

SITE INFORMATION REPORT

517 & 521 RR 620 S.
Approximately 4.674 acres +/-

PREPARED BY: Barry L Marotz, CCIM
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Bee Cave, Texas 78738
512-963-8399

JURISDICTION: City of Lakeway
COUNTY: Travis County
PROJECT LOCATION: 517 and 521 RR 620 S, (just north of Kids R Kids)
PROJECT DESCRIPTION: 4.674 acre C-1 zoned multi use development site.

OVERVIEW

Location. The site is located within the City of Lakeway, Travis County, Texas and is just west of the City of Austin ETJ boundary. Accordingly, the site is subject to the City of Lakeway's regulations. The site consists of approximately 4.674 acres.

Watershed. Highland Lakes Watershed. Lower Colorado River Authority Review.

Zoning. The site is zoned C-1 for office/ retail occupancy, although preliminary conceptual office plans are complete, final development plan will be required. A general development plan will need to be created for the city on occasion that a portion of the tract is sold.

Accessibility. Two driveways along RM 620 have been poured and in place for the 4.674 acre frontage. Driveways on Hwy 620 are in place as a shared access easement with Kids R Kids. Although a preliminary ingress/egress access has been approved on the back of the property via Meadowlark St., city driveway permits will be required.

Utilities. All utilities are available to site, and coordination with providers will need to take place. Water and wastewater services are provided by the Travis County Water Control and Improvement District #17. WCID #17 has stated that these services will have adequate capacity to serve the site. Electricity, telephone, and cable television service are available to the site.

Floodplain and Recharge. None of the 4.674-acre tract is in the 100-year flood plain. The entire tract is located outside of the Edward's Recharge, Contributing, and Transition Zone according to TCEQ Recharge Zone Maps.

Onsite Storm-water Detention and Water Quality, is “in-place” with capacity to service the entire tract.

Environmental. There are no environmental problems as reported in a Phase I Environmental Site Assessment (ESA) that were prepared for the site in April, 2001 and August, 2004. A topographic and tree survey has been prepared for the site.

1. PROJECT ISSUES

- a) **SUBDIVISION PLAT.** A Preliminary Plan and Final Plat will both be required for the project or plat amendment and site plan.
- b) **ZONING.** The site is currently zoned C-1 Office/Retail.
- c) **ACCESS.** Site access will be from RM 620. A total of two access points have been provided by TXDOT for the entire 4.764-acre tract frontage. Another access point has been informally agreed to by the city on Meadowlark St, although the ingress/egress of this drive is not recommended for truck and delivery access, but for passenger vehicles.
- d) **WATER AND SEWER UTILITIES.** Water and wastewater services are available at the site and should have the capacity to handle demands from the Retail/Hotel/Office Development. Travis County WCID #17 provides services to site. An existing 24-inch water line runs along the entire frontage of the site on east side of RM 620, which can be used for service. An 8-inch wastewater line runs along the Eastern property boundary of the site. There is also one onsite sewer manhole, sewer line to serve the 4.674-acre site. WCID #17 has stated that these services will have adequate capacity to serve the site.

AGENCY: Travis County Water Control and Improvement District 17
 ADDRESS: 3812 Eck Lane, Austin, Texas 78734
 CONTACT: Debbie Gernes
 PHONE #: (512) 266-1111
 FAX #: (512) 266-2790
 EMAIL: debbiegernes@wcid17.org

- e) **ELECTRIC.** Austin Energy provides electricity to the site and maintains overhead utility lines within the RM 620 ROW that will serve the site. 3 phase electric is available from the transmission lines and single phase electric is in place in the ground along Meadowlark St.
- f) **TELEPHONE AND CABLE.** Service is available at the site by SWB and Time Warner, respectively. Trash collection at the site is provided by IESI.
- g) **DRAINAGE.** The site slopes to the South East to an existing drainage channel that runs to Lake Travis. The site does not lie within the 100-year flood plain as defined by FEMA map panel 48453C0330E.

