

**ORDINANCE NO. 670**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING MANOR CODE OF ORDINANCES CHAPTER 15 SITE DEVELOPMENT BY PROVIDING FOR THE AMENDMENT OF GENERAL REQUIREMENTS; CONTENT; OFF-STREET PARKING REQUIREMENTS; LANDSCAPING AND SCREENING DEFINITIONS; LANDSCAPING REQUIREMENTS; SCREENING REQUIREMENTS; ON-SITE SIGNS; OFF-SITE SIGNS; ILLUMINATED SIGNS; PROVIDING SEVERABILITY, SAVINGS CLAUSE, OPEN MEETINGS AND EFFECTIVE DATE CLAUSES; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Manor City Council (the “City Council”) passed and approved Ordinance 571, amending the City of Manor (“City”) Code of Ordinances and establishing Chapter 15 Site Development, a comprehensive Site Development Ordinance on February 19, 2020 (the “Site Development Ordinance”), to create consistency across various chapters, articles, and sections of the City’s Code of Ordinances; and

**WHEREAS**, various sections in Chapter 15 needed updating, revising, or additions to clarify intent as well as improving construction standards; and

**WHEREAS**, the City Council finds it necessary to amend the Site Development Ordinance and adopt the amendments set forth in this ordinance.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:**

**SECTION 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**SECTION 2. Amendment of the Code of Ordinances.** The City Council hereby amends Chapter 15, Site Development of the Manor Code of Ordinances (the “Site Development Ordinance”) to amend the general requirements, content, off-street parking requirements, landscaping and screening definitions, landscaping requirements, screening requirements, on-site signs, off-site signs; and illuminated signs as provided for in Sections 3 through 11 of this Ordinance.

**SECTION 3. Amendment of Section 15.01.001(c) General Requirements.** Section 15.01.001(c) of the Site Development Ordinance is hereby amended to add subsection (9) to read as follows:

“(9) All site development plans require a sidewalk along all public right-of-way frontages consistent with the City’s standard detail.”

**SECTION 4. Amendment of Section 15.01.002(b)(4)(C) Content.** Section 15.01.002(b)(4)(C) of the Site Development Ordinance is hereby amended in its entirety to read as follows:

“(C) The location, type and dimensions of proposed driveways, sidewalks, signs and traffic-control devices. Include a Geotechnical Report.”

**SECTION 5. Amendment of Section 15.02.004a Off-Street Parking Requirements.** Section 15.02.004a of the Site Development Ordinance is hereby amended as follows:

(a) Section 15.02.004a(a)(13) is hereby amended to add subsection (A) to read as follow

“(A) Maximum parking limit does not apply to parking spaces provided in enclosed garages incorporated into an individual residential unit or private driveways connected to an individual residential unit’s garage.”

(b) Section 15.02.004a(c)(3) is hereby amended in its entirety to read as follow:

“(3) A parking analysis shall be required for each development and shall be a part of the site development submittal. It shall include the number of employees, number of parking spaces provided, number of spaces required with proper calculations, square footage of each structure and the use of each structure. When deemed necessary, by the development services department, an additional traffic impact analysis may be required to determine the impacts of a development on the off-site public street system.”

**SECTION 6. Amendment of Section 15.03.002 Definitions.** Section 15.02.002 of the Site Development Ordinance is hereby amended as follows:

(a) The definition for “Drive Aisle” is hereby added in alphabetical order to read as follows:

“*Drive Aisle* means a circulation route for vehicular traffic through a parking lot, site or property, and may connect to a driveway.”

(b) The definition for “Drive Aisle, Major” is hereby added in alphabetical order to read as follows:

“*Drive Aisle, Major* means a primary circulation route for vehicular traffic through a development which provides access to two (2) or more lots. Major drive aisles typically intersect with public right-of-way or other major drive aisles.”

