of the ground elevations at the center of all walls of a building, following completion of site grading. If a wall is parallel to and within five feet of a sidewalk, finished grade is measured at the sidewalk.

Gross Floor Area (GFA)

The total floor area of all stories of a building or buildings, measured by taking the outside dimensions of the building at each floor level intended for occupancy or storage (including basements), but not including any uncovered or unenclosed porches, patios, or decks, unless otherwise permitted in this UDC.

Impervious Coverage

Any hard surface, man-made area that does not absorb water, including but not limited to principal and accessory building roofs, sidewalks, paved parking, driveways, and other paved surfaces.

Improved Parking Surface

An area used for the parking or storage of vehicles that is overlaid or otherwise paved with concrete, asphalt, paving stones or other approved hard surfaced durable material.

Infill Development

Development, redevelopment, or reuse of vacant and underutilized sites surrounded by existing development and where street access is available.

Landscape Plan

A detailed drawing that identifies the quantities or numbers, placement, type, and common and botanical names of plant materials to be used on a development site.

Lateral Lines

Those electric lines used to distribute power from a feeder line to an end user. These electric lines are normally connected to a feeder line through a sectionalizing device such as a fuse.

Light Trespass

The shining of light produced beyond the boundaries of the property on which it is located, where light is produced by a light fixture or reflected light.

Lot or Lot of Record

A designated parcel, tract or area of land established by a plat to be used, developed, or built upon as a unit.

Lot Area

The total horizontal area within the lot lines of a lot, said area to be exclusive of street right-of-way.

Lot Depth

The horizontal distance from the midpoint of the rear of lot line to the midpoint of the front lot line.

Lot Lines

A boundary of a lot. "Lot line" is synonymous with "property line."

Lot Width

The horizontal distance between the side lines, measured from the point on the building line that is closest to the front lot line. The lot width for a corner lot shall be measured along the right-of-way upon which the address is assigned.

Low Impact Development (LID)

Development that minimizes stormwater runoff from a lot or parcel by implementing site design techniques, natural grades and features, and soil treatment to allow cleansing and infiltration of stormwater on-site.

Masonry

Building materials consisting of clay brick, natural and manufactured stone, granite, marble, architectural concrete block, tilt wall concrete panels and other similar materials. This definition does not include cementitious siding or EIFS.

Maximum Extent Feasible

As determined by the Director, no feasible and prudent alternative exists, and all possible efforts to comply with the regulation or minimize potential harm or adverse impacts have been undertaken. Economic considerations may be taken into account but shall not be the overriding factor in determining “maximum extent feasible.”

Maximum Extent Practicable

As determined by the Director, under the circumstances, reasonable efforts have been undertaken to comply with the regulation, the costs of compliance clearly outweigh the potential benefits to the public or would unreasonably burden the proposed project, and reasonable steps have been undertaken to minimize any potential harm or adverse impacts resulting from noncompliance with the regulation.

Mews

A minor street or service lane that provides access to properties in a residential area.

Minor or Amending Plat

A map, drawing, or chart prepared according to the provisions of this UDC, and containing all engineering and legal data, dedications, and certificates necessary to the recording of same in the map and plat records of the county, and meeting the criteria defined in §2.9.5: *Minor or Amending Plat*.

Nonconforming Lot

A lawfully established lot created prior to adoption of this UDC or any amendment thereafter that does not comply with lot dimensional requirements of this UDC.

Nonconforming Sign

A lawfully established sign constructed or installed prior to adoption of this UDC or any amendment thereafter that does not comply with the sign regulations of this UDC.

Nonconforming Site Feature

Any site feature that that lawfully existed prior to adoption of this UDC or any amendment thereafter but does not comply with the standards of this UDC.

Nonconforming Structure

A lawfully established building or structure constructed or installed prior to adoption of this UDC or any amendment thereafter that does not comply with the area, height, or placement regulations of this UDC. A nonconforming structure shall not be deemed to include signs.

Nonconforming Use

A use that lawfully existed prior to adoption of this UDC or any amendment thereafter, but does not comply with the terms of this UDC.

Nonconformity

An existing use, structure, lot of record, site feature, or sign that was lawfully established prior to the effective date of this UDC or any amendment thereafter and that does not conform to one or more provisions of this UDC.

Nonconformity, Illegal

Any site feature or land use that did not lawfully exist per Town regulations at the time of construction, and is, therefore, not protected under the nonconformities section of this UDC.

Nude Model Studio

Any place where a person, who appears in a state of nudity, simulated nudity and/or seminudity, or displays specified anatomical areas, is provided, to be observed, sketched, drawn, painted, sculpted, photographed, or similarly depicted by other persons who pay money or any form of consideration.

Parking Area

An area designed and constructed for the parking, storage and maneuvering of vehicles.

Parking Space

A space within a public or private parking area, exclusive of driveways, ramps, columns, offices, and work areas, which is for the temporary parking or storage of one vehicle.

Person

An individual, assumed name entity, partnership, joint venture, association, corporation, or other legal entity, including the Town and other governmental entities. For purposes of airport regulations, an individual,

corporation, company, association, firm, partnership, society, government, tenant, lessee, concessionaire, passenger, visitor, customer, contractor, and other entities doing business on, employed at, or otherwise using Town property as the context shall deem appropriate. It includes a trustee, receiver, assignee, successor, or similar representative of any of them.

Pervious Pavement or Paving

Paving materials that provide surfaces able to absorb water or allow the passage of water through the paving material to the ground below such as previous interlocking concrete paving blocks, concrete grid pavers, and perforated brick pavers.

Planning and Zoning Commission

The Planning and Zoning Commission of the Town of Addison, Texas.

Preliminary Plat

A map showing the conceptual design of a proposed development as required by this UDC submitted for the purpose of preliminary consideration prior to the submission of a Final Plat or Replat.

Plat

The graphic presentation of one or more lots or tracts of land, or of a subdivision, resubdivision, combination, or recombination of lots or tracts.

Property Owner

The owner, manager, or other person in control of property or his agent or designee.

Public Improvements

Any drainage way or easement, street, culvert, pedestrian way, sidewalk, street sign, monument, flood control or storm drainage system, sewage disposal system, or other facility for which the municipality may ultimately assume the responsibility for maintenance and operation, or that may affect an improvement for which municipal responsibility is established.

Public Property

Interests in easements, rights-of-way, fee simple property and public ways owned by the Town.

Replat

A change in a map of an approved or recorded subdivision plat if such change affects any street layout on such map or area reserved thereon for public use or any lot line or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions.

Right-of-Way

The surface of and the space above and below, any street, road, highway, freeway, tollway, lane, path, drainageway, channel, fee interest, public way or place, sidewalk, alley, boulevard, parkway, drive, fire lane, or other easement now or hereafter held by the Town or over which the Town exercises any rights of management or control and shall include, but not be limited to, all easements now held, or hereafter held, by the Town, but shall specifically exclude private property.

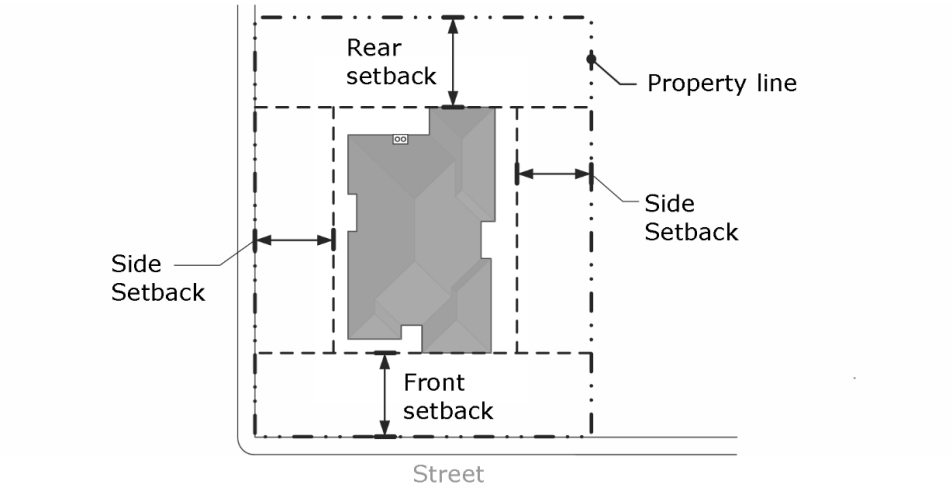
Service Line

Those electric lines used to connect between the utilities' supply system and the end user's service entrance.

Setback

The minimum distance between a lot line and a building or structure required by this UDC.

Figure 7-3: Setbacks



Sexual Encounter Center

A business or commercial enterprise that, as one of its primary business purposes, offers for any form of consideration:

1) Physical contact in the form of wrestling or tumbling between persons of the opposite sex; or
2) Activities between male and female persons and/or persons of the same sex when one or more of the persons is in a state of nudity or seminudity.

Site

1) For the purpose of §4.3.6.E: *Wireless Communication Facilities (WCF)*, the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site, and, for other eligible support structures, further restricted to that area in proximity to the structure and to other transmission equipment already deployed on the ground. The current boundaries of a site are the boundaries that existed as of the date that the original support structure or a modification to that structure was last reviewed and approved by the Town, if the approval of the modification occurred prior to the Spectrum Act or otherwise outside of the section 6409(a) process.
2) In all other instances, any lot, plot, or parcel of land or combination of contiguous lots or parcels of land.

Site Plan, Major

See §2.6.2.C.2.

Site Plan, Minor

See §2.6.2.C.1.

Special Flood Hazard Area (SFHA)

The land subject to a one percent or greater chance of flooding in any given year. The SFHAs within the Town are generally identified as such on the Incorporated Area Flood Insurance Rate Map prepared by the Federal Emergency Management Agency (FEMA), as amended, revised, and prepared by the Federal Emergency Management Agency with the most recent date.

Street

Any thoroughfare or public driveway, other than an alley or mew, that has been dedicated or deeded to the public for public use.

Structure

Any manmade construction in, on, or over the ground or water that is affixed to a site or usually left in one place for an indefinite period of time.

Subdivision

The division of any tract or parcel of land into two or more lots for the purpose, whether immediate or future, of sale or building development, and shall include resubdivision. "Subdivision" shall also mean the division or redivision of an existing subdivision together with any change of lot size therein or with the relocation of any street. "Subdivision" shall also mean the combination of lots or tracts into one or more lots and shall include recombination. "Subdivision" shall also mean a tract of land intended to be built upon and for which a Building Permit is required.

TLGC

The Texas Local Government Code.

Town

The Town of Addison, Texas. Where approval, enforcement, or other act on the part of the Town is referred to herein, the Town shall act by and through its Town ordinances unless otherwise specifically indicated.

Transmission Equipment

Equipment that facilitates transmission for any Federal Communications Commission-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

Unified Development Code (UDC)

This Code, including any and all amendments to this UDC.

Utility Services

The facilities of any person, firm or corporation providing electrical, telephone, television cable or any other such item or service for public use that are within the present or future Town limits of the Town of Addison, Texas.

Vacating Plat

A plat that is granted pursuant to the terms of §2.9.6: *Vacating Plat*.

Variance

A development application authorizing a deviation from the standards of this Code where strict application of this Code results in a hardship due to circumstances with a particular lot and that is reviewed and decided pursuant to §2.10.1: *Variance* or §2.10.2: *Subdivision Variance*.

Zoning District

A specific delineated area on the Zoning Map established by this UDC within which a prescribed set of use and development standards are applied to various types of development.

Article 8: Legacy District Regulations

8.1 A – Apartment District Regulations

8.1.1. Legacy District

The Apartment district is prohibited from future use. Property that is zoned A as of the effective date of this UDC shall be permitted to continue as conforming to this Code as described in §3.3.3: *Legacy Zoning Districts*, but Rezoning any additional areas to A is prohibited.

8.1.2. Use Regulations

Land and buildings in the "A" apartment district may be used for any of the following listed uses, but no land shall hereafter be used and no buildings or structure shall hereafter be erected, altered, relocated, reconstructed, or converted which is arranged or designed or used for other than the following uses:

A. Two-family dwelling.

B. Multiple-family dwelling (apartments).

C. Community, social or hobby buildings for tenants as part of a multiple-family dwelling or housing project.

D. Accessory buildings including a private laundry, utility or storage building and carports as part of multiple-family dwelling or housing project.

8.1.3. Building Regulations

A. Area of Dwelling Unit

1. The minimum gross floor area per dwelling unit shall be as follows:

Table 8.1-1: Minimum Gross Floor Area by Bedroom Type

Unit Type	Minimum Gross Floor Area per Unit
Efficiency	300 sq. ft.
1-bedroom	450 sq. ft.
2-bedroom	700 sq. ft.
3-bedroom	850 sq. ft.

2. The City Council may, after receiving a recommendation from the Planning and Zoning Commission, approve a Variance to the minimum areas allowed provided they are well assured of additional quality being built into the project. Covenants or restrictions may be used to ensure that these assurances are met.

B. Type of Materials

1. Apartment and accessory buildings shall be constructed of standard masonry construction.

2. Vertical exterior walls shall not contain more than 20 percent non-masonry materials, excluding window and door openings.

3. The City Council may, after receiving a recommendation from the Planning and Zoning Commission, approve an alternate architectural design that is equal to masonry in appearance and maintainability.

8.1.4. Height Regulations

A. No apartment building may exceed two standard stories in height.

B. The structural height of any apartment building erected on a lot abutting a single-family residential area shall be limited to one story for 150 feet from a residential use or Residential zoning district, inclusive of streets and alleys.

C. The City Council may, after receiving a recommendation from the Planning and Zoning Commission and after holding a public hearing, approve a height in excess of the above, subject to appropriate safeguards and conditions.

8.1.5. Area Regulations

A. Lot Area and Dimensions

Table 8.1-2: A District Dimensional Standards

Lot Dimensions	Standard
Minimum lot area	1 acre
Minimum lot area per dwelling unit	Efficiency: 1,400 sq. ft. per dwelling unit 1 Bedroom: 1,600 sq.ft. per dwelling unit 2 Bedroom: 2,000 sq. ft. per dwelling unit
Minimum lot width	200 ft.
Minimum lot depth	200 ft.
Maximum lot coverage	35 percent

B. Front Yard

1. General

a. There shall be a front yard having a minimum depth of 30 feet.

b. On corner lots, the required front yard shall be required on both sides.

c. Where lots have double frontage, running through from one street to another, the required front yard shall be provided on both streets.

d. No structures shall be located in the required front yard or in a required side yard abutting a street. This includes parking areas, swimming pools, and other recreational facilities, but does not prohibit decorative items such as fountains, sculptures, flag poles or decorative screen walls 30 inches or less in height which are an integral part of a landscaping scene.

e. No parking shall be allowed in any front yard area. However, drives of ingress and egress from the public street to the parking area shall be allowed to cross the front yard.

2. Exceptions

a. Along streets already having a uniform building line, new structures shall conform to that so existing.

b. If there is a variance in the depth of those already existing in the same block and on the same side of the street as the lot to be built on, the building line of the new building shall conform to that of the building on its right when looking toward the street. If such new building is to be constructed on a corner lot, the building line shall conform to that of the building nearest thereto on the same side of the street in the same block.

c. In no event shall a building line set back less than 30 feet or more than 50 feet from the front lot line be required.

C. Side Yard

1. Where the ends of the building are adjacent to and parallel to the side lot line, the side yard shall be not less than 20 feet.

2. Where the long sides of the apartment building, other than the ends, are adjacent to or parallel to the side lot lines, the side yard shall be not less than 10 percent of the length of the building side adjacent to the side yard, but in no case shall the side yard be less than 20 feet.
3. Where the long dimension of such building is parallel to another building in a project, a side yard of 15 feet shall be provided on each side of each building so that the walls of buildings arranged as parallel structures shall be a minimum of 30 feet apart and no balcony or canopy shall extend into such side yard or space for a distance greater than five feet.

D. Courts

When an apartment building is erected to create inner courts, the faces of all opposite walls in such courts shall be a minimum distance of 30 feet apart and no balcony or canopy shall extend into such court for a distance of greater than five feet.

E. Rear Yard

Each apartment lot shall have a rear yard area extending the full width of the lot of a depth of not less than 25 feet.

F. Unusable Land Areas

No pond, creek or other usable terrain shall be changed without the approval of the Town.

G. Overhang and Fireplaces

The minimum setback requirements shall apply in all cases, except that fireplaces, eaves, bays, balconies, and fireproof outside stairways may extend up to a minimum of three and one-half feet into the required front, side or rear yards.

H. Patios and Balconies

When an apartment is erected to create balconies or patios facing a public street, such balconies or patios facing shall be recessed and the exterior shall not extend beyond the building line. When such balcony or patio fronts a public street, a solid sight barring fence or wall is required to screen such balcony or patio from view.

8.1.6. Parking Regulations

Off-street parking and loading shall be mandatory for all apartment projects developed under these provisions and shall satisfy the provisions of all other Town ordinances applying to the layout, design, and construction of parking and loading areas as well as satisfying the following regulations:

A. Number of Spaces

Adequate off-street parking spaces shall be provided to meet the requirements of the residents and their guests in each apartment project, but in no event shall the number of spaces provided be less than one for each efficiency, one and one-half for each one bedroom unit, two for each two bedroom unit and two and one-half for each three bedroom unit.

B. Area Regulations

1. Locations of parking and loading spaces shall be included on the Site Plan, and only those locations shall be used for parking or loading.
2. No off-street parking or loading area shall be located in any minimum required side, or rear yard, unless a solid sight-barring fence is erected along the property line.
3. No off-street parking or loading space shall be located within four feet of any building. A curb or equivalent barrier shall be placed to prevent any vehicle from parking within a minimum distance of four feet from a building.

4. No parking space shall be located more than 100 feet pedestrian travel distance from the entrance to the dwelling unit which it is intended to serve. Such parking spaces must be visible from the entrance to the apartment building they are intended to serve.

C. Development and Maintenance

Off-street driveways and parking and loading areas shall be curbed, paved and maintained to Town specifications and shall be constructed to dispose of all surface drainage according to Town specifications and ordinances.

D. Storage of Additional Cars

All complexes must provide an additional parking space for every 10 units for the storage of recreational vehicles, boats and additional cars.

8.1.7. Accessory Buildings

Accessory buildings and uses shall be permitted only to the extent necessary and normal to the limited types of uses permitted in this district. All accessory buildings which are not a part of the main buildings shall be separated from the main buildings by a minimum of 15 feet. Final determination of location, height, and arrangement will be made by Site Plan approval.

8.1.8. Refuse Facilities

All refuse and refuse containers shall be screened from all public right-of-way. Such containers shall be set on a designed reinforced concrete pad and approach. Screening walls must be of aesthetic material.

8.1.9. Recreational Facilities

A. Requirements

Recreational space and facilities shall be provided and maintained on the site at the rate of not less than 400 square feet for each dwelling unit. Such recreational space may include playgrounds, pools, tennis courts and landscaped open spaces. No recreational space or facilities shall be placed in minimum side yards or front yards or between buildings less than 30 feet apart.

B. Swimming Pools

Swimming pools, as an accessory structure to a principal building, shall be subject to approval by the Planning and Zoning Commission after taking into consideration the location and size of the plot, the site, the detailed plans of such swimming pool and any required accessories; and such other factors as may be required for health, safety and general welfare of the community. In addition, the Planning and Zoning Commission may require that any swimming pool, including mechanical equipment, be located at such distance from any property line as not to interfere with the peace, comfort and repose of the occupant(s) of any adjoining building or residence. Any lights illuminating such swimming pools shall be so erected as to eliminate direct rays and minimize reflected rays of light on adjoining premises. Gates and fences around the pool will be constructed consistent with §5.6.10.D: *Gates and Access*.

8.1.10. Mechanical Equipment

Mechanical equipment shall be constructed, located and screened so as not to interfere with the peace, comfort and repose of the occupant(s) of any adjoining building or residence.

8.1.11. Lighting

Lighting within the apartment project shall be provided along all driveways and emergency access easements, and at all parking areas, other than parking garages enclosed by doors. The height and spacing of light fixtures

shall be such as to produce an average illumination level of not less than 0.2 footcandles on all such driveways, access easements and parking areas.

8.1.12. Maintenance

All facilities that constitute an apartment project shall be permanently maintained in a neat and orderly manner as a condition for use. This condition must be noted on the occupancy permit.

8.1.13. Special Requirements

Apartment sites of two acres or more will comply with the Town's subdivision regulations.

8.1.14. Site Landscaping

All landscaping within the A district shall conform to the standards contained in §5.6: *Landscaping, Buffering, and Fences*.

8.2 PD-TH – Planned Development, Townhouse/Condominium

8.2.1. Legacy District

The Planned Development Townhouse/Condominium district is prohibited from future use. Property that is zoned PD-TH as of the effective date of this UDC shall be permitted to continue as conforming to this Code as described in §3.3.3: *Legacy Zoning Districts*, but Rezoning any additional areas to PD-TH is prohibited.

8.2.2. Comprehensive Site Plan

A. This is to be a graphic plan including all the area under consideration for zoning approval and shall be submitted with the application for such zoning. This plan need not be detailed but must show use areas, land areas for building, principal roadways, parkways, buffers, screening and the number and type of dwelling units. Notes, sketches, photographs and drawings may be attached to the development plan to illustrate the treatment of parkways, parking area, buffer strips, screening, shrubs, roadway design, special subdivision plotting plans and other such ideas which cannot be satisfactorily explained otherwise. Such notes, sketches, photographs and drawings shall be used to evaluate detailed Site Plans.

B. If the development plan is only conceptual in nature, the zoning may be granted, but no Building Permit shall be issued until a detail development plan is approved by the City Council.

8.2.3. Detail Development Plan

A. A detail development plan shall be approved by the City Council prior to the issuance of a Building Permit and shall show locations of buildings, open spaces, parking areas, drives, streets and other accessways, sidewalks, fire lanes, landscaping, buffer strips, use of buildings, floor plans, number of dwelling units, plotting plans, if applicable, diagrammatic utility layouts and other such things which serve to show that the proposed development will be compatible with the surrounding area and will provide a wholesome environment for future residents.

B. All required screening walls must be of masonry construction. Fences shall be offset from drives or parking to avoid damage by vehicles.

C. The detail development plan and the comprehensive Site Plan may be one-in-the-same if all conditions of both are met. In the event of a multiphase project, it is intended that a detail development plan be submitted only on the area that is proposed for immediate development. Additional plans may be approved as the other phases are ready to be developed.

8.2.4. General Location of Zoning

Each application shall be judged on its appropriateness to its site and to its compatibility with existing development to other proposed development. It is felt that through proper planning it is possible to design Townhouse/condominium development to fit all areas of Addison. The master plan sets forth the proposed location of single-family areas. These single-family areas are envisioned to possibly be protected from high intensity land uses and traffic volumes along major thoroughfares by medium intensity buffering areas such as garden office and intermediate density housing.

8.2.5. Permitted Uses

A. Condominium.

B. Townhouses.

C. Community center.

D. Recreation buildings.

E. Laundry rooms.

8.2.6. General Conditions

Yard requirements:

A. There shall be a 25-foot exterior yard in all cases from public streets.

B. There shall be side yards of 10 feet in all cases for one story condominium buildings.

C. There shall be a side yard of 15 feet for two-story buildings.

D. Every part of a required yard or court shall be maintained as open space; provided that ordinary projections may extend into a minimum side yard not more than 24 inches.

8.2.7. Townhouse Yard Requirements

Every lot within this district shall have exterior yards of at least 25 feet, a rear yard of at least 10 feet and no side yard shall be required. The Uniform Building Code will regulate construction requirements where side property lines intersect with buildings.

8.2.8. Density

Density within this PD zoning district shall not in any case exceed 18 dwelling units per acre.

A. Maximum lot coverage. No more than 50 percent of the total lot area shall be covered by buildings.

B. Building; lot ratio. There shall be at least 2,400 square feet of lot area for each dwelling unit built on any lot.

C. Minimum dwelling unit size. Every dwelling unit, hereafter erected, shall have a gross floor area exclusive of breezeways, basements, open and screened porches and garages of not less than 750 square feet.

8.2.9. Construction Materials and Design

Condominium developments bring individual behind-the-door owner's side by side in one building with common ownership of other elements of the structure. Therefore, the architectural design and the exterior maintenance are more important in these developments than in detached single-family houses. For this reason, the Town feels that much care must be used in the selection of building materials to reduce long range maintenance problems and protect property values.

A. The exterior walls shall be 80 percent masonry.

B. A fire-retardant class C roof covering, meeting Uniform Building Code standard 32-7, will be required on all condominium and Townhouse units.

C. Balconies visible from public right-of-way must be recessed and screened or covered and screened.

D. Open guard rails and stair railings shall have intermediate rails or an ornamental pattern such that a sphere six inches in diameter cannot pass between rails.

8.2.10. Parking

A. Two parking spaces shall be provided for each dwelling unit.

B. Additional off-street parking, as determined by the Council, shall be provided adjacent to all recreational areas.

C. Fire lanes, as required by the Fire Code, shall be provided and clearly marked.

D. Security lighting must be provided to illuminate parking and public areas; placed to reflect the lighting away from adjacent dwelling units.

8.2.11. Streets, Alleys and Accessways

A. All areas for locating dwelling units shall be platted property and located on dedicated streets; however, private streets may be provided if a homeowner association or other agency has control and maintenance of such private streets. Private streets and alleys must be shown on the subdivision plat.

B. Private streets shall meet Town widths and paving standards.

C. Alleys within or abutting a district may be used for ingress or egress to parking and service areas, provided the alley is paved to a width of 20 feet from a street to the parking or service area.

8.2.12. Open Space

In addition to paved parking and driving areas, at least 10 percent of the lot shall be maintained in landscaped open area. All parking areas shall be designed and constructed in a manner to include landscaping. All landscaped areas shall have adequate and inconspicuous irrigation systems.

8.2.13. Utilities

A. Each condominium/Townhouse unit shall have its own underground electrical service.

B. All dwelling units must have washer and dryer connections.

8.2.14. Postal Service

Individual mail provision shall be provided for each unit and shall be located in accordance with guidelines established by the postal service.

8.2.15. Refuse Collection and Storage

Individual curbside refuse collection may be required for each unit in a collection unit approved by the Council.

8.2.16. Deed Restrictions and Owner Association Agreements

Agreements shall be approved by the Town and recorded in the County Clerk's office, prior to the issuance of the certificate of occupancy.

8.2.17. Fire Walls Separating Dwelling Units

A. The common walls and ceiling of each unit must be constructed of materials of one-hour construction.

B. The attic space must be fire stopped as required by the Uniform Building Code.

8.3 Planned Development, Condominium Conversions

8.3.1. Legacy District

The Planned Development Condominium Conversions district is prohibited from future use. Property that is zoned PD-CC as of the effective date of this UDC shall be permitted to continue as conforming to this Code as described in §3.3.3: *Legacy Zoning Districts*, but Rezoning any additional areas to PD-CC is prohibited.

8.3.2. Purpose of District

The Town of Addison finds that a different set of regulations are necessary when an apartment complex owner desires to convert the apartments into individually owned dwelling units, with other elements of the complex being common property, shared by all dwelling unit owners. The Town will require definite objectives and policies on condominium conversions.

8.3.3. Planned Development

In order to provide for individual review, it has been decided that all condominiums, be allowed only under planned development Townhouse condominium PD zoning. This UDC requires a comprehensive development plan and this "shall become part of the amending ordinance." Therefore, this article sets out the Council's expectations in regard to these various requirements.

8.3.4. Comprehensive Site Plan

This is to be a graphic plan including all of the area under consideration for zoning approval and shall be submitted with the application for such zoning. This plan must show use areas, principal roadways, parkways, buffers, screening, landscaped areas and the number and type of dwelling units and other such ideas which cannot be satisfactorily explained otherwise. Such notes, sketches, photographs and drawings shall be used to evaluate detailed site plans.

8.3.5. Detailed Conversion Site Plan

The detailed conversion site plan shall be approved by the City Council prior to the issuance of a building permit. This plan should show in detail the changes that are proposed that will improve the aesthetics of the present complex in open space, parking areas, entrances, berms, sidewalks, landscaped walkways, exterior of structures and balconies. All perimeter walls and fences shall be masonry, or a design acceptable to the Council.

8.3.6. Permitted Uses

A. Condominium.

B. Community center.

C. Reserved.

D. Recreation buildings.

E. Laundry buildings.

8.3.7. Parking

At least one covered and one uncovered parking space will be provided per dwelling unit on the existing parking layout. Additional improvements in the parking area will be expected.

8.3.8. Landscaping

Existing and proposed landscaped areas will be considered on a comparative basis. Proposed areas must show the kind of plants and the degree of intensity used in coverage. Parking areas shall be landscaped where possible. All landscaped areas shall have adequate and inconspicuous irrigation systems.

8.3.9. Utilities

A. All gas, water and sewer lines shall be tested as new lines. The building official may require that areas of existing lines be exposed, to determine to the best of his knowledge, if such lines have an expected life of five additional years. Otherwise, new lines must be installed or guaranteed for five years with replacement funds deposited in escrow by the developer with the homeowners association.