- h) HISTORICAL SIGNIFICANCE. The Phase I ESA performed by HVC Engineering Inc. (Tarracon) for the site in April 2001, and August, 2004 showed no indications of historical, archaeological, or cultural significance at the site. Additionally Tarracon provided Kids R Kids a clean phase 1 ESA in January 2006.
- i) ENDANGERED SPECIES. The Phase I ESA completed for the site showed no indications of potential surface/subsurface features that could provide a habitat for endangered species.
- j) ALCOHOL SALES. The site is zoned C-1 and is wet for beer, liquor, and wine.
- k) HANDICAP/ADA. Site will be required to meet the standards of the Texas Accessibility Standards.
- l) SIGNS. All proposed signage must meet the City of Lakeway’s Sign Ordinance. Section 5.03 which requires that a freestanding permanent single business sign exist within a maximum area of 36 square feet, with a horizontal dimension of no greater than 12 feet if the sign is located along RM 620. Freestanding multi-tenant and single-business signs are limited to one sign on the major traffic street or public way upon which the building abuts. If a building has two or more public entrances on distinct, separate streets, proposals for one additional freestanding sign with a maximum area of one-half the size permitted for the first sign may be approved at the discretion of the Zoning and Planning Commission. Preliminary talks with the city indicate the property may have the right to construct a sign that is 8’ above average grade of the highway 620.

2. SCHEDULE AND FEES

- a.) PERMIT PROCESS.
The Fee and Permit Ordinance has been included in the appendix for this report.

TOTAL ANTICIPATED REVIEW TIME

<u>Agency</u>	<u>Sequence</u>	<u>Time</u>
City – Subdivision Platting	1	60 days
• Variance Requests		
• Preliminary Plan		
• Final Plat		
Site Development Permit	2	60 days

- b.) NOTIFICATIONS.

<u>Agency</u>	<u>Time</u>	<u>Fees</u>
Telephone	90 days*	line extension, standard service
Cable TV	90 days*	cable extension, standard service
Electric	90 days*	pole relocation (if needed), service

extension, standard
service

*90-day notifications are approximated for utility service providers serving the site. Each utility provider will require a formal site plan (upon completion) before providing a more accurate notification estimate.

3. PLATTING REQUIREMENTS

AGENCY: The City of Lakeway
ADDRESS: 1102 Lohmans Crossing, Lakeway, Texas 78734
CONTACT: Shannon Burke, Director of Planning
PHONE #: (512) 314-7540
FAX#: (512) 314-7541

PLATTING FEES.

- The City fee for processing the Preliminary Plan includes a \$500 one-time fee plus \$100 per acre.
- The City fee for processing the Final Plat includes a \$250 one-time fee plus \$20 per acre.
- The City fee for processing Variance requests is a \$250 one-time fee.
- LCRA fee is \$50 plus \$10/acre up to 100 acres then \$5/acre after that.

PROCESS. A Preliminary Plan and Final Plat will be submitted concurrently to the City of Lakeway for review and approval. Completed plans and supporting documents can be submitted to the City Staff for review at any time. All plan submittals and supporting documents will be delivered to the Planning, Development and Code Enforcement (PDCE) office to be date-stamped prior to review by the City Staff. The City Staff may include the Code Official, The City Engineer, the Fire Chief, or others requested by the City to perform necessary review activities. The City has a maximum of 30 days to perform the initial Preliminary Plan review. The City Staff will present the Preliminary Plan and Final Plat to the Zoning and Planning Commission once all review comments provided by City Staff have been addressed. The Preliminary Plan process culminates once approved by the Zoning and Planning Commission.

The Zoning and Planning Commission will make a recommendation for approval or disapproval to the City Council.

Variances required for this proposal will be submitted as part of the initial concurrent submittal. The Code Official will review the requests and prepare a report for the Zoning and Planning Commission. The Commission will review the request, hold a public hearing, and make a final determination. It is anticipated that this public hearing will occur simultaneously with the Commission's review of the Preliminary Plan and Final plat.

