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**PLANNING & ZONING COMMISSION REGULAR MEETING  
CELINA COUNCIL CHAMBERS  
112 N. COLORADO ST.  
THURSDAY, JULY 17, 2025  
5:00 PM  
AGENDA**

- I. **CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:** The Chair will call the meeting to order, establish a quorum, and lead those present in a salute to the American and Texas flags.
- II. **WORKSESSION:** The Planning & Zoning Commission will hold a Worksession to receive the Director’s report, discuss future agenda items, update on Council actions, training topics, and request for new business consideration. The meeting is open to the public.  
Reconvene to the Council Chambers.
  - A. Discussion regarding updates to the Architecture Ordinance.
- III. **CONSENT AGENDA:**  
Items are considered self-explanatory and will be enacted with one motion. No separate discussion of these items will occur unless so requested by at least one member of the Planning and Zoning Commission.
  - A. Minutes Approval:
    1. Minutes from the June 19, 2025, Planning & Zoning Commission meeting.
- IV. **PUBLIC HEARING/ACTION:**
  - A. Conduct a public hearing to consider and act upon a request to zone approximately 26 acres to a Planned Development (PD) with Single-Family Residential Detached District (SF-R) base zoning, and modified development standards; generally located 1,800 feet east of Preston Road and north of Frontier Parkway, within the Extraterritorial Jurisdiction (ETJ). (Millen Farms - PD Zoning)
  - B. Conduct a public hearing to consider and act upon a request to amend the City’s Code of Ordinances, by amending Chapter 14: Zoning, to reflect updates to the City Charter and Boards & Commissions Policy. (Zoning Ordinance Charter & Policy Alignment – Text Amendment)
- V. **ADJOURNMENT:**

City Council Chambers is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf, or hearing impaired, or readers of large print, are requested to contact the City Secretary's Office at 972-382-2682, or fax 972-382-3736 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

“I, the undersigned authority, do hereby certify that the Notice of Meeting was posted on the bulletin board at City Hall of the City of Celina, Texas, a place convenient and readily accessible to the general public at all times and said Notice

was posted on the following date and time: \_\_\_\_\_ at \_\_\_\_:\_\_\_\_\_ and remained so posted continuously for at least 72 hours prior to the scheduled time of said meeting.”

\_\_\_\_\_  
Staff Liaison



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**Planning**  
City of Celina, Texas

## Memorandum

To: **Planning and Zoning Commission**  
From: Madhuri Mohan, Planning Director  
CC: Dusty McAfee, Director of Development Services  
Date: July 17, 2025  
Re: Discussion regarding updates to the Architecture Ordinance.

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### **Action Requested:**

Discussion regarding updates to the Architecture Ordinance.

### **Background Information:**

Celina's architectural regulations are intended to create maximum creativity of design while maintaining a high-quality visual environment. The current regulations were adopted in 2018. Maintenance of existing ordinances is considered routine in order to maintain a healthy and functional regulatory framework. Please refer to the attached documents for further information.

### **Legal Review:**

N/A

### **Supporting Documents:**

1. Staff Presentation
2. Draft Architectural Standards
3. Draft Architectural Standards - Redline

### **Financial Consideration:**

N/A

### **Staff Recommendation:**

N/A

# ARCHITECTURAL DESIGN STANDARDS

## ORDINANCE UPDATE

Planning & Zoning Commission – Work Session  
July 17, 2025



# BACKGROUND

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- Maintenance of existing ordinances is considered routine in order to maintain a healthy and functional regulatory framework
- Original masonry ordinance adopted in 2004
- Architectural Design Standards adopted in 2018
- Intended to establish minimum standards for appearance and quality of buildings that are recognized as enhancing property values & sustainability

# TIMELINE

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- July P&Z – discussion
- August Council – discussion
- August P&Z – public hearing
- September Council – public hearing & adoption

# BASICS OF ARCHITECTURAL DESIGN

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## Process

- New residential (single-family attached & detached), commercial, multi-family, and industrial developments submit facade plans prior to construction
- Staff reviews the plans for conformity to the Architectural Design Standards section of the Zoning Ordinance

# BASICS OF ARCHITECTURAL DESIGN

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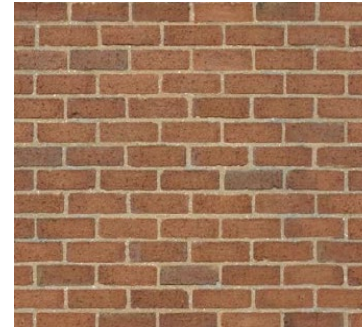
## General Standards

- All developments are required to meet material percentages (Category A, B, and C)
- Distinction between construction methods (building code) v. exterior materials (zoning) (*i.e. we're discussing the veneer*)
- The dominant color of all buildings shall be muted shades of color that are subtle, neutral, or earthen tones

# BASICS OF ARCHITECTURAL DESIGN

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- Category A – superior products (brick or stone)
- Category B – acceptable products (stucco, CMU, fiber cement, engineered wood)
- Category C – limited use products (metal, natural wood, tile, glass block, EIFS)



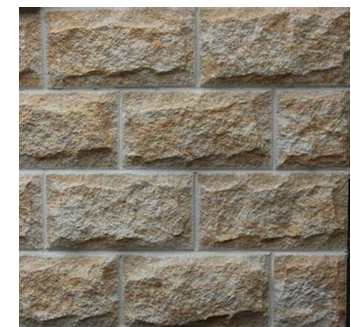
Brick



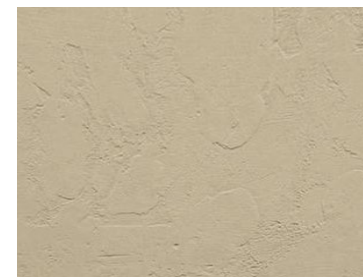
Stone



Stucco



Split-faced CMU



EIFS



Engineered Wood

# BASICS OF ARCHITECTURAL DESIGN

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## Residential Structures

- Minimum 80% Category A; Maximum 20% Category B
- Applies to front elevation & also to entire house
- Downtown has its own “faux-historic” requirement
- On a case-by-case basis, Council has provided architectural relief, in some instances, mostly for estate neighborhoods or neighborhoods adjacent to downtown

# BASICS OF ARCHITECTURAL DESIGN

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## Residential Structures

- The Builder community requested the City reduce the masonry percentages to 60/40 to allow for greater design flexibility
- Another option could be expanding Category A for new homes (*Stucco is Category A in Frisco*) in lieu of expanding Category B's percentages
- At minimum, staff recommends including stucco in Category A

*For illustrative purposes only*



CLASSIC



PAINTED HEADER  
& COLUMN

HILL COUNTRY



MODERN FARMHOUSE



TRANSITIONAL

# POLICY REASONS FOR FLEXIBILITY

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- DFW, especially Collin County, is heavy masonry and has resulted in a homogenous visual environment (brick/stone)
- The market has trended to more diverse options over the years
- Celina's local market (\$600,000+) ensures a minimum quality level
- The sub-prime era (late 90s, early 2000s) starter home boxes with inferior exterior materials are unlikely to be built here
- Several popular styles of home are not allowed in Celina

# POLICY REASONS AGAINST FLEXIBILITY

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- Heavy masonry (brick/stone) is:
  - Proven
  - Durable
  - Sustains & protects value
  - Attractive
  - Understood
- All builders have façade plans that are not allowed in Collin County
- Some believe that the use of stucco and fiber cement board is lower quality
- Alternate building materials on smaller suburban lots may look cheap or have unforeseen ripple effects

# BASICS OF ARCHITECTURAL DESIGN

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## Multi-Family Structures

- Primary Facades: 80% Category A, 20% Category B
- Secondary Facades: 50% Category A, 50% Category B
- No substantive changes proposed

# BASICS OF ARCHITECTURAL DESIGN

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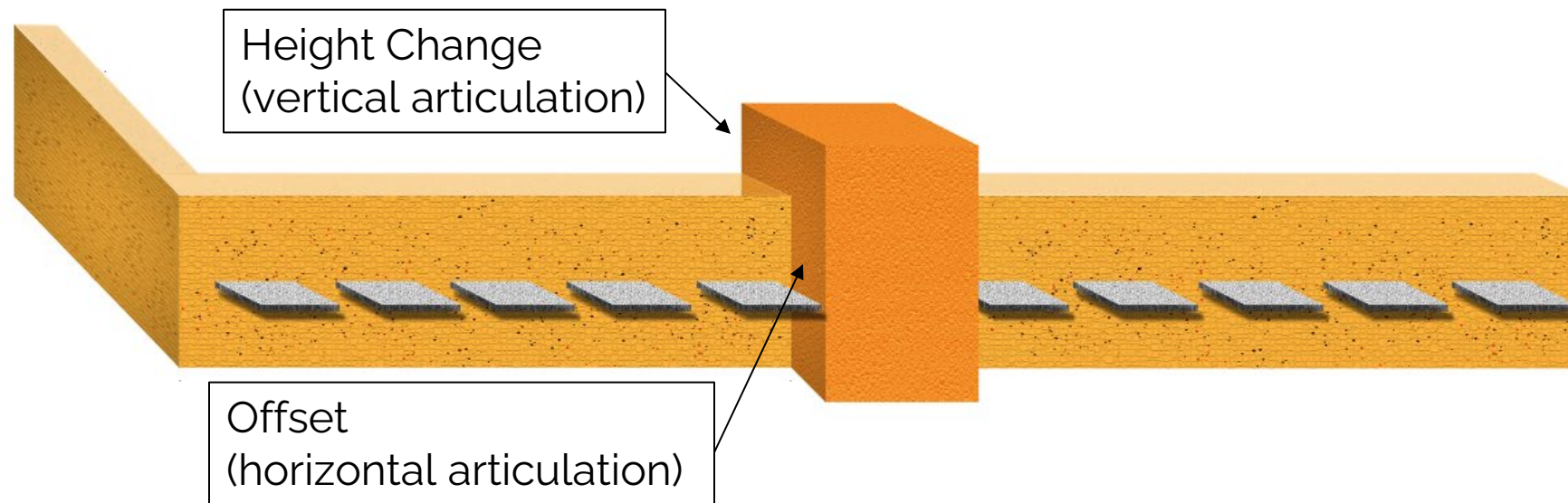
## Non-Residential Structures

- 70% Category A; 30% Category B (for most 1-story pads)
- Material percentages based on height or size of building
- Big boxes and taller buildings given greater flexibility
- Vertical and horizontal articulation required
- No substantive changes proposed

# BASICS OF ARCHITECTURAL DESIGN

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## Articulation Example



# BASICS OF ARCHITECTURAL DESIGN

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## Industrial Structures

- Primary Facades: 10% Category A, 90% Category B
- Secondary Facades: 100% Category B
- Vertical and horizontal articulation required for the main entry or office area
- No substantive changes proposed

# PROPOSED REVISIONS (OVERVIEW)

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- The redline of proposed changes is in the packet
- Clarified internal policy where possible to improve customer service and understanding
- Eliminated platitude-type language that did not add value or could not be enforced

# PROPOSED REVISIONS (SPECIFICS)

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- Consolidated repetitive information
- Clarified articulation requirements for non-residential structures
- Simplified standards for residential structures
- Clarified primary and secondary facades, and material percentage requirements

# NEXT STEPS

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- ~~July P&Z – discussion~~
- August Council – discussion
- August P&Z – public hearing
- September Council – public hearing & adoption

**ARTICLE IV – SITE DEVELOPMENT STANDARDS**  
**PART ONE, ARCHITECTURAL DESIGN STANDARDS**

**Section 14.04.101 ..... Purpose.**

The purpose of establishing architectural standards is to set minimum standards for the appearance and quality of buildings and corresponding site elements that are recognized as enhancing property values and are in the interest of the general welfare of the City. Given that the City of Celina is an area designated with historical, cultural, and architectural importance and significance, the following provisions apply. 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 development community is encouraged to seek out new and innovative construction techniques and materials to implement the standards contained herein that will result in a significant contribution to the visual character of the area and the City as a whole. Any new or innovative material shall be considered on a case-by-case basis by the Director and must be equal to or exceed the current standards in terms of quality and longevity.

**Section 14.04.102 ..... Applicability & Administration.**

- (a) The regulations provided in this section shall apply to all new construction and all structures within all zoning districts, but shall only apply to single-family residential uses when indicated. Where the regulations of this section conflict with other sections or provisions of this chapter, the more specific regulations shall apply.
- (b) Single-family tracts with existing PDs (or comparable special zoning or entitlement) that include specific architectural standards may continue to apply the standards as found in the governing PD. Non-residential tracts and uses within existing PDs (or comparable special zoning or entitlement) shall be governed by the standards contained herein.
- (c) When an existing building, constructed prior to November 13, 2018, is proposed for an addition or expansion that will increase the square footage of the existing building by less than fifty percent (50%), either by a single expansion or by the cumulative effect of a series of expansions, similar or like exterior materials may be used on new façades that match the existing building and architectural theme to the extent possible.
- (d) Any addition that is fifty percent (50%) or greater of the originally approved floor area shall be subject to and shall comply with the regulations herein, potentially resulting in the reconstruction of the entire exterior veneer of an existing structure. At a minimum, the front façade must comply with the regulations stated herein.
- (e) Certain structures, such as temporary construction buildings or portable buildings situated on public school or non-profit property, may be exempt from compliance, as may non-permanent structures associated with concrete batch plants or similar operations, subject to review and approval.
- (f) The provisions of this section shall be administered by the Director of Development Services, or designee, who shall have the authority to approve any façade plan that is deemed to satisfy the minimum requirements of this section, alternate façade plans deemed to meet the spirit and intent of the section, including any minor deviations or waivers, and to make necessary interpretations regarding any subjectivity or frustration of purpose contained herein. Material percentages are intended to be applied in a non-legalistic nature.
- (g) All exterior façades shall be perpetually maintained and repaired by the owner in a safe, reasonably sound, and attractive manner that protects against the elements, is structurally safe, and corrects any visual deficiencies or other problems.

- (h) The City Council may grant a Specific Use Permit (SUP), establish a planned development (PD) district, or enter into a development agreement or other economic incentive agreement, which may amend or revise the regulations herein for a certain project or area of the City.
- (i) Due to the unique service nature of government-owned and occupied facilities, in addition to the development costs being a public burden, such facilities may meet the spirit and intent of the regulations contained herein to the extent possible, and are not expected to strictly comply.
- (j) The City Council may, from time to time, amend, supplement, or change the boundaries of a district or the regulations herein established as provided by State Law or establish special zoning districts or overlay districts that may have substantially different exterior material requirements.

**Section 14.04.103 ..... Submittal of Building Elevations.**

- (a) **Submittal information.** Sufficient information shall be submitted to evaluate the architectural standards criteria outlined herein as part of the development process.
- (b) **Elevations.** Applications that include a site plan shall include the following:
  - (1) Color renderings of all façades of each building, identified by cardinal direction. Projects with repeated elevations, such as multi-family, may submit sample elevations of proposed buildings.
  - (2) Proposed exterior materials with a percentage breakdown of each material used, exclusive of windows and doors, in a table format.
  - (3) A calculation table or graphic exhibit demonstrating compliance with the articulation standards.
  - (4) A listing of the selected Architectural Features, described herein, to demonstrate compliance.
  - (5) If a landmark feature is required, please note the feature proposed for credit.
  - (6) The Director may require sample boards.
- (c) **Streetscape Elements.** For any proposed streetscape elements (such as bike racks, trash receptacles, lampposts, tree grates, bollards, outdoor seating, etc.) or screening devices (masonry walls screening dumpsters, mechanical equipment, etc.), graphics shall also be submitted showing the material, color, height, and any other pertinent details of the elements proposed.

**Section 14.04.104 ..... Definitions.**

*Architectural concrete masonry units (CMU)* includes highly textured finish, such as split faced, indented, hammered, fluted, ribbed, burnished, or similar decorative finish; coloration shall be integral to the masonry material and shall not be painted on; minimum thickness of one inch when applied as a veneer; and shall include light weight and featherweight decorative masonry units.

*Big Box* shall mean a building, usually with a single tenant, which comprises more than 50,000 square feet.

*Brick* includes severe weather rated kiln-fired clay or slate material, can include concrete brick if it is to the same ASTM C216 or C652 standard and severe weather rated as typical fired clay brick; minimum thickness of one inch when applied as a veneer, and shall not include underfired clay, sand, or shale.

*Director* shall mean the Director of Development Services, or his designee.

*EIFS* means exterior insulation and finish systems.

*Engineered wood* A composite material made from wood fibers, strands, or veneers that are bonded together with adhesives.

*Facades:*

*Front façade* shall mean the exterior walls of any enclosed space that are parallel or roughly parallel to the street.

*Rear façade* shall mean the exterior walls of any enclosed space that are parallel or roughly parallel to the rear property line.

*Masonry materials* shall mean and include that form of construction defined below and composed of brick, stone, granite, marble, stucco (three-step hard coat), architectural concrete masonry unit, tilt wall concrete panels, sealed and painted concrete block, exterior insulation and finish systems (EIFS), and rock or other materials of equal characteristics laid up unit upon unit set and bonded to one another in mortar.

*Non-residential building* shall mean those buildings utilized for use other than single-family, duplex, and townhome dwellings, specifically including commercial, retail, medical, office, and multi-family structures and associated accessory structures of any size.

*Residential buildings* shall mean those buildings utilized for single-family, duplex, and townhome dwellings.

*Stone* includes naturally occurring granite, marble, limestone, slate, river rock, and other similar hard and durable all-weather stone that is customarily used in exterior building construction; may also include cast or manufactured stone product, provided that such product yields a highly textured stone-like appearance, its coloration is integral to the masonry material and shall not be painted on, and it is demonstrated to be highly durable and maintenance free; natural or manmade stone shall have a minimum thickness of one inch when applied as a veneer.

*Stucco* means the 3-step stucco process that is applied in three separate layers: 3/8-inch thick scratch coat, 3/8-inch thick brown coat, and approximate 1/8-inch thick finish coat. The approximately 7/8-inch three-coat system is applied over an approved weather-resistive barrier and metal lath either by hand using a trowel or by machine application. Any stucco product that does not meet the stated requirements is not allowed.

#### **Section 14.04.105 ..... Exterior Materials by Category.**

- (a) **Category A** materials are defined as the superior masonry products from which the City prefers buildings to be predominantly constructed. Unless otherwise provided for in this Chapter, acceptable Category A masonry finishing materials are brick and stone.
- (b) **Category B** materials are the secondary products that the City recognizes as materials acceptable for use, products that should not be the predominant material for a building, and are considered as somewhat less desirable than those materials listed in Category A. Unless otherwise provided for in this Chapter, acceptable Category B masonry finishing materials include three-step stucco, architectural concrete masonry units with integrated color (i.e. split-face CMU), concrete tilt wall (integral color and stamped), engineered wood, and fiber cement (also referred to as cementitious fiberboard) with integrated color and in the form of lap siding or board & batten.
- (c) **Category C** materials are accent products acceptable in limited application for architectural accents, features, and embellishments. Unless otherwise provided for in this Chapter, acceptable Category C materials include decorative metal, tile, glass block, exterior insulation and finish systems (EIFS), and natural wood products.
- (d) **Prohibited** exterior surface materials include cinder block, vinyl, plastic, and aggregate pea-gravel finished surfaces.

#### **Section 14.04.106 ..... Exterior Colors.**

- (a) **Building Color.**
  - (1) The dominant color of all buildings shall be muted shades of color that are subtle, neutral,

or earthen tones. The color of secondary facades shall match or complement the primary facade. No high-intensity colors, neon colors, or fluorescent colors shall be used.

- (2) Bright, reflective, pure tone primary or secondary colors are permissible only on signs. This provision shall not be construed as a license to employ corporate imaging or branding on the primary building facade.
  - (3) Door and window frames, moldings, cornices, mullions, canopies, awnings, band faces, roof flashing, light fixtures, and other such features may use subdued, muted shades of earthen tone colors. The Director may consider limited application of corporate branding for larger projects, such as big boxes, institutional complexes, and corporate campuses.
  - (4) The use of tube lighting, string lights, or other similar materials shall not be installed on non-residential buildings, as described in Article 14.04, PART FIVE, *Lighting Standards*, except for patio string lighting.
  - (5) No more than one (1) color shall be used for visible roof surfaces; however, if more than one type of roofing material is used, the materials shall be varying hues of the same color or complementary in nature. The primary roof shall not be a bold color.
  - (6) All streetscape elements and site amenities, such as bike racks, trash receptacles, lampposts, benches, patio furniture, tree grates, and cart corrals, shall be metal, rust and flake/chip resistant, and generally be black in color. Minor deviations in color and design that maintain the spirit and intent of the section are allowed with approval. Bollards can be concrete or decorative metal with no bold colors. Cart corrals shall be permanently affixed to the ground.
  - (7) Overhead doors shall be neutral or earthen tone colors. Stark white shall not be used.
- (b) **Repairs & Alterations.** All repairs and alterations of exterior façades, including re-painting or rebranding, of non-residential buildings are required to obtain a permit from the City and comply with all applicable color regulations contained herein.

**Section 14.04.107 ..... Design Standards for Residential Structures.**

- (a) **Design Standards.** All new single-family (detached and attached) residences within the City of Celina shall conform to the following design standards:

<b>ARTICLE IV, TABLE 1A</b>	
<b>EXTERIOR MATERIALS FOR SINGLE-FAMILY (ATTACHED &amp; DETACHED)</b>	
<i>Categories</i>	<i>Materials</i>
A	Brick, Stone, 3-Step Stucco
B	Fiber Cement, Engineered Wood
C	Natural Wood, EIFS

<b>ARTICLE IV, TABLE 1B</b>		
<b>REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR SINGLE-FAMILY( ATTACHED &amp; DETACHED)</b>		
<i>Facades</i>	<i>Percentage Breakdown</i>	<i>Definition</i>
All facades when considered together	Minimum 80% Category A Maximum 20% Category B	All walls, when counted together, whether visible from the street or not, shall add up to the 80/20 rule.
Front Facade	Minimum 80% Category A	Notwithstanding the overall percentages, the front façade shall be a minimum of eighty percent (80%) Category A

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Note 1. Natural wood or EIFS may be used for trim, soffit construction, window box-outs, bay windows, roof dormers, columns, chimneys not part of an exterior wall, or other architectural accent features.

- (1) The Director shall have final approval of any residential elevation submitted for construction.
- (2)
- (3) **Front-facing garage placement.** The face of garage doors shall not extend beyond the front façade of any residential structure; however, the face of the garage door may extend up to a maximum of eight (8) feet beyond the front façade when a front porch or bay window extending along the remainder of the front façade is provided.
- (4) **J-swing garage placement.** When the doors of garages are designed to be perpendicular to the street access (i.e. J-swing garages), the garage may extend ten (10) feet into the front setback of the residential structure and may include living space above.
- (5) **Roof pitch.** Minimum roof pitch of residential structures is 6:12.
- (6) **Mailboxes.** When allowed, individual mailboxes shall be brick or stone to match the residence or decorative metal containers on posts. When mailboxes are clustered, the exterior of the clustered mailboxes shall be decorative metal on a matching support pole and shall be maintained by the Homeowners Association (HOA).
- (7) **Driveways.** All driveways and approaches shall be concrete with a minimum width of ten (10) feet and shall match the width at the garage door at the property line.

(b) **Recommended Practices**

- (1) **Elevation repetition.** Any house elevation should not be repeated on the lot most directly across the street, nor should it be repeated on two (2) lots in either direction on the same side of the street. A wide variety of elevations is desired as it strengthens the character of the subdivision and reduces monotony of design. When stucco homes are the predominant exterior material used on a particular street, variations of color and design should be provided to minimize visual monotony.
- (2) **Elevation masonry mix & pattern.** Front elevations should use more than one type of masonry product in a variety of patterns to vary the architectural appeal of the streetscape. Regardless of the minimum Category A masonry requirements, every front façade should be a mixture of materials and colors.
- (3) **Front entry doors.** Front entry doors should consist of a hardwood, engineered wood, or other highly durable products, including products that have a wood appearance.
- (4) **Garage doors.** Garage doors should consist of lightweight but durable materials, such as painted metal, and include materials that have a wood appearance. Garage door windows are permitted.
- (5) **Gifts to the Street .** All residential structures should include at least four (4) of the following design features on the front façade or façades visible from the front or side street:
  - i. Garage doors not facing the street (J-swing garage style).
  - ii. Carriage-style garage doors with decorative hardware.
  - iii. Mixed masonry patterns, decorative brick patterning, stone accents, gothic treatments, or gingerbreading.
  - iv. Architectural pillars or posts or masonry arches.
  - v. Bay window facing street.
  - vi. Brick or stone chimney on exterior wall.
  - vii. Covered front porches (minimum of sixty (60) square feet covered by main roof with a minimum five (5) foot depth or an architectural extension).

