



November 14, 2023

Mr. Looney,

On behalf of Southstar Communities, please find our request to amend the Mayfair Development & Design Control Document (DDCD).

Per Section 1.8 of the Mayfair DDCCD, optional amendments to the DDCCD may be made by the master developer, pursuant to guidelines outlined in the document.

Included in this submittal please find:

- A final Mayfair DDCCD, including proposed changes as reviewed by city staff.
- Comprehensive summary of DDCCD revisions defining source of change and outcome.
- Updated Mayfair Boundary layer file.
- Updated Mayfair Land Use layer files (Framework Plans).

Notification fees will be paid pending clarification of notification map by City staff.

**SUMMARY AND REASONING OF PROPOSED AMENDMENTS (*reasoning in blue italics*)**

**Syntax Error Corrections *As requested by City staff.***

- Table of Contents – updated page number for definitions
- Disclaimer (pg 1) – spacing error corrected
- 2.1.1 Amendments to DDCCD – bullet point error corrected

## Framework Revisions (pgs. IV, 15, 17, 19, 21)

1. Revised Framework Plans reflecting the removal of 4.5 acres from the Mayfair framework plans. This land is in three parcels (two along I-35 frontage on the north and southern sides of Street A, and at the corner of I-35 frontage road N and Kohlenberg Rd. *TXDOT required right of way acquisition.*
2. Revised Framework Plans reflecting 8 acres previously designated as Mixed Density Residential to Neighborhood Commercial at the intersection of Street A and Street B. *Two (2) four-acre parcels on the NE and NW corners of the intersection of Street A and Street B, this will create more walkable retail with a high concentration of residential property. The addition of neighborhood retail provides the opportunity for food, retail and services for guests to the park, travelling along Streets A & B and nearby residents.*
3. Revised Framework Plans reflecting 3.74 acres previously identified as Recreation Center to Neighborhood Commercial. *This land use will allow for complimentary uses that add the opportunity for walkable low-impact retail (coffee shops), services (child care) and office adjacent to the community amenity and walkable to many within the community. Does not impact requirement for two 5-acre parcels designated for Recreation Center within the DDCCD.*
4. Revised Framework Plans reflecting re-routing of LCRA easement to accommodate overhead regional grid stabilization line. *Previously contemplated to be along I-35 frontage, LCRA has moved the 100' overhead easement to parallel the gas easement bisecting the eastern side of Mayfair. This will result in a 200' easement, providing for expanded trail and recreational opportunities for Mayfair residents and the public.*
5. Revised Framework Plans reflecting relocation of the cell tower currently located on Mixed Density Residential (50x50 easement) to the Community Park along Kohlenberg Road. *Moving the cell tower away from residential land uses improves quality of living experience, while introducing new tower/technology adjacent to utility easements.*
6. Revised Framework Plans reflecting relocation of the proposed Middle School to be adjacent to the elementary school and conversion of the previous middle school/high school site to MXD and Mixed Density Residential. *Comal ISD canceled the purchase contract of the previous high school and middle school site and wanted to move the middle school adjacent to the elementary school. CISD board voted to approve the relocation and purchase of the middle school site in October 2023.*
7. Revised Framework Plans reflecting the disannexation of 8 acres out of the city and into comal county WID#3. *There were small slivers of land along I-35 that were officially disannexed from the city in October 2023.*

## 7.2 Allowed Land Uses Clarification of terms (pg. 28)

- Add “Light Industrial” to non-residential land use category – Light Industrial, Manufacturing and Wholesale Trade
- Add “Micro-distillery” to existing land use of Micro-brewery. No changes to allowances by land use category.
- Add row for Warehouse/office and storage/distribution center, light manufacturing, bottling *provides clarity on land use category within L-IND.*

