MINUTES OF A REGULAR MEETING OF THE PLANNING & ZONING COMMISSION OF THE CITY OF PEARLAND, TEXAS, HELD ON MONDAY, AUGUST 2, 1999 @ 6:30 P.M., IN THE SECOND FLOOR CONFERENCE ROOM, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.

I. CALL TO ORDER

The regular meeting was called to order at 6:30 with the following present:

Chairperson	Mary Starr
Vice-Chairman	Tommy Scott
Commissioner	Emil A. Beltz
Commissioner	Donald Glenn
Commissioner	Todd Iocco
Director of Planning & Community Development	Dennis Smith
City Engineer	John Hargrove
Planning & Zoning Secretary	Jennifer Mattingly

II. APPROVAL OF MINUTES

Vice-Chairman Scott made a motion to approve the June 21, 1999 minutes, and Commissioner Glenn seconded the motion.

Motion passed 5 to 0.

III. NEW BUSINESS

A. CONSIDERATION & POSSIBLE ACTION – Preliminary Plat of Foodmaker Subdivision No. 3920, 0.9760 acres out of the W.D.C. Hall Survey, Abstract No. 70, Pearland, Brazoria County, Texas.

City Engineer Hargrove stated that this is the proposed Jack-N-The-Box, and staff recommends acceptance with a note to remove Chris Cookson's name from the plat. He then stated that the final plat will have a pipeline statement.

Vice-Chairman Scott made a motion to approve the Preliminary Plat of Foodmaker Subdivision with the note to delete Chris Cookson's name, and Commissioner Iocco seconded the motion.

Motion passed 5 to 0.

B. CONSIDERATION & POSSIBLE ACTION – Preliminary Plat of Garden Gate Subdivision Section One, 4.237 acres, being a partial replat of Reserve "F" of Audubon Place Section One, Vol. 20, Pg. 195-196, B.C.M.R., and being out of lot 8 of the Southeast one-quarter of the northwest one-quarter, H.T.& B. R.R. Co. Survey, Section 14, A-509, Brazoria County, Texas.

Variance Request:

1. To allow a 60' center line offset rather then the required 125'.

City Engineer Hargrove explained that the purpose of the letter attached to their plat was to request a variance to the 125' center line offset minimum between Songbird Drive and Garden Gate Subdivision.

Vice-Chairman Scott asked if this was an existing subdivision, and Mr. Hargrove stated that this was passed by Planning and Zoning and is about to undergo construction.

Mr. Scott then asked if there was existing gravel drives, and Mr. Hargrove replied that there is gravel drives.

Chuck Davis from C.L. Davis and Company stated that there was an existing trailer park, and they are replatting Reserve F of Audubon Place so that they can get access out to Parkside Drive.

Commissioner Beltz asked if all the trailers have been removed and Pierre Nys, the property owner, replied that there are three left but they will be given notice to move before actual construction does begin.

Mr. Hargrove stated that he had other comments for the plat and listed them as:

1. There is a 5-foot landscape reserve utility easement provided outside of the plat, and he has requested that to be 10 feet.
2. There is a 20-foot drainage easement on the east side provided, and he has asked for 25 feet. He then stated that he has not received a drainage plan.
3. The preliminary plat must show existing utilities on the plat.

Chuck Davis stated that the reason behind using the 5-foot landscape utility easement was so they could save some trees.

Commissioner Beltz questioned what type of trees were there and Chuck Davis replied that there is a Willow and it is noted on the plat.

Chuck Davis explained that this subdivision consists of only four lots and there will only be 2 families living there. He then stated there will be a gated 911-Gate at the end of Garden Gate.

Mr. Hargrove stated that he would like to keep the drainage easement in question, but he will yield the 10' utility easement to the Commissioners.

Vice Chairman Scott made a motion to deny the Preliminary Plat of Garden Gate, and Commissioner Iocco seconded the motion.

Motion passed 5 to 0.

C. CONSIDERATION & POSSIBLE ACTION – ZONING APPLICATION NOS. 738, 739, 740, 741, 748, AND 754.

Request of owners for an amendment to the Land Use and Urban Development Ordinance of said City from Classification Suburban Development District (SD) to Single Family Dwelling District (R-1) on the following described properties, to-wit:

1. Zoning Application No. 738

Legal Description: A parcel containing 3.751 acres, more or less, the South ½ of Tract 26, save the West 225 ft out of a 10.0 acre tract, recorded in Vol. 1084, pg 108, deed records of Brazoria Co., TX (13122 Suburban Garden Road)

Owner: Jesus Gonzalez
1526 S. Gordon Road
Alvin, TX 77511

2. Zoning Application No. 739

Legal Description: Being 2.00 acres in the Northwest corner of Lot 9, Allison Richey Gulf Coast Home Company subdivision, Section 7, H. T. & B. R.R. Co. Survey, A-219, deed records of Brazoria Co., TX (13215-13217-13221 Garden Road)

Owner: Jesse Gonzalez
7933 Brays
Houston, TX

3. Zoning Application No. 740

Legal Description: Being the West ½ of Lot 17, Block 2, Wagon Wheel Addition, Section 14, H. T. & B. R.R. Co. Survey, A-509, recorded in Vol 8, pg 79, plat records of Brazoria Co., TX (5917 Patridge)