B. Wherever practicable, all dwelling units must be provided with washer and dryer connections.

C. Electrical services and wiring systems will be inspected and expected to meet the present electrical code.

8.3.10. Balconies

A. Balconies visible from public right-of-way must be screened.

B. Open guardrails and stair railings shall have intermediate rails or an ornamental pattern such that a sphere six inches in diameter cannot pass between rails.

8.3.11. Postal Service

Individual mail provision shall be provided for each unit and shall be located in accordance with guidelines established by the postal service.

8.3.12. Refuse Collection and Storage

A. An individual storage area must be provided for each dwelling unit.

B. Individual curbside refuse collection may be required for each unit in a collection unit approved by the Council.

C. Refuse containers, when used, must set on a designed concrete pad and approach. The dumpster shall be screened from public view. The screening enclosure shall be of the same masonry as the exterior walls of the primary structure.

8.3.13. Creation of a Condominium Regime and Bylaws

A. A notice of intent to convert to a condominium complex to all tenants.

B. A provision for the right of first refusal for existing tenants to purchase their individual units at offered terms or better, at the time of conversion.

C. Create a council of co-owners.

D. Provision of covenants, conditions and restrictions subject to approval by the Town legal department.

E. Items C and D above shall be approved and recorded in the county clerk's office as required by state law prior to the issuance of the certificate of occupancy.

8.3.14. Fire Walls

A. The common walls and ceiling of each unit must be constructed of materials of one-hour construction.

B. The attic space must be firestopped as required by Uniform Building Code.

C. The above does not waive the area separation wall requirements contained in the Uniform Building Code.

Regular City Council Meeting **2. a.**
Meeting Date: 06/09/2026
Department: City Manager

AGENDA CAPTION:
City Manager's Announcements.

BACKGROUND:
The City Manager will make announcements of interest to the Town.

FISCAL IMPACT
N/A

RECOMMENDATION
Information only.

Regular City Council Meeting **2. b.**

Meeting Date: 06/09/2026

Department: City Manager

AGENDA CAPTION:

Employee Recognition.

BACKGROUND:

The City Manager will recognize an employee for his/her service to the Town.

FISCAL IMPACT

N/A

RECOMMENDATION

Information only.

Regular City Council Meeting **4. a.**

Meeting Date: 06/09/2026

Department: City Secretary

AGENDA CAPTION:

Consider action on the Minutes from the May 26, 2026 Regular City Council Meeting.

BACKGROUND:

The Minutes from the May 26, 2026 Regular City Council Meeting have been prepared for consideration.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval.

Attachments

Minutes - May 26, 2026 Regular City Council Meeting

D R A F T

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

May 26, 2026

Addison Town Hall
15600 Addison Road, Addison, TX 75001
5:30 PM Work Session – Town Hall Work Session Room
7:00 PM Regular Meeting – Town Hall City Council Chambers

Present: Mayor Bruce Arfsten; Deputy Mayor Pro-Tempore Darren Gardner; Council Member Schnell Blanton; Council Member Dan Liscio; Council Member Randy Smith; Council Member Marlin Willesen
Absent: Mayor Pro-Tempore Chris DeFrancisco

WORK SESSION

The Addison City Council will convene in the Town Hall Work Session Room at 5:30 PM.

1. **Call Meeting to Order and Announce that a Quorum is Present.**

Mayor Arfsten called the meeting to order in the Town Hall Work Session Room at 5:30 PM.

2. **Public Comment.** *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

The following citizens requested to speak during the Public Comment period:

- Chuck Green, 14974 Trafalgar Court – spoke regarding the importance of DART and transit in Addison, noting that 70% of voters chose to remain in DART. Mr. Green also noted that the community faced the costs of a potential withdrawal from DART in terms of the loss of funding from DART's General Mobility Program and strained community relations leading up to the Special Election in May.
- Guillermo Quintanilla, 4115 Rush Circle – spoke regarding the Addison Orbit pilot with

Via noting many questions surrounding the revisions that have been made to the scope of the originally approved agreement. Mr. Quintanilla also asked that the community be informed of the written revisions to the original scope along with respective data before expanding or renewing Via's services.

3. **Council Member Clarification Requests Regarding Consent Agenda Items.**

    a. **Council Questions and Answers**

Mayor Arfsten closed the Open Meeting to convene the City Council into Closed Meeting at 5:39 PM.

4. **Closed Meeting.** The Addison City Council will enter a Closed Meeting pursuant to Texas Government Code Sections 551-071 through 090 to discuss the following item(s):

    a. Pursuant to Sections 551.071(2) and 551.072 to receive legal advice from the Town's legal counsel related to the redevelopment of the police and courts facilities currently located at 4799 Airport Pkwy, including the purchase, exchange, lease, or value of real property located at the Addison Airport in connection therewith.

5. **Open Meeting.** In accordance with Texas Government Code Chapter 551, the Addison City Council will reconvene in an Open Meeting to consider action, if any, on the matters discussed in the Closed Meeting.

Mayor Arfsten convened the City Council into Open Meeting at 7:04 PM. No action was taken as a result of the Closed Meeting.

6. **Work Session Reports.**

    a. **Present and discuss transit in Addison.**
    [Deputy City Manager, Ashley Shroyer]

Deputy City Manager Ashley Shroyer presented an update regarding transit in Addison.

Following the May 2, 2026 Special Election and the decision of voters for Addison to remain a member of DART, this work session item will provide an opportunity for Council to discuss the future of microtransit and mobility in Addison, including to either continue with or terminate a six-month agreement with Via Transportation to provide on-demand microtransit and paratransit services. This agreement was previously approved by Council on March 24, 2026.

Topics discussed during the presentation include:

- Transit
    - Microtransit.
    - First-Mile / Last-Mile Solution.

- Addison Orbit Pilot Program
    - Service model and contract.
    - Performance and feedback.
    - Pilot improvements.
- DART Options
    - GoLink Zone.
    - Fixed Route Circulator.
- Potential Transit Committee.

Staff sought Council direction on the following components:

- Whether the six-month pilot program with Via should continue to gain information or should it be terminated early.
- If a Council committee should be formed to help inform microtransit options.

City Council Direction: Council directed the City Manager to continue the six-month pilot program of Addison Orbit with Via to continue to gain information and to not proceed with the formation of a transit committee.

b. **Present and discuss the Town of Addison FY 2026 Second Quarter Financial Report.**
[Chief Financial Officer, Steven Glickman]

Mayor Arfsten closed the Work Session at 8:17 PM with the decision to cancel Work Session Item #6b as the report has been made available for viewing.

COUNCIL MEETING

Mayor Arfsten convened the City Council Meeting at 8:26 PM in the Town Hall Council Chambers.

1. **Pledge of Allegiance.** United States and Texas Flags.

Mayor Arfsten led the Pledge of Allegiance to the United States and Texas Flags.

2. **Proclamations / Presentations**
    a. **City Manager's Announcements**
    b. **Employee Recognition**
        - Addison Fire Chief CJ Alexander introduced Fire Captain Chad Gruver.

3. **Public Comment.** *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings*

will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.

No citizens requested to speak during the Public Comment period.

4. **Consent Agenda.** *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

   a. **Consider action on the Minutes from the April 28, 2026 Regular City Council Meeting.**

   b. **Consider action on the Minutes from the May 12, 2026 Special City Council Meeting.**

   c. *Resolution No. R26-037:* **Consider action on a Resolution approving an agreement with Siemens Industry, Inc. – Smart Infrastructure for the Phase 2 Access Control Project in an amount not to exceed $114,606.94; authorizing the City Manager to execute the agreement; and providing an effective date.**

   d. *Resolution No. R26-038:* **Consider action on a Resolution approving a construction services agreement with GSOT Services, LLC for the renovation of the Theatre Lobby Restroom Remodel Project in an amount not to exceed $121,960.70 and authorizing the City Manager to execute the agreement.**

   e. *Resolution No. R26-039:* **Consider action on a Resolution approving a construction services agreement with MexZim Corporation for the renovation of the Theater Dressing Room Area in an amount not to exceed $89,636.50 and authorizing the City Manager to execute the agreement.**

   f. *Resolution No. R26-040:* **Consider action on a Resolution approving a service agreement with CTJ Maintenance, Inc. for janitorial and day porter services at Town facilities and authorize the City Manager to execute the agreement in an amount not to exceed $322,080.00.**

   g. *Resolution No. R26-041:* **Consider action on a Resolution approving the purchase of a valve truck from Lake Country Chevrolet in an amount not to exceed $245,000; authorizing the City Manager to execute the purchase order; and providing an effective date.**

   h. *Resolution No. R26-042:* **Consider action on a Resolution approving a professional services agreement with Westwood Professional Services, Inc. for the Eddie Rickenbacker reconstruction design in an amount not to exceed $103,5000 and authorizing the City Manager to execute the agreement.**

Council Member Willesen pulled Consent Item #4f for discussion and individual consideration. Council Member Smith pulled Consent Item #4d for discussion and individual consideration.

MOTION: Council Member Liscio moved to approve §4 - CONSENT AGENDA (a-c, e, g, & h) as presented. Council Member Willesen seconded the motion. Motion carried 6-0.

MOTION: Council Member Willesen moved to approve Consent Item #4f as written. Deputy Mayor Pro-Tempore Gardner seconded the motion. Motion carried 6-0.

MOTION: Council Member Smith moved to approve Consent Item #4d as written. Council Member Blanton seconded the motion. Motion carried 6-0.

5. **Public Hearings.**

   a. *Ordinance No. O26-022:* **Hold a public hearing, present, discuss, and consider action on a request to amend the permitted use and development standards for Planned Development, Ordinances No. O23-03, for a 31.608± acre property generally located at the southeast corner of Belt Line Road and Dallas Parkway, and addresses as 5100 Belt Line Road. Case 1948-Z/Village on the Parkway PD Amendment.**
   [Assistant Director of Development Services, Korrie Brecht]

The applicant has requested to amend the site's permitted uses to include "Recreation Facility, Indoor" as a permitted use to allow for an escape room. With the presence of many other indoor entertainment uses at Village on the Parkway, this request is compatible with adjacent businesses. Originating in Nashville before expanding to 50+ locations across various cities, The Escape Game creates immersive, story-driven scenarios along with virtual games to provide high-quality interactive entertainment.

The proposed modification to allow indoor recreation facilities is permitted by right in the Commercial Limited and Mixed-Use Suburban Corridor (M-2), which are comparable districts to Village on the Parkway. With the presence of many other indoor entertainment uses at Village on the Parkway like Puttshack, Batbox, and Flight Club, this proposal is consistent with the Town's development regulations and with existing uses.

Planning & Zoning Commission Findings:

The Addison Planning & Zoning Commission, meeting in regular session on April 21, 2026, voted to recommend approval of a request to amend the permitted use and development standards for Planned Development, Ordinance No. O23-03 to add escape room as a permitted use on a property located at 5100 Belt Line Road, which is currently zoned Planned Development (PD), Ordinance No. O23-03.

Voting Aye: Barker, Collins, Copeland, Smith
Voting Nay: Wright
Absent: Fansler, Then

Speakers at the Public Hearing:
For: none
On: none
Against: none

Staff reviewed the proposal and determined that it complies with the Town's development regulations and is consistent with the Town policies and the adopted master plans.

Mayor Arfsten opened the Public Hearing. No citizens requested to address the Council.

Mayor Arfsten closed the Public Hearing.

MOTION: Council Member Willesen moved to approve Ordinance No. O26-022, approving an amendment to the permitted use and development standards for the Village on the Parkway Planned Development by adding "escape room" as a permitted use. Council Member Liscio seconded the motion.

AMENDED MOTION: Council Member Smith moved to amend Council Member Willesen's motion to include a 2:00 AM closure time in the definition of "escape room" as written in the Ordinance. Council Member Liscio seconded the amendment. Amendment carried 5-1 with Deputy Mayor Pro-Tempore voting against. The amended motion carried 6-0.

6. **Individual Consideration**

   a. *Resolution No. R26-043:* **Present, discuss, and consider action on a Resolution approving an agreement with Jacobs Engineering Group, Inc. for final design of the Airport Parkway Project and authorizing the City Manager to execute the agreement in an amount not to exceed $392,200.**
   [Director of Public Works & Engineering, Becky Diviney]

The Airport Parkway Project will reconstruct and improve Airport Parkway from the east curb return of the Addison Road intersection to the west curb return of the Dallas Parkway intersection. The complete reconstruction of the Addison Road and Dallas Parkway intersections themselves is not included.

Final design services during construction services is an industry standard for construction projects to ensure the construction contractor utilizes means and methods that comply with the contract requirements. Jacobs, the Engineer of Record for the Airport Parkway Project design, is uniquely positioned to provide final design services because the Engineer of Record must be notified of or approve any requested interpretations and deviations by the construction contractor during construction.

The Airport Parkway Project was paused at the 90% design stage to allow for Keller Springs construction to progress as both roads are in close proximity to each other and are also frequently used east-west corridors. The final design will also:

- Incorporate important updates including new development along the corridor.
- Comply with the Town's recently revised design requirements and construction standards, including updated drainage design standards from March 2022; and
- Prepare a complete final procurement bid package.

These refinements ensure the project fully meets current safety, drainage, accessibility, and construction requirements.

This Professional Services Agreement with Jacobs Engineering Group Inc. provides construction review and coordination, project close-out, additional design services, and direct expenses. A breakdown of these services is listed below.

Task A – Construction Review and Coordination ($166,795)
This includes engineering and construction administration support during active construction, such as:

- Pre-construction & progress meetings.
- Review submittals, shop drawings, traffic control plans.
- Respond to Requests for Information (RFIs).
- Prepare change orders and field directives.

Task B – Project Close-Out ($33,200)
This includes final inspection and project completion services, such as:

- Final walk-throughs and punch lists.
- One-year warranty inspections.
- Record drawings.
- Recommendation for project acceptance.

Task C – Additional Design Services ($161,805)
This includes supplemental engineering and design work, such as:

- Advance design from 90% to 100%.
- Update plans for new developments.
- Revise drainage design to current standards.
- Update project manual and specifications.
- Survey.
- Updated opinion of probable cost.
- Bid phase services to prepare for procurement.

Direct Expenses ($30,400)
Includes reimbursable costs such as:

- Mileage / tolls, copies, plan set printing, etc.

The project will be funded from the State Infrastructure Bank (SIB), 2019 bonds, Dallas County MCIP funds, interest earnings and proceeds from Midway Road.

MOTION: Council Member Willesen moved to approve Resolution No. R26-043 approving an agreement with Jacobs Engineering for final design for the Airport Parkway Project. Council

Member Liscio seconded the motion. Motion carried 6-0.

b. *Resolution No: R26-044:* **Present, discuss, and consider action on a Resolution providing for the appointment of City Council Members to a City Council Committee and appointment of City Council liaisons to various local organizations.**
[City Secretary, Valencia Garcia]

Each year after the General Election results are canvassed and a new City Council is seated, committee and liaison appointments are divided among current City Council Members at a Regular City Council Meeting.

This item formalizes these appointments in a Resolution and provides an effective date.

Appointments were made for the following City Council committee:

- Community Partnership Committee – Mayor Bruce Arfsten, Council Member Randy Smith, and Council Member Marlin Willesen.

The Community Partnership Committee will meet in a series of three meetings planned over the summer to review, discuss, and form a recommendation to the City Council for FY 2027 Budget discussions. These meetings are tentatively set as follows:

- Meeting #1 – Thursday, June 25th at 4:00pm. An overview of the process and applications received will be provided. The Committee will also receive presentations from performing arts organizations.
- Meeting #2 – Thursday, July 9th at 4:00pm. The Committee will receive presentations from local service organizations and the Metrocrest Chamber of Commerce.
- Meeting #3 – Thursday, July 16th at 4:00pm. Committee discussion and recommendation

Liaison appointments are intended to provide a greater depth of understanding of the technical nature of these non-profit organizations. Liaison appointments were made for the following organizations:

- Addison Arbor Foundation – Council Member Randy Smith
- Jewish Family Services – Council Member Dan Liscio
- Metrocrest Chamber of Commerce – Council Member Schnell Blanton
- Metrocrest Services – Mayor Pro-Tempore Chris DeFrancisco
- North Dallas Chamber of Commerce – Mayor Bruce Arfsten
- North Texas Commission – Deputy Mayor Pro-Tempore Darren Gardner
- WaterTower Theatre – Council Member Marlin Willesen

MOTION: Council Member Liscio moved to approve Resolution No. R26-044 making appointments to the City Council Community Partnership Committee and annual liaison appointments to non-profit organizations. Council Member Blanton seconded the motion. Motion carried 6-0.

7. **Items of Community Interest.** *The City Council will have this opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday*

schedules; an honorary or salutary recognition; a reminder about an upcoming event organized or sponsored by the Town of Addison; information regarding a social, ceremonial, or community event that was or will be attended by an Addison City Council member or an official; and, announcements involving an eminent threat to public health and safety in Addison that has arisen since posting this agenda.

8. **Adjourn Meeting.**

There being no further business to come before the City Council, Mayor Arfsten adjourned the meeting at 9:50 PM.

TOWN OF ADDISON, TEXAS

Bruce Arfsten, Mayor

ATTEST:

Valencia Garcia, City Secretary

Regular City Council Meeting **5. a.**

Meeting Date: 06/09/2026

Department: Development Services

Key Focus Areas: Economic Development and Revitalization

AGENDA CAPTION:

Hold a public hearing, present, discuss, and consider action on a request to amend the permitted use and development standards for Planned Development, Ordinance Nos. 085-100 and 095-035, for a 2.42± acre property generally located at the northwest corner of Landmark Place and Dallas Parkway, and addressed as 14841 North Dallas Parkway. Case 1951-Z/Aberdeen PD Amendment.

BACKGROUND:

The Addison Planning and Zoning Commission, meeting in regular session on May 19, 2026, voted to recommend approval of a request to amend the permitted use and development standards for Planned Development, Ordinance Nos. 085-100 and 095-035, for a 2.42± acre property generally located at the northwest corner of Landmark Place and Dallas Parkway, and addressed as 14841 North Dallas Parkway.

Voting Aye: Barker, Collins, Copeland, Fansler, Smith, Then, Wright
Voting Nay: none
Absent: none

SPEAKERS AT THE PUBLIC HEARING:
For: none
On: none
Against: none

FISCAL IMPACT

N/A.

RECOMMENDATION

Staff has reviewed the proposal and determined that it does comply with the Town's adopted policies and development regulations.

Attachments

Presentation - Aberdeen PD Amendment
Ordinance - Aberdeen PD Amendment
Staff Report - Aberdeen PD Amendment
Letter of Intent - Aberdeen PD Amendment
Legal Description - Aberdeen PD Amendment
UDC Land Use Definitions

14841 North Dallas Parkway PD Amendment Request (1951-Z)

June 9, 2026

Korrie Becht, Assistant Director of Development Services

Case 1951-Z / Aberdeen PD Amendment

LOCATION:

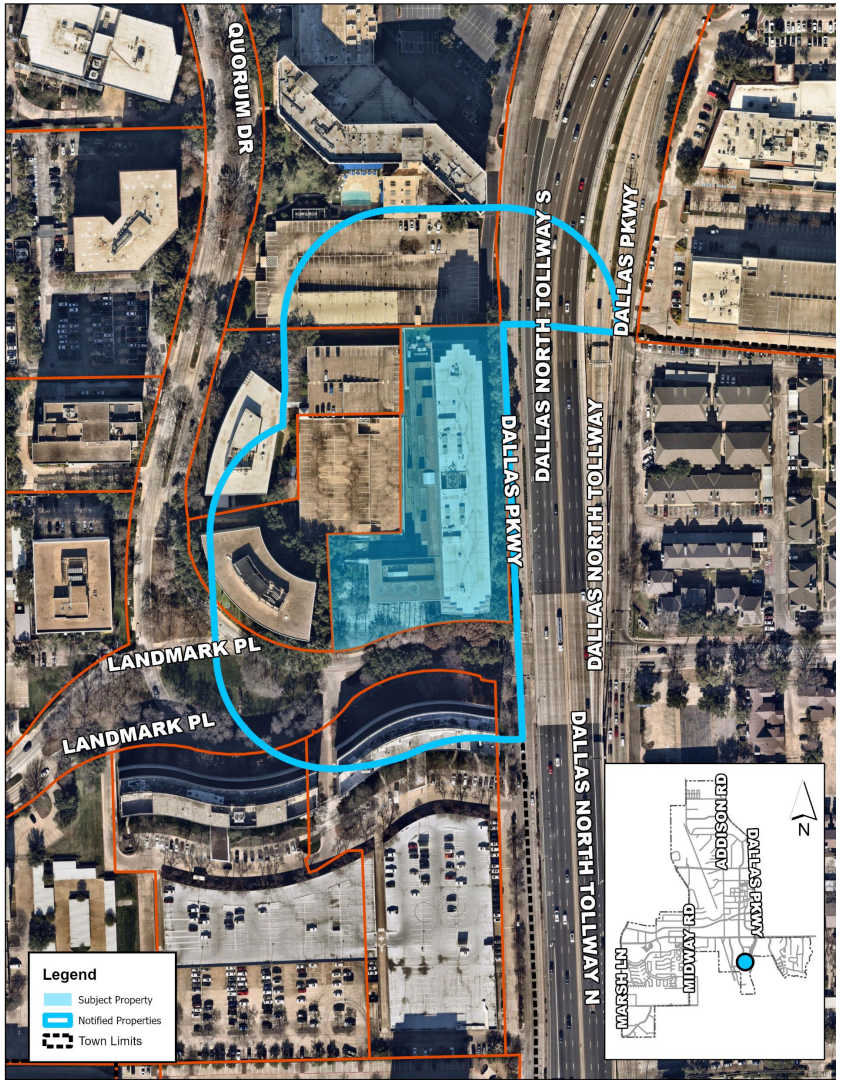
14841 North Dallas Parkway

REQUEST:

Approval of an amendment to Planned Development (PD), Ordinance Nos. 085-100 and 095-035

ACTION REQUIRED:

Hold a public hearing, present, discuss, consider, and take action on the appropriateness of the request to amend the permitted use and development standards for Planned Development, Ordinance Nos. 085-100 and 095-035, for the 2.42± acre subject property.



Case 1951-Z / Aberdeen PD Amendment

Property History:

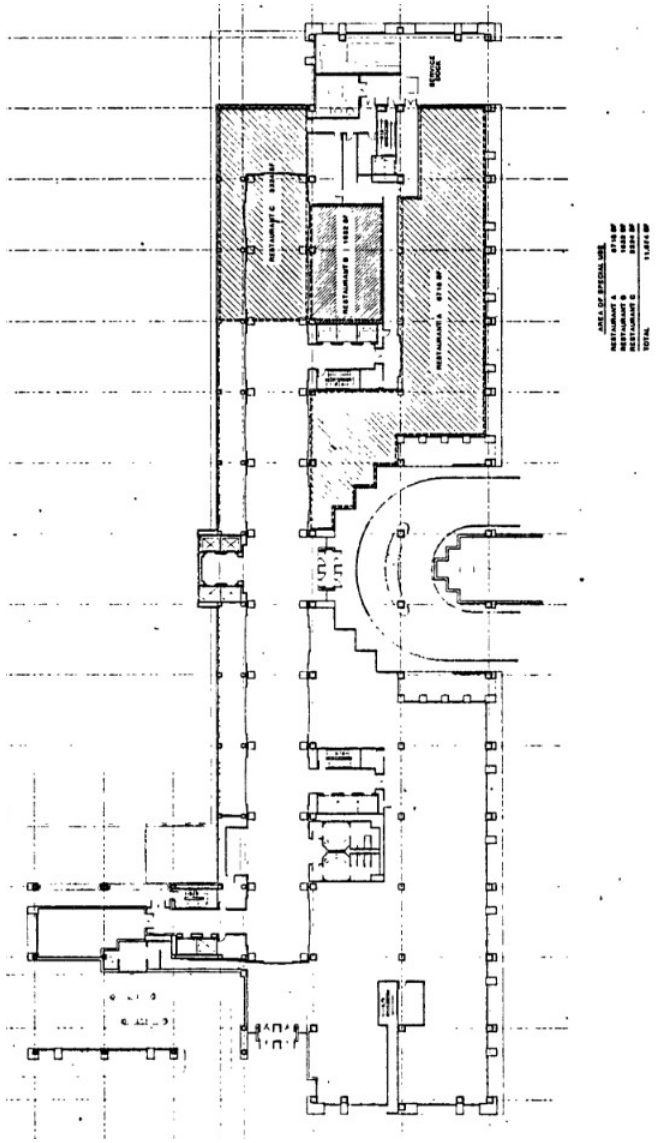
YEAR	ZONING DESIGNATION	ACTION TAKEN	NOTES
PRE-1985	Industrial	Original Zoning Designation	Allowed typical industrial uses
1985 (085-100)	Planned Development	Rezoned from Industrial to PD	Established a PD allowing office and restaurant uses with initial development plans
1995 (095-035)	Planned Development	Amended the existing PD	Allowed for a new parking ratio
PROPOSED	Planned Development	Amend the existing PD	Allow for a broader range of uses

Case 1951-Z / Aberdeen PD Amendment

Current Permitted Uses:

- Office
- Restaurant: limited to approximately 12,000 square feet on ground floor.

Building Square Footage: Approximately 355,600 sq ft.



Case 1951-Z / Aberdeen PD Amendment

Proposed Permitted Uses:

USE	USE-SPECIFIC STANDARDS	NOTES
OFFICE		Permitted by right.
RESTAURANT	UDC Article 4.3.4.J – • Restaurants that operate after 11:00 p.m. shall require a Special Use Permit pursuant to Article 2.5.1: Special Use. • Restaurants shall turn off amplified sound by 11:00 p.m.	Added Use-Specific Standards.
DAYCARE CENTER, ADULT OR CHILD	Where required by state law, day care centers shall be and remain licensed by the state and shall operate in accordance with their license and all applicable state laws. Daycare facilities shall only be permitted on the ground level floor. Daycare facilities that exceed 5,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use.	

Case 1951-Z / Aberdeen PD Amendment

Proposed Permitted Uses:

USE	USE-SPECIFIC STANDARDS	NOTES
SCHOOL, VOCATIONAL OR TRADE	Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use.	
MEDICAL CLINIC	Freestanding medical clinics shall not be permitted. Medical clinic facilities that exceed 3,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use.	
RECREATION FACILITY, INDOORS		Permitted by right.
BANK OR FINANCIAL INSTITUTION		Permitted by right.
PERSONAL SERVICES		Permitted by right.
RETAIL SALES UP TO LESS THAN 15,000 SQ FT		Permitted by right.

Case 1951-Z / Aberdeen PD Amendment

Proposed Permitted Uses:

USE	USE-SPECIFIC STANDARDS	NOTES
DATA CENTER	Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use. UDC Article 4.3.5.A: • All activities shall occur entirely within an enclosed structure, excluding generators.	

Case 1951-Z / Aberdeen PD Amendment

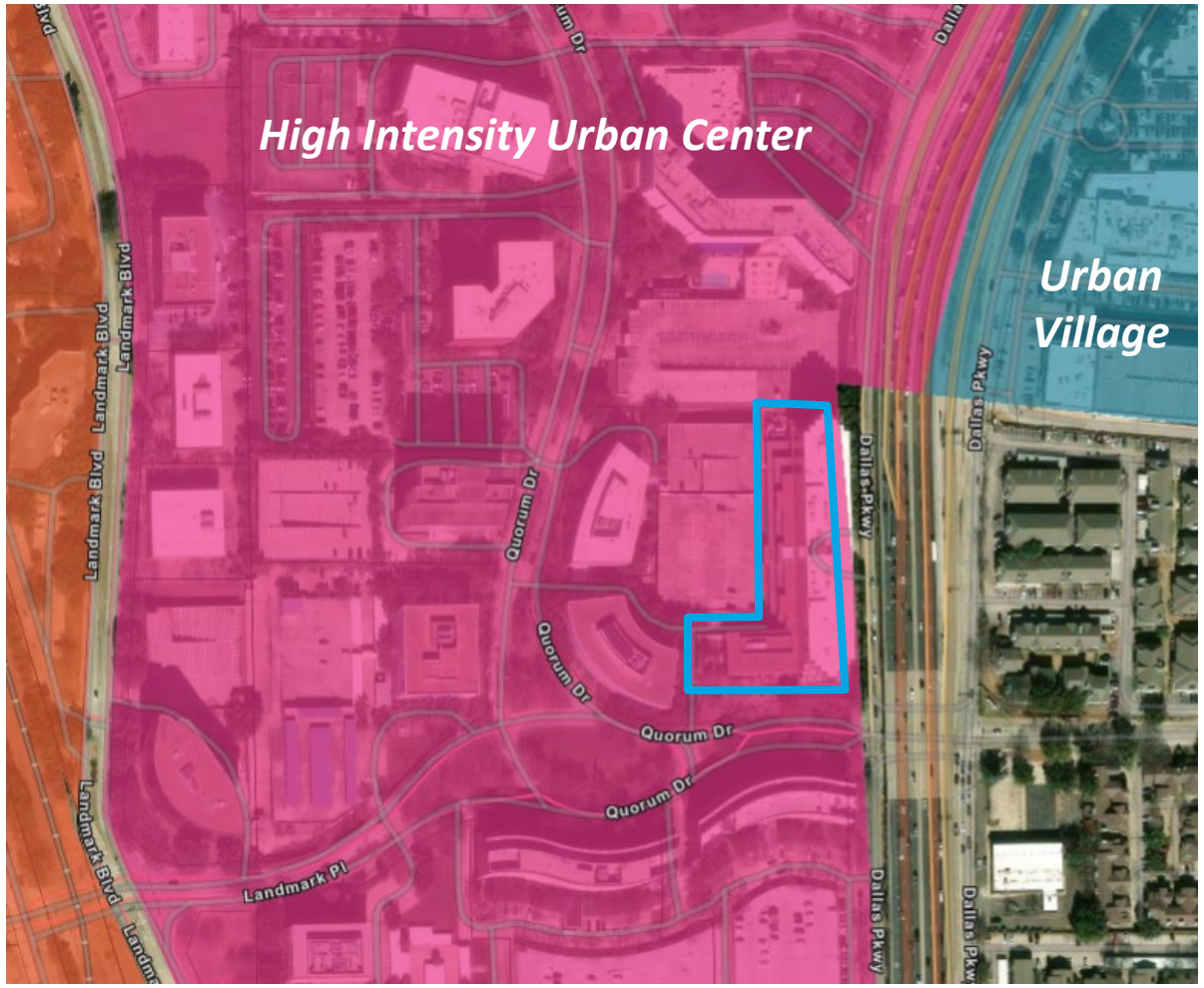
Compliance with the Town's Comprehensive Plan:

Place Types: ***High Intensity Urban Center***

- Commercial development should prioritize pedestrians through active ground-floor uses and strong connections to the public realm, reinforcing continuity with urban areas.