Upon approval of the Final Plat and necessary variance requests, a Site Development Plan may be submitted to the City. Additionally, LCRA requires a predevelopment

- All other stacking lanes to accommodate 5 cars per service lane

NOISE ORDINANCE. City Ordinance 2005-07-18-4 states that a noise violation is a sound that exceeds any of the following allowable equivalent sound level measured for duration of at least one minute:

- 60 dBA or 72 dBC between the hours of 7:00 am and 9:00 pm
- 55dBA or 65 dBC between the hours of 9:00 pm and 7:00 am

LIGHTING ORDINANCE. Lighting requirements are detailed in Section 9.07 of the City’s Development Ordinance. This includes the following provisions:

- Street lighting shall be installed on public and private street right-of-ways and on non-residential sites.
- The dimension from finished grade or edge of pavement on roadways to the bottom of the light fixture shall be a minimum of 15 feet and a maximum of 222 feet.
- All light fixtures shall be hooded and project downward.
- A maximum of 4 foot-candles of light shall be emitted from any one fixture or combination of fixtures, measured at the brightest location at 4 to 5 feet from finished grade.
- Lighting for non-residential sites shall not project across the property line or into adjacent roadways.
- Lighting for public or private roadways shall light every corner of the roadway intersection.

FENCING/SCREENING REQUIREMENTS. City Ordinance 2004-03-15-1 defines the landscaping and screening requirements for non-residential districts/uses. As stated, all lots or parts of lots that are improved with a non-residential use shall be screened from adjacent properties by landscaped buffer zones. Other additional forms of screening such as walls and fences must be approved by the Zoning and Planning Commission. No improvements may be placed within a landscaped buffer zone. Buffer zones must consist of a continuous landscape screen consisting of massed evergreen and deciduous trees and shrubs of such species and size as will produce a screen at least six feet in height within two growing seasons.

The widths of the landscape buffer for the site shall be as follows:

When abutting a:	residential area	non-residential area
• Street(s):	5 feet	5 feet
• Side(s):	20 feet	5 feet
• Rear:	25 feet	5 feet

Off-street parking areas and water quality ponds must be screened from adjacent properties and roadways by dense vegetation. This vegetation should consist of massed evergreen shrubs of such species and size as will produce a screen at least three feet in height within two growing seasons. Planting areas should be five feet wide.

5. PERMITTING REQUIREMENTS

APPROVALS REQUIRED PRIOR TO OBTAINING THE PERMIT. The Preliminary Plan, Final Plat, and Site Development Plan must be approved prior to the issuance of the Site Development Permit. The Site Development Permit is required prior to the Building Permit.

PLANS REQUIRED FOR BUILDING PERMIT. Six complete sets of Construction Plans must be submitted to the Planning and Development Department for approval, as part of the review process for the issuance of a Building Permit. Exhibit C of the City’s Building Ordinance details the Construction Plans specifications and requirements. A Site Plan must also be submitted and must include the details as provided in the City’s Building Ordinance. A Site Development Permit must be obtained prior to the development or redevelopment of land located within the City limits. A Site Development permit is separate from the building permit.

BUILDING PERMIT FEE FORMULA. The Building Permit fees for this site include:

- Plan review \$0.20 per square foot to be paid at the time of the plan submittal (large projects may be forwarded to the ICBO Contract Review Department for review, where additional charges will be incurred and paid by the Applicant)
- Building permit \$600 plus \$0.20 per square foot for all areas

6. PARKING REQUIREMENTS

PARKING FORMULA. Required parking spaces for non-residential use include the following:

- Banks and financial establishments stacking lanes for 8 cars for the first window plus 5 cars for each additional window
- Grocery Stores 1 per 200 square feet of gross floor area
- Fast food restaurant 1 per 2 seats based on maximum customer capacity, plus stacking lanes to accommodate 10 cars per service lane
- Convenience stores 1 per 200 square feet of gross floor area
- Other Drive-up facilities 1 per 300 square feet of gross floor area

The number of required accessible spaces, per Texas Accessibility Standards (TAS):

<u>Total Parking Spaces in Lot</u>	<u>Minimum Number of Accessible Spaces</u>
301 to 400	8
401 to 501	9

501 to 1,000

two percent of total

* One of every eight accessible spaces shall be designated as a van-accessible space. Each parking area shall have at least one van-accessible space.

Parking Stall Layouts

<u>Angle of Parking (degrees)</u>	<u>Width</u>	<u>Depth</u>	<u>Maneuvering Aisle</u>
<u>45</u>	<u>9'</u>	<u>20'</u>	<u>26'</u>
<u>60</u>	<u>9'</u>	<u>20'</u>	<u>20'</u>
<u>90</u>	<u>9'</u>	<u>18.5'</u>	<u>26'</u>
<u>Parallel</u>	<u>10'</u>	<u>22'</u>	<u>26'</u>

7. LANDSCAPE REQUIREMENTS

LANDSCAPE ORDINANCE. Section 9.17 of the City’s Development Ordinance details the landscape requirements that pertain to this site.

