



College Station, TX

Meeting Agenda
Planning and Zoning Commission
1101 Texas Ave, College Station, TX 77840
Internet: <https://zoom.us/j/87206357232>
Phone: 888 475 4499 and Webinar ID: 872 0635 7232

The City Council may or may not attend this meeting.

July 7, 2022

6:00 PM

City Hall Council Chambers

Notice is hereby given that a quorum of the meeting body will be present in the physical location stated above where citizens may also attend in order to view a member(s) participating by videoconference call as allowed by 551.127, Texas Government Code. The City uses a thirdparty vendor to host the virtual portion of the meeting; if virtual access is unavailable, meeting access and participation will be in-person only.

1. Call to Order, Pledge of Allegiance, Consider Absence Request.

2. Hear Visitors

At this time, the Chairperson will open the floor to visitors wishing to address the Commission on issues not already scheduled on tonight's agenda. An individual who wishes to address the Commission regarding any item on the agenda shall register with the Commission Secretary prior to 4 p.m. on the day of the meeting. To register, the individual must provide a name and phone number by calling 979.764.3751 or emailing khejny@cstx.gov prior to 4 p.m. To submit written comments to the Commission, email khejny@cstx.gov and they will be distributed to the Commission. The visitor presentations will be limited to three minutes in order to accommodate everyone who wishes to address the Commission and to allow adequate time for completion of the agenda items. The Commission will receive the information, ask city staff to look into the matter, or will place the matter on a future agenda for discussion. (A recording is made of the meeting; please give your name and address for the record.)

3. Consent Agenda

All matters listed under the Consent Agenda, are considered routine by the Commission and will be enacted by one motion. These items include preliminary plans and final plats, where staff has found compliance with all minimum subdivision regulations. All items approved by Consent are approved with any and all staff recommendations. Since there will not be separate discussion of these items, citizens wishing to address the Commission regarding one or more items on the Consent Agenda may address the Commission at this time as well. If any Commissioner desires to discuss an item on the Consent Agenda it may be moved to the Regular Agenda for further consideration.

3.1. Consideration, discussion, and possible action to approve meeting minutes.

Attachments: 1. June 16 2022

3.2. Presentation, discussion, and possible action regarding a Final Plat for Southern Pointe Subdivision Sections 103 & 119 on approximately 14.85 acres, generally located north of Peach Creek Cut-Off Road and west of Pipeline Road in the City's Extra-Territorial Jurisdiction (ETJ). Case #FP2021-000025

Sponsors: Derrick Williams

Attachments: 1. Staff Report

2. Vicinity Map, Aerial, and Small Area Map
3. Final Plat

4. Consideration, discussion, and possible action on items removed from the Consent Agenda by Commission action.

5. Regular Agenda

- 5.1. Public Hearing, presentation, discussion, and possible action regarding an ordinance amending Appendix A, "Unified Development Ordinance," Section 5.2 "Residential Dimensional Standards", and Section 8.3.H.4 "Cluster Development" of the Code of Ordinances of the City of College Station, Texas, regarding cluster developments. Case #ORDA2022-000002. (Final action on this item is scheduled for the July 28, 2022 City Council Meeting - subject to change).

Sponsors: Robin Macias

Attachments:

1. Memo
2. Sec. 5.2. Residential Dimensional Standards Redlines
3. Sec. 8.3.H.4 Cluster Developments Redlines

- 5.2. Presentation, discussion, and possible action on the Plan of Work.

Sponsors: Michael Ostrowski

Attachments: 1. Plan of Work - FY2023

6. Informational Agenda

- 6.1. Discussion of new development applications submitted to the City.
New Development Link: www.cstx.gov/newdev

- 6.2. Discussion of Minor / Amending Plats approved by staff:

- Parkway Plaza Phase 7; Lots 3R-1, 3R-2, 4R, and 5R ~ Case #FPCO2022-000002
- College Station Medical + Senior Living; Block 1, Lot 1-R ~ Case #FP2022-000006

Sponsors: Jesse Dimeolo, Robin Macias

- 6.3. Presentation and discussion regarding an update on items heard:

- A Comprehensive Plan Amendment of approximately five acres from Residential Suburban to Neighborhood Commercial located at 2354 Barron Road. The Planning & Zoning Commission heard this item on June 2, 2022 and voted (4-1) to recommend approval. The City Council heard this item on June 23, 2022 and voted (7-0) to approve the request.
- A Rezoning of approximately five acres from Rural to Planned Development District located at 2354 Barron Road. The Planning & Zoning Commission heard this item on June 2, 2022 and voted (5-0) to recommend approval of the request with the conditions that the front of the building not exceed 28 feet in height and the rear of the building not exceed 16 feet in height. The City Council heard this item on June 23, 2022 and voted (7-0) to approve the request with the Commission's conditions and an additional condition that the buffer must include a minimum 6-foot concrete or brick wall.
- An Ordinance Amendment amending the official Park Zones Map, land dedication, and fee amounts. The Planning & Zoning Commission heard this item on May 19, 2022 and voted (7-0) to recommend approval. The City Council heard this item on June 23, 2022 and voted

(7-0) to approve the request with an implementation schedule of the proportionate dedication and fee rates of 60% on 10/1/2022, 80% on 10/1/2023, and 100% on 10/1/2024.

6.4. Presentation and discussion regarding the P&Z Calendar of Upcoming Meetings:

- Thursday, July 14, 2022 ~ City Council Meeting ~ Council Chambers ~ Open Meeting 6:00 p.m. (Liaison - McIlhaney)
- Thursday, July 21, 2022 ~ P&Z Meeting ~ Council Chambers ~ 6:00 p.m.
- Thursday, July 28, 2022 ~ City Council Meeting ~ Council Chambers ~ Open Meeting 6:00 p.m. (Liaison - Jackson)
- Thursday, August 4, 2022 ~ P&Z Meeting ~ Council Chambers ~ 6:00 p.m.

6.5. Discussion and review regarding the following meetings: Design Review Board, BioCorridor Board.

- None

7. Discussion and possible action on future agenda items.

A Planning & Zoning Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

8. Adjourn.

The Planning and Zoning Commission may adjourn into Executive Session to consider any item listed on the agenda if a matter is raised that is appropriate for Executive Session discussion.

I certify that the above Notice of Meeting was posted on the website and at College Station City Hall, 1101 Texas Avenue, College Station, Texas, on July 1, 2022 at 5:00 p.m.



Deputy City Secretary

This building is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are asked to contact the City Secretary's Office at (979) 764-3541, TDD at 1-800-735-2989, or email adaassistance@cstx.gov at least two business days prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least two business days prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.

Penal Code § 30.07. Trespass by License Holder with an Openly Carried Handgun.

"Pursuant to Section 30.07, Penal Code (Trespass by License Holder with an Openly Carried Handgun) A Person Licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this Property with a Handgun that is Carried Openly."

Codigo Penal § 30.07. Traspasar Portando Armas de Mano al Aire Libre con Licencia.

“Conforme a la Seccion 30.07 del codigo penal (traspasar portando armas de mano al aire libre con licencia), personas con licencia bajo del Sub-Capitulo H, Capitulo 411, Codigo de Gobierno (Ley de licencias de arma de mano), no deben entrar a esta propiedad portando arma de mano al aire libre.”

**MINUTES
PLANNING & ZONING COMMISSION**

June 16, 2022 6:00 p.m.

Phone: *888 475 4499 and Webinar ID: 856 4571 3093

Internet: <https://zoom.us/j/85645713093>

COMMISSIONERS PRESENT: Dennis Christiansen, Bobby Mirza, William Wright, Thomas Jackson, Jason Cornelius, Mark Smith, and Melissa McIlhaney (virtually)

COUNCIL MEMBERS PRESENT: Dennis Maloney and Elizabeth Cunha

CITY STAFF PRESENT: Michael Ostrowski, Molly Hitchcock, Carol Cotter, Erika Bridges, Jason Schubert, Alyssa Halle-Schramm, Anthony Armstrong, Lucas Harper, Jesse DiMeolo, Robin Macias, Derrick Williams, Parker Mathews, Bekha Wells, Naomi Sing, Katherine Beaman-Jamael, Matthew Ellis, Lindsey Pressler, Leslie Whitten, and Kristen Hejny

1. Call Meeting to Order, Pledge of Allegiance, Consider Absence Request.

Chairperson Christiansen called the meeting to order at 6:00 p.m.

2. **Hear Visitors**

No visitors spoke.

3. **Consent Agenda**

- 3.1 Consideration, discussion, and possible action to approve meeting minutes.

- June 2, 2022

- 3.2 Presentation, discussion, and possible action regarding a Final Plat for Winding Creek Estates Phase 5 on approximately 33.86 acres, generally located west of the existing Saddle Creek Subdivision in the College Station Extraterritorial Jurisdiction. Case #FP2021-000019

Commissioner Cornelius motioned to approve the Consent Agenda. Commissioner Wright seconded the motion, motion passed (6-0).

4. **Consideration, discussion, and possible action on items removed from the Consent Agenda by Commission Action.**

No items were removed.

5. **Regular Agenda**

- 5.1 Public Hearing, presentation, discussion, and possible action regarding an ordinance amending Appendix A, "Unified Development Ordinance," Article 4, "Zoning Districts," Section 4.2, "Official Zoning Map," of the Code of Ordinances of the City of College Station, Texas by changing the zoning district boundary from MF Multi-Family to D Duplex for approximately 0.56 acres located at 301 and 303 Cooner Street, generally located at the intersection of Cooner Street

and Eisenhower Street. Case #REZ2022-000007 (Note: Final action of this item will be considered at the July 14, 2022 City Council Meeting – Subject to change).