- viii. Cupulas, turrets, dormers or gables.
- ix. Roof accent upgrades (e.g. metal, tile, slate, solar tiles).
- x. Recessed entries a minimum of three (3) feet deeper than the main front façade.
- xi. Greater than 8:12 primary roof pitch, or variable roof pitches.
- xii. Transom windows or shutters.
- xiii. Coach lights at entrances.
- xiv. Decorative attic or gable feature, minimum two (2) square feet in size (e.g. vent, window, brick detail).
- xv. Decorative driveway paving (e.g. salt finish, exposed aggregate, or other treatments).

**Section 14.04.108 ..... General Design Standards for Multi-Family and Non-Residential Structures**

- (a) **Two masonry materials required.** At least two (2) masonry materials shall be used on all exterior facades. Except for stone, no single material shall exceed seventy percent (70%) of any given facade.
- (b) **Uniform architectural style.** All buildings within a common development, as shown on a development plan, conceptual plan, or site plan, should have similar architectural styles, materials, colors, and detailing; however, sufficient variations should be incorporated to discourage exact duplicate buildings.
- (c) All structures shall be architecturally finished on all sides visible from a public right-of-way with similar styles, materials, colors, and detail. A higher level of finish and articulation shall be at the primary entrance or front door.
- (d) Deviations from a strict interpretation of the exterior standards to accommodate a specific “signature design aesthetic” may be approved.
- (e) Columns shall be encased in Category A masonry material used elsewhere on the primary building.
- (f) **Roof design.** Roofs shall be peaked with either hip, gable, or mansard design with a minimum one-to-four (1:4) pitch, or a parapet wall or false mansard design with a minimum one-to-two (1:2) pitch is acceptable only if constructed around the entire perimeter of a building so that no flat roof shall be visible from a public street or along an active storefront. At all times roof-mounted mechanical equipment shall be screened from view.
- (g) **Roof materials.** For buildings with a visible hip, gable, or mansard roof, allowed materials include metal (standing seam), slate, or tile (clay or cement, barrel, or Roman-shaped). The enhanced roofing requirement does not apply to residential buildings and covered garages in multi-family complexes.
- (h) **Parapet.** The backside of parapets shall not have framing exposed and shall be painted to match the building.
- (i) Any concrete structures over 6” in height, including headwalls, bridges, wall, culverts, retaining walls, and like structures, shall be clad in masonry.

**Section 14.04.109 ..... Design Standards for Multi-Family Structures.**

- (a) **Exterior Materials.**

<b>ARTICLE IV, TABLE 2A</b>	
<b>EXTERIOR MATERIALS FOR MULTI-FAMILY</b>	
<i>Categories</i>	<i>Materials</i>
A	Brick or Stone

B	Split-Face CMU, 3-Step Stucco, Fiber Cement, Engineered Wood
C	Metal, Natural Wood, Tile, Glass, EIFS
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, Tilt Wall

ARTICLE IV, TABLE 2B REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR MULTI-FAMILY		
Facades	Percentage Breakdown	Definition
Primary	Minimum 80% Category A Maximum 20% Category B Minimum 20% stone	Exterior walls of buildings that are clearly visible from a public street, parking lot, or fire lane
Secondary	Minimum 50% Category A Remainder Category B	Exterior walls of buildings that are NOT clearly visible from a public street, parking lot, or fire lane, such as an interior courtyard

Note 1. Engineered wood or EIFS may be used for trim or soffit construction.

Note 2. The first floor shall be 100% Category A, including recessed balconies.

Note 3. The first floor shall not have any patios or balconies between the building and right-of-way, unless recessed.

(b) **Specific Design Standards.**

- (1) **Accessory building materials.** Covered garages, mail kiosks, and other accessory buildings shall be 100% Category A.
- (2) **Amenity centers.** Amenity centers shall follow non-residential material standards. Amenity centers within a multi-family development shall have a decorative metal roof or a parapet wall to shield roof-mounted equipment.
- (3) **Hallways.** Air-conditioned hallways with key-fob access shall be provided.

(c) **Architectural Features.** All multi-family primary buildings shall be designed to incorporate no less than four (4) of the architectural features from the list below.

- (1) Canopies, awnings, porticos with colonnade or arcades.
- (2) Raised pilaster cornices (end columns at corners), or quoined corners.
- (3) Vertical elements (tower, cupola, lighthouse, turret, arches, etc.).
- (4) Accented windows and doors framed with smooth cobblestone, cast stone, limestone, or other decorative masonry headers and sills, or dormer windows.
- (5) Outdoor patios and/or courtyards (landscaped and furnished) integrated into a site's layout that creates a sense of place for informal and experiential gathering.
- (6) Decorative and repetitive ornamentation (non-signage) integrated into the building facade, such as corbels, medallions, functioning clocks, niches, wrought iron, balconettes, gargoyles, or horizontally and rhythmically patterned brickwork.
- (7) Other similar architectural features, as approved.

**Section 14.04.110 ..... Design Standards for Non-Residential Structures (includes office, retail, commercial, mixed use, etc., but not industrial uses).**

(a) **Exterior Standards.**

- (1) **Windows.** Windows and glazing shall be limited to a minimum of ten percent (10%) and maximum of seventy percent (70%) of each building elevation. Faux windows (i.e. non-transparent architectural features meant to appear as a window opening) or elements that create a comparable visual, such as decorative brickwork, insets of varying materials/colors, or other similar features are allowed, subject to discretionary review and approval. Windows shall not be glazed or reglazed with mirrored or reflective glass that creates a hazard.
- (2) **Murals.** Murals, if used, cannot display or connote a commercial message without abiding by the Sign regulations, as found within the Code of Ordinances. Murals should be in scale

and scope with the proposed development, not violate the spirit and intent of the architectural standards, and should be coordinated through Planning staff. Murals must reflect the development design/theme and cannot contain dangerous, vulgar, or other obscene imagery. All murals must be permitted through the building elevation review process.

- (3) All buildings shall be designed and constructed in tri-partite architecture so that they have a distinct base, middle, and top, separated by horizontal elements, as illustrated below.



Examples of Tri-Partite

- (4) Ground floor facades facing major thoroughfares and any intersecting thoroughfare must incorporate articulated entry areas, arcades, display windows, awnings, or other similar architectural features along no less than sixty percent (60%) of the facade.

(b) **Landmark Buildings.**

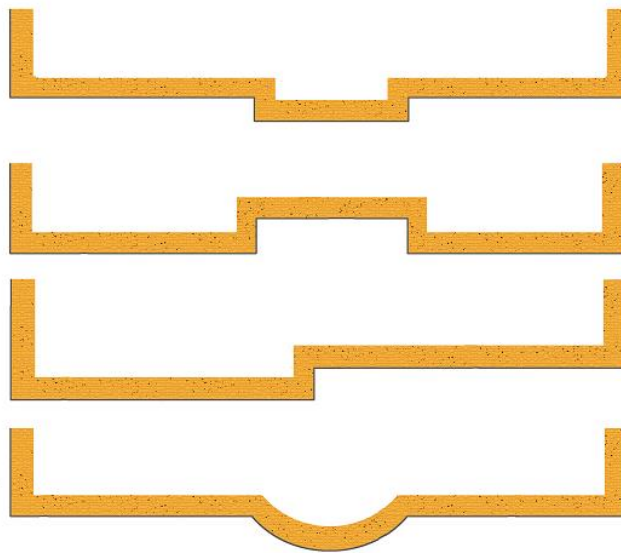
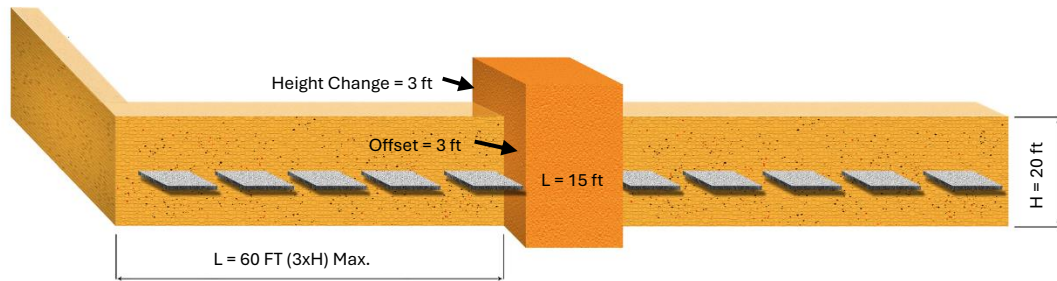
- (1) Buildings that are located at the end of a terminating street or major access lane or at the intersection of streets and/or major access lanes shall be considered a landmark building.
- (2) Such buildings shall be designed with landmark features that take advantage of that location, such as an accentuated entry and a unique building articulation that is offset from the front wall planes and extends above the main building eave or parapet line.
- (3) Landmark features shall be in proportion to the building, subject to review and approval.

(c) **Architectural Features.** All non-residential structures shall be designed to incorporate no less than four (4) of the architectural features from the list below. Buildings over 50,000 square feet must include a minimum of five (5) of the referenced architectural features.

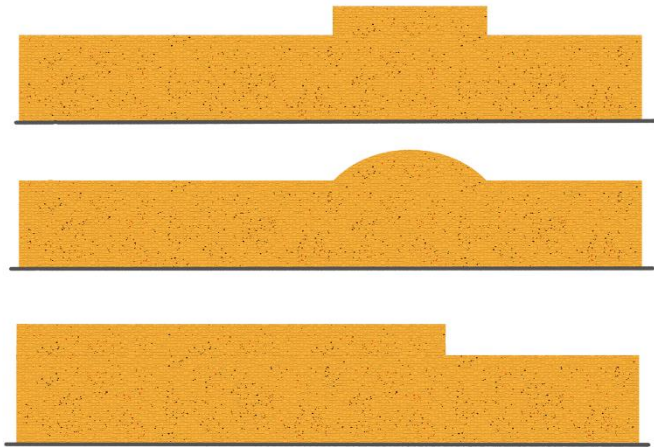
- (1) Canopies, awnings, porticos with colonnade or arcades.
- (2) Raised pilaster cornices (end columns at corners) or quoined corners.
- (3) Vertical elements (tower, cupola, lighthouse, turret, arches, etc.).
- (4) Accented windows and doors framed with smooth cobble, cast stone, limestone, or other decorative masonry headers and sills, or dormer windows.
- (5) Outdoor patios and/or courtyards (landscaped and furnished) integrated into a site's layout that creates a sense of place for informal and experiential gathering.
- (6) Decorative and repetitive ornamentation (non-signage) integrated into the building facade, such as corbels, medallions, functioning clocks, niches, wrought iron, balconettes, gargoyles, or horizontally and rhythmically patterned brickwork.
- (7) Other similar architectural features, as approved.

(d) **Building Articulation Standards.** Primary facades clearly visible from a public street or along an active storefront shall meet the following minimum standards for articulation:

- (1) ***Horizontal articulation.*** An offset equal to 15% of the wall's height must be provided for every wall length that is 3 times the wall's height. The offset must extend a length equal to at least 25% of that wall length.
- (2) ***Vertical articulation.*** A change in height equal to 15% of the wall's height must be provided for every wall length that is 3 times the wall's height. The height change must extend a length equal to at least 25% of that wall length. Pitched roofs shall count toward achieving vertical articulation, provided they are 65 degrees or less from horizontal.



Examples of horizontal articulation



Examples of vertical articulation

**Section 14.04.111 ..... Specific Design Standards for Non-Residential Structures Related to Height of Buildings.**

(a) ***Exterior Materials for Non-Residential Structures up to Three (3) Stories in Height.***

<b>ARTICLE IV, TABLE 3A</b>		
<b>EXTERIOR MATERIALS FOR NON-RESIDENTIAL BUILDINGS</b>		
<i>Categories</i>	<i>Materials</i>	
A	Brick or Stone	
B	Split-Face CMU, 3-Step Stucco, Fiber Cement, Tilt Wall, Engineered Wood	
C	Metal, Tile	
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, Natural Wood, EIFS	
<b>ARTICLE IV, TABLE 3B</b>		
<b>REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR BUILDINGS</b>		
<b>THREE (3) OR FEWER STORIES</b>		
<i>Facades</i>	<i>Minimum Percentage</i>	<i>Definition</i>
Primary	Minimum 70% Category A Maximum 30% Category B Maximum 10% Category C Minimum 20% Stone	Exterior walls of buildings that are clearly visible from a public street or along an active storefront, and all exterior walls of buildings less than 15,000 square feet, or as determined by the Director
Secondary	Minimum 30% Category A Remainder Category B	Exterior walls of buildings 15,000 square feet or larger that are NOT clearly visible from a public street or along an active storefront
<b>ARTICLE VI, TABLE 3C</b>		
<b>REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR BIG BOX BUILDINGS</b>		
Primary	Minimum 50% Category A Maximum 50% Split Faced CMU Maximum 30% other Category B	Exterior walls of buildings that are clearly visible from a public street or along an active storefront
Secondary	Minimum 20% Category A Remainder Category B	Exterior walls of buildings that are NOT clearly visible from a public street or along an active storefront

Note 1. EIFS may be used for trim or soffit construction.

(b) **Exterior Materials for Non-Residential Structures Four (4) Stories in Height or Taller.**

<b>ARTICLE IV, TABLE 4A</b>	
<b>EXTERIOR MATERIALS CATEGORIES FOR MID &amp; HIGH RISE BUILDINGS (4 OR MORE STORIES)</b>	
<i>Categories</i>	<i>Materials</i>
A	Brick, Stone, Glass Wall System
B	Split-Face CMU, 3-Step Stucco, Fiber Cement, Engineered Wood, Tilt Wall
C	Metal, Tile, Glass Blocks
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, Natural Wood, EIFS
<b>ARTICLE IV, TABLE 4B</b>	
<b>MINIMUM EXTERIOR PERCENTAGES FOR MID &amp; HIGH RISE BUILDINGS (4 OR MORE STORIES)</b>	
Floors 1-3	Minimum 70% Category A Maximum 30% Category B Maximum 10% Category C Minimum 20% Stone
Floors 4-6	Minimum 20% Category A Maximum 70% Category B Remainder Category C
Floors 7 and above	Any combination of Category A, B, or C

Note 1. The Director may apply architectural regulations in Tables 3A and 3B for developments such as climate-controlled storage, hotels, and similar uses.

**Section 14.04.112 ..... Design Standards for Industrial Structures.**

(a) **Design Standards.** The following design standards apply to structures constructed in an industrial zoning district and proposing an industrial and/or manufacturing use, per the use chart of the zoning ordinance:

- (1) The main entry or office area of the building shall be articulated both horizontally and vertically by ten percent (10%) of the adjacent wall height. Building corners shall also be articulated, as approved.

<b>ARTICLE IV, TABLE 5A</b>		
<b>EXTERIOR MATERIALS FOR INDUSTRIAL BUILDINGS</b>		
<i>Categories</i>	<i>Materials</i>	
A	Brick or Stone	
B	Split-Face CMU, 3-Step Stucco, Fiber Cement, Tilt Wall, Engineered Wood	
C	Metal, Tile	
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, Natural Wood, EIFS	
<b>ARTICLE IV, TABLE 5B</b>		
<b>REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR INDUSTRIAL BUILDINGS</b>		
<i>Facades</i>	<i>Minimum Percentage</i>	<i>Definition</i>
Primary	Minimum 10% Category A Remainder Category B Category C may be used as accents up to 10%	Exterior walls of buildings that are clearly visible from a public street
Secondary	Up to 100% Category B	Exterior walls that are NOT clearly visible from a public street

Note 1. The Director has the authority to declare certain structures with inherent industrial-like uses, such as cabinet structures associated with communication towers or modular buildings internal to heavy industrial sites, to be in conformance with this Ordinance.

- (b) **Architectural Features.** All industrial buildings shall be designed to incorporate no less than two (2) of the architectural features listed below:

- (1) Raised pilaster cornices (end columns at corners) or quoined corners.
- (2) Vertical elements (tower, cupola, lighthouse, turret, arches, etc.).
- (3) 25% Category A on primary facades.
- (4) Canopies (not drive-through canopies), awnings, valances, porticos, overhangs (5 feet minimum), or arcades.
- (5) Recesses or projections (3 feet minimum).
- (6) Peaked roof forms.
- (7) Outdoor patios or integrated planters or wing walls that incorporate landscape and sitting areas.
- (8) Visible and noticeable architectural details, such as tile work or moldings, integrated into the building façade.
- (9) Other architectural features with similar visual impact.

**Section 14.04.113 ..... Specific Design Standards for Canopies & Fueling Stations.**

(a) **Canopies**

- (1) Canopies and their supporting structures should be architecturally integrated with the primary building and all other accessory structures on the site by using the same or complementary materials, design motif, and colors. Canopies in a multi-tenant center shall be consistent in color.
- (2) Non-residential canopies and awnings, such as for car washes, vacuum stalls, or other similar structures shall utilize a metal roof (not fabric) and shall use a subdued, muted shade of earthen tone color.
- (3) Canopy band faces shall be a color consistent with the main structure or an accent color. The canopy band face shall be flat with no projections, shall not be of plastic materials, shall be generally a metal or masonry-based material, not be greater than four (4) feet in height, and may not be backlit or used as signage, except as follows:
  - i. The canopy band face may utilize one (1) small button logo on each face that can be internally illuminated, as long as each button logo does not exceed fifteen (15) square feet for bands three (3) feet in height and twenty (20) square feet for bands four (4) feet in height, is generally as tall as it is wide, and does not protrude more than eighteen (18) inches from the canopy in any direction.

(b) **Gas Pumps & Fueling Stations.**

- (1) Canopies shall not exceed twenty (20) feet in total height, measured from the pavement to the top of the canopy, and must abide by all other canopy regulations.
- (2) The roofs of fueling station canopies shall be pitched, include a parapet to shield roof-mounted equipment, or otherwise be distinguished, subject to approval.
- (3) Canopy support columns shall be fully encased with Category A masonry products and shall not include any non-structural additions to the columns.
- (4) Lighting fixtures or sources of light that are a part of the canopy should be recessed into the underside of the canopy with no drop-down or visible bulbs.
- (5) Exhaust valves for underground fuel storage tanks shall be designed to be located against a building, dumpster screening wall, or other structure to mitigate their visual impact and should be an earthen tone color. If impractical, the exhaust valves may be located in an interior landscape area, if properly screened, but should not be located in the exterior landscape buffer adjacent to the public right-of-way.

**Sections 14.04.114 to 14.04.200 ..... Reserved.**

**ARTICLE IV – SITE DEVELOPMENT STANDARDS**  
**PART ONE, ARCHITECTURAL DESIGN STANDARDS**

**Section 14.04.101 ..... Purpose.**

The purpose of establishing architectural standards is to set minimum standards for the appearance and quality of buildings and corresponding site elements that are recognized as enhancing property values and are in the interest of the general welfare of the City. Given that the City of Celina is an area designated with historical, cultural, and architectural importance and significance, the following provisions apply. 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 development community is encouraged to seek out new and innovative construction techniques and materials to implement the standards contained herein that will result in a significant contribution to the visual character of the area and the City as a whole. Any new or innovative material shall be considered on a case-by-case basis by the Director and must be equal to or exceed the current standards in terms of quality and longevity.

**Section 14.04.102 ..... Applicability & Administration.**

- (a) The regulations provided in this section shall apply to all new construction and all structures within all zoning districts, but shall only apply to single-family residential uses when indicated. Where the regulations of this section conflict with other sections or provisions of this chapter, the more specific regulations shall apply.
- (b) Single-family tracts with existing PDs (or comparable special zoning or entitlement) that include specific architectural standards may continue to apply the standards as found in the governing PD. Non-residential tracts and uses within existing PDs (or comparable special zoning or entitlement) shall be governed by the standards contained herein.
- (c) When an existing building, constructed prior to ~~the adoption of this section~~ November 13, 2018, is proposed for an addition or expansion that will increase the square footage of the existing building by less than fifty percent (50%), either by a single expansion or by the cumulative effect of a series of expansions, similar or like exterior materials may be used on new façades that match the existing building and architectural theme to the extent possible.
- (d) Any addition that is fifty percent (50%) or greater of the originally approved floor area shall be subject to and shall comply with the regulations herein, potentially resulting in the reconstruction of the entire exterior veneer of an existing structure. At a minimum, the front façade must comply with the regulations stated herein.
- ~~(e) Certain structures, such as temporary construction buildings or portable classroom-buildings situated on public school or non-profit property, may be exempt from compliance, as may non-permanent structures associated with concrete batch plants or similar operations, subject to review and approval.~~
- ~~(e)~~
- (f) The provisions of this section shall be administered by the Director of Development Services, or designee, who shall have the authority to approve any façade plan that is deemed to satisfy the minimum requirements of this section, alternate façade plans deemed to meet the spirit and intent of the section, including any minor deviations or waivers, and to make necessary interpretations regarding any subjectivity or frustration of purpose contained herein. Material percentages are intended to be applied in a non-legalistic nature.

- (g) All exterior façades shall be perpetually maintained and repaired by the owner in a safe, reasonably sound, and attractive manner that protects against the elements, is structurally safe, and corrects any visual deficiencies or other problems.
- (h) The City Council may grant a Specific Use Permit (SUP), establish a planned development (PD) district, or enter into a development agreement or other economic incentive agreement, which may amend or revise the regulations herein for a certain project or area of the City.
- (i) Due to the unique service nature of government-owned and occupied facilities, in addition to the development costs being a public burden, such facilities may meet the spirit and intent of the regulations contained herein to the extent possible, and are not expected to strictly comply.
- (j) The City Council may, from time to time, amend, supplement, or change the boundaries of a district or the regulations herein established as provided by State Law or establish special zoning districts or overlay districts that may have substantially different exterior material requirements.

**Section 14.04.103 ..... Submittal of ~~Façade Design~~Building Elevations.**

- (a) **Submittal information**. Sufficient information shall be submitted to evaluate the architectural standards criteria outlined herein as part of ~~the site plan submittal~~the development process.
- (b) **Elevations**. Applications that include a site plan shall include the following:
  - (1) Color renderings of all façades of each building, identified by cardinal direction. Projects with repeated elevations, such as multi-family, may submit sample elevations of proposed buildings.
  - (2) Proposed exterior materials with a percentage breakdown of each material used, exclusive of windows and doors, in a table format.
  - (3) A calculation ~~chart-table~~ or graphic exhibit demonstrating compliance with the articulation standards.
  - (4) A listing of the selected ~~auxiliary design standards~~Architectural Features, described herein, to ~~illustrate-demonstrate~~ compliance.
  - (5) If a landmark feature is required ~~of the building~~, please note the feature proposed for credit.
  - (6) The Director may require sample boards.
- (c) **Streetscape Elements**. For any proposed streetscape elements (such as bike racks, trash receptacles, lampposts, tree grates, bollards, outdoor seating, etc.) or screening devices (masonry walls screening dumpsters, mechanical equipment, etc.), graphics shall also be submitted showing the material, color, height, and any other pertinent details of the elements proposed.

**Section 14.04.104 ..... Definitions.**

*Architectural concrete masonry units (CMU)* includes highly textured finish, such as split faced, indented, hammered, fluted, ribbed, burnished, or similar decorative finish; coloration shall be integral to the masonry material and shall not be painted on; minimum thickness of one inch when applied as a veneer; and shall include light weight and featherweight decorative masonry units.

*Big Box* shall mean a building, usually with a single tenant, which comprises more than 50,000 square feet.

*Brick* includes severe weather rated kiln-fired clay or slate material, can include concrete brick if it is to the same ASTM C216 or C652 standard and severe weather rated as typical fired clay brick; minimum thickness of one inch when applied as a veneer, and shall not include underfired clay, sand, or shale.

*Director* shall mean the Director of Development Services, or his designee.

*EIFS* means exterior insulation and finish systems.

*Engineered wood* ~~A composite material made from wood fibers, strands, or veneers that are bonded together with adhesives shall mean a wood-based product that has been treated to be stronger and more weather/wear resistant than natural wood.~~

*Facades:*

*Front façade* shall mean the exterior walls of any enclosed space that are parallel or roughly parallel to the street.