**SECTION 7. Amendment of Section 15.03.005 Landscaping Requirements.** Section 15.03.005 of the Site Development Ordinance is hereby amended as follows:

(a) Section 15.03.005(b) is hereby amended to add subsection (3) to read as follows:

“(3) For phased developments landscaping requirements shall apply to the limits of construction of each phase. Upon submittal of the final phase, landscaping for the entire property shall comply with the requirements provided in table (d).”

(b) Section 15.03.005(c) is hereby amended to add subsection (5) to read as follows:

“(5) For phased developments landscaping requirements shall apply to the limits of construction of each phase. Upon submittal of the final phase, landscaping for the entire property shall comply with the requirements provided in table (d).”

(c) Section 15.03.005(d) is hereby amended to revise the minimum Required Trees and Shrubs for Institutional Small, Institutional Large to read as follows:

|   |
|---|
| 1 Tree per 800 s.f. of landscaped area.   |
| 4 shrubs per 600 s.f. of landscaped area. |

(d) Section 15.03.005(d) is hereby amended to revise the minimum Required Trees and Shrubs for Light Industrial, Heavy Industrial to read as follows:

|   |
|---|
| 1 Tree per 800 s.f. of landscaped area.   |
| 4 shrubs per 800 s.f. of landscaped area. |

**SECTION 8. Amendment of Section 15.03.021 Screening Requirements.**

Section 15.03.021 of the Site Development Ordinance is hereby amended as follows:

- (a) Section 15.03.021(d)(3) is hereby amended in its entirety to read as follows:

“(3) Containers shall be located on a reinforced slab that is at least six inches thick and sloped to an internal drain which is connected to a wastewater line or stormwater line.”

- (b) Section 15.03.021(e)(3) is hereby amended in its entirety to read as follows:

“(3) At a minimum, walls commonly known as "wing walls" shall be provided to screen from ground level all loading docks from public view. Public view is any public right-of-way, major drive aisle, adjoining residential property, or parkland. The wall shall consist of complimentary materials as the principal structure permitted by chapter 14, at a consistent height which substantially provides consistent screening from the highest loading dock and extending at least 50 feet from the building in order to screen the truck and trailer. If a wall is determined to not be feasible due to site or height constraints, the development services director may consider native evergreen trees and shrubs to be used provided the plantings result in a solid vegetative screening of at least eight feet tall within two years, the plantings or wall combination extend the distance otherwise required for a solid wall as required herein, and the plantings shall be in addition to the landscaping required in section 15.03.005.”

**SECTION 9. Amendment of Section 15.04.018 On-Site Signs.** Section 15.04.018 of the Site Development Ordinance is hereby amended as follows:

- (a) Section 15.04.018(1)(K) is hereby amended in its entirety to read as follows:

“(K) A building permit for a permanent structure on the same property as the freestanding high profile sign is required to be issued prior to a freestanding high profile sign permit being issued.”

- (b) Section 15.04.018(1) is hereby amended to add subsection (L) to read as follows:

“(L) The face area for a high profile sign shall be determined by the length of the street frontage along which the sign is placed. When a sign is placed so as to be read from multiple frontages of the lot the most restrictive calculations apply. Frontages less than 100 feet shall only be permitted a low profile sign.

|                   |                   |
|-------------------|-------------------|
| Street Frontage   | Face Area Allowed |
| From 100’ to 349’ | 48 square feet    |

|                   |                |
|-------------------|----------------|
| From 350' to 499' | 64 square feet |
| From 500' to 750' | 80 square feet |
| Over 750'         | 96 square feet |

”

- (c) Section 15.04.018(2)(A)(vii) is hereby amended in its entirety to read as follows:

“(vii) A building permit for a permanent structure on the same property as the freestanding low profile sign is required to be issued prior to a freestanding low profile sign permit being issued.”

