

**Notice of Meeting for the  
Unified Development Code Advisory Committee  
of the City of Georgetown  
February 13, 2019 at 3:30 PM  
at Historic Light and Waterworks Building located at 406 W. 8th Street Georgetown,  
TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

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**Legislative Regular Agenda**

- A Consideration and possible approval of minutes of the November 14, 2018 regular meeting. Andreina Dávila-Quintero, AICP, Current Planning Manager
- B Discussion on proposed amendments to the Unified Development Code regarding the number of units and building separation requirements of the multi-family residential zoning districts (Amendment No. 14). Andreina Dávila-Quintero, AICP, Current Planning Manager
- C Discussion on proposed revisions to the Unified Development Code related to building material standards in residential zoning districts (Amendment No. 15). Chelsea Irby, Senior Planner
- D Discussion on proposed amendments to the Unified Development Code regarding additional notification requirements for rezoning applications (Amendment No. 17). Andreina Dávila-Quintero, AICP, Current Planning Manager
- E Discussion regarding proposed changes to Chapter 2, Review Authority, Chapter 3, Applications and Permits, and Chapter 16, Definitions, of the Unified Development Code (UDC) regarding the rules, standards and regulations of the Historic Districts (Amendment No. 2). Sofia Nelson, CNU-A, Planning Director
- F Discussion regarding proposed changes to Section 6.06, Common Amenity Area, Section 8.02, Tree Preservation and Protection, and Section 13.08, Parkland, of the Unified Development Code (UDC) regarding Parkland Dedication requirements (Amendment No. 3). Kimberly Garret, Parks and Recreation Director, and Andreina Dávila-Quintero, AICP, Current Planning Manager.
- G Update on the 2018/19 UDC Annual Review Plan, Schedule and Next Steps. Andreina Dávila-Quintero, AICP, Current Planning Manager

**Adjournment**

**CERTIFICATE OF POSTING**

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public at all times, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, at \_\_\_\_\_, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

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Robyn Densmore, City Secretary

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
February 13, 2019

**SUBJECT:**

Consideration and possible approval of minutes of the November 14, 2018 regular meeting. Andreina Dávila-Quintero, AICP, Current Planning Manager

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

na

**SUBMITTED BY:**

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
☐	Minutes	Cover Memo

City of Georgetown, Texas  
Unified Development Code Advisory Committee Meeting  
**Minutes**  
Wednesday, November 14, 2018 at 3:00 PM  
Historic Light and Water Works Building,  
406 W. 8<sup>th</sup> Street, Georgetown, Texas 78626

**Committee Present:** Attendance: Brett Danaher; Tracy Dubcak, Vice-chair; John Philpott; PJ Stevens; and Jason Wirth, Secretary;

Committee Member(s) Absent: Tim Haynie; Tim Bargainer;

**Staff Present:** Andreina Davila-Quintero, Current Planning Manager; Chelsea Irby, Senior Planner; Ethan Harwell, Planner; and Karen Frost, Recording Secretary

**Regular Session**

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A. Call to Order Vice-Chair Dubcak called the meeting to order at 3:30 pm.

**Legislative Regular Agenda**

B. Consideration and possible approval of minutes of the August 8, 2018 and the September 12, 2018 regular meetings. Karen Frost, Recording Secretary

**Motion by Stevens, second by Philpott to approve the minutes as presented. Approved 5 – 0.**

C. Public hearing and possible action on proposed amendments to Chapter 3, Applications and Permits, and Chapter 13, Infrastructure and Public Improvements, of the Unified Development Code (UDC) regarding Development Agreements and Special Districts (Amendment No. 8). Andreina Dávila-Quintero, AICP, Current Planning Manager

Davila gave an update of the MUD policy amendments that are being proposed by staff. The policy was approved by Council in July and August. This was previously discussed by this group in June. There were eleven items in the policy including minimum design standards, locations, etc. The Board was asked to take action to recommend the changes in the UDC to P&Z and Council.

Chair Dubcak opened the public hearing and with no speakers coming forth, closed the hearing.

The Board made recommendations of changes that were typographical errors that were noted by Davila. During this time, she also introduced Irby and Harwell who have joined the Planning Department recently.

**Motion by Stevens to recommend approval with modifications to proposed amendments to Chapter 3, Applications and Permits, and Chapter 13, Infrastructure and Public Improvements of the UDC regarding Development Agreements and Special Districts subject to minor changes, mainly typographical errors. Second by Philpott.**

**After discussing the proposed revisions, the Board held the vote and approved the changes 5 – 0.**

- D. Update on the 2018 UDC Annual Review Plan, Schedule and Next Steps. Andreina Dávila-Quintero, AICP, Current Planning Manager

Davila thanked the board for their previous work on the Mobile Food Vendors policy which was approved by Council on October 9<sup>th</sup>. Staff is still working on the proposed changes for Parkland dedication and development. They are looking at more discussion by this board, a workshop and an Open House held by the Parks Department to identify needs and wants. Staff is looking at bringing the annual review plan in January and beginning work on the permitted uses table. She also stated there will be amendments to the Certificate of Appropriateness and Historic and Architectural Review Commission review authority, dependent upon Council action in December and January.

**Public Wishing to Address the Board**

*As of the deadline, no persons were signed up to speak on items other than what was posted on the agenda.*

**Adjournment**

**Motion by Stevens, second by Danaher to adjourn the meeting. Meeting adjourned at 4:04 pm.**

\_\_\_\_\_  
Tracey Dubcak, Attest

\_\_\_\_\_  
Attest, Jason Wirth

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
February 13, 2019

**SUBJECT:**

Discussion on proposed amendments to the Unified Development Code regarding the number of units and building separation requirements of the multi-family residential zoning districts (Amendment No. 14).  
Andreina Dávila-Quintero, AICP, Current Planning Manager

**ITEM SUMMARY:**

The City Council directed staff to update the UDC's standards and current site design requirements of the multi-family zoning districts as a part of the 2018/19 UDC Annual Review process (Amendment No. 14). The purpose of this amendment is to review the maximum number of units allowed per building, and minimum separation between buildings requirements of the Low Density Multi-Family (MF-1) and High Density Multi-Family (MF-2) zoning districts.

In 2015, the UDC was amended to add a maximum number of units per building in order to preserve building sizes that were in context with Georgetown's development pattern and avoid buildings that were large in mass and scale. Currently, the maximum number of units permitted per building is 12 in the MF-1 district and 24 in the MF-2 district. Since the adoption of this provision, City staff and developers have seen challenges in meeting these requirements due to the variation of unit sizes in one building, as well as other market and site constraints.

The minimum distance separation between buildings requirements has also posed additional challenges due to the sizes of the lots and other required site improvements, such as setbacks, landscaping, parking and impervious cover. Distance separation between buildings are imposed in order to allow for air, space and light to travel between buildings. Currently, the minimum building separation requirement is 15 feet for both districts. However, the UDC includes greater standards than required by Fire Code.

Through Planned Unit Developments (PUDs) or zoning variances developers have sought relief from these standards to allow alternative designs and standards. These have included:

- Incorporating U, T, or L-shaped buildings that can accommodate greater number of units while meeting the intent of the UDC.
- Establishing a minimum building façade width.
- Allowing for wider facades where a building faces a common amenity area.
- Providing for minimum distance separation consistent with the Fire Code (12 feet minimum).

The purpose of this item is to review and identify possible changes to the UDC's multi-family building design standards.

**FINANCIAL IMPACT:**

None.

**SUBMITTED BY:**

Andreina Dávila-Quintero, AICP, Current Planning Manager

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
February 13, 2019

**SUBJECT:**

Discussion on proposed revisions to the Unified Development Code related to building material standards in residential zoning districts (Amendment No. 15). Chelsea Irby, Senior Planner

**ITEM SUMMARY:**

The City Council directed staff to review and update the UDC's standards relating to building design for the residential zoning districts as a part of the 2018/19 UDC Annual Review process (Amendment No. 15). The purpose of this amendment is to review possible new building design standards for the single-family and two-family residential zoning districts to incorporate minimum building material requirements. Currently, the UDC contains building material standards for the Townhome (TH) and Multi-Family (MF-1 and MF-2) zoning districts. Other residential zoning districts, such as the Single-Family Residential (RS) or Two-Family Residential (TF) zoning districts do not include minimum requirements for building materials. In addition, the RS zoning district is the only residential district to include similarity restrictions to ensure variety in design across the neighborhood.

In order to ensure high quality development, minimum building material standards have been incorporated in Planned Unit Developments (PUDs) and as conditions in special districts such as Municipal Utility Districts (MUDs). Minimum building material standards have included a minimum percentage of masonry material, as well as variation of other materials and incorporation of architectural features. To provide the same quality of development across its jurisdiction, the City is looking into incorporating these standards to its residential zoning districts. Georgetown is the largest municipality in Williamson County without residential building material standards.

The purpose of this item is to identify a set of potential standards that may be included in the UDC to enhance the quality and building design of residential zoning districts (single-family and two-family).

**FINANCIAL IMPACT:**

None.

**SUBMITTED BY:**

Chelsea Irby, Senior Planner

City of Georgetown, Texas  
 Unified Development Code Advisory Committee  
 February 13, 2019

**SUBJECT:**

Discussion on proposed amendments to the Unified Development Code regarding additional notification requirements for rezoning applications (Amendment No. 17). Andreina Dávila-Quintero, AICP, Current Planning Manager

**ITEM SUMMARY:**

In accordance with the Texas Local Government Code and the City’s Unified Development Code (UDC), public hearing and notification is required for all zoning applications. This includes applications for a Zoning Map Amendment (rezoning) and Special Use Permit (SUP). Currently, minimum public notification requirements include the following for these zoning cases:

Pursuant to Texas Local Government Code	Pursuant to UDC
Mail notices to all property owners within the city limits and 200 feet from the property subject to the zoning request	Mail notices to all property owners within the city limits and 200 feet from the property subject to the zoning request
Published notice in a local newspaper of general circulation	Published notice in a local newspaper of general circulation
	Posted notice on the property subject to the zoning request

On April 24, 2018, the City Council directed staff to review the public review and notification requirements for certain zoning requests, to include the possibility of requiring neighborhood meetings. The purpose of this revision is to identify processes and standards that would promote a more robust public review and provide the opportunity of residents to learn, discuss and provide feedback on proposed zoning requests in advance of the required public hearing.

