SITE DESIGN & DEVELOPMENT
FEASIBILITY REPORT

The Residences at Ridgehill
Kerrville, Kerr County, Texas

Prepared for:
Overland Property Group
Leawood, KS 66224

JGR Architects
Salina, KS 67402

Prepared by:
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February 2020
Site Design and Development Feasibility Report
The Residences at Ridgehill
Kerrville, Kerr County, Texas
February 2020

Part 1: Executive Summary
This report is prepared to discuss the requirements to develop a vacant parcel of land in the ETJ of Kerrville, Texas, an incorporated census-designated place in Kerr County, into a 60-unit two-story senior living residence. The engineer coordinated this with Kerr County Engineer’s Office, the City of Kerrville Fire Marshal’s Office, the City of Kerrville Engineer’s Office. The engineer further coordinated utility requirements with local utility providers including Kerrville Public Utility Board, Atmos Energy, Aqua Texas, the City of Kerrville and other local service providers. Sanitary sewage service is not currently available to our project site and must be provided by extending the City of Kerrville sewer main or via on-site sewage facilities as regulated by the Kerr County adopted regulations.

The project site is comprised of two lots totaling 4.76 acres of undeveloped, platted, non-zoned land out of the Cocke survey 144 and the Waddell survey 145. The site is located southwest of the intersection of Lehmann Drive and Granada Street Kerrville, Texas 78028. The property is bound on the north side by Lehmann Drive, and the remaining sides by residential properties. This study will point out the issues likely to be encountered in the development process. All primary utilities, less sewer, are adjacent to the site and available for service to the project.

All persons who have a property interest in this report hereby acknowledge that TDHCA may publish the full report on the TDHCA website, release the report in response to a request for public information and make other use of the report as authorized by law.

Part 2: Site Summary
I. Property Identification number for taxing jurisdictions.
   Currently listed in Kerr County Appraisal District website as Property ID: 13382 and 17223

II. Millage rates for all taxing jurisdictions
2019 Tax Rates per $100 Valuation

<table>
<thead>
<tr>
<th>Tax Unit Name</th>
<th>Total Tax Rate</th>
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</thead>
<tbody>
<tr>
<td>Kerr County</td>
<td>0.4827</td>
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<tr>
<td>Kerrville ISD</td>
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<td>Kerr Co. Lateral Road</td>
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<td>Headwaters Groundwater Conservation District</td>
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<tr>
<td>Upper Guadalupe River Authority (UGRA)</td>
<td>0.0214</td>
</tr>
</tbody>
</table>

III. Zoning requirements
The project site is located in the ETJ of the city of Kerrville in Kerr County which does not currently have any zoning requirements.

If the City of Kerrville chooses to annex the property, the property will be subject to Kerrville’s zoning code, and appropriate multi-family zoning code. Based on the proximity of the proposed site to district C15 and C16, it is likely the site will be zoned into one of these districts. Both districts allow higher density residential uses. The minimum required front and rear building setbacks are 25 feet, and the minimum side setback is 10 feet. The minimum required lot area for a multi-family development is 1600 square feet per every one-bedroom dwelling, and 1800 square feet per every two-bedroom dwelling.
IV. Subdivision requirements

The proposed development does not require subdivision of the project site, therefore there are no applicable subdivision requirements.

Public facilities are adjacent to the project site and located with the right of way of Lehmann Drive include:

- Public water provided by Aqua Texas
- Electricity provided by Kerrville Public Utility Board
- Sewer provided by the City of Kerrville

V. Development ordinances

The City of Kerrville adopted development regulations are primarily related to specific areas of the City. The regulations are as follows with their applicability to our project site:

- **Kerr County Subdivision Rules and Regulations**: Is applicable for detention requirements unless annexed into the City of Kerrville.
- **Order Adopting Rules for On-Site Sewage Facilities**: Is applicable to our proposed project and will be addressed, if project site is not annexed into the city limits of Kerrville.
- **TxDOT Permitting**: Not applicable to this project as the proposed driveway entrance and proposed utility connections are not within the State of Texas Right of Way.
- **Texas Commission on Environmental Quality (TCEQ)**: Is applicable if septic is proposed onsite. Septic design shall follow TCEQ design regulations.

The On-Site Sewage Facility (OSSF) order applicable to our development requires compliance with Kerr County adopted rules as well as TCEQ rules. Since public sewage facilities are not currently available for the project site, an on-site sewage facility may be designed by a professional engineer or registered sanitarian and constructed in accordance with the adopted Kerr County order and TCEQ rules. The site plan prepared for this development adheres to the requirements for Kerr County OSSF and TCEQ rules.

If the City of Kerrville approves the annexation of the project site, the property will be eligible to connect to the City wastewater pipe that runs along Lehmann Road. When connecting to the 6” PVC city sewer line, a main extension of approximately 800 linear feet will need to be made in order to serve the site.

According to Kerr County Drainage requirements, commercial subdivisions with lots of any size must have a calculated post-construction runoff rate at the point of flow leaving the subdivision not to exceed the pre-construction runoff rate for the post construction drainage basin for each calculated storm frequency. A detention basin will be required to mitigate post construction flows to a level equal or less than the pre-construction conditions.

Kerr County has regulations regarding private improvements within the Public Right of Way (R.O.W.). A R.O.W. Construction Permit must be obtained for the driveway connection to Lehmann Drive. Driveways must be designed and constructed in accordance with Kerr County details and standards. In addition, all utility work within the Right of Way will require a separate permit.

This project lies within the Certificate of Convenience and Necessity geographic area of Aqua Texas for water service. A 50 foot main extension under Lehmann Drive will need to be made to connect the site to water service. Aqua Texas has its own design guidelines and specifications for water service. Water service plans shall be coordinated with and submitted to Aqua Texas for review and approval prior to construction.
VI. Fire department requirements
The City of Kerrville has adopted the 2006 International Fire Code. The apartment buildings will need to have approved sprinkler systems. If any portion of the proposed building is over 500 feet from a fire hydrant, an additional hydrant will need to be placed on site.

The City of Kerrville Fire Marshal’s Office is the authority having jurisdiction for the creation, modification, and administration of Fire and/or Building Codes within the City of Kerrville and the ETJ. Building plans and specifications shall be submitted to the City of Kerrville Fire Marshal for review in accordance with their Permit & Inspection Process attached hereto. Since Texas Government Code 469 (Elimination of Architectural Barriers) applies to this project, the City of Kerrville Fire Marshal’s Office may not accept your permit application and you shall not begin construction on your project until the project is registered with the Texas Department of Licensing and Regulation (TDLR). The City of Kerrville Fire Marshal’s Office shall be provided with the registration number and a Proof of Submission Form (TDLR Form AB042) with the permit application.

VII. Site ingress and egress requirements
The site ingress and egress will be through Lehmann Drive South. As mentioned in the Development Regulations, a driveway permit from Kerr County will be required for the driveway connection to Lehmann Drive.

If the site is annexed by the City of Kerrville, a driveway permit from the City will be required for the driveway connection to Lehmann Drive.

VIII. Building codes and local design requirements
The City of Kerrville adopted the 2006 International Building Code, the 2006 International Residential Code, and the National Electric Code 2008 Edition. All building and site work will need to be in compliance with these regulations. Parking stall layout will meet all ADA and zoning code requirements.

IX. Atypical items
There are three proposed electric vehicle charging stations. The cost of each station and installation will be approximately $1300.

The average grade of the site from the southern boundary of the property towards the roadway is approximately -20%. Retaining walls along the rear of the property will be needed to route drainage around the building and proposed amenities.

The development is just outside the City Limits of Kerrville. Voluntary Annexation may be an option chosen by the developer to allow for additional city amenities to be available to the site.

Part 3: Overview of Process, Timing, and Costs
I. Overview of entitlement and site development permitting process and associated timing
The development process should begin with a meeting between the developer, the engineer and architect and representatives of the Kerr County Engineer’s, City of Kerrville Fire Marshal’s Office as well as Aqua Texas Water Supply Company to insure all aspects of the project development are clearly defined.

II. Building permitting process and timing
The City of Kerrville Fire Marshal’s Office lists the steps required to obtain a Building Permit and a Certificate of Compliance for the proposed development in attached form titled “Kerrville Fire Marshal Fire inspection & Plan Review Process Development Handbook Guide for Construction”. Plan review time for the Fire Marshal’s office typically takes 20 working days.
III. Cost itemization of all anticipated fees (anticipated impact, site development permit, building permit, and other required fees)

Kerr County has no impact fees.

The City of Kerrville building permit fee is for processing building plans submitted for approval will be paid at the time of submission of the plans. The base fee for all submitted plans and specifications is $25.00. Projects with a valuation over $1,000.00 will be as follows.

For a project valuation over $500,000.00 the building permit fee shall be determined by the City Manager. The total estimated construction cost for our project is $9,250,000.00. The complete fee schedule for the City of Kerrville is attached.

An OSSF application for a new or upgraded Permitted OSSF with greater than 500 gallons per day disposal has a base fee of $490.00 for a system that does not require a maintenance contract. If the system does require a maintenance contract (i.e. an aerobic system) the base fee is $590.00. There is a $10.00 State of Texas Research Council Fee for all new or upgraded OSSF applications.

The Building Permit and associated review fees are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit Fee</td>
<td>$46,275</td>
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<tr>
<td>Plan Review Fee</td>
<td>$23,137.50</td>
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<tr>
<td>Fire Sprinkler System</td>
<td>$100.00 per system + $0.25 per head</td>
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<tr>
<td>Fire Alarm Installation</td>
<td>$75.00 + $1.00 per device</td>
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<tr>
<td><strong>Total Fees</strong></td>
<td><strong>$69,877.5</strong></td>
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Included attachments with this report are:

- Texas Society of Professional Surveyors – Manual of Practice for Land Surveying in Texas – Category 1A, Division II, Land Title Survey
- Engineered Site Plan
- Offsite Cost Breakdown Form
- Site Work Cost Breakdown Form
- Kerr County Tax Rates
- Kerr County Building Permit Letter
- City of Kerrville Zoning Code
- City of Kerrville Fee Schedule
- Kerr County OSSF Development Permit
This form must be submitted with the Development Cost Schedule as justification of Site Work costs.

**Columns B and C:** In determining actual construction cost, two different methods may be used:
- The construction costs may be broken into labor (Column B) and materials (Column C) for the activity; **OR**
- The use of unit price (Column B) and the number of units (Column C) data for the activity.

**Column D:** To arrive at total construction costs in Column D:
- If based on labor and materials, add Column B and Column C together to arrive at total construction costs.
- If based on unit price measures, Column B is multiplied by Column C to arrive at total construction costs.

**Column E:** Any proposed activity involving the acquisition of real property, easements, rights-of-way, etc., must have the projected costs of this acquisition for the activity.

**Column F:** Engineering/architectural costs must be broken out by the Site Work activity.

**Column G:** Figures for Column G, Total Activity Cost, are obtained by adding together Columns D, E, and F to get the total costs.

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**This form must be completed by a Third-Party engineer licensed to practice in the State of Texas. His or her signature and registration seal must be on the form.**

For Site Work costs that exceed $15,000 per Unit and are included in Eligible Basis, a CPA letter allocating which portions of those site costs should be included in Eligible Basis and which ones may be ineligible must be submitted behind this tab.

<table>
<thead>
<tr>
<th>Activity</th>
<th>B. Labor or Unit Price</th>
<th>C. Materials or # of Units</th>
<th>D. Total Construction Costs</th>
<th>E. Acquisition Costs</th>
<th>F. Engineering / Architectural Costs</th>
<th>G. Total Activity Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rough Grading</td>
<td>$737,100.00</td>
<td>$396,900.00</td>
<td>$1,134,000.00</td>
<td>$50,000.00</td>
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<tr>
<td>Fine Grading</td>
<td>$18,720.00</td>
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<td>$28,800.00</td>
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<td>Site Utilities</td>
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<tr>
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<tr>
<td>Striping/Signage/Stops</td>
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<td>Retaining Walls</td>
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<td>$2,900.00</td>
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<td>$3,900</td>
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<td><strong>Total</strong></td>
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<td>$2,510,700</td>
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_Signature of Registered Engineer_

_Dated: 02/26/2020_

_Blake Allison P.E._

_Printed Name_

_Seal_

_Date: 02/26/2020_

If a revised form is submitted, date of submission: _Signature_
**Off-Site Cost Breakdown**

This form must be submitted with the Development Cost Schedule if the development has offsite costs, whether those costs are included in the budget as a line item, embedded in the acquisition costs, or referenced in utility provider letters. Therefore, the total costs listed on this worksheet may or may not exactly correspond with those off-site costs indicated on the Development Costs Schedule. However, all costs listed here should be able to be justified in another place in the application.

**Column A:** The offsite activity reflected here should correspond to the offsite activity reflected in the Development Cost Schedule or other supporting documentation.

**Columns B and C:** In determining actual construction cost, two different methods may be used:

**Column D:** To arrive at total construction costs in Column D:

**Column E:** Any proposed activity involving the acquisition of real property, easements, rights-of-way, etc., must have the projected costs of this acquisition for the activity.

**Column F:** Engineering/architectural costs must be broken out by the offsite work activity.

**Column G:** Figures for Column G, Total Activity Cost, are obtained by adding together Columns D, E, and F to get the total costs.

**ALL contingency must be included in the Contingency line item on the Development Cost Schedule and NOT on this form**

**This form must be completed by a professional engineer licensed to practice in the State of Texas. His or her signature and registration seal must be on the form.**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Labor or Unit Price</th>
<th>Materials or # of Units</th>
<th>Total Construction Costs</th>
<th>Acquisition Costs</th>
<th>Engineering / Architectural Costs</th>
<th>Total Activity Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Driveways &amp; Culvert</td>
<td>$38,675.00</td>
<td>$20,825.00</td>
<td>$59,500.00</td>
<td>$5,500.00</td>
<td>$6,000.00</td>
<td>$65,000.00</td>
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<tr>
<td>Sewer Main Extension</td>
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<td>$8,225.00</td>
<td>$23,500.00</td>
<td>$3,500.00</td>
<td>$2,500.00</td>
<td>$27,000.00</td>
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<tr>
<td>Water Main Extension</td>
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<td>$1,400.00</td>
<td>$4,000.00</td>
<td>$8,000.00</td>
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<tr>
<td>Lines 35-37 Hidden</td>
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</tbody>
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Blake Allison, P.E.  
Printed Name  
02/26/2020  
Date  
Seal  
02/26/2020  
If a revised form is submitted, date of submission:
TITLE CO: INDEPENDENCE TITLE CO.
GF NO: 1946648.COM
EFFECTIVE: 1-22-20, ISSUED: 1-30-20
RESTRICTIONS: EASEMENT & ROW TO KERRVILLE PUBLIC
UTILITY BOARD, RECORDED IN VOLUME 893, PG. 121,
REAL PROPERTY RECORDS, KERR COUNTY, TEXAS.

POINT OF BEGINNING

CALLED 9.34 ACRES
DAVID AND MERYL LEHMANN
VOL. 1999, PG. 381
O.P.R.K.C.T.

N 59'07"58' E 207'20"

CALLED 7.87 ACRES
LINDA THOMAS
VOL. 1330, PG. 344
O.P.R.K.C.T.

N 46'01"20' W 299'39"

CALLED 1.57 ACRES
TANGO HOMES
DOC. 18-09964
O.P.R.K.C.T.

N 66'48"25' W 164'11"

CALLED 0.76 ACRES
GRANT IN TRUST PARTNERSHIP
VOL. 1298 PG. 314
O.P.R.K.C.T.

N 76'38"54' W 130'52"
(100' EASEMENT
AND RIGHT-OF-WAY
VOL. 893 PG. 121
O.P.R.K.C.T.)

CALLED 0.79 ACRES
THOMAS WELLS
VOL. 1298 PG. 314
O.P.R.K.C.T.

N 76'37"24' W 97'30"

CALLED 0.37 ACRES
THOMAS WELLS
VOL. 1333 PG. 277
O.P.R.K.C.T.

LEGAL DESCRIPTION

BEING 4.76 ACRES SITUATED IN THE JAMES COCKE SURVEY NO. 144,
ABSTRACT NO. 95, AND IN THE THOMAS WADDELL SURVEY NO. 145,
ABSTRACT NO. 354, AND BEING ALL OF A CALLED 4.76 ACRES TRACT,
RECORDED IN DOCUMENT NO. 14-00692, OFFICIAL PUBLIC
RECORDS, KERR COUNTY, TEXAS.

SURVEYOR'S CERTIFICATE

RICHARD A. GOODWIN, A REGISTERED PROFESSIONAL LAND
SURVEYOR IN THE STATE OF TEXAS, REGISTRATION
NUMBER 4049, HEREBY STATE THAT DURING THE MONTH
OF FEBRUARY, 2020, A SURVEY OF THE REAL PROPERTY
SHOWN HERETO WAS MADE UPON THE GROUND
UNDER MY DIRECTION AND SUPERVISION.

DATE: 2-14-20
DREW BY: CTE
PROJECT NO: 20MR5009

SHERWOOD SURVEYING & S.U.E.
UTILITIES | RESIDENTIAL | COMMERCIAL | INDUSTRIAL
8477 FM 211, P.O. BOX 482, TSEPLS FIRM No 040400
SPRING BRANCH, TEXAS 78070
PHONE (800) 228-5788, FAX (800) 885-2170

RICHARD A. GOODWIN
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 4049
FIELDNOTE DESCRIPTION
4.76 ACRES

BEING 4.76 ACRES Situated in the James Cocke Survey No. 144, Abstract No. 95, and in the Thomas Wadde Survey No. 145, Abstract No. 354, and being all of a called 4.76 Acre Tract, recorded in Document No. 14-00692, Official Public Records, Kerr County, Texas, said 4.76 Acre being more particularly described as follows:

BEGINNING at a Found 1/2" Iron Rod in the Southwesterly Right-of-Way Line of Lehmann Drive, for the Northeasterly Corner of a called 9.24 Acre Tract, recorded in Volume 1095, Page 261, Official Public Records, Kerr County, Texas, and for the Northeasterly Corner of the Herein Described Tract;

THENCE, along the Southwesterly Right-of-Way of Lehmann Drive, common with the Northeasterly Line of the Herein Described Tract, the following Courses:

S 52°40'35" E, a distance of 529.89 Feet to a Found 1/2" Iron Rod;

S 60°56'43" E, a distance of 39.21 Feet to a Found 1/2" Iron Rod for the Northeasterly Corner of a called 0.65 Acre Tract, recorded in Document No. 16-04816, Official Public Records, Kerr County, Texas, for the Northeasterly Corner of the Herein Described Tract;

THENCE, along the Northwesterly Line of said 0.65 Acre Tract, common with the Southeasterly Line of the Herein Described Tract, S 21°22'53" W, a distance of 257.38 Feet to a Found 1/2" Iron Rod in the Northerly Line of a called 2.07 Acre Tract, recorded in Volume 1525, Page 577, Official Public Records, Kerr County, Texas, for the Southwesterly Corner of said 0.65 Acre Tract and for the Southeasterly Corner of the Herein Described Tract;

THENCE, along the Northerly Line of said 2.07 Acre Tract, common with the Southerly Line of the Herein Described Tract, N 76°37'24" W, a distance of 97.30 Feet to a Found 1/2" Iron Rod, for the Northeasterly Corner of a called 0.70 Acre Tract, recorded in Volume 1520, Page 814, Official Public Records, Kerr County, Texas, the Northwesterly Corner of said 2.07 Acre Tract, and an interior corner of the Herein Described Tract;

THENCE, along the Northerly Line of said 0.70 Acre Tract, common with the Southerly Line of the Herein Described Tract, N 76°58'54" W, a distance of 130.52 Feet to a Found 1/2" Iron Rod, for the Northeasterly Corner of a called 0.76 Acre Tract, recorded in Volume 964, Page 564, Official Public Records, Kerr County, Texas, the Northwesterly Corner of said 0.70 Acre Tract, and an interior corner of the Herein Described Tract;

THENCE, along the Northerly Line of said 0.76 Acre Tract, common with the Southerly Line of the Herein Described Tract, N 66°48'43" W, a distance of 164.11 Feet to a Found 1/2" Iron Rod, for the Northeasterly Corner of a called 1.07 Acre Tract, recorded in Document Number 18-05869, Official Public Records, Kerr County, Texas, the Northwesterly Corner of said 0.76 Acre Tract, and an interior corner of the Herein Described Tract;
THENCE, ALONG THE NORTHERLY LINE OF SAID 1.07 ACRE TRACT AND CONTINUING ALONG
THE NORTHERLY LINE OF A CALLED 0.9997 ACRE TRACT, RECORDED IN VOLUME 1107,
PAGE 001, OFFICIAL PUBLIC RECORDS, KERR COUNTY, TEXAS, COMMON WITH THE
SOUTHERLY LINE OF THE HEREIN DESCRIBED TRACT, N 46°01'30" W, A DISTANCE OF
299.30 FEET TO A FOUND 1/2" IRON ROD, IN THE SOUTHEASTERLY LINE OF THE
AFOREMENTIONED 9.24 ACRE TRACT, FOR THE SOUTHWESTERLY CORNER OF THE HEREIN
DESCRIBED TRACT;

THENCE, ALONG THE SOUTHEASTERLY LINE OF SAID 9.24 ACRE TRACT, COMMON WITH THE
NORTHWESTERLY LINE OF THE HEREIN DESCRIBED TRACT, THE FOLLOWING COURSES:

N 51°19'26" E, A DISTANCE OF 105.71 FEET TO A FOUND 1/2" IRON ROD;

N 37°09'58" E, A DISTANCE OF 237.90 FEET TO THE POINT OF BEGINNING,
CONTAINING AN AREA OF 4.76 ACRES OF LAND MORE OR LESS.

A SURVEY EXHIBIT WAS PREPARED ON THIS SAME DATE. BASIS OF BEARING IS NAD 83
TEXAS STATE PLANE COORDINATES, SOUTH CENTRAL ZONE.

I, RICHARD A. GOODWIN, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY
CERTIFY THAT THE PROPERTY DESCRIBED HEREIN WAS DETERMINED FROM A SURVEY MADE ON
THE GROUND UNDER MY DIRECTION AND SUPERVISION.

SHERWOOD SURVEYING, LLC
P.O. BOX 970
SPRING BRANCH, TEXAS 78070
TBP/ELECS FIRM #10044200

RICHARD A. GOODWIN DATE
R.P.L.S. #4069 STATE OF TEXAS

[Stamp: State of Texas Registered Professional Land Surveyor]

Page 2 of 2
### Truth in Taxation Summary

**Texas Property Tax Code Section 26.16**

**County of KERR**

<table>
<thead>
<tr>
<th>Taxing Entity</th>
<th>Adopted Tax Rate</th>
<th>Maintenance &amp; Operations Rate</th>
<th>Debt Rate</th>
<th>No New Revenue Tax Rate</th>
<th>No New Revenue Maintenance &amp; Operations Rate</th>
<th>Voter Approval Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GKR - Kerr County</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tax Year 2019</td>
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<td>0.42630</td>
<td>0.05640</td>
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<td>0.00760</td>
<td>0.00760</td>
<td>0.00760</td>
</tr>
<tr>
<td>Tax Year 2018</td>
<td>0.00740</td>
<td>0.00740</td>
<td>N/A</td>
<td>0.00770</td>
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<td>0.00770</td>
</tr>
<tr>
<td>Tax Year 2017</td>
<td>0.00740</td>
<td>0.00740</td>
<td>N/A</td>
<td>0.00750</td>
<td>0.00750</td>
<td>0.00750</td>
</tr>
<tr>
<td>Tax Year 2016</td>
<td>0.00740</td>
<td>0.00740</td>
<td>N/A</td>
<td>0.00770</td>
<td>0.00770</td>
<td>0.00770</td>
</tr>
<tr>
<td>Tax Year 2015</td>
<td>0.00740</td>
<td>0.00740</td>
<td>N/A</td>
<td>0.00790</td>
<td>0.00790</td>
<td>0.00790</td>
</tr>
</tbody>
</table>

The county is providing this table of property tax rate information as a service to the residents of the county. Each individual taxing unit is responsible for calculating the property tax rates listed in this table pertaining to that taxing unit and providing that information to the county.

The **Adopted Tax Rate** is the tax rate adopted by the governing body of a taxing unit.

The **Maintenance and Operations Rate** is the component of the adopted tax rate of a taxing unit that will impose the amount of taxes needed to fund maintenance and operation expenditures of the unit for the following year.

The **Debt Rate** is the component of the adopted tax rate of a taxing unit that will impose the amount of taxes needed to fund the unit’s debt service for the following year.

The **Effective Tax Rate** is the tax rate that would generate the same amount of revenue in the current tax year as was generated by a taxing unit’s adopted tax rate in the preceding tax year from property that is taxable in both the current tax year and the preceding tax year.

The **Effective Maintenance and Operations Rate** is the tax rate that would generate the same amount of revenue for maintenance and operations in the current tax year as was generated by a taxing unit’s maintenance and operations rate in the preceding tax year from property that is taxable in both the current tax year and the preceding tax year.

The **Rollback Tax Rate** is the highest tax rate a taxing unit may adopt before requiring voter approval at an election. In the case of a taxing unit other than a school district the voters by petition...
may require that a rollback election be held if the unit adopts a tax rate in excess of the unit’s rollback tax rate. In the case of a school district, an election will automatically be held if the district wishes to adopt a tax rate in excess of the district’s rollback tax rate.
Section 1
General Information Index

This section facilitates application for permit, plan review and inspections. Included are the most frequently found questions, code problems, plans submittal requirements, policies for plan review, permitting and required inspections.

All submittals require the completion of a Fire Protection Plan Review / Permit Application. Plans will not be accepted without the completed application; No Exceptions.

- Kerrville Fire Marshal Staff
- General Information Guidelines
- Plan Review/Permit Fee Schedule
- Applicable Policy and Codes
- General Construction Site Guidelines
Section 1
General Information

I. Kerrville Fire Marshal Contact Information

Main Office Phone Number: (830) 257-8449
Fax Phone Number: (830) 257-8455
Mailing Address: 87 Coronado Drive
Kerrville, Texas 78028
Physical Address: 87 Coronado Drive
Kerrville, Texas 78028
Web Site: www.kerrvilletx.gov
Staff E-mail: See below

II. Kerrville Fire Marshal’s Office Staff

Fire Marshal
Pat L. Dunlap
pat.dunlap@kerrvilletx.gov

Deputy Fire Marshal

Fire Inspector
Section 1
General Information
Guidelines

The goal of the Kerrville Fire Marshal’s Office is to assist its customers in understanding our submittal, plan review and inspection process and policies. Familiarity with these guidelines can greatly assist you in complying with local codes and aid in your preparing for inspections.

It is the goal of the Kerrville Fire Marshal’s Office to review your plans within the shortest possible time. We strive to complete your plan review within ten (10) business days from the receipt of the plan submittal package. Please be advised that revisions, changes, or an incomplete submittal package may delay your final plan approval.

The Kerrville Fire Marshal’s Office does not review plans for compliance with energy codes, the Americans with Disabilities Act or the Texas Accessibility Standards.

To facilitate the plan review process, please refer to the information listed below.

1. A Fire Protection Plan Review / Permit Application must accompany all fire protection system plan submittals.
2. A copy of a Texas Department of Insurance License must accompany all fire protection system plan submittals.
3. A State Fire Marshal’s Office Licensed Fire Protection Contractor or a State of Texas Licensed Professional Engineer must seal and sign all fire protection system plans and calculations.
4. Submit a copy of the company’s current, valid Certificate of Liability Insurance with the City of Kerrville listed as the Certificate Holder.
5. Where a new building or structure is proposed, a water flow test (fire flow) shall be conducted to verify ability to meet the required fire flow for the building or structure. See Water Flow Testing for details on this test.

The contractor is responsible for ensuring that the system(s) being installed or serviced complies with all locally adopted codes, and established, written policies published herein.

Plans approved by the City of Kerrville, Fire Marshal’s Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Kerrville Fire Marshal does not release the contractor or property owner from responsibility of full compliance with all applicable federal and state laws, city codes and standards relating to the construction project.

All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Kerrville Fire Marshal for review and approval.

All plan review and inspection process steps must be followed. Deviation from the requirements can result in delays and possible rejection of plans and/or inspection delays.
## Section 1

### General Information

Fee Schedule -- Fire Permit and Inspection Fee Schedule\(^1\) -- FY 2010-2011

<table>
<thead>
<tr>
<th>Service or Permit Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request for Public Information Reports (per address)</strong></td>
<td></td>
</tr>
<tr>
<td>Hard Copy (Paper) Format</td>
<td>$0.10 per copy + $15.00 per hour of research/compilation, if applicable under State law + cost of special delivery method requested by applicant.</td>
</tr>
<tr>
<td>Electronic Format</td>
<td>$1.00 per CD</td>
</tr>
<tr>
<td>Plan Review Fee (Credited toward Permit When Permit is Approved)</td>
<td>50% of Permit Fee</td>
</tr>
<tr>
<td><strong>Outdoor Burning Permits</strong></td>
<td></td>
</tr>
<tr>
<td>Ceremonial Fire (Bonfire)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Controlled Burn</td>
<td>$150.00</td>
</tr>
<tr>
<td>Liquid Propane Gas Permit</td>
<td>$40.00</td>
</tr>
<tr>
<td>Blasting Permit</td>
<td>$150.00</td>
</tr>
<tr>
<td>Commercial Bar-B-Que Pit Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Underground Storage Tank Removal Permit (per site)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Tent Permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>Canopy Permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>Membrane Structure Permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>Liquid Propane Tank Installation</td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Underground/Aboveground Storage Tank Repair/replace Tanks or Product Lines</strong></td>
<td></td>
</tr>
<tr>
<td>Per Tank</td>
<td>$40.00</td>
</tr>
<tr>
<td>Per site Product Line Replacement/Repair</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Water Flow Test</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Pyrotechnical Display</strong></td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Fire Sprinkler</strong></td>
<td></td>
</tr>
<tr>
<td>Aboveground System</td>
<td>$100.00 per system + $0.25 per head.</td>
</tr>
<tr>
<td>Underground Fire Sprinkler or Standpipe Main</td>
<td>$75.00 per system.</td>
</tr>
<tr>
<td>Aboveground Fire Standpipe system, Only</td>
<td>$75.00 per system.</td>
</tr>
<tr>
<td><strong>Fire Alarm Installation</strong></td>
<td>$75.00 per system + $1.00 per device.</td>
</tr>
<tr>
<td><strong>Fire Alarm Repair/Remodel</strong></td>
<td>$75.00 per system + $1.00 per device.</td>
</tr>
<tr>
<td><strong>All Other Fire Protection Systems</strong></td>
<td>$75.00 per system</td>
</tr>
<tr>
<td><strong>False Alarm Fee</strong></td>
<td></td>
</tr>
<tr>
<td>More than 3 times but fewer than 6 in preceding 12 month period</td>
<td>$50.00</td>
</tr>
<tr>
<td>More than 5 times but fewer than 8 in preceding 12 month period</td>
<td>$75.00</td>
</tr>
<tr>
<td>More than 8 times in preceding 12 month period</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Re-inspection Fee</strong></td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Hazardous Materials Permit</strong></td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Flammable and Combustible Liquids Storage / Handling / Dispensing Permit</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Miscellaneous Combustible Storage Permit</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>High Piled Storage Permit</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>State Mandated Occupancy inspection Outside City Limits</strong></td>
<td></td>
</tr>
<tr>
<td>Daycare (7 or fewer children), Foster Care, Adoption</td>
<td>$50.00</td>
</tr>
<tr>
<td>Daycare (8 or more children), Halfway House, Group Care, MHMR facilities</td>
<td>$75.00</td>
</tr>
<tr>
<td>Youth Camps and Day Camps</td>
<td>$150.00</td>
</tr>
<tr>
<td>Schools and Instructional Facilities</td>
<td>$150.00</td>
</tr>
<tr>
<td>Hospitals, Nursing Home, Assisted Living Facilities</td>
<td>$150.00</td>
</tr>
<tr>
<td>All Other</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Fire Pump Acceptance Test</strong></td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Event Permit (Carnivals and Fairs)</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Hot Work Permit</strong></td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Amusement Building Permit</strong></td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Exhibit or Trade Show Permit</strong></td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Change of Occupancy Inspection</strong></td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Investigation Fee for Issuance of Permit After Construction Commenced</strong></td>
<td>Equal to Permit Fee</td>
</tr>
<tr>
<td><strong>Fee for Appeal to Building Board of Adjustment and Appeals</strong></td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Note: \(^1\)Fees established by the City of Kerrville City Council and changed periodically.
Section 1
General Information
Adopted Codes

Referenced Adopted Codes are as follows and include their respective amendments:

2006 *International Fire Code*

2006 *International Building Code*

2006 *International Mechanical Code*,

2006 *International Plumbing Code*

2006 *International Fuel Gas Code*

2008 *National Electrical Code*

2006 *International Residential Code for One-and Two-Family Dwellings*

2006 *International Existing Building Code*
Section 1
General Information
International Fire Code

Kerrville City Ordinance No. 2007– 50 adopted and amended the International Fire Code, 2006 edition. Chapter 45 of the 2006 IFC also references specific standards which shall be considered part of the requirements of the code. Copies of the International Fire Code, 2006 edition shall be available in the Department of Development Services and the City Clerk’s office.


ARTICLE I. - IN GENERAL

Sec. 50-6. – International Fire Code

a. Adoption. The International Fire Code, 2006 edition (“IFC”), including appendices “B” through “G,” with amendments as set out in subsection 50-6(b) is adopted. Copies of the “IFC” shall be available in the department of development services and the city clerk’s office.

b. Amendments to the International Fire Code. The international fire code is amended as follows:

1. Section 103 is amended with respect to the following terms:
   All references to the “Department of fire Prevention” within the IFC shall refer to the Fire Marshal’s Office of the Kerrville Fire Department.
   All references to the “Fire Code Official” shall refer to the Fire Chief or designee.

2. Section 105.6.27 is amended in its entirety to provide as follows:
   105.6.27 LP-Gas. An operational permit from the city is required for:
   a. Storage and use of LP-Gas
   b. Operation of cargo tanker that transport LP-Gas.

3. Section 105.6.30 Outdoor burning. The following provisions are applicable to open burning within the city:
   a. Adoption of Texas Administrative Code Regarding Outdoor Burning.
      The city hereby adopts the outdoor burning rules as outlined in the Texas Administrative Code, Title 30, Part I, Chapter 111, Subchapter B, and as may be amended. If a conflict occurs between the Texas Administrative Code and this section, the most stringent provision shall prevail.
   b. Outdoor burning prohibited. Outdoor burning of any kind is prohibited, except where such burning is authorized pursuant to an exception as specified below or, by a permit issued by the city. This prohibition includes the burning of household trash, furniture, electrical insulation, treated and untreated lumber, plastic, non-wood construction/demolition materials, heavy oils, asphaltic materials, chemical wastes, natural or synthetic rubbers, garbage in any form or municipal solid waste, including grass, leaves and branch trimmings.
   c. Outdoor disposal or deposits of ignitable material prohibited. The outdoor disposal or disposition of any material capable of igniting spontaneously, with the exception of solid fossil fuels, is prohibited.
   d. Exceptions. Outdoor burning may be authorized under the following exceptions and where applicable, pursuant to a permit issued by the city:
      i. Fire training. Outdoor burning shall be authorized for training fire-fighting personnel. Facilities dedicated solely for fire-fighting training shall provide an annual written notification of intent to the fire marshal and the Texas Commission on environmental quality (“TCEQ”), and shall provide each with a telephone or electronic facsimile notice at least 24 hours in advance of any scheduled training session. No more than one such notification is required for multiple training sessions scheduled within any one-week period, provided the initial notice includes the specific dates and times of all sessions.
      ii. Outdoor fires for noncommercial food preparation. Outdoor fires are allowed for cooking, provided such fire is built and maintained in a pit that fully contains the fire, or a fireproof container such as a barbeque pit or chimenea, made of brick, stone, metal or other fireproof material in such a manner as to prevent any fire from escaping. Outdoor fires for noncommercial food preparation do not require a burn permit. This
exception does not permit or authorize the burning of waste or other matters not being prepared for consumption.

iii. **Fires used for recreation and ceremony.** Outdoor burning may be authorized for fires used solely for recreational or ceremonial purposes pursuant to the issuance of a city permit.

iv. **Disposal fires.** The city may authorize outdoor burning for the following purposes and pursuant to a city-issued permit:
   
   A. Diseased animal carcass where burning is the most effective means of controlling the spread of disease.
   
   B. On-site burning of trees, brush, and other plant growth for right-of-way maintenance, land clearing operations, and maintenance along water canals when a practical alternative to burning does not exist and when materials are generated only from that property. Sensitive receptors (neighboring properties, persons, animals) must not be negatively affected by the burn. For a single project entailing multiple days of burning, an initial notice delineating the scope of the burn is sufficient if the scope does not constitute circumvention of the rule for a continual burning situation.
   
   C. Crop residual burning for agriculture maintenance purposes where no practical alternative exist. Structures containing sensitive receptors must not be negatively affected by the burn.
   
   D. Brush trees and other plant growth causing a detrimental public health and safety condition may be burned by a local government at a site it owns upon receiving approval from the fire marshal. Such a burn shall only be authorized where there is no practical alternative, and it may be done no more frequently than once every two months. Such burning is prohibited at the municipal solid waste landfill.
   
   v. **Prescribed burn.** The city may authorize outdoor burning for prescribed burning for forest, range, and wildland/wildlife management purposes pursuant to the issuance of a city permit. Such burning is prohibited where the fire marshal determines that the burning will have an adverse effect on any building or structure. In addition, the fire marshal may revoke the authority to burn at any time if the burning causes nuisance conditions, is not conducted in accordance with the specified conditions, violates any provision of an applicable permit, or causes a violation of any air quality standard.
   
   vi. **Hydrocarbon burning.** The city may authorize outdoor burning for hydrocarbon burning from pipeline breaks and oil spills only upon proper notification to TCEQ and after the fire marshal has determined that the burning is necessary to protect the public health, safety, and welfare. Sampling and monitoring may be required to determine and evaluate environmental impacts.
   
   vii. **Other necessary burning.** If not otherwise authorized by this Section, outdoor burning may be authorized by city permit if there is no practical alternative and if the burning will not cause or contribute to a nuisance, traffic hazard or to a violation of any federal or state primary or secondary ambient air standard. The fire marshal may specify procedures or methods to control or abate emissions from outdoor burning authorized pursuant to this rule. The fire marshal may revoke the authority to burn at any time if the burning causes nuisance conditions, is not conducted in accordance with the specified conditions, violates any provision of an applicable permit, or causes a violation of any air quality standard.

e. **Revocation of permit or authority to burn.** The fire marshal is authorized to revoke any person's or entity's right to conduct an outdoor burn, and to pursue any legal recourse against the person or entity, if the fire marshal determines that federal or state law, this Section, or a permit was violated.

f. Requirements and procedures for obtaining outdoor burning permit.
   
   i. Application for a "Permit to Burn" shall be made to the fire marshal in writing by the owner, operator, or other person in control of the property upon which the burning is to occur. The application shall be on a form provided by the fire marshal’s office.
   
   ii. The permit shall be effective for the specific time period indicated on the permit.
   
   iii. The permit is effective only if the burn is conducted in strict compliance with and under the conditions specified in the permit.
   
   iv. Applicant shall obtain final approval to burn from the fire marshal's office immediately prior to the start of burning, and at the beginning of each day upon which burning is to take place, to ensure that weather conditions are and will remain conducive to the type of burning authorized by the permit.
v. The fire marshal may void a permit in any instance where the fire marshal determines, in his sole discretion, that conditions have changed to the extent that the burn is no longer safe and poses a risk to the public health, safety, and welfare.

g. Fee for permit. The fees for all permits under this Section shall be as established by the city council.

h. General requirements for burning. Outdoor burning which is otherwise authorized shall also be subject to the following requirements:

i. Burning is permitted only when wind direction and other meteorological conditions are such that smoke and other pollutants will not present a hazard to any public road, landing strip, navigable water, or have a negative effect on any building, structure, or sensitive receptor.

ii. If at any time the burning causes or may tend to cause smoke to blow onto or across a street, road, highway, it is the responsibility of the person initiating the burn to post flag-persons on affected roads.

iii. Fires shall be maintained at least 300 feet from any neighboring structure or sensitive receptors, unless prior written approval is obtained from the adjacent occupant with possessory control and such approval is submitted to the fire marshal prior to the burn.

iv. Burning shall be conducted in compliance with the following meteorological and timing considerations:

A. The burning shall commence no earlier than 9:00 a.m. Burning shall be completed the same day not later than one hour before sunset, and shall be monitored by a responsible party at all times during the active burn phase when the fire is progressing. In cases where residual fires and/or smoldering objects continue to emit smoke after this time, such areas shall be extinguished if the smoke from these areas has the potential to create a nuisance or traffic hazard condition. In no case shall the extent of the burn area be allowed to increase after this time.

B. In cases where fires will occur over more than one day pursuant to a permit, the permittee or designee shall contact the fire marshal's office each day of continued burning prior to the fire being lit, to determine whether and under what conditions burning will be allowed on that day.

C. Burning shall not be commenced when surface wind speed is predicted to be less than six miles per hour or greater than 12 miles per hour during the burn period.

D. Burning shall not be conducted during periods of actual or predicted persistent low-level atmospheric temperature inversions.

E. The permittee or designee shall be present at all times when a burn is active. Such person shall have a water hose connected to a reliable water supply or have other appropriate fire extinguishing equipment (bulldozer, water tankers) readily available for use.

F. In order to allow time for the extinguishments of a fire, no new material shall be added to the burning pile after 3:00 p.m.

G. Any residual fires and/or smoldering objects that continue to emit smoke shall be extinguished each day at the end of the burn.

H. Only brush/vegetation generated and gathered from the burn site area shall be permitted. There shall be no importation of brush from any other properties for the purpose of burning.

i. Responsibility for consequences of outdoor burning. The authority to conduct outdoor burning under this Section does not exempt or excuse any person responsible from the consequences, damages, or injuries resulting from the burning, and does not exempt or excuse anyone from complying with all other applicable laws or ordinances, regulations and orders of governmental entities having jurisdiction, even though the burning is otherwise conducted in compliance with this Section. Further, each permittee assumes all liability and responsibility for all damages to all persons or property caused by burning hereunder.

4. Section 108.1 is amended in its entirety to provide as follows:

108.1 Appeals. Appeals of orders, decisions, or determinations made by the Fire Marshal in interpreting or applying the IFC shall be to the Building Board Of Adjustments And Appeals ("Board") for the City, with an appeal from this Board to City Council. If the Board does not convene to hear an appeal within the (10) business days after the City's receipt of the written appeal, the application for appeal shall be submitted to City Council for final action. The Board may obtain the assistance of persons who are qualified by experience and training on a
particular subject under consideration. The Board may adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with duplicate copy delivered to the Fire Marshal.

5. Section 307.4 is deleted

6. Section 308 is amended to add the following new section:

308.1.1 Commercial barbeques. A permit from the city shall be required to install or utilize a barbeque pit for commercial purposes.

7. Section 503.3 is amended in its entirety to provide as follows:

503.3 Marking. Where the fire marshal requires approved signs or other approved notices shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Signs or notices shall be maintained in a clean and legible condition at all times and replaced or repaired when necessary to provide adequate visibility.

Whenever any provision regarding the regulation of fire lanes contained in the IFC is in conflict with the provisions of this subsection, the provisions of this subsection shall govern.

The owner, manager, or person in charge of any new or existing building or property for which fire lanes have been approved or required by the fire marshal shall mark and maintain said fire lanes as follows:

a. Fire lanes shall not be located immediately adjacent to a structure if other possible locations exist that are not immediately adjacent but close enough to give sufficient access to at least three sides of the structure. The minimum corner radius on the turns shall be 25 feet on the inside and 50 feet on the outside.

b. All curbs and curb ends shall be painted red with white lettering four inches high and at least one half-inch stroke, stating "No Parking - Fire Lane." Wording may not be spaced more than 25 feet apart. Fire lanes shall be marked on both sides of access roads so as to assure a minimum of 24-foot clear width in the middle of said access roads.

c. In areas where fire lanes are required but no continuous curb is available, one of the following methods shall be used, in conjunction with curb markings where possible, to indicate that the fire lane is continuous.

i. Signs shall be not less than 12 inches wide by 18 inches tall. Signs shall read "Fire Lane - No Parking" and shall have a white, reflective background with red lettering not less than two inches tall and with three-eighths-inch stroke. Signs shall be installed conspicuously along the edge of the fire lane, spaced no greater than 25 feet apart, and their height shall equal six feet to the bottom of the sign.

ii. From the point the fire lane begins to the point the fire lane ends, including behind all parking spaces which adjoin a fire lane, there shall be painted one continuous red stripe having a minimum width of at least six inches. Fire lanes shall be stenciled every 25 feet apart "No Parking Fire Lane" with white lettering four inches high and at least one half-inch stroke. Fire lanes shall be so marked on both sides of the lane.

8. Section 506 is amended in its entirety to provide as follows:

506.1 Key boxes required. The following structures and properties shall be equipped with a key lock security system box at or near their main entrance or at such other location as the fire marshal may require:

a. Structures that are either equipped with, or required to be equipped with, fire sprinkler systems or fire systems or fire detection alarm systems that report to an alarm monitoring center;

b. Multifamily residential structures that have restricted access through locked doors or gates and that have a common area or corridor for access to the living units;

c. Buildings, regardless of use or occupancy that contain six or more occupancies within the same structure that have restricted common entryways and exit ways into the common area of the building;

d. Properties having mechanical gates that control vehicular and pedestrian access to commercial property or to private streets in subdivisions, apartment complexes, condominiums, or other residential developments which contain more then two residential units; or

e. Commercial properties with parking garages or secured parking and storage unit areas that will restrict access for emergency services.
506.2 **New construction.** All newly constructed structures subject to this Section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. Any existing structure subject to the key lock box requirement that does not have a key lock box installed and operational shall have the same installed as soon as practicable, but in no event later than 30 days after the effective date of these regulations.

506.3 **Type of key lock box required.** The fire marshal shall designate the type of key lock box system to be implemented within the city and shall have the authority to require all structures and/or property to use the designated system.

506.4 **Access to buildings.** The owner or operator of a structure and/or property required to have a key lock box shall at all times keep the required keys in the lock box that will allow for access to the structure or property. Required keys shall not include keys to individual living units.

506.5 **Exceptions to application.** The following structures and properties are excepted from the key lock requirements of this Section:

a. Single-family residential dwellings; and
b. Any building or property that has a 24 hour, seven days a week guard or attendant service.

9. Section 508.5.1 is amended in its entirety to provide as follows:

508.5.1 **Fire protection water supplies; where required.** Where a portion of the facility or building hereafter constructed or moved into or within the city is more then 500 feet from a hydrant, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided.

10. **Section 906.1** is amended by deleting the exception.

11. Section 2201 is amended to add the following new section:

2201.7 **Responsibility for cleanup.** A person, firm or corporation responsible for any unauthorized discharge shall institute and complete all actions necessary to remedy the effects of such unauthorized discharge, whether sudden or gradual. When deemed necessary by the fire marshal to minimize damage or to protect public health, safety or welfare, the city may initiate cleanup. Costs associated with such cleanup shall be borne by the owner, operator, or any other person responsible for the unauthorized discharge. Costs incurred by the city for the cleanup shall be reimbursed to the city by the person, firm or corporation within ten days after written demand.

12. Section 2204 is amended to add the following new section:

204.3.8 **Additional fire protection devices.** Additional fire protection shall be provided where required by the fire marshal. Additional fire protection considerations may include such items as fixed suppression systems, automatic fire detection, manual fire alarm stations, and/or transmission of alarms to offsite locations.

13. **Section 3307** is amended to add the following new section:

3307.16 **Blasting permits.**

a. **General requirements for blasting permits.** An operational permit shall be required prior to the commencement of blasting operations. During review of the application for such permit, when in the opinion of the fire marshal there is a substantial danger to life, health or property in the immediate area exposed to the blasting for which a permit is being requested, the said request shall be denied. The fire marshal shall seek the review and approval of those city departments which may be affected by such activities. When in the opinion of the fire marshal such departments have a valid objection to the issuance of a permit, no permit shall be approved until such objection has been resolved to the satisfaction of the fire marshal.

b. **Insurance requirements.** Any applicant for a blasting permit shall meet insurance requirements as designated by the city. Minimum insurance limits for blasting are established as follows:

- Workers’ Compensation – as required by law
- Comprehensive General Liability –
  - $1,000,000.000 per occurrence
  - $2,000,000.00 annual aggregate
- Automobile Liability –
  - $10,000.00 each occurrence
$250,000.00 medical

Each insurance policy shall name the city as an additional insured on the certificate of insurance. The policies shall include a waiver of subrogation in favor of the city. The certificate of insurance shall provide that the city shall be provided at least 30 days prior written notice of cancellation or modification of coverage.

c. General requirements for blasting permit.
   i. A blaster shall:
      a. Be at least 21 years of age;
      b. Not have been convicted of a felony offense or two misdemeanors involving intoxication within two years preceding the date of the application for permit;
      c. Have general knowledge of federal, state, and local laws and regulations pertaining to explosive materials; and
      d. Have no record of criminal charges or convictions relating to blasting activities from a federal, state, county, or municipal court.

d. Blast monitor required. A blast monitor, such as a seismic blast recording machine, shall be required during all blasting operations for which a permit is issued by the city. A monitoring technician not employed by a blasting operator shall be used whenever a blast monitor is required. Monitoring technicians shall be trained in the proper placement of monitor sensors and proper function of the instrument to be used. All monitoring reports shall carry the seal of a State of Texas Professional Engineer and shall be retained by the permit holder. These reports shall be made available to the city upon request.

EXCEPTION: When, in the opinion of the city engineer, the damage to structures or buildings due to blasting operations is unlikely, (a) the requirements for the need for a monitor may be waived, or (b) the city may allow a trained blasting operator (rather than an independent technician) to operate the monitor and maintain records of reading which shall be available to the city upon request.

e. Wire specifications. Blasting trunk wire of 18 gauge minimum shall be used while conducting blasting operations.

f. Blasting machine specification. Approved blasting machines shall be used. All other equipment is prohibited.

g. Detonating cord use must be approved. Detonating cord may be used only when approved on the blasting permit. Unauthorized use of detonating cord shall result in the revocation of the blasting permit and shall be considered a violation of this Section.

h. Additional conditions. The fire marshal or city engineer may establish or require other conditions for approval of a permit application if those conditions are necessary, in the judgment of the fire marshal or city engineer, to adequately protect public health, safety, and welfare. Such conditions may include: reduction of allowable particle velocities; additional monitoring requirements; modifications to permissible hours of operation; changes in type and amount of explosives used; and requirement that blasting plans be approved by a professional engineer.

i. Blasting on weekends, holidays or evenings. Blasting between the hours of 5:00 p.m. and 8:00 a.m., on weekends, or holidays is prohibited unless specifically authorized by the permit.

j. Pre-blast notification required. All blasting operations shall be preceded by written notification to the owners and/or occupiers of all affected premises, which shall be determined and made part of the permit by the fire marshal. A test blast may be required by the fire marshal.

14. Section 3308 is amended to add the following new section:

3308.1.1 Prohibition of sale or shooting of fireworks inside city limits; exception. It shall be unlawful for any person to sell, use, shoot, discharge, explode, ignite, possess, or display any fireworks within the city, except as provided in this Section. Public fireworks displays are permissible provided that all state and local laws are met and a permit is issued. The applicant shall meet the insurance requirements specified below as a prerequisite to obtaining a permit. Insurance requirements for a public fireworks display shall include commercial general liability insurance. All insurance shall name the city as an additional insured and the insurance certificates shall provide that the city shall be provided 30 days'
prior written notice of cancellation or modification of coverage. Insurance shall include a waiver of subrogation in favor of the city. The insurance provided by the supplier/operator also shall name the sponsor as an additional insured.

Aggregate: $3,000,000.00 combined single limit.
Bodily injury/property damage per occurrence: $1,000,000.00 combined single limit.
Personal injury: $500,000.00.
Medical: $5,000.00.

No such permit shall be granted to any applicant more then twice during any calendar year, and any fireworks display there under shall be concluded not later than 10:00 p.m. on the date specified.

As used in this Section, the term "fireworks" shall be given its usual and ordinary meaning and shall include the following: firecrackers, Roman candles, sparklers, torpedoes, buzz bombs, skyrockets, atomic wings, aerial flash salutes, and trailblazers.

15. Section 3404.2.9.5.1 is amended in its entirety to provide as follows:

3404.2.9.5.1 Location where above-ground tanks are prohibited. Storage of Class I and Class II liquids in above-ground tanks is prohibited within the downtown fire district as that district is defined in Section 50-3 of the City's Code of Ordinances, except for temporary use or construction projects as approved by the fire marshal.

16. Section 3801.2 is amended in its entirety to provide as follows:

3801.2 Permits. No person shall install or maintain any LP-Gas container or operate any tanked vehicle, which is used for the transportation of LP-Gas, without a permit. Permits shall be required as set forth in Section 105. When a single container or the aggregate of interconnected containers is over 2,000 gallons water capacity, the installer shall submit plans to the fire marshal. A permit shall not be required for the installation or maintenance of portable containers of less than 120 gallons water capacity as long as the same are used only in connection with a bona fide travel trailer which, at all times, is capable of being pulled or driven upon the streets or highways. Any mobile home, travel trailer, or trailer of any kind, which is located in one place and has had the wheels or tires removed, is not a bona fide travel trailer, to meet this exception. A permit shall not be granted in the event that natural gas is available as a fuel supply.

17. Section 3801 is amended to add the following new section:

3801.4 Propane, Butane, LP-Gas. It shall be unlawful to use Propane, Butane, or other LP-Gas products in the city where natural gas is available. It shall be unlawful to install above-ground storage tanks, exceeding a capacity of 25 gallons, for Propane, Butane or other LP-Gas product in any zoning district allowed for residential uses, such as single-family, duplex, multifamily, or mobile homes. The maximum tank size shall be 1000 water gallons size container in a residential zone or in total aggregate of 1000 water gallons in a residential zone. In industry, the tank size shall be determined by the demand of quantity needed to operate appliances and equipment.

18. Section 3802.1 is amended to add the following terms and definitions:

a. Liquefied petroleum gas products - Propane, butane, or any other liquefied petroleum gas product used for heating or other utility purpose.

b. Storage tanks - Any container designed and utilized on-site for the use and storage of liquefied petroleum gas products, with a storage capacity of more than 25 gallons.


d. ASME – American Society of Mechanical Engineers.

19. Section 3803 is amended to add the following new sections:

Section 3803.1.1 Signage. When underground Propane, Butane, or other LP-Gas product is installed on a property, an all-weather sign stating "Underground LP-Gas On Premises" shall be attached to the outside of the electrical disconnect box.

Section 3803.4 General design and construction guidelines.

a. All underground LP-Gas systems shall be designed and installed in accordance with the provisions NFPA 58: Standard for Storage and Handling of Liquefied Petroleum Gases, NFPA 54: National Fuel Gas Code, Texas Railroad Commissions Rules, and all applicable state, county, and local codes and regulations covering these installations.
b. All underground LP-Gas storage tanks shall be completely covered except for the housing of the dome cover.

c. All underground LP-Gas storage tanks shall comply with ASME.

d. All LP-Gas storage tanks shall require a permit from the city prior to installation and use.

Section 3803.5 existing and replacement regulations.

a. Any existing aboveground LP-Gas storage tanks existing in residentially zoned districts, or in the fire district, as of the approval of the IFC, are allowed to remain; however, upon the replacement of such a tank, the LP-Gas storage tank shall be placed underground.

b. All commercially zoned districts, except the fire district, are exempt from the underground LP-Gas storage tank requirement; however, commercially zoned are not exempt from other provisions of this section, including the use of natural gas where available.

20. Figure D103.1 is amended to add the following:

**Dead-end fire apparatus access road turnaround.** Any street 150 feet long or longer shall have a hammerhead or cul-de-sac at its end, which dimensions shall be no smaller than the dimensions set out in Figure D103.1.

Dead-end turnarounds shall only be permitted where it is a round cul-de-sac with a 100-foot diameter or a 150-foot hammerhead.

NOTE: See IFC Appendix D, Figure D103.1, Diagram No. 4 amended from 60-foot distance from edge of hammerhead to middle of intersection, to 75-foot distance from edge of hammerhead to middle of intersection.
Section 1
General Construction Site Guidelines

This guide is written to assist general contractors and developers with the Fire Marshal's construction site requirements.

This guide does not replace, nor supersede any codes or ordinances adopted by the City of Kerrville, or determinations and positions of the Kerrville Fire Marshal.

Please note that the below information is intended as a guideline and, as such, does not constitute all requirements. Additional requirements may be required based upon each individual site.

General Requirements
1. A water flow test (fire flow) shall be conducted to verify ability to meet the required fire flow for the building or structure. See Water Flow Testing for details on this test.
2. Temporary site address shall be displayed plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 12 inches (304.8 mm) high with a minimum stroke width of 0.5 inch (12.7 mm) facing addressed street.
3. All Fire Marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
4. See Inspection Process Section for further information.

Vertical Construction Approval
5. All permanent fire hydrants and fire lane access roadways shall be installed and approved prior to vertical construction of any building or structure.
6. Written approval must be given prior to any above slab construction.

Furniture, Fixture and Equipment (FF&E) Approval
7. All required fire protection systems must be installed and approved prior to any stock and/or equipment being installed within a building or structure.
8. Written approval must be given prior to any stock and/or equipment to be placed within the building or structure.

Temporary Fuel Storage Tanks
9. A permit shall be obtained from the Kerrville Fire Marshal prior to placement of any above ground fuel dispensing tanks or containers on construction sites.
10. See Temporary Storage and Dispensing of Flammable and Combustible Liquids section in this handbook for additional requirements.

Temporary Heating Devices
11. Temporary heating devices shall be listed and labeled. Installation, maintenance, and use of temporary heating devices shall be in accordance with the terms of the listing.
12. Refueling operations shall be conducted only when the appliance has been allowed to cool prior to refueling.
13. Clearance to combustibles from temporary heating devices shall be maintained in accordance with the labeled equipment. When in operation, temporary heating devices shall be fixed in place and protected from damage, dislodgement, or overturning in accordance with the manufacturer's instructions.
14. The use of temporary heating devices shall be supervised and maintained only by competent personnel.

Precautions against Fire
15. Smoking shall be prohibited except in approved areas. Signs shall be posted in conspicuous locations. In approved areas where smoking is permitted, approved non-combustible ashtrays shall be provided.
16. Combustible debris shall not be accumulated within buildings. Combustible debris, rubbish, and waste material shall be removed from buildings at the end of each shift work. Combustible debris, rubbish, and waste material shall not be disposed of by burning on site.
17. Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container.

18. Where required by the code official for building demolition that is hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch. The sole duty of fire-watch personnel shall be to watch for the occurrence of fire.


20. Temporary wiring for electrical power and lighting installations used in connection with the construction, alteration, or demolition of buildings, structures, equipment, or similar activities shall comply with the *National Electrical Code*.

**Flammable and Combustible Liquids**

21. Ventilation shall be provided for operations involving the application of materials containing flammable solvents.

22. Flammable and combustible liquid storage areas shall be maintained clear of combustible vegetation and waste materials. Such storage areas shall not be used for the storage of combustible materials.

23. Source of ignition and smoking shall be prohibited in flammable and combustible liquid storage areas. Signs shall be posted.

24. Class I and II liquids shall be kept in approved safety containers.

25. Leaking vessels shall be immediately repaired or taken out of service and spills shall be cleaned up and disposed of properly.

**Owner’s Responsibility for Fire Protection**

26. The owner shall designate a person to be the Fire Prevention Program Superintendent who shall be responsible for the fire prevention program and ensure that it is carried out through completion of the project. The fire prevention program superintendent shall have the authority to enforce the provisions of these guidelines and other provisions as necessary to secure the intent of this chapter. When guard service is provided, the superintendent shall be responsible for the guard service.

27. The fire prevention program superintendent shall develop and maintain an approved pre-fire plan in cooperation with the fire chief. The fire chief and the code official shall be notified of changes affecting the utilization of information contained in such prefire plans.

28. Training of responsible personnel in the use of fire protection equipment shall be the responsibility of the fire prevention program superintendent.

29. The fire prevention program superintendent shall determine that all fire protection equipment is maintained and serviced in accordance with this code. The quantity and type of fire protection equipment shall be approved.

30. The superintendent shall be responsible for supervising the permit system for hot work operations in accordance with the *International Fire Code*.

31. Impairments to any fire protection system shall be in accordance with the *International Fire Code*, Chapter 9, Section 901. See *Fire Watch Guidelines* for more information.

32. Temporary covering of fire protection devices. Coverings placed on or over fire protection devices to protect them from damage during construction processes shall be immediately removed upon the completion of an acceptance test.

33. Readily accessible emergency telephone facilities shall be provided in an approved location at the construction site. The street address of the construction site and the emergency telephone number of the emergency services shall be posted adjacent to the telephone.

**Means of Egress**

34. Where a building has been constructed to a height greater than 50 feet (15,240 mm) or four stories, or where an existing building exceeding 50 feet (15, 240 mm) in height is altered, at least one temporary lighted stairway shall be provided unless one or more of the permanent stairways are erected as the construction progresses.

35. Required means of egress components shall be maintained during construction and demolition.

**Standpipes**

36. Buildings four or more stories in height shall be provided with not less than one standpipe for use during construction. Such standpipes shall be installed when the progress of construction is more than 40 feet (12,192 mm) in height above the lowest level of fire department access. Such standpipe shall be provided with fire department hose connections at accessible locations.
adjacent to usable stairs. Such standpipes shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring.

37. Buildings being demolished. Where a building is being demolished and a standpipe is existing within such a building, such standpipe shall be maintained in an operable condition to be available for use by the fire department. Such standpipe shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.

38. Water supply for fire protection shall be made available as soon as combustible material arrives on site.

**Automatic Sprinkler System**

39. In buildings where an automatic sprinkler system is required by this code or the *International Building Code*, it shall be unlawful to occupy any portion of a building or structure until the automatic sprinkler system installation has been tested and approved.

40. Operation of sprinkler control valves shall be allowed only by properly authorized personnel and shall be accompanied by notification of duly designated parties. When the sprinkler protection is being regularly turned off and on to facilitate connection of newly completed segments, the sprinkler control valves shall be checked at the end of each work period to ascertain that protection is in service.

**Portable Fire Extinguishers**

41. Structures under construction, alteration, or demolition shall be provided with not less than one approved portable fire extinguisher at each stairway on all floor levels where combustible materials have accumulated. An approved portable fire extinguisher shall be provided in every storage and construction shed. The code official is authorized to require additional approved portable fire extinguishers where special hazards exist, such as flammable or combustible liquids storage hazards.

**Safeguarding Roofing Operations**

42. Roofing operations utilizing heat-producing systems or other ignition sources shall be performed by a contractor licensed and bonded for the type of roofing process to be performed.

43. Asphalt and tar kettles shall operate in accordance with the *International Fire Code*, Chapter 3, Section 303.

44. Fire extinguishers for roofing operations. There shall be at least one multi-purpose portable fire extinguisher with a rating of 3-A:40-B:C on the roof being covered or repaired.
Section 2
Plan Review Process

This section facilitates application for permit, plan review and inspections. Included are the most frequently found questions, code problems, plans submittal requirements, policies for plan review and permitting.

- Fire Protection Site Plan – Commercial
- Fire Protection Site Plan – Residential
Section 2
Plan Review Process
Site Plans - Commercial

This guide is intended as a resource for the civil construction plan submittal requirements for commercial properties.

Civil construction plans consist of the approved site plan, roadways, fire lanes, landscape plans, water, sewer, drainage, and other utility plan drawings. Civil construction plans are reviewed to determine compliance with Fire Marshal requirements as they relate to site construction and layout, building size, fire lanes, fire department access, fire hydrants, and other issues as designated. These requirements can be found in the International Fire Code, as adopted and amended by the City of Kerrville. Plans are not reviewed or approved for fire protection system installation. In an effort to expedite the Fire Marshal’s civil plan review process, please ensure the following list of items are incorporated into the proposed civil construction plans.

Please note that the below information is intended as a guideline and, as such, does not constitute all requirements. Additional requirements may be required based upon each individual plan.

General Comments
1. Site plan in the civil construction drawing set shall be the site plan approved by the Fire Marshal.
2. Submitted plans are required to have affixed a Texas Registered Professional Engineer and/or a Texas Licensed Architect's seal and signature.
3. Indicate on the plan building construction type, occupancy type, total number of floors, total height of the building, and the total square footage of the building.
4. Indicate North on the plans.
5. The name and address of the project.
6. Property and/or lot lines will need to be indicated on the plan.
7. Indicate street frontages.
8. Location of all proposed and existing buildings and structures.

Fire Access
9. If fire lanes are provided, they shall meet the criteria stipulated in the Fire Lanes Section.
10. Size, type and location of turnarounds are required to be approved by the Fire Marshal. (see Approved Fire Lane Turnaround Section)
11. Gated access is required to be reviewed and approved by the Fire Marshal. (See Access Control Gates Section)
12. A minimum of two (2) points of emergency vehicle access shall be provided. The two points of access shall be a minimum of one half of the length of the maximum overall diagonal dimension of the property or area to served, measured in a straight line between accesses. This includes a cross access/mutual access fire lane.
13. Approved, unobstructed fire department access (fire lanes) shall be provided such that all portions of the exterior of the building shall be within 150 feet, as the hose lays, of a fire lane and/or public street.
14. Additional fire lanes may be required based upon the layout of the site and size of the building(s) with regards to Fire Department access, mutual/cross access, special hazards or as designated by the Fire Marshal.
15. Fire lanes must meet the following criteria:
   a. Fire lanes with a width of 24 feet, require an inside turning radius of 25 feet and an outside radius of 50 feet.
   b. Fire lanes with a width of 26 feet, require an inside turning radius of 25 feet and an outside radius of 50 feet.
   c. Minimum clear vertical height clearance of 13 feet 6 inches.
   d. Support 75,000 pounds for vehicle weight.
   e. Cannot exceed 10 percent in grade change without approval of the Fire Chief.
   f. Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department vehicle access shall be provided with minimum approved fire apparatus access roads capable of accommodating fire department aerial apparatus.
i. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

ii. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm) in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.

iii. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

16. Dead end fire lanes in excess of 150 feet shall be provided with an approved turnaround.

17. Fire Lanes shall be shaded on the site plan with clearly indicated width, radii and construction details.

Fire Hydrants and Water Lines
18. When fire hydrants are required, they shall meet the criteria stipulated in the Fire Hydrants Section.

19. Existing fire hydrants shall be indicated on the plans.

20. Proposed new fire hydrants shall be indicated on the plans.

21. Location of valves.

22. Fire hydrant type and construction details. Fire hydrants are required to have 2 - 2½” connections and 1- 5” streamer connection.

23. Type and size of underground water lines serving the fire hydrants and other utility services.

24. Size and location of underground water lines service for the fire sprinkler system.

25. Location of Backflow Prevention

26. Required fire flow must be achieved in accordance with the International Fire Code, Appendix B.

27. Fire hydrants shall be so spaced such that all portions of the exterior of the building are within 500 feet as the hose lays.

28. Spacing between fire hydrants shall not exceed 500 feet. Spacing may be required to be reduced based upon the required fire flow and site conditions.

29. Distances between hydrants shall be measured along the route the fire hose is laid by a fire apparatus vehicle, not as the “crow flies”.

30. Proposed location of the Fire Department Connection (FDC). Note that the FDC is required to be along the fire lane and within 75 feet, as the hose lays, of a fire hydrant.

31. The Fire Department Connection is required to be located away from the building at a minimum distance of 1½ times the height of the building or not less than 40 feet, whichever is greater, or at an alternate location approved by the Fire Marshal.

32. A minimum of a 5 foot wide pathway shall be provided from the fire hydrant to the FDC. Parking/loading spaces are not considered a clear pathway.

33. See Fire Hydrants Section for additional information regarding location and spacing.

Additional Site Plan Requirements
34. Minimum 10 foot wide, clear and unobstructed path around the exterior of the building with a maximum 3 percent cross-slope. This is to include a path around AC units, large shrubs, large trees, gates or other construction or utilities unless otherwise approved by the Fire Marshal.

35. Building or facility size, in square feet, to be indicated on the site plan.

36. Building or facility construction type to be indicated on the site plan.

37. Building height to be indicated on the site plan.

38. Indicate if a fire sprinkler system will be installed.

39. When a building is equipped with an electric fire pump(s) for the fire sprinkler system, a secondary electrical feed system shall be installed to power the pump motor(s). An automatic switching or transfer system shall be installed and must be capable of automatically switching the fire pump electrical supply to the secondary feeders upon detection of loss of power from the primary pump electrical feeders.

40. Fire hydrants and fire lane access roadways shall be installed and maintained PRIOR TO VERTICAL CONSTRUCTION of any building or structure.
Fire Protection Systems

Site Plans are not reviewed, or approved, for fire protection system installation or underground fire service line installation.

41. Plans must be submitted for review and approval of any fire protection system prior to installation. 
   **NO EXCEPTION.**
42. A Texas Department of Insurance licensed underground fire line contractor must install the fire sprinkler underground main from the point the water line leaves the circulating water system (utility main) and is dedicated to fire protection use, to a point 5 feet inside the building and 1 ft. above the finish floor. A Texas Department of Insurance licensed fire sprinkler contractor must install the fire sprinkler aboveground piping system.
Section 2
Plan Review Process
Fire Protection Site Plan – Residential One and Two Family Units

This guide is intended as a resource for the civil construction plan submittal requirements for residential subdivisions.

Civil construction plans consist of the approved plat; roadways, fire lanes, water, sewer, drainage, and other utility plan drawings. Civil construction plans are reviewed to determine compliance with Fire Marshal requirements as they relate to site construction and layout, building size, fire lanes, fire department access, fire hydrants, and other issues as designated. These requirements can be found in the International Fire Code, as adopted and amended by City of Kerrville. In an effort to expedite the Fire Marshal’s civil plan review process, please ensure the following list of items are incorporated into the proposed civil construction plans.

General Comments
1. Ensure plat in the civil construction drawing set matches the plat approved by staff, P & Z or City Council.
2. Fire lanes shall be shaded on the site plan with clearly indicated radii and construction details.

Fire Access
3. If fire lanes are provided, they must meet the criteria stipulated in the Fire Lane Section.
4. Two points of emergency vehicle access shall be provided. The two points of access shall be a minimum of 140 feet apart. In lieu of providing a second point of access, if all homes located within the residential subdivision are provided with an approved NFPA 13D residential sprinkler system, consideration to only one access point will be given. A separate submittal and letter of intent is required. Contact the Fire Marshal’s Office for guidance on acceptance of this alternate method.
5. A temporary fire lane, if provided as a second point of emergency vehicle access, shall meet the following criteria:
   a. Clearly identified and marked as Fire Department Emergency Vehicle Access Only.
   b. Shall be provided with signage and striped in accordance with the International Fire Code and the City of Kerrville Fire Code Ordinance.
   c. Must be certified by a structural engineer to support a 75,000 lb. fire apparatus and/or meet City construction standards for a fire lane.
   d. Meet any other requirements as determined by the Fire Marshal.
   e. Construction and arrangement must be approved by the Fire Marshal prior to civil plan approval.
   f. A separate submittal and letter of intent is required.
   g. Upon completion of the subdivision, a permanent second point of access must be provided.
   h. Provide an all-weather driving surface.
   i. If curbs are to be either required or provided, they shall be mountable curbs and designed per City of Kerrville standards.
6. If fire lanes will constitute a second point of access, construction details must be included. This is to include temporary emergency access easements. See Fire Lane section for additional information.
7. All gated access points are required to be reviewed, approved and permitted by the Fire Marshal, under separate instrument. See Access Control Gates Section for information.
8. Dead-end streets cannot exceed 150 feet without an approved turnaround. Size, type and location of turnarounds are required to be approved by the Fire Marshal.
9. The maximum cul-de-sac length shall not exceed 600 feet in length as measured from the centerline of the intersection/street to the center point of the radius.
10. All cul-de-sacs shall have a minimum right-of-way width of 100 feet.

Fire Hydrants and Water Lines
11. Existing fire hydrants shall be indicated on the plans.
12. Proposed new fire hydrants shall be indicated on the plans.
13. Location of valves.
14. Fire hydrants are required to have (2) 2½” NST hose connections and (1) 5” NST steamer connection.
15. Type and size of underground water lines serving the fire hydrants, and other utility services.
16. A minimum required fire flow of 1000 gpm is required for one or two family homes less than 3600 square feet. All other shall comply with the *International Fire Code*, Appendix B.
17. Spacing between fire hydrants shall not exceed 500 feet. The spacing required may be increased or decreased due to the required fire flow requirements of the subdivision.
18. All homes shall be within 500 ft. of a fire hydrant.
19. Fire hydrants shall not be located in the bulb of a cul-de-sac.
20. Distances between hydrants shall be measured along the route the fire hose is laid by a fire apparatus vehicle, not as the “crow flies”.
21. See *Fire Hydrant Guidelines* for additional information regarding location and spacing.

**Fire Protection Systems**

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22. See *Fire Protection Systems Section* for further details.

**Additional Information**

23. Fire hydrants and fire lane access roadways shall be installed and maintained prior to vertical construction of any building or structure.
Section 3
Building Plan Review Process Index

This section facilitates application for permit, plan review and inspections. Included are the most frequently found questions, code problems, plans submittal requirements, policies for plan review and permitting and required inspections.

- Tenant Finish – Out and/or Building Alteration
- Building Construction
- Mid – Rise Building Construction
Building plans are reviewed to determine compliance with City Code requirements as they relate to building construction and layout, fire department access, protection in place, exiting and other issues as required. These requirements can be found in the *International Fire Code*, as adopted and amended by City of Kerrville. In an effort to expedite the Fire Marshal’s plan review process, please ensure the following list of items are incorporated into the building construction plans. Please note that not all of the below requirements pertain to all submittals or projects:

*It is recommended by the Fire Marshals Office that a pre-construction meeting is requested to discuss your project in detail.*

All submitted plans shall comply with the following:

1. Type of occupancy. (i.e. A – Assembly, B – Business, E – Educational, F – Factory, I – Institutional, M – Mercantile, S – Storage, etc.)
2. Indicate total square footage and/or square footage of each occupancy in multiple occupancy spaces.
3. Is the building to be provided with a fire sprinkler system, fire alarm system or other fire protection system?
4. An automatic system shall be installed throughout all buildings in accordance with the *International Fire Code*.
5. Type of construction (Type I, Type II, Type III, etc).
6. Documentation regarding the operation(s) of the proposed business. A complete diagram with regards to the storage configuration may be required. Based upon this information, additional requirements and building features may be required. Please review the *International Fire Code* 2006 for any features that may be applicable to your building. EXAMPLE: Storage over 12 ft. is considered high-piled and the requirements of Chapter 23 are applicable.
7. Number, type, size, separation, width and arrangement of exits. This is to include the corridor rating, travel distance, and common path of travel. An egress plan is typically requested which indicates the required exits, distance to the exit and total width and number provided.
8. Egress plan to indicate the required exits, path of travel, travel distance and floor fixtures.
9. Wall and ceiling finishes shall be in accordance with the *International Fire Code*, Table 806.3, for all corridors, rooms and enclosed spaces.
10. Indicate any types of special hazards. (i.e. medical gases, dust operations, spraying operations, etc.)
11. Occupancy separation walls shall be in accordance with the *International Building Code*.
12. Flammable or combustible liquids tank storage.
13. A minimum of one 2A-10BC fire extinguisher per 3000 sq. ft., with a maximum travel distance of 75 ft. Indicate the location and size of all fire extinguishers.
14. Address must be legible from the street or fire lane.
15. Address must be provided at gas and electric meters and/or disconnecting means.
16. Provide emergency lighting in accordance with the *International Fire Code*, Chapter 10 Section 1006.
17. Provide exit lights in accordance with the *International Fire Code*, Chapter 10 Section 1011.
18. Electrical and mechanical plans are included and reviewed for compliance with the above lighting requirements.
19. KNOX Box entry system may be required, with the box installed no higher than 5 feet above grade.
20. Provide an outside door to access the room where the sprinkler riser and fire alarm panel are to be located. *For an example; mechanical and electrical rooms.* Location must be approved by the Fire Marshal’s Office.
21. Storage of combustibles is not permitted within 18” clearance of the ceiling, for sprinkled occupancies and 24 inches for non-sprinkled occupancies.
22. All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key or any special knowledge or effort, or provided with approved panic hardware. Indicate the type of egress hardware on all exits.
23. Arrangement of interior walls and/or drop ceiling may interfere with the operation of the fire sprinkler system.
24. Provide information for any type of required special protection system(s) (i.e. ventilation, fire or smoke dampers, HVAC smoke detectors, fire alarm, fire sprinkler, kitchen hood, storage tank).
25. Complete listing of hazardous materials, if any, and storage and location information.
26. See Mid-Rise Building Construction Section if residential occupancy that is three or more stories in height but is not classified as a high-rise.

Hazardous Materials
27. Please see our Hazardous Materials Submittal Section for additional information regarding required plans submittal requirements. All occupancies containing hazardous materials regulated by International Fire Code, Chapter 27 are required to have a permit. The permit shall be valid for one year and will be required to be renewed annually.
28. Building construction and fire protection features shall comply with the applicable requirements of the International Fire Code, Chapter 27.

High-Piled Storage
29. High-piled storage is defined as the storage of combustible materials in closely packed piles of combustible materials on pallets, in racks or on shelves where the top of storage is greater than 12 feet in height;
30. Please see our High-Piled Storage Submittal Section for additional information regarding required building features, fire protection and plan submittal requirements. All occupancies containing high-piled storage regulated by Chapter 23 of the International Fire Code shall be required to have a permit. The permit shall be valid for one year and will be required to be renewed annually.
31. Building construction and fire protection features shall comply with the applicable requirements of the International Fire Code, NFPA Standards and the International Building Code.
32. A rack storage plan is required prior to fire sprinkler plan approval.

The following items are listed to aid the applicant in the requirements not included in the building plan review. This is intended as a partial list only, and is not all-inclusive. If the modification/installation of a fire protection system is required, the Fire Marshal Building Plan Review shall indicate the type(s) of fire protection system(s) required.

Fire Protection & Access Systems
33. A Texas Department of Insurance licensed fire alarm contractor must install the Fire Alarm System. Plans must be submitted to the Fire Marshal for review and approval.
34. A Texas Department of Insurance licensed fire sprinkler contractor must install the overhead Fire Sprinkler System. Plans must be submitted to the Fire Marshal for review and approval.
35. A Texas Department of Insurance licensed fire sprinkler contractor must install the underground Fire Sprinkler System. Plans must be submitted to the Fire Marshal for review and approval.
36. A Texas Department of Insurance licensed fire extinguisher contractor must install the Kitchen Hood/Paint Spray Booth extinguishing system. Plans must be submitted to the Fire Marshal for review and approval.
37. A Texas Department of Insurance licensed aboveground/underground storage tank contractor must install the aboveground/underground storage tank system. Plans must be submitted to the Fire Marshal for review and approval.
38. All access controlled egress doors shall meet the requirements of IFC 1003.3.1.3.4, “Access - Controlled Egress Doors”. Access control doors are required to be reviewed, approved and permitted by the Fire Marshal.

Addressing
1. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).
   a. All address numbers are assigned by:
      Kerr Emergency 9-1-1 Network
      819 Water St., Suite 270
      Kerrville, Texas 78028
      Phone: (830)792-5911
      Monday - Friday 8am - 6pm
2. Address numbers/lease space numbers must be provided at gas and electric meters and/or disconnecting means

**Additional Permits Needed**

39. See the following sections for additional permitting requirements if such systems are proposed with your building or structure:
   a. Section 4, Fire Protection Systems
   b. Section 5, Additional Required Permits
Section 3
Mid–Rise Building Construction Policy

The following policy is intended to support existing standards to insure fire and life safety for occupants of “mid–rise” residential occupancies. This includes three or more in height, but not classified as a “high–rise”. Mid–rise building plans are reviewed to determine compliance with Fire Marshal requirements as they relate to building construction and layout, fire department access, protection in place, exiting, and other issues designated. These requirements can be found in the International Fire Code, as adopted and amended by the City of Kerrville. In an effort to expedite the Fire Marshal’s plan review process, please ensure the following list items are incorporated into the building construction plans.

It is recommended by the Fire Marshal’s Office that a pre-construction meeting be requested to discuss your project in detail. Since these structures vary in design and present unique fire and life safety concerns, additional requirements may be requested by the Fire Marshal.

1. All residential portions of the building shall be fully protected with an automatic fire sprinkler system. NFPA 13R systems may be used in these residential areas, but sprinkler protection shall be provided for common corridors, balconies, attic spaces (roof attic only), bathrooms, closets exceeding 6 square feet, and closets with a minimum dimension exceeding 18 inches. NFPA 13 systems shall be provided for retail areas and parking structures.

2. A standpipe system (designed in accordance with NFPA and the International Fire Code) shall be installed in every stairwell. The standpipe system shall be interconnected to the automatic fire sprinkler system and have a designated FDC (fire department connection) for the standpipe system.

3. Automatic fire alarm systems shall be analog intelligent addressable fire detection systems designed in accordance with NFPA and the International Fire Code.

4. Each residential unit shall be equipped with fire alarm horns (mini-horns) to provide the adequate decibel level in accordance with NFPA 72.

5. At least one elevator car shall be of such a size and arrangement to accommodate a 24-inch by 84 inch ambulance stretcher in the horizontal, open position, along with two medical attendants or as in accordance with the International Building Code.

6. Gated access is required to be reviewed and approved by the Fire Marshal. See access Control Gates section.

Additional Permits Needed

7. See the following sections for additional permitting requirements if such systems are proposed with your building or structure:
   a. Section 4, Fire Protection Systems
   b. Section 5, Additional Required Permits
Section 4
Fire Protection Systems Index

This section facilitates application for permit, plan review and inspections. Included are the most frequently found questions; code problems; plans submittal requirements; policies for plan review and permitting; and required inspections.

All submittals require the completion of a Plan Review Submittal Application. Plans will not be accepted without a completed application. No Exceptions.

- Fire Sprinkler Underground
- Fire Sprinkler Aboveground (New System)
- Fire Department Connection (FDC)
- Fire Pump
- Standpipe
- Fire Sprinkler Aboveground (Modification and/or Alteration)
- Fire Alarm
- Fire Alarm and Sprinkler Monitoring
- Fire Alarm Systems, Tenant Finish-Out/Building Alteration
- Elevator Recall and Shunt Trip
- Commercial Kitchen Fire Suppression Systems
Section 4
Fire Sprinkler Underground Submittal

These guidelines are to be followed when a business, facility or organization proposes to install an underground water supply serving an automatic fire sprinkler system, within the City of Kerrville. **These guidelines are not to be interpreted as containing all data required for proper design, installation or approval.**

All fire sprinkler system underground piping for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code*, as adopted by the City of Kerrville, NFPA 24, *City of Kerrville Standard Specifications* and pertinent state and federal laws.

*This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.*

General Plan Requirements

1. All underground lines shall begin at the point of connection to the underground circulating public/private water main. A valve shall be provided at the point of connection such that the fire sprinkler underground service line can be isolated from public/private water distribution system.
2. Underground piping shall have a 10 foot minimum separation from all other utilities and placed in a separate trench. Underground piping within 5 feet of the building may be combined with other utilities for entrance into the building.
3. All underground lines shall terminate at the top of the spigot piece no more than 5 ft. inside the building.
4. All ductile iron, retaining rods, and other non-plastic components shall be externally coated for corrosion and poly-wrapped.
5. A Plan Review Application must accompany all submittals. Submittals will not be approved without an application.
6. All underground piping shall be a minimum of DR14 200 PSI rated pipe or greater.
7. Fire Department connections (FDC) shall be a separate and independent service main from the underground water line.
8. A single point for FDC’s shall be provided for buildings with multiple risers.
9. Systems must be designed with a 10 psi safety factor margin with a 20 psi residual on all city mains.
10. The installation street address must be provided for each separate underground line being permitted and installed.
11. The designer and company of record are responsible for the entire system to be installed.
12. Civil construction drawings approved by the City of Kerrville Engineering Department shall not constitute approval of the underground line(s).
13. No equipment or piping shall be installed PRIOR TO approval of plans and issuance of permit(s).

Submittal Requirements

1. A completed Kerrville Fire Marshal’s “Fire Protection Plan Review Permit Application”
2. Copy of Contractors Texas Department of Insurance License
3. Copy of Contractor’s Liability Insurance with the City of Kerrville as the certificate holder.
4. An Underground or General RME (“WET”) signature and stamp is required on all plan drawings.
5. Provide a minimum of two (2) sets of plans and specifications. One set of plans and specifications is to be in PDF Format, the second in paper form.
6. Plans shall include:
   a. Project name.
   b. Project address.
   c. Installing contractor’s company name
   d. Installing contractor’s complete address
   e. A scaled copy of the approved Site Plan that indicates the location of all fire hydrants and fire lanes servicing the building or site. The size and type of building shall be clearly indicated on the plan.
   f. Size and location of all water supplies and/or water lines servicing the building or site.
g. Flow test data, provided by the Kerrville Fire Marshal and witnessed by a representative shall be shown on the plans.
h. Size and type of all piping identified on the plans.
i. Occupancy classification.
j. Construction type.
k. Location of all valves.
l. Location and size of all thrust blocks.
m. Thrust block details.
n. Detail of the spigot piece and/or in-building riser turn.
o. Embedment detail. See Figure 1.
p. Embedment material shall be No. 4 crushed stone.
q. Depth of bury. Minimum is 36 inches/3 feet, measured from top of pipe to grade.
r. Pit/vault/valve arrangement (if provided with a pit/vault).
s. Type of fittings/joints, methods of connection and rod size.
t. Location and type of Fire Department Connection (FDC).
u. Manufacturer’s data sheets for all components used in the project including manufacturer’s parameters and listing organizations approval.
v. Location and type of backflow prevention.
w. Provide information on the transition stability of different types of piping (e.g. transition from PVC to ductile iron, retainer glands).

General Requirements

7. Plans approved by the Kerrville Fire Marshal’s Office give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes, ordinances, standards and state and federal laws relating to the construction project.

8. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.

9. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.

10. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

11. Faxed or e-mailed submittals will not be accepted unless authorized in advance by the Fire Marshal.

12. Submittals that do not conform to the minimum above requirements will not be approved.

IMPORTANT INSPECTION INFORMATION

13. All underground piping shall be installed with the manufacturer’s label facing up, visible from above the trench.

14. Visual inspection of the installation shall be performed PRIOR TO cover. If the piping and joints are covered prior to inspection, or the pipe label is not visible, you will be required to uncover the piping for inspection, regardless of cover. NO EXCEPTIONS.

15. Both the underground fire mains, FDCs and aboveground fire sprinkler system(s) piping must be flushed in accordance with the requirements of NFPA 13 and NFPA 24. Flushing of the systems must be witnessed and approved by the Fire Inspector PRIOR TO connecting (“stacking”) any underground fire main or FDC system to any aboveground piping riser.

16. Hydrostatic test and flush of the fire sprinkler underground lines shall be required at the same time the visual inspection is performed. NO EXCEPTIONS. The piping will be allowed to be center loaded to prevent pipe movement.

17. All underground fire mains connected to any City water utility line must be disinfected and pass bacteriological testing in conformance with City of Kerrville Standard Specifications Section 821.03 (See “Disinfection of Potable Water Lines” under following Standard Details).

Standard Details

18. See attached pages for standard detail sets.

19. All standard details can be provided in PDF file format for incorporation into you submittal drawings.

City of Kerrville Standard Specifications
Section 821.03 \textit{Disinfection of Potable Water Lines}: the Contractor shall protect all piping materials from contamination during storage, handling and installation. Prior to disinfection, the pipeline interior shall be clean, dry and unobstructed. All openings in the pipeline shall be closed with watertight plugs when pipe laying is stopped at the close of the day’s work.

Water for the Work shall be metered and furnished by the Contractor. However, fees for water usage will be waived on Capital Improvement Projects.

The Contractor, at his expense, will supply the test gauges and the Sodium hypochlorite conforming to ANSI/AWWA B300, which contains approximately 5 percent to fifteen percent available chlorine. Calcium Hypochlorite conforming to AWSI/AWWA B300, which contains approximately 65 percent available chlorine by weight, may be used in granular form or in 5g tablets for 16” diameter or smaller lines.

During construction, granules or tablets shall be placed in the pipe for disinfection. Water mains and appurtenances must be completely installed, flushed, disinfected, and satisfactory bacteriological sample results received prior to permanent connections being made to the active distribution system.

A. Procedure and Dosage: Connection to the existing system will be allowed with a valve arranged to prevent the strong disinfecting dosage from flowing back into the existing water supply piping. The valve shall be kept closed. No other connection shall be made until the disinfection of the new line is complete and the water samples have met the established criteria. The valve shall remain closed at all times. The new pipeline shall not be filled by opening the valve to the existing system. The new pipeline shall be filled completely by using an existing service or by installing a new service. Regardless of the method used, a backflow prevention device shall be installed. Every part of the line shall contain a minimum concentration of 500 ppm available chlorine.

The disinfecting solution shall be retained in the piping for at least 24 hours and all valves, hydrants, services, stubs, etc. shall be operated so as to disinfect all their parts. After this retention period, the water shall contain no less than 25 parts per million chlorine throughout the treated section of the pipeline.

The heavily chlorinated water shall then be carefully flushed from the potable water line until the chlorine concentration is no higher than the residual generally prevailing in the existing distribution system or approximately one part per million. Proper planning and appropriate preparations in handling, diluting, if necessary, and disposing of this strong chlorine solution is necessary to insure there is no injury or damage to the public, the water system or the environment. Additionally, an authorized representative of the City must witness the flushing.

Approval for discharge of the diluted chlorine water or heavily chlorinated water into the wastewater system must be obtained from the Water and Wastewater Utility Department. The line flushing operations shall be regulated by the Contractor so as not to overload the wastewater system or cause damage to the odor feed systems at the lift stations.

B. Bacteriological Testing: After final flushing of the strong disinfecting solution, water samples from the line will be tested for bacteriological quality by the city and must be found free of coliform organisms before the pipeline may be placed in service. One test sample will be drawn from the end of the main and additional samples will be collected at intervals of not more than 1000 feet along the pipeline. All stubs shall be tested before connections are made to existing systems.

The Contractor, at its expense, shall install sufficient sampling taps at proper locations along the pipeline. Each sampling tap shall consist of a standard corporation cock installed in the line and extended with a copper tubing gooseneck assembly. After samples have been collected, the gooseneck assembly may be removed and retained for future use.

Samples for bacteriological analysis will only be collected from suitable sampling taps in sterile bottles treated with sodium thiosulfate. Samples shall not be drawn from hoses, fire hydrants or unregulated sources. The City, at its expense, will furnish the sterile sample bottles and collect the test samples. Testing fees will be paid by the Contractor at the time of sampling.
If the initial disinfection fails to produce acceptable sample test results, the disinfection procedure shall be repeated. Before the piping may be placed in service, satisfactory test results must be obtained.

An acceptable test sample is one which: (1) the chlorine level is similar to the level of the existing distribution system; (2) There is no free chlorine and (3) the total coliform count is zero. An invalid sample is one, which has excessive free chlorine, silt or non-coliform growth. If invalid sample results are obtained from any pipe, the Contractor may, with the concurrence of the Inspector, flush the line and then collect a second series of test samples for testing by the City. After this flushing sequence is completed, any pipe with one or more failed samples must be disinfected again in accordance with the approved disinfecting procedure followed by appropriate sampling and testing of the water.

The City of Kerrville Laboratory will notify the assigned City of Kerrville Inspector in writing of all test results. The inspector will subsequently notify the Contractor of all test results. The Laboratory will not release test results directly to the Contractor.
EMBEDMENT DETAIL & BACKFILL

N.T.S.

P.V.C. PIPE C-900
CLASS 200 DR 14
OR DUCTILE IRON

#4 Crushed Limestone
6" MIN.

6" MIN.

6" MIN.

4' 0" MIN.

6" LIFTS

FINISHED GRADE

TRENCH WIDTH
Note: Set Face of Flange Spigot a Min. of 0'-6" to Max. of 1'-0" A.F.F., and Center a Min. of 1'-6" to a Max. of 5'-0" Inside Finish Wall.
Standard Details
Thrust Block Details
Figure 4

Typical Thrust Block Detail
### Table A.10.8.2(a) Thrust at Fittings at 100 psi (6.9 bar) Water Pressure for Ductile Iron and PVC Pipe

<table>
<thead>
<tr>
<th>Nominal Pipe Diameter (in.)</th>
<th>Total Pounds</th>
<th>90 Degree Bend</th>
<th>45 Degree Bend</th>
<th>22 1/2 Degree Bend</th>
<th>11 1/4 Degree Bend</th>
<th>5 1/8 Degree Bend</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Dead End</td>
<td>90 Degree Bend</td>
<td>45 Degree Bend</td>
<td>22 1/2 Degree Bend</td>
<td>11 1/4 Degree Bend</td>
<td>5 1/8 Degree Bend</td>
</tr>
<tr>
<td>4</td>
<td>1,810</td>
<td>2,559</td>
<td>1,385</td>
<td>706</td>
<td>355</td>
<td>162</td>
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<tr>
<td>6</td>
<td>3,739</td>
<td>5,288</td>
<td>2,862</td>
<td>1,459</td>
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<td>19,353</td>
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</tbody>
</table>

Notes: (1) For SI units, 1 lb = 0.454 kg. (2) To determine thrust at pressure other than 100 psi (6.9 bar), multiply the thrust obtained in the table by the ratio of the

### Table A.10.8.2(b) Horizontal Bearing Strengths

<table>
<thead>
<tr>
<th>Soil</th>
<th>Bearing Strength ($S_b$)</th>
<th>$\text{lb/ft}^2$</th>
<th>$\text{kN/m}^2$</th>
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</thead>
<tbody>
<tr>
<td>Muck</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Soft clay</td>
<td></td>
<td>1000</td>
<td>47.9</td>
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<tr>
<td>Silt</td>
<td></td>
<td>1500</td>
<td>71.8</td>
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<tr>
<td>Sandy silt</td>
<td></td>
<td>3000</td>
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<td>Sand</td>
<td></td>
<td>4000</td>
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<td>Sand clay</td>
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<td>6000</td>
<td>287.3</td>
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<tr>
<td>Hard clay</td>
<td></td>
<td>9000</td>
<td>430.9</td>
</tr>
</tbody>
</table>

Note: Although the bearing strength values in this table have been used successfully in the design of thrust blocks and is considered to be conservative, their accuracy is totally dependent on accurate soil identification and evaluation. The ultimate responsibility for selecting the proper bearing strength of a particular soil type must rest with the design engineer.
FIGURE A.10.8.2 (a) Thrust Forces Acting on a Bend.

\[ T_x = P \Delta (1 - \cos \theta) \]
\[ T_y = P \Delta \sin \theta \]
\[ T = 2P \Delta \sin \frac{\theta}{2} \]

\[ \Delta = \left( 90 - \frac{\theta}{2} \right) \]

- \( T \): Thrust force resulting from change in direction of flow (lbf)
- \( T_x \): Component of the thrust force acting parallel to the original direction of flow (lbf)
- \( T_y \): Component of the thrust force acting perpendicular to the original direction of flow (lbf)
- \( P \): Water pressure (psi)
- \( A \): Cross-sectional area of the pipe based on outside diameter (in.²)
- \( V \): Velocity in direction of flow

\( D' \): Outside diameter of pipe (ft)
FIGURE A.10.8.2 (b) Bearing Thrust Block.

$T$ = thrust force resulting from the change in direction of flow
$S_B$ = horizontal bearing strength of the soil
$h$ = block height
$H_B$ = total depth to bottom of block

FIGURE A.10.8.2(c) Gravity Thrust Block.

$T$ = thrust force resulting from the change of direction of flow
$T_x$ = horizontal component of the thrust force
$T_y$ = vertical component of the thrust force
$S_B$ = horizontal bearing strength of the soil
FIGURE A.10.8.3 Typical Connection to a Fire Protection System Riser Illustrating Restrained Joints.
Section 4
New Fire Sprinkler Aboveground System Plan Submittal Requirements

These guidelines are to be followed when a business, facility or organization proposes to install an automatic fire sprinkler system within the City of Kerrville. **These guidelines are not to be interpreted as containing all data required for proper design, installation or approval.**

All automatic sprinkler systems for the purpose of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code*, as adopted and amended by the City of Kerrville and NFPA 13.

*This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.*

Performance and Installation Requirements

1. Unless specifically allowed by the *International Fire Code* or the *International Building Code*, residential sprinkler systems installed in accordance with NFPA 13D or NFPA 13R shall not be recognized for the purposes of exceptions or reductions, commonly referred to as “trade-offs”, permitted by other requirements of this code. In addition, residential sprinkler systems installed in accordance with NFPA 13R, must include attic sprinkler protection to be recognized for the purposes of such trade-offs permitted by other requirements of this code.

2. When determining the requirement for sprinkler protection, the total area under any roof overhangs, canopies, projections, or other permanent vertical structures, beyond that of the building footprint, is included in the total area determination. **EXAMPLE:** A proposed building area is 5,800 sq. ft. Multiple canopies are indicated to cover the entrances. The total square footage of the canopies is 300 sq. ft. The total building area is calculated as: 5,800 sq. ft. + 300 sq. ft. = 6,100 sq. ft. Therefore this building would require an automatic sprinkler system.

3. Automatic sprinkler systems shall be designed with a minimum 10 PSI safety factor with a 20 psi residual on City water mains.

4. Automatic Sprinkler System Room Access. Sprinkler system risers providing protection for buildings with multiple tenant spaces must be located in a ground floor room directly accessible from the exterior. The door must be labeled as the fire riser room.

5. Sprinkler systems for all strip retail centers, multiple tenant buildings, speculative warehouses, or any other multiple tenant building, regardless of ceiling height, shall be designed to provide a minimum of Ordinary Hazard Group 2.

6. All valves controlling the water supply for automatic sprinkler systems and water-flow switches on all sprinkler systems and standpipe systems, with the exception of fire department hose connections, shall be electrically supervised. (IFC 903.4 & 905.9)

7. Approved, supervised, indicating control valves shall be provided at the point of connection to the riser on each floor in high-rise buildings.

8. An approved, audible/visual device shall be connected to every automatic sprinkler system. (IFC 903.4.2)

9. An approved, weatherproof, audible/visual device shall be provided on the exterior of the building in an approved location. This device shall be a minimum of 75 candela. (IFC 903.4.2)

10. The time delay feature on the flow switch switches must be set to a delay of 90 seconds or less.

11. Sprinkler and standpipe system water-flow detectors shall be provided for each floor tap to the sprinkler system and shall cause an alarm upon detection of water flow for no more than 90 seconds.

12. The Fire Department Connection (FDC) must be within 75 ft of a fire hydrant.

13. The FDC must be at a remote location to the building adjacent to the fire lane, unless otherwise approved by the Fire Marshal's Office. **(See Fire Department Connections Section)**

14. The FDC shall be clear and unobstructed with a minimum of a 5 foot clear all weather path from fire lane access and no higher than 48 in. above grade.

15. Riser rooms shall be permanently heated, and such heating appliances shall be hard-wired to the building electrical distribution system. Heating devices shall not be provided with an on/off switch.

16. All inspectors’ test, ball-drips, and main-drains shall be piped directly to the outside of the building.
17. Dry-system air compressors shall be hard wired.
18. Pre-action system solenoids shall be wired for alarm activation upon AC current loss.
19. **Do not stack the riser until the underground hydrostatic test, visual and flushing has been completed.**

**Self-Service Storage Facility**
20. An automatic sprinkler system shall be installed throughout all self-service storage facilities.
21. Permanent marking on the storage room walls shall be provided to designate the maximum stacking height of items stored within the compartment. The maximum stacking height shall be no closer than 18 inches below any fire sprinkler head.

**Standpipes**
22. Standpipe systems shall be installed in accordance with this section and *NFPA 14*. Manual dry standpipe systems shall be supervised with a minimum of 10 PSI and a maximum of 40 PSI air pressure with a high/low alarm.
23. In addition to the requirements of *IFC* Section 905.4, Class I standpipes shall also be required on all occupancies in which the distance from accessible points for the Fire Department ingress to any point in the structure exceeds two hundred fifty feet (250’) along the route that a fire hose laid as measured from the fire lane. When required by this Code, standpipe connections shall be placed adjacent to all required exits to the structure and at two hundred (200’) intervals along major corridors thereafter.
24. A fire pump shall be installed to provide for the necessary standpipe water supply for any building in which standpipes are required by the Fire Code or Fire Marshal.
25. In addition to the required standpipe calculation, an additional FDC calculation shall be provide to indicate the standpipes can be fed solely by the FDC. An inlet flow and pressure of 1500 GPM and 150 PSI shall be used.
26. Hose valves shall be 2½-inch outlet with a KNOX locking cap installed.

To facilitate the plan review and inspection processes, please refer to the information listed below. At a minimum, the submittal shall conform to the requirements of *NFPA 13*, Chapter 14, Plans and Calculations.

**Where Required**
27. Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in this section. *Exception*: Spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated electrical power distribution equipment, batteries and standby engines, provided those spaces or areas are equipped throughout with an automatic fire alarm system and are separated from the remainder of the building by fire barriers consisting of not less than 1-hour fire-resistance-rated walls and 2-hour fire-resistance-rated floor/ceiling assemblies.
28. Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies where one of the following conditions exists:
   a. The fire area exceeds 12,000 square feet (1115 m²);
   b. The fire area has an occupant load of 300 or more;
   c. The fire area is located on a floor other than the level of exit discharge; or
   d. The fire area contains a multi-theater complex.
29. Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies where one of the following conditions exists:
   a. The fire area exceeds 5,000 square feet;
   b. The fire area has an occupancy load of 100 or more;
   c. The fire area is located on a floor other than the level of exit discharge.
30. Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:
   a. The fire area exceeds 12,000 square feet (1115 m²);
   b. The fire area has an occupant load of 300 or more; or
   c. The fire area is located on a floor other than the level of exit discharge.
   d. *Exception*: Areas used exclusively as participant sports areas where the main floor area is located at the same level as the level of exit discharge of the main entrance and exit.
31. Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies where one of the following conditions exists:
   a. The fire area exceeds 12,000 square feet (1115 m²);
b. The fire area has an occupant load of 300 or more; or
c. The fire area is located on a floor other than the level of exit discharge.
d. Exception: Areas used exclusively as participant sports areas where the main floor area is located at the same level as the level of exit discharge of the main entrance and exit.

32. Group A-5. An automatic sprinkler system shall be provided for Group A-5 occupancies in the following areas: concession stands, retail areas, press boxes, and other accessory use areas in excess of 1,000 square feet (93 m²).

33. Group E. An automatic sprinkler system shall be provided for Group E occupancies as follows:
   a. Throughout all Group E fire areas greater than 20,000 square feet (1858 m²) in area.
   b. Throughout every portion of educational buildings below the level of exit discharge.
   c. Exception: An automatic sprinkler system is not required in any fire area or area below the level of exit discharge where every classroom throughout the building has at least one exterior exit door at ground level.

34. Group F-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy where one of the following conditions exists:
   a. Where a Group F-1 fire area exceeds 12,000 square feet (1115 m²);
   b. Where a Group F-1 fire area is located more than three stories above grade plane; or
   c. Where the combined area of all Group F-1 fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m²).
   d. An automatic sprinkler system shall be provided throughout all Group F-1 occupancy fire areas that contain woodworking operations in excess of 2,500 square feet in area (232 m²) which generate finely divided combustible waste or which use finely divided combustible materials.

35. Woodworking Operations. An automatic fire sprinkler system shall be provided throughout all Group F-1 occupancy areas that contain woodworking operations in excess of 2,500 square feet in area which generate finely divided combustible waste or which use finely divided combustible materials.

36. Group H. Automatic sprinkler systems shall be provided in high-hazard occupancies as required in IFC 2006 Sections 903.2.4.1 through 903.2.4.3. An automatic sprinkler system shall be installed in Group H occupancies.

37. Group H-5 occupancies. An automatic sprinkler system shall be installed throughout buildings containing Group H-5 occupancies. The design of the sprinkler system shall not be less than that required under the International Building Code for the occupancy hazard classifications in accordance with IFC 2006 Table 903.2.4.2.

38. Pyroxylin plastics. An automatic sprinkler system shall be provided in buildings, or portions thereof, where cellulose nitrate film or pyroxylin plastics are manufactured, stored or handled in quantities exceeding 100 pounds (45 kg).

39. Group I. An automatic sprinkler system shall be provided throughout buildings with a Group I fire area. Exception: An automatic sprinkler system installed in accordance with IFC, Section 903.3.1.2 or 903.3.1.3 shall be allowed in Group I-1 facilities.

40. Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy where one of the following conditions exists:
   a. Where a Group M fire area exceeds 12,000 square feet (1115 m²);
   b. Where a Group M fire area is located more than three stories above grade plane; or
   c. Where the combined area of all Group M fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m²).

41. High-piled storage. An automatic sprinkler system shall be provided as required in IFC 2006 Chapter 23 in all buildings of Group M where storage of merchandise is in high-piled or rack storage arrays.

42. Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 occupancy where one of the following conditions exists:
   a. A Group S-1 fire area exceeds 12,000 square feet (1115 m²);
   b. A Group S-1 fire area is located more than three stories above grade plane; or
   c. The combined area of all Group S-1 fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m²).

43. Repair garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with the International Fire Code, as follows:
   a. Buildings two or more stories in height, including basements, with a fire area containing a repair garage exceeding 10,000 square feet (929 m²).
   b. One-story buildings with a fire area containing a repair garage exceeding 12,000 square feet (1115 m²).
44. Bulk storage of tires. Buildings and structures where the area for the storage of tires exceeds 20,000 cubic feet (566 m³) shall be equipped throughout with an automatic sprinkler system in accordance with IFC 2006 Section 903.3.1.1.

45. Group S-2. An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages in accordance with IFC 2006 Section 406.4 of the International Building Code or where located beneath other groups. Exception: Enclosed parking garages located beneath Group R-3 occupancies.

46. Commercial parking garages. An automatic sprinkler system shall be provided throughout buildings used for storage of commercial trucks or buses where the fire area exceeds 5,000 square feet (464 m²).

47. Windowless stories in all occupancies. An automatic sprinkler system shall be installed in the locations set forth in IFC, Sections 903.2.10.1 through 903.2.10.1.3. Exception: Group R-3 and Group U.

48. Stories and basements without openings. An automatic sprinkler system shall be installed in every story or basement of all buildings where the floor area exceeds 1,500 square feet (139.4 m²) and where there is not provided at least one of the following types of exterior wall openings:
   1. Openings below grade that lead directly to ground level by an exterior stairway complying with Section 1009 or an outside ramp complying with IFC, Section 1010. Openings shall be located in each 50 linear feet (15 240 mm), or fraction thereof, of exterior wall in the story on at least one side.
   2. Openings entirely above the adjoining ground level totaling at least 20 square feet (1.86 m²) in each 50 linear feet (15 240 mm), or fraction thereof, of exterior wall in the story on at least one side.
      a. Opening dimensions and access. Openings shall have a minimum dimension of not less than 30 inches (762 mm). Such openings shall be accessible to the fire department from the exterior and shall not be obstructed in a manner that fire fighting or rescue cannot be accomplished from the exterior.
      b. Openings on one side only. Where openings in a story are provided on only one side and the opposite wall of such story is more than 75 feet (22 860 mm) from such openings, the story shall be equipped throughout with an approved automatic sprinkler system or openings as specified above shall be provided on at least two sides of the story.
      c. Basements. Where any portion of a basement is located more than 75 feet (22 860 mm) from openings required by IFC, Section 903.2.10.1, the basement shall be equipped throughout with an approved automatic sprinkler system.

49. Rubbish and linen chutes. An automatic sprinkler system shall be installed at the top of rubbish and linen chutes and in their terminal rooms. Chutes extending through three or more floors shall have additional sprinkler heads installed within such chutes at alternate floors. Chute sprinklers shall be accessible for servicing.

50. Buildings 55 feet or more in height. An automatic sprinkler system shall be installed throughout buildings with a floor level having an occupant load of 30 or more that is located 55 feet (16 764 mm) or more above the lowest level of fire department vehicle access. Exceptions:
   1. Airport control towers.
   2. Open parking structures.
   3. Occupancies in Group F-2.

51. Other hazards. Automatic sprinkler protection shall be provided for the hazards indicated in IFC, Sections 903.2.12.1 and 903.2.12.2.

52. Ducts conveying hazardous exhausts. Where required by the International Mechanical Code, automatic sprinklers shall be provided in ducts conveying hazardous exhaust, flammable or combustible materials. Exception: Ducts where the largest cross-sectional diameter of the duct is less than 10 inches (254 mm).

53. Commercial cooking operations. An automatic sprinkler system shall be installed in a commercial kitchen exhaust hood and duct system where an automatic sprinkler system is used to comply with IFC 2006 Section 904.

54. Other required suppression systems. In addition to the requirements of IFC, Section 903.2, the provisions indicated in IFC, Table 903.2.13 also require the installation of a suppression system for certain buildings and areas.

Submittal Requirements

55. Faxed plans submittals will not be accepted.

56. A “Wet” RME signature and stamp, is required on all plan drawings and calculations.
57. Copy of Contractors Texas Department of Insurance License and Liability Insurance with the city of Kerrville as the certificate holder.

58. Plans shall be clear and legible and all sheets shall be in a common and appropriate scale.

59. A minimum of two (2) sets of plans shall be submitted. One set of plans and details to be in PDF Format and the second set on paper to be reviewed. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review. The following information shall be provided on the plans:
   a. Authority Having Jurisdiction (City of Kerrville)
   b. Scale.
   c. Floor plan.
   d. Square footage.
   e. Location of doors.
   f. Intended use of each room is identified.
   g. North arrow provided.
   h. Location of the Fire Department Connection (FDC).
   i. Occupancy classification.
   j. Scope of Work.
   k. Site plan to include the all fire hydrants, fire lanes, fire department connections and the fire service lead-in.
   l. Equipment List.
   m. Hydraulic calculations for each design area.
   n. A minimum of one (1) set of data specifications sheets for all equipment shall be provided.
   o. Specific materials in the specification booklet are to be identified by an arrow or highlighter.
   p. A complete full-height cross section of the building.
   q. Area of coverage of each sprinkler head.
   r. Total area protected by each system.
   s. Capacity of the dry system or antifreeze system.
   t. Hydraulic node symbols and schedule.
   u. Indicate all Riser Nipples (RN) or Drop Nipples (DN).
   v. Elevations of sprinkler lines and node points.
   w. Hanger details.
   x. Hanger locations.
   y. Sprinkler riser diagram.
   z. Inspectors test connection detail.
   aa. Auxiliary drain details.
   bb. Size and location of standpipe hose stations, if applicable.
   cc. Description of the design area.
   dd. Design density of each design area.
   ee. Clearly indicate each remote area.
   ff. Provide graphic representation of the waterflow analysis.
   gg. Provide the water supply test information.
   hh. Provide notes to indicate the following;
      ii. Design code.
      jj. Responsible party with regards to freeze protection. If to be provided by others, indicate and provide drawings to indicate the heaters with your submittal.

60. The title block shall contain the following;
   a. Location of the installation.
   b. Name and complete address of the business.
   c. Name and complete address of the installing company.
   d. Licensing information.
   e. Date.
   f. Drawn by.

61. A legend shall be provided to include
62. Symbol, sprinkler description, manufacturer, model number, and quantity for each device. Pipe and fittings type.

General Requirements
63. Each submittal shall have a completed Fire Protection Plan Review / Permit Application
64. Plans approved by the Fire Marshal’s Office give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
65. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
66. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
67. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

High-Piled Rack Storage
68. For any building with a clear height exceeding 12 feet (4572 mm), see IFC, Chapter 23 to determine if those provisions apply.
69. For any building with a clear height in excess of 12 feet, the sprinkler system shall be designed to the maximum allowable storage height for Class IV commodities.
70. A rack storage plan is required prior to fire sprinkler plan approval for any building in which high-piled storage will take place.

Backflow Prevention
71. All fire sprinkler systems are required to be provided with an approved method of backflow prevention.
72. Double Detector Check/Backflow Preventer is required on all systems. Installation is preferred inside the building.
73. The City of Kerrville Building Department shall determine the final location of the backflow assembly. As a general rule, if the fire service lead-in is less than 100 ft. in total length, then the assembly may be located within the riser room. If the fire service lead-in is over 100 ft in total length, then the assembly must be located in a vault adjacent to the tap, preferable in an easement. Contact the Engineering Department for requirements pertaining to backflow protection.
74. A reduced pressure zone (RPZ) backflow prevention device is required on antifreeze systems.
75. Assemblies shall be listed for fire protection use.
76. Assemblies must be capable of being electronically monitored.
77. Assemblies must be provided with a bypass valve.

Inspection Requirements
78. Do not stack the riser until the underground hydrostatic test, visual and flushing has been completed.
79. Visual: All aboveground piping and joints must be uncovered and exposed, with labeling of the pipe legible from the floor. All hangers will be visually inspected and must be uncovered and exposed to the floor. Failure to comply with this requirement can result in a failure of the system and covering material will have to be removed prior to an additional examination.
80. Aboveground Hydrostatic Test: Aboveground piping will be visually inspected with all joints exposed and labeling of the pipe turned downward. The test will be at a minimum of 200 psi for two (2) hours. No more than a Plus (+) or Minus (-) of 5 psi allowed on a wet system to pass.
81. 24 Hour Air Test: The test will be conducted at 40 psi of air for twenty four (24) hours with less than 1.5 psi loss.
82. Trip Test: Operational test of the dry pipe valve is performed and the quick opening device must trip within sixty (60) seconds.
83. Compressor Test: Dry system compressor fills the system within 30 seconds.
84. Riser Main Flush: Upon completion of the aboveground hydrostatic test, aboveground piping will be drained and witnessed by the Fire Marshal’s Office.
85. Riser Room: Verify riser room requirements, including floor drain for fire pumps, heat, light, markings, spare sprinkler heads and wrench, etc.
86. Standpipe and Fire Department Connection (FDC): Hydrostatic testing if not already done, the test will be at 200 psi for a minimum of two (2) hours. +/- 5 psi allowed.
87. Fire Pump: Hydrostatic testing, if not already done, will be at 200 psi for a minimum of two (2) hours. No pressure drop or gain allowed, all piping flushed, pump room requirements verified and operational test conducted by manufacture witnessed by the Fire Marshal’s Office.
88. Fire Sprinkler Final: Final Fire Marshal Inspection at completion of all inspections and the receipt of all State required documents. The inspection shall be conducted when all sheet rock and millwork is completed. The objective of this inspection is to verify that coverage is adequate after the initial hydrostatic test. This will give the Fire Marshal's Office and the contractor(s) the opportunity to make any changes before there is a request for a CO Inspection. Sprinkler heads must be clean and free from paint, construction debris or other conditions that would affect the proper operation of the sprinkler heads.
Section 4
Fire Department Connection (FDC) Guidelines

These guidelines are to be followed when a business facility or organization proposes to install or modify a fire department connection (FDC) serving an automatic fire sprinkler system or standpipe system within the City of Kerrville. These guidelines are not to be interpreted as containing all data required for proper design, installation or approval.

All fire department connections serving an automatic fire sprinkler and/or standpipe system for the purpose of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville, NFPA 13 and NFPA 24.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Information needed at time of site plan drawings
1. Show location of connections on site plan.

Information needed at time of construction drawings
2. FDC’s for automatic sprinkler systems and/or standpipe systems for new buildings should be equipped with a 5 inch Storz connection and locking KNOX cap.
   a. The Storz connection shall be at a short bend downward (30 degree bend) and equipped with a locking Storz cap.
   b. A 2½ inch Siamese connection may be allowed on systems that are not capable of having a 5 inch Storz connection (with Fire Marshal approval). The 2½ in Siamese connections shall be equipped with locking KNOX caps. Fire hose threads used shall be national standard hose thread.
3. There shall be a check valve located immediately behind the FDC connection.
4. FDC’s shall be located and installed as follows:
   a. Underground piping shall be designed and constructed as required for an underground fire main in accordance with NFPA 24, Standard for the Installation of Private Fire Service Mains and Their Appurtenances, as the installation standard.
   b. The pipe size and arrangement of the Fire Department Connection should conform to the latest edition of NFPA 13, Standard for the Installation of Sprinkler Systems.
   c. FDC’s shall be located at a distance of 1½ times the building or structure height or at least 40 feet away from the building, whichever is greater, in a remote location approved by the Fire Marshal.
   d. FDC’s must be located within 75 feet of a fire hydrant and 25 feet of a fire lane.
   e. The FDC shall be facing and visible from the fire lane.
   f. The FDC shall be clear and unobstructed with a minimum of a 5 foot clear all weather path from fire lane access.
   g. The FDC shall be installed at 48 inches above grade.
   h. FDC’s installed in a yard shall have a 4 foot x 4 foot x 4 inch concrete pad placed at the base to provide additional stability.
   i. Where the FDC is subject to vehicular damage, the connection shall be protected. Protection components shall be no closer than 3 feet to the connection and shall not interfere with the operation of the connection.
   j. The FDC shall discharge into the system on the discharge side of the fire pump if a fire pump is present.
   k. FDC signs are required for each FDC connection. See Appendix for FDC Sign specifications.
Section 4
Fire Pump Guidelines

These guidelines are to be followed when a business, facility, or organization proposes to install or modify a fire pump serving an automatic fire sprinkler system within the City of Kerrville. These guidelines are not to be interpreted as containing all data required for proper design, installation, or approval.

All fire pumps serving an automatic fire sprinkler system for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code, as adopted and amended by the City of Kerrville and NFPA 20.

This guide does not replace, nor supersedes any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Fire Pump Room
1. The fire pump room must be separated from all other spaces of the building by two hour rated construction. The rating may be reduced to 1-hour if the building is fully sprinklered with a NFPA 13 system.
2. Provide heat, lighting, emergency lighting, ventilation, and a floor drain in the pump room.
3. Suitable means shall be provided for maintaining the temperature of a pump room or pump house, where required, above 40°F (5°C).
4. Temperature of the pump room, pump house or area where engines are installed shall never be less than the minimum recommended by the engine manufacturer.
5. The fire pump room shall be provided with an exterior fire department access door that is not less than 3 ft. in width and 6 ft. – 8 in. in height, regardless of any interior doors that are provided.
6. A Knox key box shall be provided at this door.
7. Entry doors to pump rooms or pump houses shall be clearly identified with durable stating "FIRE PUMP ROOM." A minimum four (4) inch tall red letters on a contrasting background shall be used. The sign shall be mounted on the exterior of the access doors.
8. Pump room dimensions for electric drive shall be a room with a minimum of 196 sq (14 feet by 14 feet) unless otherwise approved by fire marshal.
9. Pump room dimensions for diesel drive shall be a room with a minimum of 256 sq (16 feet by 16 feet) unless otherwise approved by fire marshal.
   a. The fuel tank shall be located on an exterior wall, adjacent to the exterior door.
   b. The fill pipe shall be extended to the exterior of the pump room.
10. There shall be no obstructions between fire lane and pump room doors including vehicle parking.
11. Fire pump rooms shall be posted with "NO STORAGE BY ORDER OF THE FIRE MARSHAL".
12. Fire pump room doors shall be secured from unauthorized entry.
13. Fire pump rooms shall be provided with automatic sprinkler protection.
14. High voltage wiring associated with the fire pump, jockey pump, and controllers shall be located within rigid, intermediate, or liquid tight conduit.
15. A 4A-60BC rated fire extinguisher shall be provided within the fire pump room.

Foundation and Setting
16. The pump and driver shall be mounted on a common base plate designed and installed in accordance with the manufacturer's specifications and NFPA standards.

Fire Pump Control Valves and Piping
17. All valves including, the fire pump suction, discharge and bypass valves, and the isolation valves on the backflow prevention device or assembly and all other control valves shall be electronically supervised by the building fire alarm system and locked in the open position.
18. Fire pump controller signals shall be electronically supervised by the building fire alarm system.
19. Fire pump piping shall be painted with a rust inhibiting paint. Red is the recommended color.
20. Fire pump test headers shall be provided and they shall be located on an exterior wall adjacent to the pump room.
21. Fire pump test headers shall be equipped with a control valve within the fire pump room. This valve shall be electronically supervised by the building fire alarm system in the normally closed position.
Fire Pump Power Supply

22. If an electric fire pump, a secondary direct utility feed will be required to the pump controller. This feed must be circumvent the primary utility feed disconnect.

23. Power for electric motor driven fire pumps must be from a reliable source or two or more independent sources, all of which must be in compliance with NFPA 20, 6-2.

24. Where multiple electric power sources are provided, they shall be arranged so that a fire at one source will not cause an interruption at the other source. [NFPA 20, 6-2.4.1]

25. Where power is supplied by a service, it must be arranged to minimize the possibility of damage by fire. [NFPA 20, 6-2.1 and 6-2.2] Service-entrance conductors or fire pump feeder conductors must be physically routed outside the building and must be installed as service-entrance conductors in compliance with NFPA 70, Article 230. When routed through or under the building, the service conductors must be encased in concrete at least 2” thick. [NEC 695.6 (A), 230.6 (1), and (2)]

26. The power supply feeding the fire pump and accessories must be dedicated, and directly connected with no disconnect device to the power source. [NFPA 20 6-2, 6-3 and A-6-2.3] Except that a single disconnecting means and associated over-current protective device is permitted between a power source remote from the fire pump room and controller or transfer switch or listed combination of both. [NFPA 20 9- 3.7.7.3] This disconnect must be supervised. [NFPA 20 6-3.2.2.2]

27. Where alternate power is supplied by an on-site generator, the generator must be located and protected in accordance with 6-2.1 and Section 6-6. [NFPA 20 6-2.4.2]

28. All controllers must be located close to the motor with access for servicing. [NFPA 20 7- 2.1]

29. Transfer of power to the fire pump controller between the normal supply and the alternate supply must take place within the fire pump room. [NFPA 20 6-6.4]

30. Manual transfer switches may not be used to transfer power to the fire pump controller. [NFPA 20 7-8.1.2]

31. A fire pump controller may not be used as a junction box to supply other equipment (jockey or make-up controllers). [NFPA 20 7-3.4.4]

32. No remote device may be installed that will prevent automatic operation of the transfer switch. [NFPA 20 7-8.1.3]

33. All pump room wiring must be in rigid, intermediate, or liquid tight flexible metal conduit, LFNC-B or Type MI cable or other approved means. [NFPA 70 695.6(e)]

34. The controller must have connections to provide an audible or visual alarm in a constantly attended location for the following conditions [NFPA 20 7-4.7]:
   a. Controller has operated into a motor running condition.
   b. Loss of power to one of the phases on the line side of the motor contactor.
   c. Phase reversal on the line side of the motor contactor.

35. Dry-type transformers installed indoors and rated 112 1/2 kVA or less shall have a separation of at least 305 mm (12 in.) from combustible material unless separated from the combustible material by a fire-resistant, heat-insulated barrier. [NFPA 70 450.21]

36. Individual dry-type transformers of more than 112 1/2 kVA rating shall be installed in a transformer room of fire-resistant construction. Unless specified otherwise in this article, the term fire resistant means a construction having a minimum fire rating of 1 hour unless either exception apply. [NFPA 70 450.21(B)]

37. Rooms for electrical equipment rated for 1200 amperes or more and over 6 ft (1.83 m) wide, containing over-current devices, switching devices, or control devices, there shall be one entrance not less than 32 in. (810 mm) wide and 6 1/2 ft (1.98 m) high at each end of the working space. [NFPA 70 110-26 C (2). Both entrances shall open in the direction of the egress and be equipped with panic bars, pressure plates, or other devices that are normally latched but open under simple pressure. [2002 NFPA 70 110.26.C(2) and 2003 NFPA 101 7.2.1.2.4 ]

38. Individual dry-type transformers of more than 112 1/2 kVA rating shall be installed in a transformer room of minimum 1 hour fire-resistant construction, unless specified otherwise in article 2002 NFPA 70 450.21(b).
Section 4
Standpipe Guidelines

These guidelines are to be followed when a business, facility, or organization proposes to install or modify a standpipe system within the City of Kerrville. These guidelines are not to be interpreted as containing all data required for proper design, installation, or approval.

All standpipe systems for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville, NFPA 13 and NFPA 14.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Where Required
1. In buildings exceeding 10,000 square feet in area per story, Class I semi-automatic or automatic standpipes shall be provided where any portion of the building’s interior area is more than 150 feet of travel, vertically and horizontally, from the nearest point of fire department vehicle access.
2. Class I standpipe systems shall be installed throughout buildings where the floor level of the highest story is located more than 30 feet (9144 mm) above the lowest level of the fire department vehicle access, or where the floor level of the lowest story is located more than 30 feet (9144 mm) below the highest level of fire department vehicle access.
3. Class I manual dry standpipes are allowed in open parking garages that are subject to freezing temperatures, provided that the hose connections are located so that all portions of the building are within 30 feet (9144 mm) of a nozzle attached to 100 feet (30 480 mm) of hose.
4. Class I automatic wet standpipes shall be provided in nonsprinklered Group A buildings having an occupant load exceeding 1,000 persons.
   Exceptions:
   a. Open-air-seating spaces without enclosed spaces.
   b. Class I automatic dry and semiautomatic dry standpipes or manual wet standpipes are allowed in buildings where the highest floor surface used for human occupancy is 75 feet (22 860 mm) or less above the lowest level of fire department vehicle access.
5. A covered mall building shall be equipped throughout with a standpipe system where required by the International Fire Code 2006 Section 905.3.1. Covered mall buildings not required to be equipped with a standpipe system by the International Fire Code 2006 Section 905.3.1 shall be equipped with Class I hose connections connected to a system sized to deliver water at 250 gallons per minute (946.4 L/min) at the most hydraulically remote outlet. Hose connections shall be provided at each of the following locations:
   a. Within the mall at the entrance to each exit passageway or corridor.
   b. At each floor-level landing within enclosed stairways opening directly on the mall.
   c. At exterior public entrances to the mall.
6. Stages greater than 1,000 square feet (93 m2) in area shall be equipped with a Class I wet standpipe system with hose connections on each side of the stage.
7. Underground buildings shall be equipped throughout with a Class I automatic wet or manual wet standpipe system.
8. Buildings with a helistop or heliport that are equipped with a standpipe shall extend the standpipe to the roof level on which the helistop or heliport is located in accordance with the International Fire Code, Section 1107.5.
9. Marinas and boatyards shall be equipped throughout with standpipe systems in accordance with NFPA 303.

General Requirements
10. Fire hose threads used in connection with standpipe systems shall be approved and shall be compatible with fire department hose threads. The location of fire department hose connections shall be approved.
11. In buildings used for high-piled combustible storage, fire protection shall be in accordance with the International Fire Code, Chapter 23.
12. Standpipe systems are allowed to be combined with automatic sprinkler systems.
13. Dry standpipes shall not be installed except where subject to freezing and in accordance with NFPA 14.
14. Manual dry standpipe systems shall be supervised with a minimum of 10 psig and a maximum of 40 psig air pressure with a high/low alarm.
15. Hose valves shall be 2 1/2-inch with a locking cap installed.
16. National Standard Thread (NST) shall be provided.
17. Standpipe systems required during construction and demolition operations shall be provided in accordance with the International Fire Code, Section 1413. See General Construction Site Guidelines Section for further information.

Location of Class I Standpipe Hose Connections
18. Class I standpipe hose connections shall be provided in all of the following locations:
   a. In every required stairway, a hose connection shall be provided for each floor level above or below grade. Hose connections shall be located at an intermediate floor level landing between floors, unless otherwise approved by the fire code official.
   b. On each side of the wall adjacent to the exit opening of a horizontal exit. Exception: Where floor areas adjacent to a horizontal exit are reachable from exit stairway hose connections by a 30-foot (9144 mm) hose stream from a nozzle attached to 100 feet (30480 mm) of hose, a hose connection shall not be required at the horizontal exit.
   c. In every exit passageway, at the entrance from the exit passageway to other areas of a building.
   d. In covered mall buildings, adjacent to each exterior public entrance to the mall and adjacent to each entrance from an exit passageway or exit corridor to the mall.
   e. Where the roof has a slope less than four units vertical in 12 units horizontal (33.3-percent slope), each standpipe shall be provided with a two-way hose connection located either on the roof or at the highest landing of a stairway with stair access to the roof. An additional hose connection shall be provided at the top of the most hydraulically remote standpipe for testing purposes.
   f. Where the most remote portion of a nonsprinklered floor or story is more than 150 feet (45 720 mm) from a hose connection or the most remote portion of a sprinklered floor or story is more than 200 feet (60 960 mm) from a hose connection, the fire code official is authorized to require that additional hose connections be provided in approved locations.
19. Risers and laterals of Class I standpipe systems in non-sprinklered buildings that are not located within an enclosed stairway or pressurized enclosure shall be protected by a degree of fire resistance equal to that required for vertical enclosures in the building in which they are located.
20. In buildings where more than one standpipe is provided, the standpipes shall be interconnected in accordance with NFPA 14.
21. In Group A-1 and A-2 occupancies with occupant loads of more than 1,000, hose connections shall be located on each side of any stage, on each side of the rear of the auditorium, on each side of the balcony, and on each tier of dressing rooms.

