

**CITY OF COPPELL  
PLANNING DEPARTMENT**

**STAFF REPORT**

A Text Amendment to amend the *Code of Ordinances*  
**Article 27, Section 12**  
**“PD Planned Development District”**

**P&Z HEARING DATE:** February 21, 2013

**C.C. HEARING DATE:** March 26, 2013

**STAFF REP.:** Marcie Diamond, Assistant Director of Planning

**PURPOSE:** The purpose of this text amendment is to allow the Administrative Approval of Detail Site Plans, when in accordance with the provisions and regulations as approved in the Conceptual Planned Development District. Other minor revisions/clarifications to this section are also included and discussed below.

**HISTORY:** On February 12, 1991 Council approved major revisions to the *Zoning Ordinance* which is basically the code which is in effect today. The PD regulations were amended in 2000 to authorize the Board of Adjustment to grant variances in residential PD’s relating to the placement of fences. Currently, deviations from written PD conditions and/or approved site plans, landscape plans and elevations are required to be approved through the same process as when established which requires P&Z and Council approval. Some minor variances qualify for administrative approval by the Planning Director.

**DISCUSSION:** Similar to what was recently approved for the Old Town (Main Street) Planned Development District (PD), the purpose of this text amendment is to allow the administrative approval of a Detail Site Plan, when in accordance with the provisions and regulations as approved in the Conceptual Planned Development District.

The establishment of a Conceptual Planned District is a rezoning event, being established through two notified Public Hearings one by the Planning and Zoning Commission and one by Council. Property owners and the general public are notified of a proposed rezoning via a mailed written notice, sign on the property, notice in the newspaper as well as posted on the city's website. Conceptual Planned Development Districts outline what is anticipated for the development of the property and are specified in written conditions including proposed uses, area regulations (setbacks/building sizes), parking regulations, and as illustrated on various exhibits, including concept site plans and elevations, designs for landscaping/screening, etc.

Under this scenario, a Detail Site Plan submittal (including site plan, landscape plan, tree survey and mitigation plan, elevations and signage) will be reviewed by the Development Review Committee (DRC) for compliance with the Concept Plan as well as other applicable ordinances. The DRC which consists of representatives from each city development departments (Building Inspections, Engineering, Fire, Parks and Planning) will provide written comments and recommendations. After the DRC determines the compliance with all applicable regulations and ordinances, the Planning Director will have the authority to sign-off on the proposal. If the proposal is not in conformance with the Conceptual PD, then the applicant will have two options: (1) to revise the Detail Site Plan to conform with the Conceptual PD, or (2) to revise the Conceptual PD. If the second option is pursued, it will require the same public hearing process as originally established the PD.

A Conceptual Planned Development is not required for all developments. The applicant has the option to submit a Detail Planned Development District Plan instead of a Conceptual Plan with an initial submittal.

Other amendments to this section include the establishment of a Development Assistance Committee (DAC) which is essentially a pre-pre development meeting to provide technical assistance to an applicant in the early stage of their due diligence. This DAC is open to all development proposals, irrespective of whether a rezoning is required or not. There are also some house-keeping items such as deletion of specific residential standards and retail that are no longer applicable and/or specified in other sections of the Zoning Ordinance.

**RECOMMENDATION TO THE PLANNING AND ZONING COMMISSION:**

Staff is recommending APPROVAL of these text amendments which provide for Administrative Approval of a Detail Planned Development Site Plans, when in accordance with the regulations as approved in the Conceptual Planned Development District, and other minor revisions/clarifications to this section.

**ALTERNATIVES:**

1. Recommend approval of the request
2. Recommend disapproval of the request
3. Recommend modification of the request
4. Take under advisement for reconsideration at a later date

**Article 27, Section 12**  
**“PD Planned Development District”**

**Sec. 12-27-0. - General purpose and description.**

The planned development district "PD" prefix is intended to provide for combining and mixing of uses allowed in various districts with appropriate regulations, and to permit growth flexibility in the use and design of land and buildings in situations where modification of special provisions of this chapter is not contrary to its intent and purpose or significantly inconsistent with the planning on which it is based and will not be harmful to the neighborhood. A PD district may be used to permit new and innovative concepts in land utilization.

While great flexibility is given to provide special restrictions which will allow development not otherwise permitted, procedures are established herein to ensure against misuse of the increased flexibility.

**Sec. 12-27-1. - Permitted uses.**

Any ~~non-residential~~ use shall be permitted if such use is specified in the chapter granting a planned development district. The size, location, appearance, and method of operation may be specified to the extent necessary to insure compliance with the purpose of this chapter.