*Rear façade* shall mean the exterior walls of any enclosed space that are parallel or roughly parallel to the rear property line.

~~*Primary façade* shall mean the exterior walls of any enclosed space that face directly on a public street of any size, back to a public street that is designated as a collector or larger, along any active storefront regardless of orientation, or may be so defined at the discretion of the Director.~~

~~*Secondary façade* shall mean the exterior walls of any enclosed space that do not directly face a public street or back to a public street that is designated as a collector or larger (i.e. any wall other than a primary façade).~~

*Masonry materials* shall mean and include that form of construction defined below and composed of brick, stone, granite, marble, stucco (three-step hard coat), ~~decorative architectural~~ concrete masonry unit, tilt wall concrete panels, sealed and painted concrete block, exterior insulation and finish systems (EIFS), and rock or other materials of equal characteristics laid up unit upon unit set and bonded to one another in mortar.

*Non-residential building* shall mean those buildings utilized for use other than single-family, duplex, and townhome dwellings, ~~to~~ specifically ~~include including~~ commercial, retail, medical, office, and multi-family structures and associated accessory structures of any size.

*Residential buildings* shall mean those buildings utilized for single-family, duplex, and townhome dwellings.

*Stone* includes naturally occurring granite, marble, limestone, slate, river rock, and other similar hard and durable all-weather stone that is customarily used in exterior building construction; may also include cast or manufactured stone product, provided that such product yields a highly textured stone-like appearance, its coloration is integral to the masonry material and shall not be painted on, and it is demonstrated to be highly durable and maintenance free; natural or manmade stone shall have a minimum thickness of one inch when applied as a veneer.

~~*Shake shingles* mean a non-combustible, fire-rated product that is used as a decorative element on residences.~~

*Stucco* means the 3-step stucco process that is applied in three separate layers: 3/8-inch thick scratch coat, 3/8-inch thick brown coat, and approximate 1/8-inch thick finish coat. The approximately 7/8-inch three-coat system is applied over an approved weather-resistive barrier and metal lath either by hand using a trowel or by machine application. Any stucco product that does not meet the stated requirements is not allowed.

#### **Section 14.04.105 ..... Exterior Materials by Category.**

- (a) **Category A** materials are defined as the superior masonry products from which the City prefers buildings to be predominantly constructed. Unless otherwise provided for in this Chapter, acceptable Category A masonry finishing materials are ~~kiln-fired brick, natural stone, and manufactured~~ stone.
- (b) **Category B** materials are the secondary products that the City recognizes as materials acceptable for use, products that should not be the predominant material for a building, and are considered as somewhat less desirable than those materials listed in Category A. Unless otherwise provided

for in this Chapter, acceptable Category B masonry finishing materials include three-step stucco, architectural concrete ~~block masonry units~~ with integrated color (i.e. split-face CMU), concrete tilt wall (~~integral colored and~~ stamped), ~~treated~~ engineered wood, and ~~ementitious fiberboard~~ fiber cement (also referred to as cementitious fiberboard) with integrated color ~~and~~ (in the form of lap siding or board & batten).

- (c) **Category C** materials are accent products acceptable in limited application for architectural accents, ~~features, and embellishments and for walls on upper stories of multi-story buildings.~~ Unless otherwise provided for in this Chapter, acceptable Category C materials include ~~decorative~~ metal, tile, glass block, exterior insulation and finish systems (EIFS), and natural wood products.
- (d) **Prohibited** exterior surface materials include cinder block, vinyl, plastic, and aggregate pea-gravel finished surfaces.

#### Section 14.04.106 ..... Exterior Colors.

- (a) **Building Color.**
  - (1) —The dominant color of all buildings shall be muted shades of color that are subtle, neutral, or earth ~~en tonetones.~~ ~~Black and stark white shall not be used except as accent colors or as found within brick and stone.~~ The color of secondary facades shall match or complement the primary facade.
  - (1) ~~There are no restrictions on accent colors that comprise less than one percent (1%) of the building face, except that~~ No high-intensity colors, neon colors, or fluorescent colors shall be used.
  - (2) Bright, reflective, pure tone primary or secondary colors are permissible only in limited application as accent colors on canopies and awnings signs, or other such features. Proportions should be consistent with trim or accentuation only. This provision shall not be construed as a license to employ corporate imaging or branding on the primary building facade.
  - (3) Door and window frames, moldings, cornices, mullions, canopies, awnings, band faces, roof flashing, light fixtures, and other such features are specifically excluded may use subdued, muted shades of earthen tone colors. The Director may consider limited application of corporate branding for larger projects, such as big boxes, institutional complexes, and corporate campuses.
  - (2)(4) The use of tube lighting, string lights, or other similar materials shall not be installed on non-residential buildings, as described in Article 14.04, PART FIVE, Lighting Standards, except for patio string lighting.
  - (3)(5) No more than one (1) color shall be used for visible roof surfaces; however, if more than one type of roofing material is used, the materials shall be varying hues of the same color or complementary in nature. Awnings and canopies may incorporate brighter color and branding; however, the primary roof shall not be a bold color.
  - (4)(6) All streetscape elements and site amenities, such as bike racks, trash receptacles, lampposts, benches, patio furniture, tree grates, and cart corrals, shall be metal, rust and flake/chip resistant, and generally be black in color. Minor deviations in color and design that maintain the spirit and intent of the section are allowed with Director approval. Bollards can be concrete or decorative cast metal with no bold colors. Cart corrals shall be permanently affixed to the ground.
  - (7) Overhead doors shall be neutral or earthen tone colors. Stark white shall not be used.
- (b) **Repairs & Alterations.** All repairs and alterations of exterior façades, including re-painting or rebranding, of non-residential buildings are required to obtain a permit from the City and comply

with all applicable color regulations contained herein.

**Section 14.04.107 ..... Design Standards for Residential Structures.**

- (a) **Design Standards for Residential Development.** All new single-family (detached and attached) residences within the City of Celina shall conform to the following design standards:

~~Category A Materials for Single-Family Detached and Single-Family Attached Development. Residential structures shall be constructed of a minimum of eighty percent (80%) masonry, defined for single-family structures as brick, stone, or manufactured stone.~~

~~Category B Materials for Single-Family Detached and Single-Family Attached Development. The remainder may include one or more of the following: three-step stucco, treated engineered wood, and shake shingles. Any of these materials may be used singly or in combination, not to exceed a total of twenty percent (20%). Other materials of equal or similar characteristics may be allowed at the discretion of the Director. On lots greater than one-half (½) acre in size, cedar or redwood planking may be allowed at the discretion of the Director.~~

~~Category C Materials for Single-Family Detached and Single-Family Attached Development. Cementitious fiberboard or natural wood may also be used for architectural features, including window box-outs, bay windows, roof dormers, columns, chimneys not part of an exterior wall, or other architectural accent features, as approved by the Director.~~

~~Minimum Masonry on Front Façade. Notwithstanding the above overall percentages required for Single-Family Detached and Single-Family Attached Development, the front façade shall be a minimum of eighty percent (80%) masonry.~~

<b>ARTICLE IV, TABLE 1A</b>	
<b>EXTERIOR MATERIALS FOR SINGLE-FAMILY (ATTACHED &amp; DETACHED)</b>	
<u>Categories</u>	<u>Materials</u>
<u>A</u>	<u>Brick, Stone, 3-Step Stucco</u>
<u>B</u>	<u>Fiber Cement, Engineered Wood</u>
<u>C</u>	<u>Natural Wood, EIFS</u>

<b>ARTICLE IV, TABLE 1B</b>		
<b>REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR SINGLE-FAMILY, BOTH (ATTACHED &amp; DETACHED)</b>		
<u>Facades</u>	<u>Percentage Breakdown</u>	<u>Definition</u>
All facades when considered together	Minimum 80% Category A Maximum 20% Category B	All walls, when counted together, whether visible from the street or not, shall add up to the <del>85/1580/20</del> rule.
	<del>Category C</del>	<del>May only be used for minor architectural features (see 3, above)</del>
Front Façade	Minimum 80% Category A	<u>Notwithstanding the overall percentages, the front façade shall be a minimum of eighty percent (80%) Category A</u>
<u>Decorative Features<sup>1</sup></u>	<u>Up to 5%</u>	

Note 1. ~~Treated engineered-Natural~~ wood or EIFS may be used for trim, soffit construction, window box-outs, bay windows, roof dormers, columns, chimneys not part of an exterior wall, or other architectural accent features~~trim or soffit construction~~ — the percentage of treated engineered wood or EIFS must be subtracted from the percentage of other category materials so that the total percentage of any given façade remains as shown above.

- (1) ~~Placement of exterior materials. Notwithstanding the minimum and maximum percentages of building materials allowed on residential homes (shown above), any break from one material to another shall follow the natural lines and design features of the architectural~~

plan. A change from one material to another cannot be arbitrarily assigned without consideration of the specific façade for which it is designed. The Director of Development Services shall have final approval of any residential elevation submitted for construction.

(2) ~~**Alternate stucco architecture.**~~ If a home is designed with a specific architectural style that warrants the use of stucco as the primary exterior material, including but not limited to Mediterranean, Spanish, Southwest, or Modern, then the use of stucco as the primary or exclusive material may be approved by the Director in lieu of other exterior material standards. All elements of the architectural style must be incorporated, including but not limited to clay roof tiles, typical of the style. Residences with primarily stucco finishes shall be accented with heavy wood beams, stonework, or other features to enhance the style. Elevations with no discernable style that simply disregard the required masonry requirement will not be considered. Only three-step stucco (or its equivalent) is allowed.

~~(3) **Front facades & front-facing garage placement – one-story homes.**~~ The face of garage doors shall not extend beyond the front façade of any residential structure; however, unless one or both of the following conditions apply; and in that case, the face of the garage door may extend up to a maximum of eight (8) feet beyond the front façade when:

~~(4)(3) a~~ A front porch or bay window extending ~~a minimum of fifty percent (50%) along the remainder~~ of the front façade is provided; or

i. ~~A bay window is provided on the longest wall face of the front façade.~~

~~(5) **Front facades & front-facing garage placement – two-story homes.**~~ The face of garage doors may extend beyond the front façade of any residential structure up to a maximum of eight (8) feet beyond the front façade. Any additional garages to be provided must be placed with side (J-swing) or rear access.

~~(6) **Front facades & J-swing garage placement.**~~ When the doors of garages are designed to be perpendicular to the street access (i.e. J-swing garages), the garage may extend ten (10) feet into the front setback of the residential structure, and may include living space above as per the Director.

~~(4)~~

~~(7) **Roof pitch.**~~ Minimum roof pitch of residential structures is 6:12.

~~(5)~~

~~(8) **Roof materials.**~~ All roof materials shall meet the minimum standards as listed in the adopted International Building Code, which includes the use of solid solar shingles and panels.

~~(9) **Screening of utility units.**~~ HVAC units shall be screened from view from streets with shrubs or a stained wood fence.

~~(10) **Mailboxes on individual lots.**~~ The subdivision will determine whether When allowed, individual mailboxes shall be brick or stone to match the residence or decorative metal containers on posts. ~~Where practical, the mailboxes should be paired for ease of delivery.~~

~~(11)(6) **Mailboxes that are clustered.**~~ When mailboxes are clustered ~~in single family or two family residential districts,~~ the exterior of the clustered mailboxes shall be decorative metal on a matching support pole and shall be maintained by the Homeowners Association (HOA).

~~(12)(7) **Driveways.**~~ All driveways and approaches shall be concrete and have with a minimum width of ten (10) feet and may shall match the width at the garage door at the property line.

(b) **Recommended Practices**

(1) **Elevation repetition.** Any house elevation should not be repeated on the lot most directly

across the street, nor should it be repeated on two (2) lots in either direction on the same side of the street. A wide variety of elevations is desired as it strengthens the character of the subdivision and reduces monotony of design. When stucco homes are the predominant exterior material used on a particular street, variations of color and design ~~are required~~should be provided to minimize visual monotony.

- (2) **Elevation masonry mix & pattern.** Front elevations should use more than one type of masonry product in a variety of patterns to vary the architectural appeal of the streetscape. Regardless of the minimum Category A masonry requirements, every front façade should be a mixture of materials and colors.
- (3) **Front entry doors.** Front entry doors should consist of a hardwood, engineered wood, or other highly durable products, including products that have a wood appearance.
- (4) **Garage doors.** Garage doors should consist of lightweight but durable materials, such as painted metal, and include materials that have a wood appearance. Garage door windows are permitted.
- (5) **Gifts to the Street Architectural Features.** All residential structures should include at least four (4) of the following design features on the front façade or façades visible from the front or side street:
  - i. Garage doors not facing the street (J-swing garage style).
  - ii. Carriage-style garage doors with decorative hardware.
  - iii. Mixed masonry patterns, decorative brick patterning, stone accents, gothic treatments, or gingerbreading.
  - iv. Architectural pillars or posts or masonry arches.
  - v. Bay window facing street.
  - vi. Brick or stone chimney on exterior wall.
  - vii. Covered front porches (minimum of sixty (60) square feet covered by main roof with a minimum five (5) foot depth or an architectural extension).
  - viii. Cupulas, turrets, dormers or gables.
  - ix. Roof accent upgrades (e.g. metal, tile, slate, solar tiles).
  - x. Recessed entries a minimum of three (3) feet deeper than the main front façade.
  - xi. Greater than 8:12 primary roof pitch, or variable roof pitches.
  - xii. Transom windows or shutters.
  - xiii. Coach lights at entrances.
  - xiv. Decorative attic or gable feature, minimum two (2) square feet in size (e.g. vent, window, brick detail).
  - xv. Decorative driveway paving (e.g. salt finish, exposed aggregate, or other treatments).

#### **Section 14.04.108 ..... General Design Standards for Multi-Family and Non-Residential Structures**

- (a) **Two masonry materials required.** At least two (2) masonry materials shall be used on all exterior facades. Except for stone, no single material shall exceed seventy percent (70%) of any given facade.
- (b) **Uniform architectural style.** All buildings within a common development, as shown on a development plan, conceptual plan, or site plan, should have similar architectural styles, materials, colors, and detailing; however, sufficient variations should be incorporated to discourage exact duplicate buildings.
- (c) All structures shall be architecturally finished on all sides visible from a public right-of-way with

similar styles, materials, colors, and detail. A higher level of finish and articulation shall be at the primary entrance or front door.

- (d) ~~The Director may approve d~~ Deviations from a strict interpretation of the exterior standards to accommodate a specific “signature design aesthetic.” may be approved.
- (e) Columns shall be encased in Category A masonry material used elsewhere on the primary building.
- (f) **Roof design.** Roofs shall be peaked with either hip, gable, or mansard design with a minimum one-to-four (1:4) pitch, or a parapet wall or false mansard design with a minimum one-to-two (1:2) pitch is acceptable only if constructed around the entire perimeter of a building so that no flat roof shall be visible from a public street or along an active storefront. At all times roof-mounted mechanical equipment shall be screened from view.
- (g) **Roof materials.** For buildings with a visible hip, gable, or mansard roof, allowed materials include metal (standing seam), slate, or tile (clay or cement, barrel, or Roman-shaped). The enhanced roofing requirement does not apply to residential buildings and covered garages in multi-family complexes.
- (h) **Parapet.** The backside of parapets shall not have framing exposed and shall be painted to match the building.
- (i) Any concrete structures over 6” in height, including headwalls, bridges, wall, culverts, retaining walls, and like structures, shall be clad in masonry.

**Section 14.04.108-109 ..... Design Standards for Multi-Family Structures.**

(a) **Exterior Materials for Multi-Family Construction.**

ARTICLE IV, TABLE 2A EXTERIOR MATERIALS FOR MULTI-FAMILY	
Categories	Materials
A	Brick <del>or</del> Stone, <del>or</del> Manufactured Stone
B	Split-Face CMU, <u>3-Step Stucco</u> , <del>Cementitious Fiber Board</del> <u>Fiber Cement</u> , <del>Treated</del> Engineered Wood <sup>±</sup>
C	Metal, Natural Wood, Tile, Glass, EIFS
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, Tilt Wall <sup>±</sup>

ARTICLE IV, TABLE 2B REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR MULTI-FAMILY		
Facades	Percentage Breakdown	Definition
Primary	<u>Minimum 80% Category A</u> <u>Maximum 20% Category B</u> <del>0% Category C</del> <u>Minimum 20% stone</u>	Exterior walls of buildings that <u>face are clearly visible from a public street, or parking area, or fire lane</u>
Secondary	<u>Minimum 50% Category A</u> <u>Remainder 50% Category B</u> <del>0% Category C</del>	Exterior walls of buildings that are NOT clearly visible from a public street, <u>parking lot, or fire lane</u> , such as an interior courtyard

Note 1. ~~Treated engineered~~ Engineered wood or EIFS may be used for trim or soffit construction — ~~the percentage of treated engineered wood or EIFS must be subtracted from the percentage of other category materials so that the total percentage of any given façade remains as stated above.~~

Note 2. The first floor shall be 100% Category A, including recessed balconies.

Note 3. The first floor shall not have any patios or balconies between the building and right-of-way, unless recessed.

(b) **Specific Design Standards for Multi-Family Construction.**

~~(e)~~(b)

- ~~(1) Facades adjacent to streets. Facades shall generally be built parallel to the street frontage.~~
- ~~(1) Facades adjacent to single family. Facades shall generally be built perpendicular when adjacent to single family districts unless set back a minimum of 100 feet from single family property lines.~~

~~(2)~~(1) **Accessory building materials.** Amenity centers, covered garages, mail kiosks, and other accessory buildings shall be meet the exterior material requirements of the primary facades 100% Category A. Carports shall meet the exterior material requirements of the primary facades with the exception of the support poles, which may be constructed of painted metal.

(2) **Amenity centers Roof materials.** Amenity centers shall follow non-residential material standards. Any accessory structure (such as a garage, carport, or a amenity center) within a multi-family development shall have a decorative metal roof or a parapet wall to shield roof-mounted equipment.

(3) **Hallways.** Air-conditioned hallways with key-fob access shall be provided.

~~(d)~~(c) **Architectural Features.** All multi-family primary buildings shall be designed to incorporate no less than four (4) of the architectural features from the list below.

- (1) Canopies, awnings, porticos with colonnade or arcades.
- (2) Raised pilaster cornices (end columns at corners), or quoined corners ~~(any of various bricks of standard shape for forming corners of brick walls or a wedge-shaped piece of wood, stone, or other material, used for various ornamental purposes at corners).~~
- (3) Vertical elements (tower, cupola, lighthouse, turret, arches, etc.).
- (4) Accented windows and doors framed with smooth cobblestone, cast stone, limestone, or other decorative masonry headers and sills, or dormer windows.
- (5) Outdoor patios and/or courtyards (landscaped and furnished) integrated into a site's layout that creates a sense of place for informal and experiential gathering.
- (6) Decorative and repetitive ornamentation (non-signage) integrated into the building facade, such as corbels, medallions, functioning clocks, niches, wrought iron, balconettes, gargoyles, or horizontally and rhythmically patterned brickwork.
- (7) Other similar architectural features, as approved ~~by the Director.~~

**Section 14.04.109-110 ..... General Design Standards for Non-Residential Structures (includes office, retail, commercial, mixed use, etc., but not industrial uses).**

(a) **Exterior Standards for Non-Residential Structures.**

(1) **Windows.** Windows and glazing shall be limited to a minimum of ten percent (10%) and maximum of seventy percent (70%) of each building elevation. Faux windows (i.e. non-transparent architectural features meant to appear as a window opening) or elements that create a comparable visual, such as decorative brickwork, insets of varying materials/colors, or other similar features are allowed, subject to discretionary review and approval ~~by the Director.~~ Windows shall not be glazed or reglazed with mirrored or reflective glass that creates a hazard.

(2) **Murals.** Murals, if used, cannot display or connote a commercial message without abiding by the Sign regulations, as found within the Code of Ordinances. Murals should be in scale and scope with the proposed development, not violate the spirit and intent of the architectural standards, and should be coordinated through Planning staff. Murals must reflect the development design/theme and cannot contain dangerous, vulgar, or other

obscene imagery. All murals must be permitted through the building elevation review process.

(3) All buildings shall be designed and constructed in tri-partite architecture so that they have a distinct base, middle, and top, separated by horizontal elements, as illustrated below.



Examples of Tri-Partite

~~(1)~~(4) Ground floor facades facing major thoroughfares and any intersecting thoroughfare must incorporate articulated entry areas, arcades, display windows, awnings, or other similar architectural features along no less than sixty percent (60%) of the facade.

(b) ~~(b)~~ Landmark Buildings.

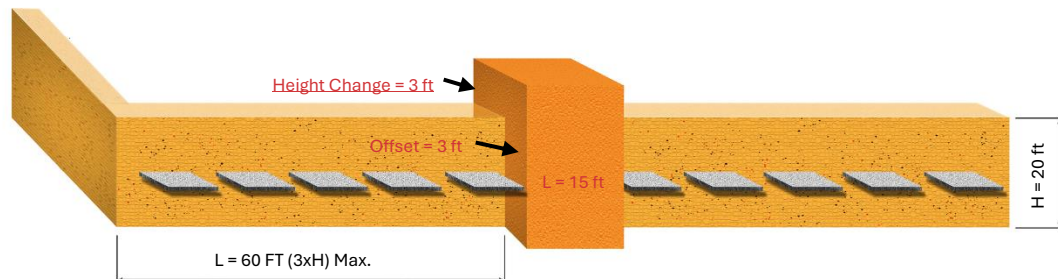
- (1) Buildings that are located at the end of a terminating street or major access lane or at the intersection of streets and/or major access lanes shall be considered a landmark building.
- (2) Such buildings shall be designed with landmark features that take advantage of that location, such as an accentuated entry and a unique building articulation that is offset from the front wall planes and extends above the main building eave or parapet line.
- (3) Landmark features shall be in proportion to the building, subject to review and approval ~~by the Director.~~

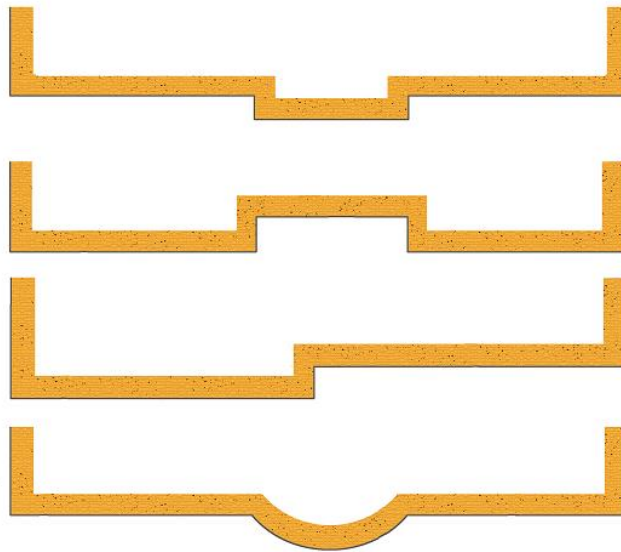
(c) Architectural Features for Non-Residential Structures. All non-residential structures shall be designed to incorporate no less than four (4) of the architectural features from the list below. Buildings over 50,000 square feet must include a minimum of five (5) of the referenced architectural features.

