

Development Guide – School Sites

This policy and procedure applies to all public school sites.

References:

Subdivision Ordinance

Chapter 6, Article II. Streets and Blocks Arrangements C. School Location Standards

Zoning Ordinance

Chapter 6, Article 2: Off-Street Parking and Loading

Chapter 6, Article 3: Landscaping and Buffers, including 6.302 Urban Forestry

City Code

Chapter 12.5: Environmental Protection and Compliance; Article III Storm Water Protection

Procedures:

General:

1. The goal is to form a partnership between school districts and the city to develop school sites that meet the needs of neighborhoods and the school calendar. As such, the school district will make reasonable efforts to communicate with the City early regarding site selection and permit applications. Likewise, the City will make reasonable efforts to adjust staffing as needed to address significant bond programs.

Community Facilities Agreements and Addressing:

1. The school district must hold a pre-development conference prior to platting to discuss facilities that must be in place prior to the opening of the school. Representatives from the Department of Engineering and the Fire Department will be specifically required to attend these meetings to address construction and access issues. Staff from Planning and Development will coordinate with the Fire Department to assign permanent addresses at this stage when possible.
2. **NO CITY PARTICIPATION IN STREETS, WATER, SEWER OR STORM WATER FACILITIES:** The school district will be required to submit two copies of an executed CFA that includes exhibits of the public facilities they will be constructing and a set-aside letter from the district. The CFA will not include costs of the facilities and will not require payment of materials testing or inspection fees at that time. Building construction will be allowed to proceed contingent upon the stipulations for fire protection and emergency access as outlined in section 5. In addition, alternate ingress and egress to the site must be available to avoid construction traffic on the new facilities prior to acceptance by the City.

3. **CITY PARTICIPATION IN STREETS, WATER, SEWER OR STORM WATER FACILITIES:** When City participation is contemplated for streets or storm water facilities, the school district may proceed at their own risk prior to City Council approval and contingent upon the stipulations for fire protection and emergency access as outlined in section 5. The district should submit the same information noted under section 2 and the agreement will be amended following City Council approval.
4. If a CFA is pending approval, Planning and Development staff may conduct plan review of the structure. Upon concurrence of Water and/or TPW, a foundation-only or vertical construction permit may be issued.
5. Public facility construction documents must be submitted to the Department of Engineering within 90 days of CFA submittal in order for building construction to continue.
6. Temporary emergency access to the construction site must be approved by the Fire Department and installed before any construction permits for the building will be issued. Adequate water supply must be in place prior to the installation of any combustibles.
7. For existing schools that were annexed into the City and are on unplatted property, permits may be issued for renovations or expansions as long as the platting process is underway. Certificates of Occupancy or final inspections will require that the plat be recorded.

Transportation Impact Fees:

1. Under State law, school districts may pay impact fees but are not compelled to do so.
2. School districts shall indicate in writing at the time of platting if they are declining to pay impact fees.
3. School districts shall still be required to participate in Community Facilities Agreements and will be required to construct facilities that are necessary for their immediate traffic safety demands.

Streets:

1. It is recommended that, elementary and middle schools have perimeter streets on two sides, one of which is a collector street. When a collector street is available or being constructed by the district under the Policy for the Installation of Community Facilities, ingress and egress shall be required off of a collector street unless this requirement is waived by the Director of Transportation and Public Works or his designee. When access is proposed off of an arterial street, consultation with Transportation and Public Works is required to evaluate the need for turn lanes, signals or other measures to ensure public safety.[The Subdivision Ordinance may be amended to make this a requirement in the future if data supports these standards for the safety of students.]
2. It is recommended that senior high schools have perimeter streets on three sides, with at least one that is an arterial street and one that is a major collector street. When an arterial street is available or being constructed by the school district under the Policy for the Installation of Community Facilities, ingress and egress

shall be required off of the arterial street unless this requirement is waived by the Director of Transportation and Public Works or his designee.

