

## Chapter 15 Site Development – Detailed Summary

Additions are in blue

Deletions are in red

**Section 3:** Adds to Sec. 15.01.001(c) General Requirements that sidewalks are required on all public ROW frontages

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

Rationale: Our Subdivision Code requires sidewalks but if a property is already platted or does not need to plat, then the requirement that a project construct sidewalks following only our Site Development Code is not clear. This would explicitly state that site development plans include sidewalks.

**Section 4:** Adds further reference to sidewalk construction as well as a Geotechnical Report be included. Geotech Reports provide paving designs based on site (soil) conditions.

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

Rationale: Reinforces the sidewalk requirement adding in Section 15.01.001(c). Including a Geotech Report will allow our engineers to determine if the proposed paving for driveways, drive aisles, parking and internal sidewalks are sufficient for the site conditions. Due to Manor’s clay soils, it’s important that installed paving can withstand the shifting.

**Section 5:** Adds to the off-street parking requirements in a residential project developed under a Site Development permit (multi-family and townhomes) that the residential parking maximum of 125% excludes garage and driveway spaces. Also removes an incorrect chapter reference.

(13) The maximum number of parking spaces for residential use areas shall not exceed 125 percent of the parking pursuant to the minimum parking requirements of this article.

(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.

Rationale: This maximum is intended to limit surface parking lot spaces but without exempting garage and driveway spaces, projects that provide those plus the required guest parking spaces would exceed the 125% maximum. Under that condition, to comply those project would have to eliminate garages or make them 1 car instead of 2. For example, a 335 unit townhome development by code is required 670 spaces plus 67 for guests (2 per unit plus 20% of # units for guests). One of the 2 spaces must be in an enclosed garage so the second could be provided in a

driveway. 125% of 737 spaces is 922 spaces. If the project opts to provide 2-car enclosed garages and 2-car driveways they'd be providing 1,340 spaces, which would not be permitted without the exemption so they would have to eliminate or reduce garage parking. The 125% maximum would apply to surface guest parking if that was provided (excess parking provided per townhome would count towards the guest parking requirement) so the maximum non-driveway surface parking would be 125% of 67 or 84 spaces.

(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 committee, an additional traffic impact analysis may be required to determine the impacts of a development on the off-site public street system. **See chapter 16, transportation regulations for traffic impact analysis (TIA) requirements.**

Rationale: Was incorrectly inserted when the code was drafted. We do not have Chapter 16.

**Section 6.** Adds definitions for terms within the code

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

*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.

Rationale: These terms were added to the Zoning chapter when that was recently updated. Adds clarity for these terms which are referenced through the Site Development code, in particular the Parking Standards article.

**Section 7.** Adds the ability for phased projects to phase their landscaping and updates the landscaping requirements for Institutional Small and Large as well as Light and Heavy Industrial.

(b) *Non-residential zoning districts.* The required percentage of landscape area and quantity of trees and shrubs for non-residential uses shall comply with the requirements provided in table (d) and the following:

- (1) In the agriculture district, landscaping requirements shall apply to the limits of construction, and are not applicable to agriculturally exempt appurtenances.
- (2) Additional plantings may be required to comply with the streetscape, building, bufferyard, screening, and parking lot landscaping requirements.

(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).

(c) *Residential zoning districts.* The required percentage of landscape area and quantity of trees and shrubs for residential uses shall comply with the requirements provided in table (d) and the following:

(1) At least half of the required trees shall be planted in the commonly perceived front yard;

(2) Within a condominium development, a corner residential dwelling shall be considered a dwelling adjacent to two public streets, internal drive aisles or a combination thereof;

(3) Where tree spacing constraints exist, remaining required trees may be planted within common open space areas within the development if approved by the development services director;

(4) Additional plantings may be required to comply with the streetscape, building, bufferyard, screening, and parking lot landscaping requirements.

(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).

