ORDINANCE NO. 291

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING THE MANOR COMMERCIAL DEVELOPMENT GUIDELINES; ADOPTING PROCEDURES FOR IMPLEMENTATION OF THE MANOR COMMERICAL DEVELOPMENT GUIDELINES; PROVIDING FOR SEVERABILITY AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City of Manor is growing and is expected to continue to grow as future Highway 130 is completed;

Whereas, the City wishes to promote economic development while maintaining its quality of life and a sense of community, particularly with respect to commercial development;

Whereas, the City Council has determined that it is appropriate for the City to adopt commercial development guidelines in order to effectuate these goals;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. That the above premises and findings of fact are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

Section 2. Applicability. The Manor Commercial Development Guidelines ("Guidelines") are additional development guidelines for the C-1, C-2, C-3, and NB districts, and for any development in the I, IN-1, IN-2 and PUD districts that would be allowed in the C-1, C-2, or C-3 districts. The regulations and requirements of both the underlying district(s) and the Guidelines shall apply, in the absence of an agreement as to development standards. If the regulations in the underlying zoning district and the Guidelines conflict, the more restrictive regulations shall apply. Development standards shall apply to permits for new building construction or redevelopment of a building in which 50% or more of the building is being redeveloped.

Section 3. The Manor Commercial Development Guidelines. The Manor Commercial Development Guidelines, which are attached to this Ordinance as Exhibit A, are herby adopted by the City Council and fully incorporated herein.

Section 4. Applications for Commercial Development. Every application for commercial development in the C-1, C-2, C-3, and NB districts, and every application for development the I, IN-1, IN-2 and PUD districts for a project that would be allowed in the C-1, C-2, or C-3 districts, must incorporate Guidelines to the fullest possible extent.

Section 5. Applications That Fully Comply. Applications that fully comply with the Guidelines shall be approved by the Director of Development Services.

Section 6. Applications That Do Not Fully Comply. Applications that do not fully comply with the Guidelines must include an explanation of how all deviations from the Guidelines improve the overall project. For each deviation, the Director of Development Services may require additional information if the explanations are insufficient. Applications that do not fully comply with the Guidelines and that lack sufficient explanations of deviations shall be rejected. The Director of Development Services may accept an application that does not fully comply with the Guidelines if the Director is satisfied that the application complies with the Guidelines to the fullest possible extent and that the deviations improve the overall project. Otherwise, the Director shall reject the application. Rejections must be dated and in writing.

Section 7. Appeal to the Design Review Commission. If an application is rejected by the Director of Development Services, the applicant may appeal the rejection to the Design Review Commission. The applicant must file an appeal by delivering written notice to the City Secretary within 14 days of the date of the rejection of the application. The appeal will be heard at a reasonable time, set by the Design Review Commission.

Section 8. Conflicting Ordinances. All ordinances or parts of ordinances in conflict with this ordinance are hereby amended to the extent of such conflict and shall hereinafter read as provided herein. To the extent only, if any, necessary to accomplish the purposes of this ordinance, any such term, condition or provision of any ordinance of the city that is in conflict herewith is hereby repealed to the extent of such conflict.

Section 9. Severability. If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

Section 10. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the *Open Meetings Act, Chapt. 551, Loc. Gov't. Code.*

Section 11. Effective Date. This ordinance shall take effect immediately from and after its passage and publication.

PASSED AND ADOPTED this the 16th day of November 2005.

City of Manor, Texas

Attest:

Phil Tate, City Secretary

Jeff Turner, Mayor

Commercial Development Design Guidelines

Mayor
Jeff Turner

Mayor Pro-Tem
Jimmy Beauchamp

Council
Sharon Snowden,
Sam Samaripa,
Maud Taylor,
Ben Boatright

Planning Commission
Nancy Boatright: Chairperson
Jamie Allen: Commissioner
Juan Coronado: Commissioner
Steve Virostko: Commissioner
Mike Hill: Commissioner

Staff
Phil Tate: City Manager
Thomas Bolt: Director, Development Services
Mike Tuley: Director, Public Works

Table of Contents

Section 1 - Introduction
1-1. Purpose
1-2. Applicability
1-3. Use of Guidelines
1-4. Relationship to Land Development Code
1-5. Organization

Section 2 -Site Planning
2-1. Compatibility with Residential
2-2. Building Placement
2-3. Pedestrian Amenities
2-4. Hardscape
2-5. Vehicular Circulation & Parking
2-6. Loading Areas & Utilities
2-7. Signage
2-8. Landscape and Grading
2-9. Illumination

Section 3 - Building Design
3-1. Massing
3-2. Design
3-3. Accessory Buildings

Section 4 - Environmental Planning
4-1. Suggestions to reduce environmental impact

Anchor tenants identified at entrance to Wolf Ranch in Georgetown, Texas. This sign incorporates a dark background with lighter back lit lettering. See Section 2-7.

Section 1 - INTRODUCTION

Manor is located just outside the city limits of Austin on U.S. Hwy. 290 East; approximately 12 miles east of the University of Texas campus.

For the past 100 years, Manor's population remained steady with around 1,000 people. It was not affected during the 1980s and 1990s when Austin and the surrounding cities experienced rapid growth.

However, with the proposed Highway 130, a loop around and to the east of Austin, located between Austin and Manor City Limits, and its intersection with Hwy 290 not far from Parmer Lane, Manor for the first time in 20 years, is growing. An influx of residents has pushed the population upward to an estimated 3,300 residents today from 1,204 in 2000, a sharp increase as reflected in the change of population from 1,041 in 1990. The numbers illustrate the growth of Manor is faster than 63 percent of the counties in Texas.

There are new homes being constructed in several subdivisions in and around Manor. The influx of new residents has enticed commercial businesses to look at our City as a good place to establish new stores and services.

In anticipation of the commercial development, The City of Manor has chosen to create commercial development design guidelines in order to promote high quality commercial centers to serve our population.

1-1. Purpose: The purpose of this document is to:

- Provide the development community in Manor, Texas the design expectations for commercial projects in addition to streamlining the review process, resulting in a quality building and site design.
- Ascertain consistent application of overall design objectives.
- Protect the assets of the community by encouraging high quality development in commercial areas.
- Promote a sense of community.
- Create opportunities for projects to incorporate design features appropriate for the Central Texas Region.
- Develop accessible developments.
- Minimize Heat Island by incorporating large shade trees into the site design with larger interior landscape areas within parking lots.
- Promote individual site design accents such as water features, art areas, landscape, public spaces and plaza's.

1-2. Applicability: the provisions of these guidelines apply to all new commercial development inclusive of redevelopment of existing commercial properties.

These guidelines should be used by developers in the design and of structures and site layout.

1-3. **Use of Guidelines:** The provisions of this document identify the minimum quality for commercial development. Some flexibility should be accommodated to achieve varied designs. Each application for commercial development should incorporate these guidelines to the fullest extent.

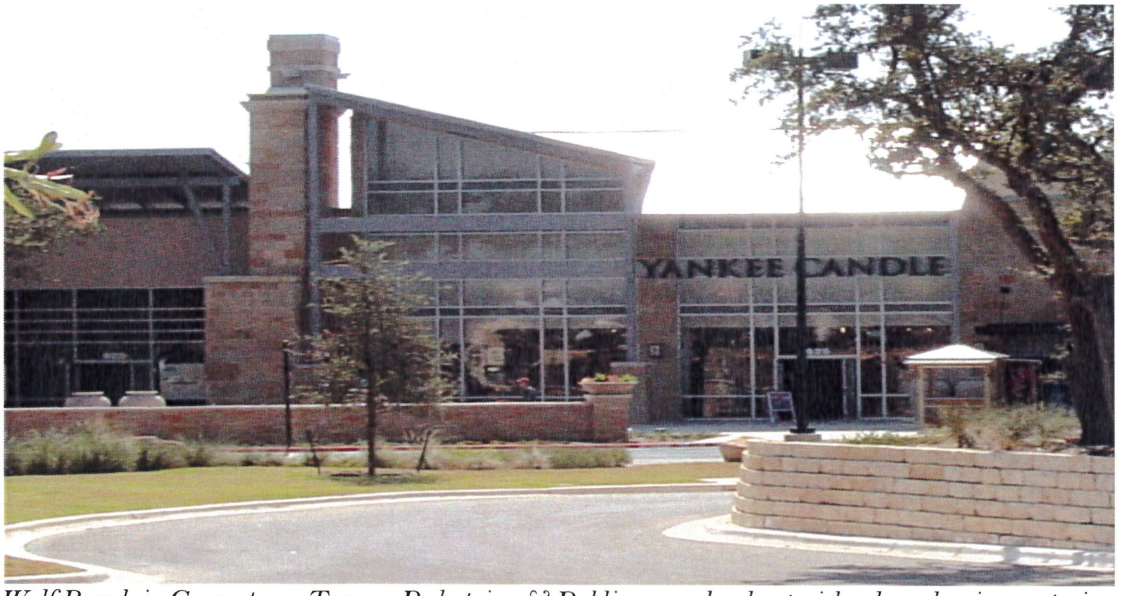
Applications that do not meet specific guidelines applicable to the project will need to include additional information that will provide the Design Review Commission verification that the proposed design will improve the overall project. The Design Review Commission will evaluate the information and make a determination as to the appropriateness of the alternate design.

1-4. **Relationship to City of Manor, Zoning Ordinance and the Commercial Design Guidelines**: The approval process for commercial development is guided by the Zoning Ordinance determining appropriate use and the Design Guidelines for Building and Site Development.

a. City of Manor Zoning Ordinance: An ordinance that lists permitted, and Conditional Uses in addition to establishing development requirements in zoning categories. The Zoning Ordinance lists specific development criteria.

b. Commercial Design Guidelines: Sets for the City of Manor minimum criteria for quality commercial development. Some items contained herein may pertain to building design and site layout.

1-5. **Organization:** The design guidelines are divided into sections. The first will address site planning; the second section will provide guidelines for building orientation. Section three will encourage environmental consideration. Contained in each of the three sections there will be noted, design principals and procedures that speak to the various elements involved in site, building and environment planning.



Wolf Ranch in Georgetown Texas - Pedestrian & Public areas, landscape islands and unique exterior design features using stone, steel and stucco.

Section 2 - SITE PLANNING

In contemplation and design phase of a commercial development the site location in proximity to other uses should be noted. When considering surrounding uses particular attention should be paid to building orientation, screening of loading, utility service and trash receptacle areas. In addition types of signage, lighting and landscape materials should be incorporated to minimize impact on other properties.

2-1 Compatibility with Residential:

a. Commercial developments adjoining residential developments should be of an appropriate scale, setback and building height. Multi-story commercial buildings should incorporate lower scale, single story elements and/or greater setbacks adjacent to existing residential developments.

b. Locate accessory or utility uses away from the residential uses to the maximum extent and screen with solid masonry enclosures.

c. Building walls when facing adjacent residential uses should incorporate the same design and building materials as used on the façade of the building.

d. Drive – in lanes should be located away from the adjacent residential uses and menu boards and speakers should not be visible nor create a noise nuisance.

e. A vegetative buffer along with masonry screening should be included in the site design where adjacent to residential development on site areas of 1 acre or more.

2-2 Building Placement:

a. Pad sites for buildings should be located as close as possible to the intersections of arterial roads whenever possible. Structures located closer to the intersections provide a strong visual and pedestrian relationship to the street while taking in to account the queuing requirements for any drive through services. Parking and store entrances along with associated services may be located behind the structures.

b. Gas Canopies, drive through lanes, service functions and accessory structures should be located away from the intersections. The overall site layout should include locations where these uses are compatible with residential developments and increased landscaping or screening to further separate these uses from adjacent residential developments.

c. Develop distinctive architectural forms, forms art, landscape or historical features at the terminus of major entrances to the development.

d. Entrances to the development should be framed with distinctive features including oversized landscaping, attractive lighting, and/or water features.

e. In large developments incorporating multi buildings, the site should be organized so that the site layout encourages functional pedestrian spaces, plazas and amenities between and in front of the buildings.

f. Provide weather and sun protection, such as overhangs, awnings, canopies or landscaped shade areas to mitigate climatic conditions.

Pedestrian shade at River Place – Austin, TX

Water feature – Wolf Ranch Georgetown, TX.

HEB – Parmer Lane at IH-35 Pflugerville, TX.

Riverplace – Austin, TX. Corner tenant

2-3 Pedestrian Amenities and Hardscape:

a. Design convenient pedestrian and bicycle access to and throughout the development.

b. Design projects to minimize pedestrian and vehicular convergence. Where pedestrian circulation paths cross vehicular routes, provide a change in paving materials, textures or colors to emphasize the where they intersect. These areas should be identified by use of decorative bollards to increase visibility and improve aesthetic appeal.

c. Pedestrian focal points should have enhanced pedestrian paving such as decorative scored concrete, stained concrete, exposed aggregate or other decorative walking surfaces.

Wolf Ranch – Georgetown, TX. Outdoor pedestrian area with seating and fireplace. The area is defined by architectural walls, landscaping, flower pots and decorative walking surfaces.

d. Accessible parking spaces should be convenient to building entries.

e. For commercial developments over 5 acres, provide direct pedestrian and bike access to connect future and existing developments.

f. For commercial development over 10 acres, design pedestrian amenities that allow for use and enjoyment of outdoor areas as a development focal point or centralized amenity. These should include a mix of pedestrian scaled lighting, tables, drinking fountains, benches, seating walls, shade trees, raised landscape planters, berms, , clock towers, water features, specimen trees, potted plants, information kiosks, botanical exhibits and art exhibits or features.

g. Within commercial shopping centers over 10 acres, provide convenient pedestrian access to transit stops and outlying parking areas.

h. Design sites to accommodate bus stops in the development of shopping centers on arterial streets where future transit service may become available.

i. Provide convenient bicycle parking in locations that do not interfere with pedestrian circulation. Place bicycle parking racks or area in several locations within the development.

j. Provide for continuation of pedestrian access when commercial developments are located adjacent to existing planned open space.

Walkways incorporated in detention pond area.

Entrance to walkway from parking area.

k. Proved outdoor amenities to enliven plazas and open space areas. Outdoor dining and pedestrian amenities should be separated or screened from residential areas and vehicular traffic.

l. Use functional colonnades in shopping centers to provide sheltered areas for outside dining or other activities in designated areas.

m. Design pedestrian areas to incorporate a mix of structures such as colonnades, canopies or trellis structures in combination with canopy shade trees.

n. Encourage architectural and landscape elements to provide shade on South and West exposures to protect patrons in plazas, patios and/or other public spaces.

2-4. Vehicular Circulation and Parking:

a. Provide special pavement treatments at site entrances.

b. To promote safe pedestrian access, provide sidewalks and not head in parking spaces directly in front of retail tenant spaces comprising 30,000 square feet each. Exceptions might include handicap accessible parking.

c. Minimize driveway entrances on arterial roadways by aligning (where possible) entrances on opposite sides of the right-of-way.

d. Traffic calming devices are encouraged in the interior of a site to enhance safety. Calming devises should be features other than speed humps.

e. Drive through services should have within the site area enough queuing area to accommodate the use. Drive through services should not create a stacking problem within other areas of a parking lot or access road.

f. For parking, screen walls and separations from adjacent residential uses, use the design pattern of the principal buildings architectural theme. Articulate walls by using decorative columns and diversity in texture, materials, and alignment. Provide a decorative finish on both sides if visible to the general

public and residents in neighboring subdivisions. Where the wall is located between the commercial and residential properties the height should be a minimum of 8 feet.

g. Provisions for long term storage of shopping carts should be accommodated within the tenant space or in an area adjacent to the tenant space. The shopping cart areas should be hidden from view with decorative screening at least as high as the carts. Covers for cart areas should incorporate roof design features found in the development. Shopping cart areas should be placed so that they do not impede into accessible routes.

h. In larger commercial developments, 10 acres or more provide an outer drive aisle to move traffic away from the areas in front of the store and other pedestrian designated areas.