Other cities within the region, state and across the country require varying public notifications and review requirements, including but not limited to:

- Notification to property owners beyond the 200-foot radius (i.e. 300, 400 or 500 feet);
- Notification to a Home Owner, Property Owner and/or Neighborhood Association located within the notification area;
- Notification to other agencies and entities within the notification area or that may be affected by the proposed zoning request; and
- Inclusion of additional information regarding the zoning request, to include inclusion of the applicant’s contact information, on the web and/or mail notice.

On July 11, 2018, the UDCAC reviewed the notification requirements of other municipalities within the region and requested for additional information. The purpose of this item is to provide an update on staff’s findings, and identify a set of standards that may be included in the UDC to enhance the public review of zoning requests.

**FINANCIAL IMPACT:**



None.

**SUBMITTED BY:**

Andreina Dávila-Quintero, AICP, Current Planning Manager

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
February 13, 2019

**SUBJECT:**

Discussion regarding proposed changes to Chapter 2, Review Authority, Chapter 3, Applications and Permits, and Chapter 16, Definitions, of the Unified Development Code (UDC) regarding the rules, standards and regulations of the Historic Districts (Amendment No. 2). Sofia Nelson, CNU-A, Planning Director

**ITEM SUMMARY:**

**Background:**

The City Council directed staff to update the UDC's standards and processes relating to the historic districts as part of the 2018/19 UDC Annual Review process (Amendment No. 2). The purpose of this amendment is to incorporate recommendations from the 2016 Historic Resource Survey, streamline the standards based on the City's historic resources, and address challenges in the review process.

In November 2018, December 2018, and January 2019, the City Council discussed the City's historic resources, current processes, and provided direction and guidance on changes to improve the historic standards and review process. Proposed revisions to the UDC include:

- Updating the definition of Contributing and Non-Contributing historic structures
- Revising the review process based on the level of priority of the historic structures or district
- Scheduling additional regular meetings of the Historic Architecture Review Committee (HARC)
- Shifting HARC's authority to a recommending body
- Making City Council the approval authority following HARC recommendation

**Purpose:**

The purpose of this item is to discuss the proposed changes to the UDC relating to the standards and processes for historic districts.

**FINANCIAL IMPACT:**

None.

**SUBMITTED BY:**

Sofia Nelson, CNU-A, Planning Director

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
February 13, 2019

**SUBJECT:**

Discussion regarding proposed changes to Section 6.06, Common Amenity Area, Section 8.02, Tree Preservation and Protection, and Section 13.08, Parkland, of the Unified Development Code (UDC) regarding Parkland Dedication requirements (Amendment No. 3). Kimberly Garret, Parks and Recreation Director, and Andreina Dávila-Quintero, AICP, Current Planning Manager.

**ITEM SUMMARY:**

Parkland dedication is one of the many standards a municipality may impose for all residential subdivisions and development of land within its jurisdiction to promote the health, safety, morals, or general welfare, as well as the safe, orderly, and healthful development of the municipality. This is accomplished by ensuring that new residential development is adequately served by essential public facilities and services, including park and recreational facilities. Development seeking or requiring public facilities must be in accordance with the Comprehensive Plan, to include the Parks Master Plan and Regional Trail Master Plan, and meet the minimum standards of the Unified Development Code (UDC).

To continue with these goals and policies, the City Council directed staff to review and update the UDC's standards and current parkland dedication requirements as part of the 2016 and 2018 UDC Annual Review processes. The purpose of this amendment is to incorporate needed changes and recommendations from the Parks and Recreation Advisory Board to ensure consistency with the Parks Master Plan.

**Proposed Amendments:**

Proposed changes to the UDC include an increase in the fee in lieu of parkland dedication fee to reflect real land values; inclusion of a park improvement fee so that the cost of building the park is on the residential developer rather than the City; and allowing partial credit for private neighborhood parks meeting certain criteria. Attachment 1 outlines a summary of the proposed UDC amendments.

The purpose of this item is to continue the discussion from the August 8 and September 12, 2018 UDC Advisory Committee meeting on the proposed amendments to the UDC, which are summarized in Attachment 1 and drafted in Attachment 2. Changes to the previous version are identified in strikethrough for deleted language, and underlined for added language.

**FINANCIAL IMPACT:**

None.

**SUBMITTED BY:**

Andreina Dávila-Quintero, AICP, Current Planning Manager

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
☐	Attachment 1 - Summary of Proposed Amendments - revised	Backup Material
☐	Attachment 2 - Proposed Amendment to UDC regarding Parkland requirements	Backup Material



**Summary of proposed changes to Parkland Dedication Requirements (UDC Section 13.08)**

As of February 8, 2019

UDC Section	General Topic	Requirement	Current UDC Requirement	Proposed UDC Change
<a href="#">13.08</a>	<a href="#">Parkland Dedication</a>	<a href="#">Land dedication</a>	<a href="#">1 acre/50 units</a>	<a href="#">1 acre/110 units for MF</a> <a href="#">1 acre/80 units for SF</a> <a href="#">Based on LOS in Parks Master Plan (5 acres for 1,000 residents)</a>
13.08	Parkland Dedication	Dedication of parkland	City required to accept parkland if over 3 acres	City – 3 acres or more, must dedicate land 2-3 acres, option to accept as approved by the Parks and Recreation Director Less than 2 acres, fee in lieu. ETJ – fee in lieu
13.08	Parkland Dedication	Parkland Fee in lieu of land dedication	\$200/unit for MF \$250/unit for SF	<del>\$500 per unit for both SF and MF</del> <a href="#">Fee per unit to be determined based on median land value of \$52,000/acre for a 3-acre neighborhood park (minimum required)</a>
13.08	Parkland Dedication	Parkland Improvement Fee	Not Applicable	<del>SF – \$1,500 per unit or install improvements.</del> <del>MF – Fee to be determined based on gross density.</del> <a href="#">Fee per unit to be determined based on estimated cost of construction to develop a 3-acre neighborhood park consistent with the Parks Master Plan (minimum required).</a> <a href="#">Option to develop the park based on minimum criteria as approved by the Parks and Recreation Director</a>
13.08	Parkland Dedication	Private Park Credit	Not Applicable	Up to 50% credit provided certain criteria are met.
13.08	Parkland Dedication	Design Standards		Parkland may not be accepted when: <ul style="list-style-type: none"> <li>• Accessed primarily by cul de sac</li> </ul>

Added language is [underlined](#)

Deleted language is ~~strikethrough~~

UDC Section	General Topic	Requirement	Current UDC Requirement	Proposed UDC Change
				<ul style="list-style-type: none"> <li>Encumbered by utility easements</li> <li>Encumbered by sensitive environmental features</li> <li><u>The lot contains stormwater facilities. Unless approved by the Parks and Recreation Director followed by a recommendation from the Parks Advisory Board.</u></li> </ul>
13.08	Parkland Dedication	Floodplain	Along SG River – partial fulfilment – could be 99% All others – up to 50%	Up to 50%, with at least 2 acres out of floodplain – must have 200 feet of street frontage
13.08	Parkland Dedication	Parkland Approval	Parks Board recommends to P&Z and City Council	Meets requirements, the Director can approve. <u>Alternative Design may be approved by the Director following recommendation by the Parks and Recreation Board.</u> Additional language consistent with current practice. <del>Appeal decision to Parks Board.</del>
13.08	Parkland Dedication	Park Benefit Zones	19 zones	4 benefit zones – direct benefit to service area or used in a community or regional park
13.08	Parkland Dedication	Parkland Fund	Expend funds in 5 years	Expend funds in 10 years

Added language is underlined  
Deleted language is ~~strikethrough~~

**SECTION 6.06. - COMMON AMENITY AREA**

**Sec. 6.06.010. - Applicability.**

The provisions of this Section apply to:

A. ~~Townhouses;~~

~~B. Attached or detached multifamily development;~~

~~C.B.~~ Manufactured housing parks; and

~~D.C.~~ Any development type where three or more ~~than two~~ dwelling units are located on ~~the same a single lot or parcel,~~ with each dwelling unit located in a structure with three or more dwelling units.

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**SECTION 8.02. - TREE PRESERVATION AND PROTECTION**

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**Sec. 8.02.050. - Tree Preservation Incentives and Priorities.**

**A. Tree Preservation Incentives.**

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2. Parkland Dedication Credit.

The ~~p~~Parkland dedication requirement, ~~detailed in Section 13.05 of this Code,~~ may be reduced if a Heritage Tree is saved within the dedicated Parkland ~~area~~lot in accordance with Section 13.08 of this Code, subject to approval by the Parks and Recreation Director. ~~The parkland dedication credit will be a 15-dwelling unit reduction in the number of units used to calculate the parkland dedication requirement for each Heritage Tree saved within the parkland. Trees counted towards this credit shall have their entire CRZ located within the parkland area. Heritage Trees within the 100-year floodplain do not count toward this credit.~~

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## **SECTION 13.08. – PARKLAND**

*Note: Section 13.08, Parkland, is being revised in its entirety and replaced with a new Section 13.08, Parkland.*

### **Sec. 13.08.010. - Purpose**

The purpose of this Section is to provide parks, open spaces, and trails that implement the Georgetown Parks, Recreation and Trails Master Plan. The Georgetown City Council has determined that parks, open spaces and trails are necessary and in the public welfare, and that the adequate procedure to provide for same is by integrating standards into the procedures for planning and developing property.

### **Sec. 13.08.020. - Applicability**

The provisions of this section shall apply to the development of a tract of land for any residential use of five (5) or more lots or dwelling units within the city limits and the extraterritorial jurisdiction (ETJ). For the purposes of this Section, lots and dwelling units are interchangeable for determining the Parkland dedication requirements.

### **Sec. 13.08.030. - Requirements for Parkland Dedication**

#### **A. Dedication of Public Parkland Required.**

1. A developer of a tract of land for residential use of five (5) or more lots shall set aside and dedicate to the public sufficient and suitable land for the purpose of public Parkland.