- (1) Canopies, awnings, porticos with colonnade or arcades.
- (2) Raised pilaster cornices (end columns at corners) or quoined corners ~~(any of various bricks~~

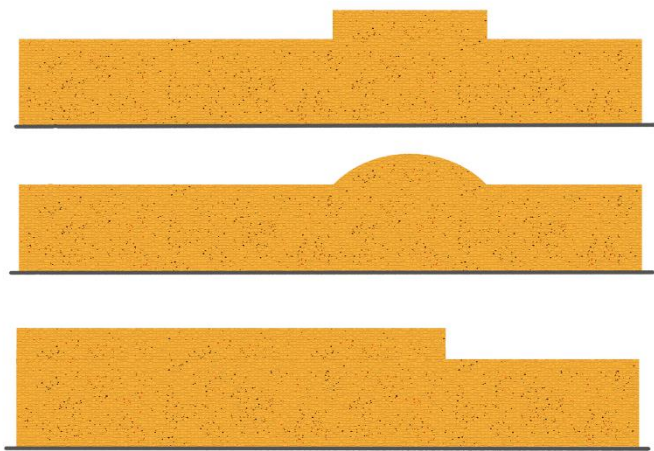
~~of standard shape for forming corners of brick walls or a wedge-shaped piece of wood, stone, or other material, used for various ornamental purposes at corners).~~

- (3) Vertical elements (tower, cupola, lighthouse, turret, arches, etc.).
  - (4) Accented windows and doors framed with smooth cobble, cast stone, limestone, or other decorative masonry headers and sills, or dormer windows.
  - (5) Outdoor patios and/or courtyards (landscaped and furnished) integrated into a site's layout that creates a sense of place for informal and experiential gathering.
  - (6) Decorative and repetitive ornamentation (non-signage) integrated into the building facade, such as corbels, medallions, functioning clocks, niches, wrought iron, balconettes, gargoyles, or horizontally and rhythmically patterned brickwork.
  - (7) Other similar architectural features, as approved ~~by the Director~~.
- (d) **Building Articulation Standards for Non-Residential Structures**. Primary facades clearly visible from a public street or along an active storefront shall meet the following minimum standards for articulation:
- (1) **Horizontal articulation**. ~~An offset equal to 15% of the wall's height must be provided for every wall length that is 3 times the wall's height. The offset must extend a length equal to at least 25% of that wall length. No building wall shall extend for a distance equal to three times the wall's height without providing an offset equal to fifteen percent (15%) of the wall's height, and that new plane shall extend for a distance equal to at least twenty-five percent (25%) of the maximum length of the first plane.~~
  - (2) **Vertical articulation**. ~~A change in height equal to 15% of the wall's height must be provided for every wall length that is 3 times the wall's height. The height change must extend a length equal to at least 25% of that wall length. No wall length shall extend for a distance greater than three times the height of the wall without changing height by a minimum of fifteen percent (15%) of the wall's height, and that new plane shall extend for a distance equal to at least twenty-five percent (25%) of the maximum length of the first plane.~~ Pitched roofs shall count toward achieving vertical articulation, provided they are 65 degrees or less from horizontal.





Examples of horizontal articulation



Examples of vertical articulation

**Section 14.04.110-111 ..... Specific Design Standards for Non-Residential Structures Related to Height of Buildings.**

~~(a) **Specific Design Standards Exterior Materials for Non-Residential Structures up to Three (3) Stories in Height.**~~

~~(a) — Walls, excluding windows, doors and other openings, shall be constructed of a minimum seventy percent (70%) Category A materials and a maximum of thirty percent (30%) Category B materials. However, accent materials from Category C may be allowed in limited application for architectural accents or features.~~

~~A “big box” store or shopping center may use split face CMU (architectural block) for up to twenty percent (20%) of the primary facade, in addition to the thirty percent (30%) of other Category B materials for a total of fifty percent (50%) Category B materials.~~

~~All exterior walls of buildings less than 15,000 square feet are considered primary facades, regardless of orientation.~~

~~(b)(a) A “primary façade” shall be as described in the definitions or as otherwise determined by the~~

Director.

ARTICLE IV, TABLE 3A EXTERIOR MATERIALS FOR NON-RESIDENTIAL BUILDINGS		
Categories	Materials	
A	Brick <del>or</del> , Stone, <del>or</del> Manufactured Stone	
B	Split-Face CMU, <del>3-Step</del> Stucco, <del>Cementitious Fiber Board</del> Fiber Cement, <del>Quick Brick</del> , Tilt Wall, <del>Treated</del> Engineered Wood	
C	Metal, <del>Natural Wood</del> , Tile, <del>Glass</del> , EIFS	
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, <del>Natural Wood</del> , EIFS	
ARTICLE IV, TABLE 3B REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR <del>NON-RESIDENTIAL</del> BUILDINGS THREE (3) OR FEWER STORIES		
Facades	Minimum Percentage	Definition
Primary	Minimum <del>20% stone</del> <del>Remainder Category A for a total of 70% Category A</del> Maximum 30% Category B <del>Maximum 10% Category C</del> Minimum 20% Stone	Exterior walls of buildings that are clearly visible from a public street or along an active storefront, <u>and all exterior walls of buildings less than 15,000 square feet</u> , or as determined by the Director
Secondary	Minimum 30% Category A Remainder Category B	Exterior walls of buildings 15,000 square feet or larger that are NOT clearly visible from a public street or along an active storefront
ARTICLE VI, TABLE 3C REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR <del>FACADES (BIG BOX)</del> BIG BOX BUILDINGS		
Primary	Minimum 50% Category A <del>Remainder</del> <del>Maximum 50%</del> Split Faced CMU <del>and other</del> <del>Maximum 30%</del> <del>other</del> Category B	Exterior walls of buildings that are clearly visible from a public street or along an active storefront
Secondary	Minimum 20% Category A Remainder Category B	Exterior walls of buildings <del>15,000 square feet or larger which</del> <u>that</u> are NOT clearly visible from a public street or along an active storefront

Note 1. EIFS may be used for trim or soffit construction. ~~Façades shall generally be built parallel to the street frontage, except at street intersections, where a façade containing a primary building entrance should be curved or angled toward an intersection.~~

~~(b) — Exterior Materials for Commercial Non-Residential Structures Four (4) Stories in Height or Taller.~~

~~(b) — Façades shall generally be built parallel to the street frontage, except at street intersections, where a façade containing a primary building entrance should be curved or angled toward the intersection.~~

~~(c)(b) Masonry requirement. Every elevation of each building shall be finished with masonry as specified below. Acceptable masonry finishing materials are brick, stone and/or synthetic stone materials including, but not necessarily limited to, slate, flagstone, granite, limestone, glass, and marble. See Table 4, below.~~

ARTICLE IV, TABLE 4A EXTERIOR MATERIALS CATEGORIES FOR <del>MID &amp; HIGH RISE BUILDINGS (4 OR MORE STORIES)</del>	
Categories	Materials

A	Brick, Stone, <del>Manufactured Stone</del> , Glass Wall System
B	Split-Face CMU, <del>3-Step Stucco</del> , <del>Cementitious Fiber Board</del> <u>Fiber Cement</u> , <del>Treated Engineered Wood</del> , Tilt Wall <u>Construction</u>
C	Metal, <del>Natural Wood</del> , Tile, Glass Blocks, <del>EIFS</del>
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, <u>Natural Wood</u> , <u>EIFS</u>
<b>ARTICLE IV, TABLE 4B</b>	
<b>MINIMUM EXTERIOR PERCENTAGES FOR <u>MID &amp; HIGH RISE BUILDINGS (4 OR MORE STORIES)</u></b>	
Floors 1-3	Minimum 70% Category A Maximum <del>32</del> 0% Category B <del>Remainder</del> <u>Maximum 10%</u> Category C <u>Minimum 20% Stone</u>
Floors 4-6	Minimum 20% Category A <del>Minimum</del> <u>Maximum</u> 70% Category B Remainder Category C
Floors 7 and above	<del>0% Category A required (but may be used)</del> <u>Maximum 100%</u> <u>Any combination of</u> Category <u>A</u> , <u>B</u> , or C

~~Note 1. Metal or wood (other than treated engineered wood) exterior construction is allowed only as an accent material to enhance the overall architectural design.~~

~~The Director may apply architectural regulations in Tables 3A and 3B for developments such as climate-controlled storage, hotels, and similar uses.~~

~~\_\_\_\_\_The Director may approve deviations from a strict interpretation of the exterior standards to accommodate specific "signature design aesthetic."~~

~~No single building material shall be used for more than eighty five percent (85%) of any façade unless approved by writing by the Director.~~

~~The entrance or entrances on all buildings shall be articulated and defined with strong architectural features.~~

~~Ground floor facades facing major thoroughfares and any intersecting thoroughfare must incorporate articulated entry areas, arcades, display windows, awnings, or other architectural variety features along no less than sixty percent (60%) of the facade.~~

~~Any loading and service areas shall be located at the side or rear of buildings. Horizontal articulation described above is not required on the façade of buildings containing a loading dock and/or service area, provided that such area is located in such a manner as to not be readily visible from any major thoroughfare or any intersecting roadway.~~

**Section 14.04. ~~111-112~~ ..... Specific Design Standards for Industrial Structures.**

(a) ~~Design Standards for Industrial Structures.~~ The following design standards apply to structures constructed in an industrial zoning district and proposing an industrial and/or manufacturing use, per the use chart of the zoning ordinance:

~~(1) — The main entry or office area of the building shall be articulated both horizontally and vertically by at least five (5) feet or ten percent (10%) of the adjacent wall height, whichever is greater. Building corners shall also be articulated, as approved by the Director.~~

~~(1) — Primary exterior facades, which are clearly visible from a public street, shall be constructed with a minimum ten percent (10%) Category A materials and up to ninety percent (90%) Category B materials, exclusive of windows and doors. Category C materials may be used for accents. The Category A materials noted above shall be applied to corners, entries, and other areas in order to mitigate monotony and increase the aesthetic value. A minimum of two (2) different materials shall be used.~~

~~(2)(1) Secondary exterior facades NOT facing a public street may be constructed with up to 100%~~

~~Category B materials:~~

ARTICLE IV, TABLE 5A EXTERIOR MATERIALS FOR INDUSTRIAL BUILDINGS		
Categories	Materials	
A	Brick <del>or</del> Stone, <del>or Manufactured Stone</del>	
B	Split-Face CMU, <del>3-Step</del> Stucco, <del>Cementitious Fiber Board</del> Fiber Cement, <del>Quick Brick</del> , Tilt Wall, <del>Treated</del> Engineered Wood	
C	Metal, <del>Natural Wood</del> , Tile, <del>Glass</del> , EIFS	
Prohibited	Plain Concrete Block, Aggregate, Vinyl, Plastic, <del>Natural Wood</del> , EIFS	
ARTICLE IV, TABLE 5B REQUIRED PERCENTAGES OF EXTERIOR MATERIALS FOR INDUSTRIAL BUILDINGS		
Facades	Minimum Percentage	Definition
Primary	Minimum 10% Category A Remainder Category B Category C may be used as accents up to <del>10</del> 5%	Exterior walls of buildings <del>which</del> <u>that</u> are clearly visible from a public street
Secondary	Up to 100% Category B	Exterior walls <u>that are</u> NOT clearly visible from a public street <del>or along an active storefront</del>

~~Note 1. The Director has the authority to declare certain structures with inherent industrial-like uses, such as cabinet structures associated with communication towers or modular buildings internal to heavy industrial sites, to be in conformance with this Ordinance.~~

- (b) ~~Architectural Features for Industrial Structures~~. All industrial buildings shall be designed to incorporate no less than two (2) of the ~~additional~~ architectural features listed below:
- ~~(1) Raised pilaster cornices (end columns at corners) or quoined corners.~~
  - ~~(2) Vertical elements (tower, cupola, lighthouse, turret, arches, etc.).~~
  - ~~(3) 25% Category A on primary facades.~~
  - ~~(3)(4) Canopies (not drive-through canopies), awnings, valances, porticos, overhangs (5 feet minimum), or arcades.~~
  - ~~(4)(5) Recesses or projections (3 feet minimum).~~
  - ~~(5)(6) Peaked roof forms.~~
  - ~~(6)(7) Outdoor patios or integrated planters or wing walls that incorporate landscape and sitting areas.~~
  - ~~(7) Recessed or "popped-out" display windows (2 feet minimum);~~
  - (8) Visible and noticeable architectural details, such as tile work or moldings, integrated into the building façade.
  - (9) Other architectural features with similar visual impact.

**Section 14.04.112-113 ..... Specific Design Standards for Canopies & Fueling Stations.**

- (a) **Canopies**
- (1) Canopies and their supporting structures should be architecturally integrated with the primary building and all other accessory structures on the site by using the same or complementary materials, design motif, and colors. Canopies in a multi-tenant center shall be consistent in color.
  - ~~(2) Non-residential canopies and awnings, such as~~ for car washes, vacuum stalls, or other similar structures shall utilize a metal roof (not fabric) and shall use a subdued, muted shade of earth en tone color.
  - ~~(3) Materials and colors used on both structural and architectural surfaces shall be subdued, earth tone colors, with the intent of promoting a harmonious appearance of the structures~~

~~and the natural surroundings, as well as with appearance themes or guidelines of surrounding development. Brick, stone, and other high quality masonry type elements are required as a major component of the exterior of all structures.~~

~~(4)(2)~~

~~(5)(3)~~ Canopy band faces shall be a color consistent with the main structure or an accent color. The canopy band face shall be flat with no projections, shall not be of plastic materials, shall be generally a metal or masonry-based material, not be greater than four (4) feet in height, and may not be backlit or used as signage, ~~except as follows:~~

~~i. The canopy band face may utilize one (1) small button logo on each face that can be internally illuminated, as long as each button logo does not exceed fifteen (15) square feet for bands three (3) feet in height and twenty (20) square feet for bands four (4) feet in height, is generally as tall as it is wide, and does not protrude more than eighteen (18) inches from the canopy in any direction.~~

~~i. The canopy band face may utilize an external LED halo type light, if properly shielded/recessed and oriented downward so that only the "wash" is visible.~~

~~ii. The canopy band face may utilize internally illuminated rings, as long as the source is LED, it is flush with the band face and only protrudes nominally (up to a maximum of six (6) inches), and the size of the ring does not exceed more than twenty five percent (25%) for single rings and fifty (50%) for multiple rings of the thickness of the canopy band face.~~

~~iii.i.~~

(b) **Gas Pumps & Fueling Stations.**

~~(1) Materials for the main building shall follow the regulations for Non-Residential Structures (Section 14.04.109, General Design Standards for Non-Residential Structures).~~

~~(2)(1) Canopies shall not exceed twenty (20) feet in total height, measured from the pavement to the top of the canopy, and must abide by all other canopy regulations.~~

~~(3)(2) The roofs of convenience store buildings and fueling station canopies shall be pitched, include a parapet to shield roof-mounted equipment, or otherwise be distinguished, subject to approval by the Director.~~

~~(4)(3) Canopy support columns shall be fully encased with Type-Category A masonry products and shall not include any non-structural additions to the columns.~~

~~(5)(4) Lighting fixtures (LED-only) or sources of light that are a part of the underside of the canopy should be recessed into the underside of the canopy with no drop-down or visible bulbs.~~

~~(6) The materials and color used on the underside of the canopy should not be highly reflective, with the intent of minimizing the amount and intensity of light, which reaches beyond the site boundaries.~~

~~(7) Materials and colors used on both structural and architectural surfaces shall be subdued, earth tone colors, with the intent of promoting a harmonious appearance of the structures and the natural surroundings, as well as with appearance themes or guidelines of surrounding development. Brick, stone and other high quality masonry type elements are required as a major component of the exterior of all structures.~~

~~(8) Bright accent colors, intended to express corporate or business logos, may be used only on a limited basis. These accent color areas should not be internally illuminated, except as allowed by the City's sign regulations.~~

~~(9)(5) Exhaust valves for underground fuel storage tanks shall be designed to be located against a building, dumpster screening wall, or other structure to mitigate their visual impact and should be an earth-tone color. If impractical, the exhaust valves may be~~

located in an interior landscape area, if properly screened, but should not be located in the exterior landscape buffer adjacent to the public right-of-way.

~~(1) Screening of fueling stations shall follow Section 14.04.207, Commercial Landscaping Requirements. However, use of berms to further screen the pump area is encouraged.~~

**Sections 14.04.~~113-114~~ to 14.04.200 ..... Reserved.**



Life Connected.

PLANNING & ZONING COMMISSION AND  
CAPITAL IMPROVEMENT ADVISORY COMMITTEE  
JOINT MEETING  
CELINA PUBLIC WORKS  
10165 CR 106  
THURSDAY, JUNE 19, 2025  
5:00 PM  
MINUTES

**I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:**

Chair Bain called the meeting to order at 5:00 p.m., established a quorum, and led those present in a salute to the American and Texas flags.

**Members Present:**

Chair Shawn Bain  
Vice Chair Bryan Poche  
Commissioner Alan Upchurch  
Commissioner Jason Laumer  
Commissioner Ryan Samuelson  
Commissioner Daniel Trigo

**Members Absent:**

Commissioner Michael Dawson

**Staff Present:**

Executive Director of Development Services, Dusty McAfee  
Planning Director, Madhuri Mohan  
Longe Range Planning Manager, Melissa Kleineck  
Senior Planner, Victoria Kiker Simpson  
Senior Planner, Haley Yansky  
Senior Planner, Sandra Green

**II. WORKSESSION:** The Planning & Zoning Commission held a Worksession to receive the Director’s report, discuss future agenda items, update on Council actions, training topics, and request for new business consideration. The meeting is open to the public.

**A. Tree City USA & Growth Award**

Melissa Kleineck, Long Range Planning Manager, presented the Tree City USA & Growth Award.

**B. Gateway Monumentation Concept Review**

Ms. Kleineck, Long Range Planning Manager, introduced the project and the consultant. Consultant Ben Rankin, 2500 Pacific Avenue, Suite 100, Dallas, Texas, with Kimley-Horn, presented several design concepts, including 'Sculptural Wheat', 'Wheat & Rail', 'Hillside Letters', and 'Simple and Elegant'. The Commissioners shared design feedback.

**C. Dealership Discussion**

Dusty McAfee, Executive Director of Development Services, led a discussion on auto dealerships. He noted that new auto sales are currently limited to Industrial zones. Commissioner Laumer inquired as to whether City Council has considered amending the definition of 'High-Rise Zone' within the Dallas North Tollway Overlay. Mr. McAfee noted this wasn't a discussion on specific locations, but more of a land use discussion in general.

Commissioner Poche noted other cities in the Dallas-Fort Worth Metroplex have dealerships along the Dallas North Tollway and regional highways, and that it makes sense they are located there.

The Commissioners discussed amongst themselves how auto dealerships generate little sales tax revenue and agreed City Council would need to consider that when they have this discussion at the regular July City Council meeting.

The Commissioners also agreed sales tax generation was not the only variable to consider, noting it would be beneficial to the residents of Celina to have the option to shop for a car where they live.

Commissioner Upchurch and Chair Bain supported the potential for dealerships in suburban zones along the DNT and along the Outer Loop generally, provided design standards are upheld. Mr. McAfee reiterated City design standards are already high.

Commissioner Laumer suggested locating dealerships mid-block rather than at hard corners or intersections.

Commissioner Samuelson warned against overuse of waivers and stressed compliance with design standards.

Mr. McAfee noted that any dealership would require a Planned Development or Specific Use Permit with a concept plan, rendered elevations, and that the actual design of the building and site would need to closely follow these exhibits.

Mr. McAfee summarized the feedback, before closing the discussion, per the following:

1. No dealerships in the Dallas North Tollway Overlay High-Rise Zone or Regional Mixed Use 1 area on the Future Land Use Map.
2. The Dallas North Tollway Overlay Suburban Zone and Outer Loop could be reasonable locations, depending.
3. Design standards need to be high.
4. No hard corners; should be located mid-block.

### III. CONSENT AGENDA:

Items are considered self-explanatory and will be enacted with one motion. No separate discussion of these items will occur unless so requested by at least one member of the Planning & Zoning Commission.

#### A. Minutes Approval:

1. Minutes from the May 15, 2025, Planning & Zoning Commission meeting.

Upon a motion by Commissioner Upchurch and a second by Commissioner Laumer, the Commission voted six (6) for and none (0) opposed to approve the minutes of the May 15<sup>th</sup> Planning & Zoning Commission meeting. The motion carried 6-0.

### IV. PUBLIC HEARING/ACTION:

- A. Conduct a public hearing to consider and act upon a request to rezone approximately 8 acres to a Planned Development (PD) with Commercial, Office, & Retail District (C) base zoning, and modified development standards; generally located at the southwest corner of Choate Parkway and Meadow Creek Drive, within the City Limits. (Choate Office Park - PD Zoning)

Victoria Kiker Simpson, Senior Planner, presented the staff report.

Commissioner Upchurch inquired about project timing and if there would be outdoor storage.

Ms. Simpson addressed the commission to confirm outdoor storage is not permitted.

Applicant Hector Leon, 2903 Dallas Parkway #400, Plano, Texas 45093, noted strong demand for contractor shops; retail is planned for a future phase.

Commissioner Trigo inquired about Major Auto Repair and what that use entailed.

Mr. McAfee clarified the use includes limited body shops with restrictions on outdoor storage.

Chair Bain opened the public hearing at 6:10 p.m.

Applicant Jon Kendall, 3736 Greenbrier Drive, Frisco, Texas 75033, discussed concept flexibility, parking, and intent to build brick-clad, high-quality flex spaces.

No one else came forward to speak, and the public hearing was closed at 6:16 p.m.

The commission discussed the item.

Vice Chair Poche motioned to approve the item as proposed.

Commissioner Laumer seconded the motion.

All were in favor, and the motion was approved.

Upon a motion by Vice Chair Poche and a second by Commissioner Laumer, the Commission voted five (5) for and one (1) opposed to approve the item, with the condition to remove the timing restriction requiring the retail and buildings to be constructed prior to the contractor shops. Commissioner Samuelson dissented. The motion carried 5-1.

- B. Conduct a public hearing to consider and act upon a request to amend the Master Thoroughfare Plan for the realignment of a portion of GA Moore Parkway. (Master Thoroughfare Plan Amendment)

Andy Glasgow, Director of Engineering, presented the proposal to realign GA Moore Parkway as part of TxDOT’s FM 455 improvements.

Chair Bain opened the public hearing at 6:22 p.m.

No one came forward to speak, and the public hearing was closed at 6:22 p.m.

The commissioners discussed the item.

Commissioner Samuelson motioned to approve the item as proposed.

Commissioner Trigo seconded the motion.

All were in favor, and the motion was approved.

Upon a motion by Commissioner Samuelson and a second by Commissioner Trigo, the Commission voted six (6) for and none (0) opposed to approve the item. The motion carried 6-0.

V. **ADJOURNMENT:**

Chair Bain adjourned the meeting at 6:43 p.m.

VI. **CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:** The Capital Improvement Advisory Committee Board Member Bain called the meeting to order at 6:43 p.m. and established a quorum.

**Members Present:**

Shawn Bain  
Bryan Poche  
Alan Upchurch  
Jason Laumer  
Ryan Samuelson  
Daniel Trigo  
Kyle Leininger

**Members Absent:**

Michael Dawson

**Staff Present:**

Executive Director of Development Services, Dusty McAfee  
Planning Director, Madhuri Mohan  
Senior Planner, Victoria Kiker Simpson  
Senior Planner, Haley Yansky  
Senior Planner, Sandra Green

VII. **WORKSESSION:**

- A. Consider and act upon a request to approve the methodology and calculations for the Water/Wastewater Impact Fees (CIAC – Water/Wastewater Impact Fees)

Consultant Melissa Brunger, 12770 Merit Drive, Suite 900 Dallas, Texas 75251, with Freese and Nichols, delivered a presentation to the Board.

The Board discussed the item.

Board Member Poche made a motion to approve the item as proposed.

Board Member Samuelson seconded the motion.

Upon a motion by Board Member Poche and a second by Board Member Samuelson, the CIAC voted seven (7) for and none (0) opposed to approve the item. The motion carried 7-0.

VIII. ADJOURNMENT:

Board Member Bain adjourned the meeting at 7:06 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Staff Liaison

\_\_\_\_\_  
Date



Life Connected.

**Planning**  
City of Celina, Texas

## Memorandum

To: **Planning and Zoning Commission**  
From: Madhuri Mohan, Planning Director  
CC: Dusty McAfee, Director of Development Services  
Date: July 17, 2025  
Re: Millen Farms - PD Zoning

---

### **Action Requested:**

Conduct a public hearing to consider and act upon a request to zone approximately 26 acres to a Planned Development (PD) with Single-Family Residential Detached District (SF-R) base zoning, and modified development standards; generally located 1,800 feet east of Preston Road and north of Frontier Parkway, within the Extraterritorial Jurisdiction (ETJ). (Millen Farms - PD Zoning)

### **Background Information:**

This request is for the zoning of approximately 26 acres, generally located north of Frontier Parkway and east of Preston Road, within the City's Extraterritorial Jurisdiction (ETJ). The property is governed by a Development Agreement approved by the City Council in May 2025. The applicant requests to annex and zone the property to a Planned Development (PD) with Single-Family Residential, Detached District (SF-R) base zoning, per the Development Agreement. Please refer to the attached documents for further information.