Staff Planner Macias presented the Rezoning to the Commission, recommending approval.

Commissioner Wright asked for the main driving force for duplexes in a Multi-Family zoning.

Staff Planner Macias clarified that duplexes are not allowed in Multi-Family zoning district.

Commissioner Mirza asked if there have been any concerns from the neighborhood regarding the detention pond.

Land Development Review Administrator Armstrong stated that this property zoned as Duplex has a maximum impervious cover of 65% and if they go over the 65%, they will have to provide detention.

Commissioner Jackson asked if the change from Multi-Family to Duplex zoning would create a lower density.

Staff Planner Macias confirmed that this would create a less intense use with lower density.

Chairperson Christiansen opened the public hearing.

No visitors spoke.

Chairperson Christiansen closed the public hearing.

Commissioner Cornelius motioned to recommend approval of the Rezoning. Commissioner Commissioner Wright seconded the motion, the motion passed (6-0).

- 5.2 Public Hearing, presentation, discussion, and possible action regarding an ordinance amending Appendix A, “Unified Development Ordinance,” Article 4, “Zoning Districts,” Section 4.2, “Official Zoning Map,” of the Code of Ordinances of the City of College Station, Texas by changing the zoning district boundary from R&D Research and Development to PDD Planned Development District on approximately 6.742 acres of land located at 400 Technology Parkway. Case #REZ2022-000008 (Note: Final action of this item will be considered at the July 14, 2022 City Council Meeting – Subject to change).

Land Development Review Administrator Armstrong presented the Rezoning to the Commission, recommending approval.

Chairperson Christiansen asked for the legal definition of air rights, that if you own a house, what are your air rights.

Land Development Review Administrator Armstrong clarified that in Texas and College Station that there are no regulations involving air rights.

Attorney Whitten clarified that a landowner owns as much air space above property as they can utilize.

Commissioner Cornelius asked for the four neighborhoods that met with staff.

Land Development Review Administrator Armstrong stated that staff was not able to attend the meeting with Shadowcrest, but that staff met with representatives of the Emerald Forest, Foxfire, Amberlake, and Sandstone homeowner's associations (HOAs) and that the Sandstone HOA was not in agreement with the proposal while the others were generally supportive.

Commissioner Smith expressed concerns with noise and air traffic caused by the drones.

Land Development Review Administrator Armstrong clarified that the flight height of the drones should alleviate any source of conflict.

Commissioner Wright stated that in the proposal it reads that with weather not permitting, deliveries will still need to be made by other modes of transportation.

Land Development Review Administrator Armstrong clarified that there will be small passenger vans to deliver products when needed.

Commissioner Mirza asked for clarification on the size of drone, the flight path, and the items to be delivered. Mr. Mirza also asked for clarification on Federal Aviation Administration (FAA) regulations on the drones.

Land Development Review Administrator Armstrong clarified that the drones must follow FAA regulations, the drone is no more than 100 pounds, and will deliver up to a five-pound package of permitted consumer items. Mr. Armstrong also clarified that the current Planned Development District (PDD) provides specific restrictions and means for the property.

Commissioner Jackson asked for clarification that the FAA regulated the use of air space and that the Commission regulated the land use and if there were other communities where this has been considered.

Land Development Review Administrator Armstrong confirmed that the use of air space was regulated by the FAA and land use was considered by the Commission.

Commissioner Smith asked for the service area served by this development.

Land Development Review Administrator Armstrong stated that landing and take-off are within one area of the development, and deliveries will take place within a four-mile radius.

Commissioner McIlhaney asked staff to speak to noise concerns and management.

Land Development Review Administrator Armstrong clarified that the City of College Station does have a noise ordinance that would apply to the drones.

Applicant, Kelsey Hendrickson, Prime Air Drone Delivery, provided an overview of the drone delivery service.

Commissioner Wright asked if Amazon will be open to community input and feedback.

Ms. Hendrickson stated that Amazon will reach out to the community and welcome community feedback. Ms. Hendrickson stated that they are also planning to host community events.

Commissioner Jackson asked if Buildings A, B, and C will be used to store products.

Ms. Hendrickson confirmed that these buildings will be used to store products and be used for drone maintenance.

Commissioner McIlhane asked for the applicant to speak to noise level.

Ms. Hendrickson clarified that the drones fly 400 feet in air, are regulated by the FAA, and have noise measurements that are being evaluated by the FAA.

Commissioner McIlhane asked for clarification on the take-off and landing habits of the drones.

Ms. Hendrickson clarified that the drones take off and land vertically.

Commissioner Mirza asked for the thoughts behind what made College Station stand out in Amazon's selection process.

Ms. Hendrickson stated that there was a nationwide search for the perfect community with a functional, flat geography, predictable and mild weather, wind levels within range, the community that supports technology and development, the university, and how the community is dispersed.

Chairperson Christiansen asked for the safety record of drones.

Ms. Hendrickson stated that they have tested drones to and beyond their operational limits to ensure that drones have an expected output.

Chairperson Christiansen opened the public hearing.

Claudia Smith, Sandstone Subdivision, College Station, spoke in opposition to the rezoning citing concerns for disruption, conflicting fly height information, number of truck deliveries, and safety.

Cindy Giedraitis, Sandstone Subdivision, College Station, spoke on the rezoning asking staff to ensure integrity, confirm local helipad regulations, safety, and drone regulations. Ms. Giedraitis also requested police and fire review to approve commercial drone and flight procedures.

Monica Williams, spoke in opposition to the rezoning citing concerns for noise, irritation, and frequency.

John Sharp, Texas A&M University, spoke in support of the rezoning stating that this will bring College Station to the technology forefront and a leader in delivery systems.

Norberto Espitia, Foxfire Subdivision, College Station, spoke in opposition to the rezoning requesting staff conduct research on the drones, requesting information on the size of the drone fleet. Mr. Espitia also asked for the pathways and operational periods of the drones.

Amina Alikhan, Sandstone Subdivision, College Station, spoke in opposition of the rezoning citing concerns for safety, lack of data and history, trespassing to find broken devices, and device malfunction.

Chairperson Christiansen closed the public hearing.

Ms. Hendrickson clarified that the replenishment of inventory will occur up to two times a month by a box truck, drones will only operate during daylight hours and during fair weather, 12-18 drones will service the space, and drones will fly at 400 feet and are allowed up to 500 feet. Ms. Hendrickson further clarified that the drones are equipped with a sense and avoid system and drone traffic is based on customer demand.

Commissioner Mirza asked for the decibel level at takeoff.

Ms. Hendrickson stated that the decibel level has been submitted to the FAA for assessment.

Commissioner Mirza asked if in the event of failure, will the drone contain a parachute.

Ms. Hendrickson stated that the drones do not contain parachutes and if there is a malfunction while in flight, the drone will manage itself with software.

Commissioner McIlhaney expressed comfort with the activity level being discussed. Ms. McIlhaney asked why there is a discrepancy between truck delivery trip numbers.

Land Development Review Administrator Armstrong clarified that the five truck deliveries would be limited to sprinter vans if needed.

Chairperson Christiansen asked if the City of College Station is comfortable with the level of control and oversight involved.

Land Development Review Administrator Armstrong stated that staff is comfortable with the level of communication and proposal.

Commissioner Cornelius asked for clarification on air space and limit above a home.

Attorney Whitten clarified that homeowners do not have any ownership in navigable airspace that is controlled by the FAA.

Commissioner Cornelius asked for clarification on the Commission's charge, does this application fit the use of the PDD.

Land Development Review Administrator Armstrong confirmed that this is the charge of the Commission.

Commissioner Smith asked if the City's Fire and Police have been involved.

Land Development Review Administrator Armstrong clarified that a review of this application has been assigned to the Fire Department, and they did not present staff with any comments or concerns.

Commissioner Wright motioned to recommend approval of the Rezoning and Concept Plan. Commissioner Cornelius seconded the motion.

Commissioner Smith expressed concerns for unknowns and would like to see opportunity for the Commission to be responsive to concerns.

Commissioner Mirza stated that while there may be some fear of the unknown, this is new and can change the way we do business and so much can be accomplished.

Commissioner Wright stated that this development is an amazing use of existing space.

Commissioner Jackson stated that we have to take some risks when we see benefits down the line.

Commissioner McIlhenny stated that this is a good opportunity for the city and that staff should be encouraged to look at drone protocols as this is likely the beginning of drone services.

Commissioner Cornelius stated that this is a great opportunity for the city and community.

Chairman Christiansen commented that staff should work to with Amazon to ensure concerns are addressed and that he felt this was an opportunity for the City and A&M System to work together in a very meaningful way.

The motion passed (7-0).

- 5.3 Presentation, discussion, and possible action regarding a waiver request to the Unified Development Ordinance Section 8.3.E.9.a 'Existing Substandard Street Right-of-Way' and presentation, discussion, and possible action regarding a Preliminary Plan for McDonald's Station Addition Subdivision on approximately two acres of land, generally located at the corner of Holleman Drive and Wellborn Road. Case #PP2021-000010

Staff Planner DiMeolo presented the waiver request and Preliminary Plan to the Commission, recommending denial.

Commissioner Jackson asked for clarification on right-of-way reserve instead of right-of-way.

Transportation Planning Coordinator Schubert clarified the property would need to be purchased in the future if done as a right-of-way reserve.

Commissioner Jackson asked for the ramifications if the Commission did not grant the waiver.

Transportation Planning Coordinator Schubert stated that this is still private property, but the property owner will not be able to do private improvements in the reserve.

Director of Planning & Development Services Ostrowski clarified that if the Commission does not grant the waiver, the preliminary plan is denied, and the applicant cannot plat the property without meeting the requirements.

Chairperson Christiansen stated that this is in the Metropolitan Planning Organization (MPO) plan which is approved and includes the Texas Department of Transportation (TXDOT).

Transportation Planning Coordinator Schubert confirmed that this is part of an approved MPO plan. Mr. Schubert also stated that by federal laws they are required to do a 25-year plan, and this is one of the projects identified for funding.

Commissioner Smith asked for the status of the reserve, and its effect on the property values of that strip of reserve.

Transportation Planning Coordinator Schubert stated that there is a 15-foot-wide public access easement, public utility easement, and landscape easement on the property that already encumbers the property and does not have full value.

Applicant, Veronica Morgan, Mitchell & Morgan Engineers, presented to the Commission on the waiver request.

Developer Representative, Jud Alexander, Seguin Texas, addressed the Commission regarding the history of the project and that he felt the reserve was a compromise.

Transportation Planning Coordinator Schubert clarified that the 20-foot right-of-way is conducive to the future projects in this corridor.

Chairperson Christiansen clarified that this is the City of College Station asking for dedication of right-of-way and asked if this is routine on TXDOT projects.

Transportation Planning Coordinator Schubert stated that dedication requirement is based on the City of College Station's Thoroughfare Plan.

Commissioner Jackson asked for the peak hour level of service in this area.

Transportation Planning Coordinator Schubert clarified that Wellborn Road has a very poor Level of Service F.

Commissioner Smith asked for clarification on how a right-of-way reserve encumbers the property.

Transportation Planning Coordinator Schubert explained that right-of-way reserve means that the property is not being used for parking, building, or landscaping.

Commissioner Cornelius asked for clarification on if the Commission approves the waiver, it grants them the reserve, but the Commission can also approve the waiver with a condition, could that condition be where the setback starts.

Director of Planning & Development Services Ostrowski stated that the item relates to dedication as a requirement of the platting process and as part of the process it allows for waivers to be requested. Mr. Ostrowski also stated that there is a process of appeals from development exactions requirement if the applicant so chooses.

Director of Planning & Development Services Ostrowski stated that if the waiver is denied, the applicant can come back with a different plan that meets the requirements.

Ms. Morgan asked for clarification on an appeal of the Commission's decision.

Director of Planning & Development Services Ostrowski listed the three options the Commission has for the waiver and plat.

There was general discussion amongst the Commission and Developer.

Commissioner Wright motioned to deny the waiver and approve the preliminary plan with the condition that it be called a right-of-way dedication and not reserve. Commissioner Jackson seconded the motion.

There was general discussion amongst the Commission.

The motion passed (7-0).

- 5.4 Presentation, discussion, and possible action on the Plan of Work.

Agenda Item #5.4 was deferred to a future Planning & Zoning Commission meeting.

6. Informational Agenda

- 6.1 Discussion of new development applications submitted to the City.

New Development Link: www.cstx.gov/newdev

There was no discussion.

- 6.2 Presentation and discussion regarding the P&Z Calendar of Upcoming Meetings:
- Thursday, June 23, 2022 ~ City Council Meeting ~ Council Chambers ~ Open Meeting 5:00 p.m. (Liaison – Commissioner Wright)
 - Thursday, July 7, 2022 ~ P&Z Meeting ~ Council Chambers 6:00 p.m.
 - Thursday, July 14, 2022 ~ City Council Meeting ~ Council Chambers ~ Open Meeting 5:00 p.m. (Liaison – Commissioner McIlhaney)
 - Thursday, July 21, 2022 ~ P&Z Meeting ~ Council Chambers 6:00 p.m.

There was no discussion.

- 6.3 Presentation and discussion regarding an update on items heard:
- A Rezoning of approximately five acres from PDD to PDD located at 404 Harvey Mitchell Parkway South. The Planning & Zoning Commission heard this item on May 5, 2022 and voted (6-1) to recommend approval. The City Council heard this item on May 26, 2022 and voted (7-0) to approve the request.
 - A Rezoning of approximately nine acres from PDD to PDD located at 1898 Arnold Road. The Planning & Zoning Commission heard this item on May 5, 2022 and voted (7-0) to -

recommend approval. The City Council heard this item on May 26, 2022 and voted (7-0) to approve the request.

- A Rezoning of approximately one acre from C3 to GC located at 4180 State Highway 6 South. The Planning & Zoning Commission heard this item on May 19, 2022 and voted (7-0) to recommend approval. The City Council heard this item on June 9, 2022 and voted (7-0) to approve the request.
- An Ordinance Amendment regarding the powers, duties, and processes of the Zoning Board of Adjustment. The Planning & Zoning Commission heard this item on May 19, 2022 and voted (7-0) to recommend approval. The City Council heard this item on June 9, 2022 and voted (7-0) to approve the request.

There was no discussion.

6.4 Discussion and review regarding the following meetings: Design Review Board, BioCorridor Board.

- None

There was no discussion

7. Discussion and possible action on future agenda items.

A Planning & Zoning Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

There was no discussion.

8. Adjourn

The meeting adjourned at 8:30 p.m.

Approved:

Dennis Chairperson Christiansen, Chairperson
Planning & Zoning Commission

Attest:

Kristen Hejny, Admin Support Specialist
Planning & Development Services



**Final Plat
for
Southern Pointe Subdivision
Sections 103 & 119
FP2021-000025**

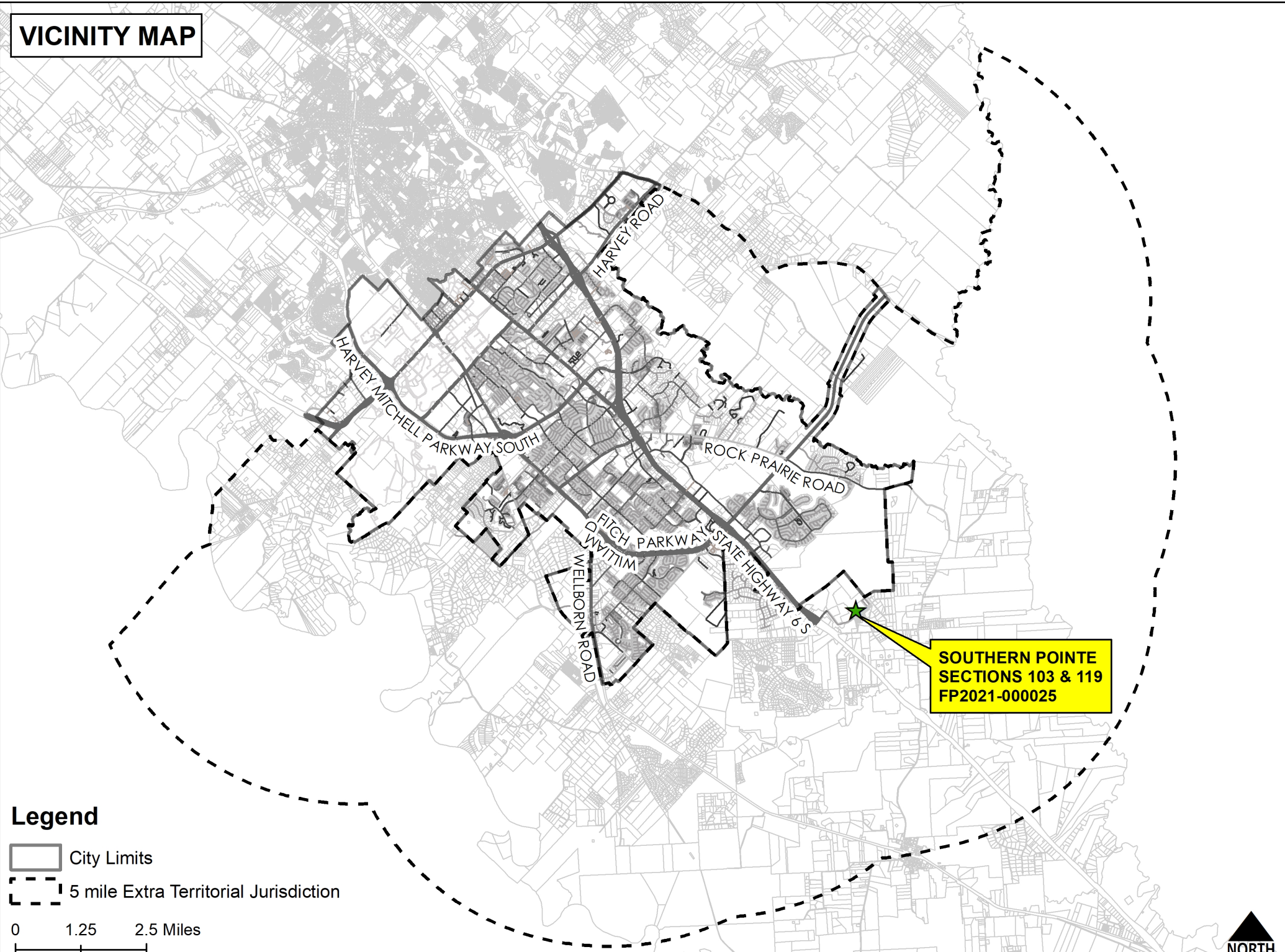
Scale	84 single-family lots on approximately 14.85 acres.
Location	Generally located north of Peach Creek Cut-Off Road and west of Pipeline Road in the City's Extra-Territorial Jurisdiction (ETJ).
Property Owner	Southern Pointe, LLC
Applicant	Schultz Engineering, LLC
Project Manager	Derrick Williams, Staff Planner dwilliams@cstx.gov
Project Overview	This plat will establish lots within the Southern Pointe Subdivision. This phase of the development is the third phase and will consist of 84 residential lots located within the City of College Station's ETJ. The overall development includes 2,066 single-family lots, potential multi-family and commercial, a school and fire station site and parkland on 553 acres located within the City of College Station's ETJ. The Preliminary Plan was approved with waivers for UDO Section 8.3.E.3.a 'Street Projections'; Section 8.3.G.2.a 'Block Length'; Section 8.3.G.2.b 'Block Length'; Section 8.3.G.2.c 'Block Length'; Section 8.3.G.4.b 'Block Perimeter'; Section 8.3.J.2 'Access Ways'; Section 8.3.W 'Single-Family Residential Parking Requirements for Platting,' and Section 8.8 'Requirements for Parkland Dedication'.
Preliminary Plan	Approved January 2017 with revisions in December 2017, August 2018, January 2020, January 2021
Public Infrastructure	Approximate quantities: Sewer Lines – 1,981 linear feet Water Lines – 3,213 linear feet Storm Sewer – 2,936 linear feet Streets – 3,162 linear feet Sidewalks – 5,796 linear feet
Parkland Dedication	The Final Plat does not include land dedication for Community or Neighborhood Parkland. The developer has opted to dedicate land and construct the park improvements in lieu of paying parkland development and dedication fees for the overall development.
Traffic Impact Analysis	A TIA was submitted and reviewed for the Southern Pointe Development. Mitigation does not impact this phase.

Compliant with Comprehensive Plan (including Master Plans) and Unified Development Ordinance	Yes
Compliant with Subdivision Regulations	Yes, with the waivers previously approved with the preliminary plan.
Staff Recommendation	Staff recommends approval

Supporting Materials

1. Vicinity Map, Aerial, and Small Area Map
2. Final Plat

VICINITY MAP



Legend

City Limits

5 mile Extra Territorial Jurisdiction

0 1.25 2.5 Miles

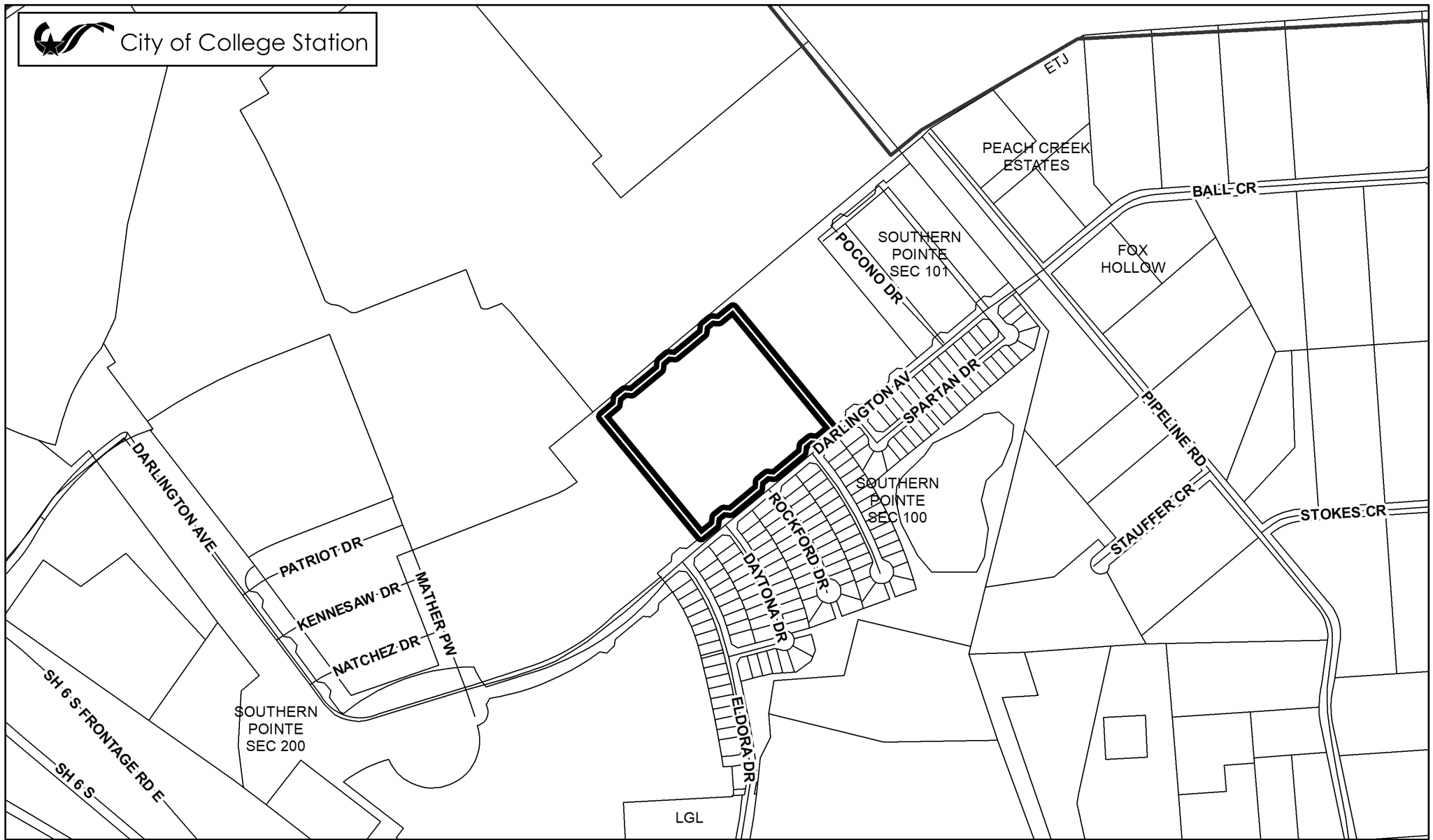


0 650 1,300 Feet

SOUTHERN POINTE SECTIONS 103 & 119

Case:
FP2021-000025

**FINAL PLAT
RESIDENTIAL**



ZONING DISTRICTS (In Grayscale)

Residential		
R	Rural	MF Multi-Family
WE	Wellborn Estate	MU Mixed-Use
E	Estate	MHP Manufactured Home Pk.
WRS	Wellborn Restricted Suburban	
RS	Restricted Suburban	
GS	General Suburban	
D	Duplex	
T	Townhome	

Non-Residential

NAP	Natural Area Protected
O	Office
SC	Suburban Commercial
WC	Wellborn Commercial
GC	General Commercial
CI	Commercial Industrial
BP	Business Park
BPI	Business Park Industrial
C-U	College and University

Planned Districts

P-MUD	Planned Mixed-Use Dist.
PDD	Planned Develop. Dist.

Design Districts

WPC	Wolf Pen Creek Dev. Cor.
NG-1	Core Northgate
NG-2	Transitional Northgate
NG-3	Residential Northgate

Overlay Districts

OV	Corridor Ovr.
RDD	Redevelopment District
KO	Krenek Tap Ovr.
NPO	Nbrhd. Prevailing Ovr.
NCO	Nbrhd. Conservation Ovr.
HP	Historic Preservation Ovr.

Retired Districts

R-1B	Single Family Residential
R-4	Multi-Family
R-6	High Density Multi-Family
C-3	Light Commercial
RD	Research and Dev.
M-1	Light Industrial
M-2	Heavy Industrial