Owner: Alvin E. & Ruth L. Ziebo
5917 Patridge
Pearland, TX 77584

4. Zoning Application No. 741

Legal Description: Lot 11, Block 2, Robin Cove subdivision, as recorded in Vol. 18, pg 159, plat records of Brazoria Co., TX (5515 Robin Sound)

Owner: Mike Whaley
5515 Robin Sound
Pearland, TX 77581

5. Zoning Application No. 748

Legal Description: Lot 3, Block 17, West Lea Subdivision, H. T. & B. R. R. Co. Survey, A-546, according to the plat records of Brazoria Co., TX (5402 Heron Lane)

Owner: Terrence E. & Patricia A. Snyder
2120 Kilkenny Drive
Pearland, TX 77581

6. Zoning Application No. 754

Legal Description: **Lot 1, Block 8, Hickory Creek Place subdivision, Section 7, H. T. & B. R.R. Co. Survey, A-219, recorded in Vol. 11, pgs 1 & 2, plat records of Brazoria Co., TX (5902 Marsha Lane)**

Owner: **Armando & Emilia Jimenez**
5902 Marsha Lane
Pearland, TX 77581

Commissioner Iocco asked about Zoning Application No. 739 which had three different addresses and Chairman Mary Starr explained that the addresses would have no effect on the zone change request as long as the legal description on the application matches.

Vice-Chairman Scott made a motion to approve Zoning Application Nos. 738, 739, 740, 741, 748, and 754.

Motion passed 5 to 0.

D. CONSIDERATION & POSSIBLE ACTION – ZONING APPLICATION NO. 813

Request of owners for an amendment to the Land Use and Urban Development Ordinance of said City from Classification General Business (GB) to Commercial (C) on the following described properties, to-wit:

Legal Description: **Being approximately 8.23 acres out of an 11.74 acre tract, part of Lots 49 & 50, Allison Richey Gulf Coast Home Co. subdivision, section 85, HT & B R.R. Co. Survey, A-304, according to the plat records of Brazoria Co., TX (Corner of FM 518 & CR 93)**

Owner: **W.C. Properties, Ltd.**
16615 Sealark
Houston, TX 77062

Director of Planning and Community Development Dennis Smith stated that this application has not been to a Joint Public Hearing, and the owner just wanted the Commissioner's input.

Chairperson Mary Starr asked if this was supposed to be a proposal, and Dennis Smith stated that this agenda item should be terminated because no action can be taken since it has not been to a Joint Public Hearing and the public has not been notified.

Emil Beltz made a motion to reverse agenda items E and F, and Vice Chairman Scott seconded the motion.

Motion passed 5 to 0.

E. DISCUSSION ITEM – Variance Request from the ordinance requiring permitted buildings only on platted lots at Washington-Irving street.

City Engineer Hargrove stated that he recommended that this variance request go to Planning and Zoning because he feels it is too small of a problem to have to go through the platting process. He explained that they are asking for a variance to the subdivision ordinance requiring permitted buildings only on platted lots for property located at 1807 Washington-Irving Street.

Discussion ensued regarding the size of the lot footage.

City Engineer then explained that this is not a replat, this is a request for a variance. He then reminded the Commissioners that a "replat" does have to have a Joint Public Hearing.

Chairman Starr questioned the legal description on the survey. She asked if it included lot "A".

City Engineer reminded the Commissioner's that they could take no action since the agenda item has been listed as a discussion item, and recommended that the item be brought back as an action item at the next meeting.

F. CONSIDERATION & POSSIBLE ACTION – Planning & Zoning Commissioner Applications.

Director of Planning & Community Development Dennis Smith stated that there are currently two vacancies for the Planning and Zoning Board. He then explained that in their packets should include a set of applications for them to review. He stated that they will need to choose 2 or 3 people for recommendation to City Council for appointment.

The Planning & Zoning Commissioner discussed the applicants and voted on three names to recommend to City Council for appointment. The three names chosen were James McFeron, George Conces III, and Jeffrey O'Brien.

IV. ADJOURNMENT

The meeting adjourned at 7:35 P.M.

Minutes respectfully submitted by: Jennifer Mattingly

Jennifer Mattingly, Planning & Zoning Secretary

Minutes approved as submitted and/or corrected this 7th day of September, A.D., 1999