Landscape Provisions:

1. The purpose of landscaping and screening requirements is to aid in stabilizing the environment's ecological balance by contributing to the process of air purification, oxygen regeneration, ground water recharge and storm water runoff retardation, while at the same time aiding in noise, glare and heat abatement, and to protect and preserve the appearance, character and value of surrounding neighborhoods.
2. Based on an Attorney General opinion (GA-0697, 2-27-09), Schools WILL be required to comply with Chapter 6.302 of the zoning ordinance. Urban Forestry plans will be reviewed administratively by the Urban Forestry Staff. The Urban Design Commission will review variances and appeals from the guidelines. The intent is for public school campuses to comply with the regulations for the purposes of aesthetics and the maintenance of property values.
3. Compliance for trees is 25% retention of existing canopy outside of the building footprint and establishment of 30% potential canopy coverage with existing and newly-planted trees. The building footprint, improved sports fields and detention ponds may be excluded from the canopy calculations.
4. The requirements of Chapter 6, Article 3, including but not limited to screening requirements in bufferyards, submittal of a landscape plan, required landscape area, etc., apply to school construction projects. Variances to these regulations are heard by the Commercial Board of Adjustment.
5. Temporary certificates of occupancy shall be issued for projects that are only pending landscape installation to address concerns about summer planting and tree viability.

Light Poles

1. Section 6.100 of the Zoning Ordinance states that "...the height of a building in the "A" through "F" Districts may be increased when the front, side and rear yard dimensions are each increased above the minimum requirements by one foot for each foot such building exceeds the height limit of the district in which it is located."
2. This standard will apply to school structures, including light poles, located in "CF" Community Facility zoning

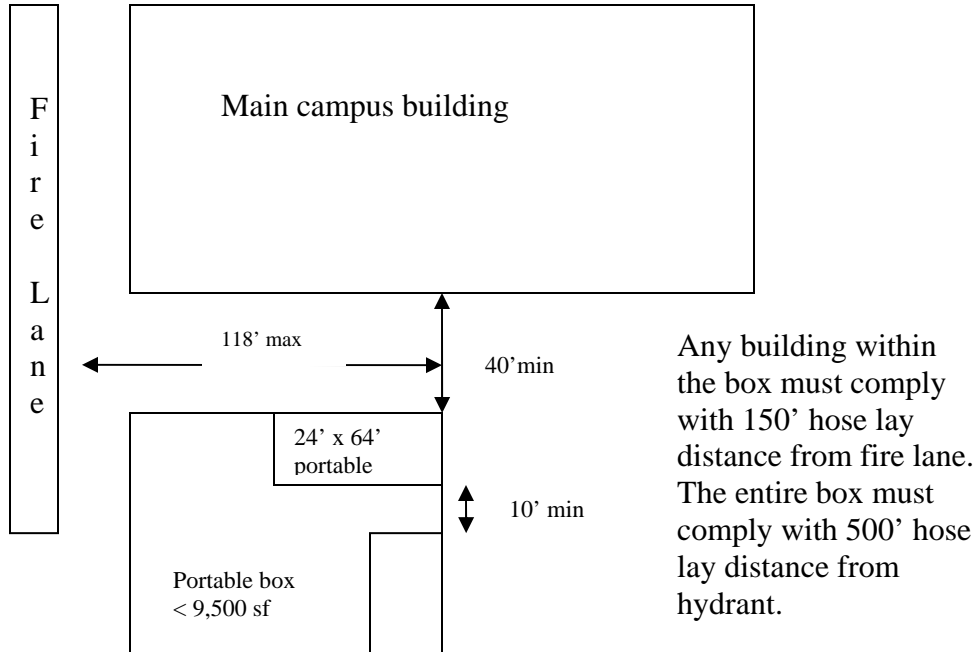
Storm Water Utility:

1. Independent school districts are NOT exempt from the storm water utility fees since they are not impact fees.
2. The current ordinance does allow the Transportation and Public Works Director to take into consideration those Non Residential Properties on which storm water runoff management techniques are being used and may grant a credit(s) on their monthly billings for such techniques. However, the City has not exercised this option to date pending the outcome of the Storm Water Incentive Policy

committee recommendations. **This section will be updated in the coming months to reflect those options following action by the City Council.**

Portable Buildings – Permit Process:

1. In order to allow expedited permitting for portable buildings the City is offering an opportunity to pre-define designated portable building areas.
2. The yard (an example provided below) would be specified as to its allowable area and location to meet Building and Fire Codes.
3. A site plan for each campus will be submitted showing the following:
 - a. Scaled drawings are preferred; but at a minimum, distances from property lines shall be shown.
 - b. One or more boxes, rectangular in shape, having an area equal to or less than 9,500 square feet.
 - c. The side of the box farthest from the fire lane or ROW shall be located such that any building within the box can comply with the 150' hose lay distance from the fire lane or ROW.
 - d. The entire box shall fall within the 500' hose lay distance from the nearest fire hydrant.
 - e. The box must be 40' from the exterior wall of the nearest building.
 - f. The boxes must be 40' from each other.
4. The site plans will be compared with the plat, reviewed, approved and kept on file in the Plans Exam Division. All future classroom buildings that are located within these pre-approved boxes will be allowed expedited processing.
5. When permitting a portable classroom building, the applicant will provide a plan for the building and site plan showing which box the classroom building is in, how the classroom building is situated within the box and all other classroom buildings within that box.
 - a. There shall be a minimum of 10' between all portable buildings within the box.
 - b. Grandfathered portable buildings that do not have bathrooms must have access to a bathroom within 500 feet without a variance.
6. The City encourages the use of buildings approved by the Texas Industrialized Building Code Council. Permitting will be faster because they require less code review.
7. Additional parking is required if the new classroom(s) represent an increase in the student population. Initial site planning and pre-defined portable building capacity and placement will facilitate this.



Portable Buildings – Inspection Process:

1. The current code requires a pre-Ordinance inspection of buildings being moved within or into the city. The purpose of this inspection is to insure that the building can fit on the proposed property and that it does or can be modified to comply with our codes. The Building Official has suspended the requirement for the pre-Ordinance inspection for temporary school buildings that are currently within an ISD's stock and being moved from one property to another property of the same ISD.

However, if the building is leaving the ISD and going to private use, such as a private school, church, etc. the pre-Ordinance inspection will apply, even if the private use is temporary.

2. Before a Certificate of Occupancy is approved, there must be an approved inspection on all equipment that exists within the building. Such inspections are usually covered under the corresponding permit and do not need to be duplicated with an Ordinance as follows:
 - a. Since a Building Permit is obtained, a Building Ordinance inspection is not required.
 - b. With electrical hookup, an Electrical Permit will be obtained; therefore, an Electrical Ordinance inspection is not required.
 - c. With plumbing hookup, a Plumbing Permit will be obtained; therefore, a Plumbing Ordinance inspection is not required. If there is no plumbing, then a Plumbing Ordinance inspection is not required.

- d. HVAC units, even prepackaged units need an inspection. Since they usually come with the building, this would be covered under a Mechanical Ordinance inspection.
- 3. The Construction Board has already approved a special designed foundation plan for use that will allow us to consider the building as a permanent building. While the design is approved, each ISD must provide a plan using their engineer. Copies of the design may be obtained from plan review staff.
- 4. The Construction Board has already made a determination that portable buildings already in an ISD stock may be moved to and from properties within that ISD without providing restrooms. However, all newly purchased buildings must come with restrooms. Grandfathered existing portable buildings need to show that a restroom does exist within 500’ of the building.

Parking Requirements:

Use	Requirement
School, elementary and junior high (public or private)	1 space per 12 students plus 1 for each employee
School, high school (public or private)	1 space per 2 students plus 1 space per 5 stadium seats (may be double counted)