Cabinets
22. Cabinets containing fire-fighting equipment, such as standpipes, fire hose, fire extinguishers or fire department valves, shall not be blocked from use or obscured from view.
23. Cabinets shall be identified in an approved manner by a permanently attached sign with letters not less than 2 inches (51 mm) high in a color that contrasts with the background color, indicating the equipment contained therein.
24. Doors not large enough to accommodate a written sign shall be marked with a permanently attached pictogram of the equipment contained therein.
25. Doors that have either an approved visual identification clear glass panel or a complete glass door panel are not required to be marked.
26. Cabinets shall be unlocked unless the visual identification panels of glass or other approved transparent frangible material that is easily broken and allows access.
Mid Rise Residential Building
   27. For residential structures, three or more stories in height, but not classified as a high-rise, see Mid-Rise Building Construction Policy for additional requirements.

Monitoring
   28. See Monitoring of Fire Alarm/Fire Sprinkler Systems Section for requirements.
Section 4
Fire Alarm Systems

These guidelines are to be followed when a business, facility, or organization proposes to install a fire alarm system within the City of Kerrville. These guidelines are not to be interpreted as containing all data required for proper design, installation, or approval.

All fire alarm systems for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code* as adopted and amended by the City of Kerrville and *NFPA 72*.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal. This section is not meant to provide requirement for fire sprinkler monitoring systems, please refer to that section of guidance.

**General Requirements**

1. All alarm systems, new or replacement serving 20 or more alarm actuating devices shall be addressable fire detection systems.
2. Alarm systems serving more than 40 smoke detectors or more than 100 total alarm-activating devices shall be analog intelligent addressable fire detection systems.
3. Alarm systems shall be equipped with two (2) dedicated phone lines.
4. A manual fire alarm system shall be installed in Group A occupancies having an occupant load of 300 or more persons or more than 100 persons above or below the lowest level of exit discharge. Portions of Group E occupancies occupied for assembly purposes shall be provided with a fire alarm system as required for the Group E occupancy. (*IFC*, Section 907.2.1)
5. A manual fire alarm system shall be installed in Group E educational occupancies. When automatic sprinkler systems or smoke detectors are installed, such systems or detectors shall be connected to the building fire alarm system. An approved smoke detection system shall be installed in Group E day care occupancies. Unless separated by a minimum of one hundred feet (100') open space, all buildings whether portable buildings or the main building, will be considered one building for alarm occupant load consideration and interconnection of alarm systems. (*IFC*, Section 907.2.3)
6. High-rise buildings. Buildings having any floors used for human occupancy located more than 55 feet above the lowest level of fire department vehicle access shall be provided with an automatic fire alarm system and an emergency voice/alarm communications system in accordance with the *International Fire Code*, Section 907.2.12.2.
7. Carbon Monoxide Detector required on first floor above a parking garage of multiple story residential building or structure.
8. Carbon Monoxide detectors required to be installed by a factory trained and certified installation contractor.
9. Addressable/analog intelligent systems shall contain a history file of the past 100 events.
10. Manual alarm actuating devices (pull stations) shall be an approved double action type.
11. All fire alarm systems shall be installed in such a manner that a failure of any single initiating device or single open in an initiating circuit conductor will not interfere with the normal operation of other such devices.
   a. All initiating circuit conductors shall be Class “A” wired with a minimum of six feet separation between supply and return circuit conductors
   b. IDC – Class “A” Style D
   c. SLC - Class “A” Style 6
   d. NAC - Class “B” Style Y
   e. The IDC from an addressable device used to monitor the status of a suppression system may be wired Class B, Style B provided the distance from the addressable device is within 10-feet of the suppression system device
12. Hard-wired systems shall be zoned by device type (e.g., water flow, smoke, heat, manual pull, or fixed extinguishing system) per floor with a maximum 22,500 square feet zone.
13. Duct detectors shall be provided with remote test reset devices with LED in an accessible location or have the ability to be reset from the fire alarm panel.
14. When the fire alarm control panel is not located at the main entrance, a remote annunciator shall be located at the entrance. Regardless of the location, the ability to control the fire alarm system shall be provided at the location of the automatic sprinkler system risers.
15. An exterior audible and visible notification device shall be provided on the exterior of the building where the sprinkler room is located at. The notification device shall operate on a water flow alarm only, shall be non-silenceable and shall continue to flash after the panel is silenced on the condition the alarm was a water flow alarm only. The notification device shall be wired from the fire alarm control panel as a dedicated latching circuit.

16. A mini-horn shall be placed in all bedrooms and living room of an apartment regardless of the number of units and the height or stories. This shall be tied into the water flow of the sprinkler system.

17. Approved supervised indicating control valves shall be provided at the point of connection to the riser on each floor in high-rise buildings.

18. Fire pumps shall be monitored for “loss of power”, “phase reversal” and “pump running” conditions on distinct circuits. (IFC 2006 Section 913.4)

19. A UL Listed surge suppressor shall be provided for each FACP or Power Supply and shall be located a minimum of a 6 ft. wire run length from each protected device. It is recommended the surge suppressor is located as close as practical to the dedicated AC service.

20. Systems shall be resettable without any special knowledge or the use of an access code.


22. An adequate number of fire alarm notification devices shall be provided such that a minimum sound level 15 dbl above average ambient will be achieved.

23. All systems and circuits shall be supervised.

24. Primary power shall be from a dedicated circuit that is listed on the approved building electrical plans and properly labeled in the panel.

25. All fire alarm equipment shall be listed for its intended purpose.

26. The fire alarm control panel shall be listed, compatible with all devices, and capable of delivering all required signals.

27. A record of completion in accordance with NFPA 72 verifying that the system has been installed in accordance with the approved plans and specifications shall be provided.

28. Operating, testing and maintenance instructions and record drawings (“as-builts”) and equipment specifications shall be provided at an approved location.

**Mid Rise Residential Building**

29. For residential structures, three or more stories in height, but not classified as a high-rise, see *Mid-Rise Building Construction Policy* for additional requirements.

**Fire Department Connection Specifications**

30. See *Fire Department Connection Guidelines* for requirements.

**Fire Pumps**

31. See *Fire Pumps Guidelines* for requirements.

**Standpipes**

32. See *Standpipe Guidelines* for requirements.

**Monitoring**

33. See *Monitoring of Fire Alarm/Fire Sprinkler Systems Section* for requirements.

**Elevators**

34. See *Elevator Recall and Shunt Trip Guidelines* for additional requirements.

**Submittal Requirements**

35. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.

36. Each submittal shall have a:
   a. Kerrville Fire Marshal Fire Protection System Permit for Fire Alarm System
   b. A copy of State of Texas Fire Alarm APS license is required for the designing contractor
   c. A copy of liability insurance with the City of Kerrville listed as the “Certificate Holder”.
   d. If System is designed by a PE: A State of Texas Engineers stamp is required on all pages
   e. A copy of State of Texas Fire Alarm ACR license is required for the installing company

37. Plans shall be clear and legible and all sheets shall be to scale.
38. The following information shall be provided on the plans:
   a. “Wet” APS or PE signature and stamp
   b. A title block that contains the following:
      1. Location of the installation
      2. Name and complete address of the business
      3. Name and complete address of the installing company
      4. Licensing information
      5. Date
      6. Drawn by
      7. Building permit number
      8. Authority Having Jurisdiction as the City of Kerrville
      9. Designed in accordance with the International Fire Code, and NFPA 72.
   c. A legend that contains the following:
      1. All devices shown on plans
      2. Total number of devices of each type
      3. Symbol, device description, manufacturer, model number, and quantity for each device
   d. North arrow
   e. Floor plan. Ceiling tiles shall not be shown on the drawings
   f. Device location
   g. Device address numbers provided for addressable/analog intelligent systems
   h. Site map inset
   i. Type of device
   j. Provide a “point-to-point” wiring configuration
   k. Fire alarm control panel
   l. Annunciators
   m. Square footage
   n. Location of doors
   o. Intended use of each room
   p. Location of all air-handling units
   q. Show location of all fire sprinkler risers, flow switches, tamper switches, and fire pumps (if equipped)
   r. Notification devices shall indicate candela rating
   s. Heat detectors shall indicate temperature rating
   t. Indicate the length of wiring between devices
   u. The notification device wiring shall be shown different from the initiating device wiring. When necessary, they shall be provided on different plan drawings
   v. The notes shall clearly indicate that the initiating circuit wiring shall be Class A
   w. Identification of the type of conduit used, if any
   x. Primary power to be a dedicated circuit
   y. The riser diagram shall include all devices as they are shown on the plans, or wired

39. Specification booklet shall contain the following:
   a. Scope of Work
   b. Data specifications sheets for all devices and equipment shall be provided
   c. Listing of the system design, operation, and rest functions
   d. Specific materials in the specification booklet are to be identified by an arrow or highlighter
   e. Battery discharge curves
   f. Wire specifications. Identification on the gauge and type of wire used
   g. Sequence of Operations in matrix format
   h. Equipment List
   i. Contact ID/Address table
   j. Type of primary power and secondary power (i.e. size and number of batteries to be provided)
   k. Device mounting height diagrams
   l. Voltage drop calculations clearly indicating each notification device and wire length
   m. Battery calculations including Standby and Alarm

Additional Information
40. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire
Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

41. Installation, fabrication, or otherwise construction of the system is prohibited without approved plans and permit.

42. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal.

43. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

**Inspection Requirements**

44. **Rough Wiring**/ above ceiling: All fire alarm wiring will be inspected for proper installation and penetration of any firewalls. Fire alarm wiring shall not be tied to ceiling grid wire.

45. **Audible Device Test**: Ensure audible notification devices provide occupant notification for all areas without strobe devices.

46. **Visual Device Test**: Ensure that all areas that do not have audible notification have visual coverage.

47. **Initiating Device Test**: Test all smoke detectors and/or fire alarm initiating devices for Alarm and/or Standby conditions.

48. **Water flow**: The water flow alarm will be tested by opening the inspectors test connection. The time delay feature on the flow switch switches must be set to a minimum delay of 90 seconds or less.

49. **Central Station Monitoring**: Alarms and/or trouble signals are required to be monitored by a UL listed Central Station. Standard response to contact the Fire Department shall be within 90 seconds.

50. **Device Address Test**: All analog or addressable system will have all devices pulled and/or activated. The print out must comply with the devices that were pulled.

51. **Final**: Final inspection.
Section 4
Monitoring of Fire Alarm/Fire Sprinkler System

These guidelines are to be followed when a business, facility, or organization proposes to install or modify a fire sprinkler/fire alarm monitoring system within the City of Kerrville. These guidelines are not to be interpreted as containing all data required for proper design, installation, or approval.

All monitoring system for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville, NFPA 13 and NFPA 72 where applicable.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Requirements
1. All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures, and water-flow switches except for fire department hose connection valves on all sprinkler systems shall be electronically supervised.
2. Backflow devices located in exterior vaults with locking vault lids are allowed to be chained in the open position with lock keys placed in the KNOX Box, otherwise electronic supervisions is required.
3. Sprinkler and standpipe system water-flow detectors shall be provided for each floor tap to the sprinkler system and shall cause an alarm upon detection of water flow for more than 90 seconds.
4. Dry systems and manual dry standpipe systems shall be supervised with a minimum of 10 psig and a maximum of 40-psig air pressure with a high/low alarm.
5. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an approved central station, remote supervising station or proprietary supervising station as defined in NFPA 72.
6. An approved, audible/visual device shall be connected to every automatic sprinkler monitoring system shall be provided in the interior of the building being served.
7. For buildings with multiple tenants, one audible/visible device shall be provided in each tenant space.
8. An audible and visible notification device shall be provided on the exterior of the building and located adjacent to the fire sprinkler riser room. The notification device shall operate on a water flow alarm only and shall continue to flash after the FACP panel is silenced. The notification device shall be wired from the fire alarm control panel as a latching circuit.
9. The alarm device required on the exterior of the building shall be a weatherproof horn/strobe notification appliance with a minimum 75-candela strobe rating, installed as close as practicable to the sprinkler riser room.
10. An approved manual device shall be located near the fire sprinkler riser.
11. Water flow alarms shall be programmed as latching and shall continue to operate after the FACP is silenced.
12. The time delay feature on the water flow switches must be set to a delay of 30-90 seconds.
13. The notification device is not permitted to be wired from the water flow switch, powered from 120 VAC, or provided on an unsupervised circuit.
14. Duct detectors shall alarm supervisory only.
15. Supervisory signals shall be transmitted to the monitoring company.
16. Fire pumps shall be monitored for “loss of power”, “phase reversal,” and “pump running” conditions on distinct circuits.
17. All fire alarm equipment shall be listed for its intended purpose.
18. **Conventional or zone fire alarm control panels shall not be permitted. Exception.** Conventional or zone fire alarm control panels shall be permitted if they function in the capacity of a slave panel in a data loop, with each device on a separate zone provided with monitor modules monitored by the main addressable fire alarm control panel with all devices addressed with device designation and location available at the main fire alarm control panel. Conventional or zone fire alarm control panels, utilized in the capacity above, shall also be capable of performing the operational requirements, as listed below, for the exterior horn/strobe, if monitoring a sprinkler system.
19. The fire alarm control panel shall be listed, compatible with all devices, and capable of delivering all required signals.
20. All alarm systems, new or replacement serving 20 or more alarm actuating devices shall be addressable systems.
21. Alarm systems serving more than 40 smoke detectors or more than 100 total alarm-activating devices shall be analog intelligent addressable fire detection systems.
22. All fire alarm systems shall be installed in such a manner that a failure of any single initiating device or single open in an initiating circuit conductor will not interfere with the normal operation of other such devices.
   a. All initiating device circuit and signaling line circuit conductors shall be Class “A” wired with a minimum of 12 inches separation between supply and return circuit conductors where installed vertically and 48 inches where installed horizontally.
      1. IDC – Class “A” Style D
      2. SLC - Class “A” Style 6
      3. NAC - Class “B” Style Y
   b. The IDC from an addressable device used to monitor the status of a suppression system may be wired Class B, Style B provided the distance from the addressable device is within 10-feet of the suppression system device
23. Systems shall be resettable without any special knowledge or the use of an access code.
24. The notification devices shall be wired from the fire alarm control panel as a dedicated latching circuit.
25. The notification device is not permitted to be wired from the water flow switch, powered from 120 VAC, operated by a control relay or provided on an unsupervised circuit.
26. All alarms are required to be transmitted to the approved supervising station monitoring company with the device(s) designation and location, or addressable device identification. This commonly is referred to as addressable. (i.e., a water flow device must be listed as water flow (multiple sprinkler risers shall be differentiated), smoke detector must be listed as a smoke detector third floor room 116, pull station as pull station main lobby) Alarms shall not be permitted to be transmitted as a “General Alarm” or “Zone” condition. This information must be in turn, transmitted to the Kerrville 911 Dispatch Center, with correct designation. This is commonly referred to as CONTACT ID.

Submittal Requirements
27. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
28. Each submittal shall have a:
   a. Kerrville Fire Marshal Fire Protection System Permit for Fire Alarm System
   b. A copy of State of Texas Fire Alarm APS license is required for the designing contractor
   c. A copy of liability insurance with the City of Kerrville listed as the “Certificate Holder”.
   d. If System is designed by a PE: A State of Texas Engineers stamp is required on all pages
   e. A copy of State of Texas Fire Alarm ACR license is required for the installing company
29. The following information shall be provided on the plans:
   a. “Wet” APS or PE signature and stamp
   b. A title block that contains the following:
      1. Location of the installation
      2. Name and complete address of the business
      3. Name and complete address of the installing company
      4. Licensing information
      5. Date
      6. Drawn by
      7. Building permit number
      8. Authority Having Jurisdiction as the City of Kerrville
      9. Designed in accordance with the International Fire Code 2006, and NFPA 72
   c. A legend that contains the following:
      1. All devices shown on plans
      2. Total number of devices of each type
      3. Symbol, device description, manufacturer, model number, and quantity for each device
   d. North arrow
   e. Floor plan. Ceiling tiles shall not be shown on the drawings
   f. Device location
g. Device address numbers provided for addressable/analog intelligent systems
h. Site map inset
i. Type of device
j. Provide a “point-to-point” wiring configuration
k. Fire alarm control panel
l. Annunciators
m. Show location of all fire sprinkler risers, flow switches, tamper switches, and fire pumps (if equipped)
n. Notification devices shall indicate candela rating
o. Heat detectors shall indicate temperature rating
p. The notification device wiring shall be shown different from the initiating device wiring. When necessary, they shall be provided on different plan drawings
q. The notes shall clearly indicate that the initiating circuit wiring shall be Class A
r. Identification of the type of conduit used, if any
s. Primary power to be a dedicated circuit
t. The riser diagram shall include all devices as they are shown on the plans, or wired

30. Specification booklet shall contain the following:
   a. Scope of Work
   b. Data specifications sheets for all devices and equipment shall be provided
   c. Listing of the system design, operation, and rest functions
   d. Specific materials in the specification booklet are to be identified by an arrow or highlighter
   e. Battery discharge curves
   f. Wire specifications. Identification on the gauge and type of wire used
   g. Sequence of Operations in matrix format
   h. Equipment List
   i. Contact ID/Address table
   j. Type of primary power and secondary power (i.e. size and number of batteries to be provided)
   k. Device mounting height diagrams
   l. Voltage drop calculations clearly indicating each notification device and wire length
   m. Battery calculations including Standby and Alarm

31. Each submittal shall indicate:
   a. Pull Station near risers
   b. Detector above panel
   c. Location of notification devices
   d. Identification of phone lines service to building and dialer
   e. Dialer specs
   f. Service type (central station, remote, or proprietary)

32. Radio Transmitter Type Systems shall:
   a. Be Type 4 “Two-way Radio Frequency (RF) Multiplex Systems
   b. Identify method of testing in accordance with NFPA 72
   c. Identify the redundant path and location of each receiver (must hit 2 separate towers)
   d. Provide test report showing signal strength from two separate towers

Additional Information
33. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
34. Installation, fabrication, or otherwise construction of the system is prohibited without approved plans and permit.
35. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal.
36. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 4
Elevator Recall and Shunt Trip Guidelines

These requirements are to be followed when a building, or facility, within the City of Kerrville, is provided with an elevator.

All elevators for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code and International Building Code as adopted by the City of Kerrville, TX.

These requirements do not replace or supersede any codes adopted by the City of Kerrville, TX or state or federal laws.

General Requirements
1. Fire sprinklers shall not be installed in top of elevator shafts.
2. Detectors shall not be located in the top of elevator shafts.
3. Elevator recall shall be from smoke detector activation in the elevator lobby, or machine room.
4. Smoke detectors shall be installed in elevator lobbies and machine rooms where these areas are conditioned air spaces.
   a. Where the room/area is unconditioned air space, heat detectors shall be provided (135° to 165°).
5. Shunt tripping shall only be initiated within the elevator machine room. The shunt shall be tripped by the activation of a 165° to 200° heat detector located within 2 feet of each fire sprinkler. Elevator machine room sprinklers shall have an ordinary/intermediate temperature (212° to 286°) operating range.
6. If hydraulic elevators are used and sprinklers are required in the bottom of the pit, a 135-165 heat detectors shall be required within 2’ of each sprinkler.
7. Elevator car recall and fire fighter control shall be in accordance with Chapters 30 of the International Building Code.
   a. Elevators shall be provided with Phase I emergency recall operation and Phase II emergency in-car operation in accordance with ASME A17.1.
8. The Fire Marshal shall be notified and must witness acceptance testing of all elevators requiring fire department recall or elevator shunt.
9. Elevator cars shall be provided with a 2-way communication system. The communication system must be connected either to a constantly attended (24-hour) location or to a listed monitoring station.
Section 4
Commercial Kitchen Fire Suppression Systems

These guidelines are to be followed when a business, facility, or organization proposes to perform cooking operations that will involve grease-laden vapors or smoke, within the City of Kerrville.

These guidelines identify protection for cooking surfaces, which include deep fat fryers, griddles, upright broilers, char broilers, range tops, and grills, open face ovens, salamanders, cheese melters, woks, open face pizza ovens, and other similar equipment. The plenum space within the hood, above the filters, and exhaust ducts servicing the hood shall also be protected.

All commercial cooking operations for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville, NFPA 17A and NFPA 96.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Requirements
1. The piping shall be rigidly supported to prevent excessive movement and shall be protected from mechanical or other damage.
2. All systems shall meet UL 300.
3. Both a manual and automatic means of activation shall be provided.
4. A minimum of one manual activation pull station per system shall be provided in the path of egress, and shall be located no more the 48-inches not less than 42-inches above the floor.
5. The manual actuation device shall be located a minimum of 10-feet and a maximum of 20-feet from the kitchen exhaust system.
6. Where multiple manual actuators are installed for protection of separate extinguishing systems, they shall be clearly identified as to the hood being protected.
7. A distinctive audible and visual alarm shall be provided to indicate the suppression system activation.
8. The fire suppression system shall be interconnected to the building central fire alarm system, where available. Activation of the Kitchen Hood Fire Suppression System shall cause the fire alarm to activate throughout the building.
9. Activation of the fire suppression system shall automatically shut-off the fuel supply, all electricity (lighting under the hood and to appliances), ventilation controls if required, fans, and any other equipment necessary. Shut-off valves and switches shall be of the types that require a manual action to reset.

Fire Extinguisher Requirements
10. A fire extinguisher shall be installed within 30 feet of commercial food heat-processing equipment, as measured along an unobstructed path of travel.
11. Fire extinguishers provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) shall be listed and labeled for Class K fires.
13. A placard shall be conspicuously placed near the extinguisher that states that the fire protection system shall be activated prior to using the fire extinguisher.
14. Existing dry chemical extinguishers without a Class K listing that were installed for the protection of Class K hazards shall be replaced with an extinguisher having a Class K listing when the dry chemical extinguishers become due for either a 6-year maintenance or hydrostatic test.

Submittal Requirements
15. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
16. Each submittal shall have a:
   a. Kerrville Fire Marshal Fire Protection System Permit for Wet/Dry Chemical Systems
b. A copy of the applicable State of Texas Fire Extinguisher license is required for the designing contractor, Type PL, A, or K.

c. A copy of State of Texas Fire Extinguisher ECR license is required for the installing company.

d. A copy of company’s liability insurance with the City of Kerrville listed as the “Certificate Holder”.

17. The following information shall be provided on the plans:
   a. The title block shall contain the following:
      1. Location of the installation
      2. Name and complete address of the business
      3. Name and complete address of the installing company
      4. Licensing information
   b. Indicate compliance with UL 300, NFPA 17 and NFPA 96
   c. Scale or suitable dimensions
   d. Hood dimensions
   e. Duct perimeter
   f. Piping schematic
   g. A floor plan shall be provided and shall indicate the location of the kitchen hood itself, electrical panel, manual pull station, K Class fire extinguisher and suppression system cabinet
   h. A minimum of one drawing shall be provided in 3D/Isometric view of the hood, ductwork and protected appliances
   i. Nozzle type, number, and location
   j. Location and temperature of the fusible links
   k. Interconnection to the building fire alarm system
   l. Interconnection to the fuel supply shut-off and indicate the type of fuel supply

18. A minimum of one (1) set of specifications shall be provided that include the following:
   a. Scope of Work
   b. Indication that only equipment that is referenced in the manufacturer’s listed installation and maintenance manual or alternate suppliers’ components that are listed for use with the specific extinguishing system shall be used
   c. Identification of special auxiliary devices acceptable to the system manufacturer
   d. List of the specific acceptance tests that are required
   e. Identification of the hazard to be protected and including such information as physical dimensions, cooking appliances, energy sources for each appliance, and air-handling equipment
   f. Equipment List
   g. Equipment specification sheets

Additional Information

19. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

20. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.

21. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal.

22. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements

23. Before calling to set up an acceptance test, a pre-test must be completed before calling

24. Acceptance test must be scheduled at least forty eight (48) hours prior to the test.

25. Air Test: Check nozzle operation by air blow-out test. An extra cartridge bottle (CO₂ or Nitrogen) will be required on systems with this type firing. CO₂ blow test are allowed on Power-Chem Systems. Blow tests are subject to Fire Marshal’s approval. Observe activation of system through fuse link cutting.

26. Fuse link is required to be a dated link. Dated links must be changed every year

27. Utility Shut-off Test: All utilities connected to the protected cooking devices, shall have automatic shut-off valves. Gas shut off valve visible and accessible. Make up air shut off and exhaust stayed on upon activation
28. Hood, duct and ventilation installed properly. Hood, duct and ventilation clean. Hood system must be cleaned every six (6) months. Filters must be cleaned at least once a month, it is recommended once every week. Fire suppression mechanisms must be clean.


30. Class K extinguisher and sign within 30 feet of system.

31. Audible/Visual Notification: Audible and/or visual notification devices shall be tested.

32. Fire Alarm Connection: Automatic fire-extinguishing systems shall be monitored by the building fire alarm system in accordance with NFPA 72.

33. Final: Final inspection. System was reset and tagged properly.

34. Provide a certificate of inspection on the fire suppression system.
Section 5
Additional Permits Index

This section facilitates application for permit, plan review, and inspections. Included are the most frequently found code problems, plans submittal requirements, policies for plan review and permitting and required inspections.

All submittals require the completion of a Plan Review Submittal Application. Plans will not be accepted without a completed application. No Exceptions.

- Bonfire
- Model rocketry
- Pyrotechnics Displays
- Temporary Storage and Dispensing of Flammable and Combustible Liquids
- Aboveground Storage Tanks
- Aboveground Storage Tanks-Flammable Liquids
- Aboveground Storage Tanks-Class IIIB Liquids
- Underground Storage Tanks (Non-Liquid Propane Gas Tanks)
- Underground Storage Tanks-Liquid Propane Gas
- Tent-Membrane Structures
- Hazardous Materials
- High-Pile/High-Racked Storage
- Access Control/Delayed Egress Door Systems
- Access Control Gates
- Outdoor Burning
Section 5
Bonfires/Recreational Fires

These guidelines are to be followed when a person, group, or organization proposes to perform an organized bonfire or recreational fire, within the City of Kerrville.

All bonfire operations for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal, shall conform to the International Fire Code as adopted and amended by the City of Kerrville and Texas Commission on Environmental Quality requirements.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Requirements
1. Burning shall be commenced and conducted only when wind direction and other meteorological conditions are such that smoke and other pollutants will not cause adverse effects to any public road, landing strip, navigable water, or off-site structure containing sensitive receptor(s).
2. The location for bonfires shall not be less than 300-feet from any structure, and provisions shall be made to prevent the fire from spreading to within 300-feet of any structure or adjacent properties unless prior written approval is obtained from the adjacent occupant with possessory control.
3. The location for recreational fires shall not be less than 150-feet from any structure, and provisions shall be made to prevent the fire from spreading to within 150-feet of any structure or adjacent properties unless prior written approval is obtained from the adjacent occupant with possessory control.
4. Burning shall be conducted in compliance with the following meteorological and timing considerations:
   a. Burning shall not be commenced when surface wind speed is predicted to be less than five miles per hour (mph) or greater than 10 mph during the burn period.
   b. Burning shall not be conducted during periods of actual or predicted persistent low-level atmospheric temperature inversions.
5. Electrical insulation, treated lumber, plastics, non-wood construction/demolition materials, heavy oils, asphaltic materials, potentially explosive materials, chemical wastes, and items containing natural or synthetic rubber must not be burned.
6. Bonfires or recreational fires shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization, or as otherwise required by the Fire Department.

Submittal Requirements
7. A detailed site plan must be submitted by the sponsoring organization, and shall include at the minimum the following.
   a. A site plan/drawing of the proposed burn site area, to include vehicle parking, buildings, obstructions, and roadways.
   b. Designate the burn site
   c. List of materials to be burned
8. Each submittal shall have a completed Kerrville Fire Marshal Burn Permit application.

Additional Information
9. Plans approved by the City of Kerrville, Fire Marshal give authorization for operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the operators from the responsibility of full compliance with all applicable codes and ordinances relating to the bonfire or recreational fire.
10. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal.
11. All fire marshal inspection forms and permits shall be kept in a permit packet on the site until completion of event.
Section 5  
Model Rocketry

These guidelines are to be followed when a person, group, or organization proposes to perform an organized model rocketry launch, within the City of Kerrville.

All model rocketry operations, for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal, shall conform to the International Fire Code as adopted and amended by the City of Kerrville, NFPA 1122, NFPA 1125, NFPA 1127 and FAA Title 14 CFR 101.1 thru 101.25.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Requirements
1. No model rocket user or rocketry club shall launch any model rockets without a valid permit from the Kerrville Fire Marshal’s Office
2. A Range and Ignition Safety Officer (RSO) must be designated.
3. The launch site shall be located outdoors in a clear area, free from tall trees, buildings, power or utility lines, or dry combustibles.
4. Model rocket motors shall not exceed a total power limit/impulse of 320 Newton-seconds (72 pound-seconds).

Model Rocketry Safety Requirements
5. The following safety requirements shall be met:
   a. Model rockets shall be launched from a stable launch platform or device adequate enough to provide a safe flight path
   b. The launch platform shall have a blast deflector to prevent the motor exhaust from impinging upon the ground directly. Area around the launch platform shall be cleared or any loose or dry combustibles
   c. Launching system shall be remotely or electronically controlled
   d. All persons shall be a minimum of 30 feet from the launching platform at time of launch
   e. An audible 5 second countdown is required
   f. Launches shall be discontinued in winds in excess of 20 mph
   g. Launches shall occur only during daylight hours
   h. Launch angles shall be within 30 degrees of vertical
   i. All safety requirements of 14 CFR 101.1 to 101.25, and the National Association of Rocketry (NAR)
6. The permit holder shall be responsible for the safety of all spectators or other persons connected with launching of model rockets.
7. The Fire Marshal may suspend or revoke the Model Rocket Permit at any time and/or when the safety guidelines of the permit are not met, or conditions are unfavorable.

Launch Requirements
8. RSO will check participants parts (non-metallic), recovery (parachute), power limits (<320 N-sec, 72 lb-sec).
9. RSO will also check the Launch Site for cleanliness, size, stable launch platform (provides rigid guidance until it reaches speed), and fire extinguishers.
10. Appropriate safety equipment shall be provided to all launch site personnel.

Submittal Requirements
11. A detailed launch plan must be submitted by the sponsoring organization, and shall include at the minimum the following.
   a. Identify the RSO
   b. A site plan/drawing of the proposed launch site area, to include vehicle parking, buildings, obstructions, launch site, launch platform, and roadways
   c. Method for the disposal of any Hazardous Waste
12. Each submittal shall have a completed Kerrville Fire Marshal Model Rocketry Permit Application.

Additional Requirements
13. Plans approved by the City of Kerrville, Fire Marshal give authorization for operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the launch personnel from the responsibility of full compliance with all applicable codes and ordinances relating to the model rocket launch.
14. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal.
15. All fire marshal inspection forms and permits shall be kept in a permit packet on the site until completion of event.
Section 5
Pyrotechnics Display

These guidelines are to be followed when a business, group, or other entity within the City of Kerrville, requests the use and display of pyrotechnics, commonly referred to as “fireworks.”

All pyrotechnic storage, use, and display shall conform to applicable federal and state laws, the requirements contained in the International Fire Code as adopted and amended by the City of Kerrville, regulations of the Texas State Fire Marshal’s Office, ATF requirements and NFPA standards.

Kerrville, TX City Ordinance:
3308.1.1 Prohibition of sale or shooting of fireworks inside city limits; exception. It shall be unlawful for any person to sell, use, shoot, discharge, explode, ignite, possess, or display any fireworks within the city, except as provided in this Section. Public fireworks displays are permissible provided that all state and local laws are met and a permit is issued. The applicant shall meet the insurance requirements specified below as a prerequisite to obtaining a permit. Insurance requirements for a public fireworks display shall include commercial general liability insurance. All insurance shall name the city as an additional insured and the insurance certificates shall provide that the city shall be provided 30 days’ prior written notice of cancellation or modification of coverage. Insurance shall include a waiver of subrogation in favor of the city. The insurance provided by the supplier/operator also shall name the sponsor as an additional insured.

- Aggregate: $3,000,000.000 combined single limit.
- Bodily injury/property damage per occurrence: $1,000,000.00 combined single limit.
- Personal injury: $500,000.00.
- Medical: $5,000.00.

No such permit shall be granted to any applicant more than twice during any calendar year, and any fireworks display there under shall be concluded not later than 10:00 p.m. on the date specified.

As used in this Section, the term “fireworks” shall be given its usual and ordinary meaning and shall include the following: firecrackers, Roman candles, sparklers, torpedoes, buzz bombs, skyrockets, atomic wings, aerial flash salutes, and trailblazers.

Territorial Applicability.
1. This article shall be applicable and in force throughout the territory of the city within its corporate limits.
2. Defined by Ordinance. Fireworks shall mean any form of explosive or incendiary device designed to be set off or lighted by flame or heat, and shall specifically include, but not be limited to, Roman candles, skyrockets, sparklers, firecrackers, salutes, whistles, fuses, flares, torches, bottle rockets, skyrockets, or any other type casing containing any propellant charge or pyrotechnic effect.
3. Defined by International Fire Code. Fireworks shall mean any composition or device for the purpose of producing a visible or an audible effect for entertainment purposes by combustion, deflagration, and detonation, and/or activated by ignition with a match or other heat-producing device that meets the definition of 1.4G fireworks or 1.3G fireworks as set forth herein.

Fees
4. All pyrotechnic shows are required to be supervised by a representative of the Kerrville Fire Marshal’s Office. A Kerrville Fire Department brush truck and two (2) firefighters are required to be on standby during and after the event.

General Requirements
5. It shall be unlawful for any individual, firm, partnership, corporation, or association to sell, possess, manufacture, storage, handle, transport, and use any fireworks. Exception: The use of fireworks for approved display as permitted by the fire marshal.
6. Before the performance of any production, the operator shall submit a plan for the use of pyrotechnics to the Kerrville Fire Marshal.

7. The addition of pyrotechnics to a performance or any change in the presentation of pyrotechnics, excluding the reduction in the number or size of the devices, shall require approval by the Kerrville Fire Marshal.

8. For displays, compliance is required with the following:
   a. IFC and City of Kerrville Ordinances
   b. Texas Occupational Code Chapter 2154, Regulation of Fireworks & Fireworks Displays and 28 TAC 34.800 for licensing
   c. NFPA 1123, 1124, 1126
   d. ATF Federal Explosive Law and Regulations and DOT regulations

9. All assistants shall be at least 18 years old.

10. All plans shall be submitted as soon as is possible so that the Kerrville Fire Marshal has time to be present and to notify other interested parties.

11. A Fire Watch is required throughout the duration of the display.

12. Two - 2.5 gal pressurized water-type fire extinguishers shall be readily available on-site and within 20 feet of the operator.

13. No pyrotechnic displays shall be performed after 10:30 pm.

14. No outdoor pyrotechnic displays shall be permitted/continued when wind velocity exceeds 6 mph or causes fallout to land outside approved fallout zone.

Submittal Requirements-Public Display

15. Each submittal shall have:
   a. A completed Kerrville Fire Marshal Permit Application
   b. A copy of your Texas State Fire Marshal’s Office Pyrotechnics license.
   c. A copy of your ATF fireworks license.
   d. A copy of Texas State Driver’s License with H/X Endorsement of individual who will be transporting Aerial Fireworks.
   e. Proof of Insurance including general liability, auto liability, worker’s comp, and additional insured listed as the City of Kerrville, and all limits indicated.

16. Provide a copy of your Texas State Fire Marshal’s Office Pyrotechnic permit indicating the following:
   a. Quantity of each type of pyrotechnics device (i.e. mortar, flash-bank, aerial, etc.)
   b. Total amount of 1.4G and/or 1.3G fireworks
   c. The name, address, email address, and phone number of the individual, group, or organization sponsoring the outdoor fireworks display
   d. The name, address, email address, and phone number of the supplier of the fireworks, if different from that of the operator
   e. The date and time of day at which the outdoor fireworks display is to be held, with a proposed rain/wind date and time in the event the display is postponed
   f. The exact location planned for the outdoor fireworks display

17. In addition, the following information shall be provided:
   a. Location and type of storage magazine and location and type of fireworks kept on site.
   b. Number of assistants who are to be present
   c. Means of site security
   d. The manner and place of storage of such fireworks prior to delivery to the outdoor fireworks display site.

18. Provide a diagram of the grounds on which the outdoor fireworks display is to be held showing the following:
   a. Point at which the fireworks are to be discharged
   b. Location of all buildings, highways, and other public rights of ways
   c. Location of other possible overhead obstructions
   d. Identify significant ground features
   e. Parking areas
   f. Spectator viewing areas
   g. Location of fireworks storage areas
   h. Fallout area, including dimensions
   i. North arrow
j. Likely wind direction
k. Location of significant roadways, including access and control points
l. Traffic plans indicating the flow of vehicles into and out of the site before and after the display
m. Location of emergency vehicle staging area and access routes

Pre-Show Review Inspection Requirements
19. Fireworks storage location and magazine
20. Mortar boxes
21. Separation distance between the audience and the pyrotechnic devices
22. Licenses and trained personnel on-site
23. Location of fire extinguisher(s)
24. Barricades, if required

Submittal Requirements-Probable Audience Displays
25. This section shall apply to any outdoor use of pyrotechnics at distances less than those required by NFPA 1123, Code for Fireworks Display.
26. Each submittal shall have a
   a. Completed Kerrville Fire Marshal Permit Application
   b. A copy of your Texas State Fire Marshal’s Office Special Effect or Flame Effects license, whichever is applicable.
   c. Proof of Insurance including general liability, auto liability, worker’s comp, and all limits indicated.
27. The plan shall include the following:
   a. Name of the person, group, or organization sponsoring the production
   b. Date and time of day of the production
   c. Exact location of the production
   d. Name of the person actually in charge of firing the pyrotechnics (i.e., the pyrotechnic operator)
   e. Number, names, and ages of all assistants who are to be present
   f. Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistants
   g. Diagram of the grounds or facilities where the production is to be held that shows the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience is to be restrained
   h. Point of on-site assembly of pyrotechnic devices
   i. Manner and place of storage of the pyrotechnic materials and devices
   j. Material safety data sheet (MSDS) for the pyrotechnic material(s) to be used
   k. Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame-retardancy
   l. Certification that all materials worn by performers in the fallout area during use of pyrotechnic effects shall be inherently flame-retardant or have been treated to achieve flame-retardancy

28. Indicate compliance with SB 693 for use of Flame Effects or Pyrotechnics.
29. Indicate compliance with Texas Occupational Code Chapter 2154 & TAC 34.800.

Pre-Show Review and Demonstration
30. A walk-through and a representative demonstration of the pyrotechnics shall be approved by the Kerrville Fire Marshal before a permit is approved.
31. The Kerrville Fire Marshal shall be permitted to waive this requirement based on past history, prior knowledge, and other factors, provided the authority is confident that the discharge of pyrotechnics can be conducted safely.
32. The demonstration shall be scheduled with sufficient time allowed to reset/reload the pyrotechnics before the arrival of the audience.
33. The pre-show inspections shall include a review of the following:
   a. In-place fire protection
b. Fireworks storage location and magazine
c. Detonation device
d. Separation distance between the audience and the pyrotechnic devices
e. Exits
f. Licenses and trained personnel on-site
g. Location of fire extinguisher(s)
h. Barricades, if required

34. Where the use of certain indoor pyrotechnics requires smoke detectors to be bypassed or air-handling systems to be disengaged, the fire marshal shall have a fire marshal representative shall be present for the demonstration.

35. The individual responsible for the life safety systems of the building shall return those systems to normal operating conditions as soon as the likelihood of false alarms from the pyrotechnics has passed.

Additional Information
36. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
Section 5
Temporary Storage and Dispensing of Flammable and Combustible Liquids

These guidelines are to be followed for all temporary storage and dispensing of Class I and II liquids for private use at construction sites, earth-moving projects, and gravel pits or borrow pits within the City of Kerrville.

All temporary aboveground storage tank requirements for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Aboveground Storage Tank Requirements

1. The storage of Class I and II liquids in above-ground tanks is prohibited within all residential districts and the Downtown (DT Zoning District) unless otherwise approved by the Fire Marshal.
2. Storage areas shall be kept free from weeds and extraneous combustible material.
3. Open flames and smoking are prohibited in flammable or combustible liquid storage areas.
4. Tanks and containers for the storage of liquids above ground shall be conspicuously marked with the name of the product, which they contain, and the words: FLAMMABLE—KEEP FIRE AND FLAME AWAY. Tanks shall bear the additional marking: KEEP 50 FEET FROM BUILDINGS.
5. Metal containers used for storage of Class I or II liquids shall be in accordance with DOT's requirements or shall be of an approved design.
6. Discharge devices shall be of a type that does not develop an internal pressure on the container. Pumping devices or approved self-closing faucets used for dispensing liquids shall not leak and shall be well maintained. Individual containers shall not be interconnected and shall be kept closed when not in use.
7. The capacity of temporary aboveground tanks containing Class I or II liquids shall not exceed 500 gallons. Tanks shall be of the single-compartment design.
8. Fill openings shall be equipped with a locking closure device. Fill openings shall be separate from vent openings.
9. Tanks shall be provided with a method of normal and emergency venting. Emergency vents shall be arranged to discharge in a manner, which prevents localized overheating or flame impingement on any part of the tank in the event that vapors from such vents are ignited.
10. Tanks containing Class I or II liquids shall be kept outside and at least 50 feet (15 240 mm) from buildings and combustible storage. Additional distance shall be provided when necessary to ensure that vehicles, equipment and containers being filled directly from such tanks will not be less than 50 feet (15 240 mm) from structures, haystacks or other combustible storage.
11. Tanks shall be provided with top openings only or shall be elevated for gravity discharge.
12. Tanks with top openings shall be mounted as follows:
   a. On well-constructed metal legs connected to shoes or runners designed so that the tank is stabilized and the entire tank and its supports can be moved as a unit. or
   b. For stationary tanks, on a stable base of timbers or blocks approximately 6 inches (152 mm) in height which prevents the tank from contacting the ground.
   c. Tanks with top openings only shall be equipped with a tightly and permanently attached, approved pumping device having an approved hose of sufficient length for filling vehicles, equipment or containers to be served from the tank. Either the pump or the hose shall be equipped with a padlock to its hanger to prevent tampering. An effective anti-siphoning device shall be included in the pump discharge unless a self-closing nozzle is provided. Siphons or internal pressure discharge devices shall not be used.
13. Tanks with a connection in the bottom or the end for gravity-dispensing liquids shall be mounted and equipped as follows:
   a. Supports to elevate the tank for gravity discharge shall be designed to carry all required loads and provide stability.
b. Bottom or end openings for gravity discharge shall be equipped with a valve located adjacent to the tank shell, which will close automatically in the event of fire through the operation of an effective heat-activated releasing device. Where this valve cannot be operated manually, it shall be supplemented by a second, manually operated valve.
c. The gravity discharge outlet shall be provided with an approved hose equipped with a self-closing valve at the discharge end of a type that can be padlocked to its hanger.

14. The area surrounding a tank or group of tanks shall be provided with drainage control or shall be diked to prevent accidental discharge of liquid from endangering adjacent tanks, adjoining property or reaching waterways.
   a. Drainage control and diking is not required for listed secondary containment tanks.

Dispensing from tank vehicles
15. Where approved, liquids used as fuels are allowed to be transferred from tank vehicles into the tanks of motor vehicles or special equipment, provided:
   a. The tank vehicle’s specific function is that of supplying fuel to motor vehicle fuel tanks.
   b. The dispensing hose does not exceed 100 feet (30 480 mm) in length.
   c. The dispensing nozzle is an approved type.
   d. The dispensing hose is properly placed on an approved reel or in a compartment provided before the tank vehicle is moved.
   e. Signs prohibiting smoking or open flames within 25 feet (7620 mm) of the vehicle or the point of refueling are prominently posted on the tank vehicle.
   f. Electrical devices and wiring in areas where fuel dispensing is conducted are in accordance with the National Electrical Code.
   g. Tank vehicle-dispensing equipment is operated only by designated personnel who are trained to handle and dispense motor fuels.
   h. Provisions are made for controlling and mitigating unauthorized discharges.

16. Dispensing from tank vehicles shall be conducted at least 50 feet (15,240 mm) from structures or combustible storage.

Submittal Requirements
17. Each submittal shall have a completed Kerrville Fire Marshal Permit Application

Additional Information
18. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

19. No above ground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until a complete plan submittal is reviewed and accepted, and a AST Permit is issued for the location

20. All installations must concur with the approved plans. Any deviation from the approved plans requires are submittal to the Fire Marshal’s Office.

21. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements
22. Site visit shall be conducted to ensure the following items:
   a. Storage areas free from weeds and extraneous combustible material.
   b. Open flames and smoking are prohibited in flammable or combustible liquid storage areas.
   c. Tanks and containers conspicuously marked with the name of the product which they contain and the words:
      i. FLAMMABLE—KEEP FIRE AND FLAME AWAY.
      ii. KEEP 50 FEET FROM BUILDINGS.
   d. Fill openings shall be equipped with a locking closure device.
   e. Fill openings separate from vent openings.
   f. Tanks kept outside and at least 50 feet from buildings and combustible storage.
   g. Drainage control or diking to prevent accidental discharge of liquid from endangering adjacent tanks, adjoining property or reaching waterways.
h. Drainage control and diking is not required for listed secondary containment tanks.
Section 5
Aboveground Storage Tanks

These guidelines are to be followed when a permanent aboveground storage tank is moved, installed, or otherwise added, within the City of Kerrville.

All aboveground storage tank requirements for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Where Prohibited
1. Locations where above-ground tanks are prohibited. Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited in all residential districts and the Downtown (DT Zoning District) district.

Required foam fire protection systems
2. Foam fire protection shall be provided for above-ground tanks over 500 gallons and is in accordance with one of the following:
   a. Used for the storage of Class I or II liquids.
   b. Used for the storage of crude oil.
   c. Used for in-process products and is located within 100 feet (30 480 mm) of a fired still, heater, related fractioning or processing apparatus or similar device at a processing plant or petroleum refinery as herein defined.
   d. Considered by the fire code official as posing an unusual exposure hazard because of topographical conditions, nature of occupancy, proximity on the same or adjoining property, and height and character of liquids to be stored, degree of private fire protection to be provided, and facilities of the fire department to cope with flammable liquid fires. **Exception:** U.L. listed 2085/2080 tanks below 1,000 gallon capacity will not require foam fire protection.

Tanks
3. No above ground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until a complete plan submittal is reviewed and accepted, and a permit is issued for the location.
4. Tank shall be listed or designed in accordance with recognized engineering practices, IFC and NFPA.
5. Tanks constructed with integral secondary containment shall be UL 142 listed.
6. Exterior protected above-ground storage tank shall have secondary containment drainage control or diking.
7. Each tank shall have a permanent nameplate identifying its design standard.

Tank Venting
8. The use of a flame arrester or venting device in a vent line shall comply with their listing also compliant with API 2028 for a flame arrester.
9. Tank's normal vent shall not be less than 12 ft. above adjacent grade nor located to trapped vapors under eaves, and at least 5 ft. from building openings, or property lines.
10. Vent outlets on atmospheric tanks storing Class IIIA liquids are allowed to discharge inside a building if the vent is a normally closed vent.
11. Tank vent piping shall not be manifolded unless required for special purposes such as vapor recovery, vapor conservation or air pollution control.
12. For shop-fabricated tanks, the emergency vent that is commercial has a stamp indicating opening pressure and flow rate.
13. Tank emergency vent does not vent inside a building.

Openings Other Than Vents
14. Filling, emptying, and vapor recovery openings shall be located outside the building, not less than 5 ft. from building openings or lot lines.

15. For top load tanks, a metallic fill pipe shall be installed to minimize static electricity by terminating within 6 inches of the tank bottom.

16. Tank openings shall be on the top only.

17. A spill container with a capacity of not less than 5 gallons shall be provided for each fill connection. Top fill containers are noncombustible, fixed to the tank and equipped with a manual drain valve that drains into the main tank.

**Overfill Requirements**

18. A tank storing Class I, II, IIIA liquids outside a structure shall be equipped with a device or means to prevent overflow.

19. Outside tanks with a volume of more than 1,320 gallons that contain Class I, II, or IIIA liquids shall have an approved overfill prevention system.

20. Tanks storing Class I, II, and IIIA liquids inside a building shall be equipped with a device to prevent overflow into the building and are not limited to a float valve, a preset meter in fill line, or a valve actuated by the weight of the tank’s content.

**Piping**

21. Connections to tank that are below the liquid level shall be provided with an internal or external control valve near the tank shell.

22. Tank piping shall be supported and protected from mechanical damage or fire exposure.

23. Pipe joints shall be liquid tight, welded, threaded or flanged. Class 1 liquid joints are welded if the joints are located inside the building.

24. Pipe testing criteria shall be detailed on the plans, hydrostatic tested to 150 percent of the system design pressure or pneumatically tested to 110 percent of the system design pressure for a minimum of 10 minutes with no leakage.

25. Piping shall be labeled in accordance with ANSI A13-1

26. Fill pipe connection shall be designed to provide a direct connection to the vehicle’s fuel delivery hose so fuel is not exposed to the air during filling.

**Valves**

27. Piping shall have sufficient number of control valves and check valves to control the flow of liquids.

28. Any portion of the fill pipe below the top of the tank, a check valve shall be installed at the fill pipe not more than 12 in. from the fill hose connection.

**Tank Support**

29. Tank foundation, support, and anchorages are designed in accordance with NFPA 30:4.2.4 and the IBC, IFC, Section 3404.2.9.2.

30. Tanks containing Class I, II, IIIA liquids that are elevated more than 12 inches above grade shall have a fire-resistance rating of not less than 2-hours in accordance with ASTM E 1529.

**Miscellaneous**

31. Plans show location and verbiage for signs prohibiting open flames and no smoking.

32. Tanks exceeding 100 gallons have NFPA 704 placard location and content detailed on the plans.

33. Tank and piping subject to vehicular damage is protected by guard posts designed in accordance with IFC.

34. Drainage control and diking are provided along with containment capacity calculations unless technical report is provided stating no hazard exists, or the tank is a listed tank with secondary containment.

**Submittal Requirements**

35. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.

36. Each submittal shall have a completed:
   a. Kerrville Fire Marshal Permit Application
b. TCEQ Permit for tanks over 1,100 gallons  
c. Copy of Contractors License for tanks over 1,100 gallons  

37. Provide a written description of the operation of the tank.  
38. The submittal package must include documentation identifying compliance with all above requirements.  
39. Site plan drawings of the installation location and layout, to include:  
   a. Primary and emergency power hookups (if provided)  
   b. All buildings and structures  
   c. Fire lanes and fire hydrants  
   d. Location(s) of other dispensing locations (if remote) and other tanks (if provided)  
40. A full equipment listing of all tanks, piping, valves, and other equipment.  
41. Manufacturer documentation for all parts and materials used in the project, this is to include the pumps, relief valves, and tank.  
42. Plan drawings shall show both plan view, section view, and other pertinent information.  
43. Plan drawings shall be generated by the installing company, and shall not be copied and marked according to installation.  
44. Provide documentation of tank testing and ability to hold a vacuum. This is in addition to any testing required by the Fire Marshal.  

Additional Information  
45. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.  
46. All installations must concur with the approved plans. Any deviation from the approved plans requires a resubmittal to the Fire Marshal’s Office.  
47. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 5
Aboveground Storage Tanks
Flammable Liquids

These guidelines are to be followed for all temporary storage and dispensing of Class I and II liquids for private use at construction sites, earth-moving projects, and gravel pits or borrow pits within the City of Kerrville.

All temporary aboveground storage tank requirements for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville and NFPA 30.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Aboveground Storage Tank Requirements
1. Tanks must be installed by a licensed or approved aboveground storage tank installer.
2. Approved flame arrestors and venting devices shall be installed in all vent lines. (IFC, Section 3404.2.7.3.2).
3. The tank(s) shall be provided with secondary containment. All tanks must meet or exceed UL 142.
4. The tank(s) must meet, or exceed UL 2085 when subject to vehicular impact or pose a significant hazard based upon contents or location.
5. When the installation location may be subject to vehicular impact, bollards designed in accordance with IFC, Section 312 shall be installed.
6. The tank must display the UL Listing placard.
7. A leak detection system must be installed, equipped with on-site audible and/or visual warning devices, as approved by IFC and NFPA 30.
8. A spill container having a capacity of not less than 5 gallons shall be provided at each fill connection.
9. An overfill prevention system shall be provided for each tank to prevent being filled in excess of 95% capacity. The system must meet the requirements of IFC, Section 3404.2.9.6.6: 3404.2.9.6.6 During fill operation, the system shall:
   a. Provide an independent means of notifying the person filling that the fluid level has reached 90 percent of tank capacity by providing a tank level gauge marked at 90 percent of tank capacity, or other approved means.
   b. Automatically shut off the flow of fuel to the tank when the quantity reaches 95 percent of tank capacity.
   c. Reduce the flow rate to not more than 15 gallons per minute so that at the reduced flow rate, the tank will not overflow for 30 minutes, and automatically shut off flow into the tank so that none of the fittings on the top of the tank are exposed to product because of overfilling.
10. The tank fill connection shall be provided with a means for making a direct connection to the tank’s vehicle fuel delivery hose so that no fuel is exposed to the open air during the filling operation.
11. Anti-siphon devices shall be installed in each pipe connected to the AST, where the piping extends below the level of the tank.
12. Emergency shut-offs shall be provided during filling and dispensing operations.
13. Relief valves shall be provided.
14. Pump dispensing devices shall be equipped with vapor-recovery connections.
15. Appropriate labeling and signs in accordance with IFC, Section 3404.2.3, must be provided;
   a. A permanent sign shall be placed at the fill point for the tank, documenting the filling procedure and tank calibration chart.
   b. “Smoking or Open Flames Prohibited”
   c. An approved emergency procedures sign in accordance with IFC, Section 2204.3.5
   d. A permanent sign indicating that when filling the tank, parking is prohibited in the fire lane.
   e. A placard specifically identifying the material therein. The placard shall be IAW NFPA 704.
16. Dispensing locations shall limit fuel delivery to 25 gallons and require a manual action to resume, per IFC, Section 2204.3.7.
17. Any additional requirements of NFPA 30 and/or IFC, Chapter 34, must also be met

Submittal Requirements
18. The submittal package must include all above requirements and such requirements shall be identified in the submittal package.
19. Provide a written description of the operation of the tank.
20. Site plan drawings of the installation location and layout, to include; including
   a. Primary and emergency power hookups (if provided);
   b. All buildings and structures;
   c. Fire lanes and fire hydrants;
   d. Location(s) of other dispensing locations (if remote) and other tanks (if provided).
21. A full equipment listing of all tanks, piping, valves, and other equipment.
22. Manufacturer documentation for all parts and materials used in the project, this is to include the pumps, relief valves, and tank.
23. Plan drawings to include the above requirements shall be submitted for review and approval, PRIOR to installation.
24. Plan drawings shall show both plan view, section view, and other pertinent information.
25. Plan drawings shall be generated by the installing company, and shall not be copied and marked according to installation.
26. Provide documentation of tank testing and ability to hold a vacuum. This is in addition to any testing required by the Fire Department.
27. No aboveground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until an AST Permit is issued for the location.

General Submittal Requirements
28. Each submittal shall have a completed Kerrville Fire Marshal Plan Review/Permit Application.
29. Plans approved by the Fire Marshal's Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
30. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.
31. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 5
Aboveground Storage Tanks
Class IIIB Liquids

These guidelines are to be followed when an aboveground storage tank is moved, installed, modified or otherwise installed within the City of Kerrville. This guide is to apply only to the installation, storage and/or use of Class IIIB Combustible Liquids, as defined by the International Fire Code, Section 3402.

All aboveground storage tank requirements for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code 2006, as adopted and amended by City of Kerrville and NFPA 30, Flammable and Combustible Liquids Code.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Aboveground Storage Tank Requirements
1. The tank(s) shall be provided with secondary containment.
2. The tank(s) shall meet, or exceed UL 142, and the provisions of NFPA 30.
3. Tank(s) shall be constructed of steel. Poly-tanks are not permitted.
4. When the installation location may be subject to vehicular impact, bollards designed per IFC, Section 312, or a UL 2085 tank may be required, based upon a review of the hazards and protection provided.
5. The tank must display the UL Listing placard.
6. Normal and emergency venting shall be provided. Emergency venting shall include the calculations to determine the minimum vent sizing in CFH.
7. Approved flame arrestors, when required by API 2028, and venting devices shall be installed in the all vent lines.
8. A spill container having a capacity of not less than 5 gallons shall be provided at each fill connection.
9. Appropriate labeling and signs in accordance with IFC, Section 3404.2.3, must be provided.
   a. “Smoking or Open Flames Prohibited”.
   b. Emergency procedures.
   c. NFPA 704 or equivalent placard specifically identifying the material therein.
10. All piping and piping systems shall be designed in accordance with NFPA 31 and IFC, Chapter 34.

Submittal Requirements
11. Provide a written description of the operation to which the tank is to be installed.
12. Site plan drawings of the installation location and layout, to include; including.
   a. All buildings and structures.
   b. Fire lanes and fire hydrants.
   c. Location of tanks with regards to the above.
13. A full equipment listing of all tanks, piping, valves, and other equipment.
14. Manufacturer documentation for all parts and materials used in the project.
15. Drawings, to include the above requirements, shall be submitted for review and approval, PRIOR to installation.
16. Drawings shall be generated by the installing company specific to the installation, and shall not be copied and marked according to installation. Drawings shall show plan view and other pertinent information.
17. Provide manufacturer’s documentation of tank testing and ability to hold a vacuum. This is in addition to any additional testing required by the Fire Marshal.
18. No aboveground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until an AST Permit is issued for the location.

General Submittal Requirements
19. Each submittal shall have a completed Kerrville Fire Marshal Plan Review/Permit Application.
20. Plans approved by the City of McKinney, Fire Marshal's Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes, standards and ordinances relating to the construction project.

21. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.

22. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.

23. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 5
Underground Storage Tanks
Non-Liquid Propane Gas Tanks

These guidelines are to be followed when an underground storage tank is moved, installed, or otherwise added, within the City of Kerrville City Limits.

All underground storage tank requirements for the purposes of these guidelines and any other guidelines or requirements of the Kerrville Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville. Additional requirements will apply to Motor Fuel-Dispensing Facilities.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Requirements

1. The tank must be installed by a Texas Commission on Environmental Quality licensed underground storage tank installer.
2. No underground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until a permit is issued for the location.
3. Approved flame arrestors and venting devices shall be installed in the vent lines. (IFC, Section 3404.2.7.3.1)
4. An approved method of secondary containment shall be provided for underground tank and piping systems. Plans shall indicate method for compliance with this requirement such as secondary containment (double-wall) tanks and piping or vaults.
5. A leak detection system must be installed and provided with approved vapor and liquid detection, equipped with on-site audible and/or visual warning devices with battery backup, as approved by IFC and NFPA 30.
6. Leak detection. Underground storage tank systems shall be provided with an approved method of leak detection from any component of the system that is designed and installed in accordance with NFPA 30 and as specified by IFC, Section 3404.2.11.5.3.
7. Dry Sumps. Approved sampling tubes of a minimum 6 inches in diameter shall be installed in the backfill material of each underground flammable or combustible liquid storage tank. The tubes shall extend from a point 12 inches below the average grade of the excavation to ground level and shall be provided with suitable surface access caps. Each tank site shall provide a sampling sump at the corners of the excavation with a minimum of 4 sumps. Sampling tubes shall be placed in the product line excavation within 10 feet of the tank excavation and one every 50 feet routed along the product lines towards the dispensers, a minimum of two are required.
8. The design, fabrication and construction of tanks shall comply with NFPA 30. Each tank shall bear a permanent nameplate or marking indicating the standard used as the basis of design.
9. The tank fill connection shall be provided with a means for making a direct connection to the tank’s vehicle fuel delivery hose so that no fuel is exposed to the open air during the filing operation.
10. A permanent sign shall be placed at the fill point for the tank, documenting the filling procedure and tank calibration chart.
11. Emergency shut-offs shall be provided during filling and dispensing operations.
12. Relief valves, both emergency and normal, shall be provided and shall normally be in the closed position.
13. Thrust blocks, safety straps/deadman’s or other suitable means of restraint must be installed at each change in direction of the pipe.
14. Underground tanks and their piping shall be protected by either of the following:
   a. A properly engineered, installed, and maintained cathodic protection system in accordance with recognized engineering standards of design.
   b. Approved or listed corrosion-resistant materials or systems.
Tanks
15. Flammable and combustible liquid storage tanks located underground, either outside or under buildings, shall be in accordance with all of the following:
   a. Tanks shall be located with respect to existing foundations and supports such that the loads carried by the latter cannot be transmitted to the tank.
   b. The distance from any part of a tank storing liquids to the nearest wall of a basement, pit, cellar, or lot line shall not be less than 3 feet (914 mm).
   c. A minimum distance of 1 foot (305 mm), shell to shell, shall be maintained between underground tanks.
16. Excavation for underground storage tanks shall be made with due care to avoid undermining of foundations of existing structures. Underground tanks shall be set on firm foundations and surrounded with at least 12 inches of noncorrosive inert material, such as clean sand.
17. Underground tanks shall be covered with one of the following:
   a. At least 12 in. (300 mm) of backfill, covered with 12 in. (300 mm) of clean earth
   b. At least 12 in. (300 mm) of compacted backfill, on top of which a slab of reinforced concrete at least 4 in. (100 mm) thick is placed
18. Where the tanks are, or are likely to be, subjected to traffic, they shall be protected against damage from vehicles passing over them by one of the following:
   a. At least 36 in. (900 mm) of backfill
   b. At least 18 in. (450 mm) of compacted backfill of a type recommended by the tank manufacturer and at least 6 in. (150 mm) of reinforced concrete
   c. At least 18 in. (450 mm) of compacted backfill of a type recommended by the tank manufacturer and at least 8 in. (200 mm) of asphaltic concrete
19. When asphaltic or reinforced concrete paving is used as part of the protection, it shall extend at least 12 in. (300 mm) horizontally beyond the outline of the tank in all directions.
20. Thrust blocks, safety straps/deadman's or other suitable means of restraint must be installed for each underground storage tank.

Piping
21. Underground piping shall be installed on at least 6 in. (150 mm) of well-compacted bedding material.
22. In areas subject to vehicle traffic, the pipe trench shall be deep enough to permit a cover of at least 18 in. (450 mm) of well-compacted backfill material and pavement.
23. In paved areas where a minimum 2 in. (50 mm) of asphalt is used, backfill between the pipe and the asphalt shall be permitted to be reduced to 8 in. (200 mm) minimum.
24. In paved areas where a minimum 4 in. (100 mm) of reinforced concrete is used, backfill between the pipe and the asphalt shall be permitted to be reduced to 4 in. (100 mm) minimum.
25. In areas not subject to vehicle traffic, the pipe trench shall be deep enough to permit a cover of at least 6 in. (150 mm) of well-compacted backfill material.
26. Piping within the same trench shall be separated horizontally by at least two pipe diameters. Separation need not exceed 9 in. (230 mm).
27. Two or more levels of piping within the same trench shall be separated vertically by a minimum 6 in. (150 mm) of well-compacted bedding material.

Spill/Overfill Prevention
28. Fill pipes shall be equipped with a spill container.
29. An overfill prevention system shall be provided for each tank that operates as follows:
   a. Automatically shut off the flow of fuel to the tank when the quantity reaches 95 percent of tank capacity and
   b. Alert the transfer operator when the tank is no more than 90 percent full by restricting the flow of liquid into the tank or triggering the high-level alarm

Leak Prevention
30. Daily inventory records shall be maintained for underground storage tank systems.
31. Approved sampling tubes of a minimum 6 inches in diameter shall be installed in the backfill material of each underground flammable or combustible liquid storage tank. The tubes shall extend from a point 12 inches below the average grade of the excavation to ground level and shall be provided with suitable surface access caps. Each tank site shall provide a sampling
sump at the corners of the excavation with a minimum of four sumps. Sampling tubes shall be placed in the product line excavation within 10 feet of the tank excavation and one every 50 feet routed along the product lines towards the dispensers, a minimum of two are required.

**Tank openings other than vents**

32. Filling, emptying and vapor recovery connections to tanks containing Class I, II or IIIA liquids shall be located outside of buildings at a location free from sources of ignition and not less than 5 feet (1524 mm) away from building openings or lot lines of property that can be built on. Such openings shall be provided with a liquid-tight cap, which shall be closed when not in use, and properly identified.

33. For underground tanks, fill pipe and discharge lines shall enter only through the top. Fill lines shall be sloped toward the tank. Underground tanks for Class I liquids having a capacity greater than 1,000 gallons (3785 L) shall be equipped with a tight fill device for connecting the fill hose to the tank.

**Vents**

34. Relief valves, both emergency and normal, shall be provided and shall normally be in the closed position.

35. Vent pipes from underground tanks storing Class I liquids shall be located so that the discharge point is outside of buildings, higher than the fill pipe opening, and not less than 12 ft (3.6 m) above the adjacent ground level.

36. Vent pipe outlets shall be located and directed so that vapors will not accumulate or travel to an unsafe location, enter building openings, or be trapped under eaves and shall be at least 5 ft (1.5 m) from building openings and at least 15 ft (4.5 m) from powered ventilation air intake devices.

37. Vent pipes from tanks storing Class II or Class IIIA liquids shall terminate outside of the building and higher than the fill pipe opening.

38. Vent pipes shall not be obstructed by devices provided for vapor recovery or other purposes unless the tank and associated piping and equipment are otherwise protected to limit back-pressure development to less than the maximum working pressure of the tank and equipment by the provision of pressure-vacuum vents, rupture discs, or other tank-venting devices installed in the tank vent lines.

39. Vent outlets and devices shall be protected to minimize the possibility of blockage from weather, dirt, or insect nests.

40. Vent pipes shall be permitted to be fitted with return bends, coarse screens, or other devices to minimize ingress of foreign material.

41. Vent pipes and vapor return piping shall be installed without sags or traps in which liquid can collect.

42. Where tank vent piping is manifolded, pipe sizes shall be such as to discharge, within the pressure limitations of the system, the vapors they could be required to handle when manifolded tanks are filled simultaneously.

43. Piping systems shall be bonded and grounded in accordance with NFPA 30 6.5.4.

44. Each loading and unloading riser shall be marked to identify the product for which it is to be used.

**Submittal Requirements**

45. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.

46. Each submittal shall have a completed:
   a. Kerrville Fire Marshal Permit Application.
   b. Texas Commission on Environmental Quality permit
   c. Copy of Contractors Texas Commission on Environmental Quality License.

47. Provide a written description of the operation and contents of the tank(s) and any associated piping and/or system(s).

48. The submittal package must include documentation identifying compliance with all above requirements.

49. A site plan drawing of the installation location and layout, to include:
   a. All buildings and structures
b. Fire lanes and fire hydrants

c. Location(s) of tanks, vent lines, underground product lines, leak detection, dry sumps, and dispensing locations

50. A full equipment listing of all tanks, piping, valves, and other equipment.

51. Manufacturer documentation for all parts and materials used in the project, this is to include the pumps, relief valves, and tank.

52. Plan drawings shall show the actual install layout, including all piping and pumps.

53. Plan drawings shall show both plan view, section view, and other pertinent information.

54. Plan drawings shall be generated by the installing company, and shall not be copied and marked according to installation.

55. Provide documentation of tank testing and ability to hold a vacuum. This is in addition to any testing required by the Fire Marshal.

Additional Information

56. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

57. All installations must concur with the approved plans. Any deviation from the approved plans requires a resubmittal to the Fire Marshal’s Office.

58. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 5
Underground Storage Tanks
Liquid Propane Gas

These guidelines are to be followed when an underground storage tank - LPG is moved, installed, or otherwise added, within the City of Kerrville City Limits.

All underground storage tanks – LPG requirements for the purposes of these guidelines and any other guidelines or requirements of the Kerrville Fire Marshal shall conform to the *International Fire Code 2006* as adopted and amended by the City of Kerrville and *NFPA 58*.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Requirements

1. Only persons authorized by the Texas Railroad Commission shall install, service or fill storage tanks containing liquid propane.
2. All underground LP-Gas storage tanks shall comply with ASME.
3. No person shall install or maintain any LP-Gas container or operate any tanked vehicle, which is used for the transportation of LP-Gas, without a permit. Permits shall be required as set forth in IFC Section 105. When a single container or the aggregate of interconnected containers is over 2,000 gallons water capacity, the installer shall submit plans to the Fire Marshal. A permit shall not be required for the installation or maintenance of portable containers of less than 120 gallons water capacity as long as the same are used only in connection with a bona fide travel trailer which, at all times, is capable of being pulled or driven upon the streets or highways. Any mobile home, travel trailer, or trailer of any kind, which is located in one place and has had the wheels or tires removed, is not a bona fide travel trailer, to meet this exception. A permit shall not be granted in the event that natural gas is available as a fuel supply.
4. It shall be unlawful to use Propane, Butane, or other LP-Gas products in the City where natural gas is available. It shall be unlawful to install above-ground storage tanks, exceeding a capacity of 25 gallons, for Propane, Butane or other LP-Gas product in any zoning district allowed for residential uses, such as single-family, duplex, multifamily, or mobile homes. The maximum tank size shall be 1000 water gallons size container in a residential zone or in total aggregate of 1000 water gallons in a residential zone. In industry, the tank size shall be determined by the demand of quantity needed to operate appliances and equipment.
5. This permit will remain valid for permitted location until such time natural gas is made available at permitted site within 350’. Should liquid propane use be disconnected, another permit will be required before replacing with another liquid propane tank. Should a liquid propane tank and/or piping become unsafe and proper repairs are not made, permit may be revoked.
6. A Liquid Propane Distribution Company shall be responsible to make any and all repairs prior to off-loading any fuel into such damaged tank and will be responsible to notify the Kerrville Fire Marshal’s office prior to making repairs.
7. Tank hood may not be disguised or covered prohibiting firefighters to recognize this hazard. Distributing company is responsible for forwarding this information to all parties involved with the existence of the permit.
8. Containers installed in areas with no vehicular traffic shall be installed at least 6 in. (15 cm) below grade.
9. In areas where vehicular traffic is expected, a non-interchangeable underground container shall be installed at least 18 in. (460 mm) below grade, or the container shall be protected from damage from vehicles.
10. Protection shall be provided for the fitting housing, housing cover, container connections, and piping against vehicular damage.
11. Approved interchangeable aboveground–underground container assemblies installed underground shall not be placed with the container shell more than 12 in. (0.30 m) below grade.
12. Containers shall be coated or protected to minimize corrosion.
13. Containers shall be set level and shall be surrounded by earth or sand firmly tamped in place.
14. Backfill shall be free of rocks and abrasives. The backfill material used to cover the container should be compacted soil (Clean and free of abrasives) or coarse sand. Backfill material containing crushed rock or other material that could damage the container coating shall be avoided.
15. Cathodic protection is required to minimize corrosion. Anodes used in this process must be attached to the container according to the anode manufacturer's instructions. The number and size of anodes installed varies, depending on the container size.
16. Dielectric couplings must be used to isolate the container from the piping when using metallic piping (i.e., copper, steel, etc.) to minimize current flow.
17. A periodic test program should be established to monitor the effectiveness of the corrosion protection for the container. Inspection records should be made available to the container owner.
18. Prior to burial, the container may be inspected by the Kerrville Fire Marshal for any coating damage that may have been caused during the installation process. Back fill must be on site when tank installation is being inspected.
19. Prior to finishing back filling of the LP Tank, it will be required that the Kerrville Fire Marshal inspect the back fill placed in the hole. Back fill to be six (6) to eight (8) inches from the grade level.
20. Depending on the construction of the driveway, the LP Tank may require vehicle protection for the underground LP Tank.

Submittal Requirements
21. A minimum of one (1) set of plans to scale. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
22. Kerrville Fire Marshal Permit Application
23. A site plan drawing of the installation location and layout, to include:
   a. All buildings and structures
   b. Fire lanes, access roads and fire hydrants
   c. Location(s) of tanks, vent lines, underground product lines, leak detection, dry sumps, and dispensing locations
24. The submittal package must include documentation identifying compliance with all above requirements.
25. Provide documentation of tank testing and ability to hold a vacuum. This is in addition to any testing required by the Fire Marshal.

Additional Information
26. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
27. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
28. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection
29. Tank MUST NOT be covered prior to final inspection and/or approval of Fire Marshal.
Section 5
Tent/Canopy/Membrane Structure

These guidelines are intended to provide the minimum submittal requirements for obtaining a Kerrville Fire Marshal Permit. Additional requirements and/or information may be required based upon the individual project.

All Tent and Membrane Structures for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Definitions
Canopy. A structure, enclosure or other shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent of the perimeter.
Membrane Structure. An air-inflated, air supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy. See Chapter 31 of the International Building Code.
Tent. A structure, enclosure or shelter constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

General Requirement
1. No tent, canopy or membrane structure requiring a permit may be erected, operated or maintained on a site until a permit is approved and issued by the Fire Marshal’s Office.
2. A permit is required for a tent or membrane structure having an area in excess of 200 sq. ft.
   a. Exception: tents used exclusively for recreational camping purposes.
3. A permit is required for a canopy in excess of 400 sq. ft.
   a. Exception: Fabric canopies open on all sides which comply with all of the following:
      i. Individual canopies having a maximum size of 700 square feet.
      ii. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
      iii. A minimum clearance of 12 feet to all structures and other tents.
4. A minimum of 20 ft. clear width shall be provided around the tent/canopy, and not closer than 20 feet to lot lines, buildings, other temporary structures, vehicles. Support ropes and guy wires are not included. Unless otherwise approved.
5. The structure shall not be located within a fire lane or public street.
6. Fire apparatus access roads shall be provided.
7. Smoking, cooking or use of open flames inside a tent, canopy or membrane structure is prohibited.
8. Warming of foods and similar operations using flameless or other similar devices that do not pose a fire hazard, shall be permitted.
9. Approved “No Smoking” signs shall be conspicuously posted.
10. Exits, with a minimum width of 6 ft. each, shall be provided and kept clear at all times.
11. The number of exits shall be determined by the occupant load.
12. A minimum of a 12-foot “fire break” shall be provided around the exterior of the tent/canopy/membrane structure that is free of guy ropes or other obstructions. Or, as otherwise approved by the fire department.
13. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.
14. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:
   a. Names and address of the owners of the tent, canopy or air-supported structure.
   b. Date the fabric was last treated with flame-retardant solution.
c. Trade name or kind of chemical used in treatment.
d. Name of person or firm treating the material.
e. Name of testing agency and test standard by which the fabric was tested.

15. Hay, straw, shavings, or similar combustible materials shall not be located within any tent or air-supported structure.

16. A minimum of one 2A-10BC fire extinguisher shall be provided for each tent less than 3,000 sq. ft. or less than 75 ft. across.

17. A minimum of 3 ft. clearance shall be provided from the inside material of the tent, canopy or membrane structure and the interior contents.

18. All applicable requirements of the *International Fire Code*, Chapter 24, Tents and Membrane Structures shall be met.

**Submittal Requirements**

19. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.

20. Each submittal shall have a completed:
   a. Kerrville Fire Marshal Permit Application
   b. Certification of fire resistance rating providing date last treated and chemical used for treatment.

21. A detailed site and floor plan that indicated the following:
   a. Details of the means of egress
   b. Seating or occupancy capacity
   c. Exits and exit pathways
   d. Use of the tent/canopy/membrane structure
   e. Location of cooking or heating devices will be within or near the tent/canopy/membrane structure
   f. Locations of fire extinguishers
   g. Fire Department access route and nearest fire hydrants

**Heating and Cooking**

22. Heating and cooking equipment shall meet the requirements of the Section 24 of the *International Fire Code*.
   a. Heating and cooking equipment, tanks, piping, hoses, fitting, valves, tubing, and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the Fire Marshal.
   b. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane structure shall not be less than 12 inches from the flue or vent.
   c. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.

23. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 ft.
   a. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent, canopy or membrane structure

24. Electrical cooking and heating equipment shall comply with the *National Electrical Code*.
25. LP-gas containers shall not be located within the tent and shall be a minimum of 10 ft. from all tents, canopies or membrane structures.
26. Flammable or combustible liquids shall not be located within a tent, canopy or membrane structure, and shall be located a minimum of 50 ft. away.
27. Generators and internal combustion power sources shall not be located closer than 20 feet to any tent, canopy or membrane structure and shall be protected by a fence, enclosure or barrier from contact with the public.

**Additional Information**
28. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the event.

29. Installation or otherwise construction of the tent/canopy/membrane structure is prohibited without approved plans and permit.

30. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.

31. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

**Inspection Requirements**

32. Verification of compliance and inspection by the Fire Marshal shall be required PRIOR to use.

33. The permit shall be valid only for the dates specifically requested and indicated on the issued permit.

34. All required exits shall be available and kept clear.

35. Fire extinguishers must be kept in place and operable.

36. Fire resistance label is displayed.

37. No combustibles or heating/cooking devices within the tent, unless specifically requested and approved.

Additional inspections based upon the use and hazards.
Section 5
Hazardous Materials

These guidelines are intended to provide the minimum submittal requirements for obtaining a Hazardous Materials Permit. Additional requirements and/or information may be required based upon the individual project.

All hazardous materials storage, use, or handling for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

As a minimum, all applicable requirements of the International Fire Code, Chapter 27 shall be met. Additional fire protection requirements may be included based upon a review of the proposed storage arrangement or chemicals to be used or stored (i.e. smoke exhaust, IR/UV detection, etc.)

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Approval and issuance of the Hazardous Materials Permit must be completed prior to the issuance of a Certificate of Occupancy.

General Requirements
1. The construction documents for a High-Pile/High-Racked Storage Permit may be concurrently submitted for review with the building plans, providing all of the below information is provided. All supporting documentation shall be identified and readily available or distinguishable.
2. The submittal shall be separate from any other plan submittal, but may refer to those submittals given they have been submitted to the Fire Marshal for review.
3. A permit is required when the quantity of hazardous materials to be used or stored exceeds those indicated in the International Fire Code, Table 105.6.20, or when required by the Fire Marshal.

Submittal Requirements
4. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
5. A scaled copy of the Site Plan and Floor Plan which indicate the type and locations of the materials using the classifications in IFC, Chapter 27.
6. Location of fire department access doors.
7. Type and location of all fire suppression, fire detection systems and smoke exhaust systems.
8. Location of valves controlling the water supply of ceiling and in-rack sprinklers.
9. Size and location of all water supplies and/or water lines servicing the building or site.
10. Documentation and/or policies/procedures indicating compliance with housekeeping and maintenance requirements.
11. Location of MSDS sheets for all hazardous materials stored or used on-site. Indicate whether the information is available in hardcopy on-site, internet, or telephone.
12. Each submittal shall have a completed Kerrville Fire Marshal Permit Application.
13. A Texas Registered Professional Engineer’s seal is required on all construction/specification plans.
14. Each application for a permit shall include a Hazardous Materials Management Plan (HMMP). The HMMP shall include a facility site plan designating the following:
   a. Storage and use areas.
   b. Maximum amount of each material stored or used in each area.
   c. Range of container sizes.
   d. Locations of emergency isolation and mitigation valves and devices.
   e. Product conveying piping containing liquids or gases, other than utility-owned fuel gas lines and low-pressure fuel gas lines.
   f. On and off positions of valves for valves that are of the self-indicating type.
g. Storage plan showing the intended storage arrangement, including the location and dimensions of aisles.
h. The location and type of emergency equipment.
i. The plans shall be legible and drawn approximately to scale. Separate distribution systems are allowed to be shown on separate pages.

15. An application for a permit shall include a Hazardous Materials Inventory Statement (HMIS), such as SARA Title III, Tier II Report, or other approved statement. The HMIS shall include the following information:
   a. Manufacturer's name.
   b. Chemical name, trade names, hazardous ingredients.
   c. Hazard classification.
   d. MSDS or equivalent.
   e. United Nations (UN), North America (NA) or the Chemical Abstract Service (CAS) identification number.
   f. Maximum quantity stored or used on-site at one time.
   g. Storage conditions related to the storage type, temperature, and pressure.

Facility Storage Map
16. Site Plan. Provide a Site Plan showing the location of all building, structures, chemical loading areas, parking lots, internal roads/fire lanes, storm sewer inlets and adjacent property uses. A Utility Plan shall also be provided to indicate the location of all fire hydrants, the fire department connection (FDC) and the location of the fire sprinkler riser and/or fire pump.

17. Building Floor Plan. Provide a scaled and dimensions floor plan for each building where hazardous materials are stored and/or used. Mark each hazardous material storage/use location with a name, letter, or number code of your choice. Access to each storage area, the location of emergency equipment, secondary containment areas, purpose of other areas in the facility, and location of aboveground and underground tanks (sumps, pumps, vaults, etc.) shall also be indicated.

18. Chemical Breakdown Listing. Provide a detailed listing of each individual chemical, total quantity, individual container size, number of containers, container type and NFPA 704 rating.

Emergency Contact
19. Two emergency contact persons shall be designated. Representatives shall be available on a 24 hour basis.
20. Contact information for a representative hazardous materials tracking company shall be provided, if applicable.

Additional Information
21. Plans that are approved and permitted by the City of Kerrville, Fire Marshal give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from full compliance with applicable codes and ordinances relating to the construction project.
22. All installations must concur with the approved plans, permit and plan review letter. Any deviation from the approved plans requires that plans be resubmitted to the Fire Marshal for permit.
23. Installation or otherwise stocking of hazardous materials is prohibited without approved plans and permit.
24. All fire Marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements
25. Permit Posted: Permit is clearly posted near the entrance to the occupancy.
26. Permitted Quantity is not exceeded: The quantities permitted are not exceeded.
27. Controls in Place: Administrative and/or containment controls are in place. Proper storage requirements are provided for the quantity of materials stored. Non-compatible materials shall be properly segregated.
29. Date of Issue: Permit is valid for one year from date of issue.
Section 5
High-Pile/High-Racked Storage

These guidelines are intended to provide the minimum submittal requirements for obtaining a Kerrville Fire Marshal Permit. Additional requirements and/or information may be required based upon the individual project.

All High-Pile/High-Racked combustible storage for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Approval and issuance of the High-Piled Storage Permit must be completed prior to the issuance of a Temporary Certification of Occupancy or “Permission to Stock”.

“Permission to Stock” allows the contractor to bring in merchandise within the HPS area for the purposes of stocking only. In turn, this allows personnel other that construction staff inside the building, prior to issuance of a Certification of Occupancy. Permission to Stock can only be given provided all the fire protection systems (fire alarm, fire sprinkler, fire pump, smoke control, etc.) have been 100% approved, tested and inspection by the Kerrville Fire Marshal’s Office, and the HPS Permit has been reviewed, approved and issued.

General Requirements

1. High-piled/High-Racked storage is the storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of storage is greater than 12-feet in height.
2. High-piled combustible storage also includes certain high-hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities, where the top of storage is greater than 6-feet in height.
3. Any building exceeding 5,000 square feet that has a clear height in excess of 12 feet, making it possible to be used for storage in excess of 12 feet, shall be considered to be high-piled storage and shall comply with the provisions of this section. When a specific product cannot be identified, a fire protection system shall be installed as for Class IV commodities, to the maximum pile height.
4. A rack storage plan is required prior to fire sprinkler plan approval.
5. The construction documents for a High-Pile/High-Racked Storage Permit may be concurrently submitted for review with the building plans, providing all of the below information is provided. All supporting documentation shall be identified and readily available or distinguishable.
6. The submittal shall be separate from any other plan submittal, but may refer to those submittals given they have at a minimum been submitted to the Fire Marshal for review.

Minimum Plan Requirements

7. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
8. Each submittal shall have a completed Kerrville Fire Marshal Permit Application.
9. A P.E. seal is required on all construction/specification plans.
10. Plan submittal package shall include the following:
   a. A scaled copy of the Site Plan.
   b. Floor plan of the building showing locations and dimensions of High-Pile/High-Racked storage areas, and any fixtures.
   c. Usable storage height for each storage area.
   d. Number of tiers within each rack, if applicable.
e. Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement.

f. Aisle dimensions between each storage array.

g. Maximum pile volume for each storage array.

h. Construction and engineering drawings for the rack system.

i. Location and classification of commodities in accordance with IFC, Section 2303.

j. Location of commodities, which are banded or encapsulated.

k. Location of required fire department access doors.

l. Type of fire suppression and fire detection systems.

m. Location of valves controlling the water supply of ceiling and in-rack sprinklers.

n. Type, location, and specifications of smoke removal and curtain board systems.

o. Dimensions and location of transverse and longitudinal flue spaces.

p. Additional information regarding required design features, commodities, storage and fire protection features within High-Pile/High-Racked storage area shall be provided at the time of permit, when required by the code official.

q. Size and location of all water supplies and/or water lines servicing the building or site.

r. Documentation and/or policies or procedures indicating compliance with all housekeeping and maintenance requirements.

s. Location and representative diagram of required signage.

t. Provide an evacuation plan for publicly accessible areas and a separate set of plans indicating location and width of aisles, location of exits, exit access doors, exit signs, height of storage, and location of hazardous materials.

Emergency Contact

11. Two emergency contact persons shall be designated. Representatives shall be available on a 24 hour basis.

12. Contact information for a representative hazardous materials tracking company shall be provided, if applicable.

Evacuation Plan (IFC, Section 2301.4)

13. Provide an evacuation plan for publicly accessible areas and a separate set of plans indicating location and width of aisles, location of exits, exit access doors, exit signs, height of storage, and location of hazardous materials.

Additional Information

14. Plans that are approved and permitted by the City of Kerrville Fire Marshal’s Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from full compliance with applicable codes and ordinances relating to the construction project.

15. All installations must concur with the approved plans, permit and plan review letter. Any deviation from the approved plans requires that plans be resubmitted to the Fire Marshal’s Office for permit.

16. Installation or otherwise stocking of hazardous materials is prohibited without approved plans and permit.

17. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements

18. Permit Posted: Permit is clearly posted near the entrance to the occupancy.

19. Permitted Quantity is not exceeded: The quantities permitted are not exceeded.

20. Controls in Place: Administrative and/or containment controls are in place. Proper storage requirements are provided for the quantity of materials stored. Non-compatible materials shall be properly segregated.

21. Date of Issue: Permit is valid for one year from date of issue.
Section 5
Access-Controlled/Delayed Egress Door Systems

These guidelines are to be followed when a building, or facility within the City of Kerrville, is provided with an approved, entry and exit access controlled or delayed egress door for pedestrian traffic.

All access control criteria for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersedes any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Access-Controlled Egress Door
Operational Requirements
The entrance doors in a means of egress in buildings with an occupancy in Group A, B, E, M, R-1 or R-2 and entrance doors to tenant spaces in occupancies in Groups A, B, E, M, R-1 and R-2 are permitted to be equipped with an approved entrance and egress access control system which shall be installed in accordance with the following criteria:

1. A sensor shall be provided on the egress side arranged to detect an occupant approaching the doors. The doors shall be arranged to unlock by a signal from or loss of power to the sensor. The sensor must be listed for its intended use.
2. Loss of power to that part of the access control system, which locks the doors, shall automatically unlock the doors. This is to include both the access and egress side of the door.
3. The doors shall be arranged to unlock from a manual unlocking device located 40 inches to 48 inches (1016 mm to 1219 mm) vertically above the floor and within 5 feet (1524 mm) of the secured doors. Ready access shall be provided to the manual unlocking device and the device shall be clearly identified by a sign that reads “PUSH TO EXIT.” When operated, the manual unlocking device shall result in direct interruption of power to the lock—indepedent of the access control system electronics—and the doors shall remain unlocked for a minimum of 30 seconds.
4. If a full building smoke detection system is not provided, approved smoke detectors shall be provided on both the access and egress sides of doors and in a location approved by the authority having jurisdiction of NFPA 72.
5. Activation of the building fire alarm system, if provided, shall automatically unlock the doors, and the doors shall remain unlocked until the fire alarm system has been reset.
6. Activation of the building automatic sprinkler or fire detection system, if provided, shall automatically unlock the doors. The doors shall remain unlocked until the fire alarm system has been reset.
7. Entrance doors in buildings with occupancy Group A, B, E or M shall not be secured from the egress side during periods that the building is open to the public.
8. Group E Occupancies Only: In Group E Occupancies where ingress is available by keys located in a Knox Box mounted at the main entrance to the building, the Fire Alarm must unlock the egress portion or capability of all doors while the ingress function may remain locked.

Delayed Egress Locks
Operational Requirements
Approved, listed, delayed egress locks shall be permitted to be installed on doors serving any occupancy, except Group A, E and H occupancies, that are equipped throughout with an automatic sprinkler system in accordance with the International Fire Code, Section 903.3.1.1 or an approved automatic smoke or heat detection system installed in accordance with the International Fire Code, Section 907, provided that the doors unlock in accordance with Items listed below. A building occupant shall not be required to pass through more than one door equipped with a delayed egress lock before entering an exit.

9. The doors unlock upon actuation of the automatic sprinkler system or automatic fire detection system.
10. The doors unlock upon loss of power controlling the lock or lock mechanism.
11. The door locks shall have the capability of being unlocked by a signal from the fire command center.
12. The initiation of an irreversible process which will release the latch in not more than 15 seconds when a force of not more than 15 pounds (67 N) is applied for 1 second to the release device. Initiation of the irreversible process shall activate an audible signal in the vicinity of the door. Once the door lock has been released by the application of force to the releasing device, relocking shall be by manual means only.
   Exception: Where approved, a delay of not more than 30 seconds is permitted.
13. A sign shall be provided on the door located above and within 12 inches (305 mm) of the release device reading: PUSH UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN 15 [30] SECONDS.
14. Emergency lighting shall be provided at the door.

Submittal Requirements
15. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
16. Each submittal shall have a completed Kerrville Fire Marshal Permit Application.
17. Provide a written description of the operation of the Access-Control/Delayed Egress System in normal, loss of power, activation of a fire protection system and manual modes.
18. Drawings detailing the installation location and layout, including all hookups/integration into building systems (i.e. fire alarm) and wiring.
19. Submittal shall include:
   a. Scaled floor plan for the facility.
   b. Full equipment listing.
   c. Spec/cut sheet for sensor.
   d. Manufacturer documentation for all parts and materials used in the project.

Additional Information
20. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
21. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
22. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
23. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements
24. Magnetic-Lock/Push Bar Test: Magnetic locks will be tested.
25. Back-up Power Verification: Test emergency backup power to the access control system, where provided
26. Fail Safe Verification: Loss of power, or function to that part of the access control system, which locks the doors, shall automatically unlock.
27. Connection to Fire Sprinkler/Alarm System: Activation of the building fire alarm or automatic sprinkler system, if provided, shall automatically unlock the doors. In addition, remain unlocked until the fire alarm system is reset.
29. Egress: Electric strike, or designated access doors shall be tested to verify free egress.
Section 5
Access Control Gates

These guidelines are to be followed when a building, facility, residential subdivision, or multi-family dwelling units, within the City of Kerrville, is provided with an approved, entry and exit access control/security gate for vehicular traffic and/or pedestrian traffic.

All access control criteria for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code*, as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

**General Requirements for Manually Operated Security Gates**
1. Gates shall not obstruct fire apparatus access roads in any manner. The minimum widths and clearances established shall be maintained at all times.
2. Manual gates shall open utilizing the Knox padlock that conforms to the Kerrville Fire Department Knox Security Key.

**General Requirements for Power Operated Security Gate**
3. Gates shall not obstruct fire apparatus access roads in any manner. The minimum widths and clearances established shall be maintained at all times.
4. Gates shall open using a Kerrville Fire Department apparatus door opener known as a Gate Key Switch.

5. A fail-safe manual back-up system shall be accessible on the entry side of the gate to allow access through the gate in the event of a power failure, or other failure of the electromechanical system.
6. On swing gates and barrier arms, this system shall be designed:
   a. To open manually by one person removing the KNOX padlock and/or pin that is secured in the gate arm. and
   b. The KNOX padlock is clearly visible and is easily accessible from the entry side of the gate.
7. On slide gate, this system shall be designed:
   a. To open manually by one person utilizing an approved single manual release device. and
   b. The manual release device is within 10 feet of the gate in a location that is clearly visible and is easily accessible from the entry side of the gate.
   c. Manual release device shall be located in a fire department approved weatherproof box. *See Weatherproof Box requirements below.*

**Pedestrian Walkway Security Gates**
8. Security gates may be installed across pedestrian walkways provided they are designed to:
   a. Open electromechanically with the use of a manually operated KNOX key switch Model 3502 using the Kerrville Fire Department Knox Security Key. When required by the chief, the system shall be designed to open multiple gates upon activation. In the event of a power failure, or other failure of the electromechanical system, a fail-safe system must automatically unlock the gate to allow free entry and exit.
   b. Open manually using a KNOX padlock conforming to the Kerrville Fire Department KNOX Security Key.
   c. Open manually utilizing an approved manual switch.

**General Requirements Weatherproof Box**
9. Weatherproof box shall comply with the following:
   a. Red in color.
   b. At least 5 inches high, 5 inches wide and 1-1/2 inches deep.
c. Clearly labeled “Fire Dept.” in white block letters one inch tall with a one-quarter inch stroke.
d. Located within 10 feet of the gate.
e. Clearly visible and easily accessible, and
f. Designed to accept the Knox padlock that conforms to the Kerrville Fire Department KNOX Security Key, when used with the manual release device.

Maintenance
10. The gate opening systems shall be maintained in approved operating condition as delineated below:
a. The mechanical components shall be serviced on a regular basis and maintained in an approved operating condition.
b. The electrical components shall be maintained in an approved operating condition. and
c. A power supply shall be maintained to electronic components at all times.

Performance Test Required
11. Within 30 calendar days of each anniversary date subsequent to installation of an approved security gate system and other times as required, a performance test shall be conducted by the chief or designee.
12. Upon failure of the performance test, the security gate system shall be disabled and maintained in the open position until repaired, and tested by the chief or designee.

Submittal Requirements
13. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
14. Each submittal shall have a completed Kerrville Fire Marshal Permit Application.
15. Provide a written description of the operation of the access control/security gates in normal, emergency, and manual modes.
16. Site plan drawings of the installation location and layout, including primary and emergency power hookups.
17. Equipment location drawings of the actual configuration of the access gate(s).
18. A full equipment listing.
19. Manufacturer documentation for all parts and materials used in the project.
20. Plan drawings shall be generated by the installing company, and shall not be copied.

Additional Information
21. Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
22. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
23. All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
24. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements
25. Fire Lane Unobstructed. The fire lane shall have a clear width of 24-feet.
27. Know Box Key Switch. Test the operation of the Knox Box Key switch.
28. Emergency Ingress system Tested. Test openers and receivers.
29. Access Control Gates Final. Final inspection
Section 5
Controlled Outdoor Burning

These guidelines are to be followed when a person, general contractor, company and/or business or commercial and/or residential developer proposes to perform an organized outdoor burn and/or fire, within the City of Kerrville.

All outdoor burning operations for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code and the Texas Commission on Environmental Quality Rules.

This guide does not replace, nor supersedes any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

General Information
The City hereby adopts the outdoor burning rules set by Texas Commission on Environmental Quality as outlined in the Texas Administrative Code, Title 30, Part I, Chapter 111, Subchapter B, and as may be amended. If a conflict occurs between the Texas Administrative Code and this Section, the most stringent provision shall prevail.

On-site burning of trees, brush, and other plant growth for right-of-way maintenance, land clearing operations, and maintenance along water canals will be allowed when a practical alternative to burning does not exist and when the materials are generated only from that property. Sensitive receptors, such as neighboring properties, persons and animals must not be negatively affected by the burn. For a single project entailing multiple days of burning, an initial notice delineating the scope of the burn is sufficient if the scope does not constitute circumvention of the rule for a continual burning situation.

The Outdoor Burning Rule defines a “practical alternative” as an economically, technologically, ecologically, and logistically viable option. Methods that can be used are recycling, composting, mechanical chipping or mulching, logging, landfills and air-curtain incineration (trench burning).

The City may authorize outdoor burning for prescribed burning for forest, range, and wildland/wildlife management purposes pursuant to the issuance of a City permit. Such burning is prohibited where the Fire Marshal determines that the burning will have an adverse effect on any building or structure. In addition, the Fire Marshal may revoke the authority to burn at any time if the burning causes nuisance conditions, is not conducted in accordance with the specified conditions, violates any provision of an applicable permit, or causes a violation of any air quality standard.

The authority to conduct outdoor burning under this Section does not exempt or excuse any person responsible from the consequences, damages, or injuries resulting from the burning, and does not exempt or excuse anyone from complying with all other applicable laws or ordinances, regulations and orders of governmental entities having jurisdiction, even though the burning is otherwise conducted in compliance with this Section. Further, each permittee assumes all liability and responsibility for all damages to all persons or property caused by burning hereunder.

The Fire Marshal is authorized to revoke any person’s or entity’s right to conduct an outdoor burn and to pursue any legal recourse against the person or entity if the Fire Marshal determines that federal or state law, this Section, or a permit was violated.

General Requirements

1. A “practical alternative” must be pursued before an application for “Outdoor Burning” is made to the Kerrville Fire Marshal and the Texas Commission on Environmental Quality.

2. Submit a written request to the Texas Commission on Environmental Quality regional office for the prescribed burn and obtain an approved permit from the Texas Commission on Environmental Quality.
3. Submit a permit application to the Kerrville Fire Marshal in writing by the owner, operator, or other person in control of the property upon which the burning is to occur. The application shall be on a form provided by the Fire Marshal’s Office.

4. Obtain a copy of “Outdoor Burning in Texas” guide from the Kerrville Fire Marshal.

5. Submit a copy of an approved permit from the Texas Commission on Environmental Quality.

6. The permit shall be effective for the specific time period indicated on the permit.

7. The permit is effective only if the burn is conducted in strict compliance with and under the conditions specified in the permit.

8. Applicant shall obtain final approval to burn from the Fire Marshal’s office immediately prior to the start of burning, and at the beginning of each day upon which burning is to take place, to ensure that weather conditions are, and will remain, conducive to the type of burning authorized by the permit.

9. The Fire Marshal may void a permit in any instance where the Fire Marshal determines, in his sole discretion, that conditions have changed to the extent that the burn is no longer safe and poses a risk to the public health, safety, and welfare.

10. When the county is under a burn ban in conjunction with a city burn ban, a burning operation will not be allowed.

11. Burning is permitted only when wind direction and other meteorological conditions are such that smoke and other pollutants will not present a hazard to any public road, landing strip, navigable water, or have a negative effect on any building, structure, or sensitive receptor.

12. If at any time the burning causes, or may tend to cause, smoke to blow onto or across a street, road or highway, it is the responsibility of the person initiating the burn to post flag-persons on affected roads.

13. Fires shall be maintained at least 300 feet from any neighboring structure or sensitive receptors, unless prior written approval is obtained from the adjacent occupant with possessory control and such approval is submitted to the Fire Marshal prior to the burn.

14. Burn piles will need to have a clear distance of 100 feet from any living grass, brush and trees that are not intended to be burned.

15. Multiple piles will need to have a clear distance of 300 feet from each of the piles to be burned.

16. Notify the Kerrville Fire Marshal prior to burning for approval to commence burning operations.

17. The burning shall commence no earlier than 9:00 a.m. Burning shall be completed on the same day no later than one hour before sunset, and shall be monitored by a responsible party at all times during the active burn phase when the fire is progressing. In cases where residual fires and/or smoldering objects continue to emit smoke after this time, such areas shall be extinguished if the smoke from these areas has the potential to create a nuisance or traffic hazard condition. In no case shall the extent of the burn area be allowed to increase after this time. In order to allow time for the extinguishments of a fire, no new material shall be added to the burning pile after 3:00 p.m.

18. Any residual fires and/or smoldering objects that continue to emit smoke shall be extinguished each day at the end of the burn.

19. In cases where the “Outdoor Burning” will occur over more than 1 day pursuant to a permit, the permittee or designee shall contact the Fire Marshal’s office each day of continued burning prior to the fire being lit, to determine whether, and under what conditions, burning will be allowed on that day.

20. Burning shall not be commenced when surface wind speed is predicted to be less than 5 miles per hour or greater then 10 miles per hour during the burn period.

21. Burning shall not be conducted during periods of actual or predicted persistent low-level atmospheric temperature inversions.

22. The permittee or designee shall be present at all times when a burn is active. Such person shall have a water hose connected to a reliable water supply or have other appropriate fire extinguishing equipment (bulldozer, water tankers, etc.) readily available for use.

23. Only brush/vegetation generated and gathered from the burn site area shall be permitted. There shall be no importation of brush from any other properties for the purpose of burning.

24. Electrical insulation, treated lumber, plastics, non-wood construction/demolition materials, heavy oils, asphaltic materials, potentially explosive materials, chemical wastes, and items containing natural or synthetic rubber must not be burned.
Plan Submittals

25. Each submittal shall have a completed Kerrville Fire Marshal Burn Permit application.
26. A copy of an approved permit from the Texas Commission on Environmental Quality.
27. A site plan/drawing of the proposed burn site area will include vehicle parking, buildings, obstructions, and roadways.
28. Designate the burn site and/or sites for multiple burnings.
29. List of materials to be burned.
30. List of equipment for containment and/or extinguishment of the materials to be burned.
31. A site evaluation will be conducted prior to approval of the application.
32. Plans approved by the City of Kerrville and the Fire Marshal’s Office that gives authorization for operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the operators from the responsibility of full compliance with all applicable codes and ordinances relating to the bonfire or recreational fire.
33. All installations and/or operations must concur with the approved plans and permits. Any deviation from the approved plans requires a re-submittal of the plans to the Fire Marshal.
34. All Fire Marshal inspection forms and permits shall be kept in a permit packet on the site until completion of “Outdoor Burning” operations.
Section 6
Additional Guidelines Index

This section provides additional guidelines and policies. Please review and incorporate the requirements as needed in order to expedite the plan review process.

- KNOX Key Box
- Fire Lane Guidelines
- Fire Hydrants
- Water Flow (Fire) Testing of Fire Hydrants
- Fire Watch
Section 6

KNOX Key Box

These guidelines are intended to be a resource for when a building, structure, or facility, within the City of Kerrville, is required to be provided with a KNOX Key Box.

All key boxes for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code* as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

**General Requirements**

1. KNOX Key Boxes can be purchased online at [www.knoxbox.com](http://www.knoxbox.com). See appendix for ordering information.

2. Key vault locations shall be approved by the Fire Marshal PRIOR to installation and shall be subject to the following conditions:
   a. KNOX Key Boxes shall be located at the main entry into the building and at the fire sprinkler riser room.
   b. KNOX Key Boxes shall in all cases be mounted within 10 feet of the designated entry.
   c. KNOX Key Boxes shall not be visually or physically obstructed by landscaping or architectural elements.
   d. KNOX Key Boxes shall not be mounted more than five (5) feet and not less than two feet above the surface level of the designated entry.

3. Keys necessary for entry shall be placed inside the box. Keys shall be properly labeled and be limited to one set attached to a substantially constructed key ring.

4. Fire Department alert decal shall be placed on all exterior doors in the upper left hand corner if the KNOX Box is mounted on the wall left of the entry door and vise versa if mounted on the right side of the entry door. The City of Kerrville accepts no liability for security breeches resulting from the use of the key vault system. The system is the best available for addressing the complicated problem of rapid building access.

**Where Required**

5. The following structures and properties shall be equipped with a key lock security system box at or near their main entrance or at such other location as the Fire Marshal may require.

6. Structures that are either equipped with, or required to be equipped with, fire sprinkler systems or fire systems or fire detection alarm systems that report to an alarm monitoring center.

7. Multi-family residential structures that have restricted access through locked doors or gates and that have a common area or corridor for access to the living units.

8. Buildings, that contain 6 or more occupancies within the same structure that have restricted common entryways and exit ways into the common area of the building.

9. Properties having mechanical gates that control vehicular and pedestrian access to commercial property or to private streets in subdivisions, apartment complexes, condominiums, or other residential developments which contain more than 2 residential units.

10. Commercial properties with parking garages or secured parking and storage unit areas that will restrict access for emergency services.

11. All newly constructed structures subject to this Section shall have the key lock box installed and operational prior to the issuance of a Certificate of Occupancy.

12. Any existing structure subject to the key lock box requirement that does not have a key lock box installed and operational shall have the same installed as soon as practicable, but in no event later than 30 days after the effective date of these regulations.

**Additional Information**

13. In addition to the KNOX Box system, locking caps for Fire Department Connections and Standpipes are required to secure water supplies for sprinkler systems.
14. KNOX pad locks are required for gates and any other limited access point. KNOX padlocks are also required for securing water valves in open areas or areas required by the Fire Marshal.

15. KNOX Access Gate Key Switches are required on limited access gates such as located at closed residential properties (apartment complex).

8 Plans approved by the City of Kerrville, Fire Marshal give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

9 Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.

10 All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.

11 All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 6
Fire Lane Guidelines

These guidelines are intended to be resource for when a building, structure, or facility, within the City of Kerrville, is required to be provided with fire apparatus access roads or emergency access easement, commonly referred to as “Fire Lane” for Fire Department Access.

All fire lanes for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Fire Access Roads
1. Fire access roads are required when any portion of a building, structure or facility's first story exterior wall is located more than 150 feet from a point of fire department access as measured by an approved route (as the hose lays) around the exterior of the building, structure or facility.
2. Buildings or facilities exceeding 30 feet (9144 mm) in height shall have at least three means of fire apparatus access for each structure.
3. Buildings or facilities having a gross building area of more than 62,000 square feet (5760 m2) shall be provided with two separate and approved fire apparatus access roads. Exception: Projects having a gross building area of up to 124,000 square feet (11 520 m2) that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems.
4. Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

Aerial Fire Apparatus Access Roads
5. Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.
6. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm) in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.
7. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

Multiple-family Residential Developments
8. Multiple-family residential projects having more than 100 dwelling units shall be equipped throughout with two separate and approved fire apparatus access roads. Exception: Projects having up to 200 dwelling units may have a single approved fire apparatus access road when all buildings, including nonresidential occupancies, are equipped throughout with approved automatic sprinkler systems installed in accordance with the International Fire Code 2006 Section 903.3.1.1 or 903.3.1.2.
9. Multiple-family residential projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system.

One-and--Two Family Residential Developments
10. Developments of one--and--two-family dwellings where the number of dwelling units exceeds 30 shall be provided with separate and approved fire apparatus access roads. Exceptions: (1) Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with the International Fire Code, Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.3, access
from two directions shall not be required. (2) The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the fire code official.

11. Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

Fire Apparatus Access Roads during Construction

12. When fire apparatus access roads and water supplies for fire protection are required to be installed, such protection shall be installed and made serviceable prior to vertical construction, and shall remain serviceable during the time of construction.

Specifications

13. Fire lanes must meet the following criteria:
   a. Fire lanes must have a width of 24 feet
   b. A turning radius of 25-feet for buildings less than 30-feet in height or less than 3 stories
   c. A turning radius of 35-feet for buildings 30-feet or above in height and/or 3 or more stories in height.
15. Cannot exceed 10 percent in grade slope and not exceeding 5 percent on cross-slope.
16. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.
17. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34 050 kg).
18. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 24 feet (7925 mm).
19. Where a fire hydrant is located on a fire apparatus access road, a blue reflective street marker will be installed in the middle of the access road to indicate a location of a fire hydrant.

Marking

20. Striping — Fire apparatus access roads shall be marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words “NO PARKING FIRE LANE” or “FIRE LANE NO PARKING” shall appear in four inch (4") white letters at 25 feet intervals on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on both the vertical and horizontal faces of the curb.
21. Signs — Signs shall read “NO PARKING FIRE LANE” or “FIRE LANE NO PARKING” and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2” lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than fifty feet (50') apart. Signs may be installed on permanent buildings or walls or as approved by the Fire Chief.

Fire Lane Turnarounds

22. An approved hammerhead, cul-de-sac, or dead-end hammerhead turnaround must be provided for all dead end fire access roads in excess of 150 feet in length. Unless specifically approved by the Fire Department, parking or other obstruction within the required turnarounds is prohibited.
23. All approved turnarounds shall be marked and platted as fire lanes.
24. Cul-De-Sac. 50 foot minimum radius/ 100 foot diameter. Corner radius shall be per the fire lane width required.
25. Hammerhead. 75 foot minimum legs along the “T,” as measured from centerline of the fire lane. Corner radius shall be per the fire lane width required.
26. Please see the Approved Fire Lane Turnarounds for representative graphics.
Plan Review

27. Fire lanes provided during the platting process shall be so indicated on the plat as an easement. Where fire lanes are provided and a plat is not required, the limits of the fire lane shall be shown on a site plan and placed on permanent file with the Fire Marshal and City Planning Department.

28. Plans for fire lanes must be submitted to the fire department for review and approval prior to construction.

29. Fire lane and access easements shall be provided to serve all buildings through parking areas, service entrances of buildings, loading areas and trash collection areas, and other areas deemed necessary to be available to fire and emergency vehicles. The Fire Chief is authorized to designate additional requirements for fire lanes where the same is reasonably necessary to provide access for fire and rescue personnel.

150 ft. Rule Example

Below is a representative example of a method to determine if a fire lane is required based upon the 150 ft.

Approved Fire Lane Turnarounds
Fire Lane Marking

FIRE LANE MARKING

- All fire lane markings must be legible from the center of the fire lane.
- 6-inch red strip with 4-inch white letters
- “NO PARKING FIRE LANE” — spaced every 25-feet
Section 6
Fire Hydrants

These guidelines are to be followed when a building, facility, residential subdivision, or multi-family dwelling units, within the City of Kerrville, is required to provide approved fire hydrants.

All fire hydrant criteria for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code* as adopted and amended by the City of Kerrville and the *City of Kerrville Engineering Standards*.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Water Supply

1. An approved water supply capable of supplying required fire flow for fire protection shall be provided to all buildings, as set forth in Appendix B of the *International Fire Code*.

2. Total Fire Flow requirements depend upon the type of construction and number of square feet.

3. Fire flow for one-and two-family dwellings, which do not exceed 3,600 square feet, shall be 1,000 gallons per minute. Fire flow and flow duration for dwellings having a fire area in excess of 3,600 square feet shall not be less than that specified in Appendix B of the *International Fire Code*.

4. In general, fire hydrants shall be located at each street intersection and at intervals on the interior of each block.

5. Fire Hydrants shall be within 25-feet of fire lane.

6. Fire Hydrants shall be required on the same side of the street that the building is being built upon, when the street is designated as a minor arterial or larger. All streets with median strips, regardless of size, shall have required fire hydrants on the same side of the street as the construction.

7. All required fire hydrants shall be in place and accepted before any construction continues above the slab.

8. A minimum of a three-foot (3') clear space shall be maintained around the circumference of all fire hydrants.

9. The location and number of fire hydrants connected to a water supply capable of delivering the required fire flow shall be provided as follows:
   a. Where a portion of the facility or building hereafter constructed or moved into or within the City of Kerrville is more then 500 feet from a hydrant, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided.

10. A fire hydrant shall be installed no more than seventy five feet (75') from the Fire Department connection for a standpipe or automatic sprinkler system. The Fire Department Connection (FDC) shall be within twenty five feet (25') of a fire lane.

11. Where a fire hydrant is located on a fire apparatus access road, a blue reflective street marker will be installed in the middle of the access road to indicate a location of a fire hydrant.
500 ft. Rule Example
Below are representative examples of a method to determine if a fire hydrant is required based upon the hose lay requirements.
Section 6
Water Flow Testing for Fire Hydrants

These guidelines are to be followed when a building, facility, residential subdivision, or multi-family dwelling units, within the City of Kerrville, is required to have a water (fire) flow test completed.

All water flow testing criteria for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville, NFAP 13, NFPA 24 and NFPA 25.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Fire flow testing is the determination of actual flow conditions within a hydrant system. A hydrant system is the system of mains, whether looped or not, capable of providing fire flow to a site. A site may have one or more hydrant systems with different flow and pressure characteristics. Consult a water map or your utility plan to determine how many systems feed your site.

Available fire flow is measured in gallons per minute (gpm) at a residual pressure of 20 psi.

A Kerrville Fire Marshal Permit Application must be submitted to the fire marshal for review and approval. After submitting of application a date and time will be scheduled for the test. At this time a representative for the company making the application must be present to witness the test.

Water (Fire) Flow Testing Procedures
1. Decide which hydrant will be your pressure hydrant and which will be your flow hydrant(s). The pressure hydrant will be used to measure Static pressure and Residual pressure. It should be closer to a feed main than the flow hydrant. See Figure 1 below.

2. Decide how many flow hydrants to use. As a rule of thumb, you should flow enough hydrants at the same time such that the residual pressure drops at least 10% from the static pressure. For example, you take a static pressure of 140 psi from the cap gage. When you open a hydrant, the pressure drops to 135 psi. You need to open another hydrant.

3. Locate and perform the following on the pressure hydrant:
   a. Flush hydrant until water runs clear
   b. Install the cap gauge
   c. Open the hydrant slowly and fully
   d. Read and record the pressure. This is the Static Pressure.

4. Locate and perform the following on the flow hydrant(s):
   a. Record the inner diameter of the nozzle which will be flowed
   b. Insert a hand into the nozzle opening and feel the entrance shoulder to determine the nozzle coefficient (0.9 for a smooth rounded shoulder, 0.8 for a square shoulder, and 0.7 for a nozzle that protrudes into the barrel) (See Figure 4.7.1 below)
   c. Install and arrange any hoses or diffusers necessary to minimize effect on traffic or landscaping

Flow Test

FIGURE 4.7.1 Three General Types of Hydrant Outlets and Their Coefficients of Discharge.
At this point, it would be helpful to have one or more assistants and a reliable method of communication such as two-way radios to perform an efficient test.

5. Open each flow hydrant slowly and fully. Open one hydrant at a time to avoid a pressure surge.
6. Wait for the pressure at the pressure hydrant to stabilize, read and record this pressure. This is the Residual Pressure.
7. Then signal the persons stationed at the flow hydrants to take pitot readings, or go and takes readings yourself. The readings for residual pressure and the pitot readings should really be taken at the same time for an accurate flow.
8. To take a pitot reading, hold the pitot gauge approximately ½ of the diameter away from the nozzle in the center line of the nozzle. Read and record this pressure. This is your Pitot or velocity pressure.
9. If sediment appears, continue to flow water until the main has been flushed.
10. Close each flow hydrant, one at a time, very slowly. Closing a hydrant too fast will cause damage to the hydrant or to water mains.
11. Perform calculations as described under the Equations section below. If a residual pressure is unusually low, there may be a closed valve, which will need to be opened for an accurate flow test.
12. Repeat these steps if necessary.
13. There may be certain circumstances when there is only one hydrant, and a pressure hydrant cannot be located, or is too far down the line for an accurate measurement. In this case, use on 2½-inch outlet for the pressure readings, and the other 2½ inch or steamer cap for the flow readings. The cap gauge reading may fluctuate more in this case due to turbulence.

Equations

Fire flow, is measured consistently at 20 psi. In order to get the fire flow in gallons per minute (gpm) at 20 psi, the equations below will need to be performed.

A scientific calculator is useful in performing these equations. A standard calculator may be used to estimate where the 0.54 power is taken as a square root. Basic algebraic skills are required to perform these functions. The following equations are used to determine fire flow based on the static, residual (flowing), and pitot pressures:

**Equation 1**

\[ Q_r = 29.83c_d D^{2.5} \sqrt{P_p} \]

- \( Q_r \) = the residual flow at the pitot pressure measured in gpm
- \( c_d \) = the friction loss coefficient (usually 0.9 for a smooth 2½" opening)
- \( D \) = the diameter of the opening in inches
- \( P_p \) = the pitot pressure in psi

**Equation 2**

\[ Q_f = Q_r \left( \frac{(P_s - 20)/(P_s - P_r)}{1.54} \right) \]

- \( Q_f \) = the FIRE FLOW in gpm at 20 psi
- \( P_s \) = the static pressure in psi
- \( P_r \) = the residual pressure in psi

**Example**

You perform a hydrant test and gain the following results:

- \( P_s \) (Static pressure) = 140 psi
- \( P_r \) (Residual pressure) = 125 psi
- \( P_p \) (Pitot pressure) = 120 psi
- \( c_d = 0.9 \) because the inside of the nozzle was smooth.
- \( D = 2.5 \) inches

Calculate \( Q_r \) (residual flow):
\[ = 29.83 \times 0.9 \times (2.5)^2 \times \text{square root of 120} \]
\[ = 29.83 \times 0.9 \times 6.25 \times 10.95 \]
\[ = \text{1,837 gpm} \]

Calculate \( Q_f \) (fire flow):
\[ = 1837 \times \left( \frac{140-20}{140-125} \right)^{0.54} \]
\[ = 1837 \times \left( \frac{120}{15} \right)^{0.54} \]
\[ = 1837 \times (8)^{0.54} \times \text{(raise 8 to the 0.54 power)} \]
\[ = 1,837 \times 3.07375 \]
\[ = \text{5,646 gpm} \]

This system has the capacity to flow 5,646 gallons per minute at 20 psi residual pressure.
Section 6
Fire Watch

These guidelines are to be followed when a building, or facility, within the City of Kerrville, provided with a required fire protection system is out of service. In addition, any other time a fire watch has been required by the Fire Chief or Fire Marshal.

Fire Watches for the purposes of these guidelines and any other requirements of the Fire Marshal shall conform to the International Fire Code as adopted and amended by the City of Kerrville.

General Fire Watch Requirements
1. Fire Watch. A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals or standby personnel when required by the code official, for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.
2. A representative of the building, or facility, shall contact the Fire Marshal's Office a minimum of 72 hours prior to a planned impairment, or immediately when impairment is not planned, to coordinate personnel for the Fire Watch.

Excerpts from the International Fire Code
3. 901.7 Systems out of service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.
4. 901.7.1 Impairment coordinator. The building owner shall assign an impairment coordinator to comply with the requirements of this section. In the absence of a specific designee, the owner shall be considered the impairment coordinator.
5. 901.7.2 Tag required. A tag shall be used to indicate that a system, or portion thereof, has been removed from service.
6. 901.7.3 Placement of tag. The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. The fire code official shall specify where the tag is to be placed.
7. 901.7.4 Preplanned impairment programs. Preplanned impairments shall be authorized by the impairment coordinator. Before authorization is given, a designated individual shall be responsible for verifying that all of the following procedures have been implemented: 1. The extent and expected duration of the impairment have been determined. 2. The areas or buildings involved have been inspected and the increased risks determined. 3. Recommendations have been submitted to management or building owner/manager. 4. The fire department has been notified. 5. The insurance carrier, the alarm company, building owner/manager, and other authorities having jurisdiction have been notified. 6. The supervisors in the areas to be affected have been notified. 7. A tag impairment system has been implemented. 8. Necessary tools and materials have been assembled on the impairment site.
8. 901.7.5 Emergency Impairments. When unplanned impairments occur, appropriate emergency action shall be taken to minimize potential injury and damage. The impairment coordinator shall implement the steps outlined in the International Fire Code, Section 901.7.4.
9. 901.7.6 Restoring systems to service. When impaired equipment is restored to normal working order, the impairment coordinator shall verify that all of the following procedures have been implemented: 1. Necessary inspections and tests have been conducted to verify that affected systems are operational. 2. Supervisors have been advised that protection is restored. 3. The fire department has been advised that protection is restored. 4. The building owner/manager, insurance carrier, alarm company and other involved parties have been advised that protection is restored. 5. The impairment tag has been removed.
Section 7
Inspection Process Index

This section facilitates inspections. Included are the most frequently found required inspections.

- Inspection Request Procedures
- Summary of Required Inspections
- Inspection Process Details
- Certificate of Occupancy/Fire Marshal Final Inspection Details
Section 7
Inspection Requests and Procedures

The following guidelines shall be used when calling for inspection requests:

1. All inspection requests shall be coordinated by dialing (830) 257-8449.
2. **Contact our office at least 48 hours in advance of the requested inspection date and time.**
3. We are not able to accommodate same day inspections, without prior approval by the Fire Marshal.
4. The following information must be provided when requesting an inspection:
   a. Fire Marshal issued permit number.
   b. Name of project.
   c. Address of project.
   d. Fire protection contractor’s company name.
   e. Fire protection contractor contact name and telephone number.
   f. Type of inspection requested.
   g. Other information as required, or requested.
5. **Before calling to set up an acceptance test, a pre-test must be completed by the contractor.**
6. **An inspection will not be scheduled without a valid permit number.**
7. A representative of the requesting company must be present at time of inspection.
8. Permit must be kept on the job site, and presented to the inspector upon request.
9. **Fire Marshal approved, stamped, and signed plans must be kept on the job site and presented to the fire inspector upon request. Contractor shop drawings are not considered approved plans.**
10. **There will be an automatic failed inspection if the approved plans and permit are not on-site at the time of inspection.**
11. **Fire Protection System Permit – shall be posted near the entrance to the building or kept in the a permit jacket in the construction trailer at all times until the Certificate of Occupancy is issued.**
12. Provide all previous inspection forms within the permit jacket.
Section 7
Summary of Required Inspections

*The Fire Marshal and/or Fire Inspector may request additional inspections as needed.*

Only those pertaining to your particular project will be required. The below inspections shall not be considered absolute, and additional inspections and permit not listed below may be required based upon the project type and complexity.

1. Fire Sprinkler Underground
   a. Underground Hydrostatic Test
   b. Underground Flush
   c. Underground Visual
   d. Verify Size of Thrust Blocks
   e. Verify Depth of Bury - 48 inches

2. Fire Sprinkler Overhead
   a. Aux / ITC Drain Locations
   b. Overhead Hydrostatic Test
   c. 24-hr air test *(Dry System Only)*
   d. Compressor test *(Dry System Only)*
   e. Riser Main Drain Test
   f. Overhead Visual
   g. Knox Locking FDC Caps
   h. Dry Pipe Trip Test (Under 60 seconds)
   i. Dry-Pipe Trip Test
   j. Hangers
   k. Antifreeze Levels
   l. FDC Location
   m. Signage and Labels

3. Fire Alarm
   a. Audible Device Test
   b. Visual Device Test
   c. Initiating Device Test
   d. Waterflow Test
   e. Central Station Monitoring
   f. Device Address Test
   g. Visual
   h. Rough Wiring
   i. Exterior NAC Supervision Test
   j. Surge Suppressor on AC Line

4. Kitchen Hood
   a. Air Test
   b. Utility Shut-off Test
   c. Manual Pull Station
   d. Audible/Visual Notification
   e. Fire Alarm System Connection
   f. Class K Fire Extinguisher

5. Underground Storage Tank
   a. Line Test
   b. Anchors In Place
   c. Foundation
   d. Leak Detection
   e. Dry Sumps
f. Overfill Prevention Device/Alarm Monitoring  
g. Emergency Shut-Off  
h. Secondary Containment  
i. Underground Final  
6. Above ground Storage Tank  
a. Line Test  
b. Tank Testing Documentation  
c. Tank Label Visible  
d. Secondary Containment  
e. Overfill Prevention Device/Alarm  
f. Fire Extinguisher  
g. Normal/Emergency Vent Sizes  
h. Vehicle Impact Protection  
i. Anchors In Place  
j. Diking/Containment  
k. Foundation  
l. Leak Detection  
7. Access Control Gates  
a. Fire Lane Unobstructed  
b. Back-Up Power Verified  
c. KNOX Key Switch  
d. Drop Chain/Knox Padlock  
e. Manual Operation  
f. Access Control Gates Final  
8. Access Control  
a. Mag-Lock/Push Bar Test  
b. Back-Up Power Verified  
c. Fail-Safe Verification  
d. Connected to Fire Alarm System  
e. Mechanical Crash Bar Verification  
9. Hazardous Materials  
a. All Fire Protection Systems Operable  
b. Permit is Posted  
c. Permitted Quantity is not exceeded.  
d. Controls in Place  
e. Date of Issue  
10. High-Piled Storage  
a. All Fire Protection Systems Operable  
b. Permit is Posted  
c. Storage Height Not Exceeded  
d. Signage and Stripping  
e. All Exits and Access Doors Clear  
11. Model Rocketry  
a. RSO, Parts, Recovery, Power Limits  
b. Launch Site  
c. Launch Safety  
d. Weather Conditions  
e. Approval by Fire Marshal  
12. Tent Permit  
a. Fire-Retardant Tent Material  
b. Adequate Exiting  
c. Fire Extinguisher Present  
d. Minimum 20 ft Clear  
e. Appropriate Signage  
f. No Open Flames  
13. Building Construction Items  
a. Fire rated walls and sealant  
b. Fire rated wall penetrations
c. Fire curtains or smoke barriers  
d. Fire/Smoke dampers  
e. Labeling  
f. Fire rated doors  
g. Stage curtains  
h. Exit signs  
i. Emergency lighting  
j. Portable fire extinguishers  
k. Door hardware  
l. Fire lane  
m. Fire hydrants  
n. Knox box  
o. Elevator  
p. Designated smoking areas  
q. Boilers and boiler room  

   a. Completed Inspections  
   b. Additional Information: As-built drawings or additional requested material provided.  
   c. Project Complete: Project is 100% completed. Section 6 contains the inspection requirements for performing a C.O. All required inspections must be completed and signed off, prior to C.O. approval.  

15. Fire Pump  
   a. Phase Reversal  
   b. Flow Test of Min, Rated & Peak  
   c. Load Start Test  
   d. Pump Acceptance Test  
   e. Controller Acceptance Test  
   f. Pressure Start Test  
   g. Jockey Pump  
   h. Battery Backup  
   i. Electrical Connections  
   j. Fuel/Power Supply  

16. Standpipe  
   a. Auxiliary Drain Locations Adequate  
   b. Overhead Hydrostatic Test  
   c. Overhead Visual  
   d. Flush  
   e. Knox FDC Caps  
   f. Adequate Clearance to Valves  
   g. Dedicated Permanent Signage  
   h. Appropriate Signage  
   i. 2 1/2 to 1 1/2 reducers  
   j. Hangers/Secure Mounting  
   k. Manual Dry Monitored by 10 PSI Air  
   l. Full Flow Design Test  

17. Compressed Gas Storage  
18. Clean Agent Suppression System  
19. High-Piled Storage  
20. Hazardous Materials  
21. Liquefied Petroleum Gas  
22. Model Rocketry  
23. Low Explosives  
24. Pyrotechnics  
25. Propane Exchange  
26. Smoke Exhaust / Control / Pressurization  
27. Special Amusement  

Tenant Finish-Out
All other inspections, with the exception of the sprinkler overhead, shall be per New Construction.

28. Fire Sprinkler Overhead (Twenty (20) or more Add or Relocate Sprinkler Heads)
   a. Hydrostatic Test (200 psi for 2 hours):
   b. Visual
   c. Flush
   d. Fire Sprinkler Final

29. Fire Sprinkler Overhead (Less than Twenty (20) or more Add or Relocate Sprinkler Heads)
   A. Visual (leaks, hangers, etc.)
   B. Fire Sprinkler Final
Section 7
The Inspection Process Details

The Fire Marshal and/or Fire Inspector may request additional inspections as needed.

See Inspection Requests and Procedures, for the guidelines to use when calling for inspection requests.

Governing Documents
All tests and installation must comply with, but not limited to, City of Kerrville Ordinance, the International Fire Code and applicable NFPA Codes.

1. Fire Sprinkler Underground
   a. **Visual**: All underground piping and joints must be uncovered and exposed, with labeling of the pipe legible from grade. All thrust blocks will be visually inspected and must be uncovered and exposed to grade. Depth of bury of the pipe shall be measured and verified. All ductile iron, retaining rods, and other non-plastic components shall be externally coated for corrosion and poly wrapped.
   b. **Hydrostatic Test**: Underground piping will have to passed the visual inspection. The test will be at 200 psi or at 50-psi pressure in excess of the maximum static pressure when the maximum static pressure exceeds 150 psi, for a minimum of two hours. Testing to be from the gate valve to the top of the spigot, plus or minus 5 psi allowed.
   c. **Flush**: Upon completion of the underground hydrostatic test, the underground piping will be flushed, witnessed by the Fire Department. Proper methods and equipment to perform the flush must be used. All piping used to flush must be properly secured or retrained. Hoses may be used. Field Fire Inspector must approve of flushing method and equipment. The flushing must be completed prior to stacking the riser to the overhead piping.
   d. **Fire Sprinkler Underground Final**: Final Fire Marshal sign-off of completion of all inspections and the receipt of all State require paperwork.