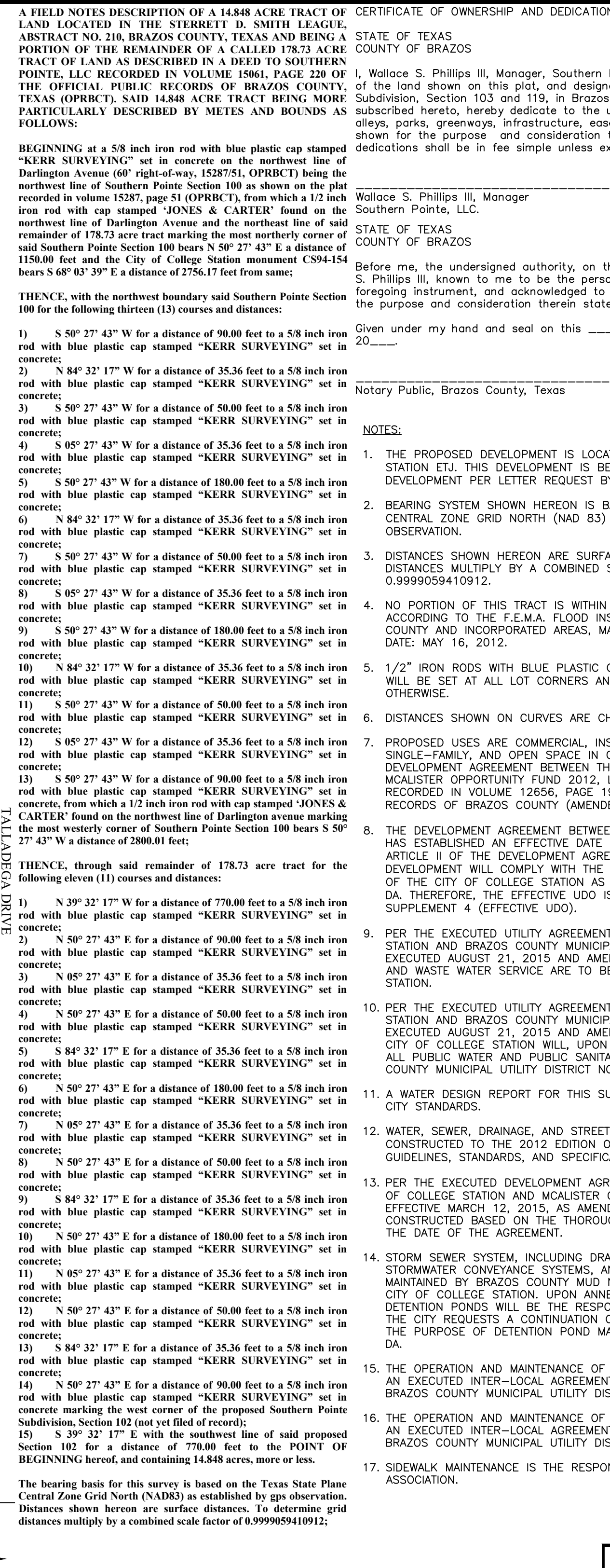


0 650 1,300 Feet

SOUTHERN POINTE SECTIONS 103 & 119

Case:
FP2021-000025

**FINAL PLAT
RESIDENTIAL**

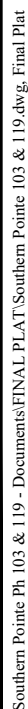


(713) 705-4525

LEGEND

	PROPERTY BOUNDARY
	CENTERLINE OF RIGHT OF WAY
	RIGHT OF WAY
	LOT LINE
	PUBLIC UTILITY EASEMENT (P.U.E.)
	ELECTRICAL EASEMENT (E.E.)
	EXISTING PUBLIC UTILITY EASEMENT (P.U.E.)
	EXISTING PUBLIC DRAINAGE EASEMENT (E.E.)
	PHASE LINE
	LOT CORNER - 1/2" IRON ROD SET WITH BLUE PLASTIC CAPS STAMPED "HERS SURVEYING"
	BLOCK CORNERS & ANGLE POINTS - 5/8" IRON ROD SET IN CONCRETE WITH BLUE PLASTIC CAPS STAMPED "HERS SURVEYING"
	RIGHT OF WAY CENTERLINE "X" SET IN CONCRETE
	BLOCK LABEL

County Clerk
Brazos County, Texas





MEMORANDUM

July 7, 2022

TO: Members of the Planning & Zoning Commission

FROM: Robin Macias
Staff Planner, Planning & Development Services

SUBJECT: UDO amendment regarding cluster developments

Item:

Public Hearing, presentation, discussion, and possible action regarding an ordinance amending Appendix A, "Unified Development Ordinance," Section 5.2 "Residential Dimensional Standards", and Section 8.3.H.4 "Cluster Development" of the Code of Ordinances of the City of College Station, Texas, regarding cluster developments. Case# ORDA2022-000002. (Final action on this item is scheduled for the July 28, 2022 City Council Meeting - subject to change).

Summary:

City Council requested that City staff make amendments to the cluster development requirements to incentivize development of cluster subdivisions. At their August 12, 2021 workshop meeting, Council provided direction that density bonuses would be an appropriate adjustment.

Staff spoke with several local single-family developers, specifically those that have utilized College Station's cluster regulations and those that have not to find what level of density bonus would be considered an incentive and what may be existing in the ordinance that may hinder its utilization. Comments from cluster developers were generally that 1) they utilized the cluster subdivision option because it worked for their business models, 2) that it was good to use when trying to preserve a natural area and work around geographical challenges, and 3) any incentive to increase the developability of property would be welcomed. Comments from developers that have not created cluster subdivisions were that the ordinance was not utilized generally because 1) there is no economic incentive to develop a cluster subdivision as it would be taking land from the development and making it non-revenue, 2) it did not fall within their business models, and 3) that incentives would not create a desire to change the product they offered.

Staff researched the cluster regulations of other Texas communities and spoke to their staff members about the utilization of their ordinances. Many of the Texas cities researched did not allow for an increase in density from the underlying zoning district and required a large amount

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of open space. Staff researched developments within the City of College Station that have utilized the clustering option and those that have not and determined that the current density requirements are not being met with either option. By removing lot size minimums, developers could be given a better opportunity to achieve the current density maximums. This in a way provides a density bonus for developing a cluster subdivision because they can yield more lots per acre of usable land. Removing the minimum lot size for properties within the GS General Suburban zoning district for cluster developments will allow the developer opportunity to create lot sizes that fit their business model while also increasing the overall density closer to the maximum allowed. In order to maintain the character of the Wellborn and Restricted Suburban zoned areas, Staff chose to only remove the minimum lot size for properties zoned GS General Suburban. To be more in line with other communities, staff has increased the minimum amount of open space from 10% to 25% and required that the minimum open space area be 5,000 sq. ft. to provide a more usable space.

In summary, this item proposes that properties zoned GS General Suburban will have no lot size minimums to better achieve the maximum density for the zoning district. This item also increases the minimum amount of open space required from 10% to 25% and requires that the minimum open space area be 5,000 sq ft. for all zoning districts.

Supporting Materials:

1. Section 5.2 Residential Dimensional Standards redlines
2. Section 8.3.H.4 Cluster Development redlines

Sec. 5.2. Residential Dimensional Standards.

The following table establishes dimensional standards that shall be applied within the Residential Zoning Districts, unless otherwise identified in this UDO.

[Click here to access a PDF version of the Residential Zoning Districts table.](#)

Residential Zoning Districts												
	R	WE	E(N)(P)	WRS	RS(J)	GS(J)(P)	T	D	MHP	MF	MU	Accessory Structures
Non-Clustered Residential Zoning Districts												
Min. Average Lot Area per Dwelling Unit (DU)	3 acres Average	2 acres	1 Acre	20,000 SF	10,000 SF Average	5,000 SF	2,000 SF	3,500 SF	>(L)	None	None	Refer to Section 6.5, Accessory Uses(L)
Absolute Min. Lot Area per Dwelling Unit (DU)	2 Acres	2 acres	1 Acre	20,000 SF	6,500 SF	5,000 SF	2,000 SF	3,500 SF		None	None	
Min. Lot Width	None	100 (M)	100'(M)	70'	70'	50'	None	35'/DU(E)		None	None	
Min. Lot Depth	None	None	None	None	None	100'	None	100'		None	None	
Min. Front Setback (H)	50'	30'	30'	25'	25'	25'(D)	25'(D)	25'(D)		15'	None	
Max. Front Setback	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	15'(O)	
Min. Side Setback	20'	10'	10'	7.5' (Q)	7.5' (Q)	7.5' (Q)	(A)	7.5'(C)		(A) (B)	None	
Min. Side Street Setback	15'	15'	15'	15'	15'	15'	15'	15'		15'	None	
Max. Side Street Setback	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	15'(O)	
Min. Side Setback between Structures(B)	N/A	15'	15'	15'	15'	15'	7.5'	15'		7.5'	None	
Min. Rear Setback (L)	50'	20'	20'	20'	20'	20'	20'	20'(F)		20'	20'	
Max. Impervious Cover(R)	30%	30%	30%	40%	50%	55%	75%	65%		(S)	(S)	
Max. Height	35'(G)(K)(L)	35'(G)(K)	35'(G)(K)(L)	35'(G)(K)	35'(G)(K)(L)	2.5 Stories/35' (G)(K)(L)	35'(G)(K)(L)	2.5 Stories/35' (G)(K)(L)		(G) (L)	(G) (L)	

Minimum Number of Stories	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	2 Stories	
Max. Dwelling Units/Acre (Subdivision Gross)	0.33	0.5	1.0	2.0	4.00	8.0	14.0	12.0	10.0	30.0	N/A	N/A
Min. Dwelling Units/Acre	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12	N/A	
	R	WE	E(N)(P)	WRS	RS(J)	GS(J)(P)	T	D	MHP	MF	MU	Accessory Structures
Clustered Residential Zoning Districts												
Min. Average Lot Area per Dwelling Unit (DU)	N/A	1 Acre	20,000 SF Average	8,000 SF	8,000 SF Average	3,750 SF (P) None	N/A	N/A	N/A	N/A	N/A	N/A
Absolute Min. Lot Area per Dwelling Unit (DU)		1 Acre	10,000 SF	8,000 SF	6,500 SF	3,750 SF None						
Min. Lot Width		100' (M)	100'(M)	None	None	None						
Min. Lot Depth		None	None	None	None	None						
Min. Front Setback (H)		Refer to Section 8.3.H.4, Cluster Development, Specific District Standards										
Min. Side Setback												
Min. Street Side Setback												
Min. Side Setback between Structures(B)												
Min. Rear Setback (L)												
Max. Impervious Cover(R)		30%	30%	40%	50%	55%						
Max. Height		35'(G) (K)	35'(G) (K)	35'(G) (K)	35'(G) (K)	2.5 Stories/ 35'(G) (K)(L)						
Max. Dwelling Units/Acre (Subdivision Gross)		0.5	1.0	2.0	4.00	8.0						

Notes:

- (A) A minimum side setback of seven and one-half (7.5) feet is required for each building or group of contiguous buildings.
- (B) Lot line construction on interior lots with no side yard or setback is allowed only where the building is covered by fire protection on the site or by dedicated right-of-way or easement.
- (C) Zero lot line construction of a residence is allowed where property on both sides of a lot line is owned and/or developed simultaneously by single party. Development under lot line construction requires prior approval by the Zoning Official. In no case shall a single-family residence or duplex be built within fifteen (15) feet of another primary structure. See Article 8, Subdivision Design and Improvements, for more information.
- (D) Minimum front setback may be reduced to fifteen (15) feet when approved rear access is provided, or when side yard or rear yard parking is provided.
- (E) The minimum lot width for a duplex dwelling may be reduced to thirty (30) feet per dwelling unit when all required off-street parking is provided in the rear or side yard.
- (F) Minimum rear setback may be reduced to fifteen (15) feet when parking is provided in the front yard or side yard.
- (G) Shall abide by Section 7.2 H., Height.
- (H) Reference Section 7.2 D.1.e for lots created by plat prior to July 15, 1970 and designated as Neighborhood Conservation in the Comprehensive Plan Future Land Use and Character Map.
- (I) Reference Section 7.2 D.1.b for lots with approved rear access.
- (J) For areas within a Single-Family Overlay District, reference the Neighborhood Prevailing Standards Overlay Districts Section in Article 5 or the Ordinance authorizing the rezoning for Neighborhood Conservation Overlay Districts.
- (K) Public, civic, and institutional structures shall have a maximum building height of fifty (50) feet in these districts.
- (L) Reference Easterwood Field Airport Zoning Ordinance regarding height limitations.
- (M) In subdivisions built to rural street standards, lots shall be a minimum of one hundred (100) feet in width. There is no minimum lot width in cluster subdivisions built to urban street standards.
- (N) Estate lots that are part of a subdivision existing on or before September 12, 2013 are not permitted to use Cluster Development Standards without rezoning approval, which incorporates the entire subdivision.
- (O) For MU zoned properties, maximum side street and front setbacks may be measured from the edge of a public easement when it is in excess of the maximum setback. Maximum setbacks may be increased to up to eighty-five (85) feet to accommodate a parking lot between the structure and the street. Maximum setback requirements may be fulfilled through the use of plazas, outdoor dining, and bicycle parking.
- (P) Reference Section 8.3 H.4.e when using the cluster option in the Wellborn Community Plan area.
- (Q) Minimum side setback may be reduced to five (5) feet where property on both sides of a lot line is owned and/or developed simultaneously by a single party. Development under reduced side setbacks requires prior approval by the Zoning Official, and must be established by plat. In no case shall a single-family residence be built within fifteen (15) feet of another primary structure. When reduced side

setbacks are approved, sills, belt courses, cornices, buttresses, chimneys, flues, eaves, and other architectural features are prohibited from extending into the required side yard setback

- (R) Maximum impervious cover is to be defined by the applicable zoning district designation unless otherwise mitigated by an on-site or regional drainage facility and associated drainage study as approved by the City Engineer or his/her designee.

Work being performed by the homeowner and/or resident that does not require a building permit, that is less than 120 square feet, and that does not cause the lot to exceed the applicable maximum impervious cover, does not require an Impervious Coverage Permit.

- (S) Maximum impervious cover for MF and MU zoning districts shall be determined by an engineered drainage analysis performed in conjunction with the BCS Unified Stormwater Design Guidelines and as approved by the City Engineer or his/her designee.

(Ord. No. 2012-3449 , Pt. 1(Exh. M), 9-27-2012; Ord. No. 2012-3458 , Pt. 1(Exh. A), 11-8-2012; Ord. No. 2013-3471 , Pt. 1(Exh. B), 1-10-2013; Ord. No. 2013-3521 , Pt. 1(Exh. E), 9-12-2013; Ord. No. 2014-3624 , Pt. 1(Exh. D), 12-18-2014; Ord. No. 2016-3792 , Pt. 1(Exh. C), 7-28-2016; Ord. No. 1(Exh. A), 8-23-2018; Ord. No. 2020-4150 , Pt. 1(Exh. A), 1-23-2020; Ord. No. 2020-4162 , § 1(Exh. A), 3-9-2020)

Sec. 8.3. General Requirements and Minimum Standards of Design for Subdivisions within the City Limits.

H. Lots.

4. Cluster Development.

a. General Purpose.

A cluster development is intended to provide open space, preserve unique environmental features, or protect the character of rural areas. It is a residential subdivision in which the lots are allowed to be smaller (in area and width) than otherwise required for the underlying, base zoning district, but in which the overall density of all the lots collectively do not exceed the maximum density limit for the underlying zoning district. Through the cluster development option, a subdivision can contain no more lots than would otherwise be allowed for a conventional subdivision in the zoning district, though the individual lots within the development can be smaller than required in a conventional subdivision. The average lot size in a cluster development must be less than the minimum lot size of the base zoning district. Smaller lot sizes within a cluster development are required to be offset by the provision of open space as set forth below.

b. Conflict with Other Regulations.

If there is a conflict between the cluster development standards of this Section and any other requirement of this UDO, the standards of this Section control. Where no conflict exists, a cluster development is subject to all other applicable requirements of this UDO.

c. Where Allowed.

Cluster developments are allowed in residential WE Wellborn Estate, E Estate, RS Restricted Suburban, WRS Wellborn Restricted Suburban, and GS General Suburban zoning districts.

d. Approval Procedure.

Cluster Developments are subject to the subdivision procedures set forth in this UDO. A note shall be provided on the plat that states the subdivision is a cluster development with additional descriptions as necessary.

e. Specific District Standards.

1. Wellborn Estate -

- a. **Lot Size.** The minimum lot size is one (1) acre as long as individual lot sizes are adequate to meet all other required density, district, and development standards. There is no set minimum lot width or depth requirement within a cluster development, except as noted below. Subdivisions with all lots over one acre and lot widths of one hundred (100) feet may use rural character roads.
- b. **Setbacks and Building Separations.** The minimum setback standards of the base zoning district apply along the perimeter of a cluster development. All detached structures within a cluster development must be separated by a minimum distance of ten (10) feet.

2. Estate -

- a. **Lot Size.** The minimum average lot size is twenty thousand (20,000) square feet with an absolute minimum lot size of ten thousand (10,000) square feet as long

as individual lot sizes are adequate to meet all other required density, district, and development standards. There is no set minimum lot width or depth requirement within a cluster development, except as noted below. Subdivisions with all lots over twenty thousand (20,000) square feet and lot widths of one hundred (100) feet may use rural character roads. Subdivisions containing any lots below twenty thousand (20,000) square feet must use urban street standards.

- b. **Setbacks and Building Separations.** The minimum setback standards of the base zoning district apply along the perimeter of a cluster development. All detached structures within a cluster development must be separated by a minimum distance of ten (10) feet.
- c. In the Wellborn Community Plan area, the cluster option may be used only in the area designated Wellborn Preserve-Open on the Comprehensive Plan Land Use and Character Map.

3. **Wellborn Restricted Suburban**

- a. **Lot Size.** The minimum average lot size is eight thousand (8,000) square feet as long as individual lot sizes are adequate to meet all other required density, district, and development standards. There is no set minimum lot width or depth requirement within a cluster development.
- b. **Setbacks and Building Separations.** The minimum setback standards of the base zoning district apply along the perimeter of a cluster development. All detached structures within a cluster development must be separated by a minimum distance of ten (10) feet.

4. **Restricted Suburban -**

- a. **Lot Size.** The minimum average lot size is eight thousand (8,000) square feet with an absolute minimum lot size of six thousand five hundred (6,500) square feet as long as individual lot sizes are adequate to meet all other required density, district, and development standards. There is no set minimum lot width or depth requirement within a cluster development.
- b. **Setbacks and Building Separations.** The minimum setback standards of the base zoning district apply along the perimeter of a cluster development. All detached structures within a cluster development must be separated by a minimum distance of ten (10) feet.

5. **General Suburban -**

- a. **Lot Size.** ~~The minimum lot size is three thousand seven hundred fifty (3,750) square feet~~ There is no minimum lot size as long as individual lot sizes are adequate to meet all other required density, district, and development standards. There is no set minimum lot width or depth requirement within a cluster development.
- b. **Setbacks and Building Separations.**
The minimum setback standards of the base zoning district apply along the perimeter of a cluster development. All detached structures within a cluster development must be separated by a minimum distance of ten (10) feet.

-
- c. In the Wellborn Community Plan area as designated on the Comprehensive Plan Future Land Use and Character Map, the cluster option is not permitted.

- f. **Open Space.**

- 1. **Description of Open Space.**

Any parcel or parcels of land or an area of water, or a combination of land and water within a development site provided and made legally available for the use and enjoyment of all residents of a proposed project. Open space may include amenities such as private outdoor recreation facilities, natural areas, trails, agricultural lands, or stormwater management facilities designed as a neighborhood amenity. Areas encumbered by right-of-way, easements, or utilized as parking may not be counted towards the Open space requirements. Open spaces must be privately owned and maintained by a Home Owners Association (HOA).

Common open space must be set aside and designated as an area where no development will occur, other than project-related recreational amenities or passive open space areas. The Commission may require that up to fifty (50) percent of required common open space be useable recreational space, if deemed necessary by the Commission to ensure adequate recreational amenities for residents of the development.

- 2. **Common Open Space Required for Cluster Developments.**

- a. **Minimum Requirement.**

- 1. Common open space is required within a cluster development to ensure that the overall density within the development does not exceed the maximum density allowed by the underlying zoning district.
 - 2. Common open space must be provided in an amount of at ~~least ten (10) twenty-five (25)~~ percent of the gross area of the development. ~~, or fifteen (15) percent of the gross area if the development is located in a Growth Area.~~
 - 3. All proposed lots shall have direct access to the common open space, via access easement, sidewalk, or street. Common open space may be located at the rear of lots only when the space is designed for active recreation or a design concept is submitted to staff for approval. Examples of active recreation areas may include amenities such as sports fields, hike or bike trails, parks, amenity centers, and golf courses.
 - 4. All open space areas shall be part of a larger continuous and integrated open space system within the parcel being developed. The required common open space must be arranged to provide at least thirty (30) percent of the space in at least one (1) contiguous area. The minimum dimensions of such space must be ~~at least twenty-five (25) feet in depth and width. twenty-five (25) feet by twenty-five (25) feet.~~ The remaining required common usable open space may be distributed throughout the ~~building site proposed subdivision, or subdivision phase if applicable,~~ and need not be in one (1) such area; provided, however, no area containing less than ~~one five thousand (1,000) (5,000)~~ square feet will be considered common usable open space. ~~If the required open space totals less than ten thousand (10,000) square feet all required open space shall be in one (1) contiguous area.~~

~~5. The minimum common open space area must be at least equal to the difference between:~~

~~a. The actual, average lot area per dwelling unit within the cluster development; and~~

~~b. The required lot area per dwelling unit for conventional development within the underlying base zoning district.~~

5. The common open space requirement shall not be credited toward the parkland dedication requirements specified in the City subdivision ordinance.