MAXIMUM IMPERVIOUS COVER LIMIT. 60%. This tract has an additional 5059 square feet of impervious cover that was left over from the Kids R Kids development, for a total impervious cover of 126,733.

BUFFER REQUIREMENTS. City Ordinance 2004-03-15-1 defines the landscaping and screening requirements for non-residential districts/uses. As stated, all lots or parts of lots that are improved with a non-residential use shall be screened from adjacent properties by landscaped buffer zones. Other additional forms of screening such as walls and fences must be approved by the Zoning and Planning Commission of the City. No improvements may be placed within a landscaped buffer zone. Buffer zones must consist of a continuous landscape screen consisting of massed evergreen and deciduous trees and shrubs of such species and size as will produce a screen at least six feet in height within two growing seasons. The buffer must be at least 25 feet in width at all points.

Off-street parking areas and water quality ponds must be screened from adjacent properties and roadways by dense vegetation. This vegetation should consist of massed evergreen shrubs of such species and size as will produce a screen at least three feet in height within two growing seasons. Planting areas should be five feet wide.

Landscaping for interior parking lot areas must consist of at least one landscaped island every 12 parking spaces and one island at each end of a parking space row.

- Each landscaped island must have a minimum of one tree located in the center of the island along with plantings.
- Landscaped islands must have a minimum width of nine feet and a minimum depth of 18 feet.

ACCEPTABLE PLANTS. Page 79 of the City’s Building Ordinance 2002-10-21-3 provides a list of recommended small, medium, and large trees that have historically thrived in and around the City of Lakeway. This page also provides a spacing chart for the planting of these recommended trees.

8. TREE REQUIREMENTS

TREE SURVEY. A tree survey drawing must be submitted with the Site Development Plan. The survey must include the location of all existing hard wood trees 6 inches in diameter and larger as measured 4 1/2 feet off natural ground. Each tree will need to be tagged and a tree list must show the type and size. The tree survey must include a calculated dripline drawn for each tree at one-foot radius per inch of diameter.

TREE ORDINANCE. Sections 17.05, 17.06, and 17.07 of the City's Building Ordinance 2002-10-21-3 address tree requirements that pertain to this site.

TREE PRESERVATION REQUIREMENTS Section 17.06 of the City's Building Ordinance 2002-10-21-3 provides that trees greater than 16 inches in caliper diameter, as measured 4 1/2 feet above natural ground level, are protected by under City ordinance. No trees under the protection of this ordinance can be removed from the site without first securing a Tree Removal Permit.

MITIGATION FORMULA FOR TREE REMOVAL. In the event that a Tree Removal Permit is granted, a sufficient number of trees must be planted to equal, in caliper, the diameter of the tree removed.

TREE REMOVAL PROCESS. No protected trees situated on the property may be removed without first obtaining a Tree Removal Permit. Protected trees, as defined by Section 17.06 of the City's Building Ordinance 2002-10-21-3 are any hardwood trees with a trunk 16 inches in diameter as measured 4 1/2 feet above natural ground level. The Tree Removal Permit can either be an administrative review at the City staff level, or it can be presented to Zoning and Planning and/or City Council. The process of permit approval is largely discretionary.

9. COMPACTORS

SCREENING. Section 7.16 of the City's Building Ordinance 2002-10-21-3 states that commercial buildings must have completely screened commercial solid waste containers. The containers must be placed on concrete slabs and must be accessible without obstructing traffic flow, parking spaces, driveways, or fire lanes. Gates also must be kept closed at all times. IESI is the solid waste collection service in the City of Lakeway

CONSTRUCTION. Section 19 of the City's Building Ordinance 2002-10-21-3 states that fencing around compactors and equipment must be constructed of rock, brick, or stucco as approved by the City's Building Commission.

TRASH CONTAINERS. The placement of containers for collection from apartment houses, institutions, and commercial establishments by city sanitation service crews shall be approved by the City's Code Official.