2. Fire Sprinkler Overhead
   **Do not stack the riser until the underground flushing has been completed.** Check Fire Sprinkler Underground permit for verification of completion.
   a. **Visual**: All overhead piping and joints must be uncovered and exposed, with labeling of the pipe legible from the floor. All hangers will be visually inspected and must be uncovered and exposed to the floor.
   b. **Overhead Hydrostatic Test**: Overhead piping will be visually inspected with all joints exposed and labeling of the pipe turned downward. The test will be at 200 psi for a minimum of two hours. Plus or Minus 5 psi allowed.
   1. A hydrostatic test is required for all new installations.
   2. A hydrostatic test is required for all modifications/tenant finish-out with twenty or more sprinkler heads added and/or relocated.
   c. **24-hour air test**: The test will be conducted at 40 psi of air for 24-hours with less than 1.5 psi loss.
   d. **Trip Test**: Operational test of the dry-pipe valve is performed and the quick opening device (500+ gallon systems) is tested, 750+ gallon systems must trip within 90 seconds.
   e. **Compressor Test**: Dry system compressor fills the system within 30 minutes.
   f. **Riser Main Flush**: Upon completion of the overhead hydrostatic test, the overhead piping will be drained and witnessed by the Fire Marshal.
   g. **Riser Room**: Verify riser room requirements, including floor drain for fire pumps, heat, light, markings, spare sprinkler head box and wrench, etc.
   h. **Standpipe and Fire Department Connection (FDC)**: Hydrostatic testing if not already done, the test will be at 200 psi for a minimum of two hours. Plus or minus 5 psi allowed. A flow test at hydraulically most remote standpipe through FDC to verify required pressure and flow.
   i. **Fire Pump**: Hydrostatic testing (if not already done, the test will be at 200 psi for a minimum of two hours. No pressure drop or gain allowed.), all piping flushed, pump room requirements verified, and operational test conducted by manufacture witnessed by the fire marshal.
j. **Fire Sprinkler Final**: Final Fire Marshal sign-off at completion of all inspections and the receipt of all State require paperwork. *The inspection shall be conducted when all sheet rock and millwork is completed.* The objective of this inspection is to verify that coverage is adequate after the initial hydrostatic test. This will give the Fire Marshal and the contractor(s) the opportunity to make any changes before there is a request for a Certification of Occupancy. Sprinkler heads must be clean and free from paint, construction debris, or other conditions that would affect the proper operation of the sprinkler-heads.

3. **Fire Alarm**
   a. **Rough Wiring/ above ceiling**: All fire alarm wiring will be inspected for proper installation and penetration of any firewalls. *Fire alarm wiring shall not be tied to ceiling grid wire.*
   b. **Audible Device Test**: Ensure audible notification devices provide occupant notification for all areas without strobe devices.
   c. **Visual Device Test**: Ensure that all areas that do not have audible notification have visual coverage.
   d. **Initiating Device Test**: Test all smoke detectors and/or fire alarm initiating devices for Alarm and/or Standby conditions.
   e. **Water flow**: The water flow alarm will be tested by opening the inspectors test connection. The time delay feature on the flow switch switches must be set to a maximum delay of 90 seconds.
   f. **Central Station Monitoring**: Alarms and/or trouble signals are required to be monitored by a UL listed Central Station. Standard response to contact Fire Department shall be within 90 seconds.
   g. **Device Address Test**: All analog or addressable system will have all devices pulled and/or activated. The print out must comply with the devices that were pulled.
   h. **Final**: Final inspection.

4. **Kitchen Hood**
   a. **Air Test**: The nozzles protecting the cooking appliance shall be tested with compressed air to simulate activation.
   b. **Utility Shut-off Test**: All utilities connected to the protected cooking devices, shall have automatic shut-off valves.
   c. **Manual Pull Station Test**: Operation of the manual pull station shall bring about full system operation.
   d. **Audible/Visual Notification**: Audible and/or visual notification devices shall be tested.
   e. **Fire Alarm Connection**: Automatic fire-extinguishing systems shall be monitored by the building fire alarm system in accordance with NFPA 72.
   f. **Final**: Final inspection.

5. **Underground Storage Tank**
   a. See [Installation Checklist for Underground Storage Tanks](#) for all required inspections.

6. **Aboveground Storage Tank**
   a. See [Installation Checklist for Aboveground Storage Tanks](#) for all required inspections.

7. **Access Control Gates**
   a. **Fire Lane Unobstructed**: The fire lane shall have a clear width of 24-feet.
   b. **Fail-Safe/Manual mode Verified**: Test operation of Fail-safe/manual mode.
   c. **Know Box Key Switch**: Test the operation of the Knox Box Key switch.
   d. **Emergency Ingress system Tested**: Test openers and receivers.
   e. **Access Control Gates Final**: Final inspection.

8. **Access Control**
   a. **Magnetic-Lock/Push Bar Test**: Magnetic locks will be tested.
   b. **Back-up Power Verification**: Test emergency backup power to the access control system, where provided
c. **Fail Safe Verification:** Loss of power, or function to that part of the access control system, which locks the doors, shall automatically unlock.

d. **Connection to Fire Sprinkler/Alarm System:** Activation of the building fire alarm or automatic sprinkler system, if provided, shall automatically unlock the doors. In addition, remain unlocked until the fire alarm system is reset.

e. **Manual Operation:** Manual operation of the access control system, independent of any automatic function, will be tested.

f. **Egress:** Electric strike, or designated access doors shall be tested to verify free egress

9. **Hazardous Materials**
a. **Permit Posted:** Permit is clearly posted near the entrance to the occupancy.
b. **Permitted Quantity is not exceeded:** The quantities permitted are not exceeded.
c. **Controls in Place:** Administrative and/or containment controls are in place. Proper storage requirements are provided for the quantity of materials stored. Non-compatible materials shall be properly segregated.
d. **Placard:** Required NFPA 704 diamond placard posted.
e. **Date of Issue:** Permit is valid for one year from date of issue.

10. **High-Piled/High-Racked Storage**
a. **Permit Posted:** Permit is clearly posted near the entrance to the occupancy.
b. **Permitted Quantity is not exceeded:** The quantities permitted are not exceeded.
c. **Controls in Place:** Administrative and/or containment controls are in place. Proper storage requirements are provided for the quantity of materials stored. Non-compatible materials shall be properly segregated.
d. **Date of Issue:** Permit is valid for one year from date of issue.

11. **Building Construction Items**
a. **Fire rated walls and sealant:** Inspect all fire rated walls and sealant at the deck.
b. **Fire Wall penetrations:** Inspect all fire rated wall penetrations and sealant of those penetrations.
c. **Fire curtains or smoke barriers:** Inspect any fire curtains or smoke barriers.
d. **Fire/Smoke Dampers:** Inspect all fire/smoke dampers in fire rated walls.
e. **Labeling:** Inspect labeling on ceiling grid, which indicates fire, and smoke dampers. (Fire Damper / Smoke Damper)
f. **Fire Rated Doors:** Inspect all fire rated doors jambs, doors, smoke seals, and door closures on fire rated doors.
g. **Stage Curtains:** Inspect any stage curtains for fire rating.
h. **Exit Signs:** Inspect all exit signs and test.
i. **Emergency Lighting:** Inspect all emergency lighting and test.
j. **Portable Fire Extinguishers:** Inspect all portable fire extinguishers size, location of devices, and for state tag.
k. **Door Hardware:** Inspect all door hardware on means of egress. (Panic hardware, thumb latch, locks, etc.)
l. **Fire Lane:** Inspect fire lane striping.
m. **Fire Hydrants:** Inspect all fire hydrants for color-coding, obstructions, and protective barriers if applicable.
n. **Knox Box:** Inspect Knox box placement and place master key and all other emergency keys inside it.
o. **Elevator:** Inspect elevator and all operational equipment. Firefighter re-call tested. Must have State Elevator inspection record and certificate posted.
p. **Designated smoking areas:** Inspect all designated smoking areas for signage and proper ashtrays.
q. **Boilers:** Inspect any boilers and boiler room. Must have State boiler inspection posted.

12. **Certificate of Occupancy (C.O.)**
a. **Completed Inspections:** All required fire protection inspections completed.
b. **Additional Information:** As-built drawings or additional requested material provided.
c. *Project Complete*: Project is 100% completed. Section 6 contains the inspection requirements for performing a C.O. Inspection.
Section 7
Final Fire Inspection

This guideline is intended as a resource to assist building owners and general contractors in receiving a Certificate of Occupancy, commonly referred to as a C.O., for their business. These premises are inspected to identify fire related hazards and conditions. Listed below are the most commonly found fire code violations. This list is not inclusive of all fire code requirements.

The below listed items must be in compliance prior to making an appointment for Fire Department personnel to inspect the facility. A periodic Fire Prevention Inspection will also be conducted at the business using these same guidelines.

Exterior Features
1. All fire lanes are clear, unobstructed, and striped per City of Kerrville standards.
2. Fire hydrants shall be completed and in working order prior to construction.
3. No accumulation of trash material.
4. Fire Department Connection (FDC) unobstructed with caps in place, and within 75 ft. of a fire hydrant and 25 of fire lane, provided with a 5-foot wide unobstructed pathway from fire lane with an all-weather walking surface.
5. Address on front and rear in minimum 4” numbers/letters, installed where legible from the street and fire lane.
6. Address listing on electric and gas meters and/or disconnecting means.
7. Knox Box located at the main entrance and/or riser room.

General
8. Storage clearance: unsprinklered 24” to ceiling. sprinklered 18” to sprinkler heads
9. Sprinkler heads clear of paint / overspray
10. All ceiling panels in place
11. Clearance in front of electrical panel (36”).
12. Slots in electrical panels must be filled by blanks and all electrical receptacles have cover plates.
14. Fire rated assemblies properly constructed and penetrations sealed.
15. Extension Cord / multiple adapters utilized per code.
17. Mechanical/electrical/boiler rooms free from storage and combustibles.
18. Gasoline stored in proper location / container.
19. General housekeeping and precautions against fire.
20. Wall and ceiling finishes for all corridors, rooms and enclosed spaces shall be in accordance with the International Fire Code. Field tests on interior finishes may be required.
21. All fire rated assemblies and fire doors intact.

Exits
22. Accessible means of egress.
23. Exits unlocked.
24. Exits are not blocked
25. Exit lights operational
26. Emergency lighting operational
27. All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key, tool or any special knowledge or effort, or provided with approved panic hardware.

Fire Protection Equipment
28. Portable fire extinguisher serviced within 1 year or manufactured in current calendar year
29. Minimum 2A-10:BC fire extinguishers per 3000 sq. ft, with a maximum travel distance of 75 ft. from any point within the building.
30. Sprinkler system “Green Tagged,” in-service and deemed operational.
32. Kitchen hood and/or spray booth system “Green Tagged,” in-service and deemed operational.
33. Other fire protection systems “Green Tagged,” in-service and deemed operational.
34. Approved plans and permits on-site.
35. All devices installed according to plans.
36. Fire protection equipment room(s), riser room, labeled and access provided.
37. Access control system/gates in-service and deemed operational.
38. Arrangement of interior walls and/or drop ceiling shall not interfere with the operation of the fire sprinkler system.
39. Fire doors unblocked/operational
40. Provide spare sprinklers and wrench in cabinet
41. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final CO inspection.
42. Will any type of special protection system be required? (i.e. ventilation, smoke dampers, fire alarm, fire sprinkler, kitchen hood storage tank)
Section 8
Specialty Requirements Index
Inspections and Requirements

This section facilitates inspections and additional requirements. Included are the most frequently found required inspections.

- Special Amusement Buildings
- Propane Exchange
- Underground Storage Tank Removal
- Fire Sprinkler Underground Inspection
- Asphalt Kettles and Tar Pits
Section 8
Special Amusement Buildings

Scope
This guideline is intended to apply to “Haunted Houses, Scare Houses, Haunted Mazes” and other special amusement buildings which operate seasonally, at special community, school or local fund raising events. This also applies to commercial activities such as carnivals and other seasonal amusement activities.

These guidelines are necessarily general in scope and should be applied with appropriate professional judgment and common sense in consideration of the overall fire and life safety situation.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Definition
SPECIAL AMUSEMENT BUILDING. A building that is temporary, permanent or mobile that contains a device or system that conveys passengers or provides a walkway along, around or over a course in any direction as a form of amusement arranged so that the egress path is not readily apparent due to visual or audio distractions or an intentionally confounded egress path, or is not readily available because of the mode of conveyance through the building or structure.

Fire and Life Safety Guidelines
By nature, many of these types of facilities are unique; thus, the fire safety concerns are unique and must be evaluated accordingly. Special attention should be given to overall exit arrangement, exit travel distance, exit and emergency lighting, use of flammable liquids and combustible interior finish and construction materials, use and operational condition of fire detection, alarm and extinguishing equipment, use of special effects, adequate trained and supervised staff, established emergency procedures, and readily available means to notify local fire, police and emergency medical services. For added safety, it may be necessary to limit occupant load, add additional emergency exits or establish other special precautions to minimize a potential risk due to some unique circumstance. In any event, every effort should be made to provide an enjoyable but fire safe environment as determined by the local fire inspection authority.

General Requirements
In general, such facilities shall comply with the provisions of both the International Fire Code and the International Building Code, and shall be classified as a “Special Amusement Building” as defined in Chapter 2.

Materials and Construction
1. Highly flammable materials such as cotton batting, straw, dried plant material, certain plastics, etc. shall not be used for decorations or construction.
2. Avoid use of combustible material in displays. If used, combustibles must be treated with an approved commercial flame-retardant treatment. Samples of all such materials must be submitted to this office for flame tests prior to use.
3. Construction of interior partitions, cubicles, mazes and the like shall be of non-combustible materials such as gypsum wallboard on wood or metal studs, brick, concrete block, plaster, etc. Under no circumstances shall the extensive use of exposed plywood, wood paneling or wood frame partitions be allowed where such material would substantially contribute to the ignition, spread or intensity of a fire. Use of fire retardant treated materials shall be restricted since may such products tend to produce unacceptably high levels of smoke when exposed to fire. In any case, interior construction materials shall be consistent with the general type of construction of the building.
4. Extension cords, multiplug adapters, and non-fused power strips are not permitted. Only UL Approved circuit breaker strips or NEC approved wiring methods are permitted.
5. Maintain all exits in a clear and usable condition.
6. The interior finish shall be Class A in accordance with Section 803.1. Flame Spread 0-25;
Smoke Developed 0-450. Combustible material shall be flame resistant. Foam plastics shall not be used other than trim.

7. Use of draperies, cardboard and flammable vinyl materials for use as interior finish or display purposes shall not be used unless they are inherently flame resistive, self-extinguishing or otherwise fire retardant treated in an approved manner as per NFPA 701.

8. Under no circumstances shall the use of exposed urethane foam, foam rubber or similarly highly combustible “cushion” or “molded” material be allowed, unless such material is covered or otherwise protected by gypsum wallboard, plaster or other non-combustible covering providing at least a 15 minute fire resistance rating.

9. All wiring and electrical appliances must comply with the National Electrical Code. A licensed electrician shall install all wiring. Special attention should be given to assure adequate clearance is provided between electrical appliances subject to heated surfaces and nearby combustible materials. All electrical wiring and electrical appliances shall be subject to inspection by an approved electrical inspection agency.

10. Smoking and the use of pyrotechnic devices (fireworks) or open flame devices such as cigarette lighters, candles, canisters, kerosene lamps, kerosene heaters, flash powder, shall be strictly prohibited inside or around the outside of special amusement buildings or display areas. Signs shall be conspicuously posted for this purpose.

Fire Protection Systems

11. Automatic fire detection. Special amusement buildings shall be equipped with an automatic fire detection system in accordance with Section 907 of the IFC.
   a) In areas where ambient conditions will cause a smoke detection system to alarm, an approved alternate type of automatic detector shall be installed.

12. Alarm. Activation of any single smoke detector, the automatic sprinkler system or any other automatic fire detection device shall immediately sound an alarm at the building at a constantly attended location from which emergency action can be initiated, including the capability of manual initiation of requirements in Section 907.2.11.2.
   a. Cause illumination in the means of egress.
   b. Stop any conflicting or confusing sounds and visuals.
   c. As an alternative to the above, consideration may be given to use of a master lighting switch under the direct control of an attendant at a constantly attended location which would illuminate the area in the event of emergency. This shall be limited to small or temporary facilities.

13. Automatic Sprinklers: Special amusement buildings shall be equipped throughout with an automatic sprinkler system in accordance with NFPA 13. Where the special amusement building is temporary, the sprinkler water supply shall be of an approved temporary means.

14. Emergency Voice/Alarm Communication System: An emergency voice/alarm communication system, which is also allowed to serve as a public address system, shall be installed in accordance with NFPA 72, and shall be audible throughout the entire special amusement building.

15. Fire Extinguishers: An adequate number and type of portable fire extinguishers shall be provided on the premises for use by the staff. At least one 2A:10BC (10-lb. multi-purpose) rated fire extinguisher shall be provided within 75 ft. travel distance to all areas. Extinguishers shall be properly mounted and located near an exit. All staff shall be familiar with the location and use of such fire extinguishers.

16. Exit Markings: Exit signs shall be installed throughout amusement buildings. Such markings shall become visible in an emergency. The directional exit marking shall be activated by the automatic fire detection system and the automatic sprinkler system in accordance with system response outlined in paragraph above. Exit signs shall have a battery back-up system. Additional approved directional exit markings shall also be provided when required by the code or deemed necessary. Where mirrors, mazes or other designs are utilized that disguise the path of egress travel such that they are not apparent, approved low-level exit signs and directional path markings shall be provided and located not more than 8 inches above the walking surface and on or near the path of egress travel.

17. Exits shall be identified by approved self-luminous or electrically illuminated exit signs, permanently or temporarily wired in a satisfactory manner. Exit signs may be externally illuminated by a reliable power source. The size of the letters in the word “Exit” shall be large
enough to be seen but not less than 6-inches high and ¾-inches wide. The exit sign shall be of a distinctive color on a contrasting background (eg: red or green letters on a white background or vice-versa) and shall be readily apparent with respect to nearby decorations, interior finish, or other signs.

18. If necessary, low level exit signs located at or near floor level shall be provided. Consideration may also be given to special floor proximity egress path marking such as special internally illuminated wiring, reflective tape or other acceptable product.

19. Emergency lighting is required along all means of egress and in all assembly areas. Battery packs are acceptable as well as emergency generators if the building is to be occupied on a temporary basis. Consideration may be given to the use of flash lights or other portable battery operated hand lights under certain circumstances provided an adequate number of such devices and assigned supervisory personnel are available as directed by the fire official.

20. Each occupied floor shall be provided with at least two (2) approved means of egress, located as remote as possible from each other. Each exit and the access to reach it shall be clearly indicated and marked by directional exit signs as necessary so that every occupant can readily see the direction of escape from any point.

21. Any doorway or passageway that is not an exit or a way to reach an exit, but may be mistaken as an exit, shall be identified with a “No Exit” sign to prevent occupant confusion with designated exits. Every effort shall be made to prevent occupants mistakenly traveling into dead-end spaces in a fire emergency.

22. No decorations, furnishings or equipment shall be allowed to obstruct, impair or otherwise detract attention from the visibility or use of an exit. Under no circumstances shall an exit be part of a mirrored wall.

23. Where mazes, mirrors or other layouts are designed to confound the egress path, approved directional exit marking that will become apparent to the occupant in an emergency shall be provided.

General Requirements

24. Adequate “Fire Lanes” and emergency access to the premises shall be provided.

25. All staff shall be trained and drilled in the duties they are to perform in case of fire, panic or other emergency to effect orderly exiting. This shall include personnel specifically assigned to notify the fire department and other appropriate emergency services. Staff shall be specifically instructed to devote their immediate attention to the safe evacuation of occupants and notification of the fire department before attempting to fight a fire, in order to prevent possible injury or delayed alarm.

26. For added safety, the fire authority may limit the occupant load to a small group of people at a time to be “ushered” through a display with proper supervision. Also, the general public shall be restricted to only those floors or areas which are provided with sufficient exits.

To expedite the plan review and inspection processes, please refer to the information listed below.

Permitting Requirements

27. Provide a written description of the operations for the “Haunted House, Scare House or Haunted Maze”.

28. Plan drawings of the installation location and layout, to include; including:
   a. Floor plant layout.
   b. Location of all exits.
   c. Location of all fire extinguishers.

29. Listing of all materials to be used and the fire rated classification of each. NOTE. Only Class A is permitted.

30. Locations of any mirror walls, or other mechanism to confuse occupants.

31. Indicate the locations and use of any smoke or dry-ice machines. NOTE: Smoke machines may not be permitted and may cause alarms in a building with smoke detection installed.

32. Drawings, to include the above requirements, shall be submitted for review and approval, PRIOR to installation.

33. No special amusement building may be constructed or located on a premise until a Permit has been issued for its construction.
34. No special amusement building may be operated until a final fire inspection is conducted and approved for its operation.

General Submittal Requirements
35. Each submittal shall have a completed Kerrville Fire Marshal Plan Review/Permit Application.
36. Plans approved by the Fire Marshal’s Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
37. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
38. All fire Marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 8
Propane Exchange

These guidelines are to be followed when a building or facility within the City of Kerrville proposes to install a propane exchange cage within the City of Kerrville City Limits.

Propane exchange operations shall conform to the *International Fire Code* as adopted and amended by City of Kerrville and *NFPA 58, Standard for the Storage and Handling of Liquefied Petroleum Gases*.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Installation Requirements
1. Installations stored next to buildings are limited to an aggregate capacity of 720 pounds.
2. Cages shall be located at least 20 feet from openings into buildings, fuel dispensing devices, or any portion of a building used as a means of egress.
3. Cages shall be located at least 10 feet from the public way and fire lanes.
4. Cages shall be located a minimum of 3 ft. from any exterior wall.
5. When stored outside of buildings protected with an automatic sprinkler system, the eaves, canopies, or overhangs where the cages are located shall be protected by sprinklers.
6. Cages and cage areas shall be kept free and clear of all combustible materials, including storage, for a distance of at least 10 feet on all sides. This includes merchandise displays.
7. Ground striping will be required on the floor to identify the 10 ft. clear area around the cages.
8. Cages shall be a lockable ventilated metal locker or rack that prevents tampering and pilfering.
9. Cages shall be so located a minimum of 10 ft. from any source of ignition.
10. Cages shall be designed so that containers cannot be stacked on top of each other and designed so that containers are positioned upright with the pressure-relief valve in direct communication with the vapor space of the container.
11. All containers shall be protected by screw-on type caps or collars and container outlet valves shall be closed and plugged when in storage.
12. All containers shall be provided with an OPD valve.
13. Defective containers or containers showing denting, bulging, or excessive corrosion shall be removed from service and properly disposed of.
14. NO SMOKING signs and approved *NFPA 704* hazard identification signs shall be posted on the exchange cage. No Smoking signage shall be posted at the exchange cages and within 25 ft. of the surrounding area.
15. Signs listing exchange procedures, company name and 24 hour phone numbers shall be posted on the cage.
16. Signs requiring that customers leave LPG containers outside shall be posted at the building entrance(s).
17. Cages shall be protected from vehicle damage (bollards) in accordance with *IFC*, Section 312, as follows:
   a. Install 4-inch steel pipes filled with concrete.
   b. Pipes shall be spaced no more than 4 feet apart.
   c. Pipes shall be set not less than 3 feet deep in a concrete footing of not less than 15-inch diameter.
   d. The top of the post shall be a minimum of 3 feet above the ground.
   e. Posts shall not be located less than 3 feet from the cage.
18. The Fire Marshal’s Office may approve alternate methods and material as needed.

Operational Requirements
19. All employees with access to the exchange cage shall be trained in the proper handling and operating procedures, including the procedure for handling defective containers.
20. A written inspection checklist for receiving empty containers as well as giving out full cylinders shall be available and used by employees when handling containers.
Materials Management Plan shall be readily available on site.

To expedite the plan review and inspection processes, please refer to the information listed below.

**Permitting and Submittal Requirements**

22. Provide a written description of the propane exchange operations.
23. Site plan drawings of the existing site location and conditions, to include:
   a. All buildings and structures.
   b. Fire lanes and fire hydrants.
   c. Location of tanks with regards to building exits.
24. Drawings shall be submitted for review and approval, **PRIOR** to installation.
25. Drawings shall be generated by the installing company specific to the removal operation. Drawings shall show plan view and other pertinent information.
26. The submittal package must include all above requirements and such requirements shall be identified in the submittal package.
27. No propane tanks or cages may be installed or otherwise manipulated on the site until a Propane Exchange Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 105.6.17 of the *International Fire Code*.

**General Submittal Requirements**

28. Each submittal shall have a completed Kerrville Plan Review/Permit Application.
29. Plans approved by the Fire Marshal’s Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
30. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
31. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
Section 8
Underground Storage Tank Removal

Underground storage tank removal operations shall conform to the International Fire Code 2006, as adopted and amended by City of Kerrville, NFPA 30, Flammable and Combustible Liquids Code, and API Standard 1604.

Any tank owner, who intends to permanently remove their underground storage tank, must give thirty (30) days prior notice to the Texas Commission on Environmental Quality (TCEQ). This must include the proposed procedures and a schedule for removing the tank(s). Further guidance is contained in Texas Administrative Code 31, Chapter 334 and in API 1604.

This guide does not replace, nor supersedes any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Removal Requirements
1. The area of tank removal shall be barricaded a minimum of 50 ft. from the edge of the tank excavation, as recommended by API.
2. All flammable and/or combustible liquids shall be removed from the tanks and piping, if provided.
3. The On-Site Supervisor shall hold a valid minimum Type B License issued by the Texas Commission on Environmental Quality (TCEQ) for UST Removals.
4. All liquids shall be removed from the tanks prior to removal from the ground and all connecting piping and/or distribution lines shall be removed. Piping will not be permitted to be abandoned in place.
5. All tank openings shall be capped or plugged with the exception of a pressure equalization hole that shall not be less than 0.125 inch (3.2mm) or more than 0.25 inch (6.4mm).
6. Provide two 20-BC portable fire extinguishers within 50 feet of the tank excavation site.
7. “No smoking” signs shall be posted and readily visible.
8. If the tanks are to be triple rinsed/washed, all rinseate liquid shall be disposed of in an approved manner.
9. The tanks shall be purged to remove all flammable vapors prior to removal. The Fire Marshal’s Office allows the following vapor removal methods.
   a. Use of a diffused air blower or eductor type air blower.
   b. Vacuum truck operation.
10. The tanks shall be made inert to remove all residual oxygen prior to removal. The Fire Marshal’s Office allows the following vapor removal methods.
    a. Prior to tank removal, all tank openings shall be secured and the tanks shall be purged with dry ice at a ratio of 2 lbs. for every 100 gallons of tank capacity, or as recommend by APT 1604.
    b. Carbon Dioxide (CO₂) or Nitrogen (N₂) Method: One cubic foot CO₂ or N₂ per gallon of tank capacity. Triple grounding shall be used with compressed cylinders. The cylinder hose shall fit into a non-conductive plug, and will not be allowed to dangle into the UST.
11. All flammable vapors during the inerting or purging process shall be vented a minimum of 12 ft. from grade.
12. Prior to tank removal from the ground, both Oxygen and LEL measurements shall be taken using a hydrocarbon meter and shall be verified and approved by the field inspector. Tank removal will not be permitted until the Oxygen level is less than 5% and the atmosphere is less than 10% of the LEL.
13. Once the tanks have been removed from the ground and secured for transport, the contractor has thirty (30) minutes to begin transporting the tanks from the site to an approved disposal facility.
14. No hot work (cutting and/or welding) shall be permitted until the tanks are certified safe by the field inspector (additional permits may be required).
15. All tanks shall be marked and labeled, as recommended by APT 1604, accordingly prior to transit.
16. The tanks shall be disposed of in accordance with federal and state regulations. Copies of the destination shipping papers and identification of each tank removed shall be provided to the field
17. The contractor shall be responsible for the cleanup of any spills or soil contamination and abatement of the same per state and federal requirements. Copies of all documents for the final soil testing results, and the tank destination shall be provided to the Kerrville Fire Marshal’s Office when completed.

18. The Fire Marshal’s Office may approve alternate methods and material as needed.

To facilitate the permitting and inspection processes, please refer to the information listed below.

Permitting Requirements

19. Provide a written description of the tank removal operations.
20. Site plan drawings of the existing site location and conditions, to include; including.
   a. All buildings and structures.
   b. Fire lanes and fire hydrants.
   c. Location of tanks with regards to the above.
21. Drawings shall be submitted for review and approval, PRIOR to removal.
22. Drawings shall be generated by the installing company specific to the removal operation. Drawings shall show plan view and other pertinent information.
23. **No underground storage tank(s) or associated piping may be removed or otherwise manipulated on the site until a UST Removal Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 105.6.17 of the International Fire Code.**

General Submittal Requirements

24. Each submittal shall have a completed Kerrville Fire Marshal Plan Review/Permit Application.
25. Plans approved by the Fire Marshal’s Office give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
26. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office. Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
27. All fire marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
28. This office does **not** review or approve site specific health and safety plans for adequacy, accuracy, or completeness. Compliance with all applicable worker health and safety regulations, including implementation of the site safety plan, is the responsibility of the owner and contractor.
Section 8
Fire Sprinkler Underground
Inspection Requirements

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Minimum Required Inspections
1. Hydrostatic Test
2. Flush
3. Visual
4. Fire Sprinkler Underground Final

Fire Sprinkler Underground Hydrostatic Test
5. All new fire service mains shall be tested hydrostatically at not less than 200 psi pressure for a minimum or two hours, or at 50 psi pressure in excess of the maximum static pressure when the maximum required static pressure exceeds 150 psi.
6. A plus or minus more than 5 psi pressure loss or leaks will result in a failed inspection.
7. All piping must be exposed, with all joints and thrust blocks exposed, and labeling of the pipe must be visible and turned upward.
8. Hydrostatic test shall be made by the installing contractor in the presence of a representative of the Kerrville Fire Marshal's Office.
9. Hydrostatic test of the fire sprinkler underground lines shall be required at the same time the visual inspection is performed. NO EXCEPTIONS. The piping will be allowed to be center loaded to prevent pipe movement.
10. Hydrostatic test shall be conducted prior to the cover of the underground pipe. If a hydrostatic test is completed after the piping system is covered and fails, the piping will be required to be uncovered, regardless of cover.

Fire Sprinkler Underground Flush
11. All underground piping shall be thoroughly flushed PRIOR TO connecting to the system risers or other aboveground piping system(s). If the underground piping is connected to the system riser, "stacked", both the overhead and underground piping will be required to be flush in accordance with the requirements of NFPA 13 and NFPA 24.
12. The flush of the underground piping shall be completed prior to any overhead fire sprinkler inspections.
13. The minimum flow rate shall not be less than the water demand of the rate of the system, or not less than that necessary to provide a velocity of 10 ft/s, whichever is greater. See Table 1.
14. Flush shall be made by the installing contractor in the presence of a representative of the Kerrville Fire Marshal's Office.
15. Proper methods and equipment to perform the flush must be used. All piping used to flush must be properly secured or restrained. Hoses may not be used. Field Fire Inspector must approve of flushing method and equipment.
16. Visual inspection of the installation shall be performed PRIOR TO cover. If the piping and joints are covered prior to installation, you will be required to uncover the piping for inspection, regardless of cover. NO EXCEPTIONS.
17. All underground piping and joints must be uncovered and exposed, with labeling of the pipe legible from grade.
18. All thrust blocks will be visually inspected and must be uncovered and exposed to grade.
19. Depth of bury of the pipe shall be measured and verified.
20. All ductile iron, retaining rods, and other non-plastic components shall be externally coated for corrosion and poly-wrapped.
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<th>Nominal Pipe Size (in.)</th>
<th>Flow Rate (gpm)</th>
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<td>4</td>
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Section 8
Asphalt Kettles and Tar Pits

Underground storage tank removal operations shall conform to the International Fire Code 2006, as adopted and amended by City of Kerrville.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

1. **Transporting.** Asphalt (tar) kettles shall not be transported over any highway, road or street when the heat source for the kettle is operating. Exception: Asphalt (tar) kettles in the process of patching road surfaces.

2. **Location.** Asphalt (tar) kettles shall not be located within 20 feet (6096 mm) of any combustible material, combustible building surface or any building opening and within a controlled area identified by the use of traffic cones, barriers or other approved means. Asphalt (tar) kettles and pots shall not be utilized inside or on the roof of a building or structure. Roofing kettles and operating asphalt (tar) kettles shall not block means of egress, gates, roadways or entrances.

3. **Location of fuel containers.** Fuel containers shall be located at least 10 feet (3048 mm) from the burner. Exception: Containers properly insulated from heat or flame are allowed to be within 2 feet (610 mm) of the burner.

4. **Attendant.** An operating kettle shall be attended by a minimum of one employee knowledgeable of the operations and hazards. The employee shall be within 100 feet (30480 mm) of the kettle and have the kettle within sight. Ladders or similar obstacles shall not form a part of the route between the attendant and the kettle.

5. **Fire extinguishers.** There shall be a portable fire extinguisher complying with Section 906 and with a minimum 40B:C rating within 25 feet (7620 mm) of each asphalt (tar) kettle during the period such kettle is being utilized. Additionally, there shall be one portable fire extinguisher with a minimum 3A-40B:C rating on the roof being covered.

6. **Lids.** Asphalt (tar) kettles shall be equipped with tight-fitting lids.

7. **Hi-boys.** Hi-boys shall be constructed of noncombustible materials. Hi-boys shall be limited to a capacity of 55 gallons (208 L). Fuel sources or heating elements shall not be allowed as part of a hi-boy.

8. **Roofing kettles.** Roofing kettles shall be constructed of noncombustible materials.

9. **Fuel containers under air pressure.** Fuel containers that operate under air pressure shall not exceed 20 gallons (76 L) in capacity and shall be approved.
Section 9
Appendix Index

- General Contractor Checklist
- Certificate of Occupancy Checklist – Commercial Building
- Checklist for Aboveground Storage Tank
- Checklist for Underground Storage Tank
- Building Systems Information Sheet
- High-Piled Storage Occupancy Requirements
- Fire Department Connection Sign Design Requirements
- Purchasing Knox Company Products
- New Construction Process Flow
- Fire Sprinkler Underground Process Flow
- Fire Sprinkler Aboveground Process Flow
- Fire Alarm Process Flow
- Access Control Systems Process Flow
- Access Control Gate Process Flow
- Kitchen Hood Process Flow
Kerrville Fire Marshal
GENERAL CONTRACTOR CHECKLIST

Fire Protection Systems Readiness Checklist For CO Inspection

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<td>G.C./Superintendent:</td>
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This checklist is provided to the GC/Superintendent to help them keep track of the required Fire Marshal Inspections for their project. A similar file is kept in the Fire Marshal’s Office. A lead Fire Inspector has been assigned to this project, although other inspectors may visit the site from time to time, the lead Inspector will be responsible for staying in touch to assure timely completion of all required inspections in anticipation of meeting the scheduled opening date.

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Additional Permits
□ ACS □ AST □ UST □ Fire Pump □ High Piled Storage □ Hazardous Materials

(CO’s, Temp CO’s and “Permission to Stock”) Kerrville has formal procedures for obtaining a CO and/or a Temporary CO. However, when a project is nearly completed the GC may request “permission to stock” on behalf of the tenant. This permission allows the Tenant to use non-construction workers to bring in fixtures, computers, registers, shelving and stock. This permission is normally granted if the fire protection systems, i.e., fire sprinklers and fire alarms, are completely installed, inspected, tested and approved. The Chief Building Official grants this permission after making sure these life safety systems are in place, tested and approved.

As the GC/Superintendent, the construction site remains your responsibility until the CO is granted. We in the Fire Marshal’s Office want to do everything we can to help you achieve your goal of opening on time, but we want you to recognize that there are provisions in both the Building and Fire Codes that prohibits the occupying of a structure without these systems in place and operational.

We are providing this checklist along with selected portions of our Fire Marshal Development Guide to help you see how easy it is to be successful the first time through. A complete copy of the Guide can be found on our website (coming soon) or may be obtained through our office. Please call if you have any questions at (830) 257-8449.
CERTIFICATE OF OCCUPANCY CHECKLIST
COMMERCIAL BUILDING

(Some items listed may not apply to your project)

☐ OCCUPANCY/BUILDING USE. Approved by Planning & Zoning, Engineering, Building, and Fire.
☐ CONTACT KERRVILLE FIRE MARSHAL – have representative attend the final inspection.
☐ REVIEW APPROVED PLANS - Verify approval letter, plan requirements and general note conditions.

☐ INSPECTION APPROVAL SIGN-OFFS (at Site) –
  □ Underground Final
  □ Aboveground Final
  □ Fire Alarm Final
  □ Fire Pump Final
  □ Sprinkler Monitoring Final
  □ Special System (i.e. High-Pile/High-Rack/High-Racked Stock, Dust Collection, LPG tank, Aboveground Storage Tank)

☐ 8 ½ x 11” SITE AND FLOOR PLAN. Detailed site and floor plan provided for Fire Department planning.

☐ BUILDING ADDRESSING. Minimum 4 inches in front, contrasting background, plainly visible and legible from the road. Located at highest elevation of building. 4-inch suite numbers on front and back doors.

☐ GATES. Ingress Emergency access installed and accepted.

☐ FIRE LANES. Fire apparatus access roads stripped as fire lanes in accordance with requirements.

☐ OBSTRUCTION. Access roads not obstructed i.e. parking, dumpsters, building materials.

☐ FIRE HYDRANTS. Fire hydrants are provided per approved plan.
  □ Outlets facing street.
  □ Reflectorized blue marker (s) provided.
  □ 5-foot access to hydrants is clear (i.e. landscaping, equipment.)

☐ KNOX BOX. Provided for all buildings.

☐ OCCUPANT LOAD SIGNS. Provided where load exceeds 50 in assembly uses.

☐ FIRE EXTINGUISHERS. Light Hazard (offices) – 2A10:BC rating within 75’ travel, maximum coverage of 3000 sqft. Moderate Hazard (retail, manufacturing, warehouse) 2A10:BC within 75’ travel, maximum coverage of 1500 sqft. Mounted in a visible and accessible location.

☐ EXIT SIGN ILLUMINATION. Required when 2 or more exits are required.

☐ EMERGENCY LIGHTING. Required when 2 or more exits are required.

☐ EXIT DOOR SWING. Opens in direction of travel when occupant load exceeds 50 or hazardous areas.

☐ EXIT LOCKING HARDWARE. "No knowledge" single action lever or panic bar on all doors. The main entrance door may have "key locking" hardware on the door when a sign stating, "Door shall remain unlocked during business hours" is posted. Additional deadbolt locks not allowed unless connected to the lever. Panic hardware required in Assembly & Educational where occupant load exceeds 50.

☐ EXIT ROUTE. Exits may not lead through hazardous rooms. Exits must terminate at a public way (i.e. paved surface.) Not obstructed by parking stalls.

☐ EXIT SPACING. Exits shall be placed apart at least ½ the diagonal measurement of the room.

☐ DEAD END CORRIDORS. Not to exceed 20 feet.

☐ ROOF ACCESS. If provided, proper signage provided.

☐ SMOKE DETECTION SHUT DOWN. Required for units exceeding 2000 cfm and/or 5 tons.

☐ ELECTRICAL. Main panel room identified on exterior.

☐ ELEVATORS. Lunar and override keys provided, Fire Fighter Recall tested, and State inspection posted.

☐ FIRE SPRINKLERS. (Where required)
  □ FINAL INSPECTIONS COMPLETE. Overhead hydrostatic and final acceptance inspections.
  □ FIRE SPRINKLER RISER ACCESS SIGN on exterior and/or interior doors.
  □ RISER SIGNAGE – all valves are identified as to what they control.
  □ HYDRAULIC CALCULATION plate on each riser.
  □ SPARE SPRINKLERS box, sprinklers, and wrench (s) provided.
  □ FDC Caps provided.

☐ FIRE ALARMS. (Where required)
  □ FINAL INSPECTION complete.
  □ DEVICE MAP POSTED.

☐ FIRE WALLS. Provided between tenant spaces.
Installation Checklist for Aboveground Storage Tanks

KERRVILLE FIRE MARSHAL

(830) 257-8449

Business Name:_____________________________________
Address:___________________________________________

INSTALLING CONTRACTOR

Business Name:_____________________________________
Address:___________________________________________
Phone Number:______________________________________
Job Forman:________________________________________
Installing Contractor License Number:__________________

TANKS

1. Capacity ________________ Product ________________ UL#_____________
2. Capacity ________________ Product ________________ UL#_____________

TCEQ provided with 30-day notice for tanks over 1,100 gallons.
Installation plans and specifications are approved by KFMO.
Foam fire protection shall be provided for above-ground tanks over 500 gallons unless UL Listed 2080/2085 tanks. Confirm foam system has approved plans.

THE FOLLOWING SHALL BE INSPECTED PRIOR TO USE:

Tanks located as indicated on approved plans from lot lines and buildings.
Tanks are marked with UL identification.
Tank serial number(s) and U.L. listing number(s) are recorded for each tank.
Tank diameter(s) checked and recorded.
Tank tightness Air test, 3-5 psi for minimum of 1-hr, witnessed prior to tank(s) being placed in service.
The interstitial space (annulus) of double-wall or secondary containment tanks shall be tested either:
  o hydrostatically or with air pressure at a gauge pressure of 3 to 5 psi (20 to 35 kPa) or
  o by vacuum at 2.6 psi (18 kPa) or
  o in accordance with the tank’s listing or the manufacturer’s instructions.
  o The pressure or vacuum shall be held for not less than 1 hour or for the duration specified in the listing procedures for the tank.

THE FOLLOWING SHALL BE INSPECTED ON ANY PIPING:

All piping and valves are U.L. listed or of approved type.
Underground piping shall be installed on at least 6 in. (150 mm) of well-compacted bedding material.
In areas subject to vehicle traffic, the pipe trench shall be deep enough to permit a cover of at least 18 in. (450 mm) of well-compacted backfill material and pavement.
In paved areas where a minimum 2 in. (50 mm) of asphalt is used, backfill between the pipe and the asphalt shall be permitted to be reduced to 8 in. (200 mm) minimum.
In paved areas where a minimum 4 in. (100 mm) of reinforced concrete is used, backfill between the pipe and the asphalt shall be permitted to be reduced to 4 in. (100 mm) minimum.
In areas not subject to vehicle traffic, the pipe trench shall be deep enough to permit a cover of at least 6 in. (150 mm) of well-compacted backfill material.
Piping within the same trench shall be separated horizontally by at least two pipe diameters. Separation need not exceed 9 in. (230 mm).
Two or more levels of piping within the same trench shall be separated vertically by a minimum 6 in. (150 mm) of well-compacted bedding material.
Piping is supported and separated to prevent damage and vibration.
Tank piping is supported and protected from mechanical damage or fire exposure. Pipe joints are liquid tight, welded, threaded or flanged. Class 1 liquid joints are welded if the joints are located inside the building. Unless tested in accordance with the applicable section of ASME B31.9, all piping shall be tested before being covered, enclosed or placed in use.

- Testing shall be done hydrostatically to 150 percent of the maximum anticipated pressure of the system or
- pneumatically to 110 percent of the maximum anticipated pressure of the system, and
- the test pressure shall be maintained while a complete visual inspection of all joints and connections is conducted.
- In no case shall the test pressure be less than a gauge pressure of 5 psi (35 kPa) measured at the highest point of the system
- the test pressure is maintained for not less than 10 minutes.
- Care shall be exercised to ensure that these pressures are not applied to vented storage tanks. Such storage tanks shall be tested independently from the piping.

The interstitial (annular) space of secondary containment–type piping shall be tested:

- hydrostatically at a gauge pressure of 5 psi (35 kPa) or
- air pressure at a gauge pressure of 5 psi (35 kPa) or
- shall be tested in accordance with its listing or with the manufacturer’s instructions.
- The pressure source shall be disconnected from the interstitial space to ensure that the test is being conducted on a closed system.
- The pressure shall be maintained for a minimum of 1 hour.

All metal pipes is properly wrapped (with 50% overlap), properly coated, or cathodically protected to prevent galvanic action or corrosion.

OPENINGS OTHER THAN VENTS

Filling, emptying, and vapor recovery openings are located outside the building, not less than 5 ft. from building openings or lot lines.

For top load tanks, a metallic fill pipe is installed to minimize static electricity by terminating within 6 inches of the tank bottom, IFC 2006 Section 3404.2.7.5.5.

Tank openings are on the top only.

SPILL/OVERFILL PREVENTION

An overfill prevention system is provided for each tank that operates as follows:

- Automatically shut off the flow of fuel to the tank when the quantity reaches 95 percent of tank capacity and
- Alert the transfer operator when the tank is no more than 90 percent full by restricting the flow of liquid into the tank or triggering the high-level alarm

A spill container with a capacity of not less than 5 gallons is provided for each fill connection. Top fill containers are noncombustible, fixed to the tank and equipped with a manual drain valve that drains into the main tank.

VENTS

Vent pipes from underground tanks storing Class I liquids are located so that the discharge point is outside of buildings, higher than the fill pipe opening, and not less than 12 ft (3.6 m) above the adjacent ground level.

Vent pipe outlets are located and directed so that vapors will not accumulate or travel to an unsafe location, enter building openings, or be trapped under eaves and shall be at least 5 ft (1.5 m) from building openings and at least 15 ft (4.5 m) from powered ventilation air intake devices.

Vent pipes from tanks storing Class II or Class IIIA liquids terminate outside of the building and higher than the fill pipe opening.

Vent outlets on atmospheric tanks storing Class IIIB liquids are allowed to discharge inside a building if the vent is a normally closed vent.

Vent pipes are not be obstructed by devices provided for vapor recovery or other purposes unless the tank and associated piping and equipment are otherwise protected to limit back-pressure development to less than the maximum working pressure of the tank and equipment by the
provision of pressure-vacuum vents, rupture discs, or other tank-venting devices installed in the tank vent lines.
Vent outlets and devices are protected to minimize the possibility of blockage from weather, dirt, or insect nests.
Vent pipes are fitted with return bends, coarse screens, or other devices to minimize ingress of foreign material.
Vent pipes and vapor return piping are installed without sags or traps in which liquid can collect.
Where tank vent piping is manifolded, pipe sizes are such as to discharge, within the pressure limitations of the system, the vapors they could be required to handle when manifolded tanks are filled simultaneously.
Piping systems are bonded and grounded.
Each loading and unloading riser is marked to identify the product for which it is to be used.
The use of a flame arrester or venting device in a vent line complies with their listing also compliant with API 2028 for a flame arrester.
Tank emergency vent does not vent inside a building.

TANK SUPPORT
Tank foundation, support, and anchorages are designed in accordance with NFPA 30:4.2.4 and the IBC, IFC 2006 Section 3404.2.9.2.
Tanks containing Class I, II, IIIA liquids that are elevated more than 12 inches above grade shall have a fire-resistance rating of not less than 2-hours in accordance with ASTM E 1529 unless one of the three exceptions to IFC 2006 Section 3404.2.9.1.3 is applicable.

MISCELLANEOUS
Location and verbiage for signs prohibiting open flames and no smoking are in accordance with approved plans.
☐ Tanks exceeding 100 gallons have NFPA 704 placard.
☐ Tank and piping subject to vehicular damage is protected by guard posts designed in accordance with IFC.
☐ Drainage control and diking are provided in accordance with approved plans, or the tank is a listed tank with secondary containment.
**Installation Checklist for Underground Storage Tanks**  
**KERRVILLE FIRE MARSHAL**  
(830) 257-8449

**Business Name:** ________________________________________  
**Address:** ______________________________________________

**INSTALLING CONTRACTOR**  
**Business Name:** ________________________________________  
**Address:** ______________________________________________  
**Phone Number:** __________________________________________  
**Job Forman:** ______________________________________________  
**Installing Contractor License Number:** ________________________

**TANKS**

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<tr>
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TCEQ provided with 30-day notice.  
Installation plans and specifications are approved by KFMO.

**THE FOLLOWING SHALL BE INSPECTED PRIOR TO PLACEMENT IN PIT:**

- Tanks are marked with UL identification.  
- Tank serial number(s) and U.L. listing number(s) are recorded for each tank.  
- Tank diameter(s) checked and recorded.  
- Tank tightness Air test, 3-5 psi for minimum of 1-hr, witnessed prior to tank(s) being placed in pit.  
- The interstitial space (annulus) of double-wall or secondary containment tanks shall be tested either:  
  - hydrostatically or with air pressure at a gauge pressure of 3 to 5 psi (20 to 35 kPa) or  
  - by vacuum at 2.6 psi (18 kPa) or  
  - in accordance with the tank's listing or the manufacturer's instructions.  
  - The pressure or vacuum shall be held for not less than 1 hour or for the duration specified in the listing procedures for the tank.

Clean backfill available. Pit is free of rocks, clumps, trash and debris. Pea-gravel must be used with fiberglass tanks.

**THE FOLLOWING SHALL BE INSPECTED AFTER PLACEMENT IN PIT:**

- Tanks located a minimum of 3-feet from lot lines and buildings.  
- A minimum distance of 1 foot, shell to shell, shall be maintained between tanks.  
- Tanks shall be properly anchored. **Exception: acceptable hydrology study**  
- Sampling tubes of a minimum 6 inches in diameter are installed in the backfill material of each underground flammable or combustible liquid storage tank.  
- The tubes extend from a point 12 inches below the average grade of the excavation to ground level.  
- Tubes are in sumps provided with suitable surface access caps.  
- Each tank site is provided with a sampling tube sump at the corners of the excavation with a minimum of four sumps.  
- Sampling tubes are placed in the product line excavation within 10 feet of the tank excavation and one every 50 feet routed along the product lines towards the dispensers, a minimum of two are provided.  
- Tank(s) not subjected to vehicular traffic shall have a minimum cover of:
12-inches of backfill and 12-inches of clean earth or
12-inches of backfill plus 4-inches reinforced concrete
Tanks subject to vehicular traffic shall have a minimum cover of:
36-inches of backfill or
18-inches of compacted backfill plus 6 inches reinforced concrete that extends at least 1-foot beyond outline of the tanks, or
18-inches of compacted backfill plus 8-inches asphaltic concrete that extends at least 1-foot beyond outline of the tanks.
Backfill placed (all openings and fittings remain exposed). Fill material should be properly tamped against belly of the tank to fill all voids.

THE FOLLOWING SHALL BE INSPECTED BEFORE COVERING ANY PIPING:
All piping and valves are U.L. listed or of approved type.
Underground piping shall be installed on at least 6 in. (150 mm) of well-compacted bedding material.
In areas subject to vehicle traffic, the pipe trench shall be deep enough to permit a cover of at least 18 in. (450 mm) of well-compacted backfill material and pavement.
In paved areas where a minimum 2 in. (50 mm) of asphalt is used, backfill between the pipe and the asphalt shall be permitted to be reduced to 8 in. (200 mm) minimum.
In paved areas where a minimum 4 in. (100 mm) of reinforced concrete is used, backfill between the pipe and the asphalt shall be permitted to be reduced to 4 in. (100 mm) minimum.
In areas not subject to vehicle traffic, the pipe trench shall be deep enough to permit a cover of at least 6 in. (150 mm) of well-compacted backfill material.
Piping within the same trench shall be separated horizontally by at least two pipe diameters. Separation need not exceed 9 in. (230 mm).
Two or more levels of piping within the same trench shall be separated vertically by a minimum 6 in. (150 mm) of well-compacted bedding material.
Piping is supported and separated to prevent damage and vibration.
Unless tested in accordance with the applicable section of ASME B31.9, all piping shall be tested before being covered, enclosed or placed in use.
Testing shall be done hydrostatically to 150 percent of the maximum anticipated pressure of the system or
pneumatically to 110 percent of the maximum anticipated pressure of the system, and
the test pressure shall be maintained while a complete visual inspection of all joints and connections is conducted.
In no case shall the test pressure be less than a gauge pressure of 5 psi (35 kPa) measured at the highest point of the system.
the test pressure is maintained for not less than 10 minutes.
Care shall be exercised to ensure that these pressures are not applied to vented storage tanks. Such storage tanks shall be tested independently from the piping.
The interstitial (annular) space of secondary containment–type piping shall be tested:
hydostatically at a gauge pressure of 5 psi (35 kPa) or
air pressure at a gauge pressure of 5 psi (35 kPa) or
shall be tested in accordance with its listing or with the manufacturer’s instructions.
The pressure source shall be disconnected from the interstitial space to ensure that the test is being conducted on a closed system.
The pressure shall be maintained for a minimum of 1 hour.
All metal pipes is properly wrapped (with 50% overlap), properly coated, or cathodically protected to prevent galvanic action or corrosion.

SPILL/OVERFILL PREVENTION
A spill container with a capacity of not less than 5 gallons is provided for each fill connection. Top fill containers are noncombustible, fixed to the tank and equipped with a manual drain valve that drains into the main tank.
An overfill prevention system is provided for each tank that operates as follows:

- Automatically shut off the flow of fuel to the tank when the quantity reaches 95 percent of tank capacity and
- Alert the transfer operator when the tank is no more than 90 percent full by restricting the flow of liquid into the tank or triggering the high-level alarm

**VENTS**

Vent pipes from underground tanks storing Class I liquids are located so that the discharge point is outside of buildings, higher than the fill pipe opening, and not less than 12 ft (3.6 m) above the adjacent ground level.

Vent pipe outlets are located and directed so that vapors will not accumulate or travel to an unsafe location, enter building openings, or be trapped under eaves and shall be at least 5 ft (1.5 m) from building openings and at least 15 ft (4.5 m) from powered ventilation air intake devices.

Vent pipes from tanks storing Class II or Class IIIA liquids terminate outside of the building and higher than the fill pipe opening.

Vent pipes are not be obstructed by devices provided for vapor recovery or other purposes unless the tank and associated piping and equipment are otherwise protected to limit back-pressure development to less than the maximum working pressure of the tank and equipment by the provision of pressure-vacuum vents, rupture discs, or other tank-venting devices installed in the tank vent lines.

Vent outlets and devices are protected to minimize the possibility of blockage from weather, dirt, or insect nests.

Vent pipes are fitted with return bends, coarse screens, or other devices to minimize ingress of foreign material.

Vent pipes and vapor return piping are installed without sags or traps in which liquid can collect.

Where tank vent piping is manifolded, pipe sizes are such as to discharge, within the pressure limitations of the system, the vapors they could be required to handle when manifolded tanks are filled simultaneously.

Piping systems are bonded and grounded.

Each loading and unloading riser is marked to identify the product for which it is to be used.
Kerrville Fire Marshal

BUILDING SYSTEMS INFORMATION SHEET

Fire Protection Systems Information
For
Building Owner/Manager/Tenant Information Sheet

The building you own, operate, manage or lease is equipped with a number of fire protection related systems and features that require your regular attention. In fact, the Fire Code that the City of Kerrville has adopted requires you to maintain these systems and features on at least an annual basis and in some cases semi-annually.

This same adoption requires the Fire Marshal to come by and inspect your facility on a regular basis as well. Our goal is to inspect each commercial facility on an annual basis. So far, we have been able to keep up with our burgeoning growth.

But we have identified a problem that this notification should solve. That problem is that owners, operators and tenants of buildings don’t seem to be aware of the requirement to provide regular maintenance and testing of their fire protection systems. Likewise, they don’t seem to appreciate the importance of keeping up to date emergency contact information supplied to the company who is monitoring their fire alarm system.

So, this letter is intended to officially notify you as the owner, property manager or tenant of a protected building that you have the responsibility to have your fire protection systems inspected and tested at least once each year and that the Fire Marshal’s Office wants the opportunity to witness this inspection and test by requiring you to notify us of that inspection and test at least 72 hours before it’s start.

You are also required to keep updated emergency contact information with your alarm system monitoring company and you must call us to replace keys in the Knox Box that no longer are in use. Failure to provide these required services and information exposes you to the potential of being brought before the Municipal Court and punished as they direct.

Please contact our Fire Marshal’s Office at (830) 257-8449, if you have any questions about these requirements.

Fire System Monitoring Company Name:________________________________________

Fire System Monitoring Company Contact Number:______________________________

This Address’s Account Number & Password:_________________________________

Fire Sprinkler Systems Service Company Name:________________________________

Contact Person and Number:__________________________________________________

Fire Alarm System Service Company Name:_____________________________________

Contact Person and Number:__________________________________________________

Kitchen Hood System Service Company Name:__________________________________

Contact Name and Number:____________________________________________________
HIGH-PILE STORAGE OCCUPANCY REQUIREMENTS
For
[ENTER OCCUPANCY NAME/ADDRESS]

This DOCUMENT is intended to provide members of management with the general operational requirements for High-Piled Storage, as defined by the International Fire Code 2006, Section 2302.

All racks and storage areas shall not be modified without prior approval from the Fire Marshal. Any deviation from the originally approved storage plan will require a new permit is issued.

High-Piled Storage Requirements

1. A store floor plan, layout, or facility plan, shall be permanently mounted or affixed at the main entrance to the facility and at the automatic fire sprinkler riser room.
2. All applicable requirements of IFC 2006 Chapter 23 shall be met.
3. Aisles shall be kept clear of storage, waste material, displays and debris at all times. Storage in the aisles, during normal operations or restocking, can allow a fire to jump to the adjacent storage rack and further expand the fire.
4. During restocking operations, a minimum unobstructed width of 48-in. (4 ft.) shall be maintained for all aisles. Stocking materials and pallets shall be stored only on one side of the aisle and shall not be zigzagged throughout the aisle as this creates an obstruction. Storage during restocking shall be as brief as possible.
5. All emergency exits are marked with yellow floor stripping. At no time shall any emergency exit door or fire department access door be blocked, locked or obstructed. No storage is permitted in any exit accessway.
6. Maximum storage height signage and stripping shall be maintained and visible at all times. Striping shall be a minimum of a 6 in contrasting strip around the perimeter of the storage area and on the rack structure itself.
7. No storage of any kind is permitted in the entry vestibules. Storage or displays are only permitted in vestibule side corridors or exterior facade of the building.
8. Flue Spaces: No storage or obstructions are permitted in the flue spaces. The flue spaces are the 6-in spaces between the racks. It is recommended that a method to prevent obstructions in the flue space is provided. However, prior approval from the Fire Marshal is required. These spaces allow heat to operate the sprinkler heads and water to penetrate to the seat of the fire.
9. The fixture plan and location of all products in the store shall not be changed or altered without a permit and approval from the Fire Marshal. The fire protection criteria for the facility is based upon certain hazards are maintained in specific areas. (i.e paints and other flammable and combustible liquids)

This store is equipped with the (Enter Sprinkler Type(s)) sprinklers for the storage areas. Based upon the requirements of this sprinkler(s), the following storage height restrictions shall be enforced.

Maximum Storage Height

10. The maximum storage height for the building is set at [ENTER MAXIMUM STORAGE HEIGHT] ft. in areas of High-Piled Storage, as identified on Sheet [ENTER SHEET NUMBER]. The remainder of the store is 12 ft. The top of the strip in all HPS areas shall be [ENTER MAXIMUM STORAGE HEIGHT] ft, and 12 ft. in the remainder of the store. In addition, stripping has been provided a various locations at the perimeter walls and on all columns throughout the store. NO STORAGE IS PERMITTED ABOVE [XX] FEET FOR ANY REASON.
11. No storage is permitted within 3 ft. of any sprinkler head.

Fire Alarm/Sprinkler System/Standpipe

12. If for any reason the fire alarm system activates, please do not attempt to reset or silence the alarm. The monitoring company will contact 911 and the Fire Department will be dispatched to investigate.
13. If an alarm is active, store personnel need to direct all customers to the nearest emergency exits. NO EXCEPTIONS.
14. If it is necessary to turn-off, or otherwise impair the fire alarm or fire sprinkler system, please contact the Fire Marshal’s Office immediately.
15. The standpipe hose connections shall be unobstructed and clearly visible at all times.
KERRVILLE FIRE MARSHAL’S OFFICE

FIRE DEPARTMENT CONNECTION (FDC) SIGN DESIGN REQUIREMENTS

1. Sign shall be constructed from a 15" high by 18" wide metal substrate no thinner then .063.
2. Sign shall have rounded corners.
4. White reflective letters shall be used as set out below.
5. Letter shall be a font comparable to “Folio medium” or “Helvetica medium”.
6. Sign shall be permanently attached to a wall directly above fire department connection or below freestanding FDC.
   • If sign is to be attached to the building it shall be 72" from the ground to the bottom of sign, unless otherwise approved by Fire Marshal.
   • If the sign is to be mounted to a remote FDC it shall be mounted on a galvanized steel pipe (chain link fence post). The post shall be mounted behind the FDC within 1 to 1 ½ feet from the FDC or an area approved by the Fire Marshal. The post shall be set in concrete below ground. The sign shall be mounted to the post 4 to 6 inches above the FDC. The sign shall be mounted to the post using stainless one-way screws or stainless bolts using a stainless locking nut. The post shall be cut to 4 inches above the sign and a cap placed on top of the post.
7. First line (FDC) shall be 6" high letters with 3" between letters.
8. Second and third lines shall be 2" high letter with ½" spacing between letters.
9. There shall be a 1” margin completely around sign and 1” spacing between lines of text.
10. There shall be 2” spacing between and complete words.
11. Second and third line shall have address of building or suite number that system provides for.

F D C

EXAMPLE

9999 EAST BROADWAY
BLDG. 57 or LEASE 57
Purchasing Equipment from Knox Company

Instructions

Go to web address www.knoxbox.com

Click on “online purchase”.

Click on the product.

Type in the zip code “78028” and click continue.

A list of fire departments will come up; click on “Kerrville Fire Department” then click continue.

Select “buy now” for the product.

This will bring up the product.

Select the correct product according to the list below.

Product List

KNOX Box Type: 3200 series Hinged, Surface or Recessed

Recessed Mounting Kit for 3200 Hinged Door 3290

Key Switches: Model 3502

Padlock: Model 3753 – Exterior

FDC Plugs: Model 3011 – 2.5 inch Bright Stainless Cover (Order 2)
  Model 5002 - 5 inch Hard-Anodized Aluminum (Stortz)
  Model 3050 - 1.5 inch

KNOX StorzGuard Kits - 30° Elbow (Part Number 5042 for Elbow Kit)

KNOX StorzGuard Kits – STRAIGHT (Part Number 5040 Adapter Kit Type)

SecureCap - Locking Hydrant Cap – Model 4011

Fill out the information and purchase the product.
New Construction Process Flow

Fire Protection Systems Process Flow

Civil/Building Construction Process Flow

Fire protection systems shall be 100% inspected and passed prior to FD Final Inspection.

All fire protection systems must be inspected prior to ceiling cover and drywall.

No fire sprinkler overhead piping must be inspected prior to ceiling cover and drywall.

Fire sprinkler underground piping must be inspected prior to ground cover and/or concrete pour.

See Fire Sprinkler Underground Guidelines for Permit and Inspection Process.

See Fire Sprinkler Underground Permit Issued.

Fire Sprinkler Underground Permit Issued.

Fire Sprinkler Underground Permit Issued.

Fire Sprinkler Underground Permit Issued.

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Fire Sprinkler Underground Permit Issued.

Fire Sprinkler Underground Permit Issued.