- (d) Section 15.04.018(2)(A) is hereby amended to add subsection (viii) to read as follows:

“(viii) The maximum total face area shall be determined by the street frontage of the lot. Where the lot fronts on more than one street, the frontage (length to be used) shall be the length of the longest side.

| Street Frontage   | Face Area Allowed |
|-------------------|-------------------|
| Under 100'        | 32 square feet    |
| From 100' to 349' | 48 square feet    |
| From 350' to 499' | 64 square feet    |
| From 500' to 750' | 80 square feet    |
| Over 750'         | 96 square feet    |

”

- (e) Section 15.04.018(3) is hereby amended to add subsection (K) to read as follows:

“(K) Canopy band face shall be color consistent with the principal structure's exterior building materials and shall not be illuminated, either internally or externally, or used as signage except that the business name may be displayed on the canopy band. The business name may be illuminated in compliance with Section 15.04.020.”

- (f) Section 15.04.018(7) is amended in its entirety to read as follows:

“(7) Temporary signs may be displayed with the approval of a temporary sign permit.

(A) A property is limited to four temporary sign permits per calendar year.

(i) New business temporary sign. Within 10 business days of a certificate of occupancy having been issued for a commercial establishment, one temporary sign permit may be applied for and, if permitted, displayed for a period of time not to exceed 30 consecutive calendar days. This permit shall not count towards the four temporary sign permits allowed for each property in a calendar year.

(B) Only two temporary signs may be authorized under a single permit for a property.

(C) The maximum time period to display a temporary sign is 30 calendar days. Days must be consecutive. All signs must be removed immediately after and upon the expiration of the maximum time period allowed.

(D) Temporary signs securely attached to a permanently installed building or wall may not exceed 0.5x the length of the wall for which it is attached, or 32 square feet, whichever is larger.

(i) Attached signs may not cover more than 30 percent of a window in which it is placed.

(ii) Attached signs may not protrude or extend above or beyond the building or wall on which they are placed. Signs shall not be placed on roofs.

(iii) The maximum size for an attached sign is 225 square feet.

(E) Unattached temporary signs shall not exceed 16 square feet nor be displayed higher than eight feet.

(i) Unattached temporary signs must be securely attached to pipes, poles, posts or similar.

(F) The location of temporary signs must be shown and approved as part of the application. Temporary signs may not be placed in a manner that obstructs views or creates a safety hazard.

(G) External lighting shall not be provided to illuminate a temporary sign.

(H) A diagram, schematic, image or similar is required to be submitted with the temporary sign application showing the accurate dimensions of the sign(s) to be displayed.

(I) Temporary signs may not be a prohibited sign type.”

- (g) Section 15.04.018(9) is hereby amended to add subsection (I) to read as follows:

“(I) One additional temporary sign, which may be a pole sign, wall sign, or monument sign, may be located on a property without a permit when the owner consents to the placement of the sign and that the entire property has a site development permit or building permit issued or if an individual unit or units have a building permit or tenant finish out permit issued. This subsection does not affect the content of the sign allowed under this subsection.

(i) *Entire property.* One additional sign, not exceeding 64 square feet in sign area, while the entire property or portion of the property has a site development permit or building permit issued. A sign posted under this section must be removed within ten days following completion of construction or permitted work. This sign shall be placed at least 30 feet from any public right-of-way.

(ii) *Individual unit(s).* One additional sign, not exceeding 16 square feet in sign area, where an individual unit or units have a building permit or tenant finish out permit. A sign posted under this section must be removed within ten days following completion of construction or permitted work. This sign shall be placed at least 30 feet from any public right-of-way.”