Spectrum of Change: ***Develop/Redevelop***

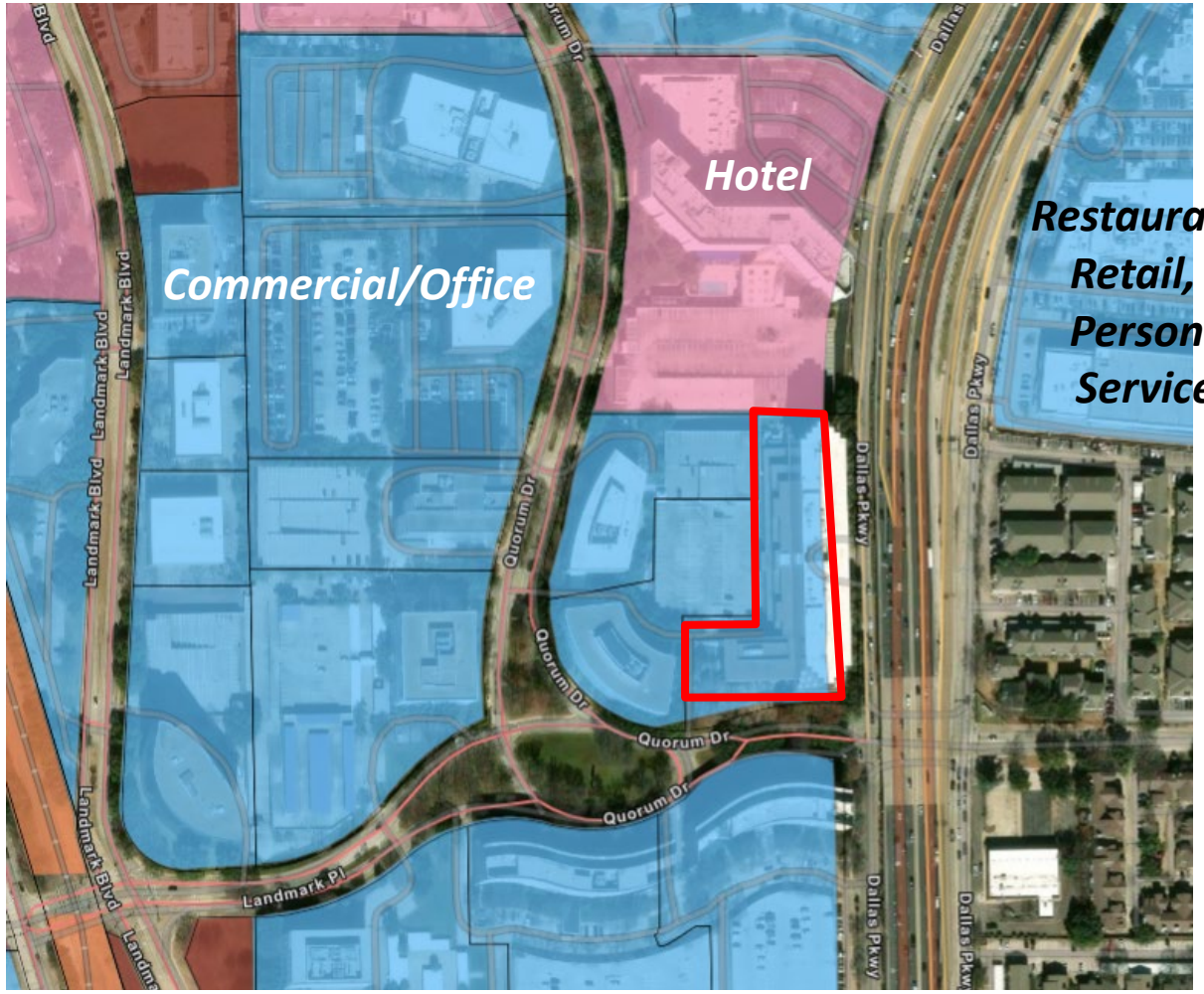
- Areas that are expected to undergo significant development or redevelopment, increasing the mix and intensity of uses to align with the area's envisioned Place Type.



Case 1951-Z / Aberdeen PD Amendment

Compliance with Adjacent Land Uses:

- Surrounded by a mix of commercial uses:
  - Restaurants
  - Office Space
  - Retail
  - Personal Services
  - Hotels



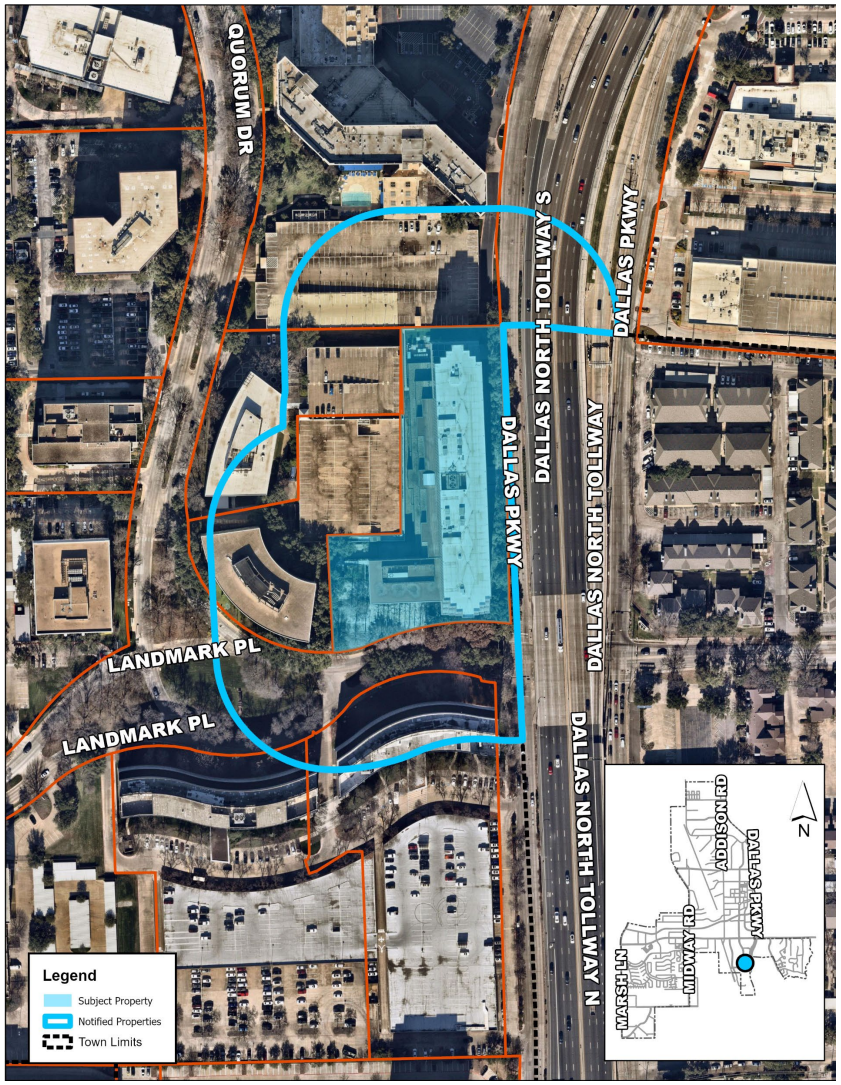
Case 1951-Z / Aberdeen PD Amendment

PUBLIC NOTICE:

Notice of public hearing was provided to property owners within 200 feet of the subject property in accordance with Town and State law.

NOTICE RECIPIENTS: 5

FOR: None.
AGAINST: None.
NEUTRAL: None.



Case 1951-Z / Aberdeen PD Amendment

STAFF EVALUATION:

Staff has reviewed the proposal and determined that it does comply with the Town's adopted policies and development regulations.

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY REPEALING AND REPLACING PLANNED DEVELOPMENT (PD) DISTRICT ORDINANCE NOS. 085-100 AND 095-035 FOR A 2.42+/- ACRE PROPERTY GENERALLY LOCATED AT THE NORTHWEST CORNER OF LANDMARK PLACE AND DALLAS PARKWAY AND ADDRESSED AS 14841 NORTH DALLAS PARKWAY, PROVIDING FOR ADOPTION OF AMENDED PERMITTED USES AND DEVELOPMENT STANDARDS AND DEVELOPMENT PLANS; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS ($2,000.00); PROVIDING FOR SAVINGS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, on December 10, 1985, the City Council for the Town of Addison, Texas adopted Planned Development (PD) District Ordinance 085-100 ("PD 085-100") for a 2.42+/- acre property generally located at the northwest corner of Landmark Place and Dallas Parkway (the "Property") as set forth in **Exhibit A**, attached hereto and incorporated herein (Case No. 948-Z); and

WHEREAS, on August 8, 1995, the City Council for the Town of Addison, Texas adopted Planned Development (PD) District Ordinance 095-035 ("PD 095-0356") to amend PD 085-100 to revise development standards (Case No. 1225-Z); and

WHEREAS, at its regular meeting held on May 19, 2026, the Planning & Zoning Commission considered and made a recommendation on a request to amend PD 085-100 and PD 095-035 to allow for amended permitted use and development standards (Case No. 1951-Z); and

WHEREAS, the City Council desires to repeal and replace PD 085-100 and PD 095-035, in their entirety, to allow modified permitted uses and development standards and development plans (Case No. 1951-Z); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the Town of Addison, as amended; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council of the Town of Addison, Texas finds that this amendment promotes the general welfare and safety of this community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. That the recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2. The Zoning Ordinance and official zoning map shall repeal and replace PD 085-100 and PD 095-035, in their entirety, and provide for modified permitted uses and development standards, as described in **Exhibit B** attached hereto and incorporated herein, subject to the following conditions:

A. Prior to the issuance of a Certificate of Occupancy for any phase of this development, that specific phase must demonstrate compliance with the Permitted Uses and Development Standards (the "Development Standards"), which are attached hereto as **Exhibit B** and made a part hereof for all purposes.

SECTION 3. Any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the city, as heretofore amended, and upon conviction shall be punished by a fine set in accordance with Chapter 1, Section 1-7 of the Code of Ordinances for the Town of Addison.

SECTION 4. The provisions of this Ordinance are severable, and should any section, subsection, paragraph, sentence, phrase or word of this Ordinance, or application thereof to any person, firm, corporation or other business entity or any circumstance, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of the remaining or other parts or portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining parts or portions of this Ordinance despite such unconstitutionality, illegality, or invalidity, which remaining portions shall remain in full force and effect.

SECTION 5. All ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 6. This Ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter or ordinance.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas, on this the ***9th*** day of ***JUNE 2026.***

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

APPROVED AS TO FORM:

_____
Whitt Wyatt, City Attorney

EXHIBIT A

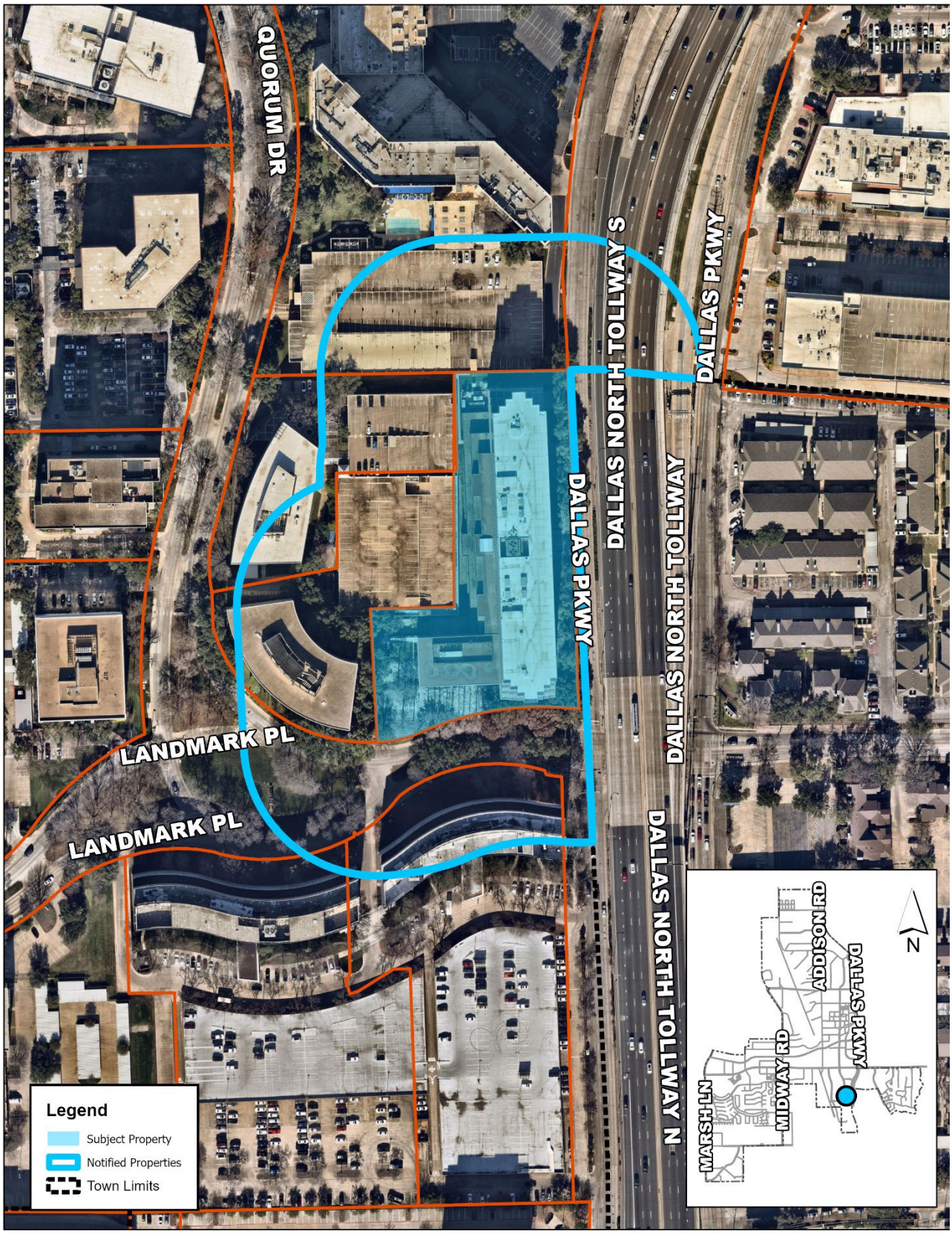

QUORUM DR
DALLAS NORTH TOLLWAY S
DALLAS PKWY
DALLAS NORTH TOLLWAY
DALLAS PKWY
LANDMARK PL
LANDMARK PL
DALLAS NORTH TOLLWAY N
Legend
Subject Property
Notified Properties
Town Limits
ADDISON RD
DALLAS PKWY
N
MARSH LN
MIDWAY RD

EXHIBIT A

Legal Description:

All that certain 2.423 acres of land, which is the Aberdeen Quorum Addition, an addition to the Town of Addison, recorded in Volume 84225, Page 2009 in the Deed Records of Dallas County, Texas (called D.R.D.C.T. hereafter) which is the same property described in the deed to Equastone Aberdeen, LLC, recorded in Document Number 20070275765 D.R.D.C.T., in the Josiah Pancoast Survey, A-1146, Town of Addison, Dallas County, Texas, and more particularly described by metes and bounds as follows (all bearings based on the Aberdeen Quorum Addition):

BEGINNING at an "X" in concrete found for the southwest corner of the herein described tract, common to the most southerly southeast corner of the 1.8459 acre tract described in the deed to SMII/TRP Properties/LP, L.P., recorded in Volume 98231, Page 4579 D.R.D.C.T., in the north right-of-way line of Quorum Drive (R.O.W. varies).

THENCE North 02°24'31" West – 192.97' along an "X" on a concrete curb found for the most westerly northwest corner of the herein described tract, common to an angle corner of said 1.8459 acre tract;

THENCE East – 136.00' to a 1/2" iron rod for an angle corner of the herein described tract, common to the most easterly southeast corner of said 1.8459 acre tract;

THENCE North – 353.82' to a 1/2" iron rod found for the most northerly northwest corner of the herein described tract, common to the northeast corner of the Murphree Company Subdivision, an addition to the Town of Addison, recorded in Volume 84072, Page 4851, D.R.D.C.T., and in the south line of the Marriott at the Quorum, an addition to the Town of Addison, recorded in Volume 82111, Page 2578, D.R.D.C.T.;

THENCE North 89°46'47" East – 152.99' to an "X" in concrete found for the northeast corner of the herein described tract, in the west right-of-way line of Dallas Parkway (R.O.W. varies), which is a point on a curve to the left, with a central angle of 01°49'22", a radius of 1,250.92' and a chord bearing and distance of South 00°49'14" East – 39.79';

THENCE along the west right-of-way line of said Dallas Parkway, along said curve to the left, an arc distance of 39.80', to a 60d nail found for the end of said curve;

THENCE South 01°43'55" East – 459.36' continuing along said west right-of-way line of Dallas Parkway, to a 1/2" iron rod found for the north corner of the northwest right-of-way cutback line at the intersection of said Dallas Parkway and Quorum Drive;

THENCE South 43°17'36" West – 23.67' along said northwest right-of-way cutback line, to an "X" on a concrete vault found for the west corner of said cutback, in the north right-of-way line of said Quorum Drive;

EXHIBIT A

THENCE North 85°27'46" West – 77.08' along the north right-of-way line of said Quorum Drive, to a 1/2" iron rod found for a point on a curve to the left, having a central angle of 23°59'43", a radius of 260.00' and a chord bearing and distance of South 82°32'33" West – 108.09';

THENCE continuing along the north right-of-way line of said Quorum Drive, along said curve to the left, an arc distance of 108.89', to a 1/2" iron rod found for the point of compound curvature of a curve to the left, having a central angle of 02°14'23", a radius of 470.90', and a chord bearing and distance of South 69°25'29" West – 18.41';

THENCE continuing along the north right-of-way line of said Quorum Drive, along said curve to the left, an arc distance of 18.41', to a 1/2" iron rod found for the point of reverse curvature of a curve to the right, having a central angle of 19°15'33", a radius of 238.00' and a chord bearing and distance of South 77°56'04" West – 79.62';

THENCE continuing along the north right-of-way line of said Quorum Drive, along said curve to the right, an arc distance of 80.00', to the POINT OF BEGINNING and containing 2.423 acres of land.

EXHIBIT A

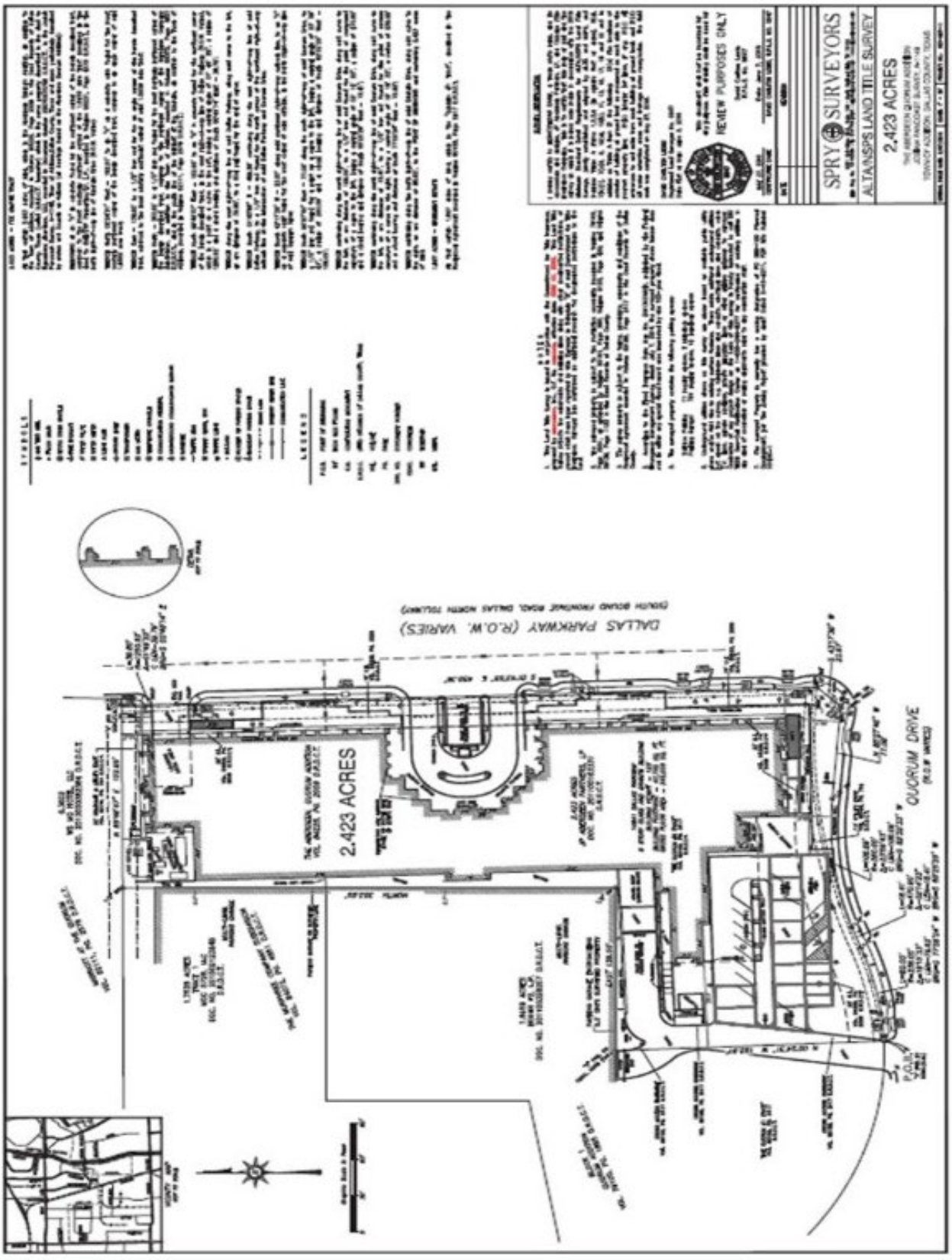

SPRY SURVEYORS
2.423 ACRES
ALTA/NSPS LAND TITLE SURVEY
REVIEW PURPOSES ONLY
DALLAS PARKWAY (R.O.W. VARIES)
2.423 ACRES
QUORUM DRIVE

EXHIBIT B

PHASE II PERMITTED USES AND DEVELOPMENT STANDARDS

1. **Permitted Uses as defined in the Unified Development Code, as amended:**
   A. Office
   B. Recreation facility, indoors
   C. Bank or financial institution
   D. Personal services
   E. Retail sales up to less than 15,000 sq ft

2. **Additional Uses with Approval of a Special Use Permit.** Use-Specific Standards will apply as amended by the Unified Development Code.

USE	USE-SPECIFIC STANDARDS
RESTAURANT	UDC Article 4.3.4.J – • Restaurants that operate after 11:00 p.m. shall require a Special Use Permit pursuant to Article 2.5.1: Special Use • Restaurants shall turn off amplified sound by 11:00 p.m.
DAYCARE CENTER, ADULT OR CHILD	Where required by state law, day care centers shall be and remain licensed by the state and shall operate in accordance with their license and all applicable state laws. Daycare facilities shall only be permitted on the ground level floor. Daycare facilities that exceed 5,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use
SCHOOL, VOCATIONAL OR TRADE	Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use
MEDICAL CLINIC	Freestanding medical clinics shall not be permitted. Medical clinic facilities that exceed 3,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use.
DATA CENTER	Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use UDC Article 4.3.5.A: • All activities shall occur entirely within an enclosed structure, excluding generators.

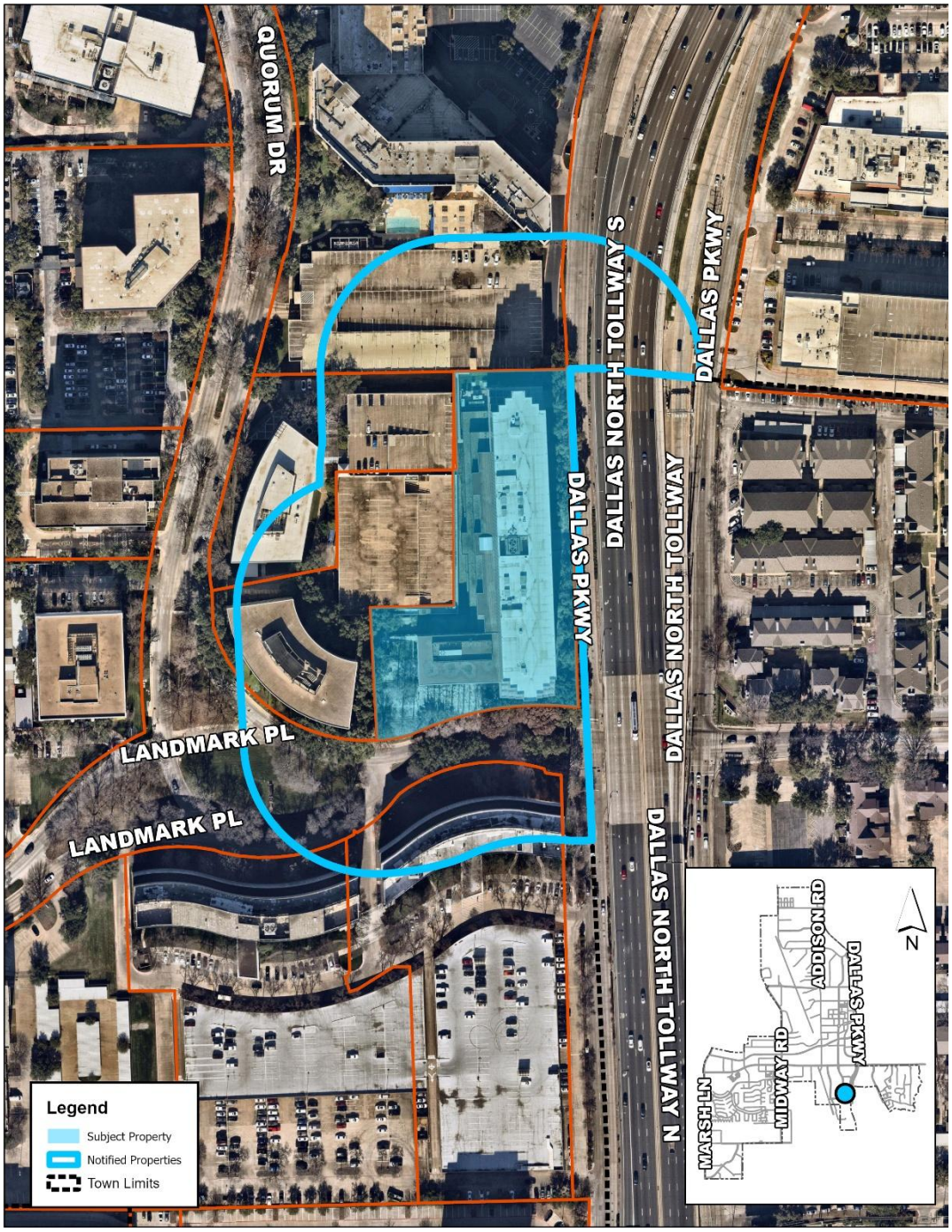
3. **Parking:**

   a. The parking requirement for all uses shall be set at one space per 350 square feet of net usable area.