10. SIGNAGE

SIGN ORDINANCE. Freestanding multi-tenant and single-business signs are limited to one sign on the major traffic street or public way upon which the building abuts. If a building has two or more public entrances on distinct, separate streets, proposals for one additional freestanding sign with a maximum area of one-half the size permitted for the first sign may be approved at the discretion of the Zoning and Planning Commission. No part of a freestanding multi-tenant sign along RM 620 is allowed to extend above 8 feet from the average grade at the sign location. Freestanding multi-tenant signs along all other streets are limited to 5 feet in height. No part of a freestanding single-business sign is allowed to extend above 8 feet from the average grade at the sign location. The identification of a multi-tenant shopping center or office complex is limited to 36 square feet of sign surface area along RM 620 and twenty-four square feet of sign surface area along all other streets. Freestanding single-business signs along RM 620 are limited to a maximum area of 36 square feet. Signs may exist within the 40-foot building setback from the street only. All other sign location must adhere to the designated building setback limitations.

11. DRIVEWAYS AND ACCESS

SPACING. No driveways are permitted within 150 feet of a signalized intersection. 3 driveways have been preliminarily approved by TXDOT. A minimum spacing of 200 feet is required on RM 620 unless otherwise approved by TxDOT. A minimum of 70 feet from driveway edge to the side of the property measured at the front line is required, unless a joint use driveway is utilized.

REQUIRED WIDTH OF THE DRIVEWAY.

- Two-way driveway pavement width on the public right-of-way must be a minimum of 30 feet and a maximum of 45 feet (per the City of Lakeway and TxDOT). All driveways are proposed as two-way driveways.
- One-way driveway pavement width on the public right-of-way must be a minimum of 20 feet. None are proposed for this site.

REQUIRED RADII OF THE DRIVEWAY. The curb return radii for all driveways must be a minimum of 25 feet, while the curb return radii for all driveways onto RM 620 must be a minimum of 30 feet.

POSTED SPEED LIMIT. The speed limit for RM 620 is 55 mph and the speed limit for Meadowlark St. is 30 mph.

SIDEWALKS. The City of Lakeway does not require the construction of sidewalks along RM 620.

12. SITE UTILITIES AND CONTACTS

WASTEWATER/WATER

AGENCY: Travis County Water Control and Improvement District 17

ADDRESS: 3812 Eck Lane, Austin, Texas 78734
 CONTACT: Debbie Gernes
 PHONE #: (512) 266-1111
 FAX #: (512) 266-2790
 EMAIL: debbiegernes@wcid17.org

WASTEWATER LINES AND MANHOLES. One wastewater line with one manhole serve the entire 4.674-acre site and are available to provide adequate wastewater service. Wastewater line "A" is an 8-inch line stubbed to the southeast corner of the 4.674-acre tract, near Meadowlark St. These lines are currently operational. A 24-inch water line currently exists within the western ROW of RM 620. Additionally, a 8-inch waterline has been installed along the south side of tract.

LIFT STATION. A lift station exists at the end of Meadowlark near Murfin.

CAPACITY\IMPACT FEES. The following fee schedule for water shall be applied depending on the size and complexity of the project:

1-2.5 LUE	\$30.00 - \$100.00
3-5 LUEs	\$300.00
6-20 LUEs	\$700.00
Above 20 LUEs	\$1,000.00

WATER METER SIZES. The WCID #17 "Rates and Fees" schedule provides the following volume rates for commercial developments.

5/8" Meter	1 LUE (D)
3/4" Meter	1.5 LUEs (D)
1" Meter	2.5 LUEs (D)
1 1/2" Meter	5 LUEs (D)
2" Meter	8 LUEs (D)
3" Meter	15 LUEs (D) or 18 LUEs (T)
4" Meter	25 LUEs (D) or 30 LUEs (T)
6" Meter	50 LUEs (D) or 60 LUEs (T)
8" Meter	90 LUEs (T)

WATER METER FEES. The following meter fees apply, as detailed in the WCID #17 Rates and Fees schedule.

Meter Size	Base Fee	Meter Dep.
5/8"	\$17.00	\$78.00
3/4"	\$20.00	\$125.00
1"	\$22.00	\$185.00
1 1/2"	\$33.00	\$375.00

2"	\$50.00	\$600.00
3"	\$75.00	\$1200.00
4"	\$179.90	\$1875.00
6"	\$359.90	\$3750.00
8"	\$575.90	\$5625.00

IRRIGATION METER. A separate irrigation meter will be required. The WCID #17 Construction Standards manual states that a District-owned water meter and District-approved meter box shall be installed for each water connection at the location specified by the District's representative.