Rationale: Total landscaping requirements are based on the developed acreage of a property, but if a project is developing that area in phases it may not be feasible or practical that 100% of the required landscaping be installed in the first phase because future construction activities could disturb the planting areas or buildings where shrubs would be planted are not yet constructed.

Institutional Small and Institutional Large

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

Light Industrial and Heavy Industrial

2 1 Tree per 800 s.f. of landscaped area.  
4 shrubs per 800 s.f. of landscaped area.

Rationale: Reduces the required number of trees on Institutional properties by about 25% since most institutional uses require larger open spaces unobstructed by landscaping. Reduces the required number of trees on Industrial properties by 50%. These are generally larger tracts with large buildings, storage areas, and vehicular areas. This causes the provided trees to be crowded into the remaining open spaces, which could diminish the trees' health as they grow.

**Section 8.** Clarifies dumpster enclosure drains and what “public view” is in regards to loading docks, overhead doors and service courts.

(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](#).

Rationale: It is not always practicable to connect into the wastewater line so this provides a development the flexibility to connect into their storm drain system.

(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.

Rationale: Clarifies the intent of “public view” in this context for when wing wall screening shall be provided so it only applies to the listed areas and would not include uses like adjoining commercial or industrial uses (unless they're separated by a major drive aisle).

**Section 9.** Updates to when sign permits can be issued, consistency for canopy signage with our architectural standards, rewrites the temporary sign section, add outdoor lighting references to a couple sections

[\(K\) 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.](#)

Rationale: There is the potential that cities would no longer be able to regulate on-site sign vs off-site signs (billboards) because you have to read the sign to determine if its advertising for an on-site use or an off-site one. This amendment would require that property have a building

permit before a freestanding high profile sign (pole or pylon sign) permit can be issued. This would prevent a vacant property from installing a sign that would be used as an off-site sign.

Section 9(b) of this Ordinance did not modify Section 15.04.018(1) of the Code. Sec. 15.04.018(1) was just re-lettered as subsection (L) because it had been (K) but the prior section was given that letter.

(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.

Rationale: This is the same rationale as above for the high profile signs but this one applies to low profile (monument) signs.

Section 9(b) of this Ordinance did not modify Section 15.04.018(2)(A) of the Code. Sec. 15.04.018(2)(A) was just re-lettered as subsection (viii) because it had been (vii) but the prior section was given that letter.

(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.

Rationale: This language was in the Architectural Standards in the Zoning Code but since it relates to signage it was also added here into the sign code as a more appropriate place for this information to be found.

(7) Temporary signs. Temporary signs may be displayed with the approval of a temporary sign permit. Each lot in the city is limited to two temporary sign permits per calendar year with a maximum time period of no more than 30 consecutive days for each permit. Temporary signs may not exceed 32 square feet in sign face area nor eight feet in height when not securely attached to a permanently installed building or wall. When placed in or upon a window the sign shall not cover more than 30 percent of the window in which it is placed. All such signs must be removed immediately after and upon the expiration of the maximum time period allowed. The location of these signs and devices must be approved in writing by the building official for safety and setback purposes and, if the adjacent property owners have and make objections to the sign, the adjacent property owners may appeal any such application to the board of adjustments. Displayed signs must be securely attached to permanently installed building or wall or securely attached to pipes, poles, posts or similar if the signs and supporting materials are kept in good repair. All externally illuminated signs shall conform to all restrictions of article 15.05, Outdoor Lighting and shall be fully shielded. A temporary sign must obtain a permit and pay a temporary sign fee as required by the city fee schedule for the time the sign will be displayed. A temporary sign must have an affixed permit sticker on the sign in a location easily accessible to a code enforcement officer or other designated city official.

(A) New business temporary sign. Within ten 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 days. The temporary sign shall not exceed 32 square feet in face area nor eight feet in height when not securely attached to a permanently installed building or wall. When placed in or upon a window the sign shall not cover more than 30 percent of the window in which it is placed. This sign shall not count towards the two temporary sign permits allowed for each lot in a calendar year.

