

**Notice of Meeting for the
Unified Development Code Advisory Committee
of the City of Georgetown
December 4, 2019 at 3:30 PM
at Historic Light and Waterworks Bldg, 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.

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found at the Board meeting. Clearly print your name, the letter of the item on which you wish to speak, and present it to the Staff Liaison, preferably prior to the start of the meeting. You will be called forward to speak when the Board considers that item.

On a subject not posted on the agenda: Persons may add an item to a future Board agenda by filing a written request with the Staff Liaison no later than one week prior to the Board meeting. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. For Board Liaison contact information, please logon to <http://government.georgetown.org/category/boards-commissions/>.

A At the time of posting, no persons had signed up to speak on items not on the agenda.

Legislative Regular Agenda

- B Consideration and possible action to approve the minutes of the October 9, 2019 regular meeting of the Unified Development Code Advisory Committee. - Mirna Garcia, Management Analyst
- C Public Hearing and possible action on proposed amendments to Chapter 5, Zoning Use Regulations, and Chapter 16, Definitions, of the Unified Development Code relative to certain uses in specific zoning districts (Amendment No. 12 and 13) -- Andreina Dávila-Quintero, AICP, Current Planning Manager
- D Public Hearing and possible action on proposed amendments to Chapter 3, Applications and Permits, of the Unified Development Code relative to zoning variances for sign area (Amendment No. 18) -- Andreina Dávila-Quintero, AICP, Current Planning Manager
- E 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 as required by law, on the _____ day of _____, 2019, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Unified Development Code Advisory Committee
December 4, 2019

SUBJECT:

Consideration and possible action to approve the minutes of the October 9, 2019 regular meeting of the Unified Development Code Advisory Committee. - Mirna Garcia, Management Analyst

ITEM SUMMARY:

FINANCIAL IMPACT:

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SUBMITTED BY:

Mirna Garcia, Management Analyst

ATTACHMENTS:

| Description | | Type |
|---|---------|-----------------|
|  | Minutes | Backup Material |

City of Georgetown, Texas
Minutes of the Regular Meeting of the
Unified Development Code Advisory Committee Meeting
Wednesday, October 09, 2019 at 3:30 P.M.
City Hall
808 Martin Luther King Jr Street, Georgetown, Texas 78626

Committee Member(s) in Attendance: Stuart Garner; Tracy Dubcak, Vice-Chair; PJ Stevens, Chair; Philip Wanke; John Philpott; Brian Robinson

Committee Member(s) Absent: Jason Wirth

Staff Present: Andreina Dávila-Quintero, Current Planning Manager;; Ethan Harwell, Planner; Mirna Garcia, Management Analyst; Sofia Nelson, Planning Director

Meeting called to order at 3:30 P.M.

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found at the Board meeting. Clearly print your name, the letter of the item on which you wish to speak, and present it to the Staff Liaison, preferably prior to the start of the meeting. You will be called forward to speak when the Board considers that item.

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A. Public Wishing to Address the Board

At the time of posting, no persons had signed up to address the Committee.

Legislative Regular Agenda

B. Consideration and possible action to approve the minutes of the September 11, 2019 regular meeting of the Unified Development Code Advisory Committee. – Mirna Garcia, Management Analyst

Motion by Wanke, second by Dubcak to approve the minutes as presented. Motion passed 5-0.

C. Discussion and possible direction on amendments to Chapter 5, Zoning Use Regulations, of the Unified Development Code (UDC) – Chelsea Irby, Senior Planner and Ethan Harwell, Planner

The purpose of this item is to continue discussion with the UDC Advisory Committee on specific uses that need further review and consideration, in particular the Office/Warehouse, Contractor Services and Storage Yard specific uses. Davila-Quintero provided an overview of the changes that

need to be made, such as spelling corrections, definitions' changes and additional clarifications to the Committee.

Stevens requested an update on the new development review process effective September 1. Davila-Quintero explained the review process, and that thirty-four (34) new applications were submitted in September. Of those, fifteen (15) were deemed complete and were scheduled for the October 15th P&Z meeting. Some of the agenda items will be presented for approval, and disapproval.

- D. Discussion and possible direction on amendments to Chapter 5, Zoning Use Regulations, of the Unified Development Code (UDC) as it related to uses in a Gateway Overlay District – Andreina Davila-Quintero, AICP, Current Planning Manager

The purpose of this item is to continue discussion with the UDC Advisory Committee on specific uses that may be limited within the City's Gateway Overlay districts, such as Automotive Sales and Services and other auto-related uses, industrial uses, and certain transportation and utility uses. Davila-Quintero provided an overview of the different types of gateway overlay districts, and their purpose to enhance the entrance to the gateway area. Davila-Quintero sought feedback on the Committee's vision for the gateway corridors.

Davila-Quintero also discussed a recent public survey that was conducted. The public was asked to identify and rank the district characteristics most important to them, such as land use, signs, walkability. The results were presented to the Committee and discussed. Davila-Quintero also asked the Committee for their feedback on the purpose of zoning districts, and the nature of the businesses/uses found within specific districts, and whether there is consistency with the use.

There were questions from the Committee regarding specific uses allowed in gateway overlay districts, as well as the difference between gateways and corridors. Staff provided clarification and discussed the standards and restrictions relevant to each category.

- E. Discussion and possible direction on amendments to Chapter 3, Applications and Permits, and Chapter 10, Sign Standards, of the Unified Development Code (UDC) as it related to standards, processes and criteria for sign variances (Amendments No. 18) – Andreina Davila-Quintero, AICP, Current Planning Manager

On April 24, 2018, the City Council directed staff to update the UDC's sign variance process as a part of the 2018/19 UDC Annual Review process (Amendment No. 18). The current UDC provides a process to seek relief from the sign height and location standards. The purpose of this amendment is to provide for a process to seek relief from the sign area and other applicable standards that, when strictly applied, the sign standards prohibits reasonable opportunity to provide adequate signage.

Davila-Quintero explained the approval criteria, and new sign variance options. Davila-Quintero also sought feedback from the Committee regarding the approval criteria, and whether the Committee agreed on the options presented. There was further discussion regarding sign standards and digital signs, which are prohibited.

Staff will continue to review this topic and present additional options for the Committee's review at

the next meeting.

- F. Updates on the 2018/19 UDC Annual Review Plan, Schedule and Next Steps – Andreina Davila-Quintero, AICP, Current Planning Manager

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.

Changes to the UDC will be reviewed with the Committee soon.

Adjournment

Motion by Stevens to adjourn the meeting. Second by Philpott. Meeting adjourned at 4:55 p.m.

PJ Stevens, Attest

Attest, Jason Wirth

City of Georgetown, Texas
Unified Development Code Advisory Committee
December 4, 2019

SUBJECT:

Public Hearing and possible action on proposed amendments to Chapter 5, Zoning Use Regulations, and Chapter 16, Definitions, of the Unified Development Code relative to certain uses in specific zoning districts (Amendment No. 12 and 13) -- Andreina Dávila-Quintero, AICP, Current Planning Manager

ITEM SUMMARY:

On April 24, 2018, the City Council directed staff to update the UDC's zoning use regulations as a part of the 2018/19 UDC Annual Review process (Amendment No. 12 and 13). The purpose of this amendment is to review specific uses for each zoning district to see where they may be permitted by right, permitted with limitations, permitted with approval of a special use permit, or not allowed.

On May 8, June 12, September 11, and October 9, 2019, the UDCAC discussed specific uses that have presented challenges because they were not included in the Permitted Use Table or are only permitted in one or two zoning districts. The specific uses identified for consideration included:

- Office/Showroom;
- Towing Services and Impound Lots;
- Storage yards;
- Contractor services (limited and general); and
- Office/Warehouse

These are uses that are typically allowed in the Industrial (IN) zoning district due to the large amount of storage, particularly outdoor storage, of materials, equipment and vehicles that may be associated with the use. However, these are uses that may also be accommodated in lesser intense zoning districts, such as General Commercial (C-3) and Business Park (BP), as these are zoning districts that are typically located along major thoroughfares, allow other supporting uses, or are intended to provide a location for large developments.

Proposed Amendments:

The proposed amendments to the UDC include (Exhibit A):

- Inclusion of additional site design standards for the Office/Showroom specific use when located in the General Commercial (C-3) district.
- Inclusion of site design standards for the Towing Services and Impound Lots specific use when located in the Industrial (IN) district.
- Allow the Limited Contractor Services specific use in the General Commercial (C-3) district with approval of a Special Use Permit and subject to compliance with additional site design standards.
- Inclusion of additional site design standards for the Limited Contractor Services specific use when located in the Business Park (BP) district
- Allow the General Contractor Services specific use in the Business Park (BP) district with approval of a Special Use Permit and subject to compliance with additional site design standards.
- Allow the Office/Warehouse specific use in the General Commercial (C-3) district and subject to additional site design standards.
- Allow the use of Storage Yard specific use in the Industrial (IN) district and subject to additional design standards.

Staff's Analysis:

Staff has reviewed the proposed amendments in accordance with the Unified Development Code (UDC). Staff has determined that the proposed amendments meet the criteria established in UDC Section 3.05.050 for a Text Amendment. Particularly, staff finds:

1. The proposed amendments promote the health, safety or general welfare of the City and the safe, orderly, and healthful development of the City by including additional site design standards to mitigate and minimize the impact these uses may have on the adjacent property and surrounding area;
2. The proposed amendments are consistent with the Comprehensive Plan as the revised standards further implement the policies and recommendations related to maintaining and strengthening viable land uses in economically sound commercial and employment areas;
3. The proposed amendments are necessary to address conditions that have changed in the City, particularly in commercial and other employment areas that allow for similar and supporting uses;
4. The proposed amendments would positively impact the community and environment by providing standards to mitigate and minimize the impact that these uses may have on the area; and
5. The proposed amendments are in conformance with other applicable Sections of the City Code.

Public Comments:

As required by the Unified Development Code (UDC), a legal notice advertising the public hearing was placed in the Sun Newspaper (November 17, 2019). As of the publication date of this report, staff has not received any comments.

Next Steps:

The proposed amendments will be considered on the following dates:

- December 4, 2019 - Consideration and recommendation by the UDC Advisory Committee
- January 7, 2020 - Consideration and recommendation by the Planning and Zoning Commission
- January 14, 2020 - Consideration by the City Council
- January 28, 2020 - Consideration and Final Action by the City Council

FINANCIAL IMPACT:

None studied at this time.

SUBMITTED BY:

Andreina Dávila-Quintero, AICP, Current Planning Manager

ATTACHMENTS:

| Description | Type |
|--|---------|
| □ Exhibit A - Permitted Uses Proposed Amendments | Exhibit |

Chapter 5 - ZONING USE REGULATIONS

SECTION 5.04. - COMMERCIAL USES

Sec. 5.04.010. - Commercial Uses Allowed by District.

The following use table presents the commercial uses that are allowed in each zoning district, in accordance with all standards and regulations of this Code. Certain uses are allowed with limitations detailed in Section 5.04.020. The 'Notes' column of the use table contains direction on the specific limitation of the particular use.

Table 5.04.010: Commercial Uses

| Specific Use | AG | RE | RL | RS | TF | TH | MF1 | MF2 | MH | CN | C1 | C3 | OF | BP | IN | PF | MUDT | MU | Notes |
|--|----|----|----|----|----|----|-----|-----|----|----|----|--------------------------|----|----|--------------------------|----|------|----|-----------|
| *** | | | | | | | | | | | | | | | | | | | |
| Commercial Sales and Services | | | | | | | | | | | | | | | | | | | |
| *** | | | | | | | | | | | | | | | | | | | |
| Office/Showroom | — | — | — | — | — | — | — | — | — | — | — | — <u>L</u> | — | P | P | — | — | | <u>AA</u> |
| *** | | | | | | | | | | | | | | | | | | | |
| Automotive Sales and Services | | | | | | | | | | | | | | | | | | | |
| Towing Services and Impound Lots | — | — | — | — | — | — | — | — | — | — | — | — | — | — | P <u>L</u> | — | — | — | <u>AB</u> |

Sec. 5.04.020. - Commercial Use Limitations.

All commercial uses shall meet any applicable provisions of the City Code of Ordinances, in addition to the following limitations. Outdoor display and storage requirements, if applicable, shall be met in accordance with Section 5.09.

AA. Office/Showroom.Added language is underlined

Page 1 of 5

Chapter 5

Deleted language is ~~strikethrough~~

Editor's Note: The letter under the Notes column represents the additional standards applicable to the specific use and are found in the limitations section following each table

An Office/Showroom is permitted in accordance with Table 5.04.010 and subject to the following standards and limitations:

1. Warehousing facilities shall be incidental to the primary use and shall not exceed 50 percent (50%) of the total floor area.
2. Outdoor storage may be permitted in accordance with Section 5.09 of this Code.

AB. Towing Services and Impound Lots.

A Towing Services and Impound Lot use may be permitted in accordance with Table 5.04.010 and subject to the following standards and limitations:

1. All motorized vehicles, to include operable or repairable motor vehicles that have been towed, repossessed, or otherwise in the care and custody of the operator of the lot, shall be on an approved paved surface.
2. Any other outdoor storage may be permitted in accordance with Section 5.09 of this Code.

SECTION 5.06. - INDUSTRIAL USES

Sec. 5.06.010. - Industrial Uses Allowed by District.

The following Use Table presents the industrial uses that are allowed in each Zoning District, in accordance with all standards and regulations of this Code.

Table 5.06.010: Industrial Uses

| Specific Use | AG | RE | RL | RS | TF | TH | MF1 | MF2 | MH | CN | C1 | C3 | OF | BP | IN | PF | MUDT | MU | Notes |
|------------------------------|----|----|----|----|----|----|-----|-----|----|----|----|--------------------------|----|--------------------------|----|----|------|----|----------|
| Contractor Services, Limited | — | — | — | — | — | — | — | — | — | — | — | — <u>S</u> | — | P <u>L</u> | P | — | — | | <u>B</u> |
| Contractor Services, General | — | — | — | — | — | — | — | — | — | — | — | — | — | — <u>S</u> | P | — | — | | <u>C</u> |
| *** | | | | | | | | | | | | | | | | | | | |
| Office/Warehouse | — | — | — | — | — | — | — | — | — | — | — | — <u>L</u> | — | P | P | — | — | | <u>D</u> |

Added language is underlined

Page 2 of 5

Chapter 5

Deleted language is ~~strikethrough~~

Editor's Note: The letter under the Notes column represents the additional standards applicable to the specific use and are found in the limitations section following each table

Exhibit A

| | | | | | | | | | | | | | | | | | | |
|---------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------|---|---|----------|
| *** | | | | | | | | | | | | | | | | | | |
| Wrecking, Scrap or Salvage Yard | — | — | — | — | — | — | — | — | — | — | — | — | — | — | S | — | — | |
| <u>Storage Yard</u> | | | | | | | | | | | | | | | <u>L</u> | | | <u>E</u> |

Sec. 5.06.020. - Industrial Use Limitations.

All industrial uses shall meet any applicable provisions of the City Code of Ordinances. Outdoor display and storage requirements, if applicable, shall be met in accordance with Section 5.09.

A. Reserved.

B. Contractor Services, Limited.

Contractor Services, Limited is permitted in accordance with Table 5.06.010 and subject to the following standards and limitations:

1. Parking spaces shall be provided for fleet vehicles in addition to the minimum number of parking spaces required per Chapter 9 of this Code.
2. Parking of fleet vehicles shall comply with the Outdoor Storage, Limited requirements of Section 5.09 of this Code.
3. When the outdoor storage area is gated, a minimum of two vehicle stacking spaces from the key code box shall be provided. Vehicle stacking spaces shall comply with Section 9.04.020 of this Code.

C. Contractor Services, General.

Contractor Services, General is permitted in accordance with Table 5.06.010 and subject to the following standards and limitations:

1. Outdoor storage shall be incidental to the primary use and may be permitted in accordance with Section 5.09 of this Code.
2. Outdoor storage may be increased to 50% of the total site area provided the outdoor storage area is not located adjacent to a public street, residential zoned property, an existing single-family home in the ETJ that is platted or planned for residential use on the Future Land Use Map, or a public park.