2-5 Loading Areas and Utility Equipment:

a. Trash enclosure areas should incorporate decorative masonry walls and gates that compliment the design of the development. Gates should not allow for view of the contents of the enclosure.

b. Locate lighting for parking areas and drive aisles in landscaped areas. Light fixtures should be of a style similar to other lighting found within the development. Lighting should be finished in a complimentary color.

c. Service electrical systems should be screened from pedestrian and vehicular view with masonry walls and/or landscaping.

d. Locate ground mounted utility cabinets away from prominent site views and screen with landscaping or masonry fence walls. Cabinets should be painted to match predominant colors within the development and any masonry should match other masonry within the development.

e. Site plans for the development should include locations for outdoor displays, sales, vending, amusements and seasonal sale. These areas should not be within designated parking or pedestrian areas.

2-6. Signage:

a. Locate freestanding signs on low planter walls or design monument signs to incorporate elements of the architectural style of the development.

This sign identifies location of non- anchor tenants.

b. Design directional signs with similar design elements as freestanding signs.

c. Design and locate signage to be visible from both pedestrian and vehicular areas.

d. Provide building signage that is proportional to the scale of the tenant façade. All building and freestanding signs should be designed to further the design theme of the building and be consistent with any sign package.

e. Illuminate letters not sign backgrounds for freestanding signs.

f. Paint sign backgrounds and sign cabinets to complement building covers.

g. The use of reverse pan channel (halo) copy and pan channel copy is encouraged for building signage.

h. Generally, freestanding signage should use light copy and a dark background

i. Prominent color bands, painted accents, and striped awnings should complement and not dominate the architectural theme of the building.

2-7 Landscape and Grading:

a. Design the project landscape theme to complement and enhance project architecture.

b. For projects over 15 acres, provide raised landscaped median at major entrances from arterial streets to separate ingress lanes from egress lanes.

c. For projects over 10 acres create prominent entry features in addition to points. Architectural structures, art, historical and or landscape features should be located at the terminus of major entry drives.

d. Incorporate canopy shade trees, landscape features and seating or other pedestrian amenities near colonnades, storefronts and pedestrian walkways.

e. Provide foundation plantings to screen unattractive building features.

f. Provide low-profile plantings at the base of free standing signs.

g. Use native plantings, drought resistant, near pedestrian areas and entrance ways.

h. If retaining walls are used for grade changes or detention areas they should be terraced and landscaped to reduce their scale.

i. Highly visible retention basins should be contoured using berms and curvilinear design forms.

j. For the overall site a combination of evergreen and deciduous trees should be used.

This detention pond area has been designed as a focal point of an open space area serving a multi-tenant shopping center. Trails and gardens traverse the ponds and provide a shaded sitting area for patrons and employees of the shops. The pedestrian entrance to this area is visible in pictures featured earlier in this document.

k. Coordinate landscaping plans with both above and below ground utility locations.

l. Screen restaurant menu boards from adjacent public rights-of-way and off site uses.

m. Provide screening for paved areas associated with auto intense uses, such as service stations, car washes, and convenience stores from streets with a 3 foot masonry wall or dense vegetation maintained to a minimum height of 3 feet.

2-8 Illumination:

a. Provide pedestrian scale lighting fixtures in areas designed for pedestrian activity such as plazas, courtyards, pathways and seating. Select lighting fixtures that complement the general architecture of the development style.

b. Highlighting of architectural, landscape, and public spaces with artwork should be considered.

c. Use decorative wall mounted fixtures when building lighting is proposed for elevations not visible from adjacent residential areas.

Section 3 - BUILDING DESIGN

3-1 Massing:

a. Building mass should be broken into smaller elements, consistent with the proportions of the architectural style and surrounding uses.

b. In large developments especially with multiple buildings vary the size, massing and height of the buildings in relation to each other.

c. The visual mass of a building can be reduced by incorporating varied architectural features into the building design. The architectural features should present a pedestrian scale. The following are suggested ways to achieve a more human scale.