- (h) Section 15.04.018(11)(A) is hereby amended to in its entirety to read as follows:

“(A) The coordinated sign plan shall be reviewed and approved in writing by the planning and zoning commission. There may be one freestanding high-profile sign located at each entrance to the development. Multi-tenant freestanding signs may only be allowed along the frontages of the north and south sides of Highway 290 and on the east and west sides of North FM 973 from Highway 290 to Old Highway 20 in C-1, C-2, C-3, and commercially designated areas within PUD zoned districts. Freestanding signs approved by the planning and zoning commission shall not exceed thirty-five (35) feet in height from finished grade and the lowest portion of the structure or sign, excluding poles, may not be below eight (8) feet from finished grade. It shall be located above a sign foundation with landscaping, or architectural facet incorporating some design elements found in the overall development. No sign with a moving display such as video or changing graphics displaying the name, service, or product to be sold at the location shall be allowed. Changeable electronic variable message signs (CEVMS), digital signs, and light emitting diode (LED) signs are prohibited, unless authorized under section 15.04.018(15). A building permit for a permanent structure on the same property is required to be issued prior to a sign permit authorized under a coordinated sign plan to be issued.”

- (i) Section 15.04.018(12)(A) is hereby amended in its entirety to read as follows:

“(A) There may be one freestanding low-profile sign located at each entrance to the development. Low profile signs approved by the planning and zoning commission shall not exceed twenty-five (25) feet in height from finished grade nor be located in manner that will obstruct clear view for entering or exiting a property by a motor vehicle. No sign with a moving display such as video or changing graphics displaying the name, service, or product to be sold at the location shall be allowed. Changeable electronic variable message signs (CEVMS), digital signs, and light emitting diode (LED) signs are prohibited, unless authorized under section 15.04.018(15). A building permit for a permanent structure on the same property is required to be issued prior to a sign permit authorized under a coordinated sign plan to be issued.”

- (j) Section 15.04.018(13)(B)(i)(a) is hereby amended in its entirety to read as follows:

“(a) Illuminated signs shall comply with section 15.04.020 and article 15.05, as applicable.”

- (k) Section 15.04.018(13)(B)(ii)(a) is hereby amended in its entirety to read as follows:

“(a) Illuminated signs shall comply with section 15.04.020 and article 15.05, as applicable.”

- (l) Section 15.04.018(14)(A)(i)(b) is hereby amended in its entirety to read as follows:

“(b) Illuminated signs shall comply with section 15.04.020 and article 15.05, as applicable.”

**SECTION 10. Amendment of Section 15.04.019(b) Off-Site Signs.** Section 15.04.019(b) of the Site Development Ordinance is hereby amended to add subsection (4) to read as follows:

“(4) Properties with an existing off-site sign shall only be permitted a Freestanding low profile sign. This applies to single-tenant and multi-tenant freestanding low profile signs.”

**SECTION 11. Amendment of Section 15.04.020 Illuminated Signs.** Section 15.04.020 of the Site Development Ordinance is hereby amended in its entirety to read as follows:

“(a) Compliance with Electrical Code. Illuminated signs shall comply with all applicable provisions of the Electrical Code of the City. All electrical connections to the sign shall be placed underground and an exterior disconnect switch shall be



provided. Electrical transformer boxes and raceways shall be concealed from public view. If a raceway cannot be mounted internally behind the finished exterior wall, the exposed metal surfaces of the raceway shall be finished to match the background wall or integrated into the overall sign design. If raceways are necessary, they shall never extend in width or height beyond the area of the sign's lettering or graphics.”

**SECTION 12. Repealing all Conflicting Ordinances.** All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City of Manor (“City”), the terms and provisions of this ordinance shall control.

**SECTION 13. Savings Clause.** This City Council of the City of Manor, Texas hereby declares that if any section, subsection, paragraph, sentence, clause, phrase, work or portion of this ordinance is declared invalid, or unconstitutional, by a court of competent jurisdiction, that, in such event that it would have passed and ordained any and all remaining portions of this ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declares that its intent is to make no portion of this Ordinance dependent upon the validity of any portion thereof, and that all said remaining portions shall continue in full force and effect.

**SECTION 14. Severability.** If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**SECTION 15. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance was considered was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

**SECTION 16. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Texas Local Government Code.

**PASSED AND APPROVED THIS** the 17<sup>th</sup> day of August 2022.

**THE CITY OF MANOR, TEXAS:**

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Dr. Christopher Harvey,  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary