



CITY OF MCKINNEY, TEXAS

Agenda Planning & Zoning Commission Work Session

Tuesday, August 9, 2016

5:30 PM

Council Chambers
222 N. Tennessee Street
McKinney, Texas 75069

PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.002, A QUORUM OF THE CITY COUNCIL MAY BE PRESENT. NO CITY COUNCIL ACTION WILL BE TAKEN.

CALL TO ORDER

WORK SESSION ITEMS:

DISCUSS REGULAR MEETING AGENDA ITEMS

16-045M6 [Planning and Zoning Commission Training Series](#)

Attachments: [Memo Topic 5](#)
[Presentation - Topic 5](#)

ADJOURN

Posted in accordance with the Texas Government Code, Chapter 551, on the 5th day of August, 2016 at or before 5:00 p.m.

Sandy Hart, TRMC, MMC
City Secretary

Accommodations and modifications for people with disabilities are available upon request. Requests should be made as far in advance as possible, but no less than 48 hours prior to the meeting. Call 972-547-2694 or email contact-adacompliance@mckinneytexas.org with questions or for accommodations.



16-045M6

TITLE: Planning and Zoning Commission Training Series

SUPPORTING MATERIALS:

[Memo Topic 5](#)

[Presentation - Topic 5](#)

MEMORANDUM



To: Planning and Zoning Commission

Through: Brian Lockley, AICP, Director of Planning

From: Eleana Galicia, Planner I

Date: August 9, 2016

Subject: P&Z Commission Training Series
[Topic 5: Site Planning and Architectural Standards](#)

As part of the Planning Department initiated training series this session will focus on the purpose and intent of the City's Site and Architectural Standards and detail the Site Plan review process for the City of McKinney. Site planning and façade plan review are required for all development in the City, and will occasionally come before the Planning and Zoning Commission for review and approval. This session is intended to inform the commission of the City's development requirements and regulations.

WHAT IS A SITE PLAN?

A site plan is a detailed graphic of the proposed development showing the location of structures, driveways, parking, landscaping and other improvements to be constructed on a parcel of land. The site plan will show dimensions of the property and its relationship to existing setbacks, easements, and utilities (gas, water, sewer, electric, etc.), and how the site will accommodate the proposed development.

WHAT IS THE PURPOSE OF A SITE PLAN?

The City of McKinney requires a site plan for the construction of all commercial and multifamily projects located in the City Limits. Site plans are typically reviewed by city officials, consisting of a staff member from the planning, engineering, and building department's as well as the fire marshal's office. Site plans are also required when existing structures and improvements are altered on a site.

Site planning helps ensure safe and functional development by ensuring that new structures, utilities, streets, parking, lighting, signage, and landscaping are developed in conformance with the City of McKinney Zoning Regulations, which are located in Section 146 of the McKinney Code of Ordinances, and other design criteria, such as the City of McKinney Street Design Manual, Storm Water Design Manual, and Water and Wastewater Design Manual. Site development plans help promote public health, safety, and welfare of the citizens of the City of McKinney.

ADMINISTRATION OF SITE PLAN REVIEW

The statutory requirements for site plan review and approval are contained in Section 146-45 of the City of McKinney's Zoning Ordinance. As part of this section details regarding the procedures and supporting materials required for application, review and approval, and the officials responsible for review and approval (i.e. the Director of Planning, Chief Building Official, the Planning and Zoning Commission, and/or City Council) are outlined.

The McKinney Zoning Ordinance is administered by the Development Services Division of the City (Planning Department) and by the City Council with recommendations from the Planning and Zoning Commission. All properties within the corporate limits of the city are subject to the provisions of the Zoning Ordinance.

Site plans are typically administratively approved by Staff, unless the applicant is requesting a variance that requires approval of the Planning and Zoning Commission and/or the City Council. Site plans may also be required to be considered by the Planning and Zoning Commission and/or City Council if required by the governing zoning ordinance on the subject property.

WHAT IS THE PURPOSE OF THE CITY'S ARCHITECTURAL STANDARDS

The Architectural and Site Standards section of the Zoning Ordinance, Section 146-139 of the Code of Ordinances, were originally adopted in May of 2000, and were revised on March 14, 2015. The purpose of the city's architectural standards are to establish minimum standards for the appearance of non-residential, attached single family residential (townhome), and multi-family residential buildings and corresponding site elements that are recognized as enhancing property values and that are in the interest of the general welfare of the city. The standards are intended to serve as a baseline for the minimum design expectations of the city. These standards are not intended to prohibit architectural innovation nor are they intended to mandate specific architectural styles and concepts. Rather, they are intended to provide for developments of enduring quality that provide visual character and interest.

The primary objectives in establishing these development guidelines are:

- To achieve compatibility and harmony of each building with neighboring buildings and areas of development.
- To protect property values and enhance the owner's investments by ensuring a well-planned and well maintained development.
- To achieve the quality design through minimum design expectations that are flexible enough to remain competitive and consistent with the city's vision set forth in the City of McKinney Comprehensive Plan.

SITE PLAN, ARCHITECTURAL STANDARDS, AND THE COMPREHENSIVE PLAN

The Comprehensive Plan defines the long term vision of how and where the city will grow and change over the next 20 years to accommodate expected population and job growth. Decisions about the Comprehensive Plan directly guide subsequent decisions about zoning. The zoning ordinance helps achieve the vision of the Comprehensive Plan by setting the requirements that define what uses are permitted (e.g. commercial, residential, industrial), and how buildings may be developed or altered (e.g. maximum heights, building setbacks, and design criteria).

THE COMMISSION'S ROLE IN RELATION TO SITE PLANS AND ARCHITECTURAL STANDARDS

Generally, the Planning and Zoning Commission has been appointed to make recommendations to the City Council regarding amendments, updates and actions affecting the Zoning Ordinance. Specifically, Section 146-163 of the McKinney Zoning Ordinance grants the Planning and Zoning Commission the following authority and responsibilities:

1. The Planning and Zoning Commission shall consider and may grant or deny approval of any site plan required, as provided in section 146-45.
2. The Planning and Zoning Commission shall hold a public hearing and make a recommendation to the city council, prior to any consideration by the city council, on any of the following:
 - a. Any change or amendment to any of the provisions or regulations;
 - b. Any change or amendment to the zoning districts map, or any change in any zoning district boundary;
 - c. Any request for specific use permit;
 - d. Site plans as per section 146-45; and
 - e. Amendments to the comprehensive plan.
3. In the MTC - McKinney Town Center zoning district, the planning and zoning commission shall have the authority and responsibilities under the specific administration provisions of the MTC - McKinney Town Center zoning district regulations contained in Appendix G of the city zoning regulations (Chapter 146).
4. The Planning and Zoning Commission shall, either on its own initiative or by direction of the City Council or at the request of the director of planning, schedule and hold a public hearing on any proposed change or amendment to the McKinney Zoning Ordinance.
5. The Planning and Zoning Commission shall have no authority to change any provisions of the McKinney Zoning Ordinance; nor grant any specific use permit; nor change any zoning district boundary; nor grant any variance or exception to the provisions of the McKinney Zoning Ordinance, except as a part of a site plan approval as provided in section 146-45.

P&Z Commission Training Series

Topic 5: Site Plan and
Architectural Standards

August 9, 2016



- MONEY MAGAZINE 2014 -

Commission Training Series

Topics and Progress

- ☒ Comprehensive Planning and Its Influence on Development
- ☒ The McKinney Zoning Ordinance Part 1 (The Basics)
- ☒ The McKinney Zoning Ordinance Part 2 (Special Districts)
- ☒ The McKinney Subdivision Ordinance and Platting Process
- ☐ **Site Planning and Architectural Standards in McKinney**
- ☐ The McKinney Development Process from A to Z

The McKinney Zoning Ordinance

Governing Legislation

Governed by and applied through Chapter 211 of the Texas Local Government Code.

Chapter 211 of the Texas Local Government Code states:

“The powers granted under this subchapter are for the purpose of promoting the public health, safety, morals, or general welfare...”

Chapter 146 of the McKinney Code of Ordinances (Zoning Ordinance) states:

“It is the purpose of this chapter [to act] ... in accordance with the comprehensive urban plan for the city.”

The McKinney Zoning Ordinance: Structure

- Article I: In General

- Purpose, Authority, Jurisdiction
- Zoning Districts established
- Zoning District Map
- Schedules, Illustrations, etc.

- Article II: Special Provisions

- Zoning newly annexed properties
- Zoning required before approving plats
- Building sites
- Nonconforming uses and structures
- Specific Use Permits, Temporary Uses, New and Unlisted Uses
- Site Plans
- Special Districts (MUDs, water districts, etc.)

The McKinney Zoning Ordinance: Structure

- Article III: District Regulations
 - Regulations for each zoning district
- Article IV: Special Regulations
 - Exceptions
 - Parking
 - Loading zones
 - Accessory buildings and uses
 - Performance standards
 - Landscaping and tree preservation
 - Communications antennas
 - Open storage and display
 - Architectural and site standards

The McKinney Zoning Ordinance: Structure

- Article V: Administration
 - Administrative Official (Chief Building Official)
 - Planning & Zoning Commission
 - Changes to Zoning Ordinance
 - Board of Adjustment
 - Historic Preservation Advisory Board and Officer
 - Historic landmarks and districts
- Article VI: Enforcement
 - Building permits
 - Certificates of Occupancy
 - Filing fees, charges and penalties
- Appendices
 - Appropriate Landscaping
 - REC standards
 - Special district maps
 - Illustrations
 - Schedules (Schedule of Uses, Space Limits, etc.)

Site Plans

What?

- A site plan is detailed graphic of the proposed development showing the location of structures, driveways, parking, landscaping and other improvements to be constructed on a parcel of land.

Why?

- Ensure compatible land uses and cohesive development
- Ensure safe and functional development through adherence to the City of McKinney Zoning Ordinance
- Promote health and the general welfare
- Facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements

Elements of a Site Plan

Site Plan Requirements

- **Land Use** *(Is the use permitted?)*
- **Zoning** *(Is the development meeting the zoning regulations governing the subject property?)*
- **Access and Circulation** *(Is the development meeting the design criteria for driveways and accessibility?)*
- **Parking**
- **Screening Requirements**
- **Landscaping Standards**

Zoning

- Front Yard: 20'
- Side Yard: 0'
- Rear Yard: 0'

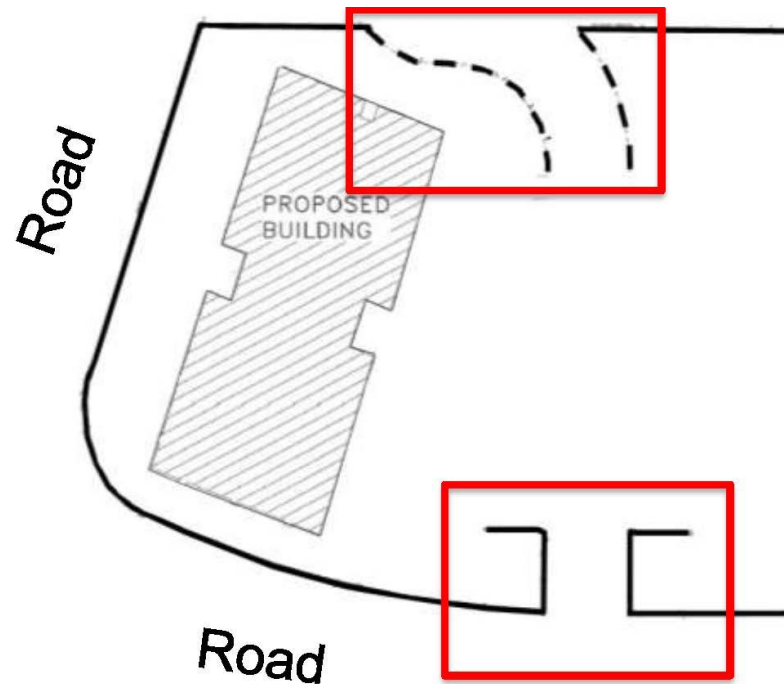
A diagram showing a proposed building layout (shaded area) within a plot. The building is surrounded by roads. Blue arrows indicate the setbacks from the roads to the building boundaries. The setbacks are labeled as follows:

- Top setback: 10.00m
- Bottom setback: 10.00m
- Left setback: 10.00m
- Right setback: 10.00m

Elements of a Site Plan (cont'd)

Access and Circulation

- Site will typically be required to provide two points of access.
- Access points are designed to Engineering Standards
 - Distance to existing driveways
 - Width of access points
 - Fire requirements



Elements of a Site Plan (cont'd)

Parking Requirements

Parking is typically based on the use and building square footage.

Retail:

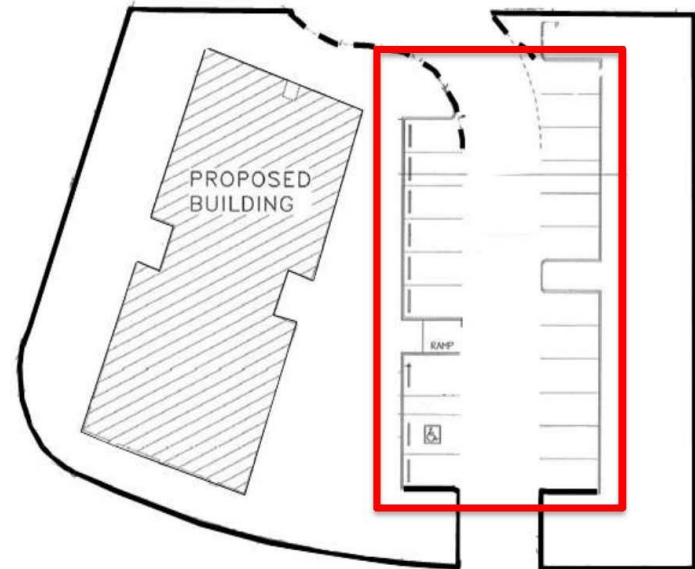
1 parking space for every 250 square feet of floor area

Professional Office:

1 parking space for every 400 square feet of floor area

Restaurant:

1 parking space for every 150 square feet of floor area



Elements of a Site Plan (cont'd)

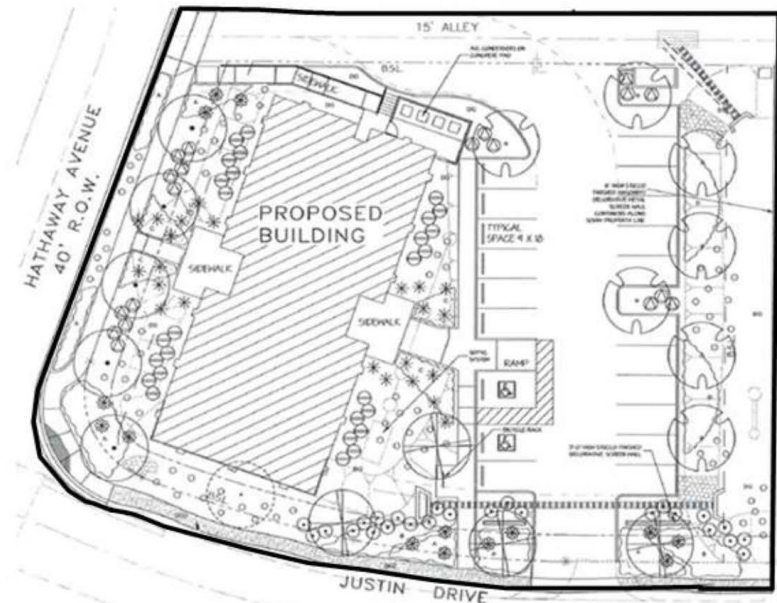
Landscaping Standards

Street Frontage Trees

1 canopy tree for every 40 linear feet of street frontage

Parking Landscaping

A landscaped island with a canopy tree required at the end of every parking row.