2. The minimum acreage of Public Parkland required shall be as follows:

- ~~a. equal to~~ For development with one (1) or two (2) dwelling units on a lot: one (1) acre for each ~~fifty (50)~~ eighty (80) dwelling units, or fraction thereof.
- ~~a.~~ b. For development with three (3) or more dwelling units on a lot: one (1) acre for each one hundred ten (110) dwelling units, or fraction thereof.

~~2.~~ 3. The land to be dedicated shall form a single lot with a minimum area of three (3) acres.

~~3.~~ 4. Exemptions.

- a. When two (2) or more, but less than three (3), acres of land would be required to satisfy the Public Parkland dedication requirements, the Parks and Recreation Director may approve parkland less than three (3) acres if it is determined that it would be in the public interest, and/or accept a financial contribution in lieu of dedication of public Parkland to meet the dedication requirements of this Section.
- b. A developer shall make a financial contribution in lieu of dedication of public Parkland when:



- i. No portion of ~~The~~ tract of land is located ~~completely~~ within the ~~ETJ~~ city limits.
  - ii. A developer proposes to develop one hundred (100) or fewer lots and where no future phasing is proposed.
  - iii. Less than two (2) acres of land would be required to satisfy the Parkland dedication requirements.
- c. The rate required for the financial contribution shall be in accordance with the adopted fee schedule. The fee shall be reviewed on annual basis to ensure accuracy and value.

**€B. Park Development Fee**

1. In addition to the dedication of Public Parkland or fee-in-lieu, a developer shall pay a Park Development Fee to ensure that the public Parkland will be sufficiently developed for park use.
2. The amount for the Park Development Fee shall be in accordance with the adopted fee schedule and based on the level of service for the public Parkland.
3. ~~Exemptions~~ Alternative Standards.
  - a. When two (2) or more acres of land are proposed to satisfy the Parkland dedication requirements, ~~The~~ Parks and Recreation Director may consider a proposal from an applicant to construct ~~recreational amenities~~ park improvements on Public Parkland in lieu of paying, in whole or in part, the Park Development Fee.

b. Park improvements shall include the minimum number of facilities listed in Table 13.08.030.C.3.b:

Table 13.08.030.C.3.b

<u>Parkland Acreage</u>	<u>Minimum number of facilities</u>
<u>3 or less</u>	<u>4</u>
<u>4-6</u>	<u>5</u>
<u>7-9</u>	<u>6</u>
<u>10 or more</u>	<u>7</u>

~~b.c. Recreational amenities~~ Park improvement facilities shall ~~include four (4) or more of the following facilities~~ be selected from those listed below:

- i. Age appropriate playground equipment with adequate safety surfacing around the playground.
- ii. Unlighted practice fields for baseball, softball, soccer, and football.
- iii. Unlighted tennis courts.
- iv. Lighted or unlighted multi-purpose courts for basketball and volleyball.
- v. Improved multiuse green space~~Active areas for unorganized play.~~
- vi. Picnic areas with benches, picnic tables and cooking grills.
- vii. Shaded pavilions and gazebos.
- viii. Jogging and exercise trails.
- ~~viii.~~ix. Other facilities as approved by the Parks and Recreation Director.

~~e.d.~~ When construction of ~~recreational amenities~~park improvements is proposed, all ~~recreational amenities~~park improvements shall comply with the Parks Master Plan, Section 13.08.040 of this Code, and applicable City regulations.

#### ~~DC.~~ Credit for Private Parks

1. Where privately-owned and maintained parks or other recreational facilities with non-exclusive private amenities are proposed for a single-family, two-family, townhome, or detached multi-family residential ~~subdivision~~development, the ~~Parks and Recreation Board~~ Parks and Recreation Director, after recommendation from the ~~Parks and Recreation Director~~Parks and Recreation Board, may grant a credit of up to fifty percent (50%) of the required Public Parkland dedication and Park Development Fee.
2. Privately-owned and maintained parks or other recreational facilities shall meet the following minimum standards:
  - a. The park or recreational facility shall have a minimum lot area of two (2) acres; and
  - b. The park or recreational facility shall include ~~two (2) or more of~~ the minimum number and type of facilities outlined in subsection 13.08.030.~~CB.3~~; and
  - c. The park or recreational facility shall comply with the Parks Master Plan, subsection 13.08.040, and other applicable City regulations.

3. Privately-owned and maintained parks or other recreational facilities for a single-family, two-family, ~~or townhome~~, or detached multi-family subdivision shall be identified on the Subdivision Plat as a private open space lot.
4. Privately-owned and maintained parks or other recreational facilities shall be owned and managed by a mandatory Homeowners Association (HOA), or similar permanent agency, and subject to restrictive covenants that state the following:
  - a. The land shall be utilized for Parkland or open space in perpetuity.
  - b. Each property owner within the subdivision encumbered by the restrictive covenants shall be required to pay dues and/or special assessments for the maintenance of the private park or recreational facility.
  - c. If the responsible agency dissolves, cannot fulfill its obligations or elects to sell, transfer or otherwise divest itself of the land, the City shall have the right of first refusal on acquiring the property. If the City elects to acquire the land, said land shall be transferred at no cost to the City and in accordance with Section 13.08.050, Method of Dedicating Parkland, ~~below~~.
  - d. The cessation of the privately-owned and maintained park or other recreational facility shall be prohibited until such time as the declarant cedes control of the responsible agency to purchasers of properties within the subdivision, and then only upon amendment to the restrictive covenants approved by  $\frac{3}{4}$  of the members of the responsible agency.