1951-Z

PUBLIC HEARING Case 1951-Z/Aberdeen PD Amendment. Hold a public hearing, present, discuss, and consider action on a request to amend the permitted use and development standards for Planned Development, Ordinance Nos. 085-100 and 095-035, for a 2.42± acre property generally located at the northwest corner of Landmark Place and Dallas Parkway, and addressed as 14841 North Dallas Parkway.

LOCATION MAP



May 19, 2026

STAFF REPORT

CASE NO: Case 1951-Z/Aberdeen PD Amendment

LOCATION: 14841 North Dallas Parkway

APPLICANT: JP Aberdeen Partner, LP

REQUESTING: Approval of an amendment to Planned Development (PD), Ordinance Nos. 085-100 and 095-035 (Application Date: 2/24/2026).

DISCUSSION:

Background: The subject property is the Aberdeen Building, which is located at 14841 North Dallas Parkway, and is generally located at the northwest corner of Landmark Place and Dallas Parkway. The center is currently zoned Planned Development (PD), Ordinance Nos. 085-100 and 095-035.

The existing PD district limits the permitted uses to office and restaurant uses. The applicant is requesting an amendment to the PD to allow a broader range of commercial uses, including office, restaurant, daycare center, vocational or trade school, medical clinic, indoor recreation facility, bank or financial institution, personal services, retail sales, and data center uses, with several uses subject to use-specific standards.

The purpose of the request is to provide greater flexibility in tenant occupancy and better respond to current market conditions. The existing PD standards significantly restrict the range of prospective tenants, contributing to extended vacancies and difficulties leasing available space. Expanding the list of permitted uses would improve the property's adaptability while maintaining compatibility through proposed use-specific standards.

Zoning History:

YEAR	ZONING DESIGNATION	ACTION TAKEN	NOTES
PRE-1985	Industrial	Original zoning designation	Allowed typical industrial uses
1985 (085-100)	Planned Development	Rezoned from Industrial to PD	Established the PD for office and Pizza Hut test kitchens and the initial development plans
1995 (095-035)	Planned Development	Amended the existing PD	Allowed for a new parking ratio

PROPOSED	Planned Development	Amend the existing PD	Allow for a broader range of uses

Proposed Uses: The request includes an amendment to the permitted uses within the Planned Development District to allow additional commercial uses, several of which would be subject to use-specific standards and/or a Special Use Permit (SUP). The proposed uses are generally consistent with uses permitted within the Commercial General (CG) zoning district, which is an existing zoning district adjacent to the subject property. Several of the proposed uses are permitted by right in the CG district, while others require approval of an SUP, consistent with the standards proposed in this request.

Proposed Permitted Uses and Use-Specific Standards

USE	USE-SPECIFIC STANDARDS	NOTES
OFFICE		Permitted by right
RESTAURANT	UDC Article 4.3.4.J – • Restaurants that operate after 11:00 p.m. shall require a Special Use Permit pursuant to Article 2.5.1: Special Use • Restaurants shall turn off amplified sound by 11:00 p.m.	
DAYCARE CENTER, ADULT OR CHILD	Where required by state law, day care centers shall be and remain licensed by the state and shall operate in accordance with their license and all applicable state laws. Daycare facilities shall only be permitted on the ground level floor. Daycare facilities that exceed 5,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use	
SCHOOL, VOCATIONAL OR TRADE	Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use	
MEDICAL CLINIC	Freestanding medical clinics shall not be permitted. Medical clinic facilities that exceed 3,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use.	
RECREATION FACILITY, INDOORS		Permitted by right
BANK OR FINANCIAL INSTITUTION		Permitted by right
PERSONAL SERVICES		Permitted by right
RETAIL SALES UP TO LESS THAN 15,000 SQ FT		Permitted by right

DATA CENTER	Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use UDC Article 4.3.5.A: • All activities shall occur entirely within an enclosed structure, excluding generators.

Site Improvements: No site modifications are proposed, including existing parking, building facades, landscaping, and open space.

Compliance with the Advance Addison 2050 Comprehensive Plan:
The Advance Addison 2050 Comprehensive Plan establishes a cohesive growth management and land development vision, supported by Place Type and Spectrum of Change maps and illustrative building typology imagery. To ensure the vision is implemented within the time frame, staff has evaluated whether the proposal meets the intent and form established in the Comprehensive Plan.

- **Place Types:** The subject property is located within the High Intensity Urban Center Place Type. High Intensity Urban Centers is concentrated along the western edge of the Dallas North Tollway, with the largest buildings oriented toward the corridor to concentrate higher-intensity development in a defined area. Commercial development should prioritize pedestrians through active ground-floor uses and strong connections to the public realm, reinforcing continuity with urban areas. More information on this Place Type can be found on pages 94-95 in the Comprehensive Plan.
- **Spectrum of Change:** The subject property is designated as a Develop/Redevelop area on the Spectrum of Change map. Develop/Redevelop properties are areas that are expected to undergo significant development or redevelopment, increasing the mix and intensity of uses to align with the area's envisioned Place Type. More information on the Develop/Redevelop designation can be found on pages 107-109 in the Comprehensive Plan.

Compatibility with Adjacent Uses: The subject property is surrounded by a mix of commercial uses, including restaurants, office space, retail, personal services, and hotels. These surrounding uses are compatible with the proposed uses in this PD amendment request, ensuring consistency with the area's existing development patterns.

Public Notice:
In accordance with Town Ordinances and State Statutes, The Town notified adjacent property owners (within 200 feet). At the time of the packet posting, staff has not received any input on the request.

STAFF ANALYSIS:

The proposed modification would allow additional uses permitted by right or with an approved Special Use Permit within the Commercial General (CG) district, a zoning classification compatible with the surrounding area. The presence of similar nearby uses supports consistency with the Town's development regulations and existing development pattern.

Staff has reviewed the proposal and determined that it does comply with the Town's adopted policies and development regulations.

Case 19251-Z/Aberdeen PD Amendment

May 19, 2026

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on May 19, 2026, voted to recommend approval of a request to amend the permitted use and development standards for Planned Development, Ordinance Nos. 085-100 and 095-035, for a 2.42± acre property generally located at the northwest corner of Landmark Place and Dallas Parkway, and addressed as 14841 North Dallas Parkway.

Voting Aye: Barker, Collins, Copeland, Fansler, Smith, Then, Wright
Voting Nay: none
Absent: none

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

JP Aberdeen Partners, LP
14801 Quorum Drive
Suite 120
Dallas, Texas 75254

April 9, 2026

Ms. Korrie Becht, AICP
Assistant Director – Development Services
Addison Center
16801 Westgrove Drive
Addison, Texas 75001

Dear Ms. Becht,

Please accept this letter as confirmation that JP Aberdeen Partners, LP, accepts the amended zoning as outlined in Exhibit A.

The purpose of this request is to allow for greater flexibility in permitted uses within the building to respond to current market conditions and improve overall occupancy. The existing PD significantly limits the pool of prospective tenants, which has resulted in extended vacancy and challenges in leasing available space.

The office market has evolved, and tenants today are seeking environments that incorporate a mix of office, service-oriented, and amenity-based uses. Competing properties in the surrounding area can accommodate these needs, placing our property at a competitive disadvantage under the current zoning restrictions.

We have experienced multiple instances where prospective tenants, including medical, wellness, and service-based users, were unable to move forward due to limitations within the existing PD. These users would have complemented the building and supported both occupancy and tenant experience.

Expanding the permitted uses will not only enhance our ability to attract new tenants but will also support retention of existing tenants by improving access to on-site amenities and services. This is critical in maintaining a stable and vibrant tenant base, especially along the Dallas Tollway.

Additionally, the requested amendment aligns with the City's broader vision of supporting adaptable, mixed-use commercial environments that contribute to economic activity and long-term viability. The proposed uses have low impact in nature and are consistent with a professional office setting and are not expected to create any adverse effects related to traffic, noise, or surrounding properties.

Ownership has made, and continues to make, significant capital investments into the property. This amendment is a key component in ensuring the long-term success, competitiveness, and economic contribution of the asset.

In summary, the requested PD amendment is essential to allow the property to adapt to current market conditions, increase occupancy, and remain a competitive and productive asset within the City.

Please let me know if you would like any additional detail or support information.

Thank you and the City of Addison.

Sincerely,

Salli Such
Sunshine Commercial Properties
On behalf of JP Aberdeen Partners, LP

Exhibit A

1951-Z / Aberdeen PD Amendment – Proposed Changes

(Underlined sections are proposed amendments for permitted uses)

Permitted Uses

- Office
- Restaurant: Use-Specific Standards – Article 4.3.4.J *(SUP for late night hours, amplified sound off at 11 pm)*
- Daycare center, adult or child
    1. Use-Specific Standards:
        a. Where required by state law, day care centers shall be and remain licensed by the state and shall operate in accordance with their license and all applicable state laws.
        b. Daycare facilities shall only be permitted on the ground level floor.
        a. Daycare facilities that exceed 5,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use Permit.
- School, vocational or trade
    1. Use-Specific Standards:
        a. Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use Permit.
- Medical Clinic
    1. Use-Specific Standards:
        a. Freestanding medical clinics shall not be permitted.
        b. Medical clinic facilities that exceed 3,000 square feet GFA shall require a Special Use Permit pursuant to Article 2.5.1: Special Use Permit.
- Recreation facility, indoors
- Bank or financial institution
- Personal services
- Retail sales up to less than 15,000 sq ft
- Data center
    1. Use-Specific Standards:
        a. See Article 4.3.4.J *(All activities shall occur entirely within an enclosed structure, excluding generators.)*
        b. Shall require a Special Use Permit pursuant to Article 2.5.1: Special Use Permit.

SUNSHINE
COMMERCIAL PROPERTIES

The Aberdeen Building
14841 N. Dallas Parkway
Dallas, Texas 75254

Legal Description

EXHIBIT A
Legal Description

All that certain 2.423 acres of land, which is the Aberdeen Quorum Addition, an addition to the Town of Addison, recorded in Volume 84225, Page 2009 in the Deed Records of Dallas County, Texas (called D.R.D.C.T. hereafter) which is the same property described in the deed to Equastone Aberdeen, LLC, recorded in Document Number 20070275765 D.R.D.C.T., in the Josiah Pancoast Survey, A-1146, Town of Addison, Dallas County, Texas, and

more particularly described by metes and bounds as follows (all bearings based on the Aberdeen Quorum Addition):

BEGINNING at an "X"In concrete found for the southwest corner of the herein described tract, common to the most southerly southeast corner of the 1.8459 acre tract described in the deed to SMII/TRP Properties/LP, L.P., rcorded in Volume 98231, Page 4579 D.R.D.C.T., in the north right-of-way line of Quorum Drive (R.O.W. Varies)

THENCE North 02°24'31" West - 192.97' along an "X" on a concrete curb found for the most westerly northwest corner of the herein described tract, common to an angle corner of said 1.8459 acre tract;

THENCE East - 136.00' to a 1/2" iron rod for an angle corner of the herein descriged tract, common to the most easterly southeast corner of said 1.8459 acre tract;

THENCE North - 353.82' to a 1/2" iron rod found for the most northerly northwest corner of the herein described tract, common to the northeast corner of the Murphree Company Subdivision, an addition to the Town of Addison, recorded in Volume 84072, Page 4851, D.R.D.C.T., and in the south line of the Marriott at the Quorum, an addition to the Town of Addison, recorded in Volume 82111, Page 2578, D.R.D.C.T.;

THENCE North 89°46'47" East - 152.99' to an "X" in concrete found for the northeast corner of the herein described tract, in the west right-of-way line of Dallas Parkway (R.O.W. Varies), which is a point on a curve to the left, with a central angle of 01° 49' 22", a radius of 1,250.92' and a chord bearing and distance of South 00°49'14" East - 39.79';

THENCE along the west right-of-way line of said Dallas Parkway, along said curve to the left, an arc distance of 39.80', to a 60d nail found for the end of said curve;

THENCE South 01°43'55" E - 459.36' continuing along said west right-of-way line of Dallas Parkway, to a 1/2" iron rod found for the north corner of the northwest right-of-way cutback line at the intersection of said Dallas Parkway and Quorum Drive;

THENCE South 43°17'36" W - 23.67' along said northwest right-of-way cutback line, to an "X" on a concrete vault found for the west corner of said cutback, in the north right-of-way line of said Quorum Drive;

THENCE North 85°27'46" West - 77.08' along the north right-of-way line of said Quorum Drive, to a 1/2" iron rod found for a point on a curve to the left, having a central angle of 23° 59' 43", a radius of 260.00' and a chord bearing and distance of South 82°32'33" West - 108.09';

THENCE continuing along the north right-of-way line of said Quorum Drive, along said curve to the left, an arc distance of 108.89', to a 1/2" iron rod found for the point of compound curvature of a curve to the left, having a central angle of 02° 14' 23", a radius of 470.90', and a chord bearing and distance of South 69°25'29" West - 18.41';

THENCE continuing along the north right-of-way line of said Quorum Drive, along said curve to the left, an arc distance of 18.41', to a 1/2" iron rod found for the point of reverse curvature of a curve to the right, having a central angle of 19° 15' 33", a radius of 238.00' and a chord bearing and distance of South 77°56'04" West - 79.62';

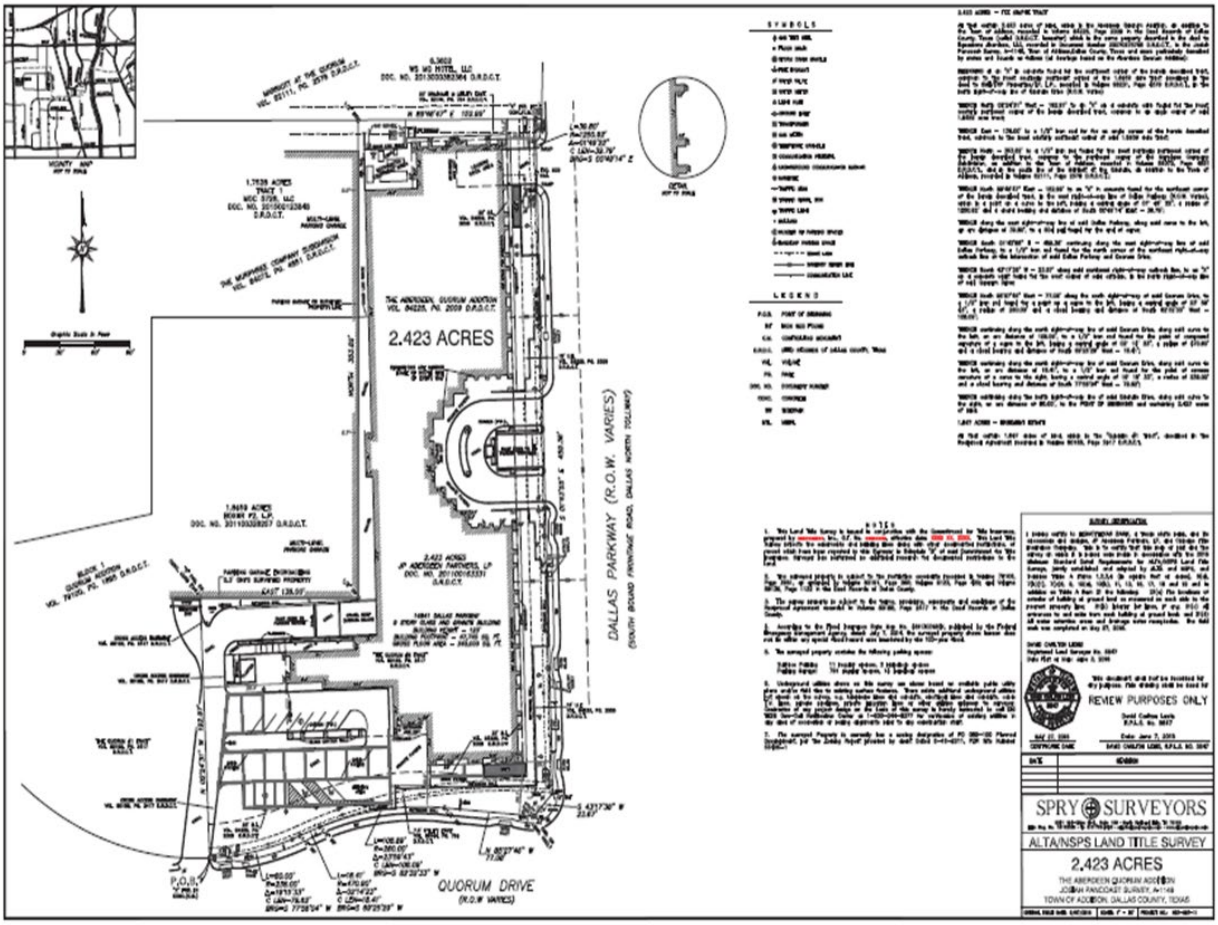
THENCE continuing along the nroth right-of-way line of said Quorum Drive, along said curve to the right, an arc distance of 80.00', to the POINT OF BEGINNING and containing 2.423 acres of land.

NOTE: THE COMPANY DOES NOT REPRESENT THAT THE ACREAGE AND/OR SQUARE FOOTAGE CALCULATIONS ARE CORRECT.

TRACT 2 (EASEMENT ESTATE):

All that certain 1.847 acres of land, which is the "Quorum #1 Tract", described in the Reciprocal Agreement recorded in Volume 80188, Page 2417, D.R.D.C.T.

Survey of the Aberdeen Building



Article 7.2.2 Public, Institutional, and Civic Uses

Day Care Center, Adult or Child: A facility, other than a "Day Care Home, Adult or Child," “Assisted Living Facility,” or “Continuing Care Facility,” where children or elderly and/or functionally impaired adults receive care from a provider for a period of less than 24 hours per day. The term "Day Care Center" includes but is not limited to the following: nursery schools, child care centers, kindergartens and play groups; but does not include kindergartens accredited or recognized by the Texas State Board of Education or that are supported in whole or in part by state tax funds. A "Day Care Center" exempt from state licensing requirements shall provide proof of exemption.

School, Vocational or Trade: A private or public educational facility offering instruction in a professional, vocational, or technical field. This use includes establishments providing instruction focused upon usable skills that prepares students for jobs in a trade or in industry, construction, or commerce, and meeting all applicable state requirements for a facility of its type.

Medical Clinic: A health care facility where patients are admitted for examination and treatment on an outpatient basis by one or more physicians, dentists, other licensed health care practitioners, psychologists, or social workers, and where patients are not lodged overnight. This definition includes emergency and urgent care facilities without ambulance services and outpatient surgery centers. Accessory uses may include incidental retail sales of products incidental to the services provided.

Article 7.2.3 Commercial Uses

Recreation Facility, Indoor: A commercial recreational use conducted entirely within a building, including arcades, bowling alleys, billiard parlors, skating rinks, motion picture theaters, spectator sports, assembly halls, athletic and health clubs, auditorium or exhibition hall, dance hall, community centers, gymnasiums, sports courts, sport fields, field house, swimming pools, or any other indoor recreational activity. Accessory uses may include limited retail, concessions, and maintenance facilities. This definition does not include “Sexually Oriented Business.”

Restaurant: An establishment that sells food or beverages in a ready-to-consume state, in individual servings, that the customer consumes while seated at tables or counters located in or immediately adjacent to the building in which the use is located, and that may include carry-out service. This includes any portion of an establishment used for seating for the consumption of food on the premises that sells prepared food or beverages, such as a bakery, delicatessen, cafes, and coffee shops. Accessory uses may include an outdoor dining area or sidewalk café.

Bank or Financial Institution: A federal- or state-regulated facility that provides financial and banking services to individuals and businesses. These services may include deposit banking and closely related functions such as making loans, investments, and fiduciary activities. This definition does not include "Credit Access Business." Accessory uses may include automatic teller machines and offices.

Office: A building where services are provided and/or business is conducted including administrative, professional, governmental, or clerical operations. Typical examples include fire service, ambulance, judicial court or government offices, post office, real estate, political and philanthropic offices, television and radio broadcasting, call centers, insurance, property management, investment, financial, employment, travel, advertising, law, architecture, design, engineering, accounting, and similar offices. This use includes accessory uses such as restaurants, coffee shops, health facilities, limited retail sales, or other amenities primarily for the use of employees in the business or building.

Personal Services: Establishments primarily engaged in providing services involving the care of a person or of the care or repair of his or her personal goods or apparel. Personal services usually includes but is not limited to: laundry (including cleaning and pressing service), beauty shops, barbershops, shoe repair, personal copying/shipping services, health spas, licensed massage therapy, photographic studios, tailor/seamstress shop, indoor equipment/party/event rental, tanning salon, bicycle and sports equipment repair, small appliance repair, and similar uses. This definition does not include “Laundromat, Self-Service” or “Commercial Laundry Facility.”

Retail Sales: Establishments engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods. This use does not include any form of retail sales or other use listed separately in §4.2.7: Table of Allowed Uses. *Retail Sales, Less than 15,000 Square Feet GFA A retail sales establishment with less than 15,000 square feet of gross floor area*.

Article 7.4.2 Industrial Uses

Data Center: A facility used to house computer systems and associated components, telecommunications systems, and storage systems for the purpose of collection, processing, storage, or retrieval of data. This use generally includes redundant or back-up power supplies, redundant data communications connections, environmental controls (such as air conditioning and fire suppression), and security devices.

Regular City Council Meeting **5. b.**

Meeting Date: 06/09/2026

Department: Development Services

Key Focus Areas: Economic Development and Revitalization

AGENDA CAPTION:

Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 5000 Belt Line Road, Suite 430 that is currently zoned Planned Development (PD), Ordinance No. 004-001, for a restaurant to allow late-night hours of operation. Case 1952-SUP/Insomnia Cookies Late-Night Hours.

BACKGROUND:

The Addison Planning and Zoning Commission, meeting in regular session on May 19, 2026, voted to recommend approval of a request for a Special Use Permit (SUP) for property located at 5000 Belt Line Road, Suite 430 that is currently zoned Planned Development (PD), Ordinance No. 004-001, for a restaurant to allow late-night hours of operation, with the following condition:

- Future expansion of business operations to include on-site consumption of alcohol requires approval of a Special Use Permit (SUP).

Voting Aye: Barker, Collins, Copeland, Fansler, Smith, Then, Wright
Voting Nay: none
Absent: none

SPEAKERS AT THE PUBLIC HEARING:
For: none
On: none
Against: none

FISCAL IMPACT

N/A

RECOMMENDATION

Town staff has reviewed the proposal and determined that it does comply with the Town's adopted policies and development regulations.

If the City Council approves the request, staff recommends adding the following condition:

- Future expansion of business operations to include on-site consumption of alcohol requires approval of a Special Use Permit (SUP).

Attachments

Presentation - Insomnia Cookies SUP
Ordinance - Insomnia Cookies SUP
Staff Report - Insomnia Cookies SUP
Letter of Intent - Insomnia Cookies SUP
Plans - Insomnia Cookies SUP

5000 Belt Line Rd, Suite 430 Special Use Permit Request (1952-SUP)

June 9, 2026

Korrie Becht, Assistant Director
of Development Services

Case 1952-SUP / Insomnia Cookies

LOCATION:

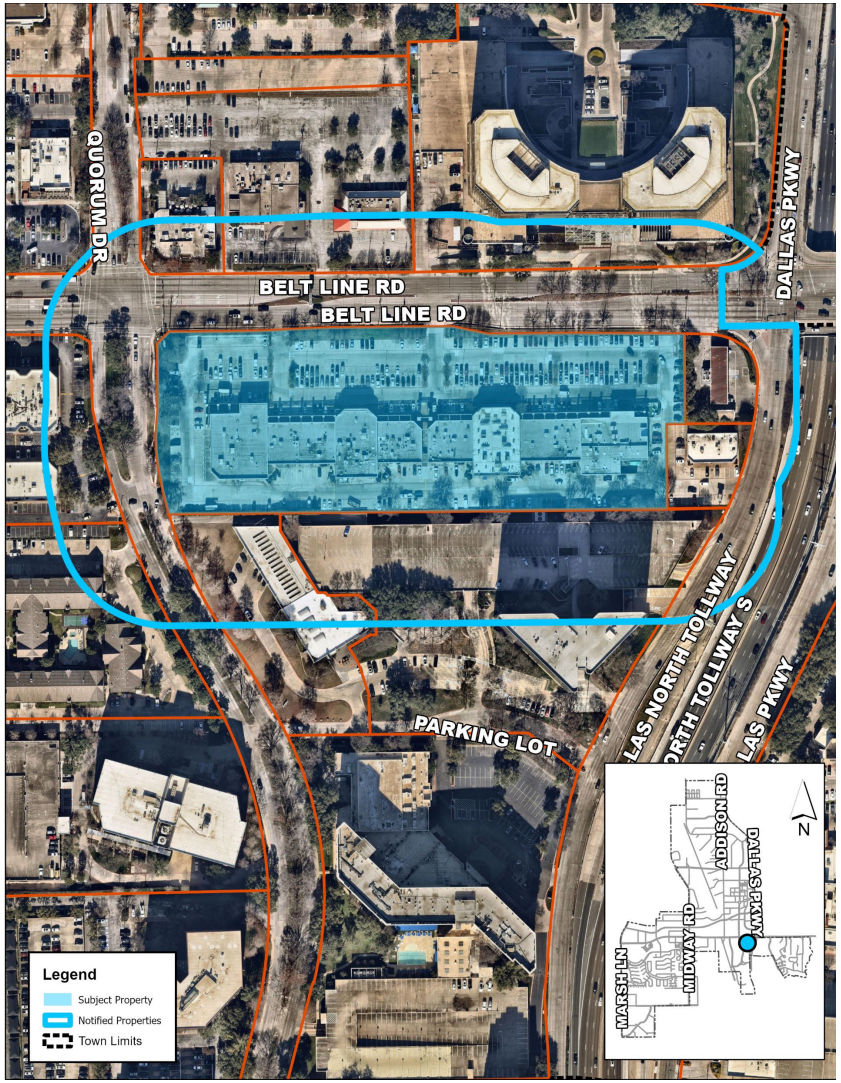
5000 Belt Line Road, Suite 430

REQUEST:

Approval of a Special Use Permit (SUP) for a restaurant to allow late-night hours of operation.

ACTION REQUIRED:

Hold a public hearing, present, discuss, consider, and take action on the appropriateness of the late-night hours of operation.

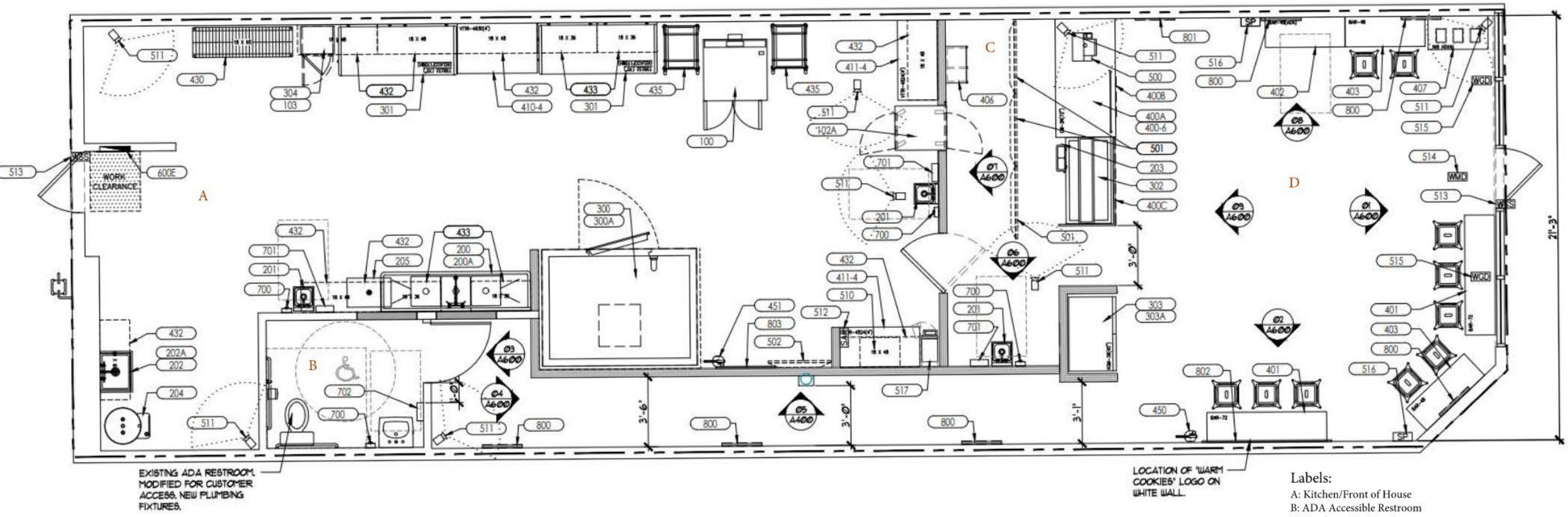


Case 1952-SUP / Insomnia Cookies

BUSINESS LOCATION HISTORY:

- Zoned Planned Development (PD), Ordinance No. 004-001.
- Surrounding area includes high concentration of restaurants and commercial uses.
- Insomnia Cookies opened in late December 2025 / early January 2026 as a restaurant closing at 11:00 pm.
  - Occupies approximately 1,400 sq. ft. Approximately 375 sq. ft. is open to customers.
  - Does not sell alcohol.
  - Approval of SUP would allow seating for 10 customers to eat onsite.