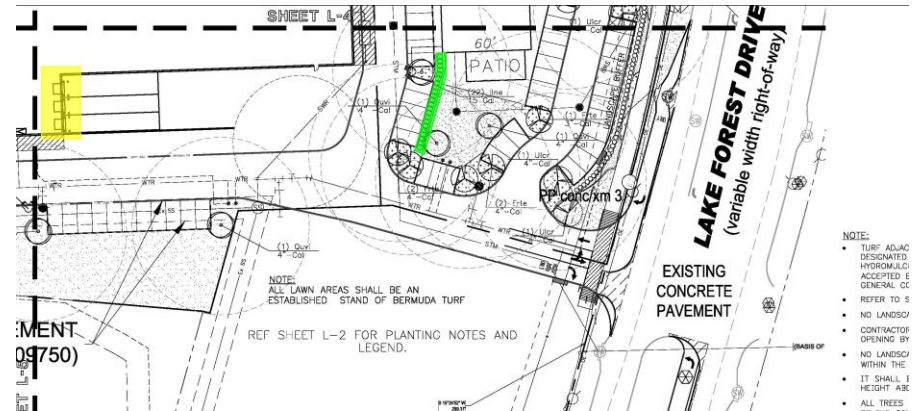
Elements of a Site Plan (cont'd)

Screening Requirements

- Screening devices shall be placed along any property line or district boundary between single family residential zoning/and or uses and nonresidential uses.
- Loading docks, structures, bays and bay doors shall be screened from view of public right-of-way, residential property, and from adjacent non-residential property other than industrial.
- HVAC equipment must be screened from residential use and/or zoning districts and from view of public right-of-way.

Approved Screening Devices (*typically required to be 6' in height*)

- 6' masonry wall
- 6' wrought iron with masonry columns spaced at a maximum of 20' on center in conjunction with a living screen
- Living screen – *Requires approval of the Planning and Zoning Commission and/or City Council depending on which body has the final approval authority*



City of McKinney Architectural Standards

Why?

- The Architectural and Site Standards Section 146-139 of the Zoning Ordinance were originally adopted in May of 2000, and were revised on March 14, 2015. Administered by Development Services Division of the City (Planning Department)
- The primary objectives in establishing these development guidelines are:
 - To achieve compatibility and harmony of each building with neighboring buildings and areas of development.
 - To protect property values and enhance the owner's investments by ensuring a well-planned and well maintained development.
 - To achieve the quality design through minimum design expectations that are flexible enough to remain competitive and consistent with the city's vision set forth in the City of McKinney Comprehensive Plan.

City of McKinney Architectural Standards

“Nonresidential uses in nonindustrial districts”

- Commercial Buildings

“Industrial uses in industrial districts”

- Industrial Buildings

“Multi-family residential (including senior multi-family)”

- Multifamily Development

“Attached single family residential (townhome)”

- Townhomes

Elements of Façade Plan Review

BUILDING MASSING & EXTERIOR FINISHING MATERIALS

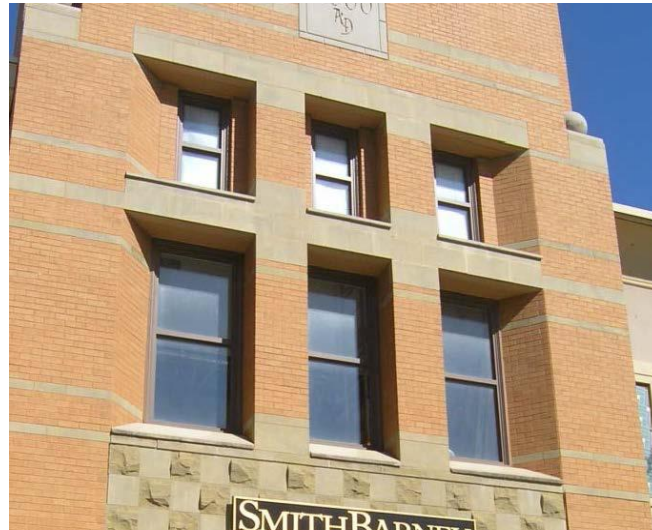


Elements of Façade Plan Review

ROOF TREATMENT



FENESTRATION



The McKinney Zoning Ordinance and Comprehensive Plan

How is the Comprehensive Plan Used?

- Used to coordinate and guide the establishment of development regulations.
- Used to provide a basis for future zoning decisions.
- Guides public investments in transportation and other infrastructure improvements.



Questions?



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