**ED.** Credit for Heritage Trees Preservation

1. The parkland dedication requirement may be reduced if a Heritage Tree is saved within the dedicated Parkland lot ~~in accordance with Section 8.02.050.A.2 of this Code~~; however, ~~in no circumstance shall~~ the required Parkland lot shall not be less than three (3) acres, unless the Parks and Recreation Director determines it to be in the public interest.
2. The Parkland dedication credit shall be a 15-dwelling unit reduction in the number of units used to calculate the Parkland dedication requirement for each Heritage Tree preserved within the Parkland lot.
3. Heritage trees counted towards this credit shall have their entire critical root zone (CRZ) located within the Parkland lot.
4. Heritage trees within the 100-year FEMA or calculated floodplain shall not count towards this credit.

**Sec. 13.08.040. – Location, Site and Development Standards for Public Parkland.**

- A. Any land to be dedicated to meet the requirements of this Section shall be suitable for public parks and recreational activities as determined by the Parks and Recreation Director, and comply the following standards and requirements:
1. The Parkland lot shall be centrally located within the development, when practicable. Where existing or accepted public Parkland is located adjacent to the development, the Parkland lot may abut the existing or accepted public Parkland provided it results in the creation of a larger park as approved by the Parks and Recreation Director.
  2. In unique circumstances, as approved by the Parks and Recreation Director, a developer may propose dedication of land located outside the development boundary to meet the provisions of this Section. In this event, the land proposed to be dedicated shall be located within the same Benefit Zone as the development, and the value of the land shall be equal to the land or fee-in-lieu of land that would be dedicated within the development.
  3. Where a residential subdivision is proposed to be developed in phases, the Parkland lot shall be located within the first phase of the development. ~~When~~ If the required public Parkland is ~~not included in~~ proposed to be outside of the first phase, the first phase may be approved provided that fee-in-lieu of dedication is paid for the number of lots within that phase. In this event, the fee paid may be credited towards the required Park Development Fee for the subsequent phase(s) of the development.
  4. The Parkland lot shall have a minimum lot width and street frontage of two hundred (200) feet. When practicable, the Parkland lot shall be a corner or multi-frontage lot with a minimum street frontage of two hundred (200) feet on two (2) streets.
  5. The Parkland lot shall only be located along street(s) where on-street parking may be accommodated on both sides of the street.
  6. A minimum of fifty percent (50%) of the Parkland lot shall not exceed a twenty percent (20%) grade. A slope analysis exhibit shall be provided to the Parks and Recreation Director.
  7. Areas within the FEMA or calculated 100-year floodplain may be dedicated in partial fulfillment of the dedication requirement not to exceed fifty percent (50%). When area within the floodplain is proposed to be dedicated, a minimum of two (2) acres of land, with a minimum width of one hundred (100) feet, shall be located outside the floodplain to satisfy the Parkland dedication requirements.
  8. Parkland lots with the following conditions shall not be accepted unless approved by the Parks and Recreation Board:

- a. The lot is primarily accessed by a cul-de-sac.
  - b. The lot is hindered by utility easements or similar encumbrances that make development of the land unfeasible. This does not include required public utility easements ~~located along the property lines~~ pursuant to Section 13.03 of this Code.
  - c. The lot is encumbered by sensitive environmental species or habitat areas.
  - d. The lot contains stormwater facilities. Where stormwater facilities are proposed, stormwater facilities must be designed as a park amenity.
9. ~~Utilities.~~—A minimum of two-inch water service line and six-inch gravity wastewater service line shall be provided at one of the property lines in a location approved by the Parks and Recreation Director.
10. ~~Access.~~—Sidewalks in accordance with Section 12.07 of this Code shall be provided along all street frontages.

## **B. Alternative Site and Development Standards**

1. Alternative design standards for public Parkland may be proposed and submitted to the Parks and Recreation Director, provided the intent of the requirements of this Section are met.
2. Prior to submitting an application for development, the Applicant shall complete the following:
  - a. Provide a letter to the Parks and Recreation Director that details the alternative design for Parkland dedication and why it is equal to or better than the minimum standards; and
  - b. Conduct a site visit with the Parks and Recreation Director to review the proposal.
3. The Parks and Recreation Director shall review the alternative design based on Section 13.08.030, Requirements for Parkland Dedication, and Section 13.08.040, Design Standards for Parkland, of this Code and ~~make a recommendation~~ present the proposed alternative design to the Parks and Recreation Board for a recommendation to the Parks and Recreation Director.
4. The Parks and Recreation ~~Board~~ Director shall ~~consider the alternative design and~~ approve, approve with conditions, or ~~deny~~ disapprove the request.