Case 1952-SUP / Insomnia Cookies



01 EQUIPMENT LAYOUT
1/4" = 1'-0"

Case 1952-SUP / Insomnia Cookies

HOURS OF OPERATION:

- Proposed hours of operation:
  - Sunday: Noon to 1 am.
  - Monday – Wednesday: 11 am to 1 am.
  - Thursday & Friday: 11 am to 3 am.
  - Saturday: Noon to 3 am.

- Approximately 27% of restaurants (12 out of 45 restaurants) close after 11 pm on any day of the week.

Closing Time of Surrounding Restaurants:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	3	3	1				
3:00 PM							
8:00 PM	3						
9:00 PM	10	10	9	10	9	4	4
9:30 PM	2	3	4	3	3	2	1
10:00 PM	12	15	17	17	18	13	13
10:30 PM	2	1	1	1	1	2	2
11:00 PM	4	5	5	5	4	11	11
12:00 AM	7	6	6	7	7	4	4
1:00 AM					1	2	2
2:00 AM	1	1	1	1	1	5	5
3:00 AM						1	1

Proposed Closing Time

Case 1952-SUP / Insomnia Cookies

PUBLIC NOTICE:

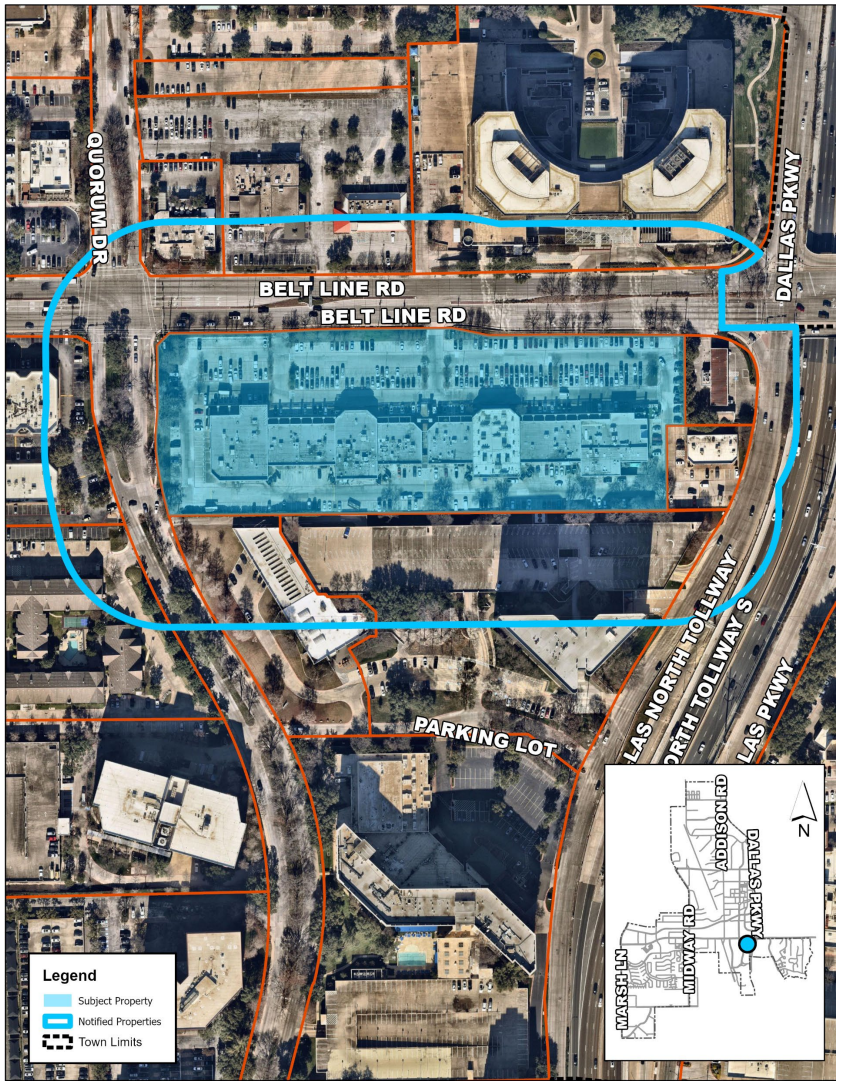
Notice of public hearing was provided to property owners within 200 feet of the subject property in accordance with Town and State law.

NOTICE RECIPIENTS: 10

FOR: None.

AGAINST: None.

NEUTRAL: None.



Case 1952-SUP / Insomnia Cookies

STAFF EVALUALTION:

Town staff has reviewed the proposal and determined that it does comply with the Town's adopted policies and development regulations.

If the City Council approves this request, staff recommends adding the following condition:

- Future expansion of business operations to include on-site consumption of alcohol requires approval of a Special Use Permit (SUP).

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY GRANTING A SPECIAL USE PERMIT (SUP) FOR A RESTAURANT TO ALLOW LATE-NIGHT HOURS OF OPERATION FOR THE PROPERTY LOCATED AT 5000 BELT LINE ROAD, SUITE 430; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; PROVIDING A SAVINGS CLAUSE, SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

WHEREAS, at its regular meeting held on May 19, 2026, the Planning & Zoning Commission considered and made recommendations on a request for a Special Use Permit (Case No.1952-SUP) for a restaurant to allow late-night hours of operation at the property located at 5000 Belt Line Road, Suite 430 (the "Subject Property"); and

WHEREAS, the Subject Property is presently zoned Planned Development (PD), Ordinance No. 004-001; and

WHEREAS, this change of zoning is in conformance with the adopted Comprehensive Plan of the Town of Addison, as amended; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council of the Town of Addison, Texas finds that this amendment promotes the general welfare and safety of this community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2. A Special Use Permit authorizing a restaurant to have late-night hours of operations for the Subject Property, is hereby granted subject to the following conditions:

(a) Prior to issuance of a Certificate of Occupancy, said Property shall be improved in accordance with the floor plan attached hereto as **Exhibit A** and made a part hereof for all purposes, and inclusive of the following occupancy conditions:

(i) Insomnia Cookies operations shall close to the public no later than the following:
- Sunday through Wednesday: 1:00 am.
- Thursday through Saturday: 3:00 am

(b) The SUP granted herein for a restaurant with late-night hours of operation, shall be limited to that particular area encompassing a total area not to exceed 1,560 square feet as designated on the final floor plan attached hereto as **Exhibit A**.

(c) Future expansion of business operations to include on-site consumption of alcohol requires approval of a new Special Use Permit (SUP).

(d) If the Subject Property is not used for the purposes for which said permit was granted within one (1) year after the adoption of this ordinance, the City Council may authorize hearings to be held for the purpose of considering a change of zoning and repeal of the Special Use Permit granted herein.

SECTION 3. Any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the city, as heretofore amended, and upon conviction shall be punished by a fine set in accordance with Chapter 1, Section 1-7 of the Code of Ordinances for the Town of Addison.

SECTION 4. The provisions of this Ordinance are severable, and should any section, subsection, paragraph, sentence, phrase or word of this Ordinance, or application thereof to any person, firm, corporation or other business entity or any circumstance, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of the remaining or other parts or portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining parts or portions of this Ordinance despite such unconstitutionality, illegality, or invalidity, which remaining portions shall remain in full force and effect.

SECTION 5. All ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 6. This ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas, on this the ***9TH*** day of **JUNE** ***2026.***

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

APPROVED AS TO FORM:

_____
Whitt Wyatt, City Attorney

EXHIBIT A

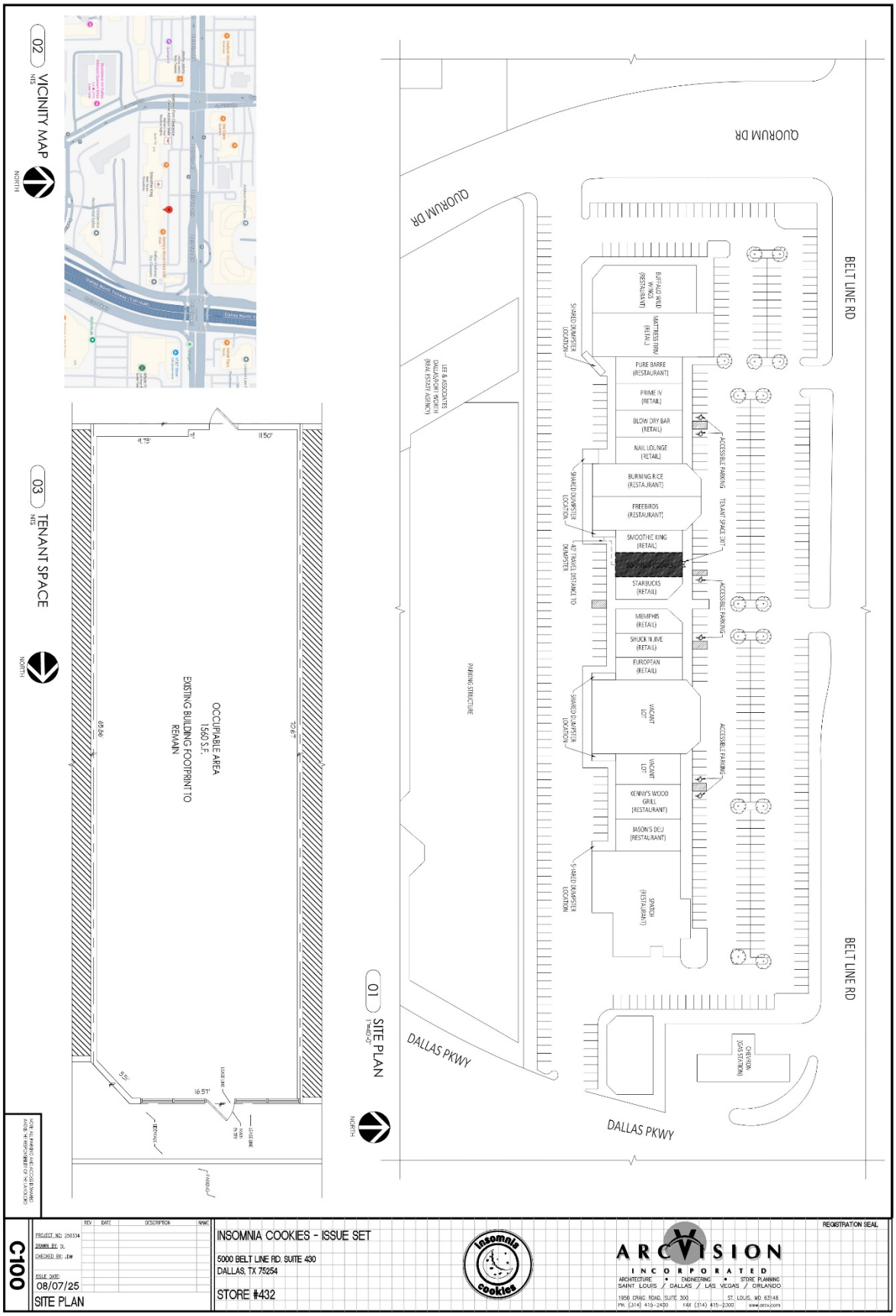
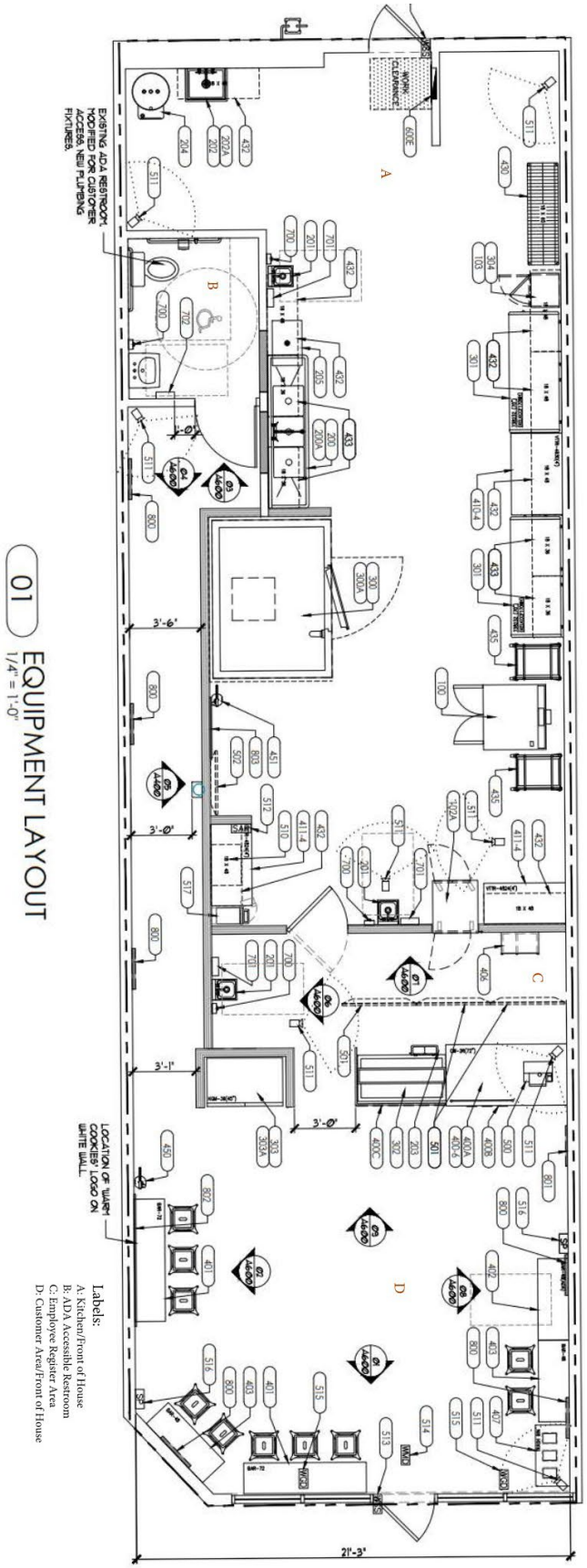

02 VICINITY MAP
NTS
NORTH
03 TENANT SPACE
NTS
NORTH
01 SITE PLAN
1"=40'-0"
NORTH
QUORUM DR
BELT LINE RD
DALLAS PKWY
PARKING STRUCTURE
LEE & ASSOCIATES DALLAS/FORT WORTH (REAL ESTATE AGENCY)
BUFFALO WILD WINGS (RESTAURANT)
MATTRESS FIRM (RETAIL)
PURE BARRE (RESTAURANT)
PRIME IV (RETAIL)
BLOW DRY BAR (RETAIL)
NAIL LOUNGE (RETAIL)
BURNING RICE (RESTAURANT)
FREEBIRDS (RESTAURANT)
SMOOTHIE KING (RETAIL)
STARBUCKS (RETAIL)
MEMPHIS (RETAIL)
SHUCK N JIVE (RETAIL)
EUROPEAN (RETAIL)
VACANT LOT
VACANT LOT
KENNY'S WOOD GRILL (RESTAURANT)
JASON'S DELI (RESTAURANT)
SPATCH (RESTAURANT)
CHEVRON (GAS STATION)
SHARED DUMPSTER LOCATION
ACCESSIBLE PARKING
TENANT SPACE 2KT
OCCUPIABLE AREA
1560 S.F.
EXISTING BUILDING FOOTPRINT TO REMAIN
65.86'
70.67'
11.50'
9.25'
16.51'
REMOVE
NEW CURB
C100
PROJECT NO: 250334
DRAWN BY: DL
CHECKED BY: DW
ISSUE DATE: 08/07/25
SITE PLAN
REV
DATE
DESCRIPTION
MMC
INSOMNIA COOKIES - ISSUE SET
5000 BELT LINE RD. SUITE 430
DALLAS, TX 75254
STORE #432
insomnia cookies
ARCVISION
INCORPORATED
ARCHITECTURE • ENGINEERING • STORE PLANNING
SAINT LOUIS / DALLAS / LAS VEGAS / ORLANDO
1956 CRAIG ROAD, SUITE 300, ST. LOUIS, MO 63146
PH (314) 415-2400 FAX (314) 415-2300 www.arcv.com
REGISTRATION SEAL

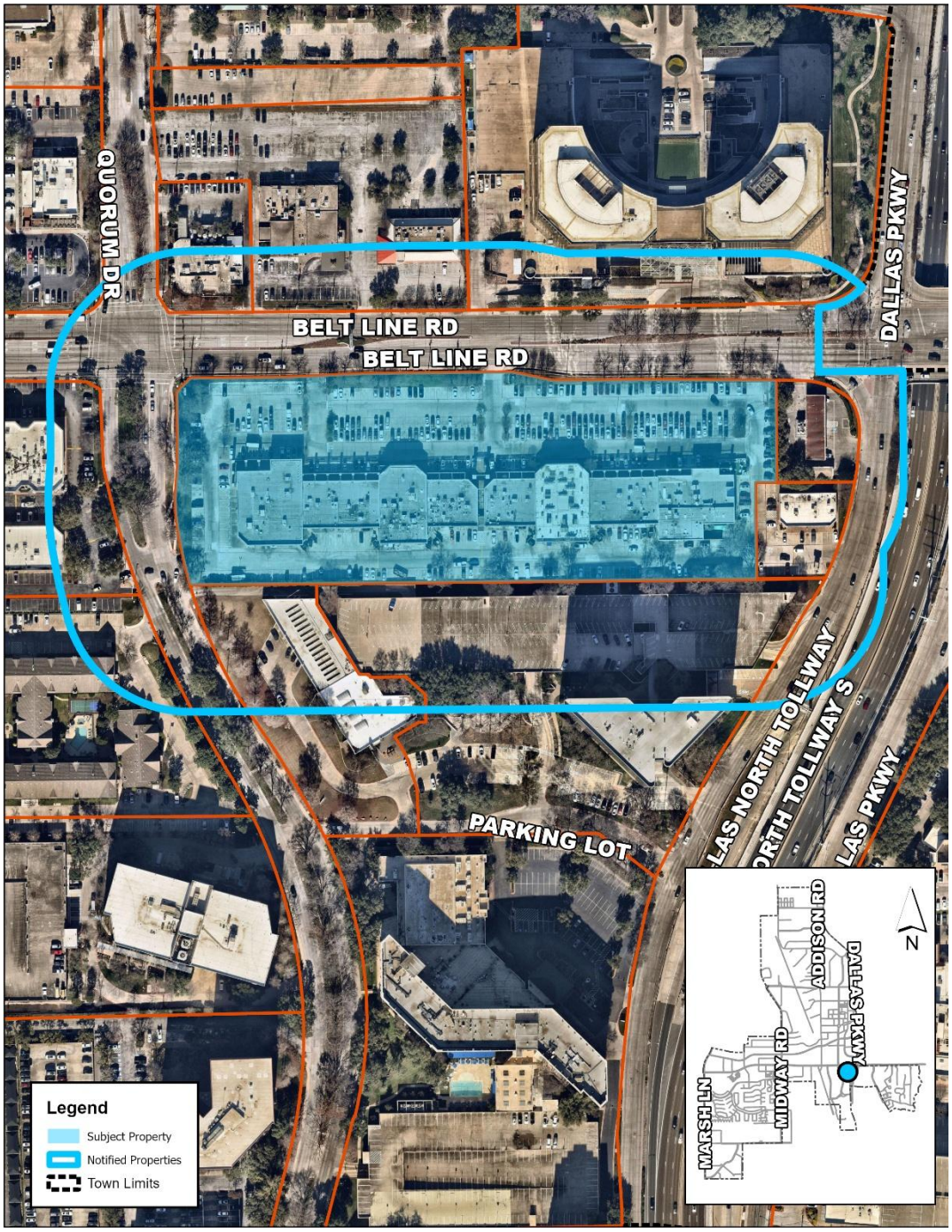
EXHIBIT A


EXISTING ADA RESTROOM MODIFIED FOR CUSTOMER ACCESS. NEW FLIPPING FIXTURES.
LOCATION OF "WARM COOKIES" LOGO ON WHITE WALL
Labels:
A: Kitchen/Front of House
B: ADA Accessible Restroom
C: Employee Register Area
D: Customer Area/Front of House
01 EQUIPMENT LAYOUT
1/4" = 1'-0"
21'-3"

1952-SUP

PUBLIC HEARING Case 1952-SUP/Insomnia Cookies Late-Night Hours. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 5000 Belt Line Road, Suite 430 that is currently zoned Planned Development (PD), Ordinance No. 004-001, for a restaurant to allow late-night hours of operation.

LOCATION MAP



May 19, 2026

STAFF REPORT

CASE NO: Case 1952-SUP/Insomnia Cookies Late-Night Hours

LOCATION: 5000 Belt Line Road, Suite 430

APPLICANT: Mary Fehlner, Insomnia Cookies

REQUESTING: Approval of a Special Use Permit (SUP) for a restaurant to allow late-night hours of operation (Application Date: 3/18/2026).

DISCUSSION:

Background: The subject property is located at Addison Walk, 5000 Belt Line Road, Suite 430. The site is generally situated at the southwest corner of Belt Line Road and the Dallas North Tollway and is zoned Planned Development (PD), Ordinance No. 004-001. The surrounding area is characterized by a high concentration of restaurants and commercial uses. Insomnia Cookies opened in late December 2025/early January 2026 as a restaurant closing at 11:00 pm. The Unified Development Code (UDC) requires a SUP for the proposed late-night hours of operation.

Insomnia Cookies is a retail bakery concept specializing in the sale of baked goods, hand-dipped ice cream, and bottled beverages. Currently, Insomnia Cookies is closing at 11:00 pm, but to align with company's concept of fresh baked, warm and delicious cookies delivered late night, a Special Use Permit is required for late-night hours of operation.

The business currently occupies approximately 1,400 square feet, with approximately 375 square feet of that open to customers. Seating for 10 is provided within the front of the store to allow customers to eat on site. The business does not sell alcohol.

Late Night Hours of Operation: Insomnia Cookies proposes to have the following operating hours:

- Monday thru Wednesday: 11:00 am to 1:00 am
- Thursday and Friday: 11:00 am to 3:00 am
- Saturday: Noon to 3:00 am
- Sunday: Noon to 1:00 am

Of the surrounding 45 restaurants within 1000 feet, twelve restaurants close after 11 pm on any given night. Please see Exhibit A (attached) for more information on surrounding restaurant hours of operations.

Site Improvements: No proposed modifications to the site, including parking, landscaping, open space, and building elevations.

Public Notice: The Town provided notice to property owners within two hundred feet of the subject property in accordance with Town and State requirements. As of the posting of the agenda, no feedback has been received on this request.

STAFF EVALUATION:

Town staff has reviewed the proposal and determined that it does comply with the Town's adopted policies and development regulations.

If recommended for approval, staff recommends adding the following condition:

- Future expansion of business operations to include on-site consumption of alcohol requires approval of a Special Use Permit (SUP).

Exhibit A

Restaurant	Day	Open Time	Close Time
Arthur's Steakhouse	Sunday	Closed	Closed
Arthur's Steakhouse	Monday	5:00 PM	10:00 PM
Arthur's Steakhouse	Tuesday	5:00 PM	10:00 PM
Arthur's Steakhouse	Wednesday	5:00 PM	10:00 PM
Arthur's Steakhouse	Thursday	5:00 PM	10:00 PM
Arthur's Steakhouse	Friday	5:00 PM	11:00 PM
Arthur's Steakhouse	Saturday	5:00 PM	11:00 PM
Batbox	Sunday	11:00 AM	12:00 AM
Batbox	Monday	11:00 AM	12:00 AM
Batbox	Tuesday	11:00 AM	12:00 AM
Batbox	Wednesday	11:00 AM	12:00 AM
Batbox	Thursday	11:00 AM	12:00 AM
Batbox	Friday	11:00 AM	12:00 AM
Batbox	Saturday	11:00 AM	12:00 AM
Benihana	Sunday	11:00 AM	10:00 PM
Benihana	Monday	11:00 AM	10:00 PM
Benihana	Tuesday	11:00 AM	10:00 PM
Benihana	Wednesday	11:00 AM	10:00 PM
Benihana	Thursday	11:00 AM	10:00 PM
Benihana	Friday	11:00 AM	11:00 PM
Benihana	Saturday	11:00 AM	11:00 PM
BJ's Restaurant	Sunday	11:00 AM	11:00 PM
BJ's Restaurant	Monday	11:00 AM	12:00 AM
BJ's Restaurant	Tuesday	11:00 AM	12:00 AM
BJ's Restaurant	Wednesday	11:00 AM	12:00 AM
BJ's Restaurant	Thursday	11:00 AM	12:00 AM
BJ's Restaurant	Friday	11:00 AM	12:00 AM
BJ's Restaurant	Saturday	11:00 AM	12:00 AM
Bonchon Addison	Sunday	11:00 AM	9:00 PM
Bonchon Addison	Monday	11:00 AM	10:00 PM
Bonchon Addison	Tuesday	11:00 AM	10:00 PM
Bonchon Addison	Wednesday	11:00 AM	10:00 PM
Bonchon Addison	Thursday	11:00 AM	10:00 PM
Bonchon Addison	Friday	11:00 AM	10:00 PM
Bonchon Addison	Saturday	11:00 AM	10:00:00 PM
Buffalo Wild Wings	Sunday	11:00 AM	12:00 AM
Buffalo Wild Wings	Monday	11:00 AM	12:00 AM
Buffalo Wild Wings	Tuesday	11:00 AM	12:00 AM
Buffalo Wild Wings	Wednesday	11:00 AM	12:00 AM
Buffalo Wild Wings	Thursday	11:00 AM	1:00 AM
Buffalo Wild Wings	Friday	11:00 AM	2:00 AM
Buffalo Wild Wings	Saturday	11:00 AM	2:00 AM
Burning Rice	Sunday	11:00 AM	10:00 PM

Burning Rice	Monday	11:00 AM	10:00 PM
Burning Rice	Tuesday	11:00 AM	10:00 PM
Burning Rice	Wednesday	11:00 AM	10:00 PM
Burning Rice	Thursday	11:00 AM	10:00 PM
Burning Rice	Friday	11:00 AM	10:00 PM
Burning Rice	Saturday	11:00 AM	10:00 PM
Bushi Bushi Dim Sum Place	Sunday	11:00 AM	9:30 PM
Bushi Bushi Dim Sum Place	Monday	11:00 AM	9:30 PM
Bushi Bushi Dim Sum Place	Tuesday	11:00 AM	9:30 PM
Bushi Bushi Dim Sum Place	Wednesday	11:00 AM	9:30 PM
Bushi Bushi Dim Sum Place	Thursday	11:00 AM	9:30 PM
Bushi Bushi Dim Sum Place	Friday	11:00 AM	10:00 PM
Bushi Bushi Dim Sum Place	Saturday	11:00 AM	10:00 PM
Cava	Sunday	10:30 AM	10:30 PM
Cava	Monday	10:30 AM	10:30 PM
Cava	Tuesday	10:30 AM	10:30 PM
Cava	Wednesday	10:30 AM	10:30 PM
Cava	Thursday	10:30 AM	10:30 PM
Cava	Friday	10:30 AM	10:30 PM
Cava	Saturday	10:30 AM	10:30 PM
Cookie Society	Sunday	11:00 AM	8:00 PM
Cookie Society	Monday	Closed	Closed
Cookie Society	Tuesday	10:00 AM	9:00 PM
Cookie Society	Wednesday	10:00 AM	9:00 PM
Cookie Society	Thursday	10:00 AM	9:00 PM
Cookie Society	Friday	10:00 AM	10:00 PM
Cookie Society	Saturday	10:00 AM	10:00 PM
Crab Station	Sunday	12:00 PM	11:00 PM
Crab Station	Monday	12:00 PM	11:00 PM
Crab Station	Tuesday	12:00 PM	11:00 PM
Crab Station	Wednesday	12:00 PM	11:00 PM
Crab Station	Thursday	12:00 PM	11:00 PM
Crab Station	Friday	12:00 PM	2:00 AM
Crab Station	Saturday	12:00 PM	2:00 AM
Creamistry	Sunday	12:00 PM	11:00 PM
Creamistry	Monday	12:00 PM	11:00 PM
Creamistry	Tuesday	12:00 PM	11:00 PM
Creamistry	Wednesday	12:00 PM	11:00 PM
Creamistry	Thursday	12:00 PM	11:00 PM
Creamistry	Friday	12:00 PM	12:00 AM
Creamistry	Saturday	12:00 PM	12:00 AM
Freebirds	Sunday	10:30 AM	9:30 PM
Freebirds	Monday	10:30 AM	9:30 PM
Freebirds	Tuesday	10:30 AM	9:30 PM