Mary Starr

Mary Starr, Planning & Zoning Chairperson

July 22, 1999

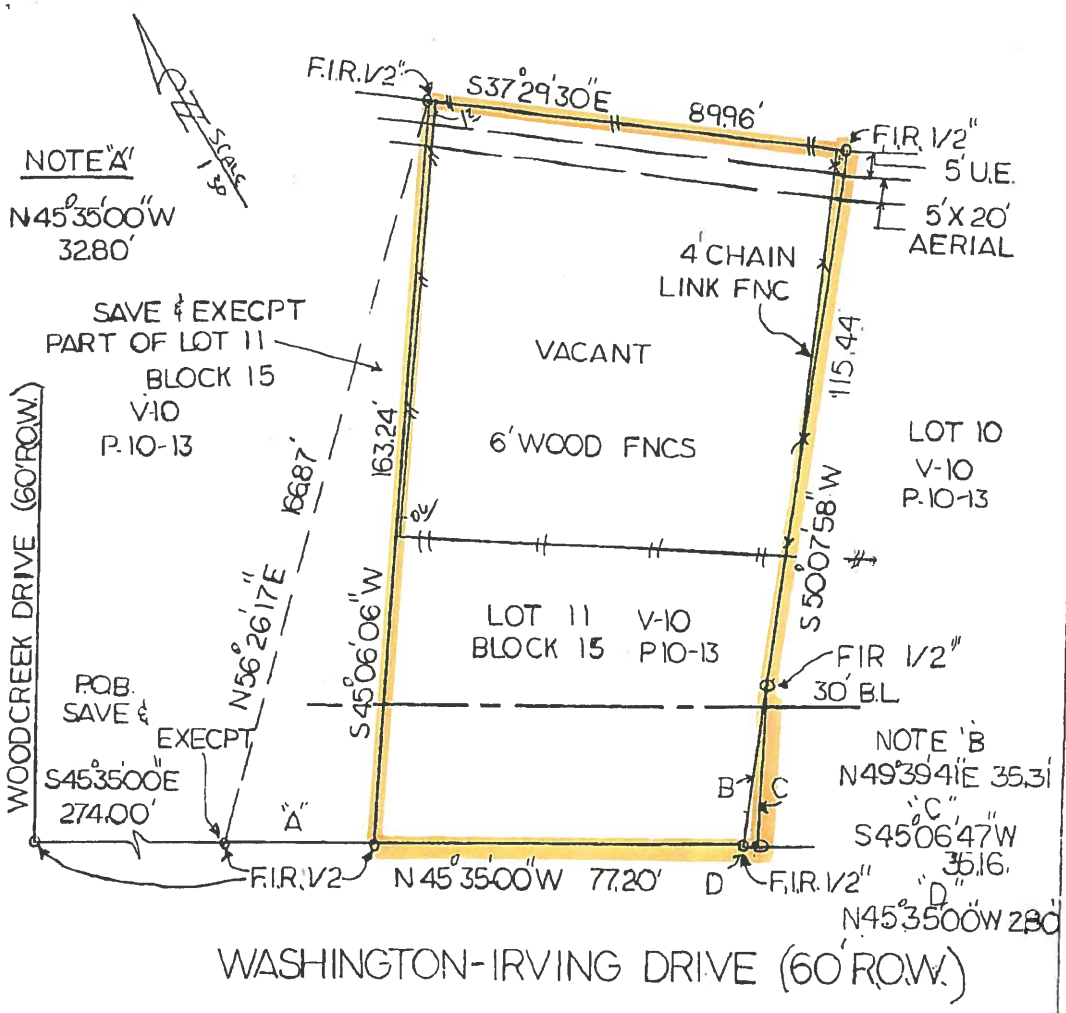
To: City of Pearland
Planning and Zoning Commission

From: Susan and Erwin Wind Jr.
2204 Cedar
Pearland, Texas 77581
(281) 485-1540

Re: Property on Washington-Irving Street

We are requesting a variance to subdivision ordinance Sec. 27-3 (A) (2) (2) & (6) requiring permitted buildings only on platted lots for property located at 1807 Washington-Irving Street. We believe it to be within the R1 requirements. Our concern is that since this is a subdivided lot, we want to ensure that a residence can be built on it. Please see the attached survey dated April 6, 1999.

Sincerely,
Susan and Erwin Wind Jr.



NOTE: Easements shown to the best of our knowledge, actual location of utilities is the responsibility of the property owner.

NOTE: Pipeline r.o.w. granted to The Crown Central Transportation Co., recorded in Volume 328, Pages 432 and 433, Deed Records of Brazoria County, Texas.

BUYER: Erwin L. Wind Jr. and, Susan D. Wind — Washington-Irving Drive

DESCRIBED PROPERTY: Lot 11, Block 15, of SLEEPY HOLLOW ESTATES, as shown on map or plat thereof, recorded in Volume 10, Pages 13-16, of the Plat Records of Brazoria County, Texas, SAVE AND EXCEPT a triangular tract of land containing 2,676.66 square feet being more particularly described by metes and bounds as attached, together with a tract of land containing 49.22 square feet out of and being a part of Lot 10, Block 15, SLEEPY HOLLOW ESTATES, described by metes and bounds as attatched.

TEXAS LAND COORDINATORS, INC.
P.O. Box 1697 • Pearland, TX 77588
(281) 997-1585

GF 294018
Date 4-6-99
Inv # 24488
JOB # 4-91-99

STATE OF TEXAS REGISTERED HARRY E KAIN 3953 PROFESSIONAL LAND SURVEYOR

I do hereby certify that this survey was this day made on the ground of the property legally described hereon, (or on the attached sheet), and is correct, and there are no encroachments unless shown, and was done by me or under my supervision, and conforms to or exceeds the current standards as adopted by the Texas Board of Professional Land Surveying

Note: There are no natural drainage courses on this property
Note: This property does not lie in a flood hazard zone according to H.U.D./ F.I.A. 480077 0065 I 4-22-98 ZONE X

24 Oct 1999

CR CR

CITY OF PEARLAND
ZONE CHANGE APPLICATION
revised 3/5/96

~~General~~

__xx__ Change in Zoning Classification from: Business to: Commercial

_____ Change in Regulations in Section #: _____

_____ Specific Use for: * _____

Property address: +/- 8.23 Acres out of +/- 11.74 Acres at the Northeast corner of FM 518 and CR 93 Pearland, Texas

Lot: Part of Lot 49 and 50 Block:	Subdivision: Allison-Richey Gulf Coast Home Company Subdivision Section 85, HT&B RR CO ABST. 304

Metes & Bounds Description:
(unplatted property only; attach survey) See Attached Site Plan & Survey

Tax I.D. number: 760597037

Proposed use of land within requested designation: Development of Self-Storage Facility that will have climate controlled, non-climate controlled and boat and R.V. storage to service the growing population of Pearland.

Record owner's name: W.C. Properties Ltd.

Owner's mailing address: 16615 Sealark
Houston, Texas 77062

Owner's telephone number: (281) 480-8801

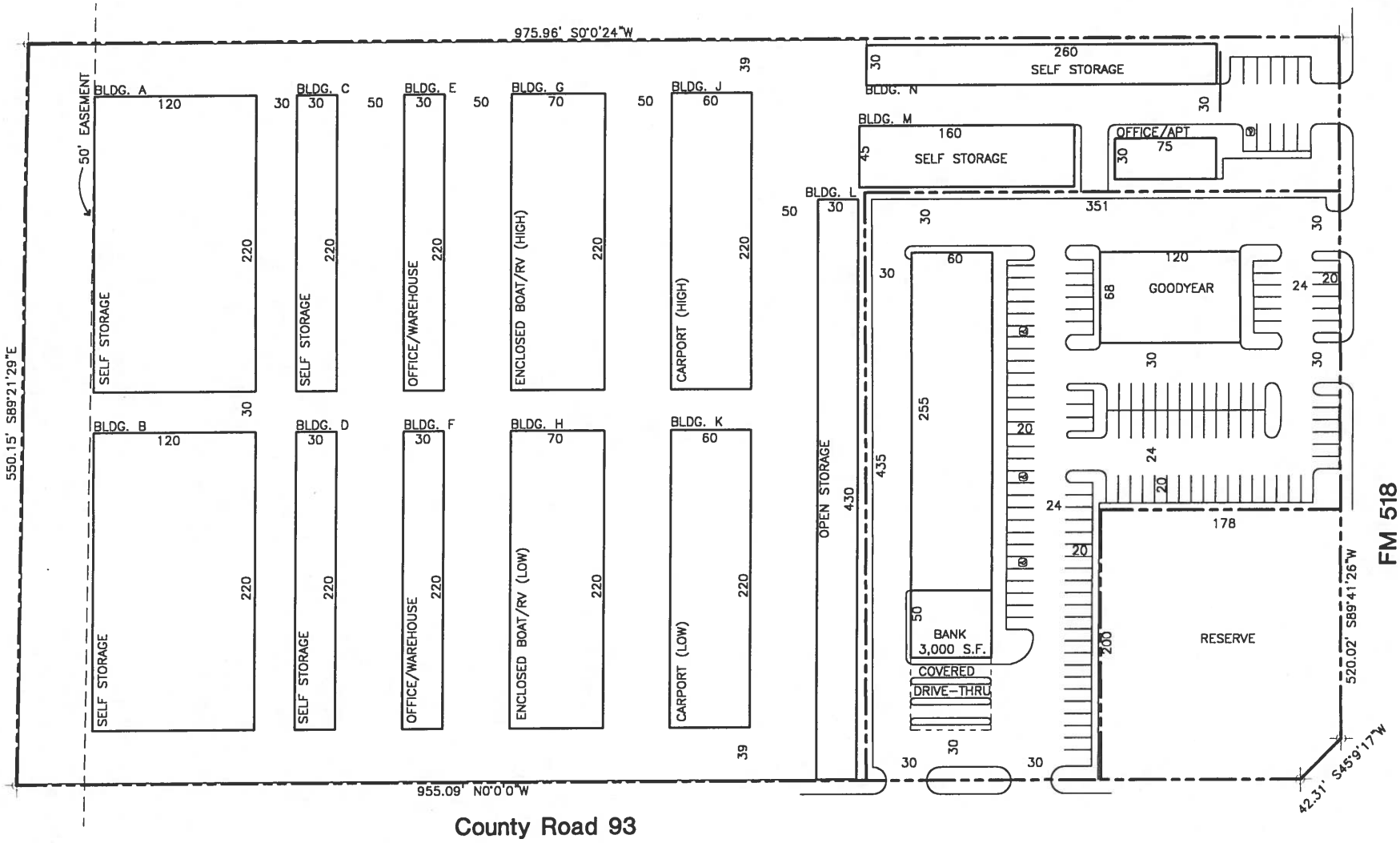
Agent's name: James M. Johnson

Agent's mailing address: 900 Apollo Lane, Suite C
Houston, Texas 77058

Agent's telephone number: (281) 480-9600

PETITION: As owner/agent, I hereby petition the City for approval of the above described request as provided by the laws of the State of Texas and Ordinances of the City of Pearland. *On a Specific Use Permit request to allow a residential use in a business zone (OP, NS, GB), I acknowledge that such use may be incompatible with current and future uses on properties in my vicinity.

Owner's signature: [signature]	Agent's signature: [signature]
Fees paid: $ 250.00	Date paid: 7-28-99
Received by: Mona Rippo	Application number: 813



NORTH

Site Development Plan - SD-2

0 10 25 50 100 200

Graphic Scale

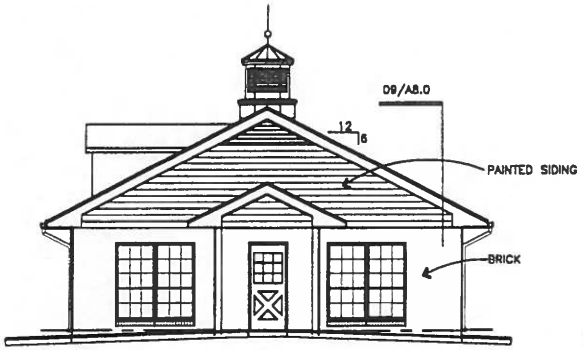
SD-2_11194 07-06-99 BY KAB
PLOT SCALE 1"=100'-0"

Land Area Calculation

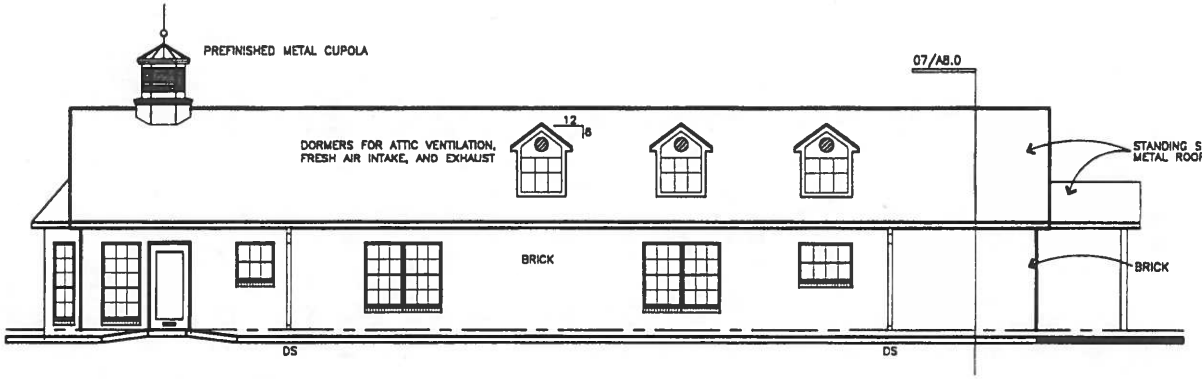
STORAGE	399,721
RETAIL	103,585
RESERVE	35,600
TOTAL	538,906

Building Area Calculation

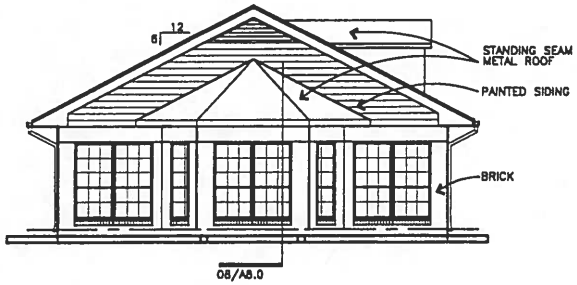
BUILDING	SELF STORAGE	OFFICE/ WAREHOUSE	ENCLOSED BOAT/RV	CARPORT	OPEN STORAGE	OFFICE /APT.	TOTAL
A	26,400						
B	26,400						
C	6,600						
D	6,600						
E		6,600					
F		6,600					
G			15,400				
H			15,400				
J				13,200			
K				13,200			
L					12,900		
M	7,200						
N	7,800					2,250	
TOTAL	81,000	13,200	30,800	26,400	12,900	2,250	166,550



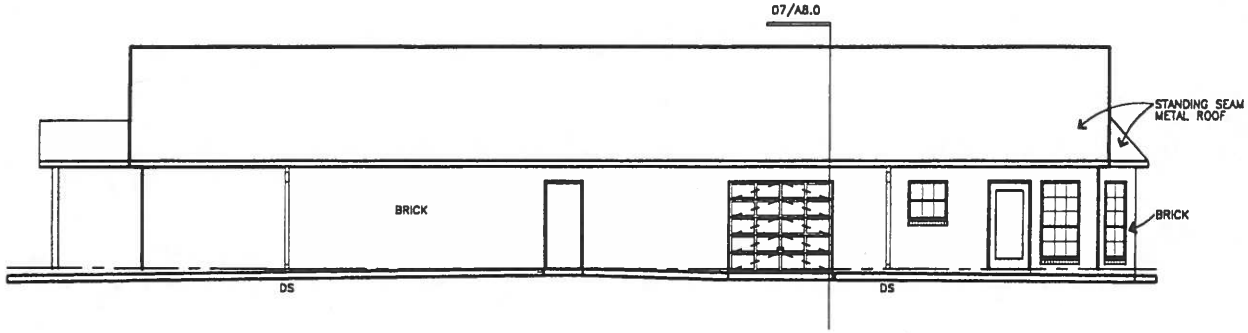
01 North Elevation
1/8"=1'-0"



02 East Elevation
1.8"=1'-0"



03 South Elevation
1/8"=1'-0"



04 West Elevation
1/8"=1'-0"

These are the elevations of the office/apartment that will be fronting FM 518. It will essentially be the only visible portion of the proposed developed. The facility will have very attractive iron fencin at the entrance, while the remainder of the development could be secured with an attractive privacy fen

AGENDA – PLANNING & ZONING COMMISSION OF THE CITY OF PEARLAND, TEXAS, TO BE HELD ON MONDAY, AUGUST 2, 1999, AT 6:30 P.M., IN THE SECOND FLOOR CONFERENCE ROOM, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.

I. CALLTO ORDER

II. APPROVAL OF MINUTES: Minutes of July 19, 1999

III. NEW BUSINESS

A. CONSIDERATION & POSSIBLE ACTION – Preliminary Plat of Foodmaker Subdivision No. 3920, 0.9760 acres out of the W.D.C. Hall Survey, Abstract No. 70, Pearland, Brazoria County, Texas.

B. CONSIDERATION & POSSIBLE ACTION – Preliminary Plat of Garden Gate Subdivision Section One, 4.237 acres, being a partial replat of Reserve "F" of Audubon Place Section One, Vol. 20, Pg. 195-196, B.C.M.R., and being out of lot 8 of the Southeast one-quarter of the northwest one-quarter, H.T.& B. R.R. Co. Survey, Section 14, A-509, Brazoria County, Texas.

Variance Request:
1. To allow a 60' center line offset rather then the required 125'.

C. CONSIDERATION & POSSIBLE ACTION – ZONING APPLICATION NOS. 738, 739, 740, 741, 748, AND 754.

Request of owners for an amendment to the Land Use and Urban Development Ordinance of said City from Classification Suburban Development District (SD) to Single Family Dwelling District (R-1) on the following described properties, to-wit:

1. Zoning Application No. 738

Legal Description: A parcel containing 3.751 acres, more or less, the South ½ of Tract 26, save the West 225 ft out of a 10.0 acre tract, recorded in Vol. 1084, pg 108, deed records of Brazoria Co., TX (13122 Suburban Garden Road)

Owner: Jesus Gonzalez
1526 S. Gordon Road
Alvin, TX 77511

2. Zoning Application No. 739

Legal Description: Being 2.00 acres in the Northwest corner of Lot 9, Allison Richey Gulf Coast Home Company subdivision, Section 7, H. T. & B.

R.R. Co. Survey, A-219, deed records of Brazoria Co., TX (13215-13217-13221 Garden Road)

Owner: Jesse Gonzalez
7933 Brays
Houston, TX

3. Zoning Application No. 740

Legal Description: Being the West ½ of Lot 17, Block 2, Wagon Wheel Addition, Section 14, H. T. & B. R.R. Co. Survey, A-509, recorded in Vol 8, pg 79, plat records of Brazoria Co., TX (5917 Patridge)

Owner: Alvin E. & Ruth L. Ziebo
5917 Patridge
Pearland, TX 77584

4. Zoning Application No. 741

Legal Description: Lot 11, Block 2, Robin Cove subdivision, as recorded in Vol. 18, pg 159, plat records of Brazoria Co., TX (5515 Robin Sound)

Owner: Mike Whaley
5515 Robin Sound
Pearland, TX 77581

5. Zoning Application No. 748

Legal Description: Lot 3, Block 17, West Lea Subdivision, H. T. & B. R. R. Co. Survey, A-546, according to the plat records of Brazoria Co., TX (5402 Heron Lane)

Owner: Terrence E. & Patricia A. Snyder
2120 Kilkenny Drive
Pearland, TX 77581

6. Zoning Application No. 754

Legal Description: Lot 1, Block 8, Hickory Creek Place subdivision, Section 7, H. T. & B. R.R. Co. Survey, A-219, recorded in Vol. 11, pgs 1 & 2, plat records of Brazoria Co., TX (5902 Marsha Lane)

Owner: Armando & Emilia Jimenez
5902 Marsha Lane
Pearland, TX 77581

D. CONSIDERATION & POSSIBLE ACTION – ZONING APPLICATION NO. 813

Request of owners for an amendment to the Land Use and Urban Development Ordinance of said City from Classification General Business (GB) to Commercial (C) on the following described properties, to-wit:

Legal Description: Being approximately 8.23 acres out of an 11.74 acre tract, part of Lots 49 & 50, Allison Richey Gulf Coast Home Co. subdivision, section 85, HT & B R.R. Co. Survey, A-304, according to the plat records of Brazoria Co., TX (Corner of FM 518 & CR 93)

Owner: W.C. Properties, Ltd.
16615 Sealark
Houston, TX 77062

E. CONSIDERATION & POSSIBLE ACTION – Planning & Zoning Commissioner Applications.

F. DISCUSSION ITEM – Variance Request from the ordinance requiring permitted buildings only on platted lots at Washington-Irving street.

IV. NEXT MEETING DATE

V. ADJOURNMENT

Posted: 30th day of July, A.D., 1999

Removed: 4th day of August, A.D., 1999

AGENDA – WORKSHOP OF THE PLANNING & ZONING COMMISSION OF THE CITY OF PEARLAND, TEXAS, TO BE HELD ON AUGUST 2, 1999 AT 6:00 P.M. IN THE SECOND FLOOR CONFERENCE ROOM, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.

I. CALL TO ORDER

II. PURPOSE OF THE WORKSHOP:

1. **PLANNING & ZONING INPUT & DISCUSSION** – Regarding City of Pearland's traffic design standards.

III. ADJOURNMENT

June 28, 1994

COPY

CITY OF PEARLAND
DEVELOPMENT STANDARDS

GENERAL DESCRIPTIONS

Design Standards
These standards describe the general requirements for the preparation of construction plans and the supporting documents required for the City. This manual provides guidelines for the design of paving and utility projects within the City limits and the City's ETJ.

Land use & Urban Development Ordinance
In conformance with the City's comprehensive plan, the purpose is to place all City regulations governing the development of real property subject to the jurisdiction of the City into one reference book to facilitate administration and use. Applies to the property within the City limits and, potentially, to the property abutting the subject property. Includes, but not limited to, zoning regulations, landscaping regulations, sign regulations and parking requirements.

Subdivision Ordinance
Provides controls on the subdivision of land. Currently, this manual provides guidelines for the submission of plats, minimum design standards, private streets and adoption of the thoroughfare plan. Applies to property within the City limits and the City's ETJ.

Construction Standards
These standards describe the specific details of public infrastructure construction. This manual provides specifications for classification and frequency of testing on paving and utility materials during construction. These standards apply uniformly within the City limits and the City's ETJ.

Modify each of the following Sections of the land Use Code:

9.4.j	Multi family
10.3.9	Mobile Home
11.4.7	Office and Professional
12.4.7	Neighborhood Service
13.4.7	General Business
14.4.7	Commercial
19.4.3.a	Access and maneuvering
19.4.3.b	Access and maneuvering

DRAFT

to read as follows:

Example: **9.4.j Access:** Refer to Section 30 or to Site Development Criteria Manual.

SECTION 30 - TRAFFIC IMPACT MITIGATION

7.7 Driveways

7.7.1 It is desirable to minimize the number of driveways on all arterial and collector streets in order to reduce the number of conflict points and facilitate traffic flow. It is recognized, however, that certain existing tracts may not be able to fully comply with the following standards due to limited frontage or other constraints. When compliance with these criteria is precluded due to the location of driveways on adjoining properties, attempts should be made to obtain alternative access where feasible, including joint access driveways, access easements to adjoining properties or access to intersecting streets.

7.7.2 Non-residential driveways shall be twenty-five feet (25') to thirty-five feet (35') wide. On roadways classified as a major collector or greater, non-residential driveways shall be thirty-five feet (35') wide unless specifically approved by the City. Non-residential driveways shall be placed no closer (the minimum separation) than the following distances from adjacent streets and driveways.

Roadway Classification (As indicated on Thoroughfare Plan)	**Minimum Separation**
Major Thoroughfares	Specific approval required by the City
Secondary Thoroughfares	200'
Major Collectors	165'

Secondary Collectors	165'
Local Street	75'

The driveway separation distance is measured from the projected curb line of the intersecting street or drive to the projected curb line of the proposed driveway.

7.7.3 In order to implement the driveway separation, shared access on all non-residential driveways shall be required between adjacent properties, unless the City specifically approves individual access. This does not preclude driveways that service only one site if enough frontage is available.

7.7.4 On collector streets and above, without medians, non-residential driveways shall maintain alignment with opposing driveways or meet minimum separation stated in 7.7.2 unless specifically approved by the City.

7.7.5 Alignment of driveways with opposing streets is discouraged for signalized intersections unless specifically approved by the City. When such a design is approved, the driveway widths shall be increased to match the cross-section of the opposing street.

7.7.6 Non-residential driveway connections to the public street shall be approved and inspected by the City of Pearland.

7.7.7 Single access driveway radii shall not extend beyond the projection of a property corner to the back of curb.

7.7.8 Driveways shall be installed in accordance with the City of Pearland standards

7.7.9 Driveways shall be evaluated with respect to signage, landscaping and structures for adequate sight distances.

7.7.10 Single family residential driveways shall be a minimum of twelve feet (12') wide at the right-of-way line.

7.7.11 Non-residential minimum driveway radii accessing a secondary thoroughfare or greater shall have a radii of 35 feet. Radii for driveways on other roadways shall be minimum 25 feet.

Traffic Impact Analyses

I. GENERAL

A. Purpose.

These guidelines detail the procedures to be utilized when conducting a traffic impact analysis for a proposed site development which is expected to impact traffic operations on a City street or State road within the City limits. Such studies are necessary to define the possible magnitude of the impact(s) of the proposed development on traffic operations of affected streets and determine improvements necessary to provide for accommodation of the traffic due to the proposed development.

B. Determining the Need for a Traffic Impact Study.

Traffic studies are conducted to enable the appropriate review agencies to identify the potential impacts of a proposed development and determine any roadway improvements necessary to provide an acceptable level of service. These studies are to be conducted during the initial stages of the site development review and approval process in order to adequately consider the impacts the development will have on the local transportation network.

Not all developments will have a significant enough impact to require a traffic impact study. The use of engineering judgement is necessary in making this determination and consideration should be given not only to changes in projected traffic volumes but also safety and capacity deficiencies which could impact the highway system. At a minimum, a traffic impact study should be performed when either of the following conditions is satisfied:

1. The proposed development is expected to generate 1,000 or more vehicle trips per day (total inbound and outbound development traffic).

2. The proposed development is expected to generate 50 or more vehicle trips during a peak hour of the adjacent roadway.

C. A Traffic Impact Analysis report shall include, at a minimum, the following information:

1. Study purpose and objectives,

2. Description of the site and study area,
3. Existing conditions in the area of the development,
4. Recorded or approved nearby development
5. Trip generation and trip distribution,
6. Projected future traffic volumes,

7. An assessment of the change in roadway operating conditions resulting from the development traffic, and
8. Recommendations for site access and transportation improvements needed to maintain traffic flow to, from, within, and past the site at an acceptable and safe level of service

Prior to preparation of a Traffic Impact Analysis report, the project engineer is encouraged to meet with the City traffic engineer to identify the study area, define the area of influence, and non-site traffic impacts.

D. The analysis shall be presented in a straightforward and logical sequence. It shall lead the reader step-by-step through the various stages of the process and resulting conclusions and recommendations. The analyses shall be presented in a manner that allows the reviewer to easily duplicate the calculations. The recommendations shall specify the time period within which the improvements should be made, particularly if the improvements are associated with various phases of the development construction. The recommendations shall also specify the time period for any required monitoring of operating conditions. Data shall be presented in tables, graphs, maps, and diagrams wherever possible for clarity and ease of review. An executive summary of one or two pages shall be provided, concisely summarizing the purpose, conclusions, and recommendations.

The Traffic Impact Analysis report shall conform with the following process of analysis:

1. Preparer. The report shall be prepared under the supervision of a qualified and experienced transportation engineer with specific training in traffic and transportation engineering and at last two (2) years of experience related to preparing Traffic Impact Analysis reports. A professional engineer, registered in the state of Texas, shall seal the report.

2. Study Area. The study area shall be based on the characteristics of the surrounding area. The City and the traffic engineer preparing the study

shall mutually agree upon the intersections.

3. Design Year. The traffic forecasts shall be prepared for the anticipated opening year of the development, assuming full build-out and occupancy. This year is referred to as the Design year.

4. Trip Generation Rates. The Traffic Impact Analysis report shall include a table showing the categories and quantities of land uses, with the corresponding trip generation rates or equations, and resulting number of trips. The trip generation rates used must be either from the latest edition of "Trip Generation" (Institute of Transportation Engineers, Washington, D.C.) or from a local study of corresponding land uses and quantities and approved by the City traffic engineer. All sources must be referenced in the study and calculations must be documented and included in the study report.

5. Pass-by and / or Shared Trips. If pass-by or shared trips are a major consideration for the land use in question, studies and interviews at similar land uses must be conducted or referenced. Any significant difference between the sums of single-use rates and proposed mixed-use estimates must be justified in the report. Pass-by trips and / or shared trips shall be shown separately and clearly in diagram form at each driveway and intersection affected.

6. Non-Site Traffic Estimates. Estimates of non-site traffic shall be made, and will consist of through traffic and traffic generated by all other developments within the study area for which preliminary or final plans have been approved. Non-site traffic may be estimated using trends or growth rates, approved by the City traffic engineer.

7. Estimates of Trip Distribution. Trip distribution shall be estimated for the site design year and shown separately and clearly using diagrams. A multi-use development may require more than one distribution and coinciding assignments for each phase. Consideration must also be given to whether inbound and outbound trips will have similar distributions.

8. Trip Assignments. Assignments must be made considering logical routings, available roadway capacities, left turns at critical intersections, and projected (and perceived) minimum travel times. In addition, multiple paths should often be assigned between origins and destinations to achieve realistic estimates rather than assigning all of the trips to the

route with the shortest travel time. The assignments must be carried through the external site access points and in large projects through the internal roadways. When the site has more than one access driveway, logical routing and possibly multiple paths should be used to obtain realistic driveway volumes. The assignment should reflect conditions for the time period being analyzed.

If a thorough analysis is required to account for pass-by trips, the following procedure should be used:

i. Determine the percentage of pass-by trips in the total trips generated
ii. Estimate a trip distribution for the pass-by trips,
iii. Perform two separate trip assignments, based on the new and pass-by trip distributions, and
iv. Combine the pass-by and new trip assignments.

Upon completion of the initial site traffic assignment, the results should be reviewed to see if the volumes appear logical given characteristics of the road system and trip distribution. Adjustments should be made if the initial results do not appear to be logical or reasonable.

9. Total Traffic Impacts. Traffic estimates for any site with current traffic activity must reflect not only new traffic associated with the site's development, but also the trips subtracted from the traffic stream because of the removal of an existing land use. The traffic impact report should clearly depict the total traffic estimate and each of its components.

10. Capacity Analyses. Capacity analyses must be performed at each of the major street and project site access intersection locations, signalized and unsignalized, within the study area. Signalized intersections in coordinated systems must be analyzed as a system. In addition, analyses must be completed for roadway segments, deemed sensitive to site traffic within the study area. These may include such segments as weaving sections, ramps, internal site roadways, parking facility access points, and reservoirs for vehicles queuing off-site and on-site. Other locations may be deemed appropriate depending on the situation.

The operational analyses and methodology in the current version of the "Highway Capacity Manual, Special Report 209" (Transportation Research Board, National Research Council, Washington, D.C.) should

be used for analyzing existing conditions, traffic impacts, access requirements, or other future conditions for which traffic, geometric and control parameters can be established.

11. Internal Site Review. A review of the site shall be made and must include traffic circulation, pedestrian accommodations, vehicle storage requirements and any other traffic concerns.

12. Required Levels of Service. The recommendations of the traffic impact shall provide safe and efficient movement of traffic to and from and within and past the proposed development, while minimizing the impact to non-site trips. The current levels of service must:

    i. Be maintained if they are "C" or less, and
    ii. Not deteriorate to worse than "C" if they are currently "A" or "B".

13. Intersection Geometry. Analyses shall include a thorough evaluation of intersection geometry at affected driveways and intersections to determine the need for and required length of turn lanes.

14. Responsibility for Improvements. The report shall include a list of required improvements, the anticipated date the improvement will be required, and a cost estimate for each recommended improvement. The applicant shall be responsible for the improvements required to provide safe and convenient ingress and egress to the development site.

15. Report Approval. Approval of a specific development is contingent upon approval of the traffic impact analysis and agreement by the City on required improvements. Approval of a TIA shall be required prior to issuance of development or building permit.