### **Legal Review:**

N/A

### **Supporting Documents:**

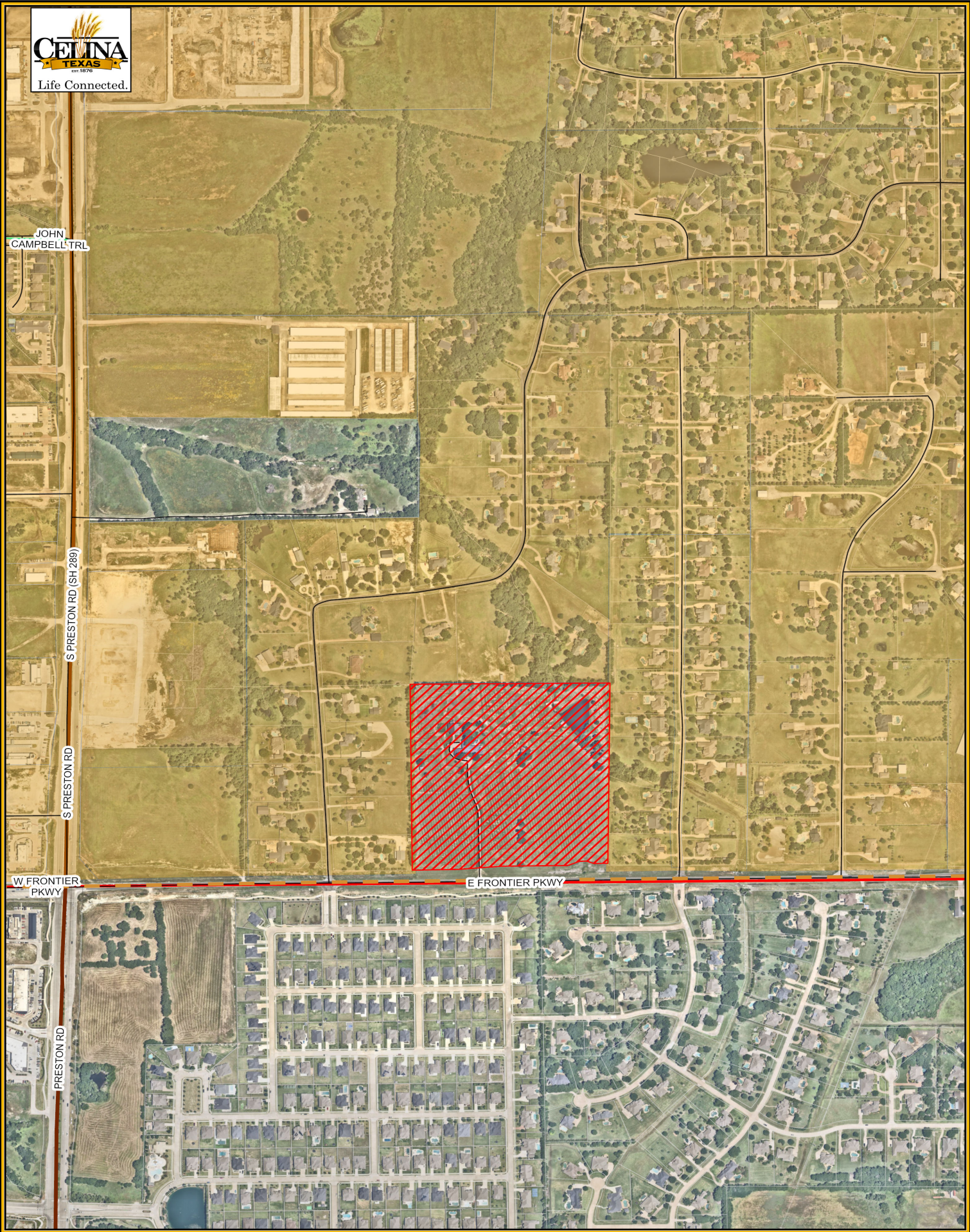
1. Location Map
2. Staff Presentation
3. Draft Development Standards

### **Financial Consideration:**





N/A

### **Staff Recommendation:**

Staff recommends approval as presented.

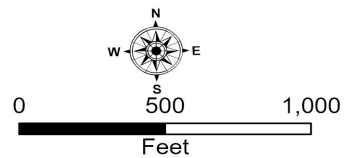


**Legend**

-  Subject Property
-  Parcels
-  Roads
-  City Limits

**25-Z-09 Millen Farms - PD  
Zoning  
Location Map**

6/19/2025



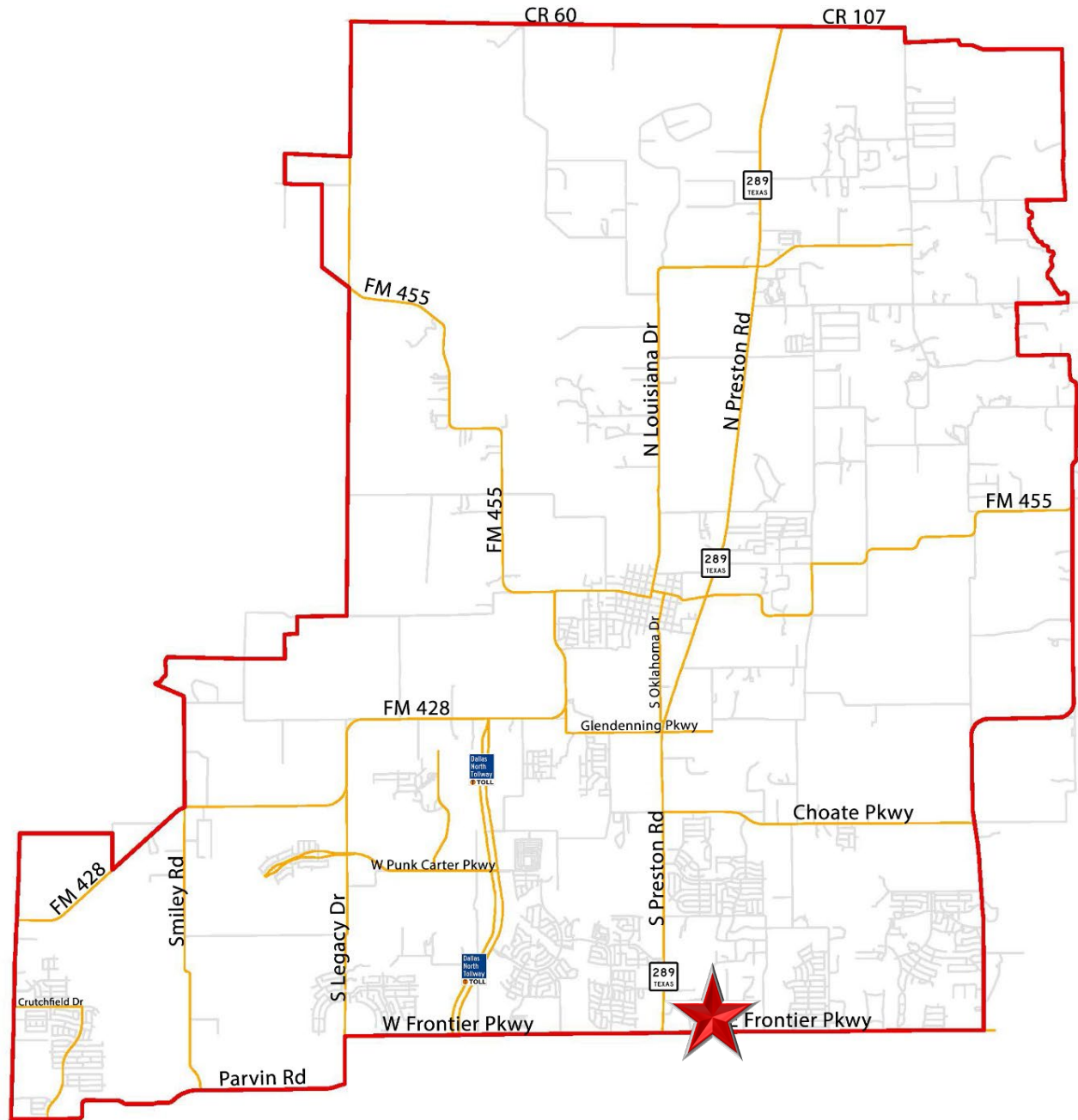
# MILLEN TRACT

## PD Zoning

Planning & Zoning Commission

July 17, 2025







# LOCATION MAP

The subject property is generally located north of Frontier Parkway and east of Preston Road

# BACKGROUND

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- The subject property is approximately 26 acres
- A Development Agreement was approved by the City Council in May 2025 that outlined the future annexation and zoning for the property
- The applicant is proposing to develop a detached Single-Family Residential neighborhood
- The applicant's request is to zone the property to a Planned Development (PD) that conforms to the approved Development Agreement

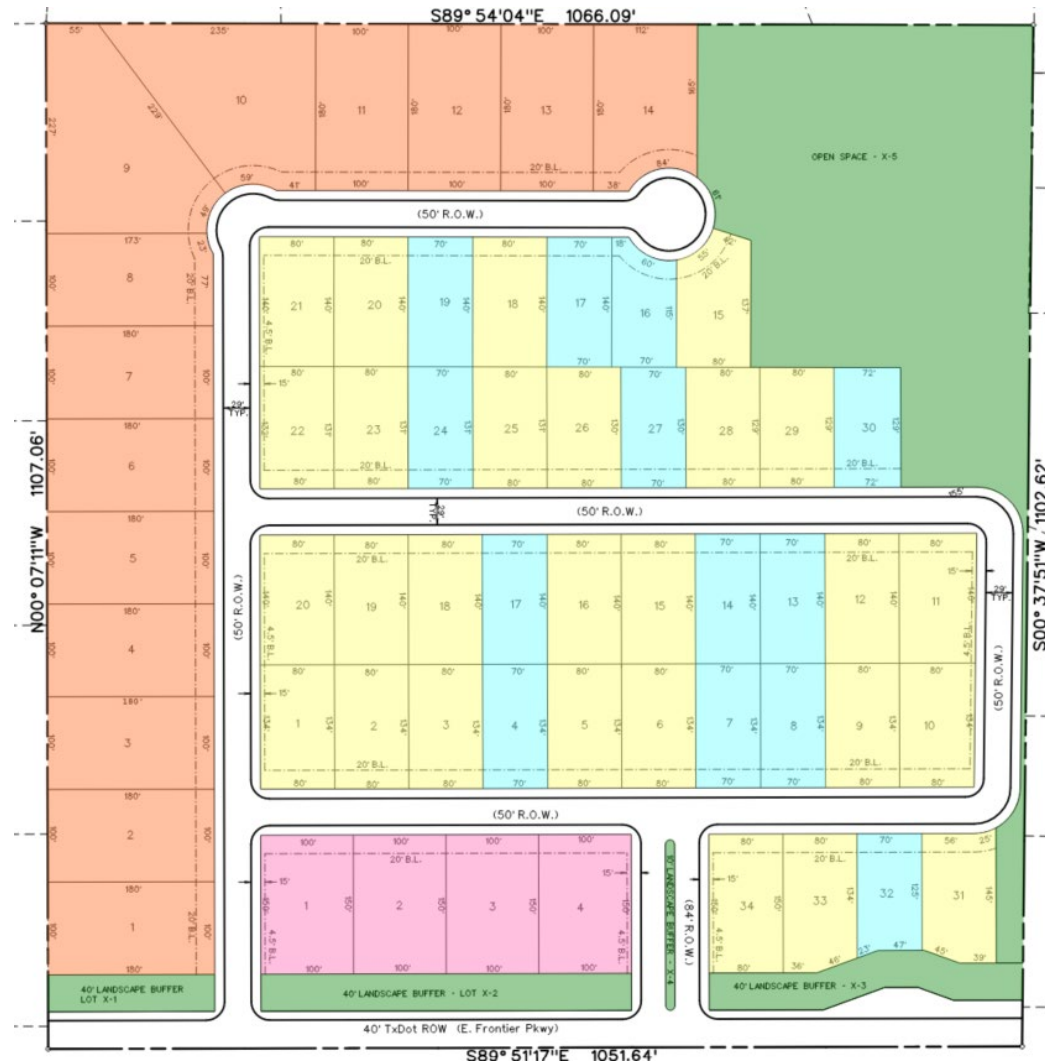
# OVERVIEW

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The request is for a Planned Development (PD) with a base zoning of Single-Family, Residential Detached District (SF-R), per the approved Development Agreement

- The biggest of the lot sizes is adjacent to the estate homes to the west and north
- Only open space (no lots) is adjacent to the east
- Four lot sizes are included in the land plan
- A 15' accessory structure setback (instead of 3' allowed by base ordinance) applies to the large lots

# CONCEPT PLAN



## 58 Total Lots

- 14 Lots 100' x 180' min. (Type A)
- 4 Lots 100' x 150' min. (Type B)
- 27 Lots 80' x 125' min. (Type C)
- 13 Lots 70' x 125' min. (Type D)
- Open Space

# POLICY CONSIDERATIONS

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- The request is in conformance with the previously approved Development Agreement
- Big homes on big lots meet the Future Land Use Plan
- City standards apply (architecture, landscape, etc.)
- The request brings 26 acres into the City Limits
- Contracts survive State law changes that aim to eliminate local control and ability to regulate new development

# RECOMMENDATION

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- The recommendation of the Planning & Zoning Commission will be considered by the City Council at its regular meeting in August
- Staff recommends approval as presented

## DEVELOPMENT STANDARDS

Development of the subject property shall abide by all standards in the Zoning Ordinance, Subdivision Ordinance, and all other applicable City ordinances, as they exist or may be amended.

The property is zoned a Planned Development (PD) with a base zoning of Single-Family Residential, Detached District (SF-R), with the following modified regulations:

1. The subject property shall generally develop per the attached Concept Plan. The Concept Plan displays the general location and configurations of lot types.

	Lot Type			
	Type A	Type B	Type C	Type D
Min. Width	100'	100'	80'	70'
Min. Depth <sup>2</sup>	180'	150'	125'	125'
Min. Lot Area	18,000 sf	14,000 sf	10,000 sf	8,000 sf
Min. Front yard setback	20'	20'	20'	20'
Min. Rear yard setback <sup>3&amp;4</sup>	60'	30'	20'	20'
Min. Side yard setback	5'	5'	5'	5'
Min. Side yard setback on Corner	15'	15'	15'	15'
Min. Floor area	3,500 sf	3,500 sf	3,000 sf	3,000 sf
Lot % (Min/Max)	25% Min.		75% Max.	

1. The lots along the perimeter of the property along the existing single-family estate neighborhood shall be Type A lots.
  2. Lot width and depth can be reduced on cul-de-sacs, knuckle turns, and adjacent to TxDot drainage structures, so long as the minimum lot area is met.
  3. The City may consider private maintenance agreements at time of development in relation to the base boundary regulations between properties.
  4. Rear setback can be reduced adjacent to TxDot drainage structures by 5'
  5. Type A lots shall have a 15' rear no build line that includes accessory structures.
  6. The Density shall not exceed 2.4 units per gross acre.
2. The development shall provide an amenitized pond with a fountain, dock, meandering trail, and a gazebo within the Open Space, as depicted on the Open Space Plan.
  3. The development shall provide for a minimum of 15% open space, as shown on the Concept Plan.
  4. The Perimeter screening requirements shall be in accordance with the Screening Plan. Additionally, where adjacent to single-family estates lots, Eastern Red Cedars, spaced at 15 feet on center, shall be provided.
  5. The architectural elevations shall be in like kind and quality to the renderings on Exhibit G, in that exterior materials may be a mix of brick, stone, and/or stucco. Homes may utilize 3-step stucco as Category A masonry material, provided it is combined with another heavy masonry material (brick/stone). Roof pitch may align with the representative character images.
  6. The Development Standards and Regulations contained herein shall not constitute a waiver or an amendment to engineering standards.



Life Connected.

**Planning**  
City of Celina, Texas

## Memorandum

To: **Planning and Zoning Commission**  
From: Madhuri Mohan, Planning Director  
CC: Dusty McAfee, Director of Development Services  
Date: July 17, 2025  
Re: Zoning Ordinance Charter & Policy Alignment – Text Amendment

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### **Action Requested:**

Conduct a public hearing to consider and act upon a request to amend the City's Code of Ordinances, by amending Chapter 14: Zoning, to reflect updates to the City Charter and Boards & Commissions Policy. (Zoning Ordinance Charter & Policy Alignment – Text Amendment)

### **Background Information:**

Celina residents approved amendments to the City Charter on May 3, 2025. The City Council approved amendments to the Boards & Commissions Policy on May 13, 2025. The City Council also approved revisions to the Downtown Code in 2023 and 2025. These changes trigger necessary housekeeping updates to the Zoning Ordinance to maintain alignment. Please refer to the attached documents for further information.

### **Legal Review:**

N/A

### **Supporting Documents:**

1. Staff Presentation
2. Draft Zoning Ordinance
3. Draft Zoning Ordinance - Redline
4. Draft Downtown Code
5. Draft Downtown Code - Redline

### **Financial Consideration:**

N/A

### **Staff Recommendation:**

Staff recommends approval as presented.

# CHARTER & POLICY ALIGNMENT

Planning & Zoning Commission  
July 17, 2025



# OVERVIEW

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- Celina residents approved amendments to the City Charter on May 3, 2025
- Council approved amendments to the Boards & Commissions Policy on May 13, 2025
- Council approved revisions to the Downtown Code in 2023 & 2025
- The above changes triggers necessary housekeeping updates to the Zoning Ordinance to maintain alignment

# AMENDMENTS

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- Updated language for Boards & Commissions to align with Charter and Boards & Commissions Policy updates, and the 2023 DTC addendum
- Consolidated duplicative language
- Clarified current processes supersede older processes in PDs

# POLICY CONSIDERATIONS

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- Ensures Zoning Ordinance language is consistent with adopted Charter, Boards & Commissions Policy, and the Downtown Code
- Eliminates any contradictory text relating to these topics
- Further improves an important regulatory document
- Due to the limited scope of the proposed revisions, a work session for feedback was not held

# TIMELINE

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- July P&Z – public hearing
- August Council – public hearing & adoption

# RECOMMENDATION

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- The recommendation of the Planning & Zoning Commission will be considered by the City Council at its regular meeting in August
- Staff recommends approval, as presented

## **ARTICLE I – ADMINISTRATION**

### **PART TWO, APPROVAL AUTHORITY**

#### **Section 14.01.201 ..... Planning & Zoning Commission.**

- (a) **Authority, Duties, & Responsibilities.** In addition to any authority granted to the Planning & Zoning Commission (Commission) by the TEXAS LOCAL GOVERNMENT CODE, Ch. 212 and ordinances of the City, the Commission shall have the following powers and duties under the provisions of these regulations:
- (1) To make recommendations to the City Council concerning adoption, modification, and implementation of the following:
    - i. Comprehensive Plan and supporting studies;
    - ii. Zoning Ordinance Amendments, including Specific Use Permits (SUPs);
    - iii. Subdivision Ordinance Amendments;
    - iv. Land use portions of any Pre-Annexation Development Agreements;
    - v. Master Thoroughfare Plan;
    - vi. Matters relating to civic improvements, including but not limited to, public utilities and traffic regulations;
    - vii. Sign Ordinance Appeals & Meritorious Exceptions;
    - viii. Any other long-range planning activities of the City; and
    - ix. To act as the Tree Board and decide any issue that may come before that board.
  - (2) To approve or disapprove all plats pursuant to the terms of TEXAS LOCAL GOVERNMENT CODE, Ch. 212 and the Subdivision Ordinance, except those that may be administratively approved.
  - (3) The Commission shall act as the City's designated Capital Improvements Program (CIP) Advisory Committee. Ad hoc voting members may be added, as necessary, to meet state requirements when acting as this Committee, per State Law. The duties of the CIP Advisory Committee are listed in SECTION 395.058 of the TEXAS LOCAL GOVERNMENT CODE, as it exists or may be amended.
  - (4) To keep informed regarding city planning “best practices” and formulate studies for the improvement of any plans of or for the City with a view to the present and future movement of traffic, the convenience, health, recreation, safety, general welfare, and any other future needs of the City.
  - (5) Staff should provide Commission members with periodic workshops regarding the subject of planning, zoning, comprehensive plans, open meetings, or other subjects of benefit to the members and the functioning of the Commission.
- (b) **Composition of Commission & Terms of Service.** The Planning & Zoning Commission shall be composed of seven (7) regular members. Each member shall be appointed by the City Council and shall meet the requirements of the Boards & Commissions Policy, as amended.
- (1) Terms shall be staggered to expire every year, with two to three Commissioners’ terms to either be extended or terminated at that date.
  - (2) Members shall serve at the will and pleasure of the City Council. The terms of office

for members of the Commission shall be three (3) years. Vacancies shall be filled for unexpired terms. Newly appointed members shall be installed at the first regular Commission following their appointment.

- (3) No person shall serve as a regular member of the Commission for more than three (3) full terms of office.
  - (4) Members of the Commission shall serve without compensation and may not hold any elective office of the State of Texas or any other political subdivision thereof during their terms.
- (c) **Meetings & Procedures.** Meetings of the Planning & Zoning Commission may be held as often as necessary to conduct the business of the Commission. The Commission shall adopt its own rules of procedure and keep records of its proceedings consistent with the provisions of this section and the requirements of law. All meetings and hearings of the Commission shall be open to the public in accordance with applicable law and shall be conducted in accordance with the procedures set forth in these regulations and rules of procedure adopted by the Commission. Any action calling for a formal vote shall take place only at a public meeting. Executive sessions shall not be open to the public and shall be conducted in accordance with the procedures consistent with the laws of the State of Texas.
- (1) **Quorum.** Four (4) members of the Commission shall constitute a quorum for the transaction of business.
  - (2) **Chairman's duties.** The Chairman shall preside over meetings. If a question regarding procedures arises, Robert's Rules of Order, most recently revised, shall apply.
  - (3) **Vice-Chair's duties.** The Vice-Chair shall assist the Chairman in directing the affairs of the Planning & Zoning Commission. In the absence of the Chairman, the Vice-Chair shall assume the duties of the Chairman. Should the Chairman and the Vice-Chair both be absent, the remaining Commissioners shall elect a Chairman Pro Tem to serve at the meeting.
  - (4) **Motions.** A motion may be made by any member other than the presiding officer (i.e. the Chairman or the member acting as Chairman).
  - (5) **Voting.** Approval of all matters and motions before the Commission shall require the affirmative vote of a majority of all members of the Commission present and voting, unless otherwise provided by law or the adopted by rules of procedure.
  - (6) **Minutes.** The Director shall maintain minutes of its proceedings.
  - (7) **Voluntary disqualification for conflict of interest.** A member shall recuse himself from voting whenever he finds that he has a personal or monetary interest in the property under review, or that he will be directly affected by the decision of the Commission or the subsequent decision by the City Council on that case, in compliance with State law.

**Section 14.01.202 ..... Board of Adjustment.**

- (a) **Authority, Duties, & Responsibilities.** In addition to any authority granted to the Board of Adjustment by the TEXAS LOCAL GOVERNMENT CODE, Ch. 212, and ordinances of the City, the

Board of Adjustment shall have the following powers and duties under the provisions of these regulations:

- (1) To make decisions on the following:
  - i. To hear and decide upon an appeal where it is alleged there is error in an order, requirement, decision, or determination made by the Director in the enforcement of this Chapter.
  - ii. To hear and decide upon special exceptions to the terms of the adopted regulations when the Board is authorized to make such decisions; and to grant special exceptions with such conditions and safeguards as are appropriate under this Chapter, or to deny special exceptions when not in harmony with the purpose and intent of this Chapter (See Section 14.01.202(e), below).
  - iii. To hear and decide upon variances or modifications of the height, yard, area, coverage, and parking regulations as the Board of Adjustment is specifically authorized to pass on pursuant to the terms of this Chapter and the Subdivision Ordinance (See Section 14.01.202(f), below).
  - iv. To act as the Building Standards Board and decide any issue that may come before that board.

(b) **Composition of the Board of Adjustment & Terms of Service.**

- (1) The Board of Adjustment shall consist of five (5) members and two (2) alternates who shall be appointed by the City Council. Two (2) of the members shall be appointed in one (1) year and the remaining three (3) members shall be appointed in the following year, with terms expiring or being extended in the year the term ends.
- (2) Each member of the Board of Adjustment shall be a resident citizen and qualified voter of the City, at the time of his appointment. A member or alternate member who ceases to reside within the City limits during his term of office must immediately forfeit his office.
- (3) The term of office for all members shall be two (2) years. All vacancies on the Board of Adjustment shall be filled by the City Council.
- (4) A member may not serve more than two (2) full terms.
- (5) Members of the Board of Adjustment may be removed by the City Council in accordance with CHAPTER 211 of the TEXAS LOCAL GOVERNMENT CODE.
- (6) Members shall serve without compensation.