BACKFLOW PREVENTER REQUIRED FOR THE IRRIGATION. Section 6.3 of the Travis County WCID #17 "Standards and Procedures for Construction and Development of Water, Wastewater, and Drainage Facilities states that irrigation systems should be equipped with approved RPZ backflow prevention devices in accordance with the District's determination of the system's level of hazard to the public system.

FIRE REQUIREMENTS

AGENCY: Hudson Bend Fire Department
 ADDRESS: 15516 General Williamson Drive, Austin, Texas 78734
 CONTACT: Bill Miller
 PHONE #: (512) 266-2533
 FAX #: (512) 266-7065

FIRE LANE. Section 9.05 of the City's Development Ordinance states that fire apparatus access lanes must be provided for every facility, building, or portion of a building hereafter constructed when any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building. Lanes must have an unobstructed width of not less than 26 feet and an unobstructed vertical clearance of not less than 15 feet. Access lanes must have a minimum 25-foot inside and 50-foot outside corner ra

ELECTRIC UTILITY

AGENCY: Austin Energy
 ADDRESS: 4411-B Meinardus Drive, Austin, Texas 78744
 CONTACT: Jean Everidge
 PHONE #: (512) 322-6050

LOCATION. An overhead electric line exists within the eastern ROW for RM 620.

VOLTAGE/PHASE. Line voltage and phase information is contained in the AE Design Criteria manual, published in 2005. Table 1.5.1.2 in the Design Criteria manual details the electric service available in the network service area.

TABLE 1.5.1.2								
AVAILABLE NETWORK AREA ONLY ELECTRIC SERVICE VOLTAGES AND DEMAND AMPACITIES								
VOLTAGE	SERVICE SIZE (maximum demand amps)							
	RESIDENTIAL				COMMERCIAL			
	Secondary Riser		Underground		Secondary Riser		Underground	
	min	max	min	Max	min	max	min	max
120/208V, single-phase, 3-Wire [4][6]	[1]	225	[1]	200 [1]	[1]	225	[1]	200
120/208V, three-phase, 4-Wire [4][6]	[1]	[1]	200	833 [1][2]	[1]	[1]	100 [5]	833 [2][3]
277/480V, three-phase, 4-Wire	N/A	N/A	N/A	N/A	[1]	[1]	[1]	[1]

The Design Criteria manual also states that any existing overhead Austin Energy facilities located within the network service area that the customer must have modified must be converted to underground at the customer's expense.

TRANSFORMERS. Pad-mounted transformers are preferred. Austin Energy supplies one service point and one service voltage to a single building or point of service located on a single lot or tract of land. The one electric service shall be of sufficient amperage and capacity to provide power to all buildings or structures located on the same single tract of land. The contractor is responsible for service modifications to be completed on or within the subject property.

EASEMENTS REQUIRED. The property owner shall grant Austin Energy an electrical easement on standard City of Austin forms, signed by the property owner, which allows access for installation and maintenance of Austin Energy installed and owned electrical facilities starting at the property line as determined by Austin Energy Design.

LOAD CALCULATIONS/FIXTURE PLANS. The contractor should provide an ESPA form to Austin Energy Network Design that includes initial estimate of the total connected load and requested voltage for the proposed project as early in the planning stages as possible.

NOTICE FOR NEW SERVICE. Austin Energy will schedule the new service for installation after the contractor/owner has completed the following:

- Applied for electric service with Austin Energy
- Obtained a COA electric permit
- Completed all work per the requirements of the Austin Energy Service Spot and Conduit Section and the Austin Energy Metering Section
- Obtained all the required permits
- Passed all the required inspections

TELEPHONE

AGENCY: AT&T/SBC
ADDRESS: 909 Colorado St, Room 810, Austin, Texas 78701
CONTACT: Ronda Arnold
PHONE #: (512) 870-2237

CABLE

AGENCY: Time Warner
ADDRESS: 12012 N Mopac Expressway, Austin, Texas 78758
CONTACT: Carl Goss
PHONE #: (512) 947-5166