Fire Sprinkler Underground Permit Issued.
Oh, By The Ways...
1. Visual Inspection must be completed prior to covering the pipe.
2. It is recommended that the hydrostatic test completed prior to cover. If the test fails areas already covered may be required to be uncovered.
3. Connection of the underground spigot to overhead riser prior to flushing, or “stacking the riser” may result in the overhead pipe being required to be flushed.
Fire Sprinkler Aboveground Process Flow

Oh, By The Ways...
1. Visual Inspection must be completed prior to ceiling cover.
2. It is recommended that the hydrostatic test be completed prior to ceiling cover. If the hydrostatic test fails, the ceiling areas already covered may be required to be uncovered.
3. Additional protection and/or changes may be required based upon field inspection.
Oh, By The Ways...
1. An exterior horn/strobe shall be located above the Fire Department Connection and operate on waterflow only.
2. The CSM shall differentiate between types of alarms. "General Alarm" is not permitted.
   (waterflow alarm, smoke detector, pull station etc…)
Access Control System Process Flow

Oh, By The Ways...
1. Upon activation of the fire alarm system, all access controlled doors shall unlock and remain unlocked until the fire alarm reset.
2. All wiring throughout the system, to include the pigtails at the door jambs shall be fail-safe.
Access Control Gate Process Flow

**Oh, By The Ways...**
1. Opticom sensor shall be so located such that the received will detect and open the gates until the apparatus is safely passed the gates.
2. Gates shall open from within the property without any manual operation.
Oh, By The Ways...
1. An audible/visual device must be provided with the kitchen hood to indicate system operation.
2. When a fire alarm system is provided for the building, the kitchen hood system shall be connected to the fire alarm and shall indicate system operation and activate the building fire alarm.
3. Provide a K Type fire extinguisher in the kitchen.
Section 10

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Plan Submittals

Plans approved by the Fire Marshal give authorization for construction. Final approvals are subject to field inspection and verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from responsibility of full compliance with all applicable codes and ordinances relating to the construction project. All installations must concur with approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office, PRIOR TO INSPECTION. Failure to submit revised plans prior to the inspection may result in a delay for inspection and sign-off.

Plans must be submitted through 'MyGovernmentOnline' link below.

All plan submittals must be accompanied by a copy of their respective Texas State Fire Marshal's Office License (TSFMO) and Liability Insurance with the City of Kerrville listed as the certificate holder.

All plan submittals and calculations must be signed by a TSFMO Licensed Contractor, Qualified Fire Protection Engineer or a Qualified Professional Engineer.

Payment will not be accepted until a final approval of plans.

Plan Review Time and Hierarchy

It is the goal of the Fire Marshal's Office to complete your plan review within the shortest possible time. We strive to complete your plan review within ten (10) business days from receipt of complete plan submittal package. Please be advised that revisions, changes or an incomplete submittal package may delay your final plan approval.

Plans are reviewed based upon the hierarchy of fire protection systems. That is, the fire sprinkler overhead will not be reviewed until the fire sprinkler underground has been permitted and the fire alarm will not be reviewed until the fire sprinkler system has been permitted.

This same rule is applied to civil and building construction plans. Civil plans are not reviewed until the Site Plan is approved and building construction plans are not reviewed until the civil plans have been approved.

Plan Submittal Guidelines

These guidelines are to be followed when a submittal for a permit is required by the Kerrville Fire Marshal for installation, modification or otherwise required within the City of Kerrville.

All requirements for the purposes of these guidelines shall conform to the International Fire Code 2006.
adopted and amended by the City of Kerrville and any applicable NFPA standards.

These guidelines do not replace or supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

To open the following documents you will need the latest version of Adobe Reader.

MyGovernmentOnline

Fee Schedule

Adopted Codes


Open Burning in Texas
Kerr County Engineering  
3766 State Highway 27  
Kerrville, Texas 78028

January 30, 2020

RE: Permits, Regulations and/or Zoning to build in Kerr County

Kerr County does not require building permits nor does it issue Certificates of Occupancy. There are no zoning restrictions imposed by the Kerr County Subdivision Rules and Regulations. However, developing (including manufactured home rental communities) or subdividing property may trigger platting or other regulations, please review the Kerr County Subdivision Regulations, Water Availability, and Manufactured Home Rules at http://www.co.kerr.tx.us/engineer/subdivision.html or contact the Kerr County Engineering Office at 830-896-9046. In addition to subdivision regulations, the Kerr County Engineering office administers the Kerr County Flood Damage Prevention Court Order and Driveway Construction/Modification Permitting. Please visit the County Engineer website at http://www.co.kerr.tx.us/engineer/ or call at 830-896-9046. Other permits Kerr County requires are for On Site Sewage Facilities (OSSF), which can be obtained through the Kerr County Environmental Health Department at 830-896-9020.

In addition, permits are required for drilling wells through the Headwaters Groundwater Conservation District at (830) 896-4110. One should also be aware of Texas Commission on Environmental Quality (TCEQ) Rules for construction activities in regards to the federal Clean Water Act and the Texas Pollutant Discharge Elimination System (TPDES), which may require permitting as well as a Storm Water Pollution Prevention Plan (SWPPP); please visit https://www.tceq.texas.gov/permitting/stormwater/construction for more information.

If you have any questions or need more information, please call (830) 896-9046.

Sincerely,

Charlie Hastings, P.E., CFM  
County Engineer

Revised 1.30.20 CF
# CITY OF KERRVILLE ZONING CODE

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2018.12.21 rev.
CHAPTER I

ZONING CODE

ART. 11-I-1 TITLE

This Chapter shall be known and may be cited as the “City of Kerrville Zoning Code.” Unless otherwise stated in this Chapter, the phrase “Zoning Code” as used in this Chapter shall mean the City of Kerrville Zoning Code.
ART. 11-I-2 INTENT AND PURPOSE

The regulations set forth in this Chapter have been developed in a comprehensive manner in order to guide the planning and growth of the City of Kerrville, Texas, and to promote and protect the health, safety, and general welfare of the citizens of the City. The general intent of this ordinance is:

(a.) To promote a harmonious relationship between land uses which promotes and protects the aesthetic quality of the landscape, and enhances the value of land and buildings;

(b.) To specifically address those areas of the city which have scenic, historic, and tourist related values such as the Guadalupe River, the major highway entrances, and the central business district, and to encourage the development of these areas in a manner that protects their aesthetic values;

(c.) To promote a safe and effective traffic circulation system;

(d.) To outline the appropriate density controls which will:
   (1.) encourage proper population and structural densities;
   (2.) avoid undue concentration of population;
   (3.) promote in-fill development; and
   (4.) discourage sprawling non-contiguous development patterns that create large undeveloped tracts between developed areas within the City.

(e.) To encourage the growth of the City with quality urban design;

(f.) To provide for adequate open spaces for light, air and livability room; and

(g.) To facilitate the adequate provision of public utilities and community services.
ART. 11-I-3 DEFINITIONS AND INTERPRETATION OF WORDS AND PHRASES

(a.) Definitions: For purposes of this Chapter, the following words and phrases shall have the following meanings unless the context otherwise clearly indicates a different meaning:

(1.) **Accessory Building or Accessory Structure:** A subordinate building or structure not attached to the main building(s) or structure(s), the use of which is incidental and related to the main use and is located on the building lot; including storage buildings, satellite dish antennas, carports, and similar structures. Accessory buildings do not include guest and servant quarters; buildings with more than two plumbing fixtures connected to sanitary sewer, buildings that cover more than 50% of any rear yard; or a manufactured home, motor vehicle, trailer, or similar vehicle or structure that is used or converted for use as an accessory building. (Ord. #2010-09, 06/22/2010)

(2.) **Agriculture - Field Crops:** A use of land primarily involving the production of field crops, except cash grains, including, but not limited to, the production of hay and alfalfa fields.

(3.) **Agricultural, General:** A use of land primarily involving the operation of farms engaged in the production of cash grains, field crops, vegetables and melons, fruits and tree nuts, and ornamental floriculture (sometimes referred to as “Agriculture, General (Crops)”).

(4.) **Agricultural Services:** A use of land primarily involving the following types of uses:

   (i) The operation of establishments engaged in performing a variety of functions involving crops subsequent to their harvest with the intent of preparing them for market or further manufacture, including, but not limited to cleaning, shelling, grinding, milling, ginning, packing, curing;

   (ii) The operation of establishments engaged in performing services related to the keeping and raising of livestock, including, but not limited to, livestock breeding and artificial insemination, stables, and facilities for livestock events and shows, but not including 4-H or school exhibits by individuals conducted in accordance with applicable health regulations;

   (iii) The operation of an establishment by a licensed practitioner primarily engaged in the practice of veterinary medicine, dentistry, or surgery for cattle, hogs, sheep, goats, and poultry;

   (iv) kennels or animal shelters with the capacity of keeping twelve (12) or more animals at one time.
(5.) **Airport:** Land on which is located a runway of any type of construction which would permit the take-off and landing of aircraft of any nature.

(6.) **Alley:** A public space or thoroughfare, not meeting the definition of a public street or roadway, and which affords a secondary means of access to property abutting thereon.

(7.) **Apartment:** A dwelling unit in a duplex or multiple-family dwelling or apartment house arranged, designed, occupied, or intended to be occupied as a place of residence by a single family.

(8.) **Area of Lot:** The square foot area of a lot within the bounding property lines exclusive of dedicated streets or alleys.

(9.) **Area Regulations:** Regulations which establish minimum lot area, lot width, lot depth, front yard, side yard, and rear yard setbacks.

(10.) **Automobile Graveyard:** Property which is used for the storing, keeping, buying, selling, wrecking, scrapping, or salvaging of junked vehicles and/or junk vehicle parts.

(11.) **Basement:** That portion of a building which is primarily below grade.

(12.) **Bed and Breakfast:** A building architecturally designed to look like a single family residence with no more than six bedrooms used for the purpose of providing short-term lodging for compensation and meals only to those who receive lodging. A bed and breakfast may be used concurrently as the residence for the owner, operator, or manager of the bed and breakfast; provided, however, all bedrooms used as a permanent residence shall be included in the number of bedrooms of the bed and breakfast.

(13.) **Block:** If used as a term for determining distance, the distance along the side of a street (a) between two intersecting streets, or (b) if the street is of a dead-end type, between the nearest intersecting street and the end of such dead end street. If used as a term for determining an area, the land area within the boundary created by the intersection of streets immediately adjacent to the land, which land is not crossed by any other street.

(14.) **Boarding Home Facility:** An establishment, including a residence or dwelling, that furnishes in one or more buildings, to persons under separate rental agreements, whether oral or written, lodging to three or more persons unrelated to the owner of the establishment by blood or marriage, and is not listed in Sec. 30-12 of the Code of Ordinances.

(15.) **Board of Adjustment:** The City of Kerrville Zoning Board of Adjustment.

(16.) **Building:** Any structure, including structures wholly or partly enclosed with an exterior wall, which are designed, built or intended for the shelter or
enclosure of people, animals, chattels, or movable property of any kind, or for an accessory use. When separated by a four (4) hour fire wall, each portion of a structure so separated shall be deemed a separate building.

(17.) **Building Construction, General:** A use of land by an establishment using in its operations an area of five (5) acres or less, for the same purposes as a Building Construction, Specialist, but also including the following uses:

(i) Offices and yards for contractors and builders primarily engaged in the construction of residential, farm, industrial, commercial, or other buildings, or

(ii) Offices and yards for contractors primarily engaged in road, utility or similar construction activities which have storage and/or prefabrication yards; or

(iii) General building contractors who combine a special trade with their operations; or

(iv) The sale of lumber and building materials.

(18.) **Building Construction, Specialist:** The use of land by an establishment for an operation primarily involving special trade contracting work including, but not limited to, plumbing, electrical, painting, plastering, carpentry, air conditioning, custom rock masonry (not including rock quarrying and stockpiling), welding, fencing, overhead doors, or other similar uses; provided, however, if the establishment includes the additional operations described in Subsection (16), above, the use shall be defined as Building Construction, General.

(19.) **Building Lot:** A lot, or a portion of a lot, or combination of lots when used for the construction of one building or commercial center.

(20.) **Building Permit:** A permit issued by the Building Official for the City authorizing the erection, construction, reconstruction, alteration, movement, repair, conversion, or expansion of any building, structure, or portion thereof, which certifies and acknowledges that such activities or uses with respect to the building or structure complies with the provisions of the City’s building codes, Zoning Code or an authorized variance therefrom. (Ord. #2010-09, 06/22/2010)

(21.) **Business Services I:** The use of land for the purpose of primarily engaging in the provision of services to firms as well as to individuals, and utility services not otherwise restricted by this Chapter, including, but not limited to:

(i) bail bonding agencies;
(ii) bicycle repair shops;
(iii) cablevision, radio, and television stations;
(iv) camera repair shops;
(v) commercial art, photography, art and graphics;
(vi) employment agencies;
(vii) gunsmith and locksmith shops;
(viii) job and vocational training centers;
(ix) musical instrument, radio, and television repair;
(x) postal services;
(xi) re-upholstery and furniture repair;
(xii) taxidermy businesses that (a) do not conduct on-site the evisceration and processing of animal carcasses or (b) whose on-site evisceration and processing operations have been determined by the Commission to not have a heavier impact on surrounding properties than other uses defined as Business Services I;
(xiii) telephone and electric company offices (excluding storage and maintenance yards, but including telecommunications serving centers).

(22.) Business Services II: The use of land for the purpose of primarily engaging in the provision of services to firms as well as to individuals, but which are deemed to be a more intensive use of property than uses defined as Business Services I, including, but not limited to:

(i) appliance sales or repair, used;
(ii) automotive towing services; blue printing and photo copying services;
(iv) building cleaning services;
(v) car washes;
(vi) commercial testing laboratories;
(vii) disinfecting and exterminating services;
(viii) laundry services;
(ix) funeral service and crematories;
(x) newspapers;
(xi) photofinishing laboratories;
(xii) protective services, non-governmental;
(xiii) refrigeration/air conditioning service and repair;
(xiv) repossession services;
(xv) septic tank cleaning service;
(xvi) sign painting and outdoor advertising services;
(xvii) swimming pool cleaning and maintenance;
(xviii) welding shops, not elsewhere classified as a manufacturing or industry.

(23.) **Cemetery**: Land used or intended to be used for the interment of the dead and dedicated for cemetery purposes, including columbaries, crematoriums, mausoleums and mortuaries when operated in conjunction with and within the boundary of such cemetery.

(24.) **Central Business District (CBD)**: Lots 3-11, Block H and Lots 1-7, 12-16, Block I, B.F. Cage Addition; all of Blocks 1, 2, 3, 4, 5, 6, 7, 8, the Courthouse Block, 17, 18, 19, 20, 22, 23, 24, 25, and 26, J.D. Brown Addition; Lots 598-601, Block 10, Lots 377-380, Block 51, Lots 369-376, Block 52, all of Blocks 9, 22, 29, 30, 31, 43, 44, 45 and 50, Schreiners 2nd Addition, City of Kerrville, Kerr Country, Texas; and being generally described as Barnett Street on the north, the Guadalupe River on the south, Hays Street on the west and Tivy Street on the east; said district is designated as a “design district” in accordance with Section 284.105, Texas Local Government Code. (Ord. #2011-09, 05-10-2011; Ord. #2018-02, 12/12/2018)

(25.) **Certificate of Occupancy**: A document issued by the Building Official for the City certifying that a newly constructed structure, addition to an existing structure, or an existing structure undergoing a change in use complies with the provisions of the City’s building codes, Zoning Code, or an authorized variance therefrom, and that the building or structure is habitable. (Ord. #2010-09, 06/22/2010)

(26.) **Cocktail Lounge**: Property used for the operation of an establishment the principle business of which is the retail sale of any type of alcoholic beverage for on-premises consumption.

(27.) **Commission**: The City of Kerrville, Texas, Planning and Zoning Commission, established by Article XIII, Section 13.01 of the City Charter of the City of Kerrville, Texas.

(28.) **Condominium**: Real property on which is constructed one or more structures containing two (2) or more apartments or units in which each unit
is designated for separate ownership or occupancy but the common elements are directly owned in undivided interests by the unit owners or an association, corporation, or other entity owned by the owners of the units.

(29.) Community Garden: A single piece of land gardened collectively by a group of people for the growing and harvesting of food crops and/or nonfood, ornamental crops, such as flowers. A community garden may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.

(30.) Construction, New: Any construction of a building (whether it is the main building or an accessory building), parking area, or other structure that is either:

(i) located on a vacant tract; or

(ii) that is an addition to an existing building, parking area, or other structure which increases by fifty percent (50%) or more the gross area of the facility as it existed on June 16, 1997.

(31.) Convalescent Services: A use providing bed care and in-patient services for persons requiring regular medical attention, but excluding:

(i) Personal Care Facilities;

(ii) facilities providing surgical or emergency medical services;

(iii) facilities providing care for people being treated for alcoholism, drug addiction, mental illness, or terminal communicable diseases.

(32.) Day Care Services (General): The use of land and the building(s) thereon, or a portion thereof, for providing care, training, education, custody, treatment, or supervision for seven or more children for less than 24 hours per day, including, but not limited to, nursery schools, preschools, and similar uses, but not including facilities used for:

(i) overnight lodging of children not related by adoption or blood to the owner of the facility;

(ii) medical treatment;

(iii) counseling;

(v) rehabilitative services; or

(vi) elementary or secondary education.
(33.) **Detention Facilities**: The use of land for the incarceration of people arrested pursuant to law as a result of a charge of a criminal offense being levied, or the institutionalization within a secure area of people who, if not confined, may pose a danger to themselves or others. (Ord. #2000-16, 09/25/2000)

(34.) **Development Activity**: A change to improved or unimproved property that requires a permit or approval, which includes the construction or alteration of buildings or structures; filling; the deposit of refuse, debris, fill, or building materials; grading; and the clearing of natural vegetative cover. Routine repair and maintenance activities and agricultural activities are exempted. (Ord. #2010-09, 06/22/2010)

(35.) **Development Review Committee (DRC)**: A committee consisting of representatives of local governmental entities and utility providers, to include the City of Kerrville, Kerr County, franchise utility companies, and the Texas Department of Transportation; and chaired by the City Planner, which Committee is to review plats, site plans, and building plans submitted for approval prior to construction and/or development. Such review and approval does not take the place of the purpose and authority of either the Planning and Zoning Commission or City Council, where applicable. (Ord. #2010-09, 06/22/2010)

(36.) **Development Standards**: Regulations that limit the size, bulk, or siting conditions of particular types of buildings, developments, or uses located within a specific zoning district. (Ord. #2010-09, 06/22/2010)

(37.) **Downtown Core**: An area within the Central Business District generally bounded by the Guadalupe River on the south, extending north on Clay Street, east on Main Street, north on Earl Garrett Street, east on Jefferson Street, and south on Washington Street. (Ord. #2011-09, 05/10/2011)

(38.) **Dwelling, Duplex**: A single building on one building site containing two dwelling units.

(39.) **Dwelling, Multiple Family**: A building or group of buildings on one building site containing separate dwelling units for three or more families.

(40.) **Dwelling, RC District Uses with plat**: The placement of a single building envelope or more than one building envelope on a single lot or parcel of land for the purpose of constructing single-family residential dwelling units in either attached or detached construction arrangement, and where the property ownership outside of the building envelopes is commonly held by all single-family dwellings on that lot or parcel of land. (Ord. #2001-11, 07/10/2001)
(41.) **Dwelling, Single Family Detached**: A building containing only one dwelling unit and located on a single building site such as to allow for customary yards to serve as buffers along all sides of the building.

(42.) **Dwelling, Single Family with Apartment**: Buildings containing one main dwelling unit and one separate apartment on the same lot. (Ord. #2001-11, 07/10/2001)

(43.) **Dwelling Unit**: A building or portion of a building which is arranged, occupied, or intended to be occupied, as single family living quarters and includes facilities for food preparation and sleeping.

(44.) **Education, Primary**: Elementary schools, including kindergarten, either public or private, but not including day care facilities or private home schools.

(45.) **Education, Secondary and College**: Educational institutions, either public or private, but not including private home schools, which are engaged in the education of full-time students beyond the sixth grade level.

(46.) **Equipment Sales/Repair/Storage (Heavy)**: The use of land for the sale, rental, or storage, but not the manufacture, of:

(i) commercial buses with a rated capacity of more than ten passengers;

(ii) trucks with a manufacturer’s rated carrying capacity exceeding 2000 pounds; truck-tractors, road tractors, semi-trailers and trailers, as defined in Section 502.001 of the Texas Transportation Code, but not including recreation vehicles or travel trailers;

(iii) heavy construction equipment and other similar heavy equipment; but not personal vehicles and trailers not used for commercial purposes or recreational vehicles. This definition does not include on-site repair and maintenance of vehicles or equipment sold or rented.

(47.) **Family**: Any number of individuals living together as a single housekeeping unit, in which not more than four individuals are unrelated by blood, marriage, or adoption.

(48.) **Floor Area**: The total square foot area of all floors in the building measured to the inside faces of the exterior walls.

(49.) **Food Sales**: Establishments or places of business primarily engaged in the retail sale of food for home consumption. Typical uses include groceries, delicatessens, meat markets, retail bakeries, and health food or ethnic food outlets.

(50.) **Frontage, Street**: The length of all property on one side of a street between two intersecting streets measured along the line of the street, or if the street
is dead-ended, then the length of all property abutting on one side between an intersecting street and the end of the dead-end street.

(51.) **Fuel Sales:** The use of land for the primary purpose of engaging in the on-site retail sale of gasoline, motor oil, heating oils, butane, and other similar fuels and petroleum products to the end user, but not including bulk fuel sales.

(52.) **Fuel Sales, Bulk:** The wholesaling of petroleum products from bulk liquid storage facilities.

(53.) **Funeral Services:** The on-site provision of services related to the preparation of the human dead for interment, including, but not limited to, the arranging and managing of funerals and the holding of memorial services.

(54.) **Garage Sale:** A sale of used household or personal articles not exceeding four (4) days in length which is:

(i) open to the public;

(ii) held on a residential premises owned by one of the sellers; and

(iii) conducted more than ninety days after a similar sale at the same premise.

(55.) **Group Medical Care Facility:** A type of dwelling unit in which a continuum of nursing or medical care or services is provided to people with terminal or incapacitating illness, or with conditions which require regular nursing services or attending physician services, regardless of whether people who do not require such care also reside in the dwelling unit. A group medical care facility shall include any facility which requires a license issued by the Texas Department of Health or its successor agency as a Special Care Facility.

(56.) **Guidance Services:** A use providing counseling, guidance, recuperative, vocational, or similar services to persons requiring rehabilitation assistance as a result of mental illness, alcoholism, previous incarceration, drug addiction, or similar condition, either on a residential or daytime care basis.

(57.) **Height:** The vertical distance measured from grade to the highest roof surface, or to the highest point of any structure erected on a roof of a building; whichever is greater; provided, however, church spires, belfries, communication antennae, and water towers shall not be considered when determining the maximum height of a structure.

(58.) **Homestay:** An owner-occupied single-family dwelling that provides lodging for compensation to a single group not exceeding five people for periods not
exceeding three consecutive days, with no fewer than ten (10) days occurring between the end of one three day period and the beginning of the next three day period.

(59.) **Home Occupation**: Any activity carried out for gain by a resident which results in the provision or manufacturing of services and/or goods and is conducted as an accessory use in a dwelling unit.

(i) is managed and owned by a person residing in the dwelling unit;

(ii) has no more than one employee who is not a member of the immediate family of the owner/manager; or a member of the immediate family of the owner who does not live in the same dwelling unit;

(iii) has no commercial display visible from the exterior of the dwelling unit;

(iv) has no commercial show window visible from the exterior of the dwelling unit;

(v) requires no outdoor storage of materials, supplies, or equipment used in the business;

(vi) does not have vehicles or trailers parked on the premises in a place visible from adjoining property or public rights-of-way which identify by signs the occupation, business or activity are;

(vii) except for an unlighted name plate or business sign with a face not more than two square feet attached flush to the building, uses no exterior sign to identify the occupation or business or to indicate the means of access to the business, including, but not limited to, any directional sign;

(viii) does not generate pedestrian traffic, vehicular traffic or vehicular parking substantially greater or substantially different in kind or character than that ordinarily associated with a similar dwelling used solely for residential purposes;

(ix) requires the use of no more than three off-street parking spaces constructed on the premises;

(x) is no more dangerous to life, personal safety, or property than any other activity ordinarily carried on with respect to a dwelling unit used solely for residential purposes;

(xi) does not result in the production of noise, odors, or fumes that constitute a public or private nuisance to neighboring properties;

(xii) subject to conformance with paragraphs (i) through (xi), above, may include:
(a.) Child care for up to six children under the age of fourteen years of age for a period of less than 24 hours a day; provided, however:

(1.) in no case shall the total number children related to the caretaker by birth, adoption, marriage or conservatorship plus the number of children not related to the caretaker exceed a total of twelve children; and

(2.) care must be provided in compliance with all applicable state and federal regulations, including, but not limited to, Title 40, Chapter 715, Texas Administrative Code, as amended.

(Ord. #2000-16, 09/25/2000)

(b.) instructional classes that are associated with art, dance, music, handicrafts, hobbies, health or fitness, and similar subjects;

(c.) grooming of dogs and cats of not more than four at any one time, provided that none are boarded as a kennel;

(d.) massage therapy, chiropractic care, or facial, hair, and nail salons, provided that no more than two clients may be served at one time;

(e.) repair of small personal items such as watches or jewelry;

(f.) photographic studios;

(g.) seamstress or tailoring services;

(h.) small custom manufacturing services; or

(i.) multi-level marketing or similar sales businesses based within the home;

(j.) gunsmithing subject to compliance with the following:

(1.) all work shall be conducted in a detached structure;

(2.) retail sales of a firearm is prohibited:

(3.) the discharge of a firearm is prohibited:

(4.) signage advertising the home occupation is prohibited; and

(5.) the use shall be conducted in conformance with federal and state laws and verification of all appropriate licensing, including licensing from the U.S. Bureau of Alcohol, Tobacco, and Firearms, shall be presented to the City upon request.” (Ord. #2009-06, 04/14/2009)
(xiii) does not involve the repair of vehicles, large equipment, or large appliance,

(a.) not more than one vehicle or appliance is located on the property for purposes of repair; and

(b.) all work is carried on out of sight from the public by screening or conducting all work indoors; and

(c.) no vehicle left for repairs may be parked on a public street;

(xiv) does not involve retail sales except as part of a home-based multi-level marketing business or as incidental to another permissible home occupation.

(60.) Hospital Services: The provision of medical, psychiatric, or surgical services for sick or injured persons, including convalescent services, primarily on an inpatient basis, and including ancillary facilities for outpatient and emergency treatment, diagnostic services, training, research, administration, and services to patients, employees or visitors.

(61.) Hotel; Motel: A facility that primarily provides short-term lodging services involving rooms for rent with or without board, even if the facility has located on the same premises a restaurant or cocktail lounge as a secondary use.

(62.) Institutional and Public Use Facilities: Middle schools, high schools, colleges, golf courses, public facilities, churches, and other facilities and locations for the assembly of the public, including auditoriums and convention facilities.

(63.) Junk: Old, worn out, or discarded material or items which may or may not be salvageable for some other use.

(64.) Junk Yard: Shall have that meaning as set forth in Art. 9-V-1 of the Code of Ordinances.

(65.) Kennels: Shall have the same meaning as set forth in Art. 10-I-3, Sec. (a)(1)j of the Code of Ordinances.

(66.) Laundry Services: The provision of laundering, dry cleaning or dyeing services other than those classified as Personal Services, including, but not limited to, bulk laundry and cleaning plants, diaper services, and linen supply services.

(67.) Life Care Development: A residential community for the housing and care of retired, elderly, and/or disabled people. The uses described below are included within this definition provided that each is a part of or associated with the operation of the life care development community:
(i) Independent living in single family units;

(ii) Apartment living;

(iii) Congregate living with common meals and/or community facilities for social events;

(iv) Community recreation;

(v) Convalescent services;

(vi) Guidance services;

(vii) Hospital services;

(viii) Residential care services;

(ix) Offices associated with the sales, rental, and organization of the community;

(x) Personal services and personal improvement services.

(68.) **Loading Space:** An off-street space or berth on the same lot with the business for the temporary parking of a commercial vehicle while loading or unloading said vehicle.

(69.) **Lot:** Land which is occupied or intended to be occupied by a building or group of buildings and their accessory buildings, together with such yards and open spaces as are required by this Zoning Code and having frontage upon a street or other access approved by the Commission.

(70.) **Lot Area:** The total horizontal area within the lot lines of a lot.

(71.) **Lot, Corner:** A lot situated at the intersection of two streets and having frontage along both streets extending from the intersection.

(72.) **Lot Depth:** The horizontal distance between the front and rear lot lines, measured in the mean direction of the side lot line.

(73.) **Lot Line, Front:** The lot line:

(i) adjacent to a dedicated street, if the lot is an interior lot; or

(ii) separating the narrowest street frontage of the lot from the street, if the lot is a corner lot.

(74.) **Lot Line, Rear:** The lot line which is opposite and most distant from the front lot line. In case of a lot with more than four lot lines, the rear lot line shall be the lot line most in line with the rear lot lines of abutting lots.

(75.) **Lot Line, Side:** Any lot line not a front lot line or a rear lot line. In case of a three sided lot, the two interior lot lines shall both be side lot lines.
(76.) **Main Building**: The building or buildings on a lot which are occupied by the primary use, including detached garages, and detached guest or servant quarters.

(77.) **Maintenance and Service Facilities**: A facility supporting vehicular, equipment, or materials maintenance, repair, servicing, and storage, and similar activities. Such use may be associated with a vehicle or equipment sales or rental facility.

(78.) **Manufactured Home or Manufactured Housing**: A “HUD-code manufactured home” as defined in the Texas Manufactured Housing Standards Act, as amended (Tex. Rev. Civ. Stat. art. 5221f, as amended) which are structures, constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems. The term does not include mobile homes or recreational vehicles except when located on property used as a planned rental community.

(79.) **Manufacturing, Custom**: The on-site production and/or repair by hand of custom products for retail sale, including, but not limited to, ceramics, leather goods, candles, jewelry, woodwork, picture frames, metal works, household or office furniture, and clothing or other sewn or knitted products; provided the production of such goods does not utilize an assembly line nor require the use of plants, factories, or mills, or other facilities which characteristically use power driven industrial machines and use materials handling equipment in a substantial part of the manufacturing process.

(80.) **Manufacturing and Industrial, Heavy**: Establishment primarily engaged in the business activities defined in Appendix “B” of this Chapter.

(81.) **Manufacturing and Industrial, Limited**: Establishment primarily engaged in the business activities defined in Appendix “B” of this Chapter.

(82.) **Manufactured Housing Sales**: Property used for the retail sale of manufactured housing and industrialized buildings (Ord. #2001-11, 07/10/2001)

(83.) **Medical Offices**: Establishments providing consultation, diagnosis and therapeutic, preventative, or corrective treatment services by chiropractors, medical doctors, dentists, medical and dental laboratories, and similar practitioners of medical and healing arts for humans.
(84.) **Mini-Storage**: Buildings primarily used for the storage of personal or household effects, including the storage of personal vehicles, recreational vehicles, and travel trailers.

(85.) **Mobile Home**: A structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems.

(86.) **Occupancy**: The purpose for which a building is used or intended to be used.

(87.) **Open Air Market**: An establishment primarily engaged in the selling, storing, buying, or keeping of second hand goods, not including used (but not junked) vehicle sales and equipment rental businesses, in which:

(i) the goods are at all times kept outdoors in public view; or

(ii) the business is operated from a stall, tent, trailer, or other non-permanent facility or structure in an area where sales of goods from such structure or facility requires the establishment of a Special Use District regardless of whether or not the goods are at all times visible to the public.

(88.) **Open Space**: An area on a lot that is open and unobstructed to the sky except for the ordinary projections of cornices and eaves.

(89.) **Park and Recreation Services**: Publicly owned and operated parks, playgrounds, recreation facilities, and open spaces.

(90.) **Parking Lot, Stand Alone**: A parking surface or series of surfaces used or intended to be used for the parking or circulation of vehicles, for which a fee may or may not be charged, and that is located on a site that is independent of the use or uses that it serves. Specifically, not included are parking lots located on the same premises as the primary use that they serve.

(91.) **Parking Structure**: A building or interconnected series of buildings used or intended to be used for the parking or circulation of vehicles, for which a fee may or may not be charged, and that is located on a site that is independent of the use or uses it serves. Specifically not included are parking structures located on the same premises as the primary use that they serve.

(92.) **Personal Care Facility**: A dwelling unit in which food, shelter, and minor medical treatment under the direction and supervision of a physician, or services which meet some need beyond boarding or lodging are provided to
residents of that dwelling unit, including care provided to more than four (4) unrelated foster children, but not including such care provided to any family member residing with his family in a one-family dwelling. Residents of a personal care facility depend on staff to provide them with varying degrees of assistance in every day living, but are not considered dangerous to themselves or others and require only occasional or temporary services by professional medical or nursing personnel. A personal care facility includes any facility that requires a license issued by the Texas Department of Health or its successor agency, but does not include a facility which requires a license as a Special Care Facility.

(93.) **Personal Services - I:** Frequently or recurrently needed services of a personal nature provided in a building with a floor area of not greater than five thousand (5,000) square feet, including, but not limited to:

(i) beauty parlors and/or barber shops;

(ii) day care centers;

(iii) health or fitness studios/salons and massage therapy;

(iv) pet services;

(v) portrait photography studios;

(vi) repair services of personal items such as shoes, watches, and jewelry;

(vii) schools primarily engaged in instructional or informational classes related to art, dance, gymnastics, cheerleading, trampoline and tumbling, or martial arts;

(viii) seamstress and/or tailor shops.

(94.) **Personal Services - II:** All of Personal Services - I without respect to the square footage of the building used, plus uses involving more intensive personal services, including, but not limited to:

(i) guidance services;

(ii) kennels with a maximum boarding capacity of less than twelve (12) animals;

(iii) mini-storage;

(iv) residential care services;

(v) self service laundromats; and

(vi) veterinary services.
(95.) **Personal Services - Limited**: The provision of the services defined in Personal Services I from a building with a maximum floor area of 3,000 square feet and architecturally designed to look like a residence, with:

(i) a wood, rock, or brick exterior;

(ii) a roof constructed of materials and with a similar pitch to other residences in the adjoining neighborhood; and

(iii) a front door and window(s) on the side of the building facing the lot front.

(96.) **Pet Services**: Grooming of dogs, cats, birds, fish, and similar small animals customarily owned as household pets, including, but not limited to, dog bathing and clipping salons, and pet grooming shops, but not including pet stores, kennels, or veterinary services.

(97.) **Planning Division**: The Planning Division of the City of Kerrville, Texas, located in the city hall of the City of Kerrville, 800 Junction Highway, Kerrville, Texas.

(98.) **Postal Facilities**: An establishment where postal services are provided, including post offices, bulk mail processing and sorting centers.

(99.) **Professional Office**: A use providing professional or consulting services in various fields including, but not limited to, medicine, law, city planning, architecture, environmental and interior design, computer software programming and design, engineering, accounting, appraising (real and personal property), tax service, finance, real estate, management services, personnel services, education and similar professions, including governmental offices.

(100.) **Public Assembly**: The use of a building or structure, or any portion thereof, for the gathering together of people for purposes such as civic, social or religious functions or for recreation, including, but not limited to, auditoriums, churches, dance halls, gymnasiums, motion picture theaters, museums, passenger depots, public assembly halls, recreation halls, stadiums or grandstands, and theaters for stage productions.

(101.) **Recreation, Commercial**: Establishments or places (for profit or not for profit) primarily engaged in the provision of sports, entertainment and/or education, or recreation for participants or spectators, which uses are of the following types:

(i) Indoor Sports and Recreation are uses conducted within an enclosed building, including, but not limited to, bowling alleys, billiard parlors, ice and roller skating rinks, racket sports, swim clubs and firing ranges, weight training centers, and related educational programs;
(ii) Outdoor Sports and Recreation are uses conducted in open or partially enclosed or screened facilities, including, but not limited to, driving ranges, miniature golf courses, golf courses, swimming pools, tennis courts, racquetball courts, and outdoor environmental programs;

(iii) Indoor Recreation are predominantly uses conducted within an enclosed building involving spectators, including, but not limited to, motion picture theaters, meeting halls, dance halls, and similar uses;

(iv) Outdoor Entertainment are predominantly uses conducted in an open facility and involving spectators, including, but not limited to, sports arenas, racing facilities, amusement parks, or related uses with an educational objective.

(102.) Recreation, Community: A privately-owned recreational facility for use by residents and guests of a particular residential development, including both indoor and outdoor facilities.

(103.) Religious Assembly: A use located in a permanent building which provides organized religious worship and religious education incidental thereto, and may also include living quarters for the pastor, social centers, and fellowship halls. The term “religious assembly” does not include uses which are substantially similar to other secular uses, including, but not limited to, day care, pre-school, and kindergarten facilities, elementary schools, secondary schools, colleges, and offices whose primary function is related to such uses, which uses will be subject to the same use and development regulations set forth in the Zoning Code as if the use was not associated with or operated by a religious organization.

(104.) Residential Care Services: A use, other than a hospital or convalescent facility, providing care for ambulatory persons in a residential environment, including overnight occupancy or care for extended periods, including, but not limited to, shelters for abused spouses, children, and halfway houses for individuals after convalescent care.

(105.) Restaurant, General: A building or part thereof used in the on-site preparation and retail sale of food and beverages. A General Restaurant is permitted to provide live entertainment and the retail sale of alcoholic beverages for on-premises consumption, provided such alcoholic beverage sales constitute less than fifty percent of the gross revenue of the restaurant. Limited Restaurants are included within the scope of this definition.

(106.) Restaurant, Limited: A building or part thereof used in the preparation and retail sale for on-premise consumption of food and beverages,
excluding the sale of alcoholic beverages and restaurants with drive-through service.

(107.) Retail Trade - Limited: Businesses located in a building not exceeding a gross floor area of 3000 square feet architecturally designed to look like a single family residence with a wood, rock, or brick exterior, a roof constructed of materials and with a similar pitch to other residences in the adjoining neighborhood, and a front door and window(s) on the side of the building facing the lot front, which businesses are primarily engaged in the selling of new merchandise for personal or household consumption, and rendering services incidental to the sale of the goods excluding the products specifically listed in Retail Trade I and II. Typical uses include the following:

(i) Hardware, paint, glass, and wallpaper stores;
(ii) Lawn and garden supply, nurseries, and landscaping;
(iii) Department, variety, and general merchandise stores;
(iv) Food sales;
(v) Specialty clothing and shoe stores;
(vi) Furniture, floor covering, upholstery, and curtain stores;
(vii) Sales of new household appliances;
(viii) Drug stores;
(ix) Sporting goods stores;
(x) Toy, gift, and novelty shops;
(xi) Stationery stores;
(xii) Book sales;
(xiii) Camera and photographic supply;
(xiv) Luggage and leather goods sales;
(xv) Sewing, needlework establishments;
(xvi) Mail order and direct sale establishments;
(xvii) Tobacco products sale;
(xviii) Florists;
(xix) Limited Restaurants;
(xx) Sale of new auto parts.
(108.) **Retail Trade I**: Businesses, not including open air markets, operating in a building of any architectural style with a gross floor area not exceeding 50,000 square feet including:

(i) all businesses defined as Retail Trade, Limited;

(ii) sales or rental of new or use merchandise, except used appliances;

(iii) alcoholic beverage sales for off-premise consumption;

(iv) businesses primarily engaged in the sale, rental, or repair of used furniture;

(v) businesses primarily engaged in the sale of storage buildings.

(109.) **Retail Trade II**: Businesses defined as Retail Trade I operating from a building with a gross floor area not exceeding 100,000 square feet.

(110.) **Retail Trade III**: Businesses defined as Retail Trade I operating from a building of any size.

(111.) **Safety Services**: Facilities used for conduct of public safety and emergency services, including law enforcement and fire protection services and emergency medical and ambulance services.

(112.) **Setback**: A line parallel or approximately parallel to the street line at a specified distance therefrom, marking the minimum distance from the property line that a building may be erected.

(113.) **SIC**: Standard Industrial Classification as set forth in the Standard Industrial Classification Manual published by the Executive Office of the President - Office of Management and Budget. Two digit numbers refer to the SIC Major Group. Three digit numbers refer to the SIC Group Number, which is a sub-group of the SIC Major Group. Four digit numbers refer to the SIC Industry Number which is a subgroup of the SIC Group Number.

(114.) **Story**: That portion of a building included between the surface of any floor and the surface of the floor next above it, then the space between such floor and the ceiling next above it, but not including a basement.

(115.) **Street-Public**: Any roadway other than an alley which has been dedicated to the public use and which affords primary access to abutting property.

(116.) **Street-Private**: Any roadway other than an alley which has not been dedicated for public use and which affords interior circulation and/or access to abutting property.

(117.) **Street Line**: A dividing line between a lot, tract or parcel of land and a contiguous street right-of-way.
(118.) **Structure**: A structure shall be interpreted the same as a building, but shall in addition, include such items as a freestanding sign and pylon when erected on a base and not made integral with a building, and also including roofed structures which are unenclosed, and similar structures.

(119.) **Taxidermy**: The art of preparing, stuffing, and mounting the skins of animals.

(120.) **Telecommunications Distribution Location**: A building or other structure 1,200 square feet or less in gross floor area for housing or sheltering electronic equipment used in the delivery of telecommunications services together with parking, electrical service, air-conditioning units, security lighting, fencing and other items as may be appropriate for the proper operation of the equipment, but which is not permanently manned and does not include permanent office space.

(121.) **Telecommunications Serving Center**: Any building which houses telecommunications serving equipment, including, but not limited to, central office or remote switches, mobile telephone switching offices, interconnection facilities, and other telecommunications equipment owned or leased by a business providing telecommunications services, and may include personnel necessary to operate the equipment and administer those services provided through the use of the equipment, together with such ancillary facilities as may be necessary to support such equipment including, but not limited to, auxiliary power generators.

(122.) **Tourist/Visitor & Recreation Services**: Businesses primarily engaged in providing food, lodging, and recreation and other leisure time activities for tourists and visitors, as well as local residents, including, but not limited to: Hotels and motels; recreational vehicle parks, which may also be developed with a camp ground developed as part of a planned complex, but which is not a part of a manufactured home development as described in the "RM" Residential Mix District;

(i) Hotels and motels;

(ii) recreational vehicle parks, which may also be developed with a camp ground developed as part of a planned complex, but which is not a part of a manufactured home development as described in the “RM” Residential Mix District;

(iii) General Restaurants, except restaurants with drive through window service are not included

(iv) Commercial or public recreation, or educational facilities and services, both indoor and outdoor, provided that in all such uses there is no sale of alcoholic beverages
(v) A cocktail lounge if it is a secondary use in the hotel/motel, or restaurant.

(123.) Transportation Terminal (Bus/Aviation): A facility for loading, unloading, and interchange of passengers, baggage, and incidental freight or package express between modes of transportation, including bus and airport terminals.

(124.) Utility Services, Local: Services which are necessary to support subdivisions and other property within close proximity to the delivery point of the services and involve the installation or construction of only minor structures such as lines, poles, transformer stations, and telecommunications distribution locations.

(125.) Utility Facilities, Major: Publicly or privately owned electrical switching facilities and primary substations, major electrical transmission lines, refuse collection/sanitary landfills, water and wastewater treatment plants, water storage facilities, and similar facilities which service an area substantially beyond the immediate vicinity in which the facility is located.

(126.) Veterinary Services: The provision of medical care and treatment services for animals, including, but not limited to, pet clinics, dog and cat hospitals, and veterinary hospitals.

(127.) Vehicle Maintenance and Repair: All uses allowed in Vehicle Sales/Service, and businesses primarily engaged in the repair of used cars, boats, motorcycles, recreational vehicles, campers, motor homes, farm implements/vehicles, trucks, or trailers.

(128.) Vehicle Sales/Services - New: Businesses primarily engaged in the retail sale or rental of new automobiles, pickups, boats, motorcycles, recreational trailers, campers, motor homes, and farm implements/vehicles, with the sale, repair, and service of used vehicles and the sale of parts and accessories being a secondary use only. For purposes of this definition, the phrase “new automobiles” includes “program” cars and previously leased vehicles not older than two model years relative to the then current model year for that vehicle.

(129.) Vehicle Sales/Service - Used: Businesses primarily engaged in the sale or rental of used automobiles, pickups, boats, motorcycles, recreational trailers, campers, motor homes, and farm implements/vehicles.

(130.) Vested Rights: A property right that has been legally established by submittal of an administratively complete development permit and/or the initiation of development and which cannot be revoked by subsequent conditions or changes in law without due process of law.” (Ord. #2010-09, 06/22/2010)
(131.) **Wall, Exterior**: The exposed or outermost wall of a structure.

(132.) **Warehousing and Distribution**: Storage and warehousing services including open-air storage, distribution and handling of materials and equipment not otherwise included in the definition of manufacturing and industry, and moving and storage firms.

(133.) **Yard**: An open space on a lot on which a building is located and which is open and unobstructed to the sky.

(a.) Interpretation of Words and Phrases: Unless otherwise defined herein or the context indicates a different meaning, the words and phrases used in this Zoning Code shall have their common meaning. In the event a word or phrase used in this Zoning Code is unclear or ambiguous, any interpretation shall be made in a manner that uses reasonable judgment to apply the intent and purpose of the Zoning Code to the specific situation in question. The Commission and the Planning Director shall have the authority, upon request of an affected person, to interpret unclear or ambiguous words and phrases, which interpretation may be appealed to the Board of Adjustment in accordance with Article 11-123.

(b.) Conflicts with Other Ordinances: The Zoning Code shall be deemed to establish minimum requirements for the promotion of the public health, safety, comfort, convenience and general welfare. Except for ordinances creating Planned Development Districts or Specific Use Districts or ordinances which specifically repeal or make exceptions to the Zoning Code, whenever the Zoning Code imposes a greater restriction upon the use or development of buildings or land than are imposed or required by other ordinances, rules, regulations, the provisions of the Zoning Code shall control.

(c.) Incorporation and Effect of Appendixes: The appendixes referred to in this Chapter and published at the end of this Chapter are incorporated herein as if fully set out in the sections which refer them and, unless otherwise noted in the text of this Chapter, shall constitute legally enforceable regulations as if fully set forth herein.
ART. 11-I-4 ZONING DISTRICTS-GENERALLY

(a.) **District Regulations:** In accordance with Ordinance No. 95-22, the City is hereby divided into five geographic areas within which are established specifically enumerated and/or defined zoning districts as described in the Zoning Code. All property within the City shall meet and conform to all requirements of such districts as may from time to time be adopted by the Commission and/or the City Council as set forth in the Zoning Code. Except as otherwise specified in the Zoning Code, no land, building, structure or premises in the City shall be used, and no structure or any part thereof, shall be located, erected, moved, reconstructed, extended, enlarged or altered, except in conformity with the regulations set forth in this Zoning Code for the district in which the property is located.

(b.) **Zoning of Newly Annexed Areas:** The Planning and Zoning Commission shall hold a hearing on all proposed annexations and shall, at the same time, hold a hearing upon the zoning that is to be given to the tract to be annexed and make a recommendation to the City Council for the zoning of the property upon annexation consistent with the purposes of the Zoning Code and the Comprehensive Plan. Concurrently with the adoption of the annexation ordinance, the City Council shall adopt the zoning of the area or tract being annexed.

(1.) Determination of Vested Rights. Any person claiming a property interest in land located within a newly annexed area may apply to the City Planner for a determination of the vested rights, if any, to continue the development related activities or uses initiated prior to annexation. The City's determination shall be limited to a continuation of the developments rights previously established under state law. The City Planner's written determination shall be final unless his or her determination is duly appealed by the applicant to the Planning and Zoning Commission in accordance with Article 11-I-23 (Appeals to Administrative Decisions).

(2.) Continuance of Development Activity. Within a newly annexed area, no person relying on a claim of vested rights shall continue any development activity that requires a certificate of occupancy without first applying for and obtaining a building permit.

(Ord. #2010-09, 06/22/2010)

(c.) **Official Zoning Map:** The boundaries of the various zoning districts of the City shall be as shown on the official zoning map. “The official zoning map” shall be a map consisting of one or more panels which is kept on file with the City Clerk, is identified by the signature of the Mayor, attested by the city clerk, and bears the official seal of the City. If, in accordance with the provisions of this Zoning Code, changes are made in district boundaries or other matters portrayed on the official zoning map, such changes shall be entered on the official zoning map promptly.
after the amendment has been approved by the City Council with a notation of the date of the change. No changes of any nature shall be made in the official zoning map or matter shown thereon except in conformity with the procedures set forth in this ordinance. Regardless of the existence of purported copies of the official zoning map which may from time to time be made or published, the official zoning map located in the office of the City Clerk shall be the final authority as to the current zoning status of land in the City.

(d.) **Replacement of Official Zoning Map:** In the event the official zoning map becomes damaged, destroyed, lost, or difficult to interpret because of the nature or number of changes and additions, the city Council may, by resolution, adopt a new official zoning map which shall supersede the prior official zoning map. The new official zoning map may correct drafting or other errors or omissions in the prior official zoning map, but no such correction shall have the effect of amending the original official zoning map or any subsequent amendment thereof. Unless the prior official zoning map has been lost, or has been totally destroyed, the prior map or any significant parts thereof remaining, shall be preserved, together with all available records pertaining to its adoption or amendment.

(e.) **Determination of Zoning District Boundaries:** The following rules shall apply in determining the location of zoning district boundaries on the official zoning map:

1. Where district boundaries are indicated as approximately following property or lot lines, street rights-of-way, existing or abandoned railroad rights-of-way, waterway lines, or significant terrain features, such lines, ways, or features shall be construed to be such boundaries;

2. All district boundary lines indicated on or within street rights-of-way shall be construed to be at the center of such right-of-way;

3. Whenever any street or alley right-of-way is vacated, a district boundary indicated as being in the center of the right-of-way shall remain at the center of the vacated right-of-way, unless the district boundary is specifically amended by the City Council in the same manner as any other zone change;

4. Where the official zoning map indicates that a district boundary is approximately parallel to a property or lot line, street right-of-way, existing or abandoned railroad rights-of-way, waterway line, or significant terrain feature, the boundary shall be construed to be parallel thereto and at the distance indicated on the official zoning map. If distance is not given, the distance shall be determined by the use of the scale on the official zoning map. If the scale on the official map is nonsensical in view of actual on the ground improvement, the Commission shall interpret the location of the district boundary;
(5.) where a district boundary line is located on undivided property such that an equal portion of the property is located in two zoning districts, the property shall be construed to have been located entirely within the more restrictive zoning district, unless an ordinance establishing or amending the zoning specifically indicates to the contrary;

(6.) where the district boundary line is located on undivided property such that the property is located in two different zoning districts but in unequal parts, the property shall be construed to have been located entirely within the zoning district where most of the property is located, unless an ordinance establishing or amending the zoning specifically indicates to the contrary;

(7.) where the boundary indicated on the official zoning map crosses unplatted property and the district boundary is found to in fact not follow property lines as recorded in the Real Property Record of Kerr County, Texas, if the district boundary appears to the Commission to be sufficiently close and parallel to the property line that the intent reasonably appears to have been to follow the property line indicated in the Real Property Records, then the boundary shall be construed to be following said property line.

(f.) **Uses Permitted in Any Zone:** The following uses are permitted in any zoning district of the City:

(1.) Community Garden, but subject to the application of regulations found within Art. 11-1-19, below.

(2.) Homestay;

(3.) Park and Recreation Services;

(4.) Recreation, Community;

(5.) Religious Assembly;

(6.) Safety Services;

(7.) Utility services, local;

(8.) Underground electric transmission lines and other public utility facilities;

(9.) Sewer lift stations and water storage facilities designed and constructed as part of the development of a new subdivision and/or replat of an existing subdivision;

(10.) Major Utility Facilities and Local Utility Services constructed and owned by the City pursuant to a resolution approved by the City Council.

(11.) Boarding home facility, but subject to the application of other regulations adopted by the City.
(g.) **Use of Property Located in One Zoning District to Benefit of the Other**: No person shall use property located in one zoning district to provide parking for or access to a use located on property located in another zoning district unless the property being used for said parking or access is also zoned to permit, as a matter of right or permitted upon issuance of a conditional use permit, the use for which such parking or access is desired.
ART. 11-I-5  ZONING DISTRICTS - WEST SIDE

(a.) **Enumeration of Districts and Purpose:** The following specifically enumerated districts are established in the area designated on the Official Zoning Map as “West Side” and are to be developed substantially consistent with the following described purposes:

(1.) **District 1-W:** District 1-W is designed to encourage redevelopment of the district with light industrial and other uses of like intensity to compliment existing light industrial-type uses located within the boundaries of the district. Development of District 1-W should occur in anticipation of expansion of such uses into areas adjacent to District 1-W when annexed. Development of uses in District 1-W which substantially increase truck traffic along Harper Road is to be discouraged. District 1-W is not well suited for development of residential, retail, commercial, or personal services.

(2.) **District 2-W:** District 2-W is designed to encourage low intensity commercial development with portions of the district further away from Highway 27 to be developed primarily as residential. The development of property north-northeast of District 2-W which is presently outside the city limits should be developed primarily as residential and zoned for the same. Although District 2-W may be extended into a part of the above described property if annexation of the area occurs, a residential zone would be more appropriate for the development of areas near Goat Creek.

(3.) **District 3-W:** District 3-W is designed to allow a broad range of commercial uses and multi-family residential. However, industrial and light density residential development is not appropriate. While single-family housing is not encouraged, a one-family dwelling occupied by a business owner or a watchman and located on the same lot where the business is located may receive conditional consideration. District 3-W is not intended to be expanded except through minor boundary adjustments.

(4.) **District 4-W:** District 4-W is primarily designed for the development of commercial and office uses, with buffer areas to be developed to protect adjacent single-family residential developments. Neither industrial nor residential development is appropriate for District 4-W, except multi-family residential may be permitted on a conditional basis. District 4-W is not intended to be expanded.

(5.) **District 5-W:** District 5-W is designed to permit the development of heavier commercial uses outright and limited industrial type uses subject to conditions. District 5-W is not suitable for the development of residential uses. District 5-W is not intended to be expanded.
(6.) **District 6-W:** Because the development of District 6-W will directly impact traffic on Harper Road, including its intersection with State Highway 27, District 6-W is designed to allow for the development of commercial uses of all types, with development of major retail centers exceeding 100,000 square feet permitted by issuance of a Conditional Use Permit. Single and two-family residential and industrial type uses are not suitable for District 6-W. District 6-W is not intended to be expanded.

(7.) **District 7-W:** District 7-W allows general agricultural uses are allowed as a conditional use, but agricultural services are prohibited. Residential development designed to compliment the lakefront should be encouraged. Tourist/visitor/recreational uses are considered appropriate on a conditional basis. Limited commercial uses are also permitted as conditional uses, but approval of applications of such permits along this section of the river should be very limited in nature and carefully located in order to promote the primary purpose of future residential development. District 7-W may be extended with annexation of surrounding properties.

(8.) **District 8-W:** Because District 8-W is surrounded by single-family residential development, the Guadalupe River, and a small city park, District 8-W allows the development of residential uses as well as, on a limited basis, other more intense uses that may be compatible with the surrounding residential developments and with the Guadalupe River. However, there are a few existing buildings, including a bar, which are not appropriate for the area now or in the future and will be treated as non-conforming. District 8-W may be expanded, but only after careful evaluation of the district's impact on the adjacent residential development and the Guadalupe River.

(9.) **District 9-W:** District 9-W is designed to be a transition district between District 6-W, the small-lot commercial strip existing in District 10-W, the river front, and the same large residential area that adjoins District 8-W. Permitted uses include a manufactured home community, an apartment complex, and a life care development that includes retirement and nursing sections. Lighter commercial uses are also permitted primarily in the event that the mobile home park should some day convert to another use, particularly on its Highway 27 frontage.

(10.) **District 10-W:** The primary purpose of District 10-W is for the development of smaller commercial businesses which will not substantially increase the impact of traffic along the Highway 27 corridor. District 10-W is generally not suitable for the development of residential uses; however, single family residential development may occur as a conditional use, provided such development occurs only on lots which do not have direct access to Highway 27. District 10-W is not intended to be expanded. Regardless of use, development along Town Creek should be limited to uses that will not
negatively impact the creek and, consequently, the Guadalupe River. Should limited business development be determined in the future to be appropriate on lots abutting but not located in District 10-W, but that are not zoned for such use, Conditional Use Permits or the RT zoning district should be used.

(b.) **Permitted and Conditional Uses -West Side:** The uses which are permitted as a matter of right or permitted upon issuance of a conditional use permit in the enumerated West Side zoning districts described in Section (a.), above, and shown on the Official Zoning Map, are indicated by the letters “P” and “C”, respectively, in the following table:

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<thead>
<tr>
<th>LAND USES</th>
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(Ord. #2001-11, 07-10-2001)

(Ord. #2000-12, 07/25/2000)

2018.12.21 rev.
ART. 11-I-6  ZONING DISTRICTS - CENTRAL CITY

(a.) **Enumeration of Districts and Purpose**: The following specifically enumerated districts are established in the area designated on the Official Zoning Map as “Central City” and are to be developed substantially consistent with the following described purposes:

(1.) **District 11-C**: The primary purposes of District 11-C are:
   
   (i) to promote nonindustrial commercial development that allows retail establishments up to 100,000 square feet of floor area, and yet protects and enhances the appearance of Town Creek and existing single family residential development in the area west of Hays Street;

   (ii) to promote the redevelopment of Jefferson Street as a primary central business artery in the city;

   (iii) to encourage development of Schreiner Street as a through traffic street rather than one with slower customer traffic, with a goal of avoiding driveway access to and from Schreiner Street wherever feasible;

   (iv) to promote the development of small businesses, including offices and small restaurants, near downtown, on the eastern end of the district; and

   (v) to enhance the appearance of the entrance ways into the downtown area along State Highways 16 and 27. Any conditional uses granted in District 11-C should be consistent with the purposes set forth herein.

(2.) **District 12-C**: The primary purpose of District 12-C is to promote the development of small specialty shops, offices, apartments, and tourist/visitor/public uses which enhance both the river front and the smaller businesses along Water Street.

(3.) **District 13-C**: The primary purpose of District 13-C is the development of low density residential and certain low-intensity non-residential uses, such as small office uses, bed and breakfast facilities, or other uses that are compatible and non-detrimental to the Guadalupe River and Town Creek environment. Permitted development in District 13-C should not be of such intensity as to add substantial amounts of commercial traffic onto Francisco Lemos Street. District 13-C is not intended to be expanded.

(4.) **District 14-C**: The primary purpose of District 14-C is the development of small retail or office uses, including medical professional offices and other medical services, and higher density housing. Large commercial retail and industrial uses are not intended for this district. District 14-C is not intended to be expanded except through minor boundary adjustments.
(5.) **District 15-C**: District 15-C is intended to be primarily developed with residential uses, including higher density residential uses, though certain retail uses may be appropriate with some limitations in areas adjacent to District 14-C. Manufactured home developments would also be appropriate in District 15-C, subject to the regulations set forth in this Zoning Code. District 15-C is expected to be expanded with annexation of an area that has Hill Country Drive as its northern boundary.

(6.) **District 16-C**: District 16-C is intended to be developed with significant commercial uses, including, but not limited to, major retail malls, large grocery stores, new car dealerships, government offices, and restaurants, and higher density residential uses that are all compatible for land both near the river and which are appropriate for serving as the major entrance to downtown from the south side of the Guadalupe River.

(7.) **District 17-C**: The primary uses in District 17-C are to include limited retail, personal services, business services, and high density residential. Uses that are compatible with the historic entranceway into downtown along the Old San Antonio Highway (State Highway 27), Schreiner College, and the river front along the Guadalupe River are to be encouraged. More intense retail and commercial uses, including, but not limited to, vehicle sales and repairs and heavier retail uses are to be discouraged or not allowed.

(8.) **District 18-C**: (Deleted by Ord. 2011-09)

(9.) **District 19-C**: The primary purpose of District 19-C is to permit the development of property for use as building construction trades defined as “specialist” and smaller offices, but in a manner that will not encourage a disruption of the traffic flow on Schreiner Street.

(10.) **District 20-C**: The primary purpose of District 20-C is to promote the development of transitional uses to types of businesses more compatible with the adjacent residential and retail businesses. Except on a limited basis, retail is not encouraged and industrial uses should be limited to custom manufacturing. As in District 11-C, Schreiner Street should be encouraged to develop as a through street with development which contributes to stop and go business traffic being discouraged.

(11.) **Central Business District (CBD)**: The Central Business District is the City’s original downtown area. The district is established to promote a variety of uses and services commonly found in a downtown, pedestrian-friendly environment. Any development and/or redevelopment within this district should be conducted with goal of complementing the culture, heritage, and history associated with the City’s downtown area. Within the CBD is an area defined as the “Downtown Core”. The Downtown Core is a 5 ½ block area consisting of small specialty shops, restaurants, offices, and
tourist, visitor and public uses unique to the City. This area, defined by the boundaries shown on figure 1, shall be exempt from the following development standards of the CBD:

a. **Setbacks:** Setbacks are not required in the Downtown Core.

b. **Parking:** If an existing structure in the Downtown Core changes uses and the new use does not expand the existing area encompassed by the exterior walls, the new use may be established without adding off-street parking which may otherwise be required by Article 11-1-20.

c. **Use of Public Sidewalks:** Any retailer occupying a ground floor establishment within the Downtown Core may display merchandise on the public sidewalk during normal business hours, in an area directly in front or to the side of the business provided that there remains sufficient space allowing for a thirty-six inch (36") wide path, which is required to meet accessibility standards. A site plan reviewed and approved by the City Planner is required.” (Ord. #2011-09, 05/10/2011)

(b.) **Permitted and Conditional Uses - Central City:** The uses which are permitted as a matter of right or permitted upon issuance of a conditional use permit in the enumerated Central City zoning districts described in Section (a.), above, and shown on the Official Zoning Map, are indicated by the letters “P” and “C”, respectively, in the following table:
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Ord. #2011-09, 05/10/2011; Ord. #2001-11, 07/10/2001; Ord. #2000-12, 07-25-2008; Ord. #2018-15, 9/25/2018

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| 45331      | Used Merchandise Stores                              |     | 20          | Drop-off area may not encroach into any required setback or parking area and must be screened from street view by a solid fence at least 6-feet in height. |
| 45393      | Manufactured (Mobile) Home Dealers                   |     | 15          |                   |
| 454        | Non-store Retailers                                  | C   | 22          |                   |
| 45431      | Fuel Dealers                                         |     | 9           |                   |

48-49  Transportation and Warehousing

<p>| 481       | Air Transportation                                   |     | 21          |                   |
| 482       | Rail Transportation                                   |     | 21          |                   |
| 483       | Water Transportation                                  |     | 21          |                   |
| 484       | Truck Transportation                                  |     | 21          |                   |
| 485       | Transit and Ground Passenger Transportation           |     | 21          |                   |
| 486       | Pipeline Transportation                               |     | 21          |                   |
| 487       | Scenic and Sightseeing Transportation                | P   | 21          |                   |
| 488       | Support Activities for Transportation                |     | 21          |                   |
| 491       | Postal Service                                       | P   | 21          |                   |
| 4911      | Postal Services (Retail and Drop-off Only)           |     | 21          |                   |
| 492       | Couriers and Messengers                               |     | 21          |                   |
| 4921      | Couriers and Messengers (Retail and Drop-off Only)   | P   | 21          |                   |
| 493       | Warehousing and Storage                              |     | 21          |                   |
| 51        | Information                                          |     |             |                   |</p>
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<td>Requires the location of outdoor kennels to be at least 100-feet from any property line. Requires outdoor kennels, runs, enclosures, etc., to be enclosed by a solid fence at least 6-feet in height.</td>
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<td>Prohibits buildings housing psychiatric patients within 250- feet of any residential district.</td>
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ART. 11-I-7  ZONING DISTRICTS-NORTH SIDE

(a.) **Enumeration of Districts and Purpose:** The following specifically enumerated districts are established in the area designated on the Official Zoning Map as “North Side” and are to be developed substantially consistent with the following described purposes:

(1.) **District 21-N:** The purpose of District 21-N is to permit the development of small business uses along the State Highway 16 corridor into the Central City Area north of Barnett Street in a manner which:

(i) promotes a reasonably attractive entranceway into the Central City Area; but

(ii) does not adversely affect the adjacent residential areas through the development of incompatible businesses.

(2.) **District 22-N:** The purpose of District 22-N is for limited industrial development. The expansion of the district and its uses should be restricted because of nearby residential developments and surrounding areas within the City and the City’s extraterritorial jurisdiction which should develop with residential uses.

(3.) **District 23-N:** District 23-N is primarily to be developed with a mix of residential uses with certain smaller contractor businesses. A limit should be placed on the expansion of personal service uses. No retail uses should be permitted except on a limited and conditional use basis.

(4.) **District 24-N:** The purpose of District 24-N is to serve as a transition district between a GTW district and a large single-family RC zone. The district allows for retirement and nursing home development and complimentary commercial businesses, but limits retail development and other uses that could produce a negative impact on the single family subdivisions and Quinlan Creek.