(c) **Meetings & Procedures.** All meetings and hearings of the Board of Adjustment shall be open to the public in accordance with applicable law and shall be conducted in accordance with the procedures set forth in these regulations and rules of procedure adopted by the Board of Adjustment. Any action calling for a formal vote shall take place only at a public meeting. Executive sessions shall not be open to the public and shall be conducted in accordance with the procedures consistent with the laws of the State of Texas.

- (1) **Quorum.** Four (4) members of the Board of Adjustment shall constitute a quorum for the transaction of business.
- (2) **Chairman's duties.** The Chairman shall preside over meetings. If a question

regarding procedures arises, Robert's Rules of Order, most recently revised, shall apply.

- (3) Vice-Chair's duties. The Vice-Chair shall assist the Chairman in directing the affairs of the Board. In the absence of the Chairman, the Vice-Chair shall assume the duties of the Chairman. Should the Chairman and the Vice-Chair both be absent, the remaining Board of Adjustment members shall elect a Chairman Pro Tem to serve at the meeting.
  - (4) Motions. A motion may be made by any member other than the presiding officer (i.e. the Chairman or the member acting as Chairman).
  - (5) Voting. Approval of all matters and motions before the Board of Adjustment shall require the affirmative vote of no less than four (4) members of the Board.
  - (6) Minutes. The Director shall maintain minutes of its proceedings.
  - (7) Voluntary disqualification for conflict of interest. A member shall recuse himself from voting whenever he finds that he has a personal or monetary interest in the property under review, or that he will be directly affected by the decision of the Board of Adjustment on that case, in compliance with State law.
- (d) **Appeal of Director's Decision**. In exercising its powers, the Board of Adjustment may, in conformance with State law, reverse or affirm, wholly or partly, or may modify the order, requirements, decision, or determination appealed from and make such order, requirement, decision, or determination, in the Board of Adjustment's opinion, as ought to be made and shall have all the powers of the officer from whom the appeal is sought.
- (1) Appeals to the Board of Adjustment concerning interpretation or administration of this ordinance may be taken by any person aggrieved or by any officer, department, or board of the City affected by any decision of the Director. Such appeals shall be taken within a reasonable time, not to exceed ten (10) days after the decision has been rendered by the Director by filing with the said official a notice of appeal, specifying the grounds thereof. The Director shall forthwith transmit to the Board of Adjustment all papers constituting the record upon which the action to be appealed was taken.
  - (2) The Director shall fix a reasonable time for the hearing of the appeal, give public notice thereof as well as due notice to the parties in interest. At the hearing, any party for or against the appeal may appear in person or by agent or attorney.
  - (3) An appeal stays all proceedings in furtherance of the action appealed from, unless the Director from whom the appeal is taken certifies to the Board of Adjustment after the notice of appeal is filed with him, that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Adjustment or by a court of record, on notice to the Director from whom the appeal is taken and on due cause shown.
- (e) **Authority to Grant Special Exceptions**.
- (1) A special exception shall not be granted by the Board of Adjustment unless and until:
    - i. Written application for a special exception is submitted indicating the section of the Code of Ordinances under which the special exception is sought and

- stating the grounds on which it is requested;
  - ii. Notice must be given at least fifteen (15) days in advance of the public hearing. The owner of the property for which special exception is sought or his agent shall be notified by mail. Notice of such hearings must be posted on the property for which the special exception is sought, at City Hall, and notice must be provided in one other public place, such as a newspaper, at least fifteen (15) days prior to the public hearing;
  - iii. A public hearing shall be held. Any party may appear in person or by agent or attorney;
  - iv. The Board of Adjustment is empowered under the section to grant, deny, or modify the special exception request, so long as the granting of the special exception will not adversely affect the public interest.
- (2) In granting any special exception, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Chapter. Violation of such conditions and safeguards, when made a part of the terms under which the special exception is granted, shall be deemed a violation of this Chapter and the penalties set forth in Section 14.01.111, *Penalties and Enforcement* shall apply. The Board shall prescribe a time limit within which the action for which the special exception is required shall begin or be completed, or both. Failure to begin or complete, or both, such action within the time limit set shall void the special exception, without necessity of further action by the Board of Adjustment.
- (f) **Authority to Grant Variances.**
- (1) The Board of Adjustment is authorized to grant variances from the terms of this Chapter and the Subdivision Ordinance so long as the variance will not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of these Chapters would result in unnecessary hardship so that the spirit of these Chapters are observed and substantial justice is achieved. A variance from the terms of this Chapter or the Subdivision Ordinance shall not be granted by the Board of Adjustment unless and until a written application for a variance is submitted demonstrating that all of the following conditions have been met:
    - i. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district or area;
    - ii. That a literal interpretation of the provisions of this Chapter or the Subdivision Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district or area under the terms of this Chapter or the Subdivision Ordinance;
    - iii. That the special conditions and circumstances did not result from the actions of the applicant; and
    - iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Chapter or the Subdivision Ordinance to other lands, structures, or buildings in the same district or area.
  - (2) Nonconforming use of neighboring lands, structures, or buildings in the same

district, and permitted use of lands, structures, or buildings in other districts shall not be considered grounds for the issuance of a variance.

- (3) Notice of public hearing shall be published and/or sent a minimum of ten (10) days prior to the public hearing;
  - (4) A public hearing shall be held. Any party may appear in person, or by agent or attorney;
  - (5) The Board of Adjustment shall make findings that all of the requirements of this section have been met by the applicant for a variance;
  - (6) The Board of Adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure;
  - (7) The Board of Adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this Chapter or the Subdivision Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
  - (8) In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Chapter. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Chapter or the Subdivision Ordinance and the penalties set forth in Section 14.01.111, *Penalties and Enforcement* shall apply.
  - (9) Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this Chapter in the district involved or any use expressly or by implication prohibited by the terms of this Chapter in said district.
  - (10) Each decision by the Board of Adjustment in granting a variance is considered on a case-by-case basis and does not establish precedence.
- (g) **Appeals Resulting from Board of Adjustment Action**. Any persons, jointly or severally, aggrieved by a decision of the Board of Adjustment under this section, or any taxpayer or any officer, department, or board of the municipality may file in a District Court or court of competent jurisdiction a petition, setting forth that such decision is in error, in whole or in part, and specifying the grounds of the error, in compliance with State law.

**Section 14.01.203 ..... Historic Preservation Commission.** The Historic Preservation Commission is consolidated under the Downtown Commission as prescribed in Section 14.01.204.

**Section 14.01.204 ..... Downtown Commission**

- (a) Authorities, Duties, & Responsibilities. Hereby is created the Downtown Commission. The powers of the Downtown Commission shall include the authority to do the following:
  - (1) Review any long-range planning activities of the Downtown.
  - (2) Recommend policies pertaining to the Downtown to City Council.
- (b) The Downtown Commission shall act as the Historic Preservation Commission (HPC) in all its capacities, the Main Street Advisory Board in all its capacities, and perform the above-stated duties as it pertains to this Code.
- (c) Membership. The Commission shall meet the requirements of the Boards & Commissions Policy, as amended. The Commission shall be composed of nine rotating members who can be:
  - (1) Celina residents,
  - (2) Downtown stakeholders, or
  - (3) Local design professionals.

**Section 14.01.205 ..... Director of Development Services.**

- (a) **Administration and Enforcement.** The Director of Development Services (“Director”) shall administer and enforce this Chapter. If the Director shall find that any of the provisions of this Chapter are being violated, he shall notify in writing the person responsible for such violations, indicating the nature of the violation, and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings, or structures, or of additions, alterations, or structural changes thereto; discontinuance of any illegal work being done; or shall take any other action authorized by this Chapter to ensure compliance with or to prevent violation of its provisions.
- (b) **Director or Designee.** The Director may designate appropriate staff members to assist and guide decision making for those items that require staff approval.
- (c) **Director Authority to Interpret the Zoning Ordinance.**  
The Director of Development Services shall have the authority to make judgements regarding the interpretation of the regulations of the Zoning Ordinance that are deemed to meet the intent of the Chapter, including any minor modifications or waivers, and to make necessary interpretations or decisions that are not contrary to the stated goals and intent of the Chapter. Any deviations or waivers that are deemed by the Director to have major importance or that may be contrary to the stated goals and intent of the Chapter shall be processed as described in Article I, Part Three, *Procedures*.
- (d) **Approval of Plans.** Building permits or certificates of occupancy issued on the basis of plans and applications approved by the Director authorize only the use, arrangement, and construction set forth in such approved plans and applications, and no other use, arrangement, or construction. Use, arrangement, construction, or variance with that authorized shall be deemed violation of this Chapter, and punishable as provided by Section 14.01.111, *Penalties and Enforcement*, hereof.

**Sections 14.01.205 to 14.01.300 ..... Reserved.**

**ARTICLE I – ADMINISTRATION**  
**PART THREE, PROCEDURES**

**Section 14.01.306 ..... Site Plan Approval.**

- (a) Purpose. The purpose of a site plan is to promote safe, efficient, and harmonious use of land through application of City-adopted design standards and guidelines; protect and enhance the City’s environmental and aesthetic quality; ensure adequate public facilities to serve development; prevent or mitigate adverse development impacts 37 (b) on the natural environment; aid the evaluation and coordination of land subdivision; and promote the public health, safety, and welfare.
- (b) Applicability. Site plan review is required for non-residential development, multi-family development having four (4) or more dwelling units, mobile home parks, parking lot development (reconstruction and reconfiguration), non-public agricultural buildings, and residential accessory structures, and as otherwise required by the Director. Site plan approval is required prior to issuance of a building permit in order to ensure compliance with all provisions of the Zoning Ordinance, the Comprehensive Plan, the Thoroughfare Plan, and other applicable ordinances of the City of Celina.
- (c) Procedure & Approval. Site plans are administratively approved by the Director.
  - (1) Site plan approval is revocable if it is determined that the conditions of the approval have not been met or if the plan contains or is based upon incorrect, fraudulent, or misrepresented information.
  - (2) Site plans expire one year after approval if an associated building permit application has not been submitted, reviewed, and approved. The Director may extend the approval up to two (2) additional years for cause.
  - (3) Staff shall consider the approval, disapproval, or conditional approval of a site plan application solely on the basis of any regulations, ordinances, rules, expiration dates, or other properly adopted requirements in effect at the time.
  - (4) Site plan approval for property within existing PDs (or comparable special zoning) which contain conflicting approval standards and/or processes shall be governed by the standards and/or processes contained herein.

**Section 14.01.312 Certificates of Appropriateness (CA).**

- (a) Any change to a property or structure, or the addition, expansion, or removal of a structure, within the Downtown Code district (DTC) requires a Certificate of Appropriateness (CA) in accordance with this chapter. The Certificate of Appropriateness shall be included as part of the required building permit review approved by staff, as prescribed in the Downtown Code approved on May 11, 2021. A Certificate of Appropriateness may also be required for work not otherwise requiring a building permit.
- (b) The City Council may designate individual buildings and structures within the DTC as either contributing or noncontributing, upon recommendation of the Downtown Commission. The City Council may exempt, except as otherwise provided herein, noncontributing properties from the Certificate of Appropriateness review process and

from complying with the DTC district design guidelines.

- (1) Allowing noncontributing properties to be exempt from a Certificate of Appropriateness does not exempt the requirement for a Certificate of Appropriateness for new construction that is to replace a noncontributing property (building or structure) or new construction on a vacant lot.
- (2) The City Council may require noncontributing properties undergoing exterior facade remodeling to be visually and architecturally similar to contributing buildings.

## **ARTICLE I – ADMINISTRATION**

### **PART TWO, APPROVAL AUTHORITY**

#### **Section 14.01.201 ..... Planning & Zoning Commission.**

- (a) **Authority, Duties, & Responsibilities.** In addition to any authority granted to the Planning & Zoning Commission (Commission) by the TEXAS LOCAL GOVERNMENT CODE, Ch. 212 and ordinances of the City, the Commission shall have the following powers and duties under the provisions of these regulations:
- (1) To make recommendations to the City Council concerning adoption, modification, and implementation of the following:
    - i. Comprehensive Plan and supporting studies;
    - ii. Zoning Ordinance Amendments, including Specific Use Permits (SUPs);
    - iii. Subdivision Ordinance Amendments;
    - iv. Land use portions of any Pre-Annexation Development Agreements;
    - v. Master Thoroughfare Plan;
    - vi. Matters relating to civic improvements, including but not limited to, public utilities and traffic regulations;
    - vii. Sign Ordinance Appeals & Meritorious Exceptions;
    - viii. Any other long-range planning activities of the City; and
    - ix. To act as the Tree Board and decide any issue that may come before that board.
  - (2) To approve or disapprove all plats pursuant to the terms of TEXAS LOCAL GOVERNMENT CODE, Ch. 212 and the Subdivision Ordinance, except those that may be administratively approved.
  - (3) The Commission shall act as the City's designated Capital Improvements Program (CIP) Advisory Committee. Ad hoc voting members may be added, as necessary, to meet state requirements when acting as this Committee, per State Law. The duties of the CIP Advisory Committee are listed in SECTION 395.058 of the TEXAS LOCAL GOVERNMENT CODE, as it exists or may be amended.
  - (4) To keep informed regarding city planning “best practices” and formulate studies for the improvement of any plans of or for the City with a view to the present and future movement of traffic, the convenience, health, recreation, safety, general welfare, and any other future needs of the City.
  - (5) Staff should provide Commission members with periodic workshops regarding the subject of planning, zoning, comprehensive plans, open meetings, or other subjects of benefit to the members and the functioning of the Commission.
- (b) **Composition of Commission & Terms of Service.** The Planning & Zoning Commission shall be composed of seven (7) regular members. Each member shall be appointed by the City Council, ~~shall be a resident citizen of the City, and must forfeit his office should he cease to reside within the City limits during his term of office. The City Council will consider for appointment to the Commission only citizens who have demonstrated civic interest, general knowledge of the community, independent judgment, interest in planning and zoning matters, and availability to prepare for and attend meetings. It is the intent of the~~

~~City Council that members shall be broadly representative of the community and shall meet the requirements of the Boards & Commissions Policy, as amended.~~

- (1) Terms shall be staggered to expire ~~September 30<sup>th</sup> of~~ every year, with two to three Commissioners' terms to either be extended or terminated at that date.
  - (2) Members shall serve at the will and pleasure of the City Council. The terms of office for members of the Commission shall be three (3) years. Vacancies shall be filled for unexpired terms. Newly appointed members shall be installed at the first regular Commission following their appointment.
  - (3) No person shall serve as a regular member of the Commission for more than three (3) ~~consecutive,~~ full terms of office. ~~For purposes of this section, the phrase "terms of office" shall not include the unexpired portion of any three (3)-year term.~~
  - (4) Members of the Commission shall serve without compensation and may not hold any elective office of the State of Texas or any other political subdivision thereof during their terms.
- (c) **Meetings & Procedures.** Meetings of the Planning & Zoning Commission may be held as often as necessary to conduct the business of the Commission ~~and are generally held on the third Tuesday of each month or at the call of the Director.~~ The Commission shall adopt its own rules of procedure and keep records of its proceedings consistent with the provisions of this section and the requirements of law. All meetings and hearings of the Commission shall be open to the public in accordance with applicable law and shall be conducted in accordance with the procedures set forth in these regulations and rules of procedure adopted by the Commission. Any action calling for a formal vote shall take place only at a public meeting. Executive sessions shall not be open to the public and shall be conducted in accordance with the procedures consistent with the laws of the State of Texas.
- (1) **Quorum.** Four (4) members of the Commission shall constitute a quorum for the transaction of business.
  - (2) **Chairman's duties.** The Chairman shall preside over meetings. If a question regarding procedures arises, Robert's Rules of Order, most recently revised, shall apply.
  - (3) **Vice-Chair's duties.** The Vice-Chair shall assist the Chairman in directing the affairs of the Planning & Zoning Commission. In the absence of the Chairman, the Vice-Chair shall assume the duties of the Chairman. Should the Chairman and the Vice-Chair both be absent, the remaining Commissioners shall elect a Chairman Pro Tem to serve at the meeting.
  - (4) **Motions.** A motion may be made by any member other than the presiding officer (i.e. the Chairman or the member acting as Chairman).
  - (5) **Voting.** Approval of all matters and motions before the Commission shall require the affirmative vote of a majority of all members of the Commission present and voting, unless otherwise provided by law or the adopted by rules of procedure.
  - (6) **Minutes.** The Director shall maintain minutes of its proceedings.
  - (7) **Voluntary disqualification for conflict of interest.** A member shall recuse himself from voting whenever he finds that he has a personal or monetary interest in the

property under review, or that he will be directly affected by the decision of the Commission or the subsequent decision by the City Council on that case, in compliance with State law.

**Section 14.01.202 ..... Board of Adjustment.**

(a) **Authority, Duties, & Responsibilities.** In addition to any authority granted to the Board of Adjustment by the TEXAS LOCAL GOVERNMENT CODE, Ch. 212, and ordinances of the City, the Board of Adjustment shall have the following powers and duties under the provisions of these regulations:

- (1) To make decisions on the following:
  - i. To hear and decide upon an appeal where it is alleged there is error in an order, requirement, decision, or determination made by the Director in the enforcement of this Chapter.
  - ii. To hear and decide upon special exceptions to the terms of the adopted regulations when the Board is authorized to make such decisions; and to grant special exceptions with such conditions and safeguards as are appropriate under this Chapter, or to deny special exceptions when not in harmony with the purpose and intent of this Chapter (See Section 14.01.202(e), below).
  - iii. To hear and decide upon ~~a~~-variances or modifications of the height, yard, area, coverage, and parking regulations as the Board of Adjustment is specifically authorized to pass on pursuant to the terms of this Chapter and the Subdivision Ordinance (See Section 14.01.202(f), below).
  - iv. To act as the Building Standards Board and decide any issue that may come before that board.

(b) **Composition of the Board of Adjustment & Terms of Service.**

- (1) The Board of Adjustment shall consist of five (5) members and two (2) alternates who shall be appointed by the City Council. Two (2) of the members shall be appointed in one (1) year and the remaining three (3) members shall be appointed in the following year, with terms expiring or being extended ~~on September 30<sup>th</sup> of~~in the year the term ends.
- (2) Each member of the Board of Adjustment shall be a resident citizen and qualified voter of the City, at the time of his appointment. A member or alternate member who ceases to reside within the City limits during his term of office must immediately forfeit his office.
- (3) The term of office for all members shall be two (2) years. All vacancies on the Board of Adjustment shall be filled by the City Council.
- (4) A member may not serve more than two (2) ~~consecutive,~~ full terms.
- (5) Members of the Board of Adjustment may be removed by the City Council in accordance with CHAPTER 211 of the TEXAS LOCAL GOVERNMENT CODE.
- (6) Members shall serve without compensation.

(c) **Meetings & Procedures.** All meetings and hearings of the Board of Adjustment shall be open to the public in accordance with applicable law and shall be conducted in accordance with the procedures set forth in these regulations and rules of procedure

adopted by the Board of Adjustment. Any action calling for a formal vote shall take place only at a public meeting. Executive sessions shall not be open to the public and shall be conducted in accordance with the procedures consistent with the laws of the State of Texas.

- (1) Quorum. Four (4) members of the Board of Adjustment shall constitute a quorum for the transaction of business.
  - (2) Chairman's duties. The Chairman shall preside over meetings. If a question regarding procedures arises, Robert's Rules of Order, most recently revised, shall apply.
  - (3) Vice-Chair's duties. The Vice-Chair shall assist the Chairman in directing the affairs of the Board. In the absence of the Chairman, the Vice-Chair shall assume the duties of the Chairman. Should the Chairman and the Vice-Chair both be absent, the remaining Board of Adjustment members shall elect a Chairman Pro Tem to serve at the meeting.
  - (4) Motions. A motion may be made by any member other than the presiding officer (i.e. the Chairman or the member acting as Chairman).
  - (5) Voting. Approval of all matters and motions before the Board of Adjustment shall require the affirmative vote of no less than four (4) members of the Board.
  - (6) Minutes. The Director shall maintain minutes of its proceedings.
  - (7) Voluntary disqualification for conflict of interest. A member shall recuse himself from voting whenever he finds that he has a personal or monetary interest in the property under review, or that he will be directly affected by the decision of the Board of Adjustment on that case, in compliance with State law.
- (d) **Appeal of Director's Decision**. In exercising its powers, the Board of Adjustment may, in conformance with State law, reverse or affirm, wholly or partly, or may modify the order, requirements, decision, or determination appealed from and make such order, requirement, decision, or determination, in the Board of Adjustment's opinion, as ought to be made and shall have all the powers of the officer from whom the appeal is sought.
- (1) Appeals to the Board of Adjustment concerning interpretation or administration of this ordinance may be taken by any person aggrieved or by any officer, department, or board of the City affected by any decision of the Director. Such appeals shall be taken within a reasonable time, not to exceed ten (10) days after the decision has been rendered by the Director by filing with the said official a notice of appeal, specifying the grounds thereof. The Director shall forthwith transmit to the Board of Adjustment all papers constituting the record upon which the action to be appealed was taken.
  - (2) The Director shall fix a reasonable time for the hearing of the appeal, give public notice thereof as well as due notice to the parties in interest. At the hearing, any party for or against the appeal may appear in person or by agent or attorney.
  - (3) An appeal stays all proceedings in furtherance of the action appealed from, unless the Director from whom the appeal is taken certifies to the Board of Adjustment after the notice of appeal is filed with him, that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life and property. In

such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Adjustment or by a court of record, on notice to the Director from whom the appeal is taken and on due cause shown.

(e) **Authority to Grant Special Exceptions.**

- (1) A special exception shall not be granted by the Board of Adjustment unless and until:
  - i. Written application for a special exception is submitted indicating the section of the Code of Ordinances under which the special exception is sought and stating the grounds on which it is requested;
  - ii. Notice must be given at least fifteen (15) days in advance of the public hearing. The owner of the property for which special exception is sought or his agent shall be notified by mail. Notice of such hearings must be posted on the property for which the special exception is sought, at City Hall, and notice must be provided in one other public place, such as a newspaper, at least fifteen (15) days prior to the public hearing;
  - iii. A public hearing shall be held. Any party may appear in person or by agent or attorney;
  - iv. The Board of Adjustment is empowered under the section to grant, deny, or modify the special exception request, so long as the granting of the special exception will not adversely affect the public interest.
- (2) In granting any special exception, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Chapter. Violation of such conditions and safeguards, when made a part of the terms under which the special exception is granted, shall be deemed a violation of this Chapter and the penalties set forth in Section 14.01.111, *Penalties and Enforcement* shall apply. The Board shall prescribe a time limit within which the action for which the special exception is required shall begin or be completed, or both. Failure to begin or complete, or both, such action within the time limit set shall void the special exception, without necessity of further action by the Board of Adjustment.

(f) **Authority to Grant Variances.**

- (1) The Board of Adjustment is authorized to grant variances from the terms of this Chapter and the Subdivision Ordinance so long as the variance will not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of these Chapters would result in unnecessary hardship so that the spirit of these Chapters are observed and substantial justice is achieved. A variance from the terms of this Chapter or the Subdivision Ordinance shall not be granted by the Board of Adjustment unless and until a written application for a variance is submitted demonstrating that all of the following conditions have been met:
  - i. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district or area;
  - ii. That a literal interpretation of the provisions of this Chapter or the Subdivision Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district or area under the terms of this Chapter or the

Subdivision Ordinance;

- iii. That the special conditions and circumstances did not result from the actions of the applicant; and
  - iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Chapter or the Subdivision Ordinance to other lands, structures, or buildings in the same district or area.
- (2) Nonconforming use of neighboring lands, structures, or buildings in the same district, and permitted use of lands, structures, or buildings in other districts shall not be considered grounds for the issuance of a variance.
  - (3) Notice of public hearing shall be published and/or sent a minimum of ten (10) days prior to the public hearing;
  - (4) A public hearing shall be held. Any party may appear in person, or by agent or attorney;
  - (5) The Board of Adjustment shall make findings that all of the requirements of this section have been met by the applicant for a variance;
  - (6) The Board of Adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure;
  - (7) The Board of Adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this Chapter or the Subdivision Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
  - (8) In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Chapter. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Chapter or the Subdivision Ordinance and the penalties set forth in Section 14.01.111, *Penalties and Enforcement* shall apply.
  - (9) Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this Chapter in the district involved or any use expressly or by implication prohibited by the terms of this Chapter in said district.
  - (10) Each decision by the Board of Adjustment in granting a variance is considered on a case-by-case basis and does not establish precedence.
- (g) **Appeals Resulting from Board of Adjustment Action**. Any persons, jointly or severally, aggrieved by a decision of the Board of Adjustment under this section, or any taxpayer or any officer, department, or board of the municipality may file in a District Court or court of competent jurisdiction a petition, setting forth that such decision is in error, in whole or in part, and specifying the grounds of the error, in compliance with State law.