~~5. The applicant may appeal the decision of the Parks and Recreation Board to the City Council. The decision of the City Council shall be considered final.~~

#### **13.08.050. Method of Dedicating Parkland**

- A. Land to be dedicated for public Parkland shall be identified on the Preliminary Plat, Final Plat, and Subdivision Construction Plans. When construction of ~~recreational amenities~~park improvements and/or private parks is proposed, all amenities shall be identified on the Subdivision Construction Plan or Site Development Plan, as applicable. Fiscal surety in the amount equal to the Park ~~Development~~Improvement Fee shall be provided prior to approval of Subdivision Construction Plan or Site Development Plan, as applicable, for the ~~recreational amenities~~park improvements on public Parkland.
- B. Prior to acceptance of the public Parkland, the following conditions shall be met:
1. Land shall be in good condition, including the removal of all debris and dead plant materials, and utility services, sidewalks and other public improvements installed. Any land disturbed by activities not related to park development shall be restored and the soil stabilized in a method approved by the Parks and Recreation Director in accordance with the requirements of this Code.
  2. Parkland Development Fee shall be paid. When construction of ~~recreational amenities~~improvements on the public parkland is approved, ~~recreational amenities~~park improvements shall be constructed and accepted by the City at the time of acceptance of all other public improvements, when required, or final site inspection.
- C. Prior to recordation of the Final Plat, the following conditions shall be met:
1. Land accepted for dedication under the requirements of this Section shall be conveyed by warranty deed, transferring the property in fee simple to the City of Georgetown, Texas, and shall be free and clear of any mortgages or liens at the time of such conveyance.
  2. A copy of the warranty deed and other Parkland dedication documents as outlined in the Development Manual shall be provided to the Parks and Recreation Director.
- D. When financial contribution in lieu of dedication of public Parkland is approved as meeting the requirements of this Section, no Final Plat may be recorded or Site Development Plan approved, as applicable, until payment has been accepted by the City.

#### **13.08.060. Park Fund Established**

- A. A separate fund entitled "Park Fund" has been created to hold in trust money paid to be used solely and exclusively for the purpose of purchasing and/or improving public parks and

recreational lands, and shall not be used for maintaining or operating park facilities or for any other purpose.

- B. Where ~~fees~~ financial contribution ~~are~~ is received in lieu of land dedication, the ~~fees~~ financial contribution and Park Development Fee shall be expended on a neighborhood park located in the Benefit Zone where the development is located. In the event there is not a suitable neighborhood park within the benefit zone, the ~~fees~~ amount collected shall be expended on the closest community park or regional park.
- C. The City Council, based upon the recommendations of the Parks and Recreation Board, shall determine whether there are sufficient funds to acquire public Parkland and/or construct improvements. In making a determination for the acquisition of land, the conditions of Section 13.08.040 shall be taken into consideration.
- D. **Benefit Zones.** Funds shall be expended within the eligible Benefit Zones ~~for each park type~~ as shown in ~~Table 13.08.040.B and~~ Figure 13.08.0640.~~€D~~.

~~*{Insert Table 13.08.040.B Park Types}*~~

~~*{Insert Figure 13.08.0640.~~€D~~ Parkland Benefit Zones}*~~

- E. Any ~~fees~~ financial contribution paid in-lieu of the Parkland dedication requirements must be expended by the City within ten (10) years from the date received. If the City does not expend the ~~fee~~ financial contribution by the required deadline, the owners of the property may request a refund in the following manner:
  - 1. The owners of such property must request in writing to the City such refund within one (1) year of the entitlement or such right shall be waived. Refunds shall be paid by the City within ninety (90) days of the filing of the request.
  - 2. A refund may only be provided for the unbuilt lots for which a fee-in-lieu of dedication was paid.

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
February 13, 2019

**SUBJECT:**

Update on the 2018/19 UDC Annual Review Plan, Schedule and Next Steps. Andreina Dávila-Quintero, AICP, Current Planning Manager

**ITEM SUMMARY:**

The purpose of this item is to provide an update on the UDC Annual Review Plan, tentative schedule and next steps. In addition, City Staff and members of the UDCAC will discuss the tasks identified at the previous meeting, as well as new tasks to be completed for the next meeting. Feedback and information received on each task will be incorporated when related UDC topics are scheduled and presented for discussion.

**FINANCIAL IMPACT:**

None.

**SUBMITTED BY:**

Andreina Dávila-Quintero, AICP, Current Planning Manager

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
□	2018/19 General Amendments List Update	Backup Material