~~In a single family detached residential planned development, a minimum of 65 percent of the property shall meet or exceed SF-7 development standards. The 35 percent of the property that may deviate from SF-7 development standards shall be identified on the plat along with details of the deviations. These standards shall include minimum setbacks, coverage, height, density, F.A.R., and any other development guidelines deemed appropriate by the planning and zoning commission and city council. The remaining 35 percent of the property shall abide by the following minimum development guidelines:~~

- ~~Front yard setback—20'~~
- ~~Rear yard setback—20'~~
- ~~Side yard setback—5'~~
- ~~Maximum coverage—55 percent~~
- ~~Maximum height—35'~~

The board of adjustment shall have no authority in PD zoning districts to grant variances, except it shall have jurisdiction in a residential PD zoning district to grant variances relative to the placement of fences.

*Pre-application conference.* Prior to the filing of a planned development application, the applicant ~~shall~~ is encouraged to consult with the ~~development review committee~~ Development

Assistance Committee (DAC) to discuss concerns relating to the ultimate land use of the proposed development, the suitability of the location of the proposed development, the arrangement of streets, alley and lots, and the layout of utility lines, among other items. The Development Assistance Committee provides technical assistance early in the due diligence process. Depending on the type of project, the following departments will be represented: Planning, Engineering, Building Inspection, Fire Administration and Environmental Health.

~~Conditional approval as~~ A determination if the proposed land uses are in accordance with the Comprehensive Plan to the general land use of the proposed planned development must be obtained from the ~~will be made by the P~~ planning Director or designee prior to the submittal of a planned development application.

Development requirements:

1. Development requirements for each separate PD district shall be set forth in the Ordinance granting the PD district and may include, but not be limited to; uses, density, lot area, lot width, lot depth, yard depths and widths, building height, building elevations, coverage, floor area ratio, parking, access, screening, landscaping, accessory buildings, signs, lighting, ~~management—~~home owner/property owner associations, and other requirements as the city council and planning and zoning commission may deem appropriate.
2. The Ordinance granting a PD district may include a statement as to the purpose and intent of the PD granted therein and specify if it is a Conceptual or a Detail Planned Development District.
3. In establishing a planned development district in accordance with this section, the city council shall approve and file as part of the amending Ordinance appropriate plans and standards for each planned development district. During the review and public hearing process, the planning and zoning commission and city council shall require a Conceptual Plan and/or a Detail Site Plan.
- ~~2.~~4. If a Conceptual PD, then the Ordinance granting the PD shall also define the approval process for Detail Plans.
- ~~3.~~5. The planned development district shall conform to all other sections of this chapter unless specifically excluded in the granting ordinance.
- ~~4.~~6. All applications shall state all requested deviations from the standard requirements set forth throughout this chapter and must be indicated in written form and on the face of the zoning exhibit.

#### **Sec. 12-27-2. - Conceptual plan.**

~~In establishing a planned development district in accordance with this section, the city council shall approve and file as part of the amending Ordinance appropriate plans and standards~~

~~for each planned development district. During the review and public hearing process, the planning and zoning commission and city council shall require a conceptual plan and a detail site plan.~~

1. Conceptual plan - This plan shall be submitted by the applicant. The plan shall show the applicant's intent for the use of the land within the proposed planned development district in a graphic manner and as may be required supported by written documentation of proposals and standards for development.

(A) A conceptual plan for residential land use shall show general use, thoroughfares and preliminary lot arrangements. For residential development which does not propose platted lots, the conceptual plan shall set forth the size, type and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas and other pertinent development data.

(B) A conceptual plan for uses other than residential uses shall set forth the land use proposals in a manner to adequately illustrate the type and nature of the proposed development. Data which may be submitted by the applicant, or required by the planning and zoning commission or city council, may include but is not limited to the types of use(s), topography and boundary of PD area, physical features of the site, existing streets, alleys and easements, location of future public facilities, building height and location, parking ratios and other information to adequately describe the proposed development and to provide data for approval which is to be used in drafting the final detail site plan.

Once the concept plan has been approved by the Planning and Zoning Commission and the City Council, a detail site plan ~~must~~ shall be approved ~~by the planning and zoning commission and the city council~~ in the manner specified in the Ordinance prior to the issuance of a building permit.

(C) Changes of detail which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, building height or coverage of the site, or which do not decrease the off-street parking ratio or reduce the yards provided at the boundary of the site or does not significantly alter the landscape plans as indicated on the approved conceptual plan may be authorized by the Planning Director or designee.

2. Detail site plan - This plan shall set forth the final plans for development of the planned development district and shall conform to the data presented and approved on the conceptual plan, if submitted. Approval of the detail site plan shall be the basis for issuance of a building permit. The detail site plan may be submitted for the total area of the PD or for any section or part as approved on the conceptual plan.

1) -A detail site plan may be approved by the Director of Planning after DRC review, if in compliance with the Concept Plan.

2) In the event the Planning Director determines that the Detail Plan is not in accordance with the Concept Plan, the applicant shall: (1) revise the Detail Site Plan to conform with the Conceptual Planned Development District, or (2) revise the Conceptual Planned Development District. Revisions to the Conceptual Planned Development District shall require the same public hearing process as originally established the PD.

2.3A public hearing for the detail site plan shall be required only if specifically stated at the time of conceptual plan approval in the original amending ordinance or if the developer elects not to submit a concept plan. A public hearing for the detail site plan shall be required— if no concept plan is submitted, or if the Detail Plan is not in accordance with the approved concept plan.