Per Ordinance No. 2011-3308 (January 13, 2011)

(Ord. No. 2012-3435 , Pt. 1(Exh. A), 8-9-2012; Ord. No. 2012-3449 , Pt. 1(Exh. K), 9-27-2012; Ord. No. 2012-3458 , Pt. 1(Exh. C), 11-8-2012; Ord. No. 2013-3518 , Pt 1(Exh. A), 9-12-2013; Ord. No. 2013-3521 , Pt. 1(Exh. M), 9-12-2013; Ord. No. 2013-3522 , Pt. 1(Exh. E), 9-12-2013; Ord. No. 2016-3792 , Pt. 1(Exh. F), 7-28-2016; Ord. No. 2015-3699 , Pt. 1(Exh. A), 9-21-2015; Ord. No. 2017-3886 , Pt. 1(Exh. A), 5-11-2017; Ord. No. 2017-3930 , Pt. 1(Exh. A), 9-11-2017; Ord. No. 2018-4034 , Pt. 1(Exh. A), 8-23-2018; Ord. No. 2019-4078 , Pt. 1(Exh. A), 3-14-2019; Ord. No. 2019-4086 , Pt. 1(Exh. A, Exh. B, Exh. C), 3-28-2019; Ord. No. 2020-4161 , § 1(Exh. E), 3-9-2020; Ord. No. 2020-4187, Pt. 1(Exh. A), 6-11-2020)

July 7, 2022
Item No. 5.2.
Plan of Work

Sponsor: Michael Ostrowski, Director of Planning and Development

Reviewed By CBC: N/A

Agenda Caption: Presentation, discussion, and possible action on the Plan of Work.

Relationship to Strategic Goals:

- Good Governance
- Financial Sustainability
- Core Services & Infrastructure
- Neighborhood Integrity
- Diverse & Growing Economy
- Improving Mobility
- Sustainable City

Recommendation(s): Review the proposed Plan of Work and provide a recommendation.

Summary: Historically, the Planning and Zoning Commission has adopted a plan of work relating to initiatives that they want to work on for the upcoming year. Due to the COVID-19 pandemic, the Commission did not adopt a plan of work for 2020. For 2021, staff presented a list of initiatives that staff was or would be working on during the year and the Commission provided comments and direction on those initiatives.

While the Planning and Zoning Commission has historically adopted a standalone plan of work, staff would recommend a common plan of work, similar to what was done last year. By creating a common plan of work amongst staff and the Commission, it creates a more effective use of staff resources, as the plan of work identifies all of the major initiatives that staff would be working on during the year. Furthermore, staff would recommend that the plan of work coincide with the fiscal year for the City to better align with resources.

Enclosed in the packet is a listing of the current initiatives that the department recently completed, is currently working on, or plans to work on this upcoming year. The document is organized by

- Title: Name of the initiative
- Summary: A high level summary of what the initiative entails
- Priority: The priority level of the initiative
- Status: The current status of the initiative
- Plan of Work Year: The year that the initiative is anticipated to be in progress. This could include being as part of the plan of work setting for the particular year, or being added as an additional project throughout the year.
- Anticipated Completion Date: When staff anticipates the initiative to be completed.
- Completion Date: When the initiative was completed.

- Update: An update on the initiative since the last discussion. New initiatives will not have an update.
- Origin: Where the initiative originated from.

During the meeting, staff will give an overview of each of the initiatives to get the Commission's feedback and direction on them. The Commission will also have the opportunity to request additional initiatives as well.

Budget & Financial Summary: N/A

Attachments:

1. Plan of Work - FY2023

Title	Summary	Priority	Status	Plan of Work Year	Anticipated Completion Date	Completion Date	Update	Origin
Bike Lane and Improvements Analysis	Analyze roadways to determine prime candidates for the addition of bike lanes and/or improvements such as separated bike lanes.	Normal	Delayed	FY2022;FY2023	9/30/2023		This item has not been started, and will be moved to a FY2023 item.	Staff;Comprehensive Plan
Bryan / College Station Unified Design Guidelines Update	These guidelines serve as a technical resource for the design and construction of activities in the rights-of-way or easements. This project involves updates to various portions of the guidelines.	Normal	In-Progress	FY2022;FY2023	9/30/2023		Based on response from initial proposed revisions, the project was divided into 3 phases. Phase 1 was approved and implemented in early 2021. Phase 2 should be wrapping up in Q4 of FY22. Phase 3 will begin shortly thereafter.	Staff
Census 2020 Follow Up	Monitor Census 2020 data releases from the US Census Bureau. Once data is available, update population figures and projections, identify data trends and conduct analysis.	Normal	Delayed	FY2022;FY2023	12/31/2023		The U.S. Census Bureau recently delayed the next releases of 2020 Census data products. The data releases are significantly later than the releases from the 2010 Census due to the COVID-19 pandemic. The Demographic Profile and Demographic and Housing Characteristics (DHC) data will be released by May 31, 2023. The Detailed Demographic and Housing Characteristics File (Detailed DHC) will be released in three installments beginning in August 2023. Following the data releases in 2023, staff will begin data analysis and will compile a demographics report.	Staff
Cluster Subdivision Ordinance Amendment	City Council directed staff to amend the cluster subdivision ordinance to encourage its use in subdivision design.	Normal	In-Progress	FY2022 - Additional	8/31/2022		Staff presented at a City Council workshop where the City Council gave direction to staff to look at coming up with amendments or incentives to encourage the increased use of the cluster subdivision option. Staff has been working on ordinance amendments and anticipates to present those amendments shortly.	City Council;Comprehensive Plan
Comprehensive Plan Update	Finalize the Comprehensive Plan update and associated maps (Future Land Use & Character Map, Thoroughfare Plan, etc.), host public engagement efforts, and take forward the plan update for possible adoption.	Critical	Completed	FY2022		10/14/2021	The updated Comprehensive Plan was recommended for approval by the Planning and Zoning Commission on 9/16/21 and was approved by the City Council on 10/14/21. The update included changes to text, graphics, and maps - including the Future Land Use & Character Map and Thoroughfare Plan - along with associated map updates within the Bicycle, Pedestrian, and Greenways Master Plan, the Water System Master Plan, and the Wastewater System Master Plan. Staff are now implementing the updated plan.	Staff;Comprehensive Plan
Creation of Middle Housing Zoning District	Adopt an ordinance to create a "middle housing" zoning district, following the Comprehensive Plan update, to implement the new Mixed Residential land use category.	Normal	In-Progress	FY2022;FY2023	12/31/2022		Staff are currently in the research phase. Next steps will include focus group meetings with the development community, neighborhoods, and a Workshop item with the Planning and Zoning Commission and City Council (anticipated in August 2022).	Staff;Comprehensive Plan
Demonstration Project for Revitalization in Residential Areas	City Council directed staff to develop a demonstration project for revitalizing residential areas by creating home ownership opportunities for individuals of low to moderate income.	Normal	Completed	FY2022 - Additional		5/26/2022	Staff from both Planning and Development Services and Community Services developed three program proposals and presented them to the City Council at their 5/26/22 meeting. Council provided direction to move forward with other initiatives aimed at revitalization and affordable housing.	City Council