UDC Annual Review 2018/19 Schedule \*\*\*DRAFT\*\*\*

General Topic Group	Status	Amendment No.	Requested Amendment	UDC Chapter/Section*	Research and Recommendations	Draft Language	UDCAC Review	CC Workshop	Open House Meeting	Draft Ordinance Language	UDC and other Boards discussion	Finalize Ordinance Language	Post Ordinance on Website for Public Review	UDCAC Public Hearing & Recommendation	P&Z Public Hearing & Recommendation	CC1 Public Hearing & Consideration	CC2 Final Action	Effective Date	
Application Processes and Requirements	Complete	8	Expand development agreement language establishing clear requirements and processes.	Ch. 3, Sec 3.20 & Ch. 13, Sec 13.10			13-Jun	12-Jun	July		UDC Aug Discussion	July	Aug-Sep	14-Nov-18	4-Dec-18	11-Dec-18	8-Jan-19	Q1 2019	
Nonresidential Standards	Complete	4	Consider revising the minimum district size for the BP zoning district (Executive Amendment).	Ch. 7, Sec 7.02			N/A	N/A			N/A			N/A	3-Apr-18	10-Apr-18	24-Apr-18	Q2 2018	
Land Uses	Complete	1	Acknowledge mobile food trailers as a use within the UDC and outline appropriate regulations governing mobile food vendors.	Ch. 3 & Ch. 5			10-Jan-18	8-May-18			UDC July Discussion		Jul-Aug	8-Aug-18	4-Sep-18	25-Sep-18	9-Oct-18	Q4 2018	
Historic Districts	In Review	2	Review the standards pertaining to historic districts and structures based on the revised Historic Resource Survey	Ch. 3, Sec 3.13 & Ch. 16, Sec 16.02	Nov-19		13-Feb-19	Nov 18 Dec 18 Jan 19	Jan-19	Feb-19		Feb-19		13-Mar-19	19-Mar-19	26-Mar-19	9-Apr-19	Q1 2019	
Parkland	In Review	3	Update provisions governing parkland dedication based on forthcoming recommendations by the Parks & Recreation Board subcommittee review.	Ch. 13, Sec 13.08			13-Feb-19		Jan-19	Feb-19	Jan-19	Mar-19	Mar-19	Mar-19	10-Apr-19	16-Apr-19	23-Apr-19	14-May-19	Q2 2019
Residential Standards	In Review	14	Review the maximum number of units required per building, and building separation requirements for MF districts	Ch. 6, Sec 6.02	Jan-19	Feb-19	13-Feb-19		Feb-19	Feb-19	Mar-19	Mar-19	Mar-19	10-Apr-19	16-Apr-19	23-Apr-19	14-May-19	Q2 2019	
Application Processes and Requirements	In Review	17	Review the rezoning public review requirements to require neighborhood meetings for certain rezoning cases.	Ch. 3, Sec 3.06	Jan-19	Feb-19	13-Feb-19		Feb-19	Mar-19	Mar-19	Mar-19	Mar-19	10-Apr-19	16-Apr-19	23-Apr-19	14-May-19	Q2 2019	
Residential Standards	In Review	15	Consider masonry requirements for residential development	Ch. 6	Jan/Feb 19		13-Feb-19	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q4 2019	
Land Uses	In Review	11, 12, 13	Review and update Permitted Use tables: - Consider changes to the zoning districts various Specific Uses may be permitted in (in general) - Consider updating the list of Specific Uses in Chapter 5 to include various uses that are not currently listed (i.e. self service machines (ice) and storage yards; commercial vehicle sales, micro-distillery). - Consider changes to the zoning districts various Specific Uses may be permitted in ("Contractor Services Limited", "Contractor Services General", and "Office Warehouse" Specific Uses in the C-3 zoning district); Food Establishment Services in IN with SUP	Ch. 5	Jan/Feb 19		13-Feb-19	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q4 2019	

UDC Annual Review 2018/19 Schedule \*\*\*DRAFT\*\*\*

General Topic Group	Status	Amendment No.	Requested Amendment	UDC Chapter/Section*	Research and Recommendations	Draft Language	UDCAC Review	CC Workshop	Open House Meeting	Draft Ordinance Language	UDC and other Boards discussion	Finalize Ordinance Language	Post Ordinance on Website for Public Review	UDCAC Public Hearing & Recommendation	P&Z Public Hearing & Recommendation	CC1 Public Hearing & Consideration	CC2 Final Action	Effective Date	
Administrative Clean-Up: Federal and State law compliance	In Review	7, 9, 10	Revisions to standards and requirements to ensure compliance with Federal and State Law: Review Authority; Subdivision Regulations: When a plat is required; Subdivision Regulations: Replat approval w/out vacating preceding plat; Subdivision Regulations: Plat Exemptions; Wastewater connection requirements in ETJ; TUPs (portable classrooms); Definitions: Household; Definitions: Portable Signs; Impervious Cover credit for Places of Worship. Clean-Ups: Permits and Processes; ZBA 45-day review timeline; Model Homes; Accessory Structures (size limitations); Definitions; Conflicting and outdated cross-references and sub/section numbers	Ch. 2, Ch. 3, Ch. 5, Ch. 11, Ch. 13 & Ch. 16	Jan-19	Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019
Signage	Not Started	18	Review of Ch. 10 including signage for bus stops, transit vehicles and others (portable signs); sign variance process	Ch. 10 and Ch. 16, Sec 16.02		Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019
Application Processes and Requirements	Not Started	5, 6, 18	New/revise processes: - Create a process to address requests for vesting determinations. - Create a process to address requests for appeals. - Sign variances	Ch. 3, Sec 3.14 and 3.15		Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019
Application Processes and Requirements	On Hold	16	Clarify what triggers the requirement for a Traffic Impact Analysis (TIA) and when an appeal may be made and review the improvements that are considered or required.	Ch. 12, Sec 12.09															TBD

\* The UDC Chapter or Section referenced in this column provides the regulation subject to this amendment. However, please note that other sections may need to be amended to address any conflicts and ensure consistency throughout the document.

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
February 13, 2019

**SUBJECT:**

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

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**SUBMITTED BY:**