Freebirds	Wednesday	10:30 AM	9:30 PM
Freebirds	Thursday	10:30 AM	9:30 PM
Freebirds	Friday	10:30 AM	9:30 PM
Freebirds	Saturday	10:30 AM	9:30 PM
Gloria's Latin Cuisine	Sunday	11:00 AM	9:00 PM
Gloria's Latin Cuisine	Monday	11:00 AM	9:00 PM
Gloria's Latin Cuisine	Tuesday	11:00 AM	9:00 PM
Gloria's Latin Cuisine	Wednesday	11:00 AM	9:00 PM
Gloria's Latin Cuisine	Thursday	11:00 AM	9:00 PM
Gloria's Latin Cuisine	Friday	11:00 AM	11:00 PM
Gloria's Latin Cuisine	Saturday	11:00 AM	11:00 PM
Hopdoddy Burger Bar	Sunday	11:00 AM	10:00 PM
Hopdoddy Burger Bar	Monday	11:00 AM	10:00 PM
Hopdoddy Burger Bar	Tuesday	11:00 AM	10:00 PM
Hopdoddy Burger Bar	Wednesday	11:00 AM	10:00 PM
Hopdoddy Burger Bar	Thursday	11:00 AM	10:00 PM
Hopdoddy Burger Bar	Friday	11:00 AM	11:00 PM
Hopdoddy Burger Bar	Saturday	11:00 AM	11:00 PM
Hudson House	Sunday	10:00 AM	9:00 PM
Hudson House	Monday	11:00 AM	9:00 PM
Hudson House	Tuesday	11:00 AM	9:00 PM
Hudson House	Wednesday	11:00 AM	9:00 PM
Hudson House	Thursday	11:00 AM	9:00 PM
Hudson House	Friday	11:00 AM	10:00 PM
Hudson House	Saturday	10:00 AM	10:00 PM
III Forks	Sunday	5:00 PM	11:00 PM
III Forks	Monday	5:00 PM	11:00 PM
III Forks	Tuesday	5:00 PM	11:00 PM
III Forks	Wednesday	5:00 PM	11:00 PM
III Forks	Thursday	5:00 PM	11:00 PM
III Forks	Friday	5:00 PM	11:00 PM
III Forks	Saturday	5:00 PM	11:00 PM
Jason's Deli	Sunday	6:00 AM	10:00 PM
Jason's Deli	Monday	6:00 AM	10:00 PM
Jason's Deli	Tuesday	6:00 AM	10:00 PM
Jason's Deli	Wednesday	6:00 AM	10:00 PM
Jason's Deli	Thursday	6:00 AM	10:00 PM
Jason's Deli	Friday	6:00 AM	10:00 PM
Jason's Deli	Saturday	6:00 AM	10:00 PM
Jimmy Johns	Sunday	10:00 AM	10:00 PM
Jimmy Johns	Monday	10:00 AM	10:00 PM
Jimmy Johns	Tuesday	10:00 AM	10:00 PM
Jimmy Johns	Wednesday	10:00 AM	10:00 PM
Jimmy Johns	Thursday	10:00 AM	10:00 PM

Jimmy Johns	Friday	10:00 AM	10:00 PM
Jimmy Johns	Saturday	10:00 AM	10:00 PM
Kenny's Wood Fired Grill	Sunday	11:00 AM	10:00 PM
Kenny's Wood Fired Grill	Monday	11:00 AM	10:00 PM
Kenny's Wood Fired Grill	Tuesday	11:00 AM	10:00 PM
Kenny's Wood Fired Grill	Wednesday	11:00 AM	10:00 PM
Kenny's Wood Fired Grill	Thursday	11:00 AM	10:00 PM
Kenny's Wood Fired Grill	Friday	11:00 AM	11:00 PM
Kenny's Wood Fired Grill	Saturday	11:00 AM	11:00 PM
La Parisienne French Bristo	Sunday	10:00 AM	9:00 PM
La Parisienne French Bristo	Monday	11:00 AM	10:00 PM
La Parisienne French Bristo	Tuesday	11:00 AM	10:00 PM
La Parisienne French Bristo	Wednesday	11:00 AM	10:00 PM
La Parisienne French Bristo	Thursday	11:00 AM	10:00 PM
La Parisienne French Bristo	Friday	11:00 AM	10:00 PM
La Parisienne French Bristo	Saturday	10:00 AM	10:00 PM
Lazy Dog Restaurant	Sunday	10:00 AM	12:00 AM
Lazy Dog Restaurant	Monday	11:00 AM	12:00 AM
Lazy Dog Restaurant	Tuesday	11:00 AM	12:00 AM
Lazy Dog Restaurant	Wednesday	11:00 AM	12:00 AM
Lazy Dog Restaurant	Thursday	11:00 AM	12:00 AM
Lazy Dog Restaurant	Friday	11:00 AM	12:00 AM
Lazy Dog Restaurant	Saturday	10:00 AM	12:00 AM
Marble Slab Creamery & Great American Cookies	Sunday	12:00 PM	10:30 PM
Marble Slab Creamery & Great American Cookies	Monday	11:30 AM	10:00 PM
Marble Slab Creamery & Great American Cookies	Tuesday	11:30 AM	10:00 PM
Marble Slab Creamery & Great American Cookies	Wednesday	11:30 AM	10:00 PM
Marble Slab Creamery & Great American Cookies	Thursday	11:30 AM	10:00 PM
Marble Slab Creamery & Great American Cookies	Friday	11:30 AM	10:30 PM
Marble Slab Creamery & Great American Cookies	Saturday	11:30 AM	10:30 PM
May Dragon	Sunday	12:00 PM	10:00 PM
May Dragon	Monday	11:00 AM	10:00 PM
May Dragon	Tuesday	11:00 AM	10:00 PM
May Dragon	Wednesday	11:00 AM	10:00 PM
May Dragon	Thursday	11:00 AM	10:00 PM
May Dragon	Friday	11:00 AM	11:00 PM
May Dragon	Saturday	12:00 PM	11:00 PM
Melting Pot	Sunday	3:00 PM	9:00 PM
Melting Pot	Monday	4:30 PM	9:00 PM
Melting Pot	Tuesday	4:30 PM	9:00 PM
Melting Pot	Wednesday	4:30 PM	9:00 PM
Melting Pot	Thursday	4:30 PM	9:00 PM
Melting Pot	Friday	4:30 PM	10:00 PM
Melting Pot	Saturday	4:00 PM	10:00 PM

Mexican Sugar	Sunday	10:00 AM	10:00 PM
Mexican Sugar	Monday	11:00 AM	10:00 PM
Mexican Sugar	Tuesday	11:00 AM	10:00 PM
Mexican Sugar	Wednesday	11:00 AM	10:00 PM
Mexican Sugar	Thursday	11:00 AM	10:00 PM
Mexican Sugar	Friday	11:00 AM	11:00 PM
Mexican Sugar	Saturday	10:00 AM	11:00 PM
Mr. Sushi	Sunday	5:00 PM	9:00 PM
Mr. Sushi	Monday	5:00 PM	9:30 PM
Mr. Sushi	Tuesday	5:00 PM	9:30 PM
Mr. Sushi	Wednesday	11:30 AM	9:30 PM
Mr. Sushi	Thursday	11:30 AM	9:30 PM
Mr. Sushi	Friday	11:30 AM	10:00 PM
Mr. Sushi	Saturday	11:30 AM	10:00 PM
Neighborhood Services	Sunday	Closed	Closed
Neighborhood Services	Monday	11:00 AM	9:00 PM
Neighborhood Services	Tuesday	11:00 AM	10:00 PM
Neighborhood Services	Wednesday	11:00 AM	10:00 PM
Neighborhood Services	Thursday	11:00 AM	10:00 PM
Neighborhood Services	Friday	11:00 AM	11:00 PM
Neighborhood Services	Saturday	5:00 PM	11:00 PM
Original Pancake House	Sunday	7:00 AM	3:00 PM
Original Pancake House	Monday	6:30 AM	2:00 PM
Original Pancake House	Tuesday	6:30 AM	2:00 PM
Original Pancake House	Wednesday	6:30 AM	2:00 PM
Original Pancake House	Thursday	6:30 AM	2:00 PM
Original Pancake House	Friday	6:30 AM	2:00 PM
Original Pancake House	Saturday	7:00 AM	3:00 PM
Panevino Osteria	Sunday	11:00 AM	9:00 PM
Panevino Osteria	Monday	11:00 AM	9:00 PM
Panevino Osteria	Tuesday	11:00 AM	10:00 PM
Panevino Osteria	Wednesday	11:00 AM	10:00 PM
Panevino Osteria	Thursday	11:00 AM	10:00 PM
Panevino Osteria	Friday	11:00 AM	10:00 PM
Panevino Osteria	Saturday	11:00 AM	10:00 PM
Pie Tap Pizza Workshop & Bar	Sunday	10:00 AM	10:00 PM
Pie Tap Pizza Workshop & Bar	Monday	11:00 AM	10:00 PM
Pie Tap Pizza Workshop & Bar	Tuesday	11:00 AM	10:00 PM
Pie Tap Pizza Workshop & Bar	Wednesday	11:00 AM	10:00 PM
Pie Tap Pizza Workshop & Bar	Thursday	11:00 AM	10:00 PM
Pie Tap Pizza Workshop & Bar	Friday	11:00 AM	11:00 PM
Pie Tap Pizza Workshop & Bar	Saturday	11:00 AM	11:00 PM
Potbelly	Sunday	10:00 AM	9:00 PM
Potbelly	Monday	10:00 AM	9:00 PM

Potbelly	Tuesday	10:00 AM	9:00 PM
Potbelly	Wednesday	10:00 AM	9:00 PM
Potbelly	Thursday	10:00 AM	9:00 PM
Potbelly	Friday	10:00 AM	9:00 PM
Potbelly	Saturday	10:00 AM	9:00 PM
Puttshack	Sunday	11:00 AM	10:00 PM
Puttshack	Monday	11:00 AM	11:00 PM
Puttshack	Tuesday	11:00 AM	11:00 PM
Puttshack	Wednesday	11:00 AM	11:00 PM
Puttshack	Thursday	11:00 AM	11:00 PM
Puttshack	Friday	11:00 AM	1:00 AM
Puttshack	Saturday	11:00 AM	1:00 AM
Salata	Sunday	closed	Closed
Salata	Monday	11:00 AM	9:00 PM
Salata	Tuesday	11:00 AM	9:00 PM
Salata	Wednesday	11:00 AM	9:00 PM
Salata	Thursday	11:00 AM	9:00 PM
Salata	Friday	11:00 AM	9:00 PM
Salata	Saturday	11:00 AM	9:00 PM
Smoothie King	Sunday	10:00 AM	8:00 PM
Smoothie King	Monday	6:30 AM	9:00 PM
Smoothie King	Tuesday	6:30 AM	9:00 PM
Smoothie King	Wednesday	6:30 AM	9:00 PM
Smoothie King	Thursday	6:30 AM	9:00 PM
Smoothie King	Friday	6:30 AM	9:00 PM
Smoothie King	Saturday	8:00 AM	9:00 PM
Snooze	Sunday	6:30 AM	4:00 PM
Snooze	Monday	6:30 AM	2:30 PM
Snooze	Tuesday	6:30 AM	2:30 PM
Snooze	Wednesday	6:30 AM	2:30 PM
Snooze	Thursday	6:30 AM	2:30 PM
Snooze	Friday	6:30 AM	2:30 PM
Snooze	Saturday	6:30 AM	4:00 PM
Spatch Kitchen & Cocktails	Sunday	11:00 AM	12:00 AM
Spatch Kitchen & Cocktails	Monday	4:00 PM	11:00 PM
Spatch Kitchen & Cocktails	Tuesday	4:00 PM	11:00 PM
Spatch Kitchen & Cocktails	Wednesday	11:00 AM	11:00 PM
Spatch Kitchen & Cocktails	Thursday	11:00 AM	12:00 AM
Spatch Kitchen & Cocktails	Friday	11:00 AM	2:00 AM
Spatch Kitchen & Cocktails	Saturday	11:00 AM	2:00 AM
Spiced	Sunday	2:00 PM	8:00 PM
Spiced	Monday	closed	Closed
Spiced	Tuesday	2:00 PM	9:00 PM
Spiced	Wednesday	2:00 PM	9:00 PM

Spiced	Thursday	2:00 PM	9:00 PM
Spiced	Friday	2:00 PM	9:30 PM
Spiced	Saturday	2:00 PM	7:30 PM
Stadium Sports Grill	Sunday	11:00 AM	2:00 AM
Stadium Sports Grill	Monday	11:00 AM	2:00 AM
Stadium Sports Grill	Tuesday	11:00 AM	2:00 AM
Stadium Sports Grill	Wednesday	11:00 AM	2:00 AM
Stadium Sports Grill	Thursday	11:00 AM	2:00 AM
Stadium Sports Grill	Friday	11:00 AM	2:00 AM
Stadium Sports Grill	Saturday	11:00 AM	2:00 AM
Starbucks	Sunday	5:00 AM	9:00 PM
Starbucks	Monday	4:30 asm	9:00 PM
Starbucks	Tuesday	4:30 asm	9:00 PM
Starbucks	Wednesday	4:30 asm	9:00 PM
Starbucks	Thursday	4:30 asm	9:00 PM
Starbucks	Friday	4:30 asm	9:00 PM
Starbucks	Saturday	5:00 AM	9:00 PM
Tasty Tails	Sunday	11:30 AM	9:00 PM
Tasty Tails	Monday	11:30 AM	9:00 PM
Tasty Tails	Tuesday	11:30 AM	9:30 PM
Tasty Tails	Wednesday	11:30 AM	9:00 PM
Tasty Tails	Thursday	11:30 AM	10:00 PM
Tasty Tails	Friday	11:30 AM	10:00 PM
Tasty Tails	Saturday	11:30 AM	10:00 PM
Thai Orchid	Sunday	5:00 PM	10:00 PM
Thai Orchid	Monday	11:00 AM	10:00 PM
Thai Orchid	Tuesday	11:00 AM	10:00 PM
Thai Orchid	Wednesday	11:00 AM	10:00 PM
Thai Orchid	Thursday	11:00 AM	10:00 PM
Thai Orchid	Friday	11:00 AM	11:00 PM
Thai Orchid	Saturday	11:00 AM	11:00 PM
The Halal Guys	Sunday	10:00 AM	12:00 AM
The Halal Guys	Monday	10:00 AM	12:00 AM
The Halal Guys	Tuesday	10:00 AM	12:00 AM
The Halal Guys	Wednesday	10:00 AM	12:00 AM
The Halal Guys	Thursday	10:00 AM	12:00 AM
The Halal Guys	Friday	10:00 AM	1:00 AM
The Halal Guys	Saturday	10:00 AM	1:00 AM
This is Pheezz	Sunday	12:00 PM	12:00 AM
This is Pheezz	Monday	closed	Closed
This is Pheezz	Tuesday	Closed	Closed
This is Pheezz	Wednesday	4:00 PM	12:00 AM
This is Pheezz	Thursday	4:00 PM	12:00 AM
This is Pheezz	Friday	4:00 PM	2:00 AM

This is Pheezz	Saturday	4:00 PM	2:00 AM
Tiff's Treats	Sunday	10:00 AM	10:00 PM
Tiff's Treats	Monday	9:00 AM	10:00 PM
Tiff's Treats	Tuesday	9:00 AM	10:00 PM
Tiff's Treats	Wednesday	9:00 AM	10:00 PM
Tiff's Treats	Thursday	9:00 AM	10:00 PM
Tiff's Treats	Friday	9:00 AM	10:00 PM
Tiff's Treats	Saturday	10:00 AM	10:00 PM
Zalat Pizza	Sunday	11:00 AM	12:00 AM
Zalat Pizza	Monday	11:00 AM	12:00 AM
Zalat Pizza	Tuesday	11:00 AM	12:00 AM
Zalat Pizza	Wednesday	11:00 AM	12:00 AM
Zalat Pizza	Thursday	11:00 AM	12:00 AM
Zalat Pizza	Friday	11:00 AM	3:00 AM
Zalat Pizza	Saturday	11:00 AM	3:00 AM

Case 1952-SUP/Insomnia Cookis Late-Night Hours

May 19, 2026

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on May 19, 2026, voted to recommend approval of a request for a Special Use Permit (SUP) for property located at 5000 Belt Line Road, Suite 430 that is currently zoned Planned Development (PD), Ordinance No. 004-001, for a restaurant to allow late-night hours of operation, with the following condition:

- Future expansion of business operations to include on-site consumption of alcohol requires approval of a Special Use Permit (SUP).

Voting Aye: Barker, Collins, Copeland, Fansler, Smith, Then, Wright
Voting Nay: none
Absent: none

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

To: City of Addison, Texas

Insomnia Cookies

1 S Broad Street STE 120

Philadelphia, PA 19107

To whom it may concern,

Insomnia Cookies is a retail bakery concept specializing in the sale of baked goods, hand-dipped ice cream, and bottled beverages. Attached to this letter is a sample of our menu offerings. The reason for our application for a late night SUP is to align with our founder's concept, which is to have fresh baked, warm and delicious cookies delivered late night.

All baked goods are produced off-site, received frozen at the bakery location in sealed boxes, and baked or warmed prior to sale. No baking from raw ingredients or scratch preparation occurs on-site.

Hand-dipped ice cream is stored and served from commercially packaged 3-gallon tubs maintained in appropriate freezer equipment.

Customer service follows a standard quick service/take out retail model. Guests place orders by walking up to a service counter, selecting their desired baked goods and/or ice cream flavors, and completing payment at the cash wrap. Each location generally operates with one or two point-of-sale terminals.

The proposed hours of operation for this Insomnia Cookies are as follows:

Monday, Tuesday, Wednesday: 11am – 1am
Thursday, Friday: 11am – 3am
Saturday: 12pm – 3am
Sunday: 12pm – 1am

Thank you,

Insomnia Cookies

insomnia cookies

HOW YOU DREAM IT

1 classic 12-pack
Your choice of Classic flavors
STARTING AT 26.79

2 classic 6-pack
Your choice of Classic flavors
STARTING AT 15.29

WARM COOKIES MAKE THE PERFECT GIFT

Gift Boxes
Wrap your treats in a special gift box
OPTIONS AVAILABLE
1.00

3 deluxe 4-pack
4 Deluxe/Brownie
STARTING AT 18.29

4 deluxe 6-pack
6 Deluxe/Brownie
STARTING AT 25.50

5 super 6
5 Classic + 1 Deluxe/Brownie
STARTING AT 16.79

6 4+4
4 Classic + 4 Deluxe/Brownie
STARTING AT 28.00

insomnia cookies cookies IN ICE CREAM

on a cookie

CLASSIC		DELUXE	
2 scoops	7.49	2 scoops	9.29
3 scoops	9.74	3 scoops	11.54

+ $.40/limited time Classic cookie — 400-820 cal
+ $.50/limited time Deluxe cookie — 760-1170 cal

cup

2 scoops	6.25
3 scoops	8.50
pint	12.75

220-1440 cal

brownie

2 scoops 9.29
3 scoops 11.54
+ $.50 / limited time brownie
660-980 cal

cookie'wiches

2 Cookies + Ice Cream

classic	8.19
deluxe	12.99

470-1620 cal

MIX & MATCH
1. Pick 2 Cookie flavors
2. Pick ur Ice Cream
3. Eat ur perfect pairing

classic 2.89
180-280 cal

chocolate chunk
double chocolate mint
snickerdoodle
double chocolate chunk
oatmeal raisin
firecracker classic with M&M'S®
sugar
white chocolate macadamia *contains tree nuts
peanut butter chip *contains peanuts

deluxe 4.69
540-630 cal

s'mores deluxe
confetti deluxe
triple chocolate deluxe
chocolate peanut butter cup deluxe *contains peanuts
oatmeal chocolate walnut deluxe *contains tree nuts
salted caramel deluxe *contains tree nuts
chocolate chip brownie
chocolate chunk brookie
chocolate chunk blondie

vegan / gluten free 2.89
240-250 cal

vegan birthday cake
vegan chocolate chunk
vegan double chocolate chunk
gluten free chocolate chip

beverages

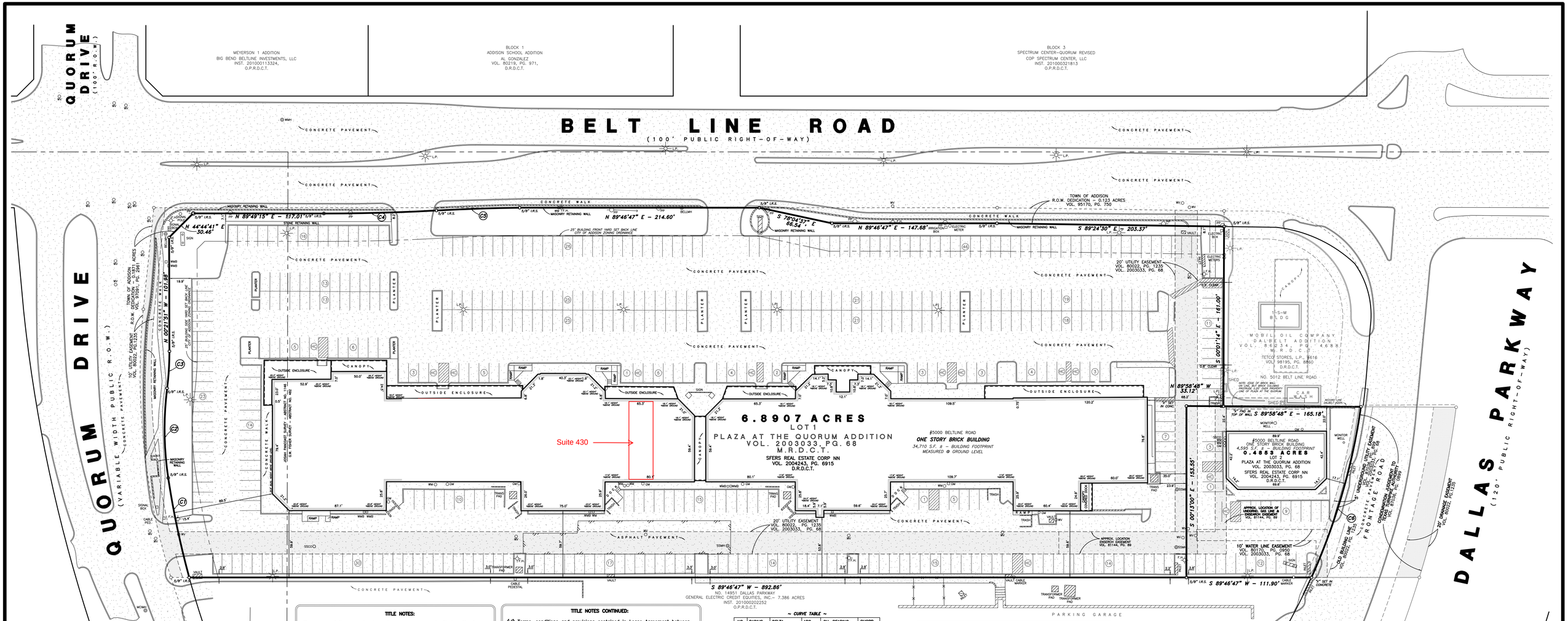
water	0 cal	3.79
soda	0-250 cal	3.79
milk	80-250 cal	3.79
POWERADE®	80 cal	3.79
OATLY	170 cal	4.29

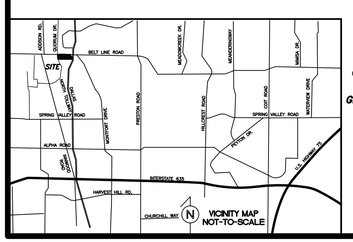
LIMITED TIME FLAVORS

Peach Cobbler Filled Classic
3.29
200 cal

Firecracker Classic with M&M's®
2.89
220 cal

Apple Pie Filled Classic
3.29
220 cal





TITLE NOTES:

The survey of the property shown hereon was prepared with benefit of Chicago Title Insurance Company – Commitment For Title Insurance, GF No. 04R1416DA SJ2, effective date December 12, 2004, and according to items in Schedule B, "Exceptions From Coverage", the property is subject to the following:

(i) Restrictive Covenants recorded in Volume 79106, Page 3981, Deed Records, Dallas County, Texas. As amended by First Amendment recorded in Volume 80191, Page 265, Deed Records, Dallas County, Texas, Second Amendment recorded in Volume 81203, Page 420, Deed Records, Dallas County, Texas, Third Amendment recorded in Volume 89139, Page 1132, Deed Records, Dallas County, Texas, and Fourth Amendment recorded in Volume 95137, Page 20, Deed Records, Dallas County, Texas. (Note instruments contain no plottable survey matters, with exception to the instrument recorded in Volume 79106, Page 3981, which contains provisions for building setback lines and landscape buffer areas measured from right-of-way lines per plat recorded in Volume 79100, Page 1895, (circa 1979), Map Records, Dallas County, Texas, and not from current right-of-way lines of Quorum Drive, Belt Line Road and Dallas Parkway, all as widened) Lots 1 & 2

(ii) Easement granted to the City of Addison, recorded in Volume 80170, Page 950, Deed Records, Dallas County, Texas. (10 foot water line easement as shown hereon) Lot 2

(iii) Easement granted to Enserch Corporation, recorded in Volume 81144, Page 89, Deed Records, Dallas County, Texas. (Location of easement and adjacent underground gas line as shown hereon) Lot 2

(iv) Twenty foot (20') utility easement, as shown by plats recorded in Volume 80022, Page 1235 and Volume 2003033, Page 68, Map Records, Dallas County, Texas. (As shown hereon) Lots 1 & 2

(v) Five foot (5') underground utility easement condemned by Texas Turnpike Authority in Dallas County Court, Cause No. cc-86-17063-c, Judgment recorded in Volume 87036, Page 899, Deed Records, Dallas County, Texas. (As shown hereon) Lot 2

TITLE NOTES CONTINUED:

(vi) Terms, conditions and provisions contained in Lease Agreement between Crow Taylor #1, as Lessor, and Ninfa's Tacos al Carbon, Inc., as Lessee, notice of which is given by Assignment, Assumption and Consent recorded in Volume 84247, Page 4773, Deed Records, Dallas County, Texas. Lessee's interest assigned by instrument recorded in Volume 84247, Page 4808, Deed Records, Dallas County, Texas. (Instruments contain no plottable survey matters) Lot 1

(vii) Terms. Provisions, conditions, easements, obligations, assessments and liens contained in instrument recorded in Volume 79106, Page 3981, Deed Records, Dallas County, Texas; First Amendment recorded in Volume 80191, Page 265, Deed Records, Dallas County, Texas; Second Amendment recorded in Volume 81203, Page 420, Deed Records, Dallas County, Texas; Third Amendment recorded in Volume 89139, Page 1132, Deed Records, Dallas County, Texas and Fourth Amendment recorded in Volume 95137, Page 20, Deed Records, Dallas County, Texas. Lots 1 & 2

(viii) Joint Use Access Easement Agreement between Beltline Quorum Retail, Ltd. and Crow-Phoenix Limited Partnership, recorded in Volume 2003043, Page 11654, Deed Records, Dallas County, Texas. (Instrument contains no plottable survey matters) Lots 1 & 2

~ CURVE TABLE ~

NO.	RADIUS	DELTA	ARC	CH. BEARING	CHORD
C1	791.50'	06°36'01"	91.18'	N 12°08'19" W	91.13'
C2	291.50'	15°50'30"	80.60'	N 00°55'03" W	80.34'
C3	258.50'	07°22'05"	33.24'	N 03°19'14" E	33.22'
C4	1810.50'	02°11'28"	100.83'	N 88°15'31" E	100.82'
C5	1793.50'	02°23'00"	74.80'	N 87°51'17" E	74.80'
C6	567.97'	18°06'38"	179.70'	S 15°56'09" W	159.18'

ZONING NOTES:

According to the Town of Addison, Planning and Zoning Department, the property shown hereon is currently zoned Planned Development No. 004-001, for "LR" – Local Retail Use, with parking standards for restaurants. Some of the general restrictions and requirements for the "LR" District, are listed as follows:

(i) Permitted Uses: Antiques, aquarium, baker, bank, barber, books, cameras, cleaning, department store, drug store, electrical – retail & repair, exterminator, film – development & printing, florist, grocery, hardware, jewelry, library, mortuary, office, piano and musical instruments, plumbing (retail), shoe repair, washateria and wearing apparel, etc.

(ii) Height Regulations: Maximum height shall not exceed 2-1/2 standard stories or 29 feet.

(iii) Area Regulations: (a) Front Yard = 25 feet minimum from street. Lots with double frontage = 25 feet minimum both streets. (b) Side Yard = on corner lot = 25 feet each street. In "LR" District adjoining Single Family or Apartment Districts, side yard = 10 feet. (c) Rear Yard = None, unless adjacent to Single Family or Apartment Districts, then 10 feet required.

(iv) Parking Regulations: Off-street parking space requirements are dependent on building use / floor area ratio, i.e.; General retail = 1 space per 200 square feet of floor area (1/200 s.f.); Furniture store = 1/1,000 s.f.; Medical or dental clinics = 1/200 s.f.; Banks = 1/300 s.f.; Office = 1/300 s.f.; Restaurant (freestanding) = 1/70 s.f., conditional if park of mixed use development.

