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## CITY COUNCIL CONSIDERATION ITEM

### CITY OF FAIR OAKS RANCH, TEXAS

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AGENDA TOPIC: Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 3 Building Regulations, Article 3.01 General Provisions, Section 3.01.018 Driveways Passing Through Drainage Channel, to require a survey and drainage analysis by a registered professional engineer

DATE: October 16, 2025

DEPARTMENT: Public Works

PRESENTED BY: Lee Muñoz, P.E., CFM, Engineering Manager

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#### **INTRODUCTION/BACKGROUND:**

On August 18, 2005, the City adopted Section 3.01.018 Driveways Passing Through Drainage Channel of the Code of Ordinances. This section established construction requirements for driveways connecting to non-curbed streets within the City's right-of-way to ensure that driveways do not obstruct or divert the street side drainage in any way. It also required the City's Public Works Department to specify the size of culverts for each driveway.

On May 2, 2019, the City adopted the Unified Development Code (UDC) which included updated drainage requirements in Section 9.7 Drainage and Erosion Control Standards and also adopted the San Antonio Stormwater Design Criteria Manual for the design and construction of stormwater and drainage facilities. These standards require detailed hydrologic and hydraulic analysis, culvert design, determination of water surface elevations for various storm event frequencies, and a downstream impact analysis.

No other building permit requires the City to provide design support to the applicant. The City typically requires applicants to provide all necessary engineering and construction plans for review and approval as part of the permitting process.

Staff recommends amending Section 3.01.018 to update permitting and design requirements. The proposed revisions would:

- Require a separate permit for all new or expanded driveways that connect to non-curbed streets
- Require applicants to submit pre- and post-construction topographic surveys to demonstrate that positive drainage is maintained
- Require applicants to submit signed and sealed drainage reports and construction plans prepared by a registered professional engineer when a culvert is included in the driveway design
- Specify that the Public Works Department's role is to review and approve the plans

The recommended changes align with UDC drainage requirements and current driveway permit application processes. The City currently requires a driveway permit for all types of streets as a

part of the residential or commercial building permits. The separate driveway permit application will provide additional design and construction guidance consistent with the proposed changes.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Priority 2.1 of the Strategic Action Plan to Manage the Physical Development of the City in accordance with the Comprehensive Plan
- Supports Priority 3.3 of the Strategic Action Plan to Enhance and Ensure Continuity of Reliable Drainage Improvements Initiatives

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

**LEGAL ANALYSIS:**

Legal has reviewed the ordinance and approved it as to form.

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 3 Building Regulations, Article 3.01 General Provisions, Section 3.01.018 Driveways Passing Through Drainage Channel, to require a survey and drainage analysis by a registered professional engineer; and providing for an effective date.