The detail site plan shall include:

(A) A site inventory analysis including a scale drawing showing existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This should include a delineation of any flood ~~prone~~ plain areas.

(B) A scale drawing showing any proposed public or private streets and alleys; building sites or lots; and areas reserved as parks, parkways, playgrounds, utility easements, school sites, ~~f~~street widening and street changes; the points of ingress and egress from existing streets~~};~~; general location and description of existing and proposed utility services, including size of water and sewer mains; the location and width for all curb cuts and the land area of all abutting sites and the zoning classification thereof on an accurate survey of the tract with a topographical contour interval of not more than five feet.

(C) A site plan for proposed building complexes showing the location of separate buildings and the minimum distance between buildings, and between buildings and property lines, street lines and alley lines. Also to be included on the site plan is a plan showing the arrangement and provision of off-street parking.

(D) A Tree Survey and Mitigation Plan as specified in Article 34-2, as amended.

~~(D)~~ (E) A landscape plan showing screening walls, ornamental planting, wooded areas and trees to be planted. The landscaping plan shall conform to the minimum standards established in Article 34 and in the approved Coppell Streetscape Plan.

~~(E)~~ (F) An architectural plan showing elevations and signage style to be used throughout the development in all districts except residential.

~~(F)~~ (G) Any or all of the required information may be incorporated on a single drawing if one drawing is clear and can be evaluated by the director of planning.

3. All detail site plans shall have supplemental data describing standards, schedules or other data pertinent to the development of the planned development district which is to be included in the text of the amending Ordinance.

Procedure for establishing a planned development district shall follow the procedure for zoning amendments as set forth in article 44. This procedure is further expanded as follows for approval of conceptual and detail site plans.

(A) Public hearings shall be held by the planning and zoning commission and city council for the approval of the conceptual plan.

(B) The Ordinance establishing the planned development district shall not be approved until the conceptual or detail site plan is approved.

1) The detail site plan may be approved in sections. When the plan is approved in sections, the separate approvals by the planning and zoning commission and city council for the initial and subsequent sections ~~will~~ may be required.

~~2) A detail site plan shall be submitted for approval within six months from the approval of the conceptual plan. If the detail site plan is not submitted within six months, the concept plan is subject to re-approval by the planning and zoning commission and city council. Failure to submit the detail site plan within a six month period shall be cause for the planning and zoning commission to call a public hearing to determine proper zoning for the property.~~

*Detail site plan review*

The purpose of the site plan review is to ensure, prior to issuance of building permits, that all city requirements have been or will be met, including compliance with zoning, subdivision, landscape, streetscape and building regulations.

No building permit shall be issued on any tract of land unless a detail site plan is approved by the Director of Planning, the Planning and Zoning Commission and/or City Council as appropriate ~~is first submitted for review by the planning and zoning commission and approved by the city council.~~

No certificate of occupancy shall be issued unless all construction and development conform to the approved detail site plan ~~as approved by the city council.~~

Any major revision to an approved detail site plan must be approved by the city council, however, minor revisions may be permitted upon approval by the Director of Planning or his designee. The Director of Planning shall make the determination as to whether a revision is a minor or major revision.

~~A site plan shall indicate building elevations, location of separate buildings, and the minimum distance between buildings. Site plans shall also include property lines, streets and alleys, together with a parking plan and a landscape plan showing the arrangement and provision for off-street parking, and the layout of planting materials. An architectural rendering of proposed buildings shall be submitted with the detail site plan.~~

~~All detail site plans shall be filed with the planning department and reviewed by the development review committee before going to the planning and zoning commission and city council.~~

~~An approved site plan shall be the final plan for development, and construction shall conform to approved plan. A detail site plan may be submitted for the total area zoned or any portion thereof.~~

#### *~~Retail shopping centers~~*

~~In the case of retail shopping centers, if an approved zoning concept plan has been approved by the planning and zoning commission and the city council, or if the retail shopping center is an existing structure prior to application of a special use permit, a plan indicating the foot print of the shopping center may be submitted in lieu of major plans.~~

### **Sec. 12-27-3. - PD consideration.**

When a PD is being considered, a written report from the city manager or his designee discussing the conformance with the Comprehensive Plan impact on planning, engineering, water various utilities, ~~electric, sanitation, building inspection, tax, police, fire,~~ and traffic, and written comments from the applicable public school district, and from private utilities may be

submitted to the Planning and Zoning Commission prior to the commission making any recommendations to the council. ~~In the event written comments are not forthcoming in a reasonable amount of time, the commission may at its discretion make a recommendation to the council.~~

**Sec. 12-27-4. - Approval of PD districts.**

All planned development districts approved in accordance with provisions of this ordinance in its original form, or by subsequent amendments thereto, shall be referenced on the zoning districts map, and a list of such planned development districts, together with the category of uses permitted therein, shall be maintained in the planning office.