PARKING TABULATION

464 STANDARD PARKING SPACES
10 HANDICAP PARKING SPACES

474 TOTAL PARKING SPACES

LOT 1
PROPERTY ADDRESS:
NO. 5000 BELT LINE ROAD
ADDISON, TEXAS 75001

PARKING TABULATION

25 STANDARD PARKING SPACES
2 HANDICAP PARKING SPACES

27 TOTAL PARKING SPACES

LOT 2
PROPERTY ADDRESS:
NO. 5000 BELT LINE ROAD
ADDISON, TEXAS 75001

SURVEY PLAT

TO ALL PARTIES INTERESTED IN PREMISES SURVEYED:

This to certify that I have, this date, made a careful and accurate survey on the ground of the following described property:

BEING Lots 1 and 2, of Plaza at the Quorum Addition, an addition to the Town of Addison, Texas, according to the map thereof recorded in Volume 2003033, Page 68, Map Records, Dallas County, Texas.

SURVEYOR'S CERTIFICATION

This is to certify that this map or plat and the survey on which it is based were made in accordance with "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys," jointly established and adopted by ALTA and NSPS in 2011 and includes Items 1, 2, 3, 4, 6, 7(a), 7(b), 7(c), 8, 9, 10, 11(b), 13 and 15 of Table A thereof. Pursuant to the Accuracy Standards as adopted by ALTA and NSPS, and in effect on the date of this certification, undersigned further certifies that in my professional opinion, as land surveyor registered in the State of Texas, the Relative Positional Accuracy of this survey does not exceed that which is specified therein.

Dated this _____ day of _____, 2011.

_____
David Petree
Registered Professional Land Surveyor
Registration No. 1890

LEGEND

F.H.	FIRE HYDRANT
SET	CHISELED "X" SET
F.X.	CHISELED "X" FOUND
F.I.R.	IRON ROD FOUND (SIZE AS NOTED)
S.I.R.	IRON ROD SET (SIZE AS NOTED)
PP	OVERHEAD UTILITY POLE W/ GUY
U/E	UNDERGROUND ELECTRIC OR TELEPHONE
L.P.	LIGHT POLE
SSMH	SANITARY SEWER MANHOLE
S.G.	SAN. SWR. CLEAN OUT
G.V.	GAS VALVE
W.V.	WATER VALVE
	TREE
GTE/FOC	GTE FIBRE OPTIC CABLE

FLOOD NOTE

According to the Federal Management Agency, Flood Insurance Rate Map Community Panel number 48113C0180 J, dated August 23, 2001, this property within Flood Zone X.

Zone X (Unshaded)– Areas of minimal flooding.

This flood statement does not imply that the property and/or structure thereon will be free from flooding or flood damage. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. This flood statment shall not create liability on the part of the surveyor.

ALTA/ACSM LAND TITLE SURVEY

7.3760 ACRES

LOT 1 & 2

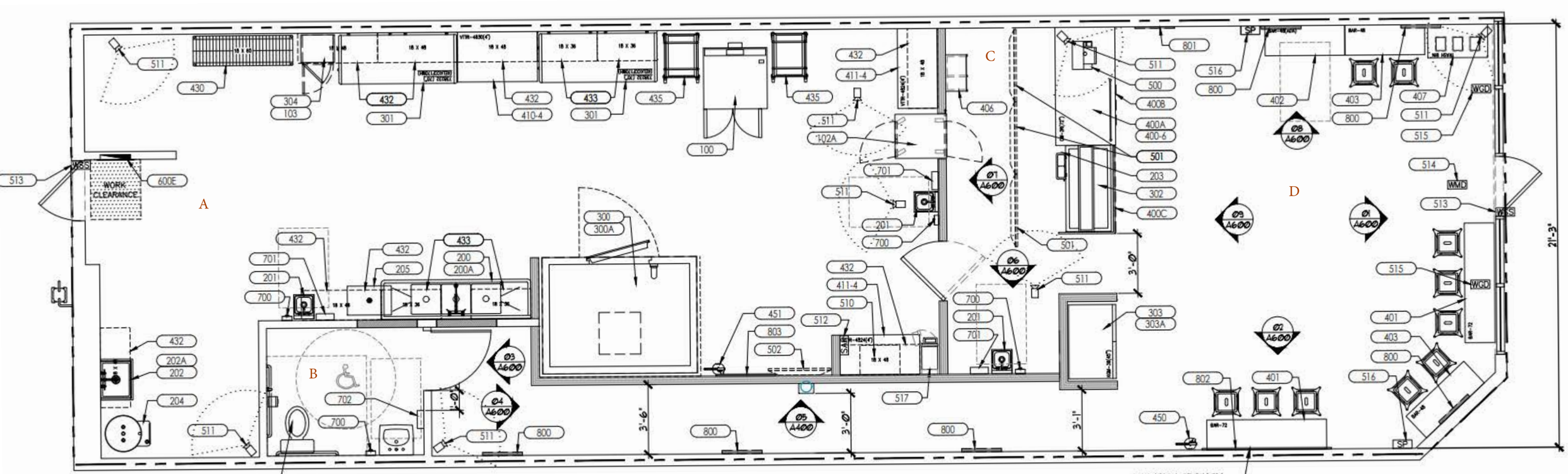
PLAZA AT THE QUORUM ADDITION

CITY OF ADDISON, DALLAS COUNTY, TEXAS

BY: DAVID PETREE
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 1890
11015 MIDWAY ROAD
DALLAS, TEXAS 75229
PH. (214) 358-4500
FX. (214) 358-4600

DATE: AUGUST 16, 2011
SCALE: 1" = 40'

BELTLINE\TOLLWAY\SWC\LOT1-LOT01312005.DWG



01 EQUIPMENT LAYOUT
1/4" = 1'-0"

Labels:
A: Kitchen/Front of House
B: ADA Accessible Restroom
C: Employee Register Area
D: Customer Area/Front of House

Regular City Council Meeting **6. a.**

Meeting Date: 06/09/2026

Department: Finance

Key Focus Areas: Financial Health and Organizational Excellence

AGENDA CAPTION:

Present, discuss, and consider action on an Ordinance amending the Town's Annual Budget for the Fiscal Year Ending September 30, 2026, to provide funding for the addition of one police officer and legal services offset by sales tax, debt refunding cost offset by new bond proceeds, Addison Junction infrastructure design, transfers from the Airport Fund, motor vehicle barriers and LPR camera systems with offsetting grant revenue, replacement of a total loss vehicle covered by insurance and a new crane truck, and prior year encumbrances.

BACKGROUND:

The Fiscal Year (FY) 2026 budget was adopted by Council on September 9, 2025. This is the third amendment of the FY 2026 Town of Addison annual budget.

Each year, Finance staff reviews the budget to determine which items should be recognized with formal budget amendments. When budget variances occur that are outside the authority of the City Manager, these adjustments are presented to the Council in the form of a budget amendment.

In the General Fund, the proposed budget amendment includes funding for a new Police Officer position ($100,000) and legal services ($250,000) primarily as a result of a significant increase in open records request volume offset by an increase in sales tax revenue of $350,000 included in the proposed amendment, resulting in no net change to the General Fund.

In the Debt Service Fund, the proposed budget amendment includes $15,200,000 to refund prior-issued bonds to create interest savings, offset by the proceeds from 2026 GO Refunding Bonds that were approved by Council at the January 13, 2026 meeting. The Town will realize over $1.6 million in interest savings over the next ten years as a result of the refunding.

The proposed amendment allocates $1,670,965 in the Infrastructure Investment Fund for prior year encumbrances of $920,965 and $750,000 for new projects. Details of each project are listed below:

Traffic Signal and ADA Improvements ($367,076) — the City Council approved a construction contract for the project on August 9, 2022, in the amount of $1,350,513.

Conference Centre Renovation Project ($499,456) — the City Council approved a design contract for the project on August 13, 2024 and awarded a construction contract on November 12, 2024, that was later amended to include the guaranteed maximum price on March 4, 2025.

Redding Trail Extension / Dog Park ($54,433) — the City Council approved a construction contract for this project at the August 27, 2024 meeting.

Addison Junction Public Infrastructure Project ($750,000) - the City Council approved a design contract for the project at the March 24, 2026 meeting.
The proposed amendment included a transfer of $1,783,283 from the Airport Fund to the Self-Funded Special Projects Fund to reimburse the prior six years of debt service paid by the Town on behalf of the Airport.

The proposed amendment includes $312,906 in the Grant Fund for the purchase of mobile motor vehicle barriers ($100,000) approved by Council at the March 28, 2026 meeting and Flock LPR Cameras and Software ($212,906) approved by Council at the October 28, 2025 meeting. The purchases are offset by grant revenue of an equal amount.

The proposed amendment includes $915,709 in the Capital Equipment Replacement Fund for prior year encumbrances of $667,103 for vehicles and equipment that were ordered but not received before the end of the prior fiscal year. The amendment also includes $75,071 to replace a police patrol vehicle that was a total loss and covered by insurance and a crane truck purchase of $173,535 approved by Council at the April 28, 2026 meeting.

The proposed amendment includes $1,523,982 from Capital Projects Funds for prior year encumbrances for the following:

- $653,982 from the 2020 General Obligation Bonds — $384,307 for Keller Springs Road Reconstruction and $269,675 for Airport Parkway Reconstruction.
- $750,000 from the 2022 General Obligations Bonds for improvements to existing buildings.
- $120,000 from the 2023 Airport Certificate of Obligations for the reconstruction of Jimmy Doolittle Drive.

The table below illustrates the net impact the proposed budget amendment has on each fund and in total:

Fund	Impact on Budgeted Expenditures	Impact on Budgeted Revenues	Impact on Fund Balances

General Fund	$350,000	$350,000	$-
Debt Service	$15,200,000	$15,200,000	$-
Infrastructure Investment Fund	$1,670,965	$-	($1,670,965)
Airport Fund	$1,783,283	$-	($1,783,283)
CERF Fund	$915,709	$-	($915,709)
Grant Fund	$312,906	$312,906	$-
Capital Projects Fund	$1,523,982	$-	($1,523,982)
Total	**$21,756,845**	**$15,862,906**	**($5,893,939)**

FISCAL IMPACT

There is no net fiscal impact to the General Fund.

There is no net fiscal impact to the Debt Service Fund.

There is a $1,670,965 impact on the Infrastructure Investment Fund which is partially offset by a higher than anticipated beginning fund balance.

There is a $1,783,283 impact on the Airport Fund.

There is no net fiscal impact to the Grant Fund.

There is a $915,709 impact on the Capital Equipment Replacement Fund. This impact is more than covered by a higher beginning working capital balance than anticipated.

There is a $1,523,982 impact on the Capital Projects Fund, which is partially offset by higher than anticipated beginning fund balance.

RECOMMENDATION

Staff recommends approval.

Attachments

Presentation - FY26 Mid-Year Budget Amendment

Ordinance - FY26 Mid-Year Budget Amendment

FY2026 Mid-Year Budget Amendment

June 9, 2026

Steven Glickman, Chief Financial Officer

Budget Amendment Process

Regular budget amendments are an accepted practice.

- Represent active monitoring and management of fiscal affairs.
- Mitigate impact of changes in circumstances.
- Transparency.

Budget Amendment Process

Town's Budget Amendment Policy:

- Transfers between accounts in a department with approval of Chief Financial Officer (CFO).
- Transfers between departments of less than 5% change with approval of City Manager.
- Transfers between funds or more than 5% change must be approved by City Council.

FY2026 Amendment – General Fund

Revenues

- Sales Tax Revenue = $350,000

Expenses

- Police Department Personnel = $100,000
  - Addition of one motorcycle officer to increase traffic enforcement, respond to and investigate motor vehicle accidents, and increase DWI enforcement.
- Combined Services Contractual Services = $250,000
  - Increase in legal services due to a significant and sustained increase in the number of open records requests received over the past several months.

Proactive Traffic Enforcement

Choosing Where to Enforce Traffic:

- All Addison officers take enforcement action for on-view traffic offenses and can partake in speed enforcement, but the Motor Unit uses research and intelligence to dive deeper into crash reduction strategies.
- The Motor Unit prioritizes the safety and well-being of our drivers using both data-driven statistics and citizen-generated tips; their goal is to not only reduce the number of crashes on paper, but to increase the perception of safety by slowing down speeders.
- Due to the number of critical locations where enforcement is desired or needed, more manpower is necessary for the Motor Unit.

Resident Requested Hotspots:

School Zones:

- Trinity Christian Academy School Zone – Addison Rd & Sojourn Dr.
- George H Bush School Zone – Spring Valley Rd & Vitruvian Way.
- Anne Frank School Zone – Montfort Dr.

Stop Signs:

- Proton Dr, Beltway Dr, & Les Lacs Ave (Midway Meadows)
- Quorum Dr, Addison Cir, & Morris Ave (Addison Circle)

Resident Requested Hotspots:

Speeding:

- Montfort Dr – south of Belt Line.
- Arapaho Rd – Wheeler Bridge
- Marsh Ln – south of Beltway.
- Keller Springs Rd – Toll Tunnel.
- Proton Dr – Midway Meadows.
- Quorum Dr – Addison Circle.

Crash Determined Hotspots:

- Marsh Ln – south of Beltway.
- Arapaho Rd – Surveyor intersection.
- Keller Springs Rd – Quorum intersection.
- Addison Rd – Excel Intersection.
- Belt Line Rd (Midway Intersection)
- Belt Line Rd (Addison/Inwood Intersection)

Open Records Requests

Requestor-Driven Escalation in 2026

In five months, the Town's 2026 legal costs for Open Records has already reached roughly twice the entire 2025 total — *driven largely by two heavy requestors.*

$134,160

2026 YTD spend — about 2× the full 2025 total of $67,700.

4.8×

Higher average monthly cost: $5,642 → $26,832

156 hrs

Legal staff time per month – up from 44 hrs in 2025.

34%

of 2026 legal spend tied to just two requestors.

Why it matters: Under the Texas Public Information Act, the Town can recover only staff review time — legal review and e-discovery software costs are absorbed by the Town.

Open Records Baseline Year – 2025

A typical year of Open Records Requests (ORR) activity, before the 2026 surge:

$67,700

Total ORR Expenditures for the Year

$5,642

Average Cost per Month

522

Total Legal Staff Hours

43.5

Average Legal Staff Hours per Month

Open Records – Year to Date

CALENDAR YEAR 2026 · YEAR-TO-DATE THROUGH MAY 31

A Steep Increase Across Every Measure:

$134,160
Total ORR Expenditures YTD

$26,832
Average Cost per Month

782
Total Legal Staff Hours – YTD

156.4
Average Legal Staff Hours per Month

March & April were the inflection point.

221 hrs in March 2026.

233 hrs in April 2026.

of open records legal time — almost entirely from the two heavy requestors.

For reference — the Town's primary "General Legal" matter over the same months:

March: **216 hrs** vs ORR **221 hrs**

April: **157 hrs** vs ORR **233 hrs**

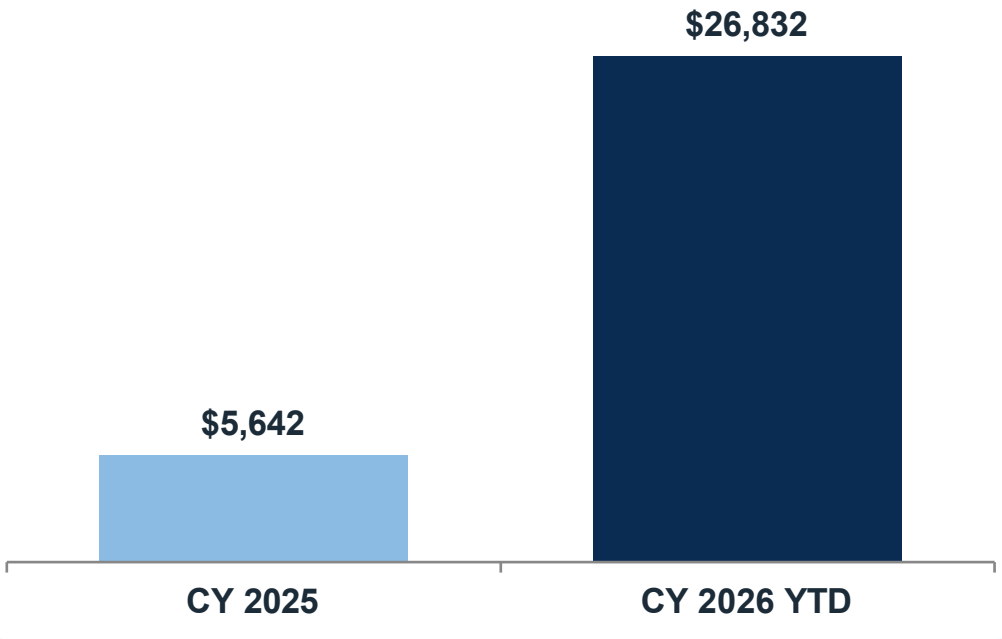
Open-records work outpaced the Town's main legal matter in both months.

8

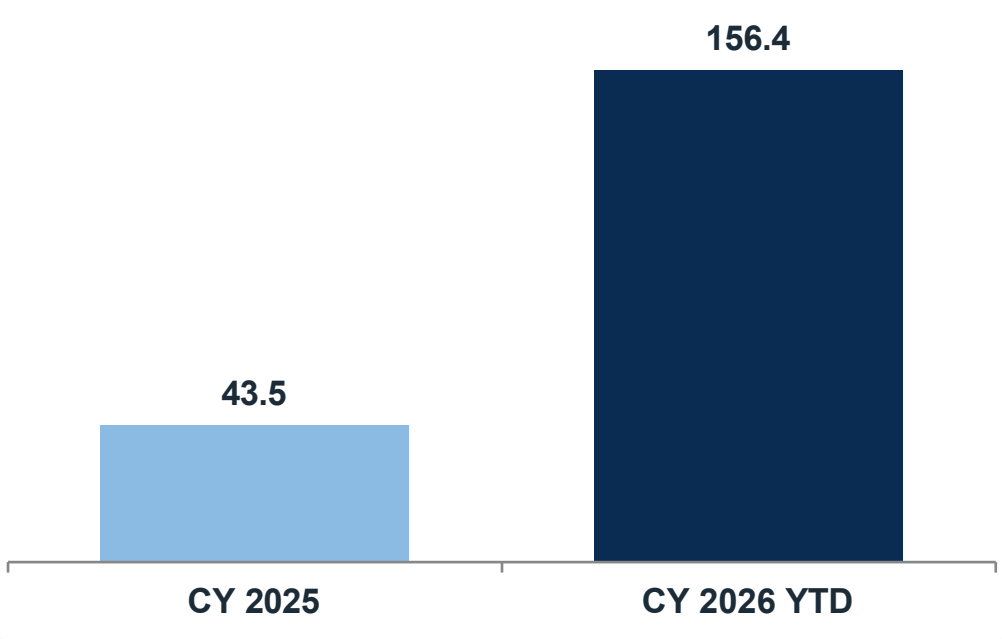
Open Records – Year Over Year

The Average Monthly Burden Has Multiplied:

Average Monthly Cost



Average Monthly Legal Staff Hours

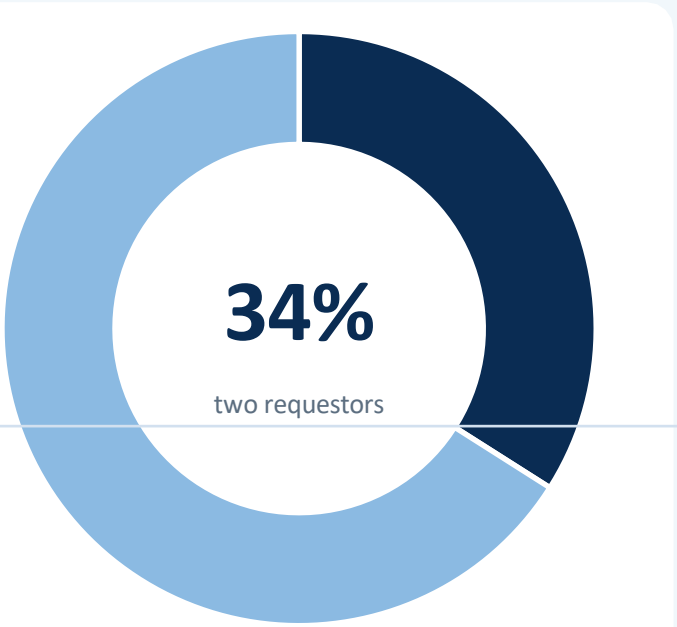


Bars compare the 2025 monthly average against the 2026 year-to-date monthly average (January – May).

Open Records – Concentration of Cost

Two requestors are driving the surge.

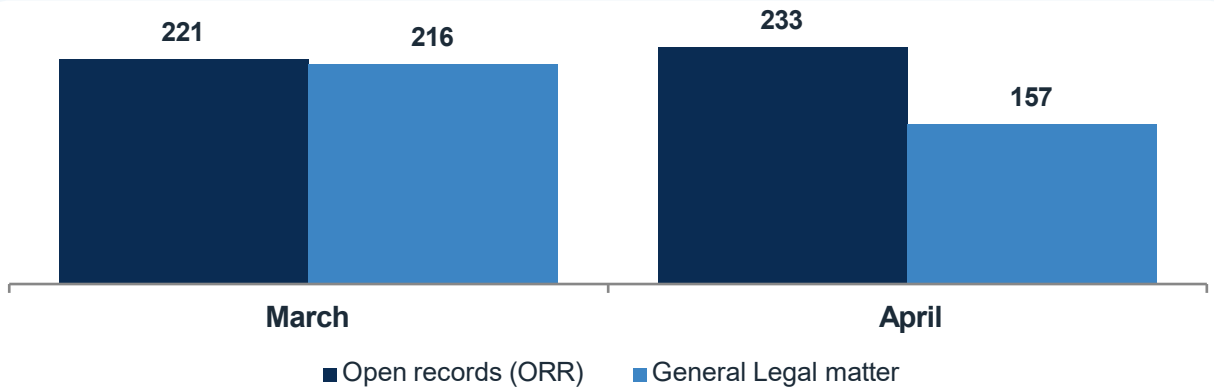
Share of 2026 Open Records Legal Expenditures



≈ 220 hrs

of legal staff time attributable to the two heavy requestors in 2026.

Legal Hours: Open Records vs. the Town's Primary "General Legal" Matters



Open Records – Chapter 552

The Town absorbs most of the records review costs.

State law strictly limits what the Town may charge a requestor — most review costs cannot be passed on.

Recoverable from the Requestor

Time spent by Town staff reviewing responsive information
— and only that staff review time.

Absorbed entirely by the Town

- **Attorney / legal review time**
- **Third-party e-discovery software (e.g., Relativity)**
- **Staff and IT time to export, process, and produce records**

Net effect: high-volume requests generate large legal and software costs that fall on the Town's budget regardless of any fee charged.

Open Records – The Broader Trend

AI is accelerating records request volume nationwide.

Texas state-level request-volume data is not publicly available – federal FOIA data is the best available leading indicator.

1.5M

Federal FOIA Requests in FY2024 — a record, up 25% in a single year.

+62%

Growth in federal request volume over just two fiscal years.

100,000+

Requests reportedly filed by a single organization in two months using AI.

2×+

Local parallel: NYC public-records (FOIL) requests roughly doubled from 2018 → 2024.

Generative AI lets requestors produce records requests at machine speed.
— While public agencies' staffing and budgets have not kept pace. The same dynamics are reaching local governments like Addison.

Sources: *U.S. DOJ Office of Information Policy FY2024 FOIA Annual Report; Senate Judiciary Committee testimony (2025); industry and press reporting.*

Open Records – What We are Doing

What We've Done to Contain the Costs:

1. New records-processing policies

Developed and implemented to comply with the Texas Public Information Act, while minimizing the number of responsive records produced.

2. Cloud-based e-discovery software — significantly reduces review time on voluminous records by:

Automatic De-Duplication

Removes duplicate emails and email chains, greatly reducing the number of pages to review.

Native-Format Review

Reviews emails and files in their native format, cutting staff / IT time to export and import records.

AI-Assisted Flagging

Uses AI to identify and mark confidential and non-responsive information.

Clean Production

Clears metadata and redacted content so no confidential information remains in released files.

FY2026 Budget Amendment – Debt Service Fund

Revenues

- Bond Proceeds = $15,200,000

Expenses

- Refunding Cost = $15,200,000

FY2026 Budget Amendment – Infrastructure Investment Fund

Revenues

Expenses

Prior Year Encumbrances:

- Traffic Signal and ADA Improvements Project = $367,076
- Conference Center Renovation Project = $499,456
- Redding Trail Extension/Dog Park = $54,433

Addison Junction Infrastructure Design = $750,000

FY2026 Budget Amendment – Airport Fund

Revenues

Expenses

- Transfer to Self-Funded Projects Fund = $1,783,283
  - Six-year prior debt service paid on behalf of the Airport by the Debt Service Fund

FY2026 Budget Amendment – Grant Fund

Revenues

- State Grant Revenue = $312,906

Expenses

- Motor Vehicle Barriers = $100,000
- License Plate Reader Camera System = $212,906

FY2026 Budget Amendment – CERF Fund

Revenues

Expenses

Prior Year Encumbrances = $667,103

- Ambulance = $478,362
- Dump Truck = $120,276
- Sand Spreader = $24,500
- Development Services Truck Replacement = $43,965

- Replacement of total loss police vehicle covered by insurance = $75,071
- Crane Truck = $173,535

FY2026 Budget Amendment – Capital Projects Fund

Revenues

Expenses

Prior Year Encumbrances for:

- Keller Springs Reconstruction = $384,307
- Airport Parkway Reconstruction = $269,675
- Improvements to Existing Buildings = $750,000
- Jimmy Doolittle Drive Reconstruction = $120,000

FY2026 Budget Amendment – Grand Totals

Fund	Impact on Budgeted Expenditures	Impact on Budgeted Revenues	Impact on Fund Balances
General Fund	$350,000	$350,000	$-
Debt Service	$15,200,000	$15,200,000	$-
Infrastructure Investment Fund	$1,670,965	$-	($1,670,965)
Airport Fund	$1,783,283	$-	($1,783,283)
CERF Fund	$915,709	$-	($915,709)
Grant Fund	$312,906	$312,906	$-
Capital Projects Fund	$1,523,982	$-	($1,523,982)
Total	**$21,756,845**	**$15,862,906**	**($5,893,939)**

Questions?

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026 TO APPROPRIATE FUNDS FOR ONE POLICE OFFICER AND LEGAL SERVICES OFFSET BY SALES TAX; DEBT REFUNIDNG COST OFFSET BY NEW BOND PROCEEDS; ADDISON JUNCTION INFRASTRUCTURE DESIGN; TRANSFERS FROM THE AIPORT FUND; MOTOR VEHCILE BARRIERS AND LPR CAMERA SYSTEMS WITH OFFSETTING GRANT REVENUE; REPLACEMENT OF A OTAL LOSS VEHCILE COVERED BY INSRUANCE AND A NEW CRANE TRUCK; AND PRIOR YEAR ENCUMBRANCES; PROVIDING THAT EXPENDITURES SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET AS AMENDED; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 9, 2025, the City Council of the Town of Addison, Texas (the "City") adopted a budget for the City for the fiscal year beginning October 1, 2025 and ending September 30, 2026 as set forth in City Ordinance No. 025-017; and

WHEREAS, Section 5.08 of the City Charter provides that the budget may be amended or changed, under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, to provide for any additional expense in which the general welfare of the citizenry is involved, that such amendments shall be by Ordinance, and that they shall become an attachment to the original budget; and

WHEREAS, Section 102.010 of the Texas Local Government Code authorizes the City Council to make changes in the adopted budget for municipal purposes, and the changes to the budget made herein are for municipal purposes; and

WHEREAS, the amendments to the City's 2025-2026 budget made herein are as a result of conditions that have arisen and could not reasonably have been foreseen in the normal process of planning the budget, provide for additional expenses in which the general welfare of the citizenry is involved, and the City Council finds that the amendments provided for herein are of a serious public necessity and an urgent need for the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The above and foregoing recitals are true and correct and are incorporated herein and made a part of this Ordinance.

