

**CITY OF COPPELL
PLANNING DEPARTMENT**

STAFF REPORT

A Text Amendment to amend the *Code of Ordinances*
Article 39, Section 12-39-2
BUILDING SITE CREATION & SITE PLAN REVIEW

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 Planning and Zoning Commission to be the approval authority when site plans are submitted which are compliant with all existing zoning regulations.

HISTORY: On June 12, 1997, Council approved a text amendment to the *Zoning Ordinance* which established a Site Plan Approval process. As detailed below, this section of the *Zoning Ordinance* requires that all sites be platted (creation of a building site) and that upon recommendation of the Planning and Zoning Commission, Council would approve all site plans prior to the issuance of a building permit. The stated purpose of this requirement was “to promote safe, efficient and harmonious use of land, vehicular and pedestrian circulation, parking and loading, lighting, screening, landscaping, and other aspects of site development which contribute to the general welfare”

DISCUSSION: The purpose of this text amendment is to grant the Planning and Zoning Commission the approval authority for site plans, when the plan is accordance with all regulations of the underlying Zoning District. Currently, site plan approval is a 60 day process, which includes submission of a site plan, landscape plan, tree survey and elevations. This site plan package is reviewed by the Development Review Committee (DRC) and technical comments are provided to the applicant. The site plan package is revised to comply with Zoning Regulations and submitted to Planning and Zoning Commission for recommendation. Any outstanding conditions are addressed and the site plan is forwarded to

council, generally within 30 days. This is not a public hearing process, due to that fact that no rezoning is involved.

The revised process will still include an application and fee, submission of site plan, landscape plan, tree survey, elevations, and preliminary engineering. Technical review will be performed by the Development Review Committee, and the site plan package, compliant with all applicable ordinances will be forwarded to the Planning and Zoning Commission for approval. In the event that the site plan is not compliant with all aspects of the *Zoning and Subdivision Ordinances*, then the site plan will need to be denied, and appropriate zoning or a variance request to the Board of Adjustment will be required.

Generally, Minor Plat or a Replat is a companion request with a site plan approval. State law allows Minor Plats to be administratively approved by the Director of Planning if they meet the following criteria: involves 4 or fewer lots; fronts on a dedicated street; does not require the creation of any new street; and does not require the extension of municipal facilities. However, public hearings are required for replats. If this revised site plan approval process is approved, then the next step will be to review the *Subdivision Ordinance* to allow the Planning Director and/or Planning and Zoning Commission to be the final authority for plats, as provided in the Local Government Code (state law).

RECOMMENDATION TO THE PLANNING AND ZONING COMMISSION:

Staff is recommending APPROVAL of this text amendment to allow the Planning and Zoning Commission to be the approval authority when site plans are submitted which are compliant with all existing zoning regulations.

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 39. - BUILDING SITE CREATION AND SITE PLAN REVIEW

1. *Purpose.* The intent of the site plan review and approval procedure is to promote safe, efficient and harmonious use of land, vehicular and pedestrian circulation, parking and loading, lighting, screening, landscaping, and other aspects of site development which contribute to the general welfare.
2. *Applicability.* A site plan shall be submitted to the planning and zoning commission for its ~~recommendation approval and to city council for approval~~ prior to issuance of a building permit for any of the following types of construction:
 - (A) Any townhouse project or multi-family residential development.
 - (B) Any park or subdivision for manufactured homes or recreational vehicles.
 - (C) Any non-residential project.
 - (D) Any construction requiring a special use permit.
3. *Site plan components.* A site plan shall be accurate, legible, drawn to scale with dimensions, and shall show:
 - (A) Location map, distance to the nearest cross street, north arrow, scale, and title block.
 - (B) Boundaries of the property.
 - (C) Location and size of existing buildings, and location, size, materials list, and architectural elevations of proposed buildings.
 - (D) Proposed occupancy.
 - (E) Parking layout and driveways.
 - (F) Means of ingress and egress.
 - (G) Loading areas
 - (H) Fire lanes.
 - (I) Landscaping and plant list.
 - (J) Screening.
 - (K) Public and private sidewalks.
 - (L) Refuse facilities and manner of screening.
 - (M) Lighting facilities, security lighting, screening and glare shades.
 - (N) Adjoining streets and alleys, including curbs, medians and storm drains.
 - (O) Drainage, electric, telephone, gas, cable television and other utility easements.
 - (P) Zoning districts on and adjacent to the property.
 - (Q) Computations of building area for each occupancy, site area and parking and landscaping ratios.
 - ~~(R) Existing and proposed water lines, sanitary sewer lines, and storm drainage.~~
 - ~~(S)~~ (R) Sign locations, descriptions and elevations.

~~(T)~~(S) Topography with a contour interval of two feet or less, and minimum finished floor elevations, both referenced to mean sea level datum.

~~(U)~~(T) ~~Location on the property of existing trees six inches in caliper or larger with the species and trunk diameters indicated~~ Tree Survey and Mitigation Plan, in compliance with Article 12-34-2-1 of the Code of Ordinances as amended, as applicable.

~~(U)~~ Other information ~~which the planning and zoning commission or city council considers essential~~, including building elevations and samples of exterior color selections.

~~(V)~~ Preliminary Engineering, on a separate exhibit which includes existing and proposed water lines, sanitary sewer lines, and storm drainage.

~~(V)~~

4. *Expiration.* Site plan approval shall be valid for two years following the most recent date of ~~city council~~ approval.

5. *Compliance with approved site plan.* Within a development subject to site plan review under the terms of this section, the building official shall not issue a building permit after the expiration date of the approved site plan, shall issue a building permit only for construction which complies with all the provisions and conditions of the most recent approved site plan ~~which city council approved~~, and shall not issue a certificate of occupancy until all provisions and conditions of the approved site plan have been met.

6. *Amendment.* The director of planning is authorized, at any time prior to the expiration of site plan approval, to approve minor amendments of an approved site plan to correct distances and dimensions; to adjust building configuration and placement; to realign driveways and parking layout; to adjust open space, landscaping and screening; and to change utility and service locations; provided that no such minor amendments shall substantially change the original plan. Proposed amendments which the director of planning is not authorized to approve, or has disapproved, shall follow the same procedure as the original submission.