**Section 14.01.203 ..... Historic Preservation Commission.** The Historic Preservation Commission is consolidated under the Downtown Commission as prescribed in Section 14.01.204.

- (a) ~~**Authority, Duties, & Responsibilities.**~~ Hereby is created a Historic Preservation Commission (HPC). The powers of the HPC shall include the authority to do the following:
- (1) ~~Adopt rules and procedures;~~
  - (2) ~~Conduct and administer history resource surveys;~~
  - (3) ~~Develop public outreach/education/awareness programs;~~
  - (4) ~~Approve/disapprove Certificates of Appropriateness for the OT district;~~
  - (5) ~~Provide design and other reasonable forms of advice to owners and tenants of historic properties in the certificates of appropriateness review process, coordinated with such efforts;~~
  - (6) ~~Recommend acquisition of endangered historic resources to the city council when necessary;~~
  - (7) ~~Recommend acceptance of donation of preservation easements;~~
  - (8) ~~Recommend tax or other financial incentive[s] to encourage preservation of historic resources;~~
  - (9) ~~Promote design guidelines for the OT district;~~

(b) ~~**Composition of HPC & Terms of Service.**~~

- (1) ~~The HPC is composed of seven (7) members and two (2) alternate members to be appointed by the City Council. All HPC members shall have a demonstrated outstanding interest in the historic traditions of the City and experience in the preservation of the historic character of Celina. The City Council shall endeavor, to the extent reasonably available, to appoint members from the following categories:~~
  - i. ~~Architect, planner, or design professional;~~
  - ii. ~~Historian;~~
  - iii. ~~Licensed real estate broker/appraiser;~~
  - iv. ~~Attorney at law;~~
  - v. ~~Owner of, or resident or tenant in the OT district;~~
  - vi. ~~Member of the Celina Area Heritage Association;~~
  - vii. ~~Archaeologist or person from a related discipline; or~~
  - viii. ~~Other specific background as desired.~~
- (2) ~~Each member of the HPC shall be a resident citizen and qualified voter of the City, or a Downtown business owner, or a Downtown property owner at the time of his appointment. A member or alternate member who ceases to establish one of the three criteria for membership during his term of office must immediately forfeit his office.~~
- (3) ~~A member of the Planning & Zoning Commission shall be appointed by the Mayor to serve as a nonvoting liaison to the HPC.~~
- (4) ~~HPC members shall serve for a period of two years, their terms to be staggered (four members appointed one year and three members appointed the next year). Alternate commission members shall also serve for a period of two years.~~

(c) ~~**Meetings & Procedures.**~~

- ~~(1) The Chair and Vice-Chair of HPC shall be elected or re-elected by and from members of HPC annually.~~
  - ~~(2) The City Manager, the Downtown Development Manager for the Celina Main Street Program, and the City Attorney also serve as ex-officio members of the HPC.~~
  - ~~(3) The HPC shall meet as needed as determined by the Director. The City Manager may, when necessary and with adequate notice, call special meetings of the HPC. All meetings will be held in conformance with State law.~~
  - ~~(4) Notice of public hearing shall be published in the newspaper of record and sent to the adjacent property owners of the subject property a minimum of five (5) days prior to the public hearing.~~
  - ~~(5) A quorum shall consist of four (4) HPC members. A positive vote of a majority of the quorum shall be required to take any official action.~~
- ~~(d) ***Support Staff & Historic Preservation Officer.***~~
- ~~(1) The City Manager or his designee shall administer the ordinance and the permitting and zoning functions thereof contained in this and other applicable ordinances.~~
  - ~~(2) The Celina Downtown Development Manager shall serve as Historic Preservation Officer, coordinating the HPC's and City's preservation activities with the County, State, and Federal agencies as appropriate and advising the HPC on relevant issues.~~
- ~~(e) ***Authority to Approve Certificates of Appropriateness (CA).*** The HPC shall follow the United States Secretary of the Interior's formal written Standards for the Rehabilitation of Historic Buildings in its consideration of all applications for Certificates of Appropriateness. These standards shall be made available to owners and tenants of property within the OT district.~~
- ~~(1) A person, entity, agent, attorney, or corporation shall not alter a property or cause to have a property altered within the OT district or any portion of the exterior of a structure on the site, or a person shall not alter a property within a OT district or any portion of the exterior of a structure on the site, or designated adjacent right-of-way or place, construct, maintain, expand or remove any structure on the site without first obtaining a Certificate of Appropriateness (CA) in accordance with this chapter. A Certificates of Appropriateness shall be obtained prior to the issuance of any building permit, although the Certificates of Appropriateness review and building permit and other required permit review processes may be conducted simultaneously. The Certificates of Appropriateness shall be required in addition to, and not in lieu of, any required building permit. A Certificate of Appropriateness may also be required for work not otherwise requiring a building permit.~~
    - ~~(1) (2) The City Council shall exempt, except as otherwise provided herein, noncontributing properties from the Certificates of Appropriateness review process and from complying with the OT district design guidelines. Allowing noncontributing properties to be exempt from a Certificates of Appropriateness does not exempt the requirement for a Certificates of Appropriateness for new construction that is to replace a noncontributing property (building, or structure) or new construction on a vacant lot.~~

~~(3) Prior to commencement of any work, the owner shall file an application for a Certificates of Appropriateness with the City Manager or his designee. The application shall contain pertinent information necessary for the HPC to make an informed decision.~~

~~(4) The HPC shall deny, approve, or approve with conditions any Certificates of Appropriateness application within thirty (30) calendar days of receipt of a completed application, determining whether the proposed work is consistent with the regulations contained in this Section 14.01.203, in all applicable ordinances, and in the Zoning Ordinance and design guidelines. Upon posted notice, and notification by regular mail at least five (5) days in advance to the immediately adjacent property owners as that ownership appears on the last approved tax roll, the HPC shall conduct a public hearing on the application, at which time an opportunity is provided for proponents and opponents of the application to present their views.~~

~~(5) All decisions of the HPC shall be in writing, stating its approval or the specific reasons for denying or modifying any applications. A copy of the Certificates of Appropriateness shall be sent to the applicant (by registered mail) and a copy filed with the Director.~~

~~(f) **Appeal of Historic Preservation Commission Actions.**~~

~~(1) An applicant for Certificates of Appropriateness dissatisfied with the action of the HPC on the application may appeal the decision to the City Council within fifteen (15) days after receipt of notification of such action. The applicant shall be advised by the Director of the time and place of the hearing at which the appeal will be considered and the applicant shall have the right to attend and be heard as to the reasons for filing the same.~~

~~(2) In determining the appeal, the City Council shall consider the same factors as the HPC, the HPC report, and other matters presented at the hearing on the appeal.~~

~~(3) The City Council shall affirm, modify or reverse the decision by the HPC on the application for the Certificates of Appropriateness, and may impose such conditions as are necessary to assure that the proposed action meets the criteria for approval. If the application is disapproved, the City Council may indicate what changes in the plans and specifications would meet the condition for protecting the distinctive historical character of the district. The Director shall notify the applicant and the HPC of the Council's decision.~~

~~(g) **Issuance of Permits.**~~

~~(1) Upon approval of an application for a Certificates of Appropriateness, Director shall be authorized to issue a building permit or other permits required to undertake the action proposed in the application consistent with all applicable City standards.~~

~~(2) No change shall be made in the scope of work or any building permit after issuance of Certificates of Appropriateness without submittal of an application to amend the Certificate, which shall be considered by the HPC in the same manner as provided above. If a property owner wishes to change the scope of work under a Certificates of Appropriateness, the property owner shall consult the Director who shall have the authority to approve non-substantive changes. If the Director deems the requested changes to be substantive, such changes shall be referred to the HPC for~~

action.

~~(h) **Minor Exterior Alterations:**~~

- ~~(1) If the HPC determines that the applicant is seeking a Certificates of Appropriateness to authorize only minor exterior alterations, as defined in this section, the HPC shall review the application to determine whether the proposed work complies with the regulations contained in this section and all applicable OT district regulations, including the design guidelines, and approve or deny the application within thirty (30) calendar days of receipt.~~
- ~~(2) Any interested person may appeal the City staff's decision by submitting to the City staff a written request for appeal within thirty (30) days of the City staff's decision. The written request for appeal starts the standard certificate of appropriateness review procedure by the Historic Preservation Commission.~~
- ~~(3) Minor exterior alteration. Minor exterior alteration is the installation of or to awnings, fences, gutters and downspouts; signs; incandescent lighting fixtures; landscaping and hardscaping comprising less than twenty five percent (25%) of the front or side yard; restoration of original architectural features that constitute a change from existing conditions; painting of wood or other appropriate elements that constitutes a change in color from existing color; and additions and changes not visible from any street to the rear of the main structure or to an accessory structure.~~

~~(i) **Demolition Permits and Economic Hardship:**~~

- ~~(1) The Director shall not issue a demolition permit for a structure within the OT district until review and issuance of a completed Certificates of Appropriateness application by the HPC. The Director shall not forward the application to the HPC until the application is complete. The following information shall be supplied by the applicant before the application is considered complete:
  - ~~i. Information describing the condition of the structure;~~
  - ~~ii. Estimated cost of restoration or repair;~~
  - ~~iii. Demonstration that the adaptive use or restoration of the structure has been seriously considered;~~
  - ~~iv. Any available historic records of the building (drawings, photographs);~~
  - ~~v. Architectural drawings for any proposed new construction which is intended to replace the historic structure;~~
  - ~~vi. Any conditions proposed to be voluntarily placed on new development that would mitigate the loss of the historic landmark structure;~~
  - ~~vii. Any other information that the staff finds appropriate for the Commission to render a decision on the application.~~~~
- ~~(2) The HPC shall hold a public meeting on the application within thirty (30) calendar days of receipt of the completed application. A copy of the decision shall be forwarded to the Director and to the applicant within ten (10) days following the public meeting.~~
- ~~(3) An applicant whose demolition permit has been denied may apply for hardship relief. In order to prove the existence of hardship, the applicant shall have the burden to establish that:~~

- ~~i. The property is incapable of earning a reasonable return on the owner's investment;~~
- ~~ii. The property cannot be adapted for another use that can result in the reasonable return; or~~
- ~~iii. No potential purchaser of the property with a reasonable offer who intends to preserve it can be identified.~~
- ~~(4) The HPC shall hold a public meeting on the hardship application within sixty (60) calendar days following the original date of application for the demolition permit, at which time proponents and opponents of the application may present their views. The HPC may seek expert assistance in the fields of real estate development, appraisal, financing, and other related disciplines to review the hardship application.~~
- ~~(5) The applicant shall consult in good faith with the HPC, interested local groups, and individuals in a diligent effort to investigate alternatives that will result in preservation of the property.~~
- ~~(6) All decisions of the HPC shall be in writing. Copies shall be sent to the applicant and a copy filed with the City Secretary.~~
- ~~(7) If disapproved, the applicant may appeal to the City Council in the same manner as for a Certificate of Appropriateness. If demolition is approved, the HPC shall notify the Building Official or Director so the appropriate permits may be issued for demolition.~~
- ~~(j) **Enforcement.** All work performed pursuant to a Certificates of Appropriateness issued under this Section shall conform to all its requirements. It shall be the duty of the Director to inspect periodically to ensure such compliance.~~

**Section 14.01.204 ..... Downtown Commission**

- (a) Authorities, Duties, & Responsibilities. Hereby is created the Downtown Commission. The powers of the Downtown Commission shall include the authority to do the following:
  - (1) Review any long-range planning activities of the Downtown.
  - (2) Recommend policies pertaining to the Downtown to City Council.
- (b) The Downtown Commission shall act as the Historic Preservation Commission (HPC) in all its capacities, the Main Street Advisory Board in all its capacities, and perform the above-stated duties as it pertains to this Code.
- (c) Membership. The Commission shall meet the requirements of the Boards & Commissions Policy, as amended. The Commission shall be composed of nine rotating members who can be:
  - (1) Celina residents,
  - (2) Downtown stakeholders, or
  - (3) Local design professionals.

**Section 14.01.205 ..... Director of Development Services.**

- (a) **Administration and Enforcement.** The Director of Development Services (“Director”) shall administer and enforce this Chapter. If the Director shall find that any of the provisions of

this Chapter are being violated, he shall notify in writing the person responsible for such violations, indicating the nature of the violation, and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings, or structures, or of additions, alterations, or structural changes thereto; discontinuance of any illegal work being done; or shall take any other action authorized by this Chapter to ensure compliance with or to prevent violation of its provisions.

- (b) **Director or Designee.** The Director may designate appropriate staff members to assist and guide decision making for those items that require staff approval.
- (c) **Director Authority to Interpret the Zoning Ordinance.**  
The Director of Development Services shall have the authority to make judgements regarding the interpretation of the regulations of the Zoning Ordinance that are deemed to meet the intent of the Chapter, including any minor modifications or waivers, and to make necessary interpretations or decisions that are not contrary to the stated goals and intent of the Chapter. Any deviations or waivers that are deemed by the Director to have major importance or that may be contrary to the stated goals and intent of the Chapter shall be processed as described in Article I, Part Three, *Procedures*.
- (d) **Approval of Plans.** Building permits or certificates of occupancy issued on the basis of plans and applications approved by the Director authorize only the use, arrangement, and construction set forth in such approved plans and applications, and no other use, arrangement, or construction. Use, arrangement, construction, or variance with that authorized shall be deemed violation of this Chapter, and punishable as provided by Section 14.01.111, *Penalties and Enforcement*, hereof.

**Sections 14.01.205 to 14.01.300 ..... Reserved.**

## **ARTICLE I – ADMINISTRATION**

### **PART THREE, PROCEDURES**

#### **Section 14.01.306 ..... Site Plan Approval.**

- (a) Purpose. The purpose of a site plan is to promote safe, efficient, and harmonious use of land through application of City-adopted design standards and guidelines; protect and enhance the City’s environmental and aesthetic quality; ensure adequate public facilities to serve development; prevent or mitigate adverse development impacts 37 (b) on the natural environment; aid the evaluation and coordination of land subdivision; and promote the public health, safety, and welfare.
- (b) Applicability. Site plan review is required for non-residential development, multi-family development having four (4) or more dwelling units, mobile home parks, parking lot development (reconstruction and reconfiguration), non-public agricultural buildings, and residential accessory structures, and as otherwise required by the Director. Site plan approval is required prior to issuance of a building permit in order to ensure compliance with all provisions of the Zoning Ordinance, the Comprehensive Plan, the Thoroughfare Plan, and other applicable ordinances of the City of Celina.
- (c) Procedure & Approval. Site plans are administratively approved by the Director.

- (1) Site plan approval is revocable if it is determined that the conditions of the approval have not been met or if the plan contains or is based upon incorrect, fraudulent, or misrepresented information.
- (2) Site plans expire one year after approval if an associated building permit application has not been submitted, reviewed, and approved. The Director may extend the approval up to two (2) additional years for cause.
- (3) Staff shall consider the approval, disapproval, or conditional approval of a site plan application solely on the basis of any regulations, ordinances, rules, expiration dates, or other properly adopted requirements in effect at the time.
- (3)(4) Site plan approval for property within existing PDs (or comparable special zoning) which contain conflicting approval standards and/or processes shall be governed by the standards and/or processes contained herein.

**Section 14.01.312 Certificates of Appropriateness (CA).**

- (a) Any change to a property or structure, or the addition, expansion, or removal of a structure, within the Downtown Code district (DTC) requires a Certificate of Appropriateness (CA) in accordance with this chapter. The Certificate of Appropriateness shall be included as part of the required building permit review approved by staff, as prescribed in the Downtown Code approved on May 11, 2021. A Certificate of Appropriateness may also be required for work not otherwise requiring a building permit.
- (b) The City Council may designate individual buildings and structures within the DTC as either contributing or noncontributing, upon recommendation of the Downtown Commission. The City Council shall may exempt, except as otherwise provided herein, noncontributing properties from the Certificate of Appropriateness review process and from complying with the ~~OT~~ DTC district design guidelines.
  - (1) Allowing noncontributing properties to be exempt from a Certificate of Appropriateness does not exempt the requirement for a Certificate of Appropriateness for new construction that is to replace a noncontributing property (building or structure) or new construction on a vacant lot.
  - (2) The City Council may require noncontributing properties undergoing exterior facade remodeling to be visually and architecturally similar to contributing buildings.

## Administration

### Code Modifications

#### (h) Minor Modifications

1. During the review process, the Director is authorized to approve Minor Modifications at the request of an applicant. Minor Modifications are provided for basic flexibility in design.
2. The Director is authorized to take action on the merits of a specific requested Code modification and is not authorized to require the applicant to offset the Code modifications with additional development enhancements, although such discussions are not necessarily discouraged.
3. Numerical adjustments up to 10 percent to the following:
  - (A) Frontage requirements
  - (B) Building/parking setback ranges
  - (C) Building type dimensions
  - (D) Height minimums and maximums
  - (E) Signage requirements
  - (F) Block Dimensions
  - (G) Landscape requirements
4. The Director may reduce required landscaping and design standards by not more than 25 percent, at the request of an applicant, when compliance with these standards would be impractical or not feasible due to:
  - (A) Location of existing structure;
  - (B) Special site organization requirements;
  - (C) Topography or preservation of quality tree(s);
  - (D) Novel or experimental techniques of design or land development;
  - (E) Safety requests by the Fire Marshal or Police Chief; and/or
  - (F) Applicable Federal or State regulations (ex. site specific ADA requirements).
5. The Director is authorized to waive the front porch requirement in cases that achieve the intended outcome of street activation.
6. Financial considerations alone shall not be basis for Minor Code Modifications under this section of reductions.
7. Building Official has authority to modify new construction sprinkler requirement within Patio Commons.
8. High traffic or multi-function areas are eligible for review of alternative landscaping standards such as artificial turf or other permeable materials.
9. City Engineer has authority to modify standard detention and drainage requirements to fit the urban context within Downtown.

#### (i) Major Modifications

1. The Planning & Zoning Commission reviews major modification requests that do not qualify for staff approval and appeals of staff decisions/interpretations. The Commission makes a recommendation to the City Council, who have final approval authority.
2. The decision to approve or deny a request for a modification is based on the following considerations:

## Administration Code Modifications

- (A) The physical conditions of the property, such as steep slopes, flood plain, drainage, or small or irregular lot shape, make compliance to the specific standard physically impossible, and this hardship is not created by the applicant; or
  - (B) The applicant meets the burden of presenting an alternative means of compliance that clearly demonstrates how the code exception would equal or exceed the existing standard in terms of achieving the stated principles above; and
  - (C) The modification will not significantly impact adjacent property owners, the character of the area, traffic conditions, parking, public infrastructure, water quality management, and other matters affecting the public health, safety and general welfare; and
  - (D) The modification will not result in a substantial departure from the basic urban principle that buildings should directly front streets (as opposed to being set back from the right-of-way) and add value to the animation and pedestrian walkability of the street edge.
3. For any request to increase maximum building height, City Council may grant up to one additional story. The Council may require the additional story to be stepped back a minimum of 10 feet from all building faces fronting a street.
  4. When reviewing requests for modifications, the Planning & Zoning Commission and City Council shall consider the principles stated in page 1-2.

**See attached Addendum.**

### Approval Authorities



**(o) Review Process**

1. An application and all required information, including the following, shall be submitted to the Director at least 30 days prior to the regularly scheduled monthly meeting of the Commission to be placed on the agenda.
  - (A) Complete and sufficient application outlining modification/appeal
  - (B) Site plans
  - (C) Building elevations
2. The Director will present a written report to the Commission.
5. The Commission will consider the issues presented to them in the staff report, a presentation from the applicant and any public opposition, and will then make a recommendation to the City Council.
6. City Council will approve the request, approve with conditions, or deny based upon the intent of this code. The Council must document the reason for approval or denial of a request.
7. All decisions and the basis for the decisions of the Council will be documented in writing, and submitted by the Director to the applicant and the Development Services Department for enforcement.

## Rules for all Districts

### Architectural Standards

#### (hh) Introduction

1. The Downtown Architectural Standards are established as a part of the development standards adopted for the Downtown. The primary objective is to establish a set of flexible but essential guidelines that reinforce the purpose and intent of the Downtown Code.

#### (ii) Historic Preservation

1. Any change to a property or structure, or the addition, expansion, or removal of a structure, within the Historic District requires a Certificate of Appropriateness in compliance with the regulations of the Zoning Ordinance.

#### (jj) Roofs and Parapets

1. Roofs and Parapets should demonstrate a commonsense recognition of the climate and neighboring structures by utilizing appropriate pitch, drainage, and materials in order to provide visual coherence in Downtown Celina.

#### (kk) Windows

1. Windows shall be divided by multiple panes of glass. This helps the window “hold” the surface of the façade, rather than appearing like a “hole” in the wall (an effect produced by a large single sheet of glass).

#### (ll) Art

1. Art installations whether freestanding or attached should be consistent with the adopted Fine Arts Master Plan and shall reflect the Historic Texas Architectural Style. Art installations shall be complementary to Downtown and should be specific to the particular district function and role Downtown.

## (b) Glossary of Terms

**Access:** Public entry via designated right-of-way or pedestrian and bicycle access easement.

**Accessory Use:** Any use that is customarily a part of, and clearly incidental and secondary to the primary use on the parcel and does not change the character of the primary use.

**Accessory Building/Structure:** A structure physically detached from, secondary and incidental to, and commonly associated with a primary structure or use on the same site. Accessory structures normally associated with a residential use property include, but are not limited to: garages (unenclosed or enclosed) for the storage of automobiles (including incidental restoration and repair), personal recreational vehicles and other personal property; studios; workshops; greenhouses (noncommercial); enclosed cabanas and pool houses; and storage sheds. Accessory structures normally associated with a non-residential use property include but are not limited to garages (unenclosed or enclosed) for the storage of automobiles and work-related vehicles and equipment (including incidental restoration and repair); storage structures; workshops; and studios.

**Adjacent:** Sharing a common site line or having site lines separated only by an alley.

**Alley:** A public right-of-way to be used primarily for vehicular access to the back or side of a parcel of real property that abuts a street. Alleys are intended to connect blocks, through the middle, from one major street across to the other major street, or to another alley in a "T" configuration.

**Alternative Wheels:** Active transportation methods that can be used on a bike lane such as scooters, bikes, golf carts, etc.

**Anchor/Corner Location:** Prominent development within the block that typically is the largest building and located on the corners with sensitive transitions to adjacent structures.

**Arcade:** A Private Frontage Type conventional for commercial uses and walkable areas wherein the facade is a colonnade supporting habitable space that overlaps the sidewalk, while the facade at sidewalk level remains at the frontage line.

**Architectural Features:** Exterior building elements intended to provide ornamentation to the building massing, including, but not limited to eaves, cornices, bay windows, window and door surrounds, light fixtures, canopies, and balconies.

**Awning:** A roof or cover which projects from a wall of a building over a window, door, and/or sidewalk, made of canvas, metal, or wood, which may be fixed in place or be retractable.

**Bay Window:** A window that projects from the building facade or elevation that begins on the ground floor and can extend to upper floors.

**Block:** An area of land separated from other areas by adjacent streets, railroads, rights of-way, or public areas. Blocks in Downtown are generally square and contain at least one linear right-of-way where an alley can be improved.

**Block Face:** The aggregate of all the building facades on one side of a block. The block face provides the context for establishing a consistent street room and an organized pedestrian experience.