SECTION 2. In accordance with Section 5.08 of the City Charter, City Ordinance No. 025-017 adopting the 2025-26 annual budget, is hereby amended as set forth below and as detailed on **Exhibit A**, attached hereto and incorporated herein:

(a) allocate $350,000, offset by an equal increase in Sales Tax, in the General Fund for the addition of a motorcycle officer in the Police Department ($100,000) and increased legal services in the Combined Services Department ($250,000); and

(b) allocate $15,200,000, offset by an equal increase in Bond Proceeds, in the Debt Service Fund for Refunding Costs associated with the issuance of 2026 General Obligation Refunding Bonds; and

(c) allocate $1,670,965 in the Infrastructure Investment Fund for the following:

i. Prior year encumbrances of $920,965 for the following:

i. Traffic Signal and ADA Improvements ($367,076); and

ii. Redding Trail Extension/Dog Park ($54,433); and

iii. Conference Center Renovations ($499,456); and

ii. Addison Junction Public Infrastructure Design ($750,000); and

(d) allocate $1,783,283 from the Airport Fund for Transfers to the Self-Funded Special Projects Fund for prior paid debt service; and

(e) allocate $312,906, offset by an equal increase in Grant Revenue, in the Grant Fund for the purchase of motor vehicle barriers ($100,000) and License Plate Reader Camera Systems ($212,906); and

(f) allocate $915,709 in the Capital Equipment Replacement Fund for the following:

i. Prior year encumbrances of $667,103 for the following:

i. Ambulance ($478,362); and

ii. Dump Truck ($120,276); and

iii. Sand Spreader ($24,500); and

iv. Development Services Truck ($43,965); and

ii. $75,071 to replace a total loss police vehicle covered by insurance; and

iii. $173,535 for the purchase of a crane truck; and

(g) allocate $1,523,982 in the Capital Projects Fund for prior year encumbrances for the following:

i. Keller Springs Reconstruction ($384,307); and

ii. Airport Parkway Reconstruction ($269,675); and

iii. Improvements to Existing Buildings ($750,000); and

iv. Jimmy Doolittle Drive Reconstruction ($120,000).

SECTION 3. This Ordinance shall take effect upon its passage and approval.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas on this ***9th*** day of ***June*** **2026**.

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

APPROVED AS TO FORM:

_____
Whitt Wyatt, City Attorney

Exhibit A

TOWN OF ADDISON GENERAL FUND BY CATEGORY FY2025-26	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 21,018,950	$ (33,778)	$ 20,985,172
REVENUES:			
Ad valorem Taxes	$ 25,792,196	$ -	$ 25,792,196
Non-Property Taxes	18,400,000	350,000	18,750,000
Franchise Fees	2,035,000	-	2,035,000
Licenses and Permits	1,225,700	-	1,225,700
Service Fees	3,357,939	-	3,357,939
Fines and Penalties	390,000	-	390,000
Rental Income	89,100	-	89,100
Interest and Other Income	1,057,500	-	1,057,500
TOTAL OPERATIONAL REVENUE	$ 52,347,435	$ 350,000	$ 52,697,435
TOTAL REVENUES	$ 52,347,435	$ 350,000	$ 52,697,435
TOTAL AVAILABLE RESOURCES	$ 73,366,385	$ 316,222	$ 73,682,607
EXPENDITURES:			
Personnel Services	$ 34,149,515	$ 100,000	$ 34,249,515
Supplies	1,790,274	-	1,790,274
Maintenance	4,350,867	-	4,350,867
Contractual Services	9,229,333	250,000	9,479,333
Capital Replacement / Lease	2,475,038	-	2,475,038
Capital Outlay	352,263	-	352,263
TOTAL OPERATIONAL EXPENDITURES	$ 52,347,290	$ 350,000	$ 52,697,290
TOTAL EXPENDITURES	$ 52,347,290	$ 350,000	$ 52,697,290
ENDING FUND BALANCES	$ 21,019,095	$ (33,778)	$ 20,985,317
Fund Balance Percentage	40.2%		39.8%

Exhibit A

TOWN OF ADDISON DEBT SERVICE FUND FY2025-26	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 563,549	$ (44,600)	$ 518,949
REVENUES:			
Ad valorem Taxes	$ 11,235,197	$ -	$ 11,235,197
Interest and Other Income	50,000	-	50,000
TOTAL OPERATIONAL REVENUE	$ 11,285,197	$ -	$ 11,285,197
Transfers from other funds	1,366,831	-	1,366,831
Bond Proceeds	-	15,200,000	15,200,000
TOTAL REVENUES	$ 12,652,028	$ 15,200,000	$ 27,852,028
TOTAL AVAILABLE RESOURCES	$ 13,215,577	$ 15,155,400	$ 28,370,977
EXPENDITURES:			
Contractual Services	$ 8,000	$ -	$ 8,000
Debt Service	12,729,304	-	12,729,304
Refunding Costs	-	15,200,000	15,200,000
TOTAL EXPENDITURES	$ 12,737,304	$ 15,200,000	$ 27,937,304
ENDING FUND BALANCES	$ 478,273	$ (44,600)	$ 433,673

Exhibit A

TOWN OF ADDISON INFRASTRUCTURE INVESTMENT FUND FY2025-26	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 3,482,296	$ 962,669	$ 4,444,965
REVENUES:			
Ad valorem Taxes	$ 393,883	$ -	$ 393,883
Interest and Other Income	175,000		175,000
TOTAL OPERATIONAL REVENUE	$ 568,883	$ -	$ 568,883
TOTAL REVENUES	$ 568,883	$ -	$ 568,883
TOTAL AVAILABLE RESOURCES	$ 4,051,179	$ 962,669	$ 5,013,848
EXPENDITURES:			
Traffic Signal and ADA Improvements	$ -	$ 367,076	$ 367,076
Redding Trail Extension/Dog Park	-	54,433	54,433
Conference Center Renovations	-	499,456	499,456
Addison Junction Public Infrastructure	-	750,000	750,000
TOTAL EXPENDITURES	$ -	$ 1,670,965	$ 1,670,965
ENDING FUND BALANCES	$ 4,051,179	$ (708,296)	$ 3,342,883

Exhibit A

TOWN OF ADDISON
CAPITAL EQUIPMENT REPLACEMENT FUND
FY2025-26

	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 2,859,861	$ 1,173,521	$ 4,033,382
REVENUES:			
Service Fees	$ 1,535,000	$ -	$ 1,535,000
Interest and Other Income	148,000	-	148,000
TOTAL OPERATIONAL REVENUE	$ 1,683,000	$ -	$ 1,683,000
TOTAL REVENUES	$ 1,683,000	$ -	$ 1,683,000
EXPENSES:			
Capital Outlay	490,000	915,709	1,405,709
TOTAL OPERATIONAL EXPENSES	$ 490,000	$ 915,709	$ 1,405,709
TOTAL EXPENSES	$ 490,000	$ 915,709	$ 1,405,709
ENDING WORKING CAPITAL	$ 4,052,861	$ 257,812	$ 4,310,673

Exhibit A

TOWN OF ADDISON AIRPORT FUND FY2025-26	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 8,072,261	$ (322,059)	$ 7,750,202
REVENUES:			
Intergovernmental	$ 100,000	$ -	$ 100,000
Service Fees	1,562,000	-	1,562,000
Rental Income	6,004,947	-	6,004,947
Interest and Other Income	334,200	-	334,200
TOTAL OPERATIONAL REVENUE	$ 8,001,147	$ -	$ 8,001,147
TOTAL REVENUES	$ 8,001,147	$ -	$ 8,001,147
TOTAL AVAILABLE RESOURCES	$ 16,073,408	$ (322,059)	$ 15,751,349
EXPENDITURES:			
Personnel Services	$ 3,766,304	$ -	$ 3,766,304
Supplies	60,063	-	60,063
Maintenance	707,995	-	707,995
Contractual Services	1,596,664	-	1,596,664
Capital Replacement / Lease	250,720	-	250,720
Capital Outlay	873,809	-	873,809
TOTAL OPERATIONAL EXPENSES	$ 7,255,555	$ -	$ 7,255,555
Transfer to Debt Service Fund	534,374	-	534,374
One-Time Decision Packages	150,000	-	150,000
Transfer to Self-Funded Projects Fund	-	1,783,283	1,783,283
Capital Projects (Cash Funded)	871,365		871,365
TOTAL EXPENSES	$ 8,811,294	$ 1,783,283	$ 10,594,577
ENDING WORKING CAPITAL	$ 7,262,114	$ (2,105,342)	$ 5,156,772
Working Capital Percentage	100.1%		71.1%

Exhibit A

TOWN OF ADDISON
GRANT FUND
FY2025-26

	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 80,528	$ 14,378	$ 94,906
REVENUES:			
Intergovernmental	$ 8,750	$ 312,906	$ 321,656
Interest and Other Income	1,500	-	1,500
TOTAL OPERATIONAL REVENUE	$ 10,250	$ 312,906	$ 323,156
TOTAL REVENUES	$ 10,250	$ 312,906	$ 323,156
EXPENSES:			
Contractual Services	20,000	-	20,000
Capital Outlay	-	312,906	312,906
TOTAL OPERATIONAL EXPENDITURES	$ 20,000	$ 312,906	$ 332,906
TOTAL EXPENDITURES	$ 20,000	$ 312,906	$ 332,906
ENDING FUND BALANCES	$ 70,778	$ 14,378	$ 85,156

TOWN OF ADDISON
2020 GENERAL OBLIGATION BOND FUND
FY2025-26

	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 8,875,110	$ (162,346)	$ 8,712,764
TOTAL AVAILABLE RESOURCES	$ 8,875,110	$ (162,346)	$ 8,712,764
EXPENDITURES:			
Keller Springs Reconstruction	$ -	$ 384,307	$ 384,307
Airport Parkway Reconstruction	-	269,675	269,675
TOTAL EXPENDITURES	$ -	$ 653,982	$ 653,982
ENDING FUND BALANCES	$ 8,875,110	$ (816,328)	$ 8,058,782

Exhibit A

TOWN OF ADDISON 2022 GENERAL OBLIGATION BOND FUND FY2025-26	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ (30,974)	$ 1,329,541	$ 1,298,567
TOTAL AVAILABLE RESOURCES	$ (30,974)	$ 1,329,541	$ 1,298,567
EXPENDITURES:			
Improvements to Existing Buildings	$ -	$ 750,000	$ 750,000
Celestial Park Entrance and Lighting Improvements	150,255	-	150,255
TOTAL EXPENDITURES	$ 150,255	$ 750,000	$ 900,255
ENDING FUND BALANCES	$ (181,229)	$ 579,541	$ 398,312

TOWN OF ADDISON 2023 CERTIFICATES OF OBLIGATION BOND FUND FY2025-26	Adopted Budget 2025-26	Amendment 2025-26	Revised Budget 2025-26
BEGINNING BALANCES	$ 721,741	$ 83,883	$ 805,624
TOTAL AVAILABLE RESOURCES	$ 721,741	$ 83,883	$ 805,624
EXPENDITURES:			
Jimmy Doolittle Drive Reconstruction	$ 653,516	$ 120,000	$ 773,516
TOTAL EXPENDITURES	$ 653,516	$ 120,000	$ 773,516
ENDING FUND BALANCES	$ 68,225	$ (36,117)	$ 32,108

Regular City Council Meeting **6. b.**

Meeting Date: 06/09/2026

Department: Economic Development

Key Focus Areas: Economic Development and Revitalization

AGENDA CAPTION:

Present, discuss, and consider action on a Resolution supporting the nomination of Census Tract 136.28 for designation as a Qualified Opportunity Zone under the Opportunity Zone 2.0 program established by Section 70421 of the One Big Beautiful Bill Act of 2025; and authorizing the Director of Economic Development to submit the nomination packet to the Texas Economic Development and Tourism Office, Office of the Governor, on or before June 26, 2026.

BACKGROUND:

What is an Opportunity Zone?

The federal Opportunity Zone program, originally enacted under the 2017 Tax Cuts and Jobs Act, was made permanent and restructured as Opportunity Zone 2.0 through Section 70421 of the One Big Beautiful Bill Act, signed into law on July 4, 2025. The program provides federal capital gains tax incentives for private investment in designated low-income census tracts by allowing investors to defer and reduce tax liability when capital gains are reinvested through Qualified Opportunity Funds. Investors who hold qualifying investments for at least ten years may pay no capital gains tax on appreciation within the fund, creating a long-term incentive for private investment in designated areas.

Opportunity Zone 2.0 designations will take effect on January 1, 2027 and remain in effect for ten years. The designation process is highly competitive.

Addison's Eligible Census Tracts and Recommendation

Under the updated federal eligibility criteria established by U.S. Treasury Revenue Procedure 2026-14, eligible tracts must meet more restrictive income or poverty thresholds than under the original Opportunity Zone program. The Texas Governor's Office mapping tool identifies three eligible census tracts within or overlapping the Town of Addison: Census Tracts 136.28, 137.25, and 138.05 (see attached map). After evaluating all three tracts, the Economic Development Department recommends nominating only Census Tract 136.28 in order to concentrate the Town's local support and maximize the competitiveness of the nomination.

Census Tract 136.28 represents Addison's strongest candidate for Opportunity Zone 2.0 designation because it includes the Addison Junction transit-oriented development, a significant portion of the Dallas North Tollway office corridor, and multiple active or near-term redevelopment opportunities. The tract includes approximately 7.1 million square feet of Addison office space, much of it being aging Class B and Class C product with strong repositioning potential. The Town has also committed substantial public investment within or adjacent to the tract, including approximately $40 million in infrastructure investment supporting Addison Junction and approximately $40 million in approved bond funding for the Quorum South Revitalization project.

In addition to the Town's public investment, staff has identified more than $530 million in short-term public and private investment potential within the tract. This includes approximately $240 million for Addison Junction, $80 million for Fourteen5 Phase II, $90 million for Arapaho Station Office, $50 million for The Colonnade renovation, $20 million for the Airport Parkway townhome development, $10 million for the greenfield development at 5002 Arapaho Road, and $40 million for the Quorum Drive Reconstruction Project. These projects demonstrate near-term project viability and private capital readiness within the 24 to 48 month deployment window identified in the state scoring process.

Texas Nomination Process
The Texas Economic Development and Tourism Office (EDT) within the Office of the Governor, is administering the state nomination process. Local economic development organizations must submit nominations no later than June 26, 2026, before EDT forwards final state nominations to the U.S. Department of the Treasury by August 3, 2026. EDT will score each nomination on a ten-point rubric:

- Statutory Compliance – Required
- Project Viability – 4 points
- Local Support – 4 points
- Geographic Balance – 2 points

Because Addison's tract is urban and not located within a federally declared disaster area, staff anticipates the Town will not receive Geographic Balance points, making it especially important to maximize the Project Viability and Local Support portions of the scoring rubric.

A formal Resolution from the City Council is the most direct way to demonstrate institutional commitment and strengthen the Town's nomination. In addition to the Council Resolution, the Economic Development Department will solicit letters of support from property owners, developers, businesses, and state elected representatives with projects or significant investment interests within Census Tract 136.28.

Council Action
Approval of this Resolution would affirm the City Council's support for nominating Census Tract 136.28 for Opportunity Zone 2.0 designation and authorize the Director of Economic Development to submit the nomination packet to the Texas Economic Development and Tourism Office before the June 26, 2026 deadline.

FISCAL IMPACT
N/A.

RECOMMENDATION
Staff recommends approval.

Attachments

Presentation - OZ Census Tract Nomination

Resolution - OZ Census Tract Nomination

Eligible Census Tracts Map

Opportunity Zone 2.0 Census Tract Nomination

June 9, 2026

Wayne Emerson, Director of Economic Development

Background

What Is Opportunity Zone 2.0?

- The Opportunity Zone (OZ) program is the largest federal economic development tool in U.S. history, having catalyzed over $100 billion in private investment since its 2017 inception. The One Big Beautiful Bill Act, signed in July 2025 made the program a permanent feature of the federal tax code with rolling 10-year designation cycles — now referred to as Opportunity Zone 2.0 (OZ 2.0).

How Investment Works:

- Investor realizes a capital gain (stock sale, real estate, etc.).
- Investor reinvests gain into a Qualified Opportunity Fund (QOF) within 180 days.
- QOF deploys at least 90% of assets into an OZ-designated tract.
- Investor receives a 5-year deferral + 10% basis step-up on original gain.
- Zero tax on appreciation if investment is held 10+ years.

Background

Eligible Project Types

- Commercial real estate
- Mixed-use and multifamily housing
- Industrial and manufacturing facilities
- Hospitality and retail
- Operating businesses (start-up or expansion)
- Ground-up development or substantial improvement of existing assets

Strategic Benefits of Designation

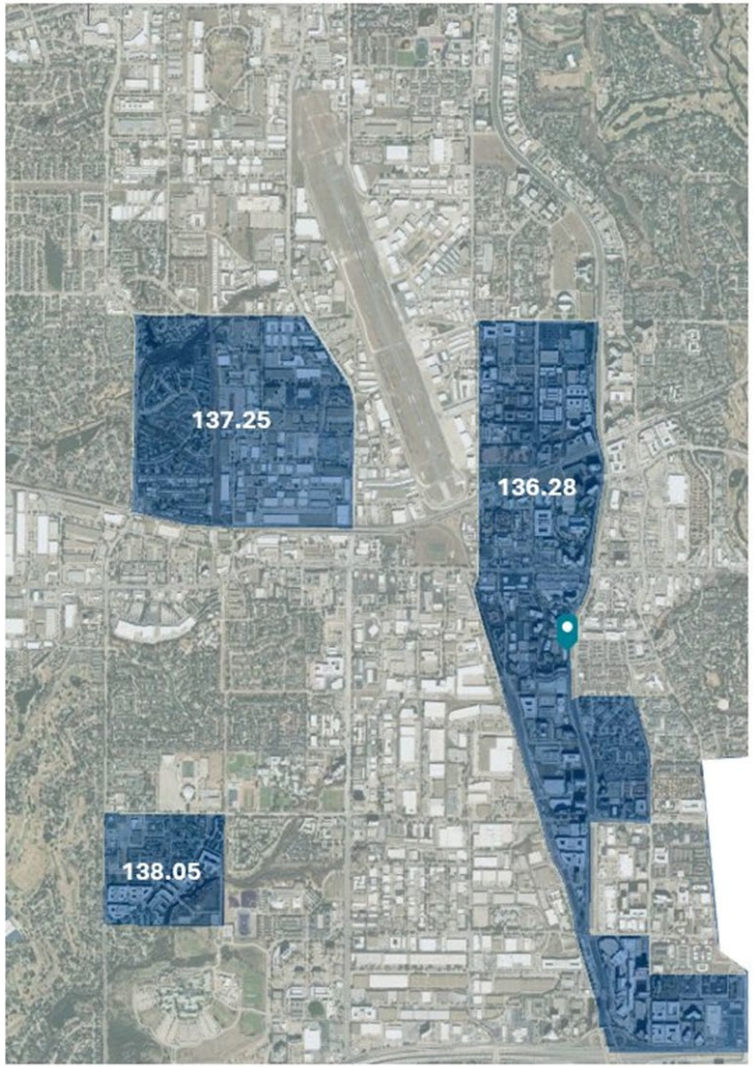
- Access to a deep national pool of QOF capital, actively seeking deployment in designated tracts.
- Accelerated redevelopment of aging or underutilized commercial assets along high-value corridors.
- Competitive advantage over non-designated submarkets for office, mixed-use, and transit-oriented development.
- Enhanced position in regional and state economic development marketing to site selectors, developers, and investors.

Highly Competitive, Selective Process

It is critical that to understand the multiple competitive filters through which any census tract must pass before receiving a federal OZ 2.0 designation.

Step	What Happens	The Numbers
1	**Eligible Tracts in Dallas County** Only census tracts meeting strict federal income/poverty thresholds qualify.	279 eligible tracts in Dallas County alone
2	**State Nomination Cap** Texas may only nominate a capped percentage of eligible tracts per county. For Dallas County (201–300 eligible tracts), the state cap is 70%.	Only 195 of Dallas County's 279 eligible tracts can be nominated
3	**Competitive Scoring by Texas EDT** Nominations are scored on project viability, local government support, and geographic balance. Low-scoring nominations are left behind.	Only well-documented, supported nominations score competitively
4	**Federal Designation by U.S. Treasury** Even state-nominated tracts are not guaranteed federal designation. Treasury reviews and certifies the final set of OZ 2.0 tracts.	Final number of designated tracts in Texas TBD by Treasury and limited to 25% of eligible tracts

Eligible Addison Census Tracts



Tract	Status	Key Characteristics	Recommendation
136.28	Eligible	Addison Junction TOD anchor project; 7.1M sq ft Tollway office corridor; significant aging Class B/C inventory prime for repositioning; highest private capital readiness; direct alignment with adopted strategic priorities; $80M in committed Town public investment	**✓ RECOMMENDED FOR NOMINATION**
137.25	Eligible	Smaller tract area, mostly located in Carrollton. No shovel ready projects on the Addison side.	Not Recommended
138.05	Eligible	Smaller tract area. Some planned developments in Vitruvian. Less relevant to the Town's strategic goals.	Not Recommended

Census Tract 136.28

EDT Criterion	Weight	Addison's Position — Tract 136.28
Statutory Compliance	Required	Confirmed eligible under OZ 2.0 MFI and/or poverty rate thresholds per ACS 2019–2023 data.
Project Viability	4 pts	Addison Junction (QIP): Active transit-oriented development project representing approximately $240 million in private investment, including a mass timber office tower, boutique hotel, entertainment and restaurant space, and an event venue. Supported by $40 million in committed Town infrastructure investment. Additional identified projects within the tract: • Fourteen5 Phase II — Cawley Partners (~$80M) • Millennium Tower Phase II — VanTrust (~$90M) • The Colonnade redevelopment — Lincoln Property Company (~$50M) • Airport Parkway townhome development — Cobalt (~$20M) • Greenfield development at 5002 Arapaho Road — Greenway Investments (~$10M) • Quorum South Revitalization — Town of Addison ($40M in committed bond funding for parks and infrastructure) • Multifamily & Office holdings: MAA, AMLI, Sunshine, Sunwest, and other property owners within the tract • Tollway Office Corridor: Approximately 7.1 million square feet of Addison office space falls within this tract — much of it aging Class B/C product along the Dallas North Tollway with strong repositioning potential.
Local Support	4 pts	The Town can document alignment with existing economic development programs, TIF district coordination, and planning frameworks that complement private OZ investment. The tract aligns directly with Addison's adopted economic development strategic priorities. Council Action: To maximize the local support score, the Town Council is asked to pass a resolution formally expressing the Town's intent to nominate Census Tract 136.28 for OZ 2.0 designation. This resolution serves as direct evidence of institutional commitment in the nomination packet. Business and Stakeholder Support Letters: The Economic Development Department will solicit letters of support from businesses and developers with projects or significant holdings within the tract.
Geographic Balance	2 pts (0 pts)	Addison's tract is urban and no federal disaster declaration has been designated for the area, so the Town will receive 0 points in this category. EDT allocates these points specifically to rural and disaster-impacted tracts. This does not disqualify Addison's nomination, but it underscores the importance of maximizing the Local Support and Project Viability scores.

Project	Developer / Owner	Projected Investment
Addison Junction (TOD)	QIP (Quadrant Investment Properties) and TOA	~$240 million
Fourteen5 Phase II Office	Cawley Partners	~$80 million
Arapaho Station Office	VanTrust Real Estate	~$90 million
The Colonnade Renovation	Lincoln Property Company	~$50 million
Airport Parkway Townhomes	Cobalt	~$20 million
5002 Arapaho Road (Greenfield)	Greenway Investments	~$10 million
Quorum Drive Reconstruction	Town of Addison	$40M (approved bond funding, parks & infrastructure)
Total Identified Investment	**Public + Private**	**~$530 million+**

Next Steps

Date	Milestone
Jan 29, 2026	Census 2025 5-Year ACS Data Released
Apr 6, 2026	Treasury OZ 2.0 Guidelines Published (Rev. Proc. 2026-14)
May 2026	Texas EDT Nomination Portal Open — Packets Available to EDOs
⚑ June 26, 2026	**DEADLINE: Addison submits nomination to Texas EDT**
Jul–Sep 2026	Governor nominates tracts to U.S. Treasury (90-day window)
Aug 3, 2026	Texas EDT final submission to U.S. Treasury (target)
Nov–Dec 2026	Treasury certification and designation of new OZ census tracts
Jan 1, 2027	OZ 2.0 census tracts take effect — 10-year designation cycle begins

#	Action	Detail
1	**Council Resolution**	Town Council adopts a resolution formally expressing the Town's intent to nominate Census Tract 136.28 for OZ 2.0 designation. This resolution is a required component of the nomination packet and directly determines the EDT local support score.
2	**Stakeholder Letter Outreach**	The Economic Development Department will contact QIP, Cawley Partners, VanTrust, Greenway Investments, Cobalt, Lincoln Property Company, MAA, AMLI, state elected representatives, and other relevant property owners to request letters of support for the nomination.
3	**Nomination Packet Preparation**	Staff will complete the EDT Nomination Packet, including the project viability narrative for Addison Junction and the Tollway office corridor, and confirm all required data fields for Census Tract 136.28.
4	**Submission to Texas EDT**	The completed nomination will be submitted to the Texas Governor's Office no later than June 26, 2026, in advance of EDT's August 3 final submission to the U.S. Department of Treasury.

Recommendation

Staff recommends Council approval of the Resolution nominating Census Tract 136.28 as a Qualified Opportunity Zone under the Opportunity Zone 2.0 program and authorizing staff to submit the nomination packet, execute related documents, and obtain letters of support from property owners and stakeholders.

Questions

RESOLUTION NO. R26-_____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS NOMINATING AND SUPPORTING THE DESIGNATION OF CENSUS TRACT 136.28 AS A QUALIFIED OPPORTUNITY ZONE UNDER THE OPPORTUNITY ZONE 2.0 PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Congress reauthorized and made permanent the Qualified Opportunity Zone program through the One Big Beautiful Bill Act in 2025, establishing the Opportunity Zone 2.0 program effective January 1, 2027; and

WHEREAS, the Texas Economic Development & Tourism Office, within the Office of the Governor, is leading a data-driven selection process and has invited local economic development organizations to nominate eligible census tracts for designation; and

WHEREAS, Census Tract 136.28 (FIPS 48113013628), located within the Town of Addison ("Town"), has a median family income of $73,337, approximately 67.5% of the Dallas-Fort Worth-Arlington metropolitan median family income of $108,711, thereby satisfying the federal eligibility threshold of a median family income less than 70% of the applicable metropolitan figure; and

WHEREAS, Census Tract 136.28 encompasses the Addison Circle district and a portion of the Dallas North Tollway office corridor, areas positioned for continued mixed-use, office, and transit-oriented investment and reinvestment; and

WHEREAS, the City Council has approved zoning and a concept plan for Addison Junction, a transit-oriented development within Census Tract 136.28 comprising office, hotel, restaurant, retail, and entertainment components and representing approximately $240 million in catalytic private investment; and

WHEREAS, Addison Junction is being advanced in partnership with Quadrant Investment Properties as the catalytic private developer, with the Town owning the project parcels and Dallas Area Rapid Transit participating as an active partner contributing a parcel within the site; and

WHEREAS, the Addison Junction development is currently in infrastructure design, with full design anticipated to be complete in December 2027 and phase I construction anticipated to begin in January 2027, positioning the project for capital deployment within the program's designation period; and

WHEREAS, the Town has committed substantial public investment supporting development within Census Tract 136.28, including a Chapter 380 economic development agreement providing $19 million toward the construction of two parking structures and approximately $21 million in public infrastructure improvements; and

WHEREAS, the Town has further demonstrated local support across the tract through approval of a retail facade grant for the rehabilitation of the Quorum Two shopping center and the Landmark office amenity grant for the renovation of an office building in the South Quorum area and the Town is committed to advancing the Quorum Drive Reconstruction Project, which

includes improvements to a four-lane divided roadway, pedestrian connectivity, and urban placemaking, with a total estimated project cost of approximately $40 million; and

WHEREAS, the Town has initiated the creation of a Tax Increment Reinvestment Zone ("Zone") encompassing much of Census Tract 136.28, primarily consisting of the Addison Circle area, and Dallas Area Rapid Transit has committed to participate in the Zone by contributing fifty percent (50%) of the sales tax increment generated within its boundaries, estimated at approximately $2 million; and

WHEREAS, the City Council has determined that designation of Census Tract 136.28 as a Qualified Opportunity Zone will leverage the Town's substantial public commitments to attract long-term private capital, support job creation, and advance the economic development objectives of the Town; and

WHEREAS, the City Council finds that submission of the Town's nomination to designate Census Tract 136.28 as a Qualified Opportunity Zone is in the best interests of the health, safety, and general welfare of the Town's residents and local businesses.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The City Council hereby nominates and supports the designation of Census Tract 136.28 (FIPS 48113013628) as a Qualified Opportunity Zone under the Opportunity Zone 2.0 program and supports its submission for nomination to the Texas Economic Development & Tourism Office.

SECTION 2. The City Manager and the Economic Development Director are each hereby authorized to submit the Opportunity Zone 2.0 nomination packet to the Texas Economic Development & Tourism Office and to execute any related documents on behalf of the Town.

SECTION 3. The City Manager and the Economic Development Director are each hereby authorized to solicit and obtain letters of support for the nomination from private property owners and other stakeholders within Census Tract 136.28, and to include such letters of support with the nomination packet submitted to the Texas Economic Development & Tourism Office.

SECTION 4. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***9th*** day of ***JUNE***, **2026.**

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

Addison's Eligible Census Tracts

The Texas Governor's Office mapping tool identifies three census tracts within or overlapping Addison's boundaries as eligible for OZ 2.0 nomination based on ACS 2019–2023 estimates. All three meet OZ 2.0 income and/or poverty threshold criteria.