- Variation in the roof designs
- Use of ground level arcades and covered areas.
- Use of protected and recessed entryways to shops or interior walkways.
- Use of offsets in exterior building walls.
- Include windows on elevations facing streets and pedestrian walkways.

3-2 Design:

Articulate facades to provide a visual effect that is consistent with the community's character and scale.

a. All facades, including back and side elevations of a building generally visible from public view or adjacent to residential areas, should be architecturally treated and relate to but not overwhelming to the neighborhood. All elevations generally visible from the public should reflect the overall design and colors of the facade.

b. Design multi-tenant buildings to include consistent design elements throughout the development.

c. Building elevations should incorporate design features that produce a pedestrian scale.

d. Drive through operations should be screened with architectural or landscape features and canopies with design similar to the overall development.

e. Vacuum systems whenever possible should be located underground.

f. Roof mounted equipment should be screened from view.

g. Roof drainage systems should be concealed within columns and convey storm water to ponds or storage facilities. Water should not be discharged in pedestrian walkways or public spaces.

h. Big Box Development/Building Articulation: In order to provide interest in design and human scale to the façade of a building, a variety of building techniques should be noted and provided at the site plan review stage of the development process. The visual impact of a building depends not only on its size but also on the relationship between its length, width and height. Also, such features as prominent entries, windows, color and materials are factors in the visual impression of a building.

1. Horizontal Articulation – For a building façade extending a distance greater than three times its average height, a perpendicular offset of at least 15 percent of such height is suggested. This offset should extend laterally for a distance equal to at least 25 percent of the maximum length of either adjacent wall.

2. Alternative Building Articulation – So that some flexibility in creating building articulation can accomplished, as an alternative, an applicant may elect to have offsets, set back heights and roofs with regular width or varied surfaces. Compliance achieved through this method is subject to the approval of the Director of Development Services.

3. Reduce appearance of building mass by placing smaller retail spaces along the front elevation of the building.

Hutto, Texas Wal-Mart using building offsets and varied materials to reduce big box appearance.

i. For all buildings at least two of these elements should repeat horizontally. Buildings with facades greater than 100 feet in length should include several of the elements listed below, repeated at appropriate intervals, either horizontally or vertically:

- Color change, recognizable but not a strong contrast.
- Textural change.
- Material change.
- Architectural variety and interest with offsets, archways or other appurtenances.

j. Principal exterior building materials should be of high quality and durable. These include:

- Brick
- Stone, natural or faux.
- Integral color, sand blasted or stained textured masonry.
- Split-face or scored masonry units.
- Textured tilt up walls.
- Stucco/EFIS.
- Metal roofs.
- Concrete or clay tile roofs.
- Clear and tinted glass.
- Architectural metal

k. Major exterior building materials should not include the following.

- Un-textured tilt-up concrete panels.
- Pre-fabricated steel panels. (except that steel or metal buildings may be used when one or more of the suggested exterior materials are used on facades facing rights-of-way).
- Corrugated metal
- Asphalt shingle roofs, except for period architecture.
- Highly reflective glass
- Wood.

l. Predominant façade colors should posses low reflectivity characteristics, and respect the diversity of color in Central Texas. The use of bright color schemes may not be appropriate in many contexts.

3-3 Accessory Buildings:

a. Freestanding accessory buildings should be enclosed with structures that are designed with forms, colors textures and materials used in the overall development. Accessory buildings may include parking structures, trash enclosures and utility service areas.

Section 4 – ENVIRONMENTAL PLANNING

Incorporating some or all of the design suggestions may play an important role in creating a development that may be enjoyed equally indoors and outdoors.

4-1 Suggestions to reduce environmental impact:

- Place and design structures and additions for minimum solar gain, reflectivity and glare.
- Proved sheltered or shaded entryways and windows to reduce interior heat gain.
- Use energy efficient materials for doors and windows.
- Use energy efficient lighting.
- Use landscape and canopy tree islands to mitigate heat island effects.