**Block Length:** The horizontal distance measured from one end of the block to the other end, along the same right-of-way, from perpendicular right-of-way line to perpendicular right-of-way line. illustration

**Block Perimeter:** The aggregate of all sides of a block measured along the outside/adjacent rights-of- way.

**Building Form/Mass:** The overall shape, dimensions, and articulation of a building.

**Build-to-Zone:** An area parallel to a site line or right-of-way where it is required for a percentage of building façade of a building to be placed, according to the applicable Percentage of Building Façade within Build-to-Zone requirements. Illustrated in the Private Frontage requirements in 2-18.

**Character District:** One of six distinct areas identified within Downtown, on the Regulating Plan, that are distinguished from one another by their physical form, function, look, and location.

**Common Yard:** A Private Frontage Type, typically landscaped, wherein the facade is set back from the frontage line. It is visually continuous with adjacent yards.

**Contributing Structure & Noncontributing Structure:** To meet the definition assigned by the Texas Historical Commission.

**Courtyard:** An unroofed area that is completely or partially enclosed by walls or buildings on at least two sides and often shared by multiple residential units or commercial suites.

## Glossary of Terms

**Crime Prevention through Environmental Design (CPTED):** a multi-disciplinary approach of crime prevention that uses urban and architectural design and the management of built and natural environments.

**Curb:** The edge of the vehicular pavement that may be raised or flush to a swale. It usually incorporates the drainage system.

**Design Professional:** Architect, urban planner/designer, landscape architect, or historian.

**Design Site:** A portion of land delineated from others to accommodate no more than one of the building types allowed by the transect zone (except for accessory buildings as allowed). The main purpose of a design site is to generate pedestrian-oriented buildings by coordinating the intended building sizes with the intended physical character of each district. A parcel may have multiple design sites, and a design site may comprise multiple parcels, or even multiple districts, as long as all standard subdivision requirements are met and no improvements impede parcel lines without appropriate easements or accommodations. Where a design site traverses multiple districts, each area of the design site shall follow the district requirements applicable to that area of the design site.

**Development Pattern:** Design site of entire block, whether existing or conceptual.

**Director:** The Director of Development Services or his/her designee.

**Driveway:** A vehicular lane within a design site, or shared between two sites, leading to a garage, accessory structure, or approved parking or loading area.

**Encroachment:** A structural element that breaks the plane of a vertical or horizontal regulatory limit, extending into a setback, into the public frontage, or above a height limit.

**Entry or Entrance:** An opening, such as a door, passage, or gate, that allows access to a building.

**Façade:** The exterior wall of a building adjacent to a public right-of-way, the front or side along a private street, or civic space.

**Façade Renovation:** Improvement that requires a building permit to the façade.

**Flat roof:** A nearly horizontal roof pitched for water drainage only.

**Footprint:** The outline of the area of ground covered by the foundations of a building or structure.

**Forecourt:** A private frontage wherein a portion of the facade is close to the frontage line and the central portion is set back for landscaping, plaza, or other purposes.

**Frontage:** A strip or extent of land abutting a thoroughfare, civic space, or other public right-of-way.

**Gallery:** A Private Frontage Type conventional for commercial uses and walkable areas wherein the facade is aligned close to the frontage line with an attached cantilevered shed or continuous colonnade overlapping the sidewalk.

**Ground Floor:** The floor of a building located nearest to the level of the existing grade around the building (i.e. the first floor, not intended to be basement level).

**Height, Building:** The vertical distance between grade and the highest part of the structure directly above.

**Ceiling, Ground Floors:** Height from finished floor to finished ceiling of primary rooms on the ground floor, not including secondary rooms such as bathrooms, closets, utility rooms and storage spaces.

**Ceiling, Upper Floors:** Height from finished floor to finished ceiling of primary rooms on the floor(s) above the ground floor, not including secondary rooms such as bathrooms, closets, utility rooms and storage spaces.

**Live-Work:** A mixed-use unit consisting of a commercial and residential function. The commercial function may be anywhere in the unit. It is intended to be occupied by a business operator who lives in the same structure that contains the commercial activity or industry.

**Lot:** A parcel of land accommodating a building or buildings of unified design.

**Mansard roof:** A four-sided gambrel-style hip roof characterized by two slopes on each of its sides with the lower slope, punctured by dormer windows, at a steeper angle than the upper.

## (c) Downtown Residential Protections

The Downtown Code is drafted to codify the community vision of the Downtown Master Plan but is sensitive to the existing residential fabric that makes Downtown Celina special. In order to protect this existing residential character, there are certain protections incorporated into the code. These protections are listed below for quick reference.



Transitions	Page 2-23	<p>Residential Transition Requirements - The following residential transition standards shall apply to all new building construction and all upper story additions to existing buildings located adjacent to existing one-unit detached residential buildings but shall not apply when an improved public street or railroad right-of-way separates the new building construction from the existing one-unit detached residential buildings.</p> <p style="text-align: center;">(A) Transition Area - 35' (min.)</p> <p style="text-align: center;">(B) Max. Building Height within Transition Area - Two stories</p>
Screening	Page 2-24	A Residential Transition Area Screening Device (minimum 6 feet and maximum 8 feet high) shall be required when adjacent to an existing one-unit detached residential building and shall be optional for all other adjacencies.
Lighting	Page 2-27	The maximum light level of any light fixture shall not exceed half a footcandle measured at the property line of any one-unit detached residential building.
Land Uses	Page 4-2	<p>Since residential uses are permitted in all districts, in all Building Types Downtown, uses shall be compatible with homes in scale, noise level, traffic impacts, parking, smell, cleanliness, and safety/risk.</p> <p>Where uses consistent with the Vision are loud or could otherwise interfere with residential living, potential negative impacts shall be mitigated through screening, limits on outdoor activity, fencing, landscaping, and/or hours of operation through a Specific Use Permitted to the subject use on the subject property.</p>
Setback Averaging	Page 4-6	The proposed building must be located within the range of existing primary street setbacks, no closer than the smallest setback in the range and no further than the largest setback in the range. On an interior lot, the range of setbacks is measured on the basis of the two closest lots in either direction along the block face. On a corner lot, the range of setbacks is measured on the basis of the 3 closest lots along the block face.

## Administration Code Modifications

### (h) Minor Modifications

1. During the review process, the Director is authorized to approve Minor Modifications at the request of an applicant. Minor Modifications are provided for basic flexibility in design.
2. The Director is authorized to take action on the merits of a specific requested Code modification and is not authorized to require the applicant to offset the Code modifications with additional development enhancements, although such discussions are not necessarily discouraged.
3. Numerical adjustments up to 10 percent to the following:
  - (A) Frontage requirements
  - (B) Building/parking setback ranges
  - (C) Building type dimensions
  - (D) Height minimums and maximums
  - (E) Signage requirements
  - (F) Block Dimensions
  - (G) Landscape requirements
4. The Director may reduce required landscaping and design standards by not more than 25 percent, at the request of an applicant, when compliance with these standards would be impractical or not feasible due to:
  - (A) Location of existing structure;
  - (B) Special site organization requirements;
  - (C) Topography or preservation of quality tree(s);
  - (D) Novel or experimental techniques of design or land development;
  - (E) Safety requests by the Fire Marshal or Police Chief; and/or
  - (F) Applicable Federal or State regulations (ex. site specific ADA requirements).
5. The Director is authorized to waive the front porch requirement in cases that achieve the intended outcome of street activation.
6. Financial considerations alone shall not be basis for Minor Code Modifications under this section of reductions.
7. Building Official has authority to modify new construction sprinkler requirement within Patio Commons.
8. High traffic or multi-function areas are eligible for review of alternative landscaping standards such as artificial turf or other permeable materials.
9. City Engineer has authority to modify standard detention and drainage requirements to fit the urban context within Downtown.

### (i) Major Modifications

1. The ~~Downtown Commission is responsible for~~Planning & Zoning Commission reviewing—reviews major modification requests that do not qualify for staff approval, and ~~to review~~ appeals of staff decisions/interpretations. The Commission makes a recommendation to the City Council, who have final approval authority.
2. The ~~Downtown Commission's~~ decision to approve or deny a request for a modification is based on the following considerations:

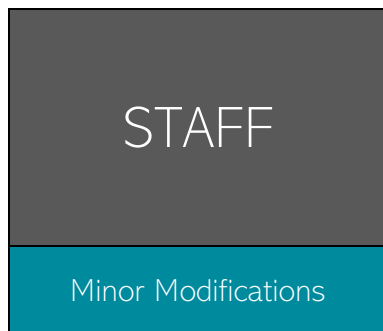
## Administration Code Modifications

- (A) The physical conditions of the property, such as steep slopes, flood plain, drainage, or small or irregular lot shape, make compliance to the specific standard physically impossible, and this hardship is not created by the applicant; or
  - (B) The applicant meets the burden of presenting an alternative means of compliance that clearly demonstrates how the code exception would equal or exceed the existing standard in terms of achieving the stated principles above; and
  - (C) The modification will not significantly impact adjacent property owners, the character of the area, traffic conditions, parking, public infrastructure, water quality management, and other matters affecting the public health, safety and general welfare; and
  - (D) The modification will not result in a substantial departure from the basic urban principle that buildings should directly front streets (as opposed to being set back from the right-of-way) and add value to the animation and pedestrian walkability of the street edge.
3. For any request to increase maximum building height, ~~Downtown Commission~~City Council may grant up to one additional story. The Committee Council may require the additional story to be stepped back a minimum of 10 feet from all building faces fronting a street.
  4. When reviewing requests for modifications, the ~~Downtown Commission~~Planning & Zoning Commission and City Council shall consider the principles stated in page 1-2.

### ~~(j) Commission Appeals~~

- ~~1. Any applicant, citizen, or staff aggrieved with the decision of the Downtown Commission may appeal to the Celina City Council for further consideration within ten days of the Commission's decision. A signed, written request must be received by the Director of Development Services from the aggrieved party.~~
- ~~2. The City Council must conduct a public hearing, providing general public notice pursuant to the Open Meetings Act. At such hearing, the Director of Development Services or his/her designee, the applicant, and any opposition or aggrieved parties may present.~~

### Approval Authorities



**Administration  
Code Modifications**



## Administration

### Downtown Commission

#### ~~(k) Authority, Duties, & Responsibilities~~

- ~~1. Hereby is created the Downtown Commission (Commission). The powers of the Commission shall include the authority to do the following:
  - ~~(A) Approve/disapprove major modifications for the Downtown district;~~
  - ~~(B) Approve/disapprove appeals from staff regarding interpretation and minor modifications;~~
  - ~~(C) Promote design guidelines for the Downtown district;~~
  - ~~(D) Review any long-range planning activities of the Downtown;~~
  - ~~(E) Recommend policies pertaining to the Downtown to City Council.~~
  - ~~(F) Discuss, review, and recommend policies pertaining to gentrification and Downtown residential living.~~~~
- ~~2. The Downtown Commission shall act as the Historic Preservation Commission (HPC) in all its capacities, the Main Street Advisory Board in all its capacities, the Fine Arts Board until it is established and the above-stated duties as it pertains to this Code.~~

#### **City Secretary**

Applications for boards and commissions are administered by the City Secretary's Office in compliance with the Downtown Code administrative regulations.

#### ~~(l) Membership~~

- ~~1. The Commission shall be composed of nine rotating members who can be:
  - ~~(A) Celina residents,~~
  - ~~(B) Downtown stakeholders, or~~
  - ~~(C) Local design professionals.~~
  - ~~(D) The City Manager, Development Services Director, and the City Attorney also serve as ex-officio members of the Downtown Commission.~~~~
- ~~2. If one or more of the categories of Commissioners provided above cannot be fully filled, a member of similar intent or availability can be appointed to serve.~~

#### ~~(m) Terms~~

- ~~1. Upon commencement of the Downtown Commission, appointments will consist of three year terms staggered to ensure three members rotating annually. Members may remain on the Commission after their term has expired until a new appointment is made to fill their position.~~
- ~~2. If a member of the Commission is unable to serve, the City Manager may appoint a replacement member to complete the term.~~

See attached Addendum.

Administration  
Downtown Commission

~~(n) Procedures~~

- ~~1. A chair and vice chair shall be elected annually by the Commission members.~~
- ~~2. The Commission shall meet as needed as determined by the Director. The Director may, when necessary and with adequate notice, call special meetings of the Commission. All meetings will be held in conformance with State law.~~
- ~~3. Notice of public hearing shall be published in the newspaper and sent to the adjacent property owners of the subject property a minimum of ten days prior to the public hearing.~~
- ~~4. A quorum shall consist of five Commission members. A positive vote of a majority of the quorum shall be required to take any official action.~~
- ~~5. Staff should coordinate periodic training workshops for Commission members regarding the subject of planning, zoning, comprehensive plans, historic preservation, open meetings, or other subjects of benefit to the members and the functioning of the Commission.~~

(o) Review Process

1. An application and all required information, including the following, shall be submitted to the Director at least 30 days prior to the regularly scheduled monthly meeting of the Commission to be placed on the agenda.
  - (A) Complete and sufficient application outlining modification/appeal
  - (B) Site plans
  - (C) Building elevations
2. The Director will present a written report to the Commission.
- ~~3. The Commission will consider each request at their regularly scheduled meeting, provided all the required information has been submitted on time.~~
- ~~4. The Commission may establish operating procedures that conform with the Texas Open Meetings Act.~~
5. The Commission will consider the issues presented to them in the staff report, a presentation from the applicant and any public opposition, and will then make a recommendation to the City Council.
6. City Council will approve the request, approve with conditions, or deny based upon the intent of this code. The Commission-Council must document the reason for approval or denial of a request.
- 7.6. All decisions and the basis for the decisions of the Commission-Council will be documented in writing, and submitted by the Director to the applicant and the Development Services Department for enforcement.

## Rules for all Districts

### Architectural Standards

#### (hh) Introduction

1. The Downtown Architectural Standards are established as a part of the development standards adopted for the Downtown. The primary objective is to establish a set of flexible but essential guidelines that reinforce the purpose and intent of the Downtown Code.

#### (ii) Historic Preservation

1. ~~Any change to a property or structure, or the addition, expansion, or removal of a structure, within The City Council may use the following designation for individual buildings and structures which are within the Historic District requires a Certificate of Appropriateness in compliance with the regulations of the Zoning Ordinance. upon recommendation of the Downtown Commission:~~

~~Contributing; or~~

~~Noncontributing.~~

2. ~~The City Council may allow noncontributing properties to be exempt from the Certificate of Appropriateness review process and from complying with Historic District design guidelines.~~

3. ~~The City Council may also allow noncontributing — properties to be exempt from the Certificate — of Appropriateness review process and from — complying with Historic District design guidelines.~~

~~(A) New construction/replacement. Allowing noncontributing properties to be exempt from a Certificate of Appropriateness does not exempt the requirement for a Certificate of Appropriateness for new construction that is to replace a noncontributing property (building or structure) or new construction on a vacant lot.~~

~~(B)(A) Noncontributing exterior facade remodeling. The City Council may require noncontributing properties undergoing exterior facade remodeling to be visually and architecturally similar to contributing Historic District buildings.~~

4. ~~Any demo request for a contributing building requires Commission approval.~~

## Rules for all Districts

### Architectural Standards

- ~~5. Staff has the authority to approve Certificate of Appropriateness if plans are consistent with Downtown Code and any other applicable guidelines.~~

#### (jj) Roofs and Parapets

1. Roofs and Parapets should demonstrate a commonsense recognition of the climate and neighboring structures by utilizing appropriate pitch, drainage, and materials in order to provide visual coherence in Downtown Celina.

#### (kk) Windows

1. Windows shall be divided by multiple panes of glass. This helps the window “hold” the surface of the façade, rather than appearing like a “hole” in the wall (an effect produced by a large single sheet of glass).

#### (ll) Art

1. Art installations whether freestanding or attached should be consistent with the adopted Fine Arts Master Plan and shall reflect the Historic Texas Architectural Style. Art installations shall be complementary to Downtown and should be specific to the particular district function and role Downtown.

## (b) Glossary of Terms

**Access:** Public entry via designated right-of-way or pedestrian and bicycle access easement.

**Accessory Use:** Any use that is customarily a part of, and clearly incidental and secondary to the primary use on the parcel and does not change the character of the primary use.

**Accessory Building/Structure:** A structure physically detached from, secondary and incidental to, and commonly associated with a primary structure or use on the same site. Accessory structures normally associated with a residential use property include, but are not limited to: garages (unenclosed or enclosed) for the storage of automobiles (including incidental restoration and repair), personal recreational vehicles and other personal property; studios; workshops; greenhouses (noncommercial); enclosed cabanas and pool houses; and storage sheds. Accessory structures normally associated with a non-residential use property include but are not limited to garages (unenclosed or enclosed) for the storage of automobiles and work-related vehicles and equipment (including incidental restoration and repair); storage structures; workshops; and studios.

**Adjacent:** Sharing a common site line or having site lines separated only by an alley.

**Alley:** A public right-of-way to be used primarily for vehicular access to the back or side of a parcel of real property that abuts a street. Alleys are intended to connect blocks, through the middle, from one major street across to the other major street, or to another alley in a "T" configuration.

**Alternative Wheels:** Active transportation methods that can be used on a bike lane such as scooters, bikes, golf carts, etc.

**Anchor/Corner Location:** Prominent development within the block that typically is the largest building and located on the corners with sensitive transitions to adjacent structures.

**Arcade:** A Private Frontage Type conventional for commercial uses and walkable areas wherein the facade is a colonnade supporting habitable space that overlaps the sidewalk, while the facade at sidewalk level remains at the frontage line.

**Architectural Features:** Exterior building elements intended to provide ornamentation to the building massing, including, but not limited to eaves, cornices, bay windows, window and door surrounds, light fixtures, canopies, and balconies.

**Awning:** A roof or cover which projects from a wall of a building over a window, door, and/or sidewalk, made of canvas, metal, or wood, which may be fixed in place or be retractable.

**Bay Window:** A window that projects from the building facade or elevation that begins on the ground floor and can extend to upper floors.

**Block:** An area of land separated from other areas by adjacent streets, railroads, rights of-way, or public areas. Blocks in Downtown are generally square and contain at least one linear right-of-way where an alley can be improved.

**Block Face:** The aggregate of all the building facades on one side of a block. The block face provides the context for establishing a consistent street room and an organized pedestrian experience.

**Block Length:** The horizontal distance measured from one end of the block to the other end, along the same right-of-way, from perpendicular right-of-way line to perpendicular right-of-way line. illustration

**Block Perimeter:** The aggregate of all sides of a block measured along the outside/adjacent rights-of- way.

**Building Form/Mass:** The overall shape, dimensions, and articulation of a building.

**Build-to-Zone:** An area parallel to a site line or right-of-way where it is required for a percentage of building façade of a building to be placed, according to the applicable Percentage of Building Façade within Build-to-Zone requirements. Illustrated in the Private Frontage reequipments in 2-18.

**Character District:** One of six distinct areas identified within Downtown, on the Regulating Plan, that are distinguished from one another by their physical form, function, look, and location.

**Common Yard:** A Private Frontage Type, typically landscaped, wherein the facade is set back from the frontage line. It is visually continuous with adjacent yards.

**Contributing Structure & Noncontributing Structure:** ~~Building that has been surveyed and designated as contributing by the Downtown Commission~~ To meet the definition assigned by the Texas Historical Commission.

**Courtyard:** An unroofed area that is completely or partially enclosed by walls or buildings on at least two sides and often shared by multiple residential units or commercial suites.

## Glossary of Terms

**Crime Prevention through Environmental Design (CPTED):** a multi-disciplinary approach of crime prevention that uses urban and architectural design and the management of built and natural environments.

**Curb:** The edge of the vehicular pavement that may be raised or flush to a swale. It usually incorporates the drainage system.

**Design Professional:** Architect, urban planner/designer, landscape architect, or historian.

**Design Site:** A portion of land delineated from others to accommodate no more than one of the building types allowed by the transect zone (except for accessory buildings as allowed). The main purpose of a design site is to generate pedestrian-oriented buildings by coordinating the intended building sizes with the intended physical character of each district. A parcel may have multiple design sites, and a design site may comprise multiple parcels, or even multiple districts, as long as all standard subdivision requirements are met and no improvements impede parcel lines without appropriate easements or accommodations. Where a design site traverses multiple districts, each area of the design site shall follow the district requirements applicable to that area of the design site.

**Development Pattern:** Design site of entire block, whether existing or conceptual.

**Director:** The Director of Development Services or his/her designee.

**Driveway:** A vehicular lane within a design site, or shared between two sites, leading to a garage, accessory structure, or approved parking or loading area.

**Encroachment:** A structural element that breaks the plane of a vertical or horizontal regulatory limit, extending into a setback, into the public frontage, or above a height limit.

**Entry or Entrance:** An opening, such as a door, passage, or gate, that allows access to a building.

~~**Ex-officio Member:** A member of the Downtown Commission by virtue of their position that does not having voting powers.~~

**Façade:** The exterior wall of a building adjacent to a public right-of-way, the front or side along a private street, or civic space.

**Façade Renovation:** Improvement that requires a building permit to the façade.

**Flat roof:** A nearly horizontal roof pitched for water drainage only.

**Footprint:** The outline of the area of ground covered by the foundations of a building or structure.

**Forecourt:** A private frontage wherein a portion of the facade is close to the frontage line and the central portion is set back for landscaping, plaza, or other purposes.

**Frontage:** A strip or extent of land abutting a thoroughfare, civic space, or other public right-of-way.

**Gallery:** A Private Frontage Type conventional for commercial uses and walkable areas wherein the facade is aligned close to the frontage line with an attached cantilevered shed or continuous colonnade overlapping the sidewalk.

**Ground Floor:** The floor of a building located nearest to the level of the existing grade around the building (i.e. the first floor, not intended to be basement level).

**Height, Building:** The vertical distance between grade and the highest part of the structure directly above.

**Ceiling, Ground Floors:** Height from finished floor to finished ceiling of primary rooms on the ground floor, not including secondary rooms such as bathrooms, closets, utility rooms and storage spaces.

**Ceiling, Upper Floors:** Height from finished floor to finished ceiling of primary rooms on the floor(s) above the ground floor, not including secondary rooms such as bathrooms, closets, utility rooms and storage spaces.

**Live-Work:** A mixed-use unit consisting of a commercial and residential function. The commercial function may be anywhere in the unit. It is intended to be occupied by a business operator who lives in the same structure that contains the commercial activity or industry.

**Lot:** A parcel of land accommodating a building or buildings of unified design.

**Mansard roof:** A four-sided gambrel-style hip roof characterized by two slopes on each of its sides with the lower slope, punctured by dormer windows, at a steeper angle than the upper.

## (c) Downtown Residential Protections

The Downtown Code is drafted to codify the community vision of the Downtown Master Plan but is sensitive to the existing residential fabric that makes Downtown Celina special. In order to protect this existing residential character, there are certain protections incorporated into the code. These protections are listed below for quick reference.



<del>Downtown Commission</del>	<del>Page 1-7</del>	<del>Authority to discuss, review, and recommend policies pertaining to gentrification and Downtown residential living.</del>
Transitions	Page 2-23	<p>Residential Transition Requirements - The following residential transition standards shall apply to all new building construction and all upper story additions to existing buildings located adjacent to existing one-unit detached residential buildings but shall not apply when an improved public street or railroad right-of-way separates the new building construction from the existing one-unit detached residential buildings.</p> <p>(A) Transition Area - 35' (min.)</p> <p>(B) Max. Building Height within Transition Area - Two stories</p>
Screening	Page 2-24	A Residential Transition Area Screening Device (minimum 6 feet and maximum 8 feet high) shall be required when adjacent to an existing one-unit detached residential building and shall be optional for all other adjacencies.
Lighting	Page 2-27	The maximum light level of any light fixture shall not exceed half a footcandle measured at the property line of any one-unit detached residential building.
Land Uses	Page 4-2	<p>Since residential uses are permitted in all districts, in all Building Types Downtown, uses shall be compatible with homes in scale, noise level, traffic impacts, parking, smell, cleanliness, and safety/risk.</p> <p>Where uses consistent with the Vision are loud or could otherwise interfere with residential living, potential negative impacts shall be mitigated through screening, limits on outdoor activity, fencing, landscaping, and/or hours of operation through a Specific Use Permitted to the subject use on the subject property.</p>
Setback Averaging	Page 4-6	The proposed building must be located within the range of existing primary street setbacks, no closer than the smallest setback in the range and no further than the largest setback in the range. On an interior lot, the range of setbacks is measured on the basis of the two closest lots in either direction along the block face. On a corner lot, the range of setbacks is measured on the basis of the 3 closest lots along the block face.