(5.) **District 38-N:** District 38-N is designed primarily to regulate the development and land use of areas at or near the most heavily trafficked entries into the City in a manner that enhances the appearance of such areas while at the same time allowing the development of more intense uses that require good access to major thoroughfares. Hotels and other similar uses are encouraged. All uses which are allowed conditionally should be carefully evaluated as to the impact such uses have on the appearance and "first impression" portrayed to anyone traveling into and out of the City as well as the amount of traffic concentrated around such entry ways. District 38-N regulations may be applied to newly annexed areas that may result in the development of an additional main entrance into the City. (Referenced to Ordinance No. 2001-04)
(b.) **Permitted and Conditional Uses -North Side**: The uses which are permitted as a matter of right or permitted upon issuance of a conditional use permit in the enumerated North Side zoning districts described in Section (a.), above, and shown on the Official Zoning Map, are indicated by the letters “P” and “C”, respectively, in the following table: (Referenced to Ordinance No. 2001-04)

(c.) **Special Development Regulations for District 38-N**: In addition to other regulations set forth in the Zoning Code, property located in District 38-N shall be developed in accordance with the following regulations: (Referenced to Ordinance No. 2001-04)

(1.) **Outdoor Storage and Display Regulations**: Outdoor storage and display of materials, supplies, inventory and equipment on property located in the "38N" District shall be subject to the following conditions (Referenced to Ordinance No. 2001-04)

(i) Except as set forth in paragraph (v) of this subsection (1), all materials, supplies, inventory and equipment placed on the exterior of the building must be screened from the view of adjacent public streets and alleys and from adjacent properties;

(ii) No inventory or equipment may be kept or stored:

(a.) within any front, side, or rear yard setback;

(b.) within any required parking spaces, fire lanes, Circulation aisles, or customer pick-up lanes;

(c.) within any areas that creates a visibility obstruction or otherwise interferes with pedestrian or vehicular circulation;

(d.) on any roof of structure;

(e.) any other location outside of the areas indicated on an approved site plan.

(iii) The vehicle and pedestrian traveling lanes within storage areas exterior to any building must be asphalt, concrete, or such other surface in order to:

(a.) prevent mud, dirt, or other loose materials from being removed from the property and tracked onto the public rights of-way by vehicles traveling from the storage areas; and

(b.) prevent dirt and/or dust from becoming airborne to such an extent that the dirt and/or dust travels to adjacent properties.

(iv) Fertilizers, chemicals, bulk soil and mulch, petroleum products, and materials classified as hazardous materials that are kept on the
exterior of the building must be stored in such a manner that storm water cannot directly or indirectly come in contact with such products or materials while being stored.

(v) Notwithstanding anything to the contrary in paragraphs (i) through (iv) above, goods, materials, merchandise, and equipment constituting inventory of the store located on the property may be stored and displayed on the exterior of the building without screening, but only if said goods, materials, merchandise, or equipment:

(a) are placed in an area not more than five feet from the building face on which the main customer entrance is located; and do not exceed four feet in height; or

(b) are placed on a fuel pump island and do not exceed three feet (3.0') in height above the driving surface for vehicles; or

(c) are self-propelled vehicles used by the owner or lessee of the property in the operation of the business located on the property, which vehicles are not made available for retail or wholesale purchase by said owner or lessee.

(2.) Screening Regulations: The screening of outdoor display and outdoor storage areas must be in accordance with the following specifications: (Referenced to Ordinance No. 2001-04)

(i) Such screening must be not less than six feet in height and shall be one of the following constructions:

(a) masonry materials similar in design to the main building; or

(b) chain link or ornamental fencing in combination with a landscape screen or other masonry treatment; or

(c) a solid, evergreen shrub landscape screen without a fence or wall.

(ii) Evergreen shrubs used for a landscaped screen must be placed to create at least a six-foot tall solid screen at its installation and maintained in a healthy, growing condition.

(iii) Screening fences may not be constructed of wood fencing or chain link with slats.

(iv) No screening fence may exceed eight feet in height.

(3.) Exterior Building Treatments: Exterior wall treatments of buildings constructed in District 38-N must be as follows: (Referenced to Ordinance No. 2001-04)
(i) Exterior wall construction for buildings of three stories or less must be constructed of a masonry construction of not less than 75% with no single wall face of any structure containing masonry construction on less than 50% of the exposed surface. Doors and windows shall be at least 40% of the exposed surface.

(ii) For purpose of this Subsection (3), the phrase "masonry construction" shall mean:

(a.) that form of construction composed of stone, brick, concrete, hollow clay tile, concrete block or tile, other similar building units or materials or combination of these materials laid up unit by unit and set in mortar;

(b.) brick or rock veneer; and

(c.) exterior plasters as described in Title 7, Chapter I of the City Code.

(4.) **When Screening Required:** The owner or developer of property located in District 38-N to be developed with uses in Use Categories 3 through 9, inclusive, as defined in Article 1 1-1-17(a.) shall construct and maintain a screening wall or fence along the border of the property when the property is: (Referenced to Ordinance No. 2001-04)

(i) abutting property located in an "R-1", "R1-A", "R-3", "RM", "RC", "RT", or "PI" zoning district, regardless of whether the abutting property is developed; or

(ii) abutting property which is developed with a use in a more restrictive use category, regardless of whether:

(a.) the property being developed and the abutting property are in the same or different zoning districts; or

(b.) the less restrictive use will occur in a newly constructed building or in an existing building previously used for purposes in a more restrictive use category; or

(iii) developed with a use in a less restrictive use category than the abutting property and the owner or developer desires to expand such less restrictive use by more than fifty percent of the building or storage area on the property.

(5.) **Type of Screening Required:** For purposes of this Section (c.), the following table shall be used in determining whether Type "A" or Type "B" Screening must be constructed when screening is required: (Referenced to Ordinance No. 2001-04)
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(6.) **Type "A" and Type "B" Screening Defined:** For purposes of this Section (c.), the phrases "Type 'A' Screening" and "Type '13' Screening" shall have the same meaning as set forth in Article 11-I-18. (Referenced to Ordinance No. 2001-04)

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ART. 11-I-8 ZONING DISTRICTS-EAST SIDE

(a.) **Enumeration of Districts and Purpose:** The following specifically enumerated districts are established in the area designated on the Official Zoning Map as “East Side” and are to be developed substantially consistent with the following described purposes:

(1.) **District 25-E:** District 25-E is primarily to be developed with commercial uses. District 25-E is not intended to be expanded except through annexation which should be coupled with a requirement for presentation of a development plan. Commercial development along Loop 534 should not be stripped but developed in nodal fashion with controlled access off Loop 534.

(2.) **District 26-E:** District 26-E is primarily to be developed as the primary industrial area for the City. Both heavy and limited industrial uses are listed as permitted, though other uses primarily intended to compliment the industrial uses are also allowed. Development with higher density residential uses may be appropriate under certain conditions. Development of industry in this district is not to occur in a strip but is to be developed with controlled access to Loop 534 with facilities served by an inner road system. District 26-E is intended to be expanded through annexation.

(3.) **District 27-E:** District 27-E is primarily intended to be developed as a sanitary landfill and wastewater treatment plant, but also permits recreational uses, certain commercial uses for areas closer to Loop 534, and residential uses subject to approval of a Conditional Use Permit. Development of uses not located on City-owned property in this district is not to occur in a strip but is to be developed with controlled access to Loop 534 with facilities served by an inner road system.

(4.) **District 28-E:** District 28-E is primarily to be developed with residential uses, but also allows certain compatible non-residential uses, such as life care developments, institutional and public assembly, churches, funeral homes, personal services, and retail trade built with a residential character. Limited manufacturing uses are also permitted subject to a Conditional Use Permit. Any zone change request associated with an extension of Singing Wind Boulevard to Loop 534 should be carefully evaluated so as to permit only uses that will be reasonably compatible with existing residential uses. District 28-E is not designed to be extended.

(5.) **District 29-E:** District 29-E is primarily to be developed with professional offices, personal services, retail limited to smaller buildings, and residential uses which will compliment and enhance the eastern entrance into the City from State Highway 27. Development should also be designed as to not
unreasonably adversely affect the operations of the Veteran’s Administration Hospital, which is located within District 29-E.

(6.) **District 30-E**: District 30-E is primarily designed to be developed with lower density residential uses, limited retail uses, and limited personal services uses. Redevelopment should be conducted in a manner conducive to the existing residential as well as in a manner which compliments and enhances the eastern entrance into the City from State Highway 27.

(7.) **District 31-E**: The purpose of District 31-E is to promote a mix of contractor businesses, business services, and personal services, all of which should be developed in a manner that enhances the quality of the Guadalupe River frontage, located across the highway from this district, and Schreiner College, which is on the west end of the district. Retail trade should be limited and constructed with a residential appearance.

(8.) **District 32-E**: The purpose of District 32-E is to encourage business uses compatible with the Kerr County Law Enforcement Center, Schreiner College, and the adjacent residential uses. Residential uses should not be permitted within the district. Industrial uses may be permitted on a conditional basis, which conditions must include safeguards for the adjacent properties and plans for an adequate industrial roadway for access to the tract being developed.

(b.) **Permitted and Conditional Uses -East Side**: The uses which are permitted as a matter of right or permitted upon issuance of a conditional use permit in the enumerated East Side zoning districts described in Section (a.), above, and shown on the Official Zoning Map, are indicated by the letters “P” and “C”, respectively, in the following table:

**SEE FOLLOWING PAGE FOR TABLE**
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2018.12.21 rev.
ART. 11-I-9  ZONING DISTRICTS - SOUTH SIDE

(a.)  **Enumeration of Districts and Purpose:** The following specifically enumerated districts are established in the area designated on the Official Zoning Map as “South Side” and are to be developed substantially consistent with the following described purposes:

1.)  **District 33-S:** The purpose of District 33-S is to promote business development that will enhance development near or bordering the Guadalupe River. Certain areas within the district are suitable for multi-family residential, but not other types of residential. More intense commercial uses may be allowed on a conditional basis.

2.)  **District 34-S:** The purpose of District 34-S is to permit the development of small office uses. Single family residential uses are not appropriate for this district except on a conditional basis.

3.)  **District 35-S:** The purpose of District 35-S is to permit the development of a private country club, golf course, and associated other recreational uses along with the development of small shops for limited retail and personal service uses associated with the club development. District 35-S also allows for higher density residential uses, but not detached single family residential uses.

4.)  **District 36-S:** The purpose of District 36-S is to allow low intensity business uses that are appropriate for the district’s location near the River Hill and Oak Hollow residential developments but includes additional uses above that allowed in the abutting GR zoning district. District 36-S is not intended to be expanded through annexation or any other means.

5.)  **District 37-S:** The primary purpose of District 37-S is to allow development of light commercial, professional office and multifamily housing uses in a manner that:

   (i) protects the environment and water quality of Camp Meeting Creek,

   (ii) enhances the appearance of the entrance into the city along State Highway 16, and

   (iii) that protects adjacent residential development.

Restaurants, offices, limited personal services, and apartments or condominiums are examples of permitted uses within this district. Retail trade, business services, Personal Services II, and hotels are examples of heavier types of uses requiring conditional use permits. In considering applications for conditional use permits in this district, careful consideration should be given to how such use and might be contrary to the above stated purposes of the district.
(b.) **Permitted and Conditional Uses - South Side:** The uses which are permitted as a matter of right or permitted upon issuance of a conditional use permit in the enumerated South Side zoning districts described in Section (a.), above, and shown on the Official Zoning Map, are indicated by the letters “P” and “C”, respectively, in the following table:

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Ord. #2001-11, 07/10/2001; Ord. 2000-12, 07/25/2000; Ord. #2018-15, 9/25/2018
ART. 11-I-10 RESIDENTIAL ZONING DISTRICT

(a) “R-1” Single Family Residential District: In addition to other regulations set forth in the Zoning Code, property located in an “R-1” Single Family Residential District shall be developed in accordance with the following regulations:

(1) **Purpose:** The purpose of an “R-1” Single Family Residential District is (1) to encourage development of primarily larger lot single family detached homes and (2) to protect developed and vacant properties that are determined to be most suitable for detached single family homes from uses that will produce traffic concentrations, noise and pollutants that will create an undesirable and unsafe residential environment. “R-1” Single Family Residential Districts can be located in any area of the City suitable for residential use.

(2) **Building Regulations:** Except for a detached garage or servant or guest quarters, no more than one main building may be constructed on a lot in the “R-1”, Single Family Residential District.

(b) “R-1A” Residential District: In addition to other regulations set forth in the Zoning Code, property located in an “R-1A” Residential District shall be developed in accordance with the following regulations:

(1) **Purpose:** The purpose of an “R-1A” Residential District is to encourage the continuation of residential uses in older residential areas located within or near the Central City area. The addition of an apartment to a single family house is permitted under certain conditions in order to (1) encourage home ownership in older sections of the City by permitting a home owner to invest in and improve an older home in a manner that increases the ability of that home owner to realize a certain income from the investment; (2) make available more apartments, possibly at lower rent, that are closely associated with a single family home; and (3) increase the number of residents, and thus potential customer base, close to the downtown area. Except for a detached garage or servant or guest quarters, no more than one main building may be constructed on a lot in the “R-1A”, Residential District.

(2) **Developing Single-Family House with Apartment:** A single family residence in a “R-1A” Residential District may be developed with a separate apartment in accordance with the following development regulations:

(i) **Area of Apartment:** The apartment may not be larger than one-half the floor area of the house without the apartment, excluding the area of any attached garage or carport;

(ii) **Off-Street Parking:** The property must not have fewer than three off-street parking spaces, only two of which may be located within the
front yard area of the lot; provided, however, a lot which is greater than seventy (70) feet wide may have three off-street parking spaces in the front yard area; and

(iii) **Setback Requirements**: Any additions to the existing structure(s) must meet the required setback regulations in that zoning district.

(c) **“RC” Residential Cluster District**: In addition to other regulations set forth in the Zoning Code, property located in an “RC” Residential Cluster District shall be developed in accordance with the following regulations:

(1) **Purpose**: The primary purpose of the “RC” Residential Cluster District is to permit the development of a mix of residential uses, including, but not limited to, single-family detached dwellings, zero lot line “garden homes abutting,” and townhouses, subject to certain development regulations that ensure better compatibility of different types of uses within the same zone, such as required buffer areas, screening fences, street layouts, and/or landscaping. An additional purpose of the “RC” Residential Cluster District is to allow, in circumstances where it might not otherwise be permitted, the clustering of homes in certain portions of a tract when (1) the topography does not reasonably allow development of the entire tract or (2) preservation of important open space views, critical environmental features (including significant trees), or recreational areas is desired. The “RC” Residential Cluster District is intended to be the primary residential zone for growth areas of the City.

(2) **Adoption of Development Site Plan**: Prior to the issuance of any building permits for construction of any structure on property located in an “RC” Residential Cluster District, other than a single family detached dwelling, the owner of the property must obtain approval of a Development Site Plan which is consistent with the development regulations set forth in this Section (c.). The procedure for approval of a Development Site Plan or any amendment thereto shall be the same as for the adoption of a Conditional Use Permit. Upon adoption, a copy of the resolution adopting the Development Site Plan shall be filed in the official records of the County Clerk of Kerr County, Texas.

(3) **Contents of Development Site Plan**: A Development Site Plan shall contain sufficient details to give notice to the public the nature of the development regulations governing the subdivision, which, at the discretion of the City, may include, but not be limited to:

(i) Boundaries of the proposed development;

(ii) Approximate locations, with boundaries, for different types of development;
(iii) Locations and types of screening, buffering, landscaping, or open space areas;

(iv) Location of common areas; and

(v) Locations of driveways, including common driveways, streets, and alleys.

The resolution adopting the Development Site Plan may include such other development restrictions as determined necessary to accomplish the purposes set forth in Subsection (1), above.

(4) **Plat Consistent With Adopted Development Site Plan:** All subdivision plats approved for property located in an “RC” Residential Cluster District, in addition to complying with all other requirements of the Subdivision Code, must:

(i) indicate the resolution number(s) which adopted and approved the Development Site Plan and the related development regulations adopted specifically for the property which is the subject of the plat;

(ii) otherwise be consistent with the resolution adopting the Development Site Plan for the property; and

(iii) contain a note indicating that a building permit may not be issued if a required Development Site Plan has not been adopted for the property.

(5) **Amendment to Development Site Plan:** Any amendment to a Development Site Plan shall be approved in the same manner as the original development site plan. The amendment of a Development Site Plan shall require a replat of property only if the layout of streets, alleys, common areas, and buffer zones are to be substantially altered from the then current plat. The Planning Director or his designee shall deliver to the County Clerk of Kerr County, Texas, to be filed in the appropriate records, a notice of the adoption of any resolution which amends an approved Development Site Plan affecting previously platted property.

(6) **Density, Lot Size, and Setback Requirements:**

(i) **Same Street as Single Family Detached Dwelling Developments:** When a proposed “RC” Residential Cluster District abuts and is located in whole or in part on the same street as property developed with, or zoned for development of, single family detached dwellings, regardless of whether the “RC” Residential Cluster District is located on only one or both sides of the street, the “RC” Residential Cluster District shall be required to meet the following development requirements:
a For two lots beyond the last lot zoned for or developed as single family detached dwellings, there shall be similar building densities and setbacks as for the adjacent single family detached dwelling development; or,

b The Development Site Plan may provide for smaller lot sizes, greater densities, and/or shallower setbacks than the adjacent single family development if open space or other buffering techniques are used to maintain a harmonious transition from the existing single family detached residential development.

(ii) Abutting Single Family Detached Dwelling Developments - Not Same Street: When a proposed “RC” Residential Cluster District abuts in whole or in part the back or side lot lines of property developed with, or zoned for development of, single family detached dwellings, (not including situations described in Paragraph (I), above), the row of lots in the “RC” Residential Cluster District that abuts the single family detached dwelling development shall be developed with a residential density similar to that of the adjacent single family detached dwelling development; provided, however, at the discretion of City Council and after recommendation of the Commission, a Development Plan for an “RC” Residential Cluster District as described in this subsection may alternatively provide for a setback requirement for the lots adjacent to the single family detached dwelling development to be fifteen (15) feet, and be required to be developed with:

a a privacy fence composed of weather resistant wood and/or rock or brick masonry typical of residential areas along the common property line with the single family detached zone, provided, however, the owner may, pursuant to adoption of the Development Site Plan, be exempted from constructing the privacy fence if a privacy fence already exists along said common property line; and/or

b a landscape plan that provides for the preservation of existing trees and/or the planting of new trees of not less than two inch (2”) caliper planted on fifty foot (50’) centers along the property line abutting the single family detached dwelling development, which landscape plan shall become a part of the resolution adopting the Development Site Plan, which may also establish the time in which the landscaping requirements are to be complete; or

c development requirements in conjunction with or as alternatives to a or b, above, that are determined to provide for better harmony with and transition from the neighboring development.
(iii) **Minimum building setbacks when not abutting single family detached developments**: The building setback lines for lots in an “RC” Residential Cluster District that are not located adjacent to a single family detached dwelling development shall be as follows:

**a** Lots to be developed with single family detached dwellings:

1. When the front yard abuts a collector or arterial street (access to the street shall be limited as stated on the plat):
   
   - **i** Front yards = 20 feet
   - **ii** Rear yards = 15 feet
   - **iii** Side yards = 5 feet, except the side yard setback of a corner lot located on a street intersecting the arterial or collector street shall be 15 feet

2. When the front yard abuts a minor street:
   
   - **i** Front Yards = 15 feet, except that the garage shall be setback nineteen (19) feet
   - **ii** Rear Yards = 15 feet
   - **iii** Side Yards = 5 feet, except the side yard setback of a corner lot located on a street intersecting the minor street shall be 15 feet

**b** Lots to be developed with zero lot line dwellings:

1. When the front yard abuts a collector or arterial street (access to the street shall be limited as stated on the plat):
   
   - **i** Front yards = 20 feet
   - **ii** Rear yards = 15 feet
   - **iii** Side yards not using “z-lot” configuration = 0 feet on zero side, and 10 feet on non-zero side, except the side yard setback of a corner lot located on a street intersecting the arterial or collector street shall be 15 feet
   
   - **iv** Side yards using “z-lot” configuration = 0 feet on zero side, and 10 feet on non-zero side, or, alternatively, alternate 0 feet and 10 feet on the same lot line as shown in Appendix “A”, except the side yard setback of a corner lot located on a street intersecting the arterial or collector street shall be 15 feet

2018.12.21 rev.
2 When front yards abut a minor street:
   i Front Yards = 15 feet, except that the garage shall be setback nineteen (19) feet
   ii Rear yards = 15 feet
   iii Side Yards = Same as set forth in Paragraphs (iii)b.1,iii and (iii)b.1,iv, above

c Lots to be developed with town houses, including duplex-type units:
   1 When the front yard abuts a collector or arterial street
      (access to the street shall be limited as stated on the plat):
      i Front yards = 20 feet
      ii Rear yards = 15 feet
      iii Side yards = 0 feet side yards except as follows:
         a) the side yard setback of a corner lot located on a street intersecting the arterial or collector street shall be 15 feet
         b) a 20 foot separation shall be maintained between each cluster of units, with no more than four units being constructed in each cluster or between the cluster of units and an adjacent detached dwelling unit

2 When the front yard abuts a minor street:
   i Front yard = 15 feet, except that the garage shall be setback nineteen (19) feet
   ii Rear yard = 15 feet
   iii Side yard = Same as set forth in Paragraph (iii)c.1,iii, above

(iv) Zero-Lot Quad Developments: For purposes of this subsection, a “zero-lot quad development” is a development consisting of one or more sets of four attached residential units located on shallow, zero lot line lots, which is laid out substantially similar to Examples 1 and 4 in Appendix “A”, and developed in accordance with the following:
   a A zero-lot quad development should be consistent with the following purposes:
1. To create a more traditional home front style with less garage visibility from the public right-of-way;

2. To allow for creativity in design with private driveways serving more than one residence, but not more than four;

3. To encourage the use of the front yard as a place for front porches and human activity rather than primarily as concrete driveways and garages; and

4. To dedicate commonly or publicly owned open space within the development.

b. Setbacks for a zero-lot quad development shall be twenty (20) feet front and side yards as shown in Examples 1 and 4 of Appendix “A”.

c. The developer shall be required to present a Development Plan as required by Section (c.)(2), above.

(v) Maximum Dwelling Density When Not Abutting a Single Family Detached Development or Zone: When not abutting a development or zoning district of single family detached dwelling units, an “RC” Residential Cluster District must be designed to maintain maximum dwelling density, measured in average square feet of lot area per dwelling, as follows:

a. Lots developed with single family detached dwelling units must have no more than one dwelling unit for each 5,000 square feet of property.

b. Lots developed with zero lot line dwellings, including zero lot quad developments, must have no more than one dwelling unit for each 4,500 square feet of property.

c. Lots developed with townhouses must have no more than one dwelling unit for each 3,500 square feet of property.

For purposes of this Paragraph (v), except for street rights-of-way regardless of ownership, property owned in common by a homeowner’s association or in equal shares by all property owners within a development may be included in the total area used to determine the average lot size per dwelling unit, even though such common area is platted as a separate lot.

(iii) Setback Requirements for Lots with Commonly Owned (not public) Open Space Separating Buildings: The setback
requirements set forth in Paragraphs (iii) and (iv), above, with respect to all sides of the building shall apply to all buildings located on:

a a single lot in which all areas between the buildings are private open spaces owned in common or

b lots separated by a platted common area.

For purposes of determining if a building located as described in this Paragraph (vi) complies with the setback requirements of Paragraphs (iii) and (iv), above, an imaginary lot line will be drawn equidistant from each building, and the setbacks shall be measured from that imaginary lot line.

(iv) Lots Abutting an Alley: Dwellings with one car garages and carports shall maintain the same setbacks as required elsewhere in this Section (c.); provided, however, a two car garage or carport with an entry facing a publicly dedicated alley may be built with the entry not less than six (6) feet from the lot line adjacent to that alley.

(7) Additional Development Regulations: The development of property located in an “RC” Residential Cluster District must comply with the following additional regulations:

(i) Access to Arterial or Collector Street: No lot shall be platted with direct access to a collector or arterial street except where limited access is permitted by the Subdivision Code.

(ii) Mixing of Housing Types on Same Street: A Development Site Plan for property in an “RC” Residential Cluster District must provide that no more than one type of housing will be developed on the same street except where terrain, the construction of an appropriate buffer, or open areas create a situation in which a mix of housing on the same street will be compatible.

(iii) Loop or Cul-de-Sac Streets: Notwithstanding Paragraph (ii), above, no more than one type of housing may be developed on loop streets or cul-de-sacs.

(iv) Common Driveways: The Development Site Plan may provide for common driveways to be constructed to serve a limited number of dwellings as shown in Examples 1 and 4 of Appendix “A”. The number of dwellings served by a common driveway shall depend on the length of the street, the need for emergency vehicle access, the overall design of the Development Site Plan, terrain, and safety considerations; however, in no case will a Development Site Plan be
approved that provides for a common driveway that provides access to
more than four dwellings.

(v) Zero Lot Line Developments - Additional Development
Regulations: Zero Lot Line developments shall be subject to the
following additional development regulations:

a Wall Openings on Zero Lot Line: The wall of a building adjacent
to the lot line where no setback is required shall be a continuous
solid wall with no windows, doors, or other openings; provided,
however, the incorporation into the construction of a wall of
opaque materials that permit the infiltration of light which is
diffused such that objects on the other side cannot be seen
clearly is not a window or opening for purposes of this paragraph.

b Wall Openings Near Zero Lot Line: Unless a screening fence
has been constructed along the zero lot line side of the lot, no
porch, door, or window constructed on a wall other than the wall
located on the zero lot line side of the lot shall be located nearer
than five (5) feet from the zero lot line side of the lot.

c Atrium Openings: No edge of the rooftop opening of an atrium
constructed on the zero lot line side of a dwelling shall be less
than eight feet from ground level.

d Maintenance and Drainage Easements: A maintenance and
drainage easement not less than five feet (5.0’) wide must be
platted along on the lot line adjacent to the zero lot line side of the
house located on the adjacent lot.

(8) Previously Approved Subdivisions: Subdivisions in “RC” Residential
Cluster Districts approved prior to June 16, 1997 shall be governed by the
development regulations noted on the respective subdivision plats. If no
restrictions are noted on the subdivision plat as to a specific subject matter
and no Development Site Plan has been approved for the subdivision, the
development regulations set forth in this Section shall apply as to the
subject matter. An owner may submit an application for a Development Site
Plan for an existing “RC” Residential Cluster District subdivision for the
purpose of organizing, clarifying, or otherwise amending the development
regulations for the subdivision, provided such Development Site Plan does
not conflict with any existing plat or deed restrictions, which at the time of
consideration govern development within the subdivision.

(d) “RM” Residential Mix District: In addition to other regulations set forth in the
Zoning Code, property located in an “RM” Residential Mix District shall be
developed in accordance with the following regulations:
(1) **Purpose:** An “RM” Residential Mix District allows all uses permitted in the “RC” Residential Cluster District with the addition of the development of subdivisions which include the location of manufactured housing, provided such subdivisions comply with certain development restrictions.

(2) **Development Regulations - Generally:** The development and use regulations of an “RM” Residential Mix District are the same as those set forth in Section (c.), above, for the “RC” Residential Cluster District except that the development of subdivisions which include manufactured housing shall be in accordance with this Section (d.).

(3) **Development Regulations - Manufactured Home Rental Community:** A development located within an “RM” Residential Mix District which consists primarily of one or more lots which are leased by individuals for the purpose of locating a manufactured home on the lot(s) shall be called a “Manufactured Home Rental Community” or “MHRC”. In addition to other applicable regulations, the development of a new MHRC or expansion of an existing MHRC must comply with the following development regulations:

(i) **Development Site Plan:** A Development Site Plan must be presented for approval in the same manner as set forth in Section (c.), above. In addition to the requirements set forth in Section (c.), the Development Site Plan for an MHRC must include:

   a. the proposed street system;
   
   b. the proposed lot pattern for home sites, whether or not the site is to be rented or sold outright;
   
   c. the location of all recreational vehicle sites;
   
   d. the location of all parks, recreational facilities, and other common areas.

(ii) **Density:** Density shall not exceed 7.5 units per acre inclusive of the area of any private roadways within the development and common areas but exclusive of areas designed for the location of recreational vehicles.

(iii) **Recreational Vehicle Areas:** No more than ten percent (10%) of the area of the development may be used regularly for the temporary location of recreational vehicles.

(iv) **Roadway System:** A street system which serves all home sites shall be constructed with the pavement widths as required by the Subdivision Ordinance for minor public streets serving similar housing densities and in compliance with City specifications.
(v) **Park or Community Facilities**: A private park or community facility encompassing an area of not less than five percent (5%) of the total area of the development shall be constructed for the use of residents of the community as part of the development.

(vi) **Privacy Fence**: A privacy fence built out of weather resistant wood or masonry must be built surrounding the entire community; provided, however, upon adopting the Development Site Plan, the City Council may modify or omit the fence requirement if the existing terrain results in a natural privacy buffer.

(vii) **Minimum Setback Requirements**: Each site where a home will be located shall provide for setbacks as follows:

   a) If the homes are to be placed perpendicular to the road:
      1. Front yard = 15 feet
      2. Back yard = 10 feet
      3. Side yard (rear side) = 5 feet
      4. Side yard (front side) = 20 feet

   b) If the homes are to be placed parallel to the road:
      1. Front yard = 20 feet
      2. Back yard = 20 feet
      3. Side yards = 5 feet

(viii) **Skirting**: All manufactured homes in the development must be skirted in a manner approved by the City Council in the Development Site Plan.

(ix) **Plat Required**: An MHRC must be platted; provided, however, an MHRC may be platted as a single lot. In no case shall an individual home site in an MHRC be platted as a separate lot.

(x) **Extension of Certain Public Streets**: Collector and arterial streets shall be extended as part of the development of a proposed MHRC plat. In the event the construction of an arterial or collector street results in the division of a MHRC into more than one section, the MHRC must be developed as if each section constituted a separate MHRC development and independently comply with all applicable development regulations.

(xi) **Abutting an “R-1” Single Family District or “RC” Residential Cluster District**: If an MHRC abuts an “R-1” Single Family District, an
“RC” Residential Cluster District, or residential housing development within the RM district that does not consist of manufactured housing, the MHRC development must in addition to other applicable development regulations comply with the following:

a a fifty foot (50’) setback from the side of the MHRC development abutting said development; and

b unless otherwise set forth in the resolution adopting the Development Site Plan, approval and implementation of a landscape plan requiring trees be planted on fifty foot (50’) centers around the perimeter of the MHRC, which trees are not less than two and one-half inches (2.5") in diameter measured at a height of four feet above the ground when planted.

(4) Development Regulations - Manufactured Home Subdivision (MHS): A development located in a “RM” Residential Mix District which consists primarily of individual lots on which are located not more than one manufactured home for each lot shall be known as a “Manufactured Home Subdivision.” An MHS developed within a “RM” Residential Mix District shall be subject to the following additional development regulations:

(i) Lot Size Regulations: The minimum lot area for a lot located in an MHS shall be 5,000 square feet.

(ii) Setbacks: Setbacks shall be the same as for development of a MHRC.

(iii) Skirting: All manufactured homes in a MHS must be skirted with the same type material as the house siding unless another material is permitted in the Development Site Plan for the development. Skirting must be installed prior to the issuance of a certificate of occupancy.

(iv) Abutting an “R-1” Single Family District or “RC” Residential Cluster District: A Development Site Plan must be approved in the same manner as Section (c.), above, which provides for buffering or screening along the sides of the subdivision located within one hundred feet of the following:

a an “R-1” Single Family District

b an “RC” Residential Cluster District, or

c a single family residential development that does not consist of manufactured housing.

All required buffering and screening elements must be installed and approved by the City prior to issuance by City of any certificate of occupancy for improvements within the development or the provision of city...
utilities to the development except for temporary service provided during construction.

(5) Previously Platted Property; Site Plan Exemption: Notwithstanding Subsection (4), above, a development site plan shall not be required for property developed as an MHS which was platted prior to June 16, 1997.

(e) “R-3” Multifamily Residential District: In addition to other regulations set forth in the Zoning Code, property located in a “R-3” Multifamily Residential District shall be developed in accordance with the following regulations:

(1) Purpose: The “R-3” Multifamily Residential District is primarily designed to allow multifamily housing in addition to other residential uses which are permitted conditionally or as a matter of right. An “R-3” Multifamily Residential District should not be used on minor streets where increased traffic flow is expected, but may be a suitable transition district between lighter density housing and commercial areas. When a request for an “R-3” Multifamily Residential District is made on property located adjacent to an existing single family development, a Planned Development District which better ensures the objective of protecting the quality of the existing single family housing would be more appropriate.

(2) Lot Size Regulations: In the “R-3” Multifamily Residential District, the lot area per dwelling unit shall be as follows:

(i) One Family Dwelling Unit: A lot must contain 5,000 square feet for each one family dwelling unit located on the property.

(ii) Two Family Dwelling Units: A lot must contain 6,000 square feet for each two family dwelling unit located on the property.

(iii) Three or More Dwelling Units: When the lot will be developed with three or more dwelling units, the minimum area for the lot shall be equal to the sum of the following:

   a  1,600 square feet for each one bedroom dwelling unit;
   b  1,800 square feet for each two bedroom dwelling unit; and
   c  2,000 square feet for each dwelling unit with three or more bedrooms.

(3) Development Regulations for Non-Residential Uses: Non-residential uses located in a “R-3” Multifamily Residential Zone shall be developed in accordance with the following regulations:

   (i) Building Area: The gross floor area of the building used for non-residential purposes may not exceed 3,000 square feet;
(ii) **Building Appearance:** The building shall be designed to appear as a residence, with:

- **a** a wood, rock, or brick exterior;
- **b** a roof constructed of materials and with a similar pitch to other residences in the adjoining neighborhood; and
- **c** a front door and window(s) on the side of the building facing the lot front.

(f) **“RT” - Residential Transition District:** In addition to other regulations set forth in the Zoning Code, property located in the “RT”- Residential Transition Zone shall be developed in accordance with the following regulations:

1. **Purpose:** The “RT” Residential Transition District is specifically designed to be a transition zone between single family areas and commercial properties. Because of development regulations that require the appearance of a business located in an “RT” Residential Transition District to be that of a single family residence, the “RT” Residential Transition District can be used in various areas of the City where existing lots are occupied in part by single family houses but where limited business uses may be under certain conditions appropriate and desirable.

2. **Building Limit:** Except for a detached garage or servant or guest quarters, no more than one main building may be constructed on a lot in the “RT”, Residential Transition District.

3. **Development Regulations for Non-Residential Uses:** Non-residential uses located in a “RT” Residential Transition Zone shall be developed in accordance with the following regulations:

   (i) **Building Area:** The gross floor area of the building may not exceed 3,000 square feet;

   (ii) **Building Appearance:** The building shall be designed to appear as a residence, with:

   - **a** a wood, rock, or brick exterior;
   - **b** a roof constructed of materials and with a similar pitch to other residences in the adjoining neighborhood; and
   - **c** a front door and window(s) on the side of the building facing the lot front.

   (iii) **Off-Street Parking:** All off-street parking shall be located on the side or in the rear of the building;
(iv) **Front Yard Required**: The building must comply with the residential front yard setback requirements for the zoning district and have an unpaved front yard;

(v) **Sign Restrictions**: Only the following signs shall be permitted:

a One free standing sign which:

1. has a sign area of not greater than twenty-four square feet;
2. does not exceed six (6) feet in height above the ground; and
3. is not internally illuminated; and,

b One wall sign or projecting sign which:

1. has a sign area not greater than twenty-four square feet; and
2. is not internally illuminated.

(4) **Churches and Schools**: Churches and schools are excepted from the development regulations set forth in subsections 11-l-10(f)(3)(i)-(iv) above and shall comply with the following:

(i) **Building Appearance**: The building shall be constructed with:

a a wood, masonry exterior, rock, brick exterior, stucco, or cement fiber board;

b a roof consisting of materials and with a similar pitch to other residences in the adjoining neighborhood; and

c a front door and window(s) on the side of the building facing the lot front.

(g) **Permitted and Conditional Uses - Residential Districts**: The uses which are permitted as a matter of right or permitted upon issuance of a conditional use permit in the listed residential districts zoning districts described in Section (a) above, and shown on the Official Zoning Map, are indicated by the letters “P” and “C”, respectively, in the following table:

SEE FOLLOWING PAGE FOR TABLE
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<th>LAND USES</th>
<th>R-1</th>
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ART. 11-I-11 MISCELLANEOUS ZONING DISTRICTS

(a) **“PI” Public and Institutional District**: A “PI” Public and Institutional District is intended to encourage the use of unique areas specially suited for public assembly, meetings, recreational areas, schools, churches, and similar uses, but also allows residential uses.

(b) **“GTW” Gateway District**: The “GTW” Gateway District is designed primarily to regulate the development and land use of areas at or near the most heavily trafficked entries into the City in a manner that enhances the appearance of such areas while at the same time allowing the development of more intense uses that require good access to major thoroughfares. Most commercial uses are permitted as a matter of right. Development of hotels and other similar uses is encouraged. All uses which are allowed conditionally should be carefully evaluated as to the impact such uses have on the appearance and “first impression” portrayed to anyone traveling into and out of the City as well as the amount of traffic concentrated around such entry ways. The “GTW” Gateway District regulations may be applied to newly annexed areas that may result in the development of an additional main entrance into the City. This district is designated as a “design district” in accordance with Section 284.105, Texas Local Government Code. In addition to other regulations set forth in the Zoning Code, property located in the “GTW” Gateway District shall be developed in accordance with the following regulations: (Referenced to Ordinance No. 2001-12)

(1) **Outdoor Storage and Display Regulations**: Outdoor storage and display of materials, supplies, inventory and equipment on property located in the “GTW” Gateway District shall be subject to the following conditions:

(i) Except as set forth in paragraphs (v) and (vi) of this subsection (2), all materials, supplies, inventory and equipment placed on the exterior of the building must be screened from the view of adjacent public streets and alleys and from adjacent properties;

(ii) No materials, supplies, inventory and equipment may be kept or stored:

a. within any front side, or rear yard setback;

b. within any required parking spaces, fire lanes, circulation aisles, or customer pick-up lanes;

c. within any area that creates a visibility obstruction or otherwise interferes with pedestrian or vehicular circulation;

d. on any roof structure;

e. any other location outside of the areas indicated on an approved site plan.
(iii) The vehicle and pedestrian traveling lanes within storage areas exterior to any building must be asphalt concrete, or such other surface in order to prevent mud, dirt, or other loose materials from being removed from the property and tracked onto the public rights-of-way by vehicles traveling from the storage areas.

(iv) Fertilizers, chemicals, bulk soil and mulch, petroleum products, and materials classified as hazardous materials that are kept on the exterior of the building must be stored in such a manner that storm water cannot directly or indirectly come in contact with such products or materials while being stored.

(v) Notwithstanding anything to the contrary in paragraphs (i) through (iv), above materials, supplies, inventory and equipment may be stored and displayed on the exterior of the building without screening, but only if said materials, supplies, inventory or equipment:

a. are placed in an area not more than five feet from the building face on which the main customer entrance is located; and does not exceed four feet in height; or

b. are placed on a fuel pump island and do not exceed three feet (3.0') in height above the driving surface for vehicles; or

c. consist of self-propelled vehicles used by the owner or lessee of the property in the operation of the business located on the property, which vehicles are not made available for retail or wholesale purchase by said owner or lessee.

(vi) Notwithstanding anything to the contrary in paragraphs (i) through (v), above, no screening shall be required of new and used motor vehicles that constitute inventory on property used for new vehicles sales and/or used vehicle sales.

(2) **Screening Regulations:** The screening of outdoor display and outdoor storage areas in the "GTW" Gateway District required by Art. 11-I-11 (b.)(2) must be constructed in accordance with the following specifications:

(i) Such screening must be not less than six feet in height and shall be one of the following constructions:

a. masonry materials similar in design to the main building; or

b. chain link or ornamental fencing behind a landscape screen or masonry treatment; or

c. a solid, evergreen shrub landscape screen without a fence or wall.
(ii) Evergreen shrubs used for a landscaped screen must be placed to create at least a six-foot tall solid screen at installation and maintained in a healthy, growing condition.

(3) **When Screening Required:** The owner or developer of property located in the GTW District to be developed with uses in Use Categories 3 through 9, inclusive, as defined in Art. 1 1-1-17(a.) shall construct and maintain a screening wall or fence along the border of his property when the property is:

(i) abutting property located in an “R-1”, “R1-A”, “R-3”, “RM”, “RC”, “RT”, or “PI” zoning district, regardless of whether the abutting property is developed; or

(ii) abutting property which is developed with a use in a more restrictive use category, regardless of whether:

   a the property being developed and the abutting property are in the same or different zoning districts; or

   b the less restrictive use will occur in a newly constructed building or in an existing building previously used for purposes in a more restrictive use category;

(iii) developed with a use in a less restrictive use category than the abutting property and the owner or developer desires to expand such less restrictive use by more than fifty percent of the building or storage area on the property.

(4) **Type of Screening Required:** For purposes of this Article, the following table shall be used in determining whether Type “A” or Type “B” screening must be constructed when screening is required:

**SEE FOLLOWING PAGE FOR SCREENING CHART**
### Table: More Restrictive Use Categories

<table>
<thead>
<tr>
<th>More Restrictive Use Categories</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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</table>

(5) **Type “A” and Type “B” Screening Defined**: For purposes of this Section (b.), the phrases “Type ‘A’ Screening” and “Type ‘B’ Screening” shall have the same meaning as set forth in Article 11-1-18. (Ord. #2001-12, 07-24-2001)

(c) **“GR” Guadalupe River District**: The “GR” Guadalupe River District is primarily designed to allow the development of business-type uses compatible with the riverside environment in areas contiguous with or in close proximity to the Guadalupe River which are not otherwise included in other zoning districts. When a Conditional Use Permit is required, an evaluation of the proposed development’s impact on the quality of the water and the river environment generally, and aesthetic compatibility with the river front should be made when determining the nature of the conditions to be included in the permit. This district is designated a “design district” in accordance with Section 284.105, Texas Local Government Code.

(d) **“AD” Airport District**: The “AD” Airport District encompasses the area of the Kerrville-Kerr County Municipal Airport and is primarily designed to allow for uses associated with and compatible to the operation of a municipal general aviation airport.

(e) **Permitted and Conditional Uses - Miscellaneous Districts**: The uses which are permitted as a matter of right or permitted upon issuance of a conditional use permit in the “PI”, “GTW”, “GR”, and “AD” districts, and shown on the Official Zoning Map, are indicated by the letters “P” and “C”, respectively, in the following table, provided, however, no use is permitted in the “AD” Airport District on property owned by the City and/or County unless it is approved in accordance with Title 3, Chapter V of this Code of Ordinances, as amended:

SEE FOLLOWING PAGE FOR TABLE
<table>
<thead>
<tr>
<th>LAND USES</th>
<th>PI</th>
<th>GTW</th>
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<td>Business Services I</td>
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</tr>
<tr>
<td>Business Services II</td>
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<td>C</td>
<td>P</td>
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<td>Cocktail Lounge</td>
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<td>Detention Facilities</td>
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<td>Dwelling, Single Family, Detached</td>
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<td>Manufactured Home or Manufactured Housing</td>
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<td>Dwelling, Multiple Family</td>
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<td>Dwelling, Single Family with apartment</td>
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<td>Dwelling, RC District Uses with plat</td>
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Ord. #2001-05, 04/10/2001; Ord. #2001-11, 07-10/2001; Ord. #2018-15, 9/25/2018
ART. 11-I-12 MANUFACTURED HOMES, MOBILE HOMES, TRAILERS, AND RECREATION VEHICLES

(a) Manufactured Homes:

(1) Generally Prohibited: Except as specifically authorized by this Zoning Code, no person may place either temporarily or permanently a manufactured home on any property located within the City.

(2) Permit Required: No person shall place a manufactured home on any property located within the City where use of the manufactured home as a residential dwelling is otherwise authorized prior to receiving a permit from the City.

(3) Permit Application: A person desiring to obtain the permit required by Subsection (2), above, shall make application to the City Building Official on a form prescribed by the City and pay the required permit fee. No application shall be deemed complete until all information required by the permit application has been provided to the City Building Official and the permit fee paid.

(4) Permit Approval: Not later than thirty (30) days following the receipt by the City Building Official of a completed permit application, the City Building Official shall either grant or deny the permit required by Subsection (2). If denied, the City Building Official must state the reason for denial. Permit applications which are not denied on or before thirty (30) days following the receipt by the City Building Official of a completed permit application shall be deemed approved.

(5) Permit Not Modification of Other Regulations: The issuance of the permit described in this Section merely grants the authorization to locate a manufactured home on the property described in the permit application and does not otherwise amend or modify any other regulations set forth in the Code of Ordinances relating to manufactured housing.

(6) Manufactured Housing Development Standards Generally: Except when located in a Manufactured Home Rental Community, manufactured homes located on property within the City either as a permitted or a conditional use must comply with the following development regulations:

(i) The tongue and/or towing gear, axles, and wheels shall be removed;

(ii) The vacant space between the grade of the property on which the home is located and the exterior edges of the finished floor of the home must be skirted with rock, brick, or concrete masonry construction installed on a concrete footing so that there is no visible gap between the finished floor of the home and the ground;
(iii) The home shall meet all requirements of this Zoning Code for setbacks and off-street parking;

(iv) The home must be attached to a permanent foundation system as defined in 10 T.A.C. §80.201 such that the home is permanently affixed to the real property on which the home is located. Such permanent foundation system must be installed and inspected in compliance with 10 T.A.C. §80.121 and otherwise comply with Title 10, Chapter 80, Texas Administrative Code as amended;

(v) The home must have siding of a non-metallic building material;

(vi) The roof of the home must be constructed of materials other than galvanized or corrugated sheet metal;

(vii) The home must be placed on the property such that:

a an exterior doorway into the home, unobstructed by any carport or garage, is facing the street front; or

b a porch with steps, unobstructed by any carport or garage, is located on the side of the home facing the street front, which porch must be extended in a continuous manner along the side of the home to the front door. (Ord. #1998-08, 05/26/1998)

(7) Manufactured Housing Sales and Industrial Building Sales Lots:

Property used for the retail sale of manufactured housing and industrialized buildings must comply with the following development regulations:

(i) A landscaping berm, vegetation, or other landscaping features must be installed to screen all portions from the first floor to the ground of any building located along the street frontage;

(ii) All areas in which units are kept for repair shall be screened with a fence used for Type “A” Screening; provided, however, the fence construction may consist of chain link with screening slats placed through the chain links;

(iii) The majority of the units that face the street front(s) must have the front door of the building face the street;

(iv) A distance of not less than twelve (12) feet must be kept between homes located on the street frontage row, with distances between other homes maintained in accordance with applicable fire regulations.

(b) Mobile Homes Prohibited: It shall be unlawful to place a mobile home on any property located within the City.
(c) **Mobile Home as Non-Conforming Use:** The use of a mobile home occurring on property located within the City on June 16, 1997, or occurring at the time the property is annexed by the City, shall be deemed a non-conforming use. A mobile home which constitutes a non-conforming use may be relocated from its location in the City to a Manufactured Home Rental Community located within the City and retain its non-conforming use status. A person may not relocate a mobile home which constitutes a non-conforming use back into the City after the mobile home is moved out of the City.

(d) **Industrialized Housing and Industrialized Buildings:** Industrialized housing and industrialized buildings may be located in any area of the City in the same manner as site-built structures are located provided that the industrialized housing or industrialized building complies with Tex. Rev. Civ. Stat. Art. 5221f-1, as amended, applicable State and City regulations regarding construction design and standards, and applicable Building Code regulations. The phrases “industrialized housing” and “industrialized buildings” as used in this Section shall have the same meaning as set forth in Tex. Rev. Civ. Stat. Art. 5221f-1, Sec. 1, as amended.

(e) **Travel Trailers and Recreational Vehicles:** The use of a travel trailer or recreational vehicle shall be subject to the following regulations:

1. The use of a travel trailer or recreational vehicle as a permanent residence or business anywhere within the City is prohibited.

2. It shall be a defense to a violation of Subsection (1) if:
   (i) the trailer or recreational vehicle is located on property within an “RM” District which is developed as a MHRC at the time of the offense; or
   (ii) the trailer or recreational vehicle is located on property which is being used as a recreational vehicle park, even if the recreational vehicle park is a non-conforming use; or
   (iii) the trailer or recreational vehicle is parked on a lot developed with a dwelling unit, and occupied by one or more people who do not claim the dwelling unit as their permanent residence, and has been located on the lot for a period not exceeding fourteen consecutive (14) days.
   (iv) one (1) travel trailer or one (1) recreational vehicle is located on property which is currently being used for the seasonal retail sale of holiday trees. This section shall only be valid between November 5 and December 31 of any year. (Ord. #2007-06, 03/27/07)
(f) **Temporary Construction Trailers and Buildings:** Temporary construction trailers and buildings used for construction purposes within a platted subdivision for which the City has issued a building permit are permitted in accordance with a building permit issued by the City for a period not to exceed twelve (12) months. The building official may reissue such a permit for a period not to exceed twelve (12) months. A temporary construction trailer or building shall only be used for construction within the subject subdivision and not for any construction or activities beyond said subdivision. Upon the completion of construction upon all lots within the subdivision as determined by the issuance of a certificate of occupancy(s), the abandonment of construction, or the expiration of a building permit, the owner shall remove the trailer or building at its expense within fourteen (14) calendar days. (Ord. No. 2016-07, 06/28/2016)

(g) **Temporary Residential Sales Offices and Model Homes:** A residential sales office is permitted within a subdivision for which the City has issued building permits and may be located either in a model home or in a temporary building or trailer. The City may issue such permit for no more than one year, but the City may extend the permit if the applicant maintains active and continuous construction within the subdivision and a minimum of ten (10) lots in the subdivision remain unsold. The sales office shall be used only for sales within the subject subdivision and not for sales in any other subdivision. The following regulations shall apply to the use of the temporary residential sales offices or model homes as permitted within any Residential Zoning District:

(1) **Model Home – Sales Office**

   (i) **Permitting:** A model home used as a temporary sales office shall require a permit, an inspection, and a certificate of occupancy.

   (ii) **Lot:** The model home shall only be constructed on a platted lot.

   (iii) **Parking:** A minimum of four (4) off-street parking spaces shall be provided and shall be surfaced with materials that will not be tracked onto the public right-of-way. Access to this parking shall be by means of a standard residential driveway.

   (iv) **Landscaping:** Landscaping typically associated with residential development shall be provided and maintained at all times.

   (v) **Site/Plot Plan:** A site/plot plan for the lot to be used for the model home sales office shall be included with the building permit application. This plan shall show the location of the off-street parking, driveway, and landscaping.

   (vi) **Conversion:** A model home sales office may be converted for residential habitation at any time but only after residential sales have
ceased. The converted model home shall be subject to applicable residential parking standards.

(Ord. 2008-25, 9/9/2008)

(2) **Temporary Building – Trailer Sales Office:**

(i) **Permitting:** A building or trailer used as a temporary sales office shall require a permit, an inspection, and a certificate of occupancy.

(ii) **Lot:** The building or trailer shall only be placed or constructed on a platted lot.

(iii) **Parking:** A minimum of four (4) off-street parking spaces shall be provided and shall be surfaced with materials that will not be tracked onto the public right-of-way. Access to this parking shall be by means of a standard residential driveway.

(iv) **Site/Plot Plan:** A site/plot plan for the lot to be used for the building or trailer sales office shall be included with the building permit application. This plan shall show the location of the off-street parking, driveway, and landscaping.

(v) **Design:** The design of the residential sales office shall be residential in character with a non-metallic roof of a hip or gable design, the exterior siding shall be non-metallic and similar to the exteriors of the residential housing constructed in the development. At least one doorway into the building or trailer shall face the street.

(vi) **Sales Trailers:** If a trailer is to be used as a residential sales office, the following development requirements shall also apply:

1. The tongue and/or towing gear, axles, and wheels shall be removed;

2. The vacant space between the grade of the property on which the trailer is located and the exterior edges of the finished floor shall be skirted with the same material as the exterior of the trailer so that there is no visible gap between the finished floor and the ground; and

3. A porch with steps and/or ramp is located on the street facing side of the trailer that meets all accessibility standards.

(vii) **Building Compliance:** All buildings or trailers used as residential sales offices shall comply with the Texas Manufactured Housing Standards Act, as amended, regarding construction design and standards and applicable building code requirements.
(viii) **Conversions:** A temporary residential sales office shall not be used for or converted to residential habitation.

(ix) **Removal:** Following the expiration of the permit, the owner shall remove the building or trailer from the lot within fourteen (14) calendar days and at the owner's expense.

(Ord. #2008-25, 09/09/2008)
ART. 11-1-13 CONDITIONAL USE PERMITS

(a) **“Conditional Use” Defined:** For purposes of the Zoning Code, a “conditional use” is a use of property which is otherwise not permitted in a specific zoning district but which may become a compatible use through the imposition of and compliance with conditions related to development of the specific property which are set forth in the Zoning Code or in a Conditional Use Permit approved by the City Council.

(b) **Conditional Uses Allowed in Any Zone Without a Conditional Use Permit:** The following uses are allowed in any zoning district without a Conditional Use Permit, but subject to the following stated conditions:

   (1) Agriculture—Field Crops may be cultivated on any tract of property exceeding four acres in area, provided, however:

      (i) no crops may be planted within ten feet (10.0') of the exterior boundary of the tract along an existing right-of-way measured from the curb or, in absence of a curb, the edge of the traveled portion of the right-of-way; and

      (ii) the area of the property so cultivated that is within twenty-five feet (25.0') of any property being used for residential purposes or that is within ten feet of any property being used for non-residential purposes must be kept in accordance with Article 9-VII-4 of this Code;

   (2) Home occupations operated in accordance with Article 11-I-3(a.)(49), above;

   (3) Use approved through the Special Use Exception process

(c) **Conditional Uses Allowed in Certain Zones Without a Conditional Use Permit:** The following uses are allowed in the described zoning districts without a Conditional Use Permit but only in compliance with the following conditions:

   (1) Certain Apartment Uses: In a zoning district where residential uses are not otherwise permitted, a building which is primarily used for business purposes may include one or more residential apartments for the occupancy of the owner of the building or the owner or employees of the business(es) which occupy the building;

(d) **Conditional Uses Permitted in Any Zone With a Conditional Use Permit:** The following uses shall be permitted in Zoning District No. 27-E without a conditional use permit and in any other zoning district with a conditional use permit:

   (1) Above ground electric transmission lines carrying voltage of 50 KV or more that transmit bulk power from power stations to substations, between substations, and between service areas and transmit;
(2) Electric power plants, transmission and distribution substations, and electric facilities;

(3) Landfills and solid waste disposal facilities not owned by the City;

(4) Wastewater treatment facilities not owned by the City.

(e) **Conditional Use Permit Required:** Except as otherwise authorized in the Zoning Code, no person may develop or use any property with a use which is defined by the Zoning Code as a conditional use for the zoning district in which the property is located without first obtaining a Conditional Use Permit for such conditional use from the City.

(f) **Procedures for Obtaining a Conditional Use Permit:** The following procedures shall govern the application, consideration, content, issuance, and termination of a Conditional Use Permit:

(1) **Application:** An owner and/or developer who desires to use property located in the City in a manner which is defined as a conditional use must file an application with the Planning Division for a Conditional Use Permit on forms approved by the Planning Division, which application must contain at least the following information:

   (i) The name, address, and business phone number of the applicant;

   (ii) If different than the applicant, the name, address, and business phone number of the record owner of the property according to the Deed Records of Kerr County, Texas;

   (iii) If the applicant and/or owner are not individuals, the name, address, and business phone number of the person or people authorized to act on behalf of the applicant and/or owner in all matters relating to the application;

   (iv) The full legal description of the property for which the application is made and, if available, the street address of the property. If the property is platted, the description need only include the complete lot and block description. If the property is not platted, a metes and bounds description certified by a registered public surveyor is required.

   (v) If the applicant is not the owner of the property described in the application, a sworn statement from the owner or legal representative of the owner that the applicant has been authorized by the owner to make the application for the Conditional Use Permit;

   (vi) A detailed description of the proposed use of the property;

   (vii) The availability and location of off-street parking;
(viii) The projected amount of additional traffic generated in and around the property, the types of vehicles which are anticipated will visit the property, the likely changes in traffic patterns of the area around the property resulting from the proposed use, and the possible impact such changes in traffic will have on properties within 500 feet of the subject property;

(ix) The proposed hours of occupancy or use;

(x) If the use proposed will require deliveries of goods to the property, and the use is proposed to be located in any “R1”, “R1A”, “R3”, “RC”, “RT”, or “RM” District, inclusive, provide the proposed location of loading/unloading areas;

(xi) a statement as to whether or not the proposed use requires any type of state or federal license or permit to operate, what type of license or permit is required, and the issuing agency of such license or permit;

(xii) the number and locations of properties within one thousand feet (1000') of the applicant's property that have the same or similar use(s) as that proposed by the applicant;

(xiii) the use of the properties immediately contiguous to the property described in the application;

(xiv) one or more site plans, building elevations, improvement plans, and other such drawings or pictures, graphically prepared in a manner that will reasonably illustrate the following:

a the location and dimensions of existing boundary lines, easements, and required yards and setbacks;

b the location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site, indicating distances from property lines and between buildings;

c the location of existing and proposed site improvements including parking and loading areas, on-site pedestrian and vehicular access and circulation, landscaped areas, utility or service areas, fencing and screening, signs and lighting;

d the location of existing and proposed watercourses and drainage features;

e for property with an average slope greater than 15 percent, a plan showing proposed grading, drainage and erosion control measures, or plans that are necessary according to other city ordinance regulating storm water runoff;
the relationship of the property and the proposed use to surrounding uses, including pedestrian and vehicular access and circulation between the property and adjacent properties, current uses of nearby parcels, and any proposed off-site improvements to be made;

(xv) The non-refundable application fee established by the City Council by resolution for Conditional Use Permit applications.

(2) **Complete Application Required:** No application for a Conditional Use Permit shall be deemed to be complete until all information and items set forth in Subsection (1), above, have been delivered to the Planning Division and the required application fee paid.

(3) **Preliminary Conference:** Prior to submitting an application for a Conditional Use Permit, an applicant or the applicant’s authorized representative must meet with the Director of Planning or designated Planning Division staff to receive information regarding application procedures and requirements.

(4) **Report of the Planning Division:** Upon receipt of a completed application for a Conditional Use Permit, the Planning Division will review and prepare a report and recommendation regarding the application which shall be forwarded to the Commission for consideration, which report shall contain:

(i) a review of the application in view of the criteria set forth in Subsection (9), below;

(ii) a summary of any public comment received;

(iii) proposed conditions to be applied if the Conditional Use Permit is to be granted; and

(iv) the recommendation of the Planning Director regarding the application, or, if the Planning Director has no recommendation, a statement to that effect.

(5) **Public Hearing before the Commission:** After notice has been published in the same manner as required of a zoning amendment, but in no case earlier than fifteen (15) days after receipt of the completed application, the Commission shall hold a public hearing on the application for a Conditional Use Permit. At the public hearing, the Commission shall review the application and receive from the applicant, Planning Division staff, and others who have an interest in the matter, facts and opinions concerning the proposed use and the proposed conditions to which such use would be subject.
(6) **Recommendation of the Commission:** After the close of the public hearing described in Subsection (5), above, the Commission shall consider the application in light of the criteria set forth in Subsection (9), below, and forward to the City Council a recommendation:

(i) to grant the Conditional Use Permit subject to the conditions recommended by staff with or without addition or modification; or

(ii) denying the application on the grounds that the use, even with conditions, and in light of the criteria set forth in Subsection (9), below, will be incompatible with the uses on adjacent properties.

(7) **Public Hearing before the City Council:** After the action of the Commission and notice has been published in the same manner as required of a zoning amendment, the City Council shall hold a public hearing on the application for a Conditional Use Permit. At the public hearing, the City Council shall review the application and the recommendation of the Commission and receive from the applicant, Planning Division staff, and others who have an interest in the matter, facts and opinions concerning the proposed use and the proposed conditions to which such use would be subject.

(8) **Action of the City Council:** After the close of the public hearing described in Subsection (7), above, the City Council shall take the following action:

(i) grant by resolution a Conditional Use Permit subject to development regulations and conditions establishing requirements and standards of operation, location, arrangement, occupancy limits, and construction for the use for which the permit is issued. In authorizing the location of any conditional use, the City Council may impose such development standards and safeguards as the conditions and location indicate important to the health, safety, welfare and protection of adjacent property and its occupants from excessive noise, vibration, dust, dirt, smoke, fumes, gas, odor, traffic, explosion, glare, surface water drainage, offensive view or other undesirable or hazardous conditions and the preservation of existing trees, natural terrain features, and navigable streams and their tributaries; or

(ii) deny the application.

(9) **Review and Evaluation Criteria:** In determining its recommendation to the City Council, and assuming imposition of certain development regulations and conditions, the Commission shall make the following determinations:

(i) the proposed use will be compatible with the stated purpose for the zoning district in which the use is proposed;
(ii) the proposed use will be compatible with the existing or permitted uses on abutting property;

(iii) the proposed site or development plan will be compatible with adjacent properties, mitigates potentially negative impacts to adjacent properties, if any, and includes elements and features necessary to conform to applicable regulations and standards that will protect the public health, safety, and general welfare, including, but not limited to, features and elements that:

a adequately address vehicle and pedestrian access and circulation in a manner that avoids an unreasonable negative impact on adjacent properties;

b prevent increased erosion on either the subject property or adjacent properties resulting from increased surface drainage;

c reasonably prevent increased noise, glare or similar nuisances that would impact adjacent properties;

d if the property is located in or immediately adjacent to a zoning district where single family dwellings are a permitted use, provide for construction of buildings and other features architecturally compatible in appearance with structures on adjacent property; and

e reasonably preserve significant terrain features.

(10) **Effective Date of Conditional Use Permit:** A Conditional Use Permit shall be deemed effective upon the date approved by the City Council.

(g) **Termination of Conditional Use Permit:** A Conditional Use Permit shall terminate and become null and void as follows:

(1) **Failure to Commence the Use:** Upon a finding by the City Manager that the conditional use for which the Conditional Use Permit was issued has not commenced within 180 calendar days after the effective date of the Conditional Use Permit or the date set forth in the Conditional Use Permit, whichever is applicable. For purposes of this paragraph, the use shall be deemed to have commenced:

(i) if no new construction or renovation of an existing building is required, when actual use for the purposes described in the permit commences; or

(ii) if new construction or renovation of an existing building is required before the use can commence, when a completed application for a building permit, all required construction drawings, and the applicable
(2) **Failure to Commence Actual Use Within Two Years of New Construction or Renovation:** If new construction or renovation of an existing building is required before the use can commence, upon a finding by the City Manager that actual use of the property has not commenced within two (2) years after the effective date of the Conditional Use Permit or the date set forth in the permit, whichever is applicable;

(3) **Cessation of Use Not Related to Destruction of Property:** After commencement of the actual use of the property for the purpose set forth in the permit, upon a finding by the City Manager that actual use of the property for the purpose for which the Conditional Use Permit was approved:

(i) has not occurred for a period of 180 consecutive days after the commencement of the actual use for which the Conditional Use Permit was approved; and

(ii) that the conditional use ceased for reasons other than destruction of buildings due to fire, flood, or windstorm;

(4) **Cessation of Use Related to Destruction of Property:** After commencement of the actual use of the property for the purpose set forth in the permit, upon a finding by the City Manager that actual use of the property for the purpose for which the Conditional Use Permit was approved has not occurred for a period of two consecutive years after the date of destruction by fire, flood, or windstorm of the buildings in which the use was occurring;

(5) **Failure to File an Appeal:** Unless the owner of the property files an appeal as set forth in Section (h.), below, on the fifteenth day following delivery of written notice to the owner of the property for which a Conditional Use Permit is issued that the City Manager has determined that a violation of the provisions of the permit has occurred in accordance with Section (h.), below.