3. When outdoor storage is proposed to be located adjacent to a public street, residential zoned property, an existing single-family home in the ETJ that is platted or planned for residential use on the Future Land Use Map, or a public park, articulation shall be provided for the screening wall or fence by one of the following:
 - a. Masonry columns or similar column effect as approved by the Director, using different materials than the wall, spaced no more than 125 feet apart; or
 - b. Variations in depth achieved either through offsets of at least five feet deep, plant material groupings, breaks in walls, or other variations as approved by the Director, occurring every 80 feet
4. Fleet vehicles shall be parked in the same area as the designated outdoor storage to be screened from the public.
5. When the outdoor storage area is gated, a minimum of two vehicle stacking spaces from the key code box shall be provided. Vehicle stacking spaces shall comply with Section 9.04.020 of this Code.

D. Office/Warehouse.

Office/Warehouse is permitted in accordance with Table 5.06.010 and subject to the following standards and limitations:

1. The primary entrance shall be located in the office portion of the building.
2. The warehouse portion may not exceed more than 50% of the front building façade.

E. Storage Yard.

Storage Yard is permitted in accordance with Table 5.06.010 and subject to the following standards and limitations:

1. All equipment, material and any other outdoor storage shall be located on an approved paved surface.
2. All equipment, material and any other outdoor storage shall comply with the setback requirements of the district, and the landscape standards of Section 8.04 of this Code.

Exhibit A

- a. For purposes of this subsection, street yard trees shall be provided between the screen wall and the street lot line.
3. When outdoor storage is proposed to be located adjacent to a public street, residential zoned property, an existing single-family home in the ETJ that is platted or planned for residential use on the Future Land Use Map, or a public park, articulation shall be provided for the screening wall or fence by one of the following:
 - a. Masonry columns or similar column effect as approved by the Director, using different materials than the wall, spaced no more than 125 feet apart; or
 - b. Variations in depth achieved either through offsets of at least five feet deep, plant material groupings, breaks in walls, or other variations as approved by the Director, occurring every 80 feet
4. When outdoor storage areas are gated, a minimum of two vehicle stacking spaces from the key code box shall be provided. Vehicle stacking spaces shall comply with Section 9.04.020 of this Code.
5. Outdoor storage shall comply with the requirements of Section 5.09 of this Code.

Chapter 16 - DEFINITIONS**SECTION 16.01. - GENERAL**

SECTION 16.02. - DEFINITIONS

The following definitions describe terms found in this Code.

Contractor Services, Limited. An establishment primarily engaged in construction or related activities off-premises. This use is limited to the offices associated with the business and the indoor incidental storage of supplies, and excludes the on-site maintenance or storage, temporary or otherwise, of equipment, or machinery, ~~or vehicles.~~ ~~No outdoor storage is allowed.~~

Office/Showroom. An establishment with both a business office and associated showroom for display of sample goods or services to be delivered or performed off-premises. Catalog and telephone sales facilities are appropriate. Incidental retail sales of products associated with the primary products and/or services is permitted. ~~Warehousing facilities shall be incidental to the primary use and shall not exceed 50 percent (50%) of the total floor area.~~ This designation does not include contractor's shop or storage yard.

Office/Warehouse. A business office with an associated ~~small-scale~~ small-scale warehouse typically located at the rear of the space for the purposes of storing materials needed to supply service off-site. This use can accommodate trades such as plumbers or electricians, as long as there is no processing, manufacturing, fabrication or outside storage of materials on site.

Stone, Mulch or Dirt Sales Yard. A typically outdoor facility that stores and conducts retail sales of dirt, mulch, stone, or other material commonly sold to an individual or contractor.

Storage Yard. A facility primarily used ~~almost exclusively~~ for outdoor storage of equipment and materials. ~~Outdoor storage of material in a Storage Yard may exceed 20 percent (20%) of the total site area.~~

City of Georgetown, Texas
Unified Development Code Advisory Committee
December 4, 2019

SUBJECT:

Public Hearing and possible action on proposed amendments to Chapter 3, Applications and Permits, of the Unified Development Code relative to zoning variances for sign area (Amendment No. 18) -- Andreina Dávila-Quintero, AICP, Current Planning Manager

ITEM SUMMARY:

On April 24, 2018, the City Council directed staff to update the UDC's sign variance process as a part of the 2018/19 UDC Annual Review process (Amendment No. 18). The current UDC provides a process to seek relief from the sign height and location standards. The purpose of this amendment is to provide for a process to seek relief from the sign area and other applicable standards that, when strictly applied, the sign standards prohibits reasonable opportunity to provide adequate signage.

On October 9, 2019, the UDCAC discussed potential amendments to the UDC to allow variances to the sign area.

Proposed Amendments:

The proposed amendments to the UDC include (Exhibit A):

- Authority to the Zoning Board of Adjustment to consider and take action on variance requests to the sign area provisions of the UDC.
- Clarification that variances to the sign area provisions of the UDC are a Zoning Variance and may only be approved if the Zoning Board of Adjustments finds that the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the requirements would result in unnecessary hardship, the spirit of the Code is preserved, and substantial justice is done.

Staff's Analysis:

Staff has reviewed the proposed amendments in accordance with the Unified Development Code (UDC). Staff has determined that the proposed amendments meet the criteria established in UDC Section 3.05.050 for a Text Amendment. Particularly, staff finds:

1. The proposed amendments promote the health, safety or general welfare of the City and the safe, orderly, and healthful development of the City by ensuring that variances to the sign provisions of the UDC are not contrary to the public interest and, due to special conditions, a literal enforcement of the requirements would result in unnecessary hardship, the spirit of the Code is preserved, and substantial justice is done;
2. The proposed amendments are consistent with the Comprehensive Plan;
3. The proposed amendments are necessary to address conditions that have changed in the City due to the need for a process to seek relief from the sign area standards that, when strictly applied, the sign standards prohibits reasonable opportunity to provide adequate signage;
4. The proposed amendments would positively impact the community and environment by allowing a process to seek relief from the sign area provisions of the Code when applicable; and
5. The proposed amendments are in conformance with other applicable Sections of the City Code.

Public Comments:

As required by the Unified Development Code (UDC), a legal notice advertising the public hearing was placed in the Sun Newspaper (November 17, 2019). As of the publication date of this report, staff has not received any comments.

Next Steps:

The proposed amendments will be considered on the following dates:

- December 4, 2019 - Consideration and recommendation by the UDC Advisory Committee
- January 7, 2020 - Consideration and recommendation by the Planning and Zoning Commission
- January 14, 2020 - Consideration by the City Council
- January 28, 2020 - Consideration and Final Action by the City Council

FINANCIAL IMPACT:

None studied at this time.

SUBMITTED BY:

Andreina Dávila-Quintero, AICP, Current Planning Manager

ATTACHMENTS:

| Description | Type |
|---|---------|
|  Exhibit A - Sign Variance Proposed Amendments | Exhibit |

Chapter 3 - APPLICATIONS AND PERMITS

SECTION 3.15. - ZONING VARIANCE AND SPECIAL EXCEPTION**Sec. 3.15.010. - Applicability.****A. Zoning Variance.**

In accordance with the provisions of the Texas Local Government Code chs. 211 and ~~231~~216, the Zoning Board of Adjustment (Board) shall have the authority to hear and grant requests for a Variance from the zoning provisions and sign regulations of this Unified Development Code. A Variance to the development standards of this Code shall be considered an exception to the regulations, rather than a right.

A Zoning Variance differs from a Subdivision Variance, which applies to certain regulations pertaining to subdivision of land and must be requested from the Planning & Zoning Commission during the subdivision review process.

Sec. 3.15.020. - Zoning Variance and Special Exception Process.

E. Notice and Hearing.

1. The Zoning Board of Adjustment shall hold a public hearing for consideration of the Zoning Variance or Special Exception request ~~no later than 45 calendar days~~ on the next available regular scheduled meeting after the date of the application is filed.
2. Written notice of the public hearing for a Zoning Variance or Special Exception shall be provided as set forth in Sections ~~3.03 and 4.09.040~~ of this Code.
3. The applicant may appear at the hearing in person or by agent or attorney.

Sec. 3.15.030. - Criteria for Zoning Variance Review.**A. Required Findings.**

The Zoning Board of Adjustment may authorize a Zoning Variance from the requirements of the zoning provisions and sign regulations of this Unified Development Code if the

Variance from the terms of the zoning provisions is not contrary to the public interest and, due to special conditions, a literal enforcement of the requirements would result in unnecessary hardship, so the spirit of this Code is preserved, and substantial justice done. No Zoning Variance shall be granted unless the ZBA finds all of the following:

D. Limitation on Variances for Signs.

~~No Variance for a sign may increase the overall permitted area of a sign. Sign related variances may only be granted, in accordance with this section, for height or other location restrictions.~~ No Variance application(s) shall be accepted for prohibited signs listed in Section 10.04 ("Signs Prohibited Under this Code").

City of Georgetown, Texas
Unified Development Code Advisory Committee
December 4, 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:

| Description | Type |
|--|-----------------|
| 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 |
|--|-----------|---------------|---|-------------------------------------|------------------------------|----------------|----------------|----------------------------|--------------------|--------------------------|---------------------------------|-----------------------------|---|---------------------------------------|-------------------------------------|------------------------------------|------------------|----------------|
| Nonresidential Standards | Complete | 04 | 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 | 2018 Q2 |
| Land Uses | Complete | 01 | 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 | 2018 Q4 |
| Historic Districts | Complete | 02 | 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 | 43787 | | 43509 | Nov 18 Dec 18 Jan 19 | 43484 | 43515 | | 43515 | | 43537 | 43543 | 43550 | 43564 | 2019 Q1 |
| Application Processes and Requirements | Complete | 08 | 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 | 2019 Q1 |
| Land Uses | Complete | 11 | Executive Amendment: Review and update Permitted Use tables: - Require an SUP for Auto-related uses in C-1 - Require an SUP for detached MF in MU-DT - Require an SUP for Food and Beverage Establishment in IN - Remove 750-foot separation requirement for bars and taverns - Include non-listed uses | Ch. 5 | Jan/Feb 19 | Mar-19 | N/A | N/A | N/A | Mar-19 | N/A | Apr-19 | N/A | N/A | Apr-19 | Apr-19 | May-19 | 2019 Q2 |
| Residential Standards | Complete | 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 | 28-May-19 | 11-Jun-19 | 2019 Q2 |
| Application Processes and Requirements | Complete | 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 | 28-May-19 | 11-Jun-19 | 2019 Q2 |
| Parkland | Complete | 03 | Update provisions governing parkland dedication based on forthcoming recommendations by the Parks & Recreation Board subcommittee review. | Ch. 13, Sec 13.08 | | Jan-19 | 13-Feb-19 | | Feb-19 | Jan-19 | Mar-19 | Mar-19 | Mar-19 | 10-Apr-19 | 16-Apr-19 | 28-May-19 | 11-Jun-19 | 2019 Q2 |
| Land Uses | In Review | 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). - 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) - Office in RS through SUP - SUP for certain uses in Gateway Overlay districts | Ch. 5 | Jan/Feb 19 | Q2 and Q3 2019 | Q2 and Q3 2020 | | | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Dec-19 | 7-Jan-20 | 14-Jan-20 | 28-Jan-20 | 28-Jan-20 |

| UDC Annual Review 2018/19 Schedule ***DRAFT*** | | | | | | | | | | | | | | | | | | |
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| 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 | 07, 09, 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 | Ch. 2, Ch. 3, Ch. 5, Ch. 11, Ch. 13 & Ch. 16 | Jan-19 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q1 2020 | Q1 2020 | Q1 2020 | 2020 Q1 |
| Signage | In Review | 18.1 | Sign Area variance process | Ch. 3, Sec 3.15 | | Q4 2019 | Q4 2019 | | | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Dec-19 | 7-Jan-20 | 14-Jan-20 | 28-Jan-20 | 28-Jan-20 |
| Signage | In Review | 18.2 | Review of Ch. 10 including signage for bus stops, transit vehicles and others (portable signs) | Ch. 10 and Ch. 16, Sec 16.02 | | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q1 2020 | Q1 2020 | Q1 2020 | 2020 Q1 |
| Application Processes and Requirements | In Review | 05, 06, 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 | | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q4 2019 | Q1 2020 | Q1 2020 | Q1 2020 | 2020 Q1 |
| 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 |
| Residential Standards | Pulled | 15 | Consider masonry requirements for residential development | Ch. 6 | Jan/Feb 19 | Q2 2019 | 13-Feb-19 | Q2 2019 | Q2 2019 | Q2 2019 | Q2 2019 | Q2 2019 | Q2 2019 | Q3 2019 | Q3 2019 | Q3 2019 | Q3 2019 | 2019 Q4 |

* 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.