(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.

Rationale: Doubles the number of temporary sign permits from 2 to 4 per calendar year and increases the size of *attached* temporary signs from 32 square feet to ½ the length of the wall on which it is attached or 32 sf, whichever is larger. The length of time a sign can be displayed is the same at 30 days. The number of signs per temporary sign permit was added which is 2 signs per permit. For *unattached* temporary signs the size was reduced to 16 square feet. This is to promote temporary signs that are attached and to limit unattached signs which would clutter the right-of-way and be visual distractions. It is also in keeping with our Scenic City designation to reduce and limit right-of-way signs and increase landscaping along our rights-of-way. Most temporary sign permits we issue are for attached signs, but this would further help incentive temporary signs on buildings rather than by the road. Overall, for businesses that want to have attached temporary signs they can have twice as many permits in calendar year and can have signs up to 225 sf if their structure is big enough, so it's providing better options for our businesses.

(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.](#)

(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.](#)

Rationale: These two sections are for Coordinated Sign Plans for Multi-Tenant properties. The first is for high-profile signs and the second is for low-profile signs. The wording related to building permits needing to be issued for sign permit issuance was added similar to the earlier sections that related to single tenant properties.

Section 15.04.018(13)(B)(i)(a)

a. **The maximum luminance of the sign shall not be greater than 200 footlamberts. All illuminated signs shall conform to all restrictions of article 15.05, Outdoor lighting and lights used for external illumination of any portion of a sign shall be fully shielded.**

a. **Illuminated signs shall comply with section 15.04.020 and article 15.05, as applicable.**

Section 15.04.018(13)(B)(ii)(a)

a. **The maximum luminance of the sign shall not be greater than 200 footlamberts. All illuminated signs shall conform to all restrictions of article 15.05, Outdoor lighting and lights used for external illumination of any portion of a sign shall be fully shielded.**

a. **Illuminated signs shall comply with section 15.04.020 and article 15.05, as applicable.**

Section 15.04.018(14)(A)(i)(b)

b. **The maximum luminance of the sign shall not be greater than 200 footlamberts. All illuminated signs shall conform to all restrictions of article 15.05, Outdoor lighting and lights used for external illumination of any portion of a sign shall be fully shielded.**

b. **Illuminated signs shall comply with section 15.04.020 and article 15.05, as applicable.**

Rationale: These three sections just update/clarify that residential subdivision entry signs, neighborhood signs, and multi-family entry signs comply with the relevant sections of code pertaining to Illuminated Signs and Outdoor Lighting.

## **Section 10.** Limits high profile signs on properties with off-site sign(s)

(b) *Existing billboard signs.*

(1) Signs in existence prior to September 20, 2017 shall not exceed 40 feet in height and shall not have a face area, or gross surface area greater than 672 square



feet; provided that a billboard with signs located back to back and facing opposite directions may have up to (or no more than a total of) 672 square feet of surface area for each of the two sign faces.

(2) Existing billboards cannot be modified, upgraded, or converted to an electronic, changeable message (digital) billboard format.

(3) Existing billboards cannot be relocated within or onto another property.

(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.

Rationale: This addition would prohibit a property with an off-site sign (billboard) from also having a high profile (pylon or pole) sign and would only permit that property a low profile (monument) sign. This would reduce the number of signs higher than 8' along our roadways (high profile signs can be up to 30' and in a Coordinated Sign Plan up to 35') and it would also help incentive properties that desire to have a high profile sign to remove their off-site sign (billboard) in order to obtain the permit for a high profile sign specific to their on-site business.

**Section 11.** Add that exterior disconnect switches are required for illuminated signs.

(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.

Rationale: Helps to clarify to applicants for sign permits that an exterior disconnect switch is required. Many plans we receive do not have them so including within our code helps provide a direct reference when providing plan review comments.