Title	Summary	Priority	Status	Plan of Work Year	Anticipated Completion Date	Completion Date	Update	Origin
Dockless Bikeshare Ordinance Amendment	The City Council adopted an ordinance in 2018 to regulate and permit bike share operators in the city in response to Texas A&M University's introduction of a bike share program. The ordinance currently excludes scooters and other electric modes of transportation but since that time, electric modes have been introduced. Staff received direction in October 2021 to make several amendments to the ordinance, including renaming the ordinance to Shared Micromobility; allowing electric micromobility devices (bicycles and scooters); including an abandonment fee if an operator leaves without taking their devices; further defining the geofence zones; and requiring 'lock-to' parking, rebalancing, parking hubs, cycle liability insurance, and a 15-mph speed limit.	Normal	Completed	FY2022 - Additional		6/9/2022	The ordinance amendment was approved by the City Council on June 9, 2022.	City Council
Evaluation of Unified Development Ordinance (UDO) Regulations	Continue the review of UDO requirements that add minimal value as identified by staff and consider opportunities to reduce regulations and streamline processes.	Normal	Completed	FY2022		3/3/2022	Numerous amendments were identified. Priority is being given to housekeeping amendments, amendments that provide clarity to existing regulation, those that need updating to align with current state statutes and building materials, and those directed by the Planning and Zoning Commission and City Council.	Planning and Zoning Commission
Impact Fee 5-Year Update	Local Government Code Chapter 395 requires impact fees be updated every 5 years, or sooner if major changes occur in the Land Use Assumptions or Capital Improvement Plans that were adopted as part of the original study.	Critical	Completed	FY2022		11/22/2021	Water, wastewater and roadway impact fees were adopted at maximum assessable rates with collection rates being increased from existing rates by 10% for residential permits. Non-residential collections rates remained the same.	Staff
Implement Complete Street and Context Sensitive Design	Amend the street cross sections and update the Unified Development Ordinance, the Bryan-College Station Unified Design Guidelines, and the City's capital improvement process to implement context sensitive and complete street design such as prioritized mode corridors, reconstruction projects in established neighborhoods, and in areas where right-of-way is constrained.	Normal	New Project	FY2023		9/30/2023		Comprehensive Plan
Inter Local Agreement with Grimes County	Execute an inter local agreement with Grimes County to determine platting authority in the extraterritorial jurisdiction (ETJ) of the county.	Normal	In-Progress	FY2022 - Additional		9/30/2022	The City Council provided direction to maintain platting authority in the extraterritorial jurisdiction (ETJ) of Grimes County. Staff will work with Grimes County to bring back an agreement reflecting that direction.	Staff
Land Use and Fiscal Analysis	Prepare a land use and fiscal analysis based on the Comprehensive Plan to determine the needed amount of specific land uses and whether that amount matches the Future Land Use & Character Map. From there, conduct a fiscal analysis based on the amount of land uses, and the cost to serve those land uses compared to the anticipated revenue generated from them.	Important	New Project	FY2023		9/30/2023		City Council;Comprehensive Plan
Lot-by-Lot Grading Requirements	Determine whether the City should require a grading plan for individual lot developments.	Normal	In-Progress	FY2022;FY2023		3/31/2023	This item will be scheduled for a future City Council workshop to determine direction.	Planning and Zoning Commission;City Council
Mixed-Use Zoning District Ordinance Amendment	Revise the Mixed-Use zoning district, following the Comprehensive Plan update, to implement the new Neighborhood Center land use category.	Normal	In-Progress	FY2022		11/10/2022	Staff are currently in the research phase. Next steps include bringing an ordinance amendment forward for consideration by the Planning and Zoning Commission and City Council.	Staff;Comprehensive Plan
Neighborhood Plan Audit	Audit the neighborhood plans that are beyond their planning horizon to identify actions that were implemented and those that were not.	Important	In-Progress	FY2022		9/30/2022	This project is nearing the end of the data collection process. Staff will then create a report and present the findings to the Planning and Zoning Commission and City Council.	Staff;Comprehensive Plan

Title	Summary	Priority	Status	Plan of Work Year	Anticipated Completion Date	Completion Date	Update	Origin
Off-Street Parking Ordinance Amendment	Explore the option of reducing or eliminating off-street parking requirements for certain uses and/or areas.	Important	In-Progress	FY2022;FY2023	3/31/2023		Staff are currently reviewing data and options for the reduction of minimum off-street parking requirements. A workshop presentation was held with the Planning and Zoning Commission on 5/19/22 and the City Council on 6/9/22, where each body provided direction.	Planning and Zoning Commission;Staff;Comprehensive Plan
Options to Preserve Integrity of Neighborhoods	Identify and analyze options that are intended to preserve the integrity of neighborhoods.	Important	In-Progress	FY2022;FY2023	12/31/2022		Staff presented options to the City Council in April 2022, where direction was given. Staff is in the process of doing further analysis on some of those options and will present those to the Planning and Zoning Commission and City Council when complete.	City Council
Parkland Dedication Ordinance Amendment	Amend the Parkland Dedication Ordinance based on recommendations from the 2019 audit, along with amendments relating to zones, appeals, credits, and fees.	Important	Completed	FY2022		6/23/2022	This ordinance amendment reduced the number of park zones, created an appeals process, added a private park credit, and modified the dedication and fee section and amounts. City Council approved the ordinance amendment at their 6/23/2022 meeting, while phasing in the dedication and fee amounts over three years.	City Council;Staff
Presentation - Economic Development Updates	Present on current economic development initiatives and projects.	Normal	In-Progress	FY2022	7/31/2022		Economic Development staff will provide a presentation on economic development updates in July.	Staff
Presentation - Impact Fee Semi-Annual Reporting	Provide a semi-annual update on impact fees, to include impact fee collections and planned projects.	Normal	Completed	FY2022		5/26/2022	The semi-annual reports were acknowledged and placed on file in November 2021 and May 2022.	Staff
Presentation - Legislative Updates	Present on legislative updates that affect planning and development.	Normal	Completed	FY2022		5/6/2022	The Legislature of the State of Texas operates under a biennial system. The Legislature convenes its regular sessions in January of odd-numbered years. Therefore, there are no updates at this time.	Staff
Presentation - Planning and Zoning Commissioner Responsibility and Process Questions	Allow Commissioners the ability to ask questions about responsibilities and processes.	Normal	Completed	FY2022		1/26/2022	The roles and responsibilities item was presented to members of the Planning and Zoning Commission at the Planning and Zoning Orientation.	Staff
Presentation - Platting Process	Present on the current platting requirements.	Normal	Completed	FY2022		1/26/2022	The platting process was presented to members of the Planning and Zoning Commission at the orientation.	Staff
Public Notification Requirements	Identify all Local Government Code notification requirements for actions impacting Planning and Development Services. Compare how the required notification requirements differ from current City requirements and whether changes are needed.	Important	Completed	FY2022		11/22/2021	Council directed staff to update the notification requirements for Comprehensive Plan Amendments. This item was recommended for approval by the Planning and Zoning Commission on 11/4/21 and approved by City Council on 11/22/21. Changes include requiring a Project Proposal Meeting for nearby property owners for all amendments to the Future Land Use & Character Map, along with the City mailing notifications to all properties within a 200-foot boundary of the subject property.	City Council;Staff
Reduction in Sidewalk Zones	Determine if the existing number and location of sidewalk zones are appropriate.	Normal	In-Progress	FY2022	9/30/2022		Staff are currently evaluating changes to current ordinance. This amendment will go to the Bicycle, Pedestrian, and Greenways Advisory Board, Planning and Zoning Commission, and City Council. It is anticipated that the sidewalk zones will match the updated park zones.	Staff
Sign Ordinance Amendment	Review and update the City's sign ordinance in light of the recent Supreme Court decisions regarding sign regulations based upon content and off-premise.	Important	Delayed	FY2022;FY2023	12/31/2022		The Supreme Court ruling was delivered early, supporting the ability to differentiate between commercial and non-commercial signage. Template sign ordinances will soon be released by professional organizations. Staff are waiting to review these ordinances before proceeding with amending the Unified Development Ordinance.	Staff
Single-Family Landscaping Requirements	Explore requiring new single-family homes to plant a landscape buffer along property lines shared with existing single-family homes in older neighborhoods.	Normal	Completed	FY2022		4/14/2022	This item will be discussed and considered in combination with the options to preserve neighborhood character. Specifically, looking at options for landscape buffers between single-family uses and other uses such as detached shared housing.	City Council

Title	Summary	Priority	Status	Plan of Work Year	Anticipated Completion Date	Completion Date	Update	Origin
Small Area Plan - University and Texas	From the 10-Year Update to the City's Comprehensive Plan, this project is to create a small area / redevelopment plan for the general area surrounding University Drive / Texas Avenue.	Important	Delayed	FY2022;FY2023	9/30/2023		This project was delayed for the first two quarters of FY22 while determining if the timing was ripe for a small area planning effort in another area of the City. The decision has been made to focus the small area planning efforts on the University Drive and Texas Avenue intersection area, including the former City Hall property. A request for proposals (RFP) for consulting services will be issued in Q4 of FY22.	Comprehensive Plan
Sustainable Landscaping / Yards	Analyze and make modifications to landscaping requirements within City ordinances to ensure that sustainable practices are allowed and encouraged.	Normal	New Project	FY2023	9/30/2023			Comprehensive Plan
Thoroughfare Plan Update	Update the City's Thoroughfare Plan based on new land use assumptions and modeling.	Critical	Completed	FY2022		10/14/2021	The updated Comprehensive Plan was recommended for approval by the Planning and Zoning Commission on 9/16/21 and was approved by the City Council on 10/14/21. The update included changes to text, graphics, and maps - including the Future Land Use & Character Map and Thoroughfare Plan - along with associated map updates within the Bicycle, Pedestrian, and Greenways Master Plan, the Water System Master Plan, and the Wastewater System Master Plan. Staff are now implementing the updated plan.	Comprehensive Plan
Traffic Congestion Plan	Identify current congestion levels in the community and establish key benchmarks. Then, identify actions that can help the City achieve the key benchmarks.	Important	In-Progress	FY2022;FY2023	9/30/2023		Creation of plan includes a consultant to analyze congestion data and trends. A service level adjustment (SLA) has been submitted for additional professional services funds for the FY23 budget.	City Council
Urban Heat Island Mitigation Plan	Develop a five-year planting plan to mitigate some of the effects of the urban heat island.	Important	In-Progress	FY2022 - Additional;FY2023	9/30/2023		Staff developed an initial five year planting plan on both City controlled properites as well as a residential program. This plan was presented to the City Council on 4/14/22. City Council directed staff to determine what resources would be needed to increase the scope of the plan by two to three times.	City Council;Comprehensive Plan
Wellborn Community Plan Update	The Wellborn Community Plan was adopted by City Council on April 25, 2013. The planning area is located in the southwestern portion of the City and includes much of the remaining historic Wellborn Community. Since 2013, several changes have occurred, as well as market conditions. Upon the completion of the Neighborhood Plan Audit project, staff will update this plan.	Important	New Project	FY2023	9/30/2023			City Council;Staff