#### **8.6 Non-Residential Lot Dimensional Standards** (pg. 35) *As requested by city staff.*

- Add footnote “setbacks presented above refer to building setbacks”
- Add superscript “1” to Side Setback to Res line for N-COMM Neighborhood Commercial and F-COMM Flex Commercial
- Update Side Setback for L-IND to 20

#### **9.3.1.1 Regulations for all Land Use Types** *As requested by city staff.*

- N-Comm Neighborhood Commercial Land Use (pg. 59) add table representing Building Heights & Setbacks that matches 8.6
- F-Comm Flex Commercial Land Use (pg. 60) add table representing Building Heights & Setbacks that matches 8.6
- L-IND Light Industrial Land Use (pg. 61) add table representing Building Heights & Setbacks that matches 8.6
- L-IND Building Standards for Primary Facades Facing Public Streets *Previously not included, added to reflect conversations with L-IND/Business Center prospective customers and their feedback on what would foster success in this land use.*

L-IND BUILDING STANDARDS FOR PRIMARY FACADES FACING PUBLIC STREETS		
<b>Building Articulation</b>	4.1	Buildings with facades 100 feet or greater in length shall incorporate offsets, recesses, projections, notches, horizontal or vertical wall articulation, or other design feature providing similar relief every 100 feet along the length of the façade.
<b>Building Design Elements</b>	4.2	Buildings shall incorporate four or more of the following at building corners and main entryways: <ul style="list-style-type: none"> <li>• Lighting features (as per lighting standards)</li> <li>• Awnings;</li> <li>• Canopies;</li> <li>• Alcoves;</li> <li>• Windows or other glazing feature;</li> <li>• Recessed entries;</li> <li>• Ornamental cornices;</li> <li>• Pillar posts; and/or</li> <li>• Other building elements that contribute to the human scale of a building.</li> </ul>
<b>Exterior Building Materials</b>	4.3	Buildings shall incorporate one or more of the following building materials at building corners and main entryways: At least 80 percent of the vertical walls of all applicable buildings (excluding doors and windows) shall be finished in two or more of the following primary materials; <ul style="list-style-type: none"> <li>• Brick, stone, cast stone, rock, marble, granite;</li> <li>• Glass block, tile;</li> <li>• Stucco or plaster;</li> <li>• Glass;</li> <li>• Split-face concrete block, poured-in-place concrete, and tilt-wall</li> <li>• concrete including, but not limited to, concrete panels with acrylic or similar coating; and/or</li> <li>• Fiber cement, such as James Hardie brand products or equivalent.</li> </ul>
<b>Garage and Overhead Doors</b>	4.4	Garage and overhead doors facing a public roadway, public park or residential neighborhood shall be screened with landscaping, as per section 11.3.2
<b>Roof Treatments</b>	4.5	Parapets on facades facing public streets shall be used to screen roof top equipment on flat roofs to help limit visibility from such public streets.  Where overhanging eaves are used, overhangs are encouraged to be no less than two feet beyond the supporting walls.

## 10-1 Park Dedication/Development Schedule (pg 67)

Added the word (at Building Permit). *Clarifies administrative trigger for parkland dedication and development.*

### 12.3.1 Park Development Standards *Updated language clarifies standards.*

### 12.3.1 General

MINIMUM DEVELOPMENT STANDARD		
<b>Parking Areas</b>	1.1	Off-street parking shall be on the same lot as the uses it is intended to serve, or where part of a cohesive <del>or multi-building</del> development utilizes common <del>off-site parking facility</del> intended to serve the broader development. <del>Shared parking may be utilized.</del>  Cross-access easements shall be provided where shared parking will occur.  On-street visitor parking on minor roadways shall be permitted where dedicated parking spaces are identified as part of an approved Plat.
<b>Orientation of Garage Doors</b>	2.1	Garage doors associated with non-residential uses, including service entrances and loading areas, shall not face <del>adjacent residential neighborhood uses within 100 ft. from property line.</del>
	2.2	When used, garage doors associated with non-residential uses shall be screened from adjacent properties and street view <del>with landscaping per 11.3.2.</del>
<b>Valet Parking</b>	3.1	Valet parking shall comply with §144-5.1 of the Code of Ordinances.
<b>Minimum Dimensions</b>	4.1	Minimum dimensions and specifications for off-street parking areas and parking spaces shall comply with §144-5.1 of the Code of Ordinances.
<b>Construction &amp; Maintenance</b>	5.1	Construction and maintenance of off-street parking areas shall comply with §144-5.1 of the Code of Ordinances.

### 12.3.7 Parking Ratio – Maximum Parking Ratio

Added “light industrial uses” *providing flexibility within land use that encompasses more land and greater shared parking opportunities.*

**Table 12-1 Minimum Parking Ratio (pg. 93)**

- updated row terminology – Light Industrial, Manufacturing and Wholesale Trade - *creates consistency across land use terminology*
- added row: aid in administration of L-IND land uses

LAND USE	MINIMUM PARKING RATIO
<b>NON-RESIDENTIAL</b>	
Mining & Extraction	
Water Storage	
<del>Manufacturing</del> <del>Light Industrial &amp; Wholesale Trade</del> Light Industrial, Manufacturing and Wholesale Trade	
Brewery	1 space per employee 1 space per 4 seats in any tasting room or other visitor facility open the public
Light Industrial, warehouse, storage, distribution, fulfillment, manufacturing, and similar uses in the L-IND Light Industrial District (incl. integrated office)	1 space per 2,500 sq. ft. GFA
Manufacturing Establishment, chemicals, metals, machinery and electronics products	1 space per 1,000 sq. ft. GFA

**Table 12-3 Shared Parking Schedule** (pg. 96)

Added “Light” to Office/Industrial row *consistency of terms throughout.*

**13.3.1 Signage Development Standards** *As per City staff request.*

2.1 add to the end of the line “If sign permitting is not required, all other City permitting and codes are applicable (i.e. building permit on structures where signage is present). “

**13.3.2 Permanent on-Premise Signs**

*13.3.2 Permanent On-Premise Signs*

MINIMUM DEVELOPMENT STANDARD		
General	1.1	A Signage Plan, prepared in accordance with Appendix 1, Section 1.14 shall be submitted as part of a Site Plan application <i>or may be submitted as a separate subsequent application in the case of speculative light industrial development.</i>

**Table 13-1 Signage Dimensions, Setbacks and Frequency** *as per City staff request to clarify code.*

Table 13-1 Signage Dimension, Setbacks and Frequency (cont’d)

LAND USE	SIGN TYPE	MAXIMUM AREA PER SIGN FACE	MAXIMUM HEIGHT	MIN. SETBACK	MAXIMUM SIGNS PER LOT
Park	Freestanding Monument Sign	32 sq. ft.	8 ft.	10 ft.	1 per entrance
	Low Profile Pole	Not permitted	Not Permitted	Not permitted	Not permitted
	Flag/Flag Pole	40 sq. ft.	25 ft.	5 ft.	1 per 20 acres
Street A	Freestanding Monument Sign	64 sq. ft. For multi-tenant signs with four or more businesses/tenants, a maximum of 16 sq. ft. per tenant, with a total maximum sign face of 80 sq. ft.	12 ft.	12 ft.	1 per 300 ft of frontage, unless otherwise provided for in this Code.
	Low Profile Pole Sign	20 sq. ft.	Not permitted	Not permitted	Not permitted
	Flag/Flag Pole	40 sq. ft.	25 ft.	5 ft.	1 per residential or commercial lot

**15.2 Abbreviations and Definitions** *Added definitions as per City staff request.*

Thank you and all of the City staff for working so diligently with us to continuously improve the Mayfair development agreement and design standards. We are happy to provide additional information as desired.

Sincerely,

Chip Mills

Senior Vice President

Southstar