(h) **Appeal of Termination for Non-Compliance:** Upon a finding of the City Manager that the use of the property has not been or is not in compliance with the provisions of the permit, the City Manager shall send written notice that the permit will be terminated fifteen (15) days from the date of the receipt of the notice, said notice to be sent by certified mail, return receipt requested to the owner of the property at the last known address indicated on the property rolls of the Kerr County Appraisal District, a copy of which notice shall also be placed on the property. Said notification shall contain a summary of the findings by the City
Manager citing the provisions of the permit or City Code which have been violated. The owner of the property may file a written appeal of the City Manager’s decision with the City Council by delivering to the City Clerk a summary of the property owner’s basis for appeal not later than ten (10) calendar days from receipt of the City Manager’s notice. The appeal shall be heard at the next regular City Council meeting which occurs on or after the tenth calendar day following the receipt of the notice of appeal. The appeal to the City Council shall be conducted in accordance with procedures adopted by the City Council. On appeal, the City Council may:

1. uphold the decision of the City Manager and terminate the permit;
2. uphold the decision of the City Manager, but grant additional time for compliance, after which date the permit shall terminate if the City Council determines that compliance has not been achieved during the additional time; or
3. overrule the decision of the City Manager. The decision of the City Council shall be final.

(i) **Existing Conditional Use Permits:** In addition to Conditional Use Permits issued on or after June 16, 1997, Conditional Use Permits issued prior to June 16, 1997, shall be subject to termination in accordance with Section (g.) and (h.), above.

(j) **Certificates of Occupancy:** The use of property for the purposes described in a Conditional Use Permit may not commence until a certificate of occupancy has been issued by the City Building Official. No certificate of occupancy shall be issued until all conditions regarding the construction or installation on the property of improvements or structures of any nature and/or landscaping have been satisfied.

(k) **Application for Extension of Deadlines:** A person to whom a Conditional Use Permit is issued may request an extension of time to commence the use for which the permit was issued by submitting a written request to the Planning Division not later than 15 days prior to the date the period for commencement of actual use ends. The City Council, on a showing of good cause by the applicant, may grant an extension for such time as it deems reasonable and in the best interest of the public.

(l) **Reapplication After Denial:** No application for a Conditional Use Permit for property which includes all or part of the same property which was described in a previously denied application for a Conditional Use Permit may be accepted by the Planning Division earlier than one year after the date of final action by the City Council on the prior application unless:
(1) the Commission determines the use for which the new application is made is not the same or similar use to that proposed in the previously denied application; or

(2) the Commission determines that conditions relating to the property adjacent to the property which was the subject of the previously denied application have substantially changed, in which case the application may still not be accepted earlier than six months from the date of the final action of the City Council on the prior application.
ART. 11-1-14 SPECIFIC USE DISTRICTS

(a) **When Required:** The creation of a Specific Use District shall be required prior to the development of any property within the City which is to be used for the following purposes:

1. Businesses primarily engaged in the housing, stabling, or keeping of livestock where the intent is to sell the livestock or livestock product, such as the following:
   (i) Feed lots (SIC #021)
   (ii) Dairy farms (SIC #024)
   (iii) Poultry hatcheries (SIC #025)
   (iv) Horse farms, farms for raising fur bearing animals, breeding kennels, and other similar establishments not otherwise classified above (SIC #027)

2. Businesses primarily engaged in the slaughter, eviscerating, and dressing or processing of livestock, livestock products, or wild animals such as the following:
   (i) Meat packing plants (SIC#2011)
   (ii) Poultry dressing plants (SIC#2016)
   (iii) Taxidermy businesses that conduct on-site evisceration and processing of animal carcasses

3. Businesses primarily engaged in milling or preserving of lumber, pulp, and paper, such as the following:
   (i) Lumber products, mills, and processing (SIC #’s 241, 242, 249)
   (ii) Pulp and paper mills (SIC #’s 261, 262, 263, 266)

4. Businesses primarily engaged in grain milling operations, such as the following: flour or meal from grain and corn milling (SIC #’s 2041, 2044, 2046)

5. Businesses engaged in the manufacture of pet foods, such as the following:
   (i) Dog, cat food (SIC #2047)
   (ii) Prepared feeds and ingredients (SIC #2048)

6. Businesses primarily engaged in manufacturing and rendering of vegetable and grease, tallow, lard, etc., as listed in SIC #’s 2074, 2075, 2076, and 2077.
Except where the manufacturing process for the basic chemicals is complete, and the business is engaged in only mixing or forming the basic materials into a product for sale; businesses primarily engaged in producing basic chemicals and the manufacture of products by predominantly chemical processes, such as the following:

(i) Manufacture of basic industrial inorganic chemicals (SIC # 281)

(ii) Manufacture of plastics, resins, rubber, etc. (SIC #282)

(iii) Manufacture, processing, etc., of medicinal chemicals, excluding pharmaceutical drugs (SIC #’s 2831, 2833, excluding SIC #2834)

(iv) Manufacture of soap and detergents, cleaners, perfumes, etc. (SIC #284)

(v) Manufacture of paints, varnishes, etc., including all of SIC 285, paints, varnishes, lacquers, enamels, and allied products.

Except businesses engaged in mixing fertilizers from purchased fertilizer materials, or other situations where the manufacturing process for the basic chemicals are complete, and the business is engaged in mixing or forming those basic materials into products for sale, businesses primarily engaged in manufacturing industrial organic chemicals, including all of SIC #’s 286, 287, and 289, including gum and wood chemicals, coal tar distillates, organic solvents, anhydrous ammonia, insect and rodent poisons, pesticides, explosives, glue, ink, battery acid, etc.

Businesses engaged in petroleum refining, manufacturing, paving, and roofing materials, and compounding lubricating oils and greases, including all of SIC major group #29, including petroleum refining, the manufacture of asphalt and tar, oils and greases, and briquettes, etc.

Businesses primarily engaged in leather tanning and finishing, including all of SIC #3111.

Businesses primarily engaged in manufacturing flat glass as included in SIC #’s 321 and 322, but not including businesses engaged in manufacturing or shaping glass products from purchased glass;

Businesses primarily engaged in the manufacture of hydraulic cement, ready mix concrete, lime, asbestos, and the crushing, grinding, pulverizing, or otherwise preparing clay, ceramic, and refractory minerals, such as included in SIC #’s 324, 3273, 3274, 3292, and 3295.

Businesses primarily engaged in the smelting and refining of ferrous and nonferrous metals from ore, pig, or scrap, and other businesses defined in SIC major group #33.
(14) Businesses primarily engaged in the manufacture of weapons’ ammunition, including those described in SIC #’s 3482 and 3483.

(15) Businesses primarily engaged in the manufacture, processing, blending, mixing, refining, storage, or distribution of hazardous materials, not otherwise listed above, but not including:

(i) businesses engaged in the retail sale of certain hazardous materials which are packaged for sale at normal retail stored;

(ii) the incidental storage of cleaning materials;

(iii) the underground storage of bulk fuel;

(iv) the above-ground storage of bulk fuel in quantities of 550 gallons or less.

(16) Businesses engaged in mining activities, such as for oil and gas, sand and gravel, and other ores, coal, clays, etc. as included in SIC major group #’s 10, 11, 12, 13, and 14.

(17) Business defined in part or in its entirety by the Code of Ordinances as a junkyard, automobile graveyard, or open air market.

(b) **Custom Manufacturing Businesses Exempted:** Any use described in Section (a.), above, which can be defined as a custom manufacturing business shall be deemed not to be within the regulations of this Article, but are otherwise permitted or conditional uses as set forth elsewhere in this Chapter.

(c) **Procedures for Establishing a Specific Use District:** The following procedures shall govern the application, consideration, content, and creation of a Specific Use District:

(1) **Application:** An owner and/or developer who desires to use property located in the City in a manner which requires the creation of a Specific Use District must file an application with the Planning Division for a zone change on forms approved by the Planning Division, which application must contain at least the following information:

(i) the name, address, and business phone number of the applicant;

(ii) if different than the applicant, the name, address, and business phone number of the record owner of the property according to the Deed Records of Kerr County, Texas;

(iii) if the applicant and/or owner are not individuals, the name, address, and business phone number of the person or people authorized to act on behalf of the applicant and/or owner in all matters relating to the application;
(iv) the full legal description of the property for which the application is made and, if available, the street address of the property. If the property is platted, the description need only include the complete lot and block description. If the property is not platted, a metes and bounds description certified by a registered public surveyor is required;

(v) if the applicant is not the owner of the property described in the application, a sworn statement from the owner or legal representative of the owner of the property that the applicant has been authorized by the owner to make the application for the zone change;

(vi) a detailed description of the proposed use(s) of the property;

(vii) the availability and location of off-street parking;

(viii) the projected amount of additional traffic generated in and around the property, the types of vehicles which are anticipated will visit the property, the likely changes in traffic patterns of the area around the property resulting from the proposed use, and the possible impact such changes in traffic will have on properties within 500 feet of the subject property;

(ix) the proposed number of occupants, employees, and/or users of the property and the proposed hours of occupancy or use, including peak use periods with estimated census during such peak periods;

(x) if the use proposed will require deliveries of goods to the property, provide the proposed location of loading/unloading areas;

(xi) a statement as to whether or not the proposed use requires any type of state or federal license or permit to operate, the type of license or permit which is required, and the issuing agency of such license or permit, including, but not limited to, any license required for the production, storage, use, or disposal of hazardous materials or hazardous wastes;

(xii) the distance of the property from the Guadalupe River, any of its tributaries, and/or any channel that drains to the Guadalupe River;

(xiii) the number and location of properties within one-half mile of the applicant's property that have the same or similar use(s) as that proposed by the applicant;

(xiv) the use of the properties within five hundred feet (500') of the perimeter of the property described in the application;
(xv) one or more site plans, building elevations, improvement plans, and other such drawings or pictures, graphically prepared in a manner that reasonably illustrates the following:

a the location and dimensions of existing boundary lines, easements, and required yards and setbacks;

b the location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site, indicating distances from property lines and between buildings;

c the approximate location of existing buildings on the properties adjacent to the proposed Specific Use District;

d the location of existing and proposed site improvements including parking and loading areas, on-site pedestrian and vehicular access and circulation, landscaped areas, utility or service areas, fencing and screening, signs and lighting;

e the location of existing and proposed watercourses and drainage features;

f for property with an average slope greater than 15 percent, a plan showing proposed grading, drainage and erosion control measures, or plans that are necessary according to other city ordinances regulating storm runoff control;

g the relationship of the property and the proposed use to surrounding uses, including pedestrian and vehicular access and circulation between the property and adjacent properties, and any proposed off-site improvements to be made;

(xvi) The non-refundable application fee established by the City Council by resolution for zone change applications.

(2) **Complete Application Required:** No application for creation of a Specific Use District shall be deemed to be complete until all information and items set forth in Subsection (1), above, have been delivered to the Planning Division and the required application fee paid.

(3) **Preliminary Conference:** Prior to submitting an application for creation of a Specific Use District, an applicant or the applicant’s authorized representative must meet with the Director of Planning or designated Planning Division staff to receive information regarding application procedures and requirements.

(4) **Report of the Planning Division:** Upon receipt of a completed application for creation of a Specific Use District, the Planning Division will review and
prepare a report and recommendation regarding the application which shall be forwarded to the Commission for consideration, which report shall contain:

(i) a review of the application;

(ii) a summary of any public comment received;

(iii) proposed conditions and development regulations to be applied if the Specific Use District is to be granted;

(iv) and the recommendation of the Planning Director regarding the application, or, if the Planning Director has no recommendation, a statement to that effect.

(5) **Public Hearing before the Commission:** After notice has been published in the same manner as required of a zoning amendment, but in no case earlier than fifteen (15) days after receipt of the completed application, the Commission shall hold a public hearing on the application for creation of a Specific Use District. At the public hearing, the Commission shall review the application and receive from the applicant, Planning Division staff, and others who have an interest in the matter, facts and opinions concerning the proposed use and the proposed conditions and development regulations to which such district would be subject.

(6) **Recommendation of the Commission:** After the close of the public hearing described in Subsection (5), above, the Commission shall forward to the City Council a recommendation regarding the adoption of an ordinance creating a Specific Use District subject to the conditions recommended by staff with or without addition or modification. In the event the Commission determines that the application as presented is acceptable, but only if amended, the Commission may recommend to the City Council approval of an ordinance creating the Specific Use District subject to the incorporation of the changes recommended by the Commission.

(7) **Public Hearing before the City Council:** After the action of the Commission and notice has been published in the same manner as required of a zoning amendment, the City Council shall hold a public hearing on the proposed ordinance creating a Specific Use District. At the public hearing, the City Council shall review the application and the recommendation of the Commission and receive from the applicant, Planning Division staff, and others who have an interest in the matter, facts and opinions concerning the proposed district and the proposed development regulations to which such district would be subject.

(8) **Action of the City Council:** After the close of the public hearing described in Subsection (7), above, the City Council shall consider the adoption of an
ordinance creating the requested Specific Use District subject to
development regulations and conditions establishing requirements and
standards of operation, location, arrangement, occupancy limits, and
construction for the use for which the district is created. In the ordinance
creating a Specific Use District, the City Council may impose such
development standards and safeguards as the conditions and location
indicate important to the health, safety, welfare and protection of adjacent
property and its occupants from excessive noise, vibration, dust, dirt,
smoke, fumes, gas, odor, traffic, explosion, glare, surface water drainage,
offensive view or other undesirable or hazardous conditions and the
preservation of existing trees, natural terrain features, and navigable
streams and their tributaries. Furthermore, the City Council may restrict the
permitted uses in the district to only those that are described in the
application or may allow other permitted uses that would otherwise have
been permitted in the district had the ordinance not been approved. The
development regulations set forth in the ordinance creating the Specific Use
District may include, but not be limited to:

(i) building appearance and location standards;
(ii) requirements for special yards, open spaces, buffers, fences, walls and
screening;
(iii) requirements for installation and maintenance of landscaping and
erosion control measures;
(iv) requirements for street improvements and dedications regulating
vehicular ingress and egress, and traffic circulation;
(v) sign regulations more restrictive than those previously adopted;
(vi) regulation of hours or other characteristics of operation;
(vii) establishment of development schedules or time limits for completing
the requirements set forth in the ordinance;
(viii) time limits after which the ordinance may be reviewed and/or
terminated;
(ix) prohibit uses that would otherwise be permitted in the zoning district in
which the property is located;
(x) such other conditions as the City Council may deem necessary to
ensure compatibility with surrounding uses and to preserve the public
health, safety and welfare.

(d) **Effect of Adoption of Specific Use District Ordinance:** The adoption of an
ordinance creating a Specific Use District does not repeal the existing zoning
regulations governing the property prior to the adoption of the Specific Use District ordinance; provided, however, to the extent of conflict between the two ordinances, the regulations set forth in the Specific Use District ordinance shall control.

(e) **Repeal for Non-Use of Specific Use District Purpose**: Upon a finding by the City Manager that property located within a Specific Use District has not been used for a period of two years for the purpose(s) set forth in the ordinance creating the Specific Use District and which are described in Section (a.), above, for reasons other than non-use resulting from fire, windstorm, flood, or other casualty, the Planning Director shall forward a notice to the owner of the property with a demand to show cause why the ordinance creating the Specific Use District should not be repealed. If no response is received from the property owner, or if upon receipt of the owner’s response the Planning Director determines that the Specific Use District ordinance should be repealed, the Planning Director shall forward such recommendation to the Commission for its consideration. The repeal of the ordinance shall proceed in the same manner as described in Section (d.), above.

(f) **Zoning Regulations Upon Repeal of Specific Use District Ordinance**: The repeal of an ordinance creating a Specific Use District must specify the zoning district regulations which shall govern the property upon enactment.

(g) **Use Not Non-Conforming Use**: A use which is permitted on property solely as the result of passage of an ordinance creating a Specific Use District does not become a non-conforming use upon repeal of that ordinance and must cease immediately upon the effective date of the repeal of the ordinance.

(h) **Certificate of Occupancy**: An owner must obtain a certificate of occupancy prior to using property for the purposes set forth in a Specific Use District ordinance. Unless otherwise set forth in the Specific Use District ordinance, no certificate of occupancy shall be granted until all items and/or structures required to be constructed, including, but not limited to, all buffering elements and traffic control devices required by the ordinance, have been completed and accepted by the City.
ART. 11-1-15 PLANNED DEVELOPMENT DISTRICTS AND DEVELOPMENT SITE PLANS
(Ord. #2010-09, 06/22/2010)

I. Planned Development Districts.

A. **Definition and Purpose:** The Planned Development District (PDD) is a separate, stand-alone district designed to provide for the development of land for single or mixed uses in accordance with a plan that varies from the established regulations of the underlying zoning district. It is the intent of a PDD to insure compliance with good zoning practices while allowing specific desirable departures from the strict provisions of current zoning classifications.

B. **Minimum Development Size:** The minimum size for any PDD shall not be less than two (2) acres for nonresidential developments and five (5) acres for residential developments.

C. **Application:** An application for a PDD shall be processed in accordance with this article. Prior to submitting an application for the creation of a PDD, the applicant or the applicant’s representative shall meet with the City Planner or designated staff to receive information regarding application procedures and requirements. The City shall not deem an application administratively complete until a pre-application conference has occurred. No application for creation of a PDD shall be deemed complete until all required information has been delivered to the Planning Division and the required application fee is paid. All information required by the City and the amount of the appropriate fee shall be specified on the City’s application form. A PDD application shall be scheduled for consideration by the Planning and Zoning Commission within forty-five (45) days of the City deeming the application administratively complete.

D. **Concept Plan:** An application for a PDD shall include a concept plan showing a preliminary layout of proposed uses, access, buildings, parking, open space, and the relationship to existing natural features, adjacent properties, and uses. The concept plan shall be construed as an illustration of the development concepts and not an exact representation of all specific details. An application for a PDD shall include a concept plan to be considered administratively complete.

E. **Requirements of Concept Plan:** A concept plan shall provide the following minimum requirements:

1) vicinity map, north arrow date, site address (if known), and scale (not less than one inch for each one hundred feet (1” – 100’));

2) total acreage within the proposed PDD;
3) the entire site indicating property lines, and project phase lines, if any; public and private rights-of-way and easements on the site or abutting or intersecting the site; adjacent properties with zoning and existing uses identified;

4) proposed general land uses and the acreage of each use including open space; for residential developments, the total number of units and the number of units per acre;

5) existing and proposed structures showing approximate outline of perimeter walls including distances to property lines and other structures; front, side, and rear building setback lines; proposed category of use(s) of structures, number of stories in height and feet, gross floor area, and location of entrances and exits;

6) proposed development standards, if different from the base zoning district for each proposed land use;

7) the proposed parking standard for each use;

8) topographic contours of ten feet (10’) or less of the proposed site;

9) the existing 100-year floodplain, floodway and any major drainage way(s); and

10) existing and proposed utilities to include water, wastewater, gas, electric, telecommunications, and fire hydrant locations.

F. **Phasing Schedule**: A PDD proposing phasing shall provide a phasing schedule for the development depicting the different construction timelines.

G. **Review Process**: Upon receipt of an administratively complete application as determined by the City for the creation of a PDD, the Planning Division shall schedule the appropriate review and meeting as follows:

1) **Development Review Committee (DRC)**: The Development Review Committee (DRC) shall review each PDD and make a recommendation. Where appropriate, as determined by the City Planner, the DRC may request that the applicant or the applicant’s representative attend the DRC meeting. Following the DRC’s review, the City Planner shall prepare a report for the Planning and Zoning Commission related to the request and provide a recommendation for action based upon the review by the DRC.

2) **Planning and Zoning Commission (Commission)**: After the City publishes notice of the request in the same manner as required of a zoning amendment, but in no case earlier than fifteen (15) days after receipt of the administratively complete application, the Planning and
Zoning Commission (Commission) shall hold a public hearing on the application for creation of a PDD. At the public hearing, the Commission shall review the application and receive comments from the applicant, City staff, and others. After the close of the public hearing, the Commission shall adopt and shall forward a recommendation to the City Council regarding adoption of an ordinance creating a PDD subject to the conditions recommended by staff with or without addition or modification. In the event that the Commission determines that the application as presented is acceptable, but only if amended, the commission may recommend to the City Council approval of an ordinance creating the PDD subject to incorporation of the changes recommended by the Commission.

3) **City Council (Council):** Within 30 days after the action of the Commission, the City Council shall hold a public hearing on the proposed ordinance creating a PDD. At the public hearing, the Council shall review the application and the recommendation of the Commission and receive comments from the applicant, Planning Division, and others who have an interest in the matter, facts and opinions concerning the proposed district and the proposed development regulations to which such district would be subject. The Council may, after closing the public hearing, approve by ordinance the creation of a PDD based upon a concept plan. The approved plan shall be made part of the ordinance establishing the PDD. Should Council approve the ordinance following two readings, the PDD shall be indicated on the zoning map of the City.

H. **Zoning Map Reference:** A PDD approved in accordance with the provisions of this article shall be referenced on the Official Zoning Map of the City of Kerrville, The City Planner shall maintain a list of approved PDD’s, together with the category of uses permitted within them, and the concept plan.

I. **Amendment to a Planned Development District:** Any changes in the ordinance adopting a PDD or the concept plan for a PDD shall be in accordance with the same process used to establish the original PDD.

J. **Reapplication:** If an application for the creation of a PDD is denied by the City Council, another application for reclassification of the same property or any portion thereof shall not be filed within a period of one (1) year from the date of final denial, except with permission of the City Council.

II. **Development Site Plans.**

A. **Definition and Purpose:** The City requires the approval of a Development Site Plan prior to any site development and the issuance of a building permit.
for non-single family residential developments of 0.5 (1/2) acre or larger. The City requires the approval of a Development Site Plan prior to any site development and the issuance of a building permit for all non-single family residential developments as defined by the Zoning Code. The development Site Plan shall comply with all provisions of the zoning district in which the property is located, to include a PDD where applicable, relating to permitted uses and development requirements and standards.

B. **Application:** An application for a Development Site Plan shall be processed in accordance with this article. Prior to submitting an application for a development site plan, the applicant or the applicant’s representative shall meet with the City Planner to receive information regarding application procedures and requirements. The City shall not consider an application to be administratively complete until such a meeting is held. The City shall not consider an application for a Development Site Plan to be administratively complete until all required information is delivered to the City and the application fee paid. All information required by the City and the amount of the appropriate fee shall be specified on the City’s application form.

C. **Development Site Plan:** Approval of a Development Site Plan shall be required prior to the issuance of building permits for any non-single family development of 0.5 (1/2) acres or larger. Review of the Development Site Plan shall confirm compliance with the conditions and stipulations of the zoning district in which it is located. A Development Site Plan shall provide the following minimum information:

1) vicinity map north arrow, date, site address, and scale (not less than one inch for each one hundred feet (1” – 100’));

2) project name and address in the title block;

3) plat name with lot and block if applicable;

4) site, indicating boundaries (with bearings and distances) and project phase lines, if any;

5) location and width of existing and/or proposed public and/or private rights-of-way and easements on, abutting or intersecting the site;

6) adjacent properties with zoning and existing uses identified;

7) existing and proposed structures showing approximate outline and dimensions of perimeter walls, including distances to property lines and other structures;

8) front side, and rear building setback lines;

9) provide building construction type, per the building code, if known;
10) proposed category of use and/or uses of each structure;

11) number of stories in height and feet for each structure;

12) gross floor area for each structure;

13) approximate location of entrances and exists for each structure;

14) location, width and curve radii of existing and proposed streets, alleys, parking areas, fire lanes, and drive approaches. Fire lanes shall be shaded on the site plan with clearly indicated width and radii;

15) dead-end fire lanes in excess of 150 feet shall be provided with an approved turn-around;

16) for fire lanes, highlight areas that exceed 5% grade and/or have a vertical height clearance less than thirteen and one-half feet (13.5’);

17) proposed location of the Fire Department Connection (FDC), if known;

18) location of all streets, drives, and alleys which are adjacent to or dead end into the site, including the location of existing and proposed median openings and turn lanes;

19) “No Objection” letter from the Texas Department of Transportation (TxDOT) for proposed drive approaches and/or drainage structures accessing TxDOT right-of-way, if applicable;

20) number, location, and dimensions of regular and handicapped parking spaces, width of drive aisles, loading areas, and other areas to be used for vehicular traffic;

21) location and width of sidewalks, handicapped ramps, and other pedestrian facilities;

22) existing and proposed topography reflecting proposed handling of on-site surface drainage;

23) limits of the 100-year floodplain and floodway as shown on current FEMA maps, including an approximate location and acreage;

24) proposed improvements and method of maintenance for any drainage channels and storm water detention facilities;

25) existing and proposed sanitary sewer layout, showing point of connection to municipal lines, including existing and proposed line sizes;
26) existing and proposed water service layout including existing and proposed fire hydrants and showing connection to municipal lines, including existing and proposed line sizes;

27) proposed location(s) of solid waste container pads and enclosures;

28) location, height, and building materials for any proposed or required screening walls or fences;

29) location, height, and type of proposed or required berm or living screen; and

30) a table showing type of units by size, number of bedrooms, and number of each type, for multi-family projects only.

D. **Review Process:** The Development Review Committee (DRC) shall review and make recommendations on all development site plans. The DRC shall have authority to approve, conditionally approve, or disapprove nonresidential development site plans, provided that the development site plan does not require consideration and approval of varied or different requirements and standards than those required by the zoning district in which the project is located. Should the DRC disapprove of a development site plan, the DRC shall provide a detailed list of issues that must be addressed upon resubmittal. Should the DRC give conditional approval of a development site plan, the DRC shall provide a detailed list of conditions that must be met at the time of submission of the civil and/or building plans. An applicant may appeal the determination of the DRC to the Planning and Zoning Commission pursuant to the appeal procedure described below.

E. **Appeal:** A decision of the Development Review Committee may be appealed to the Planning and Zoning Commission (Commission) by the applicant within ten (10) days after the date of decision by the DRC. The appeal shall be written and shall identify the specific reason(s) for and basis of the appeal. The appeal shall be delivered to the Planning Division within ten (10) days of the receipt of the decision by the DRC. The Commission shall hear the appeal of the applicant at a regular meeting. Upon review, the Commission may uphold the issues to be addressed upon resubmittal, uphold the conditions of the conditional approval, or alter any requirement or condition that concerns an issue addressed by this ordinance and the issue of zoning. The Commission may not consider, alter, or lessen any requirements or conditions that are beyond the scope of its authority, to include application of the City’s various building codes, or where another appeal procedure is applicable.
F. **Administrative Action:** Upon approval of a development site plan by the Development Review Committee, as set forth herein, and approval of the preliminary plat (if required), application(s) may be made for the permits and certificates necessary for construction. Subsequent to such approval, minor changes to the development site plan may be made authorized by the Director of Development Services when such changes will not cause any of the following circumstances to occur:

1) a change in the character of the development;

2) an increase in the ratio of the gross floor area in structures to the area of any lot;

3) an increase in the intensity of use;

4) a reduction in the originally approved separations between buildings or required screening;

5) an increase in the problems of circulation, safety, and utilities;

6) a reduction in the originally approved setbacks from property lines;

7) an increase in ground coverage by structures;

8) reduction in the ratio of off-street parking and loading spaces to the gross floor area in structures; and

9) change in the locations, lighting, or orientation or originally approved signs.

G. **Expiration:** Approval of any development site plan shall automatically expire three (3) years from the date of approval unless a building permit has been issued and development activity on the tract has begun. When only an initial or partial phase of a project is constructed, the approval of the development site plan for any additional phases shall automatically expire after three (3) years from the date of initial approval unless a building permit has been issued for the additional phases and development activity on the additional phases has begun. Extension of the approval period may be requested at any time prior to expiration or within 60 days after expiration. On or before 180 days from the scheduled expiration of the development site plan, the City Planner will notify the applicant/owner that the development site plan will expire unless a request for an extension is submitted for review and approval by the Development Review Committee. When it is determined that no significant changes affecting the site have occurred, the City Planner may, after recommendation by the DRC, extend the approval.
ART. 11-1-16 NON-CONFORMING USES

(a) **Continuation of Existing Uses:** Except as otherwise set forth in the Code of Ordinances, the lawful use of a building, structure, or land on June 16, 1997, may be continued, although such use does not conform with the provisions of the Zoning Code for the zoning district in which the property is located. Such uses shall be considered valid non-conforming uses. No enlargement of a non-conforming use is permitted except as required by Section (h.), below, or by law which preempts this Zoning Code.

(b) **Enlargement of Non-Conforming Use:** For purposes of this Article, the enlargement of a non-conforming use shall be deemed to have occurred when:

1. the building area of the building in which the non-conforming use is occurring is increased;

2. if applicable, seating capacity of a building or on property where the use is occurring is increased;

3. the parking or loading areas located on the property where the use is occurring is increased;

4. the storage area or products stored on the premise is increased beyond the storage capacity existing at the time the use became non-conforming;

5. new structures which are used in furtherance of the non-conforming use are constructed or located in the property; or

6. the non-conforming use expands beyond the area on the tract of land in which the use has historically been conducted.

(c) **Repair and Maintenance of Buildings or Equipment:** The repair or maintenance of a building or facility necessary to keep the building or facility in sound condition and which does not result in an increase in the building, parking, storage, or facility area or capacity existing at the time the use of the building or facility became non-conforming shall not constitute an enlargement of the non-conforming use.

(d) **Redesign or Renovation of Buildings or Equipment:** The following redesign or renovation of buildings and/or equipment shall not constitute an enlargement of a non-conforming use:

1. improvements to a building that result in a redesign or renovation of an older facility design, but only if:

   (i) the work is commenced not later than six months after cessation of the non-conforming use if such cessation is necessary to perform the renovation project; and
(ii) the work is completed and the non-conforming use is recommenced within two years after the cessation of the non-conforming use; and

(iii) the square footage of the structure which is utilized for the non-conforming use is not increased; and

(iv) the project does not involve the demolition of any part of the exterior portion of the structure;

(2) relocation of parking and/or storage areas on the lot, provided there is no increase in the total area used for parking or storage;

(3) replacement of equipment with newer and/or more efficient equipment related to the preparation or dispensing of products, goods, or services, provided such equipment:

(i) is located on the same property as the equipment being replaced;

(ii) does not require an enlargement of the structure in which the equipment is located; and

(iii) does not require an increase in the square footage of the building or property which must be used to continue the non-conforming use.

(e) **Enlargement of Public Utility Uses**: If the use of property for the purpose of operating businesses which provide water, sanitary sewer, electric, telephone, natural gas, cable television, refuse collection and recycling services for the public becomes a non-conforming use, such non-conforming use may, without obtaining a Conditional Use Permit or a change in zoning, increase by twenty-five percent (25.0%):

(1) the building area as it existed at the time the use became non-conforming;

(2) parking or loading areas as they existed at the time the use became non-conforming; or

(3) line or pumping capacity as it existed at the time the use became non-conforming.

(f) **Discontinuance of a Non-Conforming Use**: Except as permitted by Sections (d.) (g.) and (h.) of this Article, no building, structure, or land may be used for a non-conforming use after the non-conforming use has ceased for a period of six (6) consecutive months, or, in the event cessation of the non-conforming use has occurred as the result of a renovation or reconstruction of a building permitted by this Article, the non-conforming use has not recommenced within two years after cessation. Except when cessation results from a renovation or reconstruction of a building, it shall be a rebuttal presumption that cessation of a non-conforming use has occurred if for a period of six (6) consecutive months:
(1) actual use of the property or building for the non-conforming use has not occurred, regardless of whether or not other permitted or non-conforming uses are continuing during the same period; or

(2) there has been no consumption of water and sewer services indicated by the water meter for the property; or

(3) there has been no consumption of electrical service on the property.

(g) **Replacing Damaged Buildings:** A non-conforming use may recommence after the repair or reconstruction of any building which is damaged or destroyed by fire, flood, explosion, earthquake, war, riot, or other calamity, but only if:

(1) such reconstruction is initiated within six months of the date the damage or destruction of the building occurred or by such later date as may be established by the Commission after a finding that the owner has made a good faith effort to commence reconstruction of the building(s) within the six months but has been delayed by factors not under the owner’s control, including, but not limited to, the settlement of insurance claims or obtaining necessary financing; and

(2) the area of the reconstructed building(s) used for the non-conforming use does not exceed the area or capacity used prior to the date of said damage or destruction.

(h) **Non-Conforming Use as Conditional Use:** A person may apply for a Conditional Use Permit pursuant to Article 11-1-13 if the person desires to:

(1) enlarge a non-conforming use beyond that which is permitted by this Zoning Code;

(2) demolish all or part of a building used for a non-conforming use with the intent of rebuilding the building and recommencing the non-conforming use, provided such rebuilding:

(i) is commenced not later than six months after the demolition occurred; and

(ii) is completed not later than two years after the demolition occurred;

(3) recommence a non-conforming use on property where the building has been substantially damaged or destroyed and repair or replacement of said building will not commence within the period set forth in Subsection (g.), above

(i) **Non-Conforming Use Combined With Permitted Uses:** Property used for a non-conforming use may also be used for any other use permitted in the zoning district where the property is located. The area of a building in which a non-
conforming use is occurring may be increased to include space to be used for permitted uses; however:

(1) the area of the building which is used for the non-conforming use may not exceed the area used for the non-conforming use prior to the date of addition to the original building; and

(2) the total parking area may not be increased above the maximum allowed for the permitted use as if the non-conforming use did not exist.

(j) Previously Granted Conditional Use Permits: The use of property pursuant to a conditional use permit issued prior to June 16, 1997, shall be governed as follows:

(1) **Conditional Use Becoming a Permitted Use**: If the use for which the conditional use permit was granted becomes a permitted use in the zoning district in which the property is located, then:

   (i) the conditional use permit shall be deemed to have terminated if all regulations set forth in the conditional use permit are the same as those set forth in this Zoning Code for the same use in the same zoning district; or

   (ii) the use shall be deemed to be a non-conforming use to the extent that the use and development regulations set forth in the conditional use permit are less restrictive than the use and development regulations for the same permitted use in the same zoning district;

(2) **Conditional Use Remaining a Conditional Use**: If the use for which the conditional use permit was granted requires a conditional use permit in the zoning district in which the property is located, the previously issued conditional use permit shall remain in full force and effect; provided, however, such permit shall be subject to termination as set forth in Article 11-1-13.

(3) **Conditional Use No Longer a Permitted or Conditional Use**: If a use for which a conditional use permit was previously granted becomes neither a permitted use or a use for which a conditional use permit may be granted after adoption of the Zoning Code, such use shall be deemed to be a non-conforming use, and the permit shall be subject to termination:

   (i) in accordance with this Article; and

   (ii) in accordance with Article 11-1-13.
ART. 11-1-17 REGULATIONS REGARDING BUILDING HEIGHT, LOT WIDTH AND AREA, AND SETBACKS

(a) **Land Use Categories**: The land use categories referred to in the following sections of this Article shall be as follows:

1. **Category No. 1**: Detached Single Family Homes
2. **Category No. 2**: Duplex or Zero Lot Line Homes, excluding townhouses
3. **Category No. 3**: Townhouses, Condominiums, Apartments, or Bed & Breakfast
4. **Category No. 4**: Residential Transition District Businesses, Retail Trade Limited, or Personal Services Limited
5. **Category No. 5**: Life Care Developments, Professional Offices, Personal Services I, Custom Manufacturing
6. **Category No. 6**: Business Services I, Business Services II, Elementary Schools, Funeral Services, Institutional and Public Assembly, Personal Services II, Retail Trade I
7. **Category No. 7**: Education - Secondary/College, Manufactured Housing Sales, Restaurants - General and Limited, Retail Trade II, Tourist, Visitor, and Recreation Services
8. **Category No. 8**: Agricultural Services, Building Construction - General and Specialist, Equipment Sales and Repair-Heavy, Fuel Sales, Manufacturing and Industrial-Limited as determined in Appendix “B”, Retail Trade III, Vehicle Repair, Vehicle Sales - New and Used
9. **Category No. 9**: Agriculture - General, Manufacturing and Industry - Heavy as determined in Appendix “B”, Transportation Terminals, Warehouse and Distribution

(b) **General Regulations**: Except as noted in Section (c), below, or where different regulations are set forth in this Zoning Code, in an ordinance creating a Planned Development District or a Specific Use District, or in a resolution adopting a development site plan or conditional use permit, the maximum building height, minimum setbacks, minimum lot width, and minimum lot area for the land use categories set forth in Section (a.), above, shall be as follows:

**SEE FOLLOWING PAGE FOR TABLE**
<table>
<thead>
<tr>
<th>Land use Category</th>
<th>Maximum Building Height (in feet)</th>
<th>Minimum Set Backs (in feet)</th>
<th>Minimum Lot Width (in feet)</th>
<th>Minimum Lot Area per Dwelling Unit (in square feet)</th>
</tr>
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<tbody>
<tr>
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<td>Front</td>
<td>Side</td>
<td>Rear</td>
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<td>25 60</td>
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<td>3 (if one and two family residential uses)</td>
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<td>6</td>
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<td>3 (multi-family use)</td>
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<td>10</td>
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<td>4</td>
<td>N/A</td>
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<td>40 70</td>
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</tbody>
</table>

(Ord. #2010-09, 06/22/2010)
**Special Setback Regulations**: Notwithstanding Section (b.), above, the following regulations shall apply regarding setbacks:

1. **Central Business District**: No setbacks are required in the Central Business District as defined herein. (Ord. #2010-09, 06/22/10)

2. **Corner Lots**: Unless a different setback is specified for the zoning district, the setback for the yard adjacent to the side street on a corner lot shall be a minimum of fifteen feet (15.0’), except that a residential garage shall be setback not less than nineteen feet (19.0’).

3. **Rear of Building Abutting a Street**: The minimum setback of the back of a building which abuts a street shall be the greater of:
   
   (i) the minimum front setback required for buildings on that street front;
   
   (ii) the average setback of buildings along the same side of the block; but in no case greater than twenty-five feet (25.0’).

4. **Back of Building Abutting an Alley**: The setback for the back of a building which abuts an alley may be measured from the centerline of the alley; provided, however, the minimum setback for a garage or carport with an entrance onto an alley shall be:
   
   (i) nineteen feet (19.0’), if the garage or carport is built for only one motor vehicle; or
   
   (ii) six feet (6.0’), if the garage or carport is built for two or more motor vehicles.

5. **Alignment with Adjacent Buildings**: The setback of a building may be decreased to less than the minimum setback as follows:
   
   (i) When more than one-half (½) of the lots in a block have been developed with buildings, the front and/or rear setback of an undeveloped lot, including the setbacks on both street fronts of a corner lot, may be reduced to the equivalent of the average front setback and/or rear setback, respectively, of developed lots on the same side of the same block which are within four hundred feet (400’) of the property on which the reduction is sought; however, in no case shall any front setback be reduced to less than ten feet (10.0’) nor any garage entrance be setback less than nineteen feet (19.0’);
   
   (ii) The side setback of a lot to be developed with a building for non-residential use may be reduced to the same as the side setback of the lot abutting that side of the lot if the lot abutting that side has been developed with a building with a side setback less than the minimum set forth in Section (b.), above; provided, however, the reduction may...
in no case result in a building separation less than that required by the City Building Code and/or Fire Code.

(6) **Approved Landscape Plans:** The setback requirements for a particular property may be modified by the Commission and/or City Council, as appropriate, as an element of an approved landscape plan and/or development site plan which requires the location of buildings in such a manner as to preserve existing trees and/or terrain features.

(7) **Application of Ordinance Not to Make Lot Unbuildable:** If the buildable area of a lot of record is reduced in either width or depth to less than thirty feet (30.0’) after application of Section (b.), above, the side and rear setbacks may be reduced to permit a buildable area of not less than thirty feet (30.0’) in width and/or depth; provided, however, in no case shall the building encroach on any easements or be constructed closer to an existing building that permitted by the Building Code and/or Fire Code.

(8) **Certain Building Protrusions Beyond Setback:**

(i) **Application to Ground Floors:** Cornices, eaves, belt course, sills, canopies, box windows, or other similar architectural features may extend a distance not to exceed two feet (2.0’) beyond any setback.

(ii) **Application to Upper Floors:** The upper floors of a multi-story building must comply with all setback requirements; provided, however, an uncovered deck, porte cochere, or upper floor balcony which is open on all sides or open with walls not higher than three feet (3.0’) from an adjacent finish floor level, chimneys, or similar architectural features may extend beyond the setback a distance not to exceed one-half (1/2) of the distance between the setback and the property line. (Ord. #2010-09, 06/22/2010)

(9) **Location of Accessory Structures Beyond Setback:** Accessory buildings or structures shall not extend beyond the setback, except as follows:

(i) satellite dishes may extend beyond the side or rear setback, but not the front setback;

(ii) an accessory building or structure located on property zoned as residential, with a floor area not exceeding one hundred fifty (150) square feet and not exceeding fifteen feet (15.0’) in height may extend beyond the side or rear setback, but not closer than three feet (3.0’) to any property line. (Ord. #2013-22)

(iii) an accessory building or structure located on property zoned as residential, with a floor area greater than one hundred fifty (150)
square feet up to a maximum of five hundred twenty-eight (528) square feet and not exceeding fifteen feet (15.0’) in height may extend beyond the rear setback but not closer than six feet (6.0’) to any property line. (Ord. #2013-22)

(iv) an accessory building or structure located on property not zoned as residential and abutting other property not zoned as residential, including garages and carports, may extend beyond the side or rear setback, but no closer than:

a three feet (3.0’) to any property line, if a Type A screening fence is constructed in accordance with City Regulations; or

b six feet (6.0’) to any lot line if no screening fence is constructed;

(v) if the side or rear lot line of a property zoned as residential abuts the property line of a property not zoned as residential, an accessory building or structure located on property zoned as residential, including, but not limited to, a detached carport or garage, may extend beyond the rear setback of the lot line adjacent to the property zoned as commercial property, but not closer than three feet (3.0’) to any property line. (Ord. #2013-22)

(10) **Building Code and Fire Code Not Superseded:** The setback regulations set forth herein shall not be construed as repealing or in any manner amending applicable building or fire code requirements regarding building separation, which may be more restrictive than the requirements set forth in this Article.

(11) **Existing Buildings and Setback Violations:** Buildings constructed prior to the June 16, 1997, that complied with the setback regulations existing prior to June 16, 1997, shall not be deemed to be in violation of this Section; provided, however, the construction of a new building on the site of an existing building or addition to an existing building occurring on or after June 16, 1997, must comply the requirements of this Article.

(12) **Change in Use of Existing Building:** The use of a building constructed prior to June 16, 1997, that complied with the setback regulations existing prior to June 16, 1997, may be changed from a non-conforming use or permitted use to a permitted use without regard to the setback regulations set forth in this Article.

(e) **Special Lot Width Regulations:** Notwithstanding Section (b.), above, the following regulations shall apply with respect to minimum lot widths:

(1) **Cul-de-Sac Lots:** Where lots are irregular in shape, and the front property line is narrow, such as on a cul-de-sac, the minimum lot width shall be
measured along the front setback; provided, however, the length of the front
property line at the street right-of-way shall not be less than twenty-four feet
(24.0’).

(2) **Commercial Center Developments**: A subdivision of property for the
development of a commercial business center may allow for lots with a
width less than required by Section (b.), above, if:

(i) such lots are separated by lots which contain common areas for
parking, ingress and egress, easements, signs, or other common
elements of the development; and

(ii) the width of the common area lot is not less than twenty feet (20.0’).

(f) **Division of Existing Lots**: Unless specifically authorized by the Zoning Code, no
part of a yard, open space, or off-street parking or loading space required by the
Zoning Code for one land use shall be included as a part of a yard, open space,
or off-street parking or loading space for another land use.

(g) **Reduction of Lot Size**: No yard or lot existing as of June 16, 1997, shall be
reduced in dimension or area below the minimum requirements set forth in the
Zoning Code. Yards or lots created on or after June 16, 1997, shall meet at least
the minimum requirements established by this ordinance.
ART. 11-1-18 SPECIAL SCREENING REGULATIONS

(a) **Use Categories:** The use categories referred to in this Article shall be the same as those set forth in Section 11-I-17(a.), above.

(b) **When Screening Required:** The owner or developer of property to be developed with uses in Use Categories 3 through 9, inclusive, shall construct and maintain a screening wall or fence along the border of his property when the property is:

(1) abutting property located in an “R-1”, “R1-A”, “R-3”, “RM”, “RC”, or “RT” zoning district, regardless of whether the abutting property is developed; or

(2) abutting property which is developed with a use in a more restrictive use category, regardless of whether:

   (i) the property being developed and the abutting property are in the same or different zoning districts; or

   (ii) the less restrictive use will occur in a newly constructed building or in an existing building previously used for purposes in a more restrictive use category;

(3) developed with a use in a less restrictive use category than the abutting property and the owner or developer desires to expand such less restrictive use by more than fifty percent of the building or storage area on the property.

(c) **Type of Screening Required:** For purposes of this Article, the following table shall be used in determining whether Type “A” or Type “B” Screening must be constructed when screening is required:

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(d) **Type “A” Screening:** Type “A” Screening shall consist of a fence constructed along the side and/or rear property line of the less restrictive use category in accordance with the following specifications:
(1) a minimum height of six (6) feet;
(2) construction materials to consist of weather resistant wood, masonry or combination thereof;
(3) open spaces in the fence constituting no more than twenty-five percent (25%) of the fence area;
(4) maximum ground clearance of three inches (3.0”); and
(5) shall test plumb and square at all times unless otherwise dictated by the City Building Code.

e) **Type “B” Screening**: Type “B” Screening shall consist of:

(1) a screening fence built to the same specifications as required for Type “A” Screening with a minimum height of eight (8) feet.

f) **Screening When Separated by Street**: Unless otherwise required by the Zoning Code or an ordinance or resolution adopted pursuant to the Zoning Code, no screening element is required when a public street separates property classified as a less restrictive use from property classified as a more restrictive use.

g) **Alternate Screening Permitted**: A developer may make application to the Commission to use alternate screening methods which may include, but not be limited to, use of existing natural terrain and/or landscaping, or installation of new landscaping and terrain features. The Commission may approve, disapprove, or approve with modifications, the proposal presented by the developer. In the event of disapproval, the developer may appeal to the City Council by requesting such appeal in writing not later than five (5) days following the date of the action of the Commission.

h) **Screening Elements Established Elsewhere**: The screening requirements set forth in a resolution or ordinance adopted pursuant to other provisions of this Zoning Code shall control over the requirements of this Article.
ART. 11-I-19 SUPPLEMENTARY DEVELOPMENT REQUIREMENTS

(Ord. #2011-10, 05/10/2011)

The following supplementary development requirements are use-specific development requirements that are in addition to development standards required for specified uses within specified zoning districts. These development requirements were established to assure compatibility with the adjacent zoning district and land uses as well as the public need and the City’s orderly development.

(a) **Gasoline Sales:** Automobile services stations and other gasoline sales uses, except the sale of aviation fuel at an airport, shall comply with the following requirements:

(1) A minimum street frontage of one hundred twenty feet (120.0’) is required;

(2) The primary use of a gasoline sales establishment in any district in which it is permitted shall be the sale of gasoline with incidental sales of sundries. The operation of a convenience store shall be permitted in conjunction with gasoline sales. Vehicle sales and repair shall not be considered an accessory use. Automated car washes, as an accessory use, may be permitted;

(3) No outdoor sales or storage shall be permitted in conjunction with gasoline sales facilities;

(4) Pump islands shall be located a minimum of twenty-five feet (25.0’) from any street right-of-way;

(5) Pump islands shall be located a minimum of one-hundred feet (100.0’) from any residential district;

(6) The location of the refueling area shall be located a minimum of one-hundred feet (100.0’) from any residential district and twenty-five feet (25.0’) from any street right-of-way. In addition, an area shall be provided for the refueling truck outside the required drive aisles, fire lanes, and required parking;

(7) Any canopy placed over the pump island may not extend closer than fifteen feet (15.0’) to any street right-of-way;

(8) Any eight foot (8.0’) solid fence shall be constructed and maintained along any property line adjoining a residential district;

(9) All lighting shall be designed and installed to prevent glare or light from being emitted onto adjacent properties;
(10) Signage shall comply with the City’s Sign Regulations existing at the time of permitting and installation, except canopy signage. Canopy signs shall not exceed 25% of the canopy face and shall be limited to two (2) sides;

(11) All self-service facilities shall provide an emergency shut-off switch to completely eliminate the flow of gasoline from all pumps upon activation in an emergency situation;

(12) This use is prohibited within one-hundred feet (100.0') of the 100-year flood plain. In addition, where such use is within five-hundred feet (500.0') of the 100-year flood plain or within one-thousand feet (1000.0') of the UGRA Lake/City Impoundment Area, such use will require the adoption of a Conditional Use Permit pursuant to this code. These distances are based on the Federal Emergency Management Agency (FEMA) map at the time of development and are to be measured to the property line.

(b) **Miniwarehouses and Self-Storage Units**: miniwarehouses and self-storage units are those facilities designed for self-storage by patrons in individual, compartmentalized, controlled access stalls or lockers, and shall comply with the following requirements;

(1) **Use, Parking, and Access:**

   (i) Miniwarehousing shall be used for storage purposes only and not for any other use, processing, services, or activities. Outdoor storage is prohibited in conjunction with this use;

   (ii) The use may include the storage of recreational vehicles, boats, and automobiles, provided that the storage area is screened from public view and paved. The site plan or concept plan shall show the designed parking and storage areas at the time of project submittal. No parking or storage of recreational vehicles or boats shall be allowed within fifty feet (50.0) of any residential district;

   (iii) One apartment is authorized for use by an on-site manager or security guard.

   (iv) All driveways, parking, loading, and vehicle circulation areas shall be paved in accordance with City specifications.

   (v) One parking space shall be required in the office and apartment area for each 10,000 square feet of floor area in the miniwarehouse development. These spaces are in addition to the required loading areas;

   (vi) A continuous marked fire lane is required throughout the project per City Fire Code;
(vii) In addition to the fire lane required by City Fire Code, a continuous loading area consisting of a minimum eight feet (8.0’) in width, shall be provided for parking and loading along any building face which provides access to the storage units.

(2) **Design Criteria:**

(i) The minimum separation distance between buildings shall be twenty feet (20.0’), provided that additional separation will be necessary where loading areas and fire lanes are required;

(ii) Public access doors to the storage units shall not face the public right-of-way;

(iii) The leasing office and/or manager’s apartment shall not exceed one-story in height;

(iv) Building facades facing public right-of-ways shall not have metal, vinyl, or wood siding, but shall be a minimum eight feet (8.0’) in height and shall include design features to break up long facades;

(v) The maximum height adjacent to a residential district shall be one-story, generally limited to a maximum of fifteen feet (15.0’).

(vi) Lighting shall be installed with no fixtures extending above the rooflines and/or emitting light toward a residential district.

(c) **Day Care Services (Includes Adult):** a property used for day care services is a facility providing care, supervision, and guidance to an unaccompanied person for a period less than twenty-four (24) hours per day. The term includes nursery schools, preschools, day care centers for both children and adults, and similar uses. Facilities used for day care services shall comply with the following requirements:

(1) Compliance with the minimum state requirements for such facilities.

(2) Requires a circular or similar drive, covered at the entrance with loading/unloading space for at least two (2) vehicles. This requirement is not required for multitenant buildings.

(3) No portion of any play or instruction area shall be located within the required front yard setback and/or exterior side yard setback.

(4) An eight foot (8.0’) solid fence shall be constructed and maintained along any property line adjoining a residential district.

(d) **Automotive Repair and Maintenance and Automotive Oil Change and Lubrication Shops:** Properties primarily engaged in providing a wide range of mechanical and electrical repair; maintenance services; diagnostic services;
changing motor oil and lubricating automotive vehicles, such as passenger vehicles and vans shall comply with the following requirements:

1. All maintenance shall be performed entirely within the bays of the maintenance facility.

2. No outdoor storage of vehicle parts or supplies, including tires and petroleum products shall be permitted.

3. Maintenance facilities shall be located a minimum of one-hundred feet (100.0’) from any residential district.

4. Unless placed within the primary structure, incidental equipment, such as air compressors, pumps, or waste material storage, shall be placed within a designated area which is located a minimum of twenty-five feet (25.0’) from any street right-of-way, a minimum of fifty feet (50.0’) from any side or rear property line, and one-hundred feet (100.0’) from any residential district.

5. An eight foot (8.0’) solid fence shall be constructed and maintained along any property line adjoining a residential district.

6. Vehicles waiting for repair shall be located in a secure area on the site; no off-site or on street parking or storage shall be permitted.

7. Signage shall comply with the City’s Sign Regulations existing at the time of permitting and installation.

8. This use is prohibited within one-hundred feet (100.0’) of the 100-year flood plain. In addition, where such use is within five-hundred feet (500.0’) of the 100-year flood plain or within one-thousand feet (1000.0’) of the UGRA Lake/City Impoundment Area, such use will require the adoption of a Conditional Use Permit pursuant to this code. These distances are based on the Federal Emergency Management Agency (FEMA) map at the time of development and are to be measured to the property line.

(e) **Car Washes (Self-Service and Unattended):** A property primarily used for washing, drying, polishing, or vacuuming passenger vehicles, recreational vehicles, or other light duty equipment shall comply with the following requirements, except when operating as an accessory use, such as in conjunction with gasoline sales:

1. Car wash facilities shall be designed with any utilize water recirculation systems.

2. Incidental equipment, such as vacuums and air compressors, shall be located a minimum of twenty-five feet (25.0’) from any street right-of-way, a minimum of fifty feet (50.0’) from any side or rear property line, and one-hundred feet (100.0’) from any residential district.
(3) An eight foot (8.0’) solid fence shall be constructed and maintained along any property line adjoin a residential district.

(4) All lighting, including lighting for wash bays and canopies shall be designed and installed to prevent glare or light from emitting onto adjacent properties.

(5) Signage shall comply with the City’s Sign Regulations existing at the time of permitting and installation, except canopy signage. Canopy signage shall not be greater than 25% of the canopy face and shall be limited to two (2) sides.

(6) This use is prohibited within one-hundred feet (100.0’) of the 100-year flood plain. In addition, where such use is within five-hundred feet (500.0’) of the 100-year flood plain or within one-thousand feet (1000.0’) of the UGRA Lake/City Impoundment Area, such use will require the adoption of a Conditional Use Permit pursuant to this code. These distances are based on the Federal Emergency Management Agency (FEMA) map at the time of development and are to be measured to the property line.

(f) **Adult Group Homes**: a property used for the purpose of an adult group home shall be developed in accordance with the following requirements:

(1) The regulations contained within this section shall be applicable to the use and development of property as a community home, as defined in Chapter 123 of the Texas Human Resources Code, to the extent that the development of a community home is not exempt from the City’s zoning regulations. Where applicable provisions of state or federal law establish more restrictive regulations of community homes than this section, including, spacing and occupancy regulations, the more restrictive state or federal law shall apply.

(2) An adult group home is a dwelling unit for sixteen (16) or fewer people in which food, shelter, and minor medical treatment are provided under the direction and supervision of a physician; or where services which meet some need beyond boarding or lodging are provided to any family member residing with his family in a one-family dwelling. Residents of an adult group home depend on staff to provide various degrees of assistance in everyday living, but are not considered dangerous to themselves or others and require only occasional or temporary services by professional medical or nursing personnel which are provided through individual arrangement with each resident. An adult group home includes any facility which requires a license issued by the Texas Department of Health or its successor agency as a Personal Care Facility but does not include a facility which requires a license as a Special Care facility.
Prior to operating any adult group home, the owner and/or operator shall submit a site plan to the City for review, which indicates that the design, location, and operation of the proposed adult group home will be in compliance with this section and all other applicable provisions of this code. Said site plan shall be considered as follows:

(i) If use of the property as an adult group home does not require the approval of a Conditional Use Permit or an ordinance changing the zoning regulations of the property, the site plan must be approved by the Commission prior to commencement of operation of the home; or

(ii) If the use of the property as an adult group home requires the approval of a Conditional Use Permit or an ordinance changing the zoning regulations of the property, the site plan shall be approved by the City Council in accordance with the applicable procedures related to the adoption of a Conditional Use Permit or ordinance changing the zoning of the property.

An adult group home shall be developed as follows:

(i) All passenger loading and unloading areas and outdoor recreation areas shall be located as to avoid conflict with vehicular traffic.

(ii) Access from public streets and/or sidewalks to the facility must comply with the Texas Accessibility Standards adopted by the Texas Department of Licensing and Regulations pursuant to the Architectural Barriers Act, Tex. Rev. Civ. Stat. Art. 9102, as amended.

(iii) Ingress and egress from the adult group home shall be from a street with a pavement width of thirty feet (30.0’) or greater which is not classified as a dead-end street.

(iv) No adult group home located in an residential zoning district may be located any closer than 1,500 lineal feet from a community home defined in Charter 123 of the Texas Human Resources Code, as amended; personal care facility; assisted living center; or child care center.

(v) Any adult group home authorized to be located in a residential zoning district shall be designed and constructed in such a manner as to look like a residence of similar character and designed to tie in with residential structures located on the adjacent properties and shall include pitched roofs and windows which constitute not less than 40% of the front façade.

Other Uses: The following uses and development requirements were adopted by separate ordinance which regulates such uses:
(1) **Small Wind Energy Systems:** A small wind energy system is a mechanical system, whether connected to an electrical utility grid or not; consisting primarily of a tower or roof-mounted anchoring system, rotor, blades, and a generator that is designed for the purpose of converting and then storing or transferring energy from the wind into useable forms of energy. Small wind energy systems shall be regulated in accordance with Chapter 26 of the City’s Code of Ordinances.

(2) **Sexually Oriented Businesses:** Sexually oriented businesses refers to adult entertainment that includes an adult arcade, adult bookstore or adult video store, adult cabaret, adult motel, adult motion picture theater, adult tanning salon, adult theater, escort agency, nude modeling studio, sexual encounter center, or any other commercial enterprise, the primary business of which is the offering of a service or the selling, renting, or exhibiting of devices or any other items intended to provide sexual stimulation or sexual gratification to the customer. Sexually oriented businesses shall be regulated in accordance with Chapter 30 of the City’s Code of Ordinances.

(3) **Wireless Telecommunication Facilities:** Wireless telecommunication facility (WTF) refers to a structure designed and constructed to support one or more antennas used by commercial wireless tele-communication or broadcasting facilities and including all appurtenant devices attached to it. A tower can be freestanding (solely self-supported by attachment to the ground) or supported (attached directly to the ground and with guy wires), or lattice or monopole construction. This definition includes satellite dishes, microwave-transmitting towers, and WTF’s attached to or supported by buildings. Wireless telecommunication facilities (Cellular Antennas) shall be regulated in accordance with Ordinance No. 2003-35.

(4) **Amateur Radio Antennas:** An amateur radio antenna (ARA) is defined as an antenna used for transmitting and/or receiving by a licensed or unlicensed amateur radio operator and includes the actual tower, support structure, and related equipment. Amateur radio antennas (ARA’s) shall be regulated in accordance with Ordinance No. 2005-11.”

(h) **Community Gardens:** Property used for the purpose of a community garden must comply with the following:

1. May be publically or privately owned;
2. May be placed and maintained on a roof structure provided that it meets all applicable building and fire code requirements;
3. Any lighting must be shielded so that substantially all directly emitted light falls within the property;
The property may not be used for the storage of items, to include vehicles, equipment, or materials, which are not directly associated with the operation of the community garden;

Compost or and other organic material must not be visible from an adjacent property, to include being shielded by shrubbery, an enclosure, or fence;

Must be routinely managed to control for and prevent the harborage of rodents and other pests;

Must be routinely managed to control for and prevent odors;

Must be designed, maintained, and operated to prevent water from irrigation, fertilizer, and other substances from traveling onto adjacent property;

Trash receptacles must be provided and which must be screened on at least 3 sides so as to prevent public view;

An accessory structure, to include a greenhouse, shed, farm stand, or a similar structure:

(i) may be placed and used on the property without the presence of a primary structure;

(ii) must comply with the setbacks that would be applicable to an accessory structure for the zoning district;

(iii) may only be used for the storage of equipment and materials directly required for the operation of the community garden; and

(iv) must be removed from the property upon the cessation of the community garden unless its use is allowed pursuant to another provision within the City’s Zoning Code.

(i) **Home Occupation**: The purpose of this section is to ensure protection and the continuance of residential character within the City’s Residential Districts by permitting only low-intensity home occupations that are clearly incidental and secondary to the primary residential use of the property, create little exterior indication of such activities, and which do not create a nuisance or otherwise adversely impact the health, safety, welfare of the neighborhood.

**General Provisions.**

(a) These regulations found within this subsection apply within a residential zoning district, as listed in Article 11-I-10, “Residential Zoning Districts” of this Zoning Code.

(b) **These regulations do not apply to:**

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i. A boarding home facility, as that term is defined within Chapter 30, Article I of the Code of Ordinances; or

ii. Cottage food production that meets the qualifications imposed under Texas Local Government Code and the City of Kerrville building and operations regulations.

(2) **Standards of Operation.** A home occupation shall comply with the following:

(a) Only one employee other than the occupants of the residence may be present on the premises at any one time. A person who receives a wage, salary, or percentage of profits directly related to the home occupation is considered an employee. This definition does not include the coordination or supervision of an employee(s) who does not regularly visit the residence for purposes related to the business.

(b) The outdoor storage of materials, goods, supplies, or equipment relating to the home occupation is prohibited.

(c) Any alteration to the exterior of a dwelling, which changes its residential appearance or character, is prohibited.

(d) The installation, storage, or use of any equipment or machinery not normally found as part of a household or general office is prohibited.

(e) The outdoor display of merchandise for sale is prohibited.

(f) The creation of any offensive noise, odor, vibration, glare, smoke, fumes, or electrical interference, which is detectable outside the structure and not normally found within a residential area, is prohibited.

(g) The storage or use of toxic, explosive, flammable, combustible, corrosive, radioactive, or other hazardous materials not normally found within a residential area is prohibited.

(h) Sales to customers who visit the residence may occur but not more than four (4) times per calendar years.

(i) Deliveries related to the home occupation by a vehicle of more than two (2) axles is prohibited.

(j) A home occupation may not increase the traffic volume on the street on which the business is located above what is normally found within a residential area.

(k) A home occupation may not use more than one (1) non-illuminated, on-site sign, which must either be: (1) flush-mounted to the primary residential structure and not exceed one square foot in size; or, (2)
freestanding and placed in the front yard but no closer than 20 feet to
any property line and not exceed six (6) square feet in size and three
(3) feet in height. Any such sign may indicate only the name of the
occupant and the home occupation and shall comply with the City’s
Sign Code.

(3) **Uses prohibited as a home occupation.** The following uses are
prohibited as a home occupation:

(a) Vehicle repair and service of any type, to include boats, recrea-
tional vehicles, and internal combustion engines.

(b) Uses involving the breeding, boarding, or kenneling of animals.

(c) Repair services for large appliances or equipment.

(d) Uses involving manufacturing and/or assembling.

(e) Uses involving the sale of fire arms, ammunition, or explosives.

(f) Medical offices and/or clinics.

(g) Barber and/or beauty shops including nail salons.

(4) **Administration.** The City Manager or designee (“City) shall make all
determinations as to whether any aspect of a proposed home occupation
complies with the requirements of this subsection. If the City determines
that a proposed or existing home occupation does not comply with this
subsection, a person engaged in the home occupation may submit an
application for a conditional use permit in accordance with the Zoning Code,
to include the payment of fees.

(5) **Existing home occupation.** A home occupation legally in existence as of
the effective date of this subsection but that does not fully comply with this
subsection is deemed a legal nonconforming use and may continue in
accordance with Article 11-I-16 (Non-Conforming Uses) of the Zoning Code.
However, this exception does not include the following uses: vehicle repair
and service of any type; repair services for large appliances and equipment;
and uses involving the sale/repair of firearms, ammunition, and/or
explosives. The burden of proof of such a legal non-conforming status for a
home occupation is on the occupant.
ART. 11-I-20 OFF-STREET PARKING AND LOADING REQUIREMENTS

(Ord. #2011-11, 05/10/2011)

(a) General Parking:

(1) Off-Street Parking Required: Off-street parking spaces shall be provided in conformance with these regulations whenever a use is established or enlarged. Required spaces shall be on the building site of the use for which parking is required unless otherwise permitted and may be provided in either surface parking areas or garages. Whenever there is a change in use or an increase in floor area or in any other unit measurement used to determine the requirements for off-street parking spaces, additional spaces shall be provided on the basis of the increased requirement.

(2) Use of Required Spaces: Required off-street parking and loading spaces shall be used only for their respective purposes and shall not be used for the storage or display of vehicles or trailers for sale or rent; the storage or display of other goods, materials or products; or the location of refuse storage containers. No required parking space may be placed in front of an overhead door or other point used for vehicular access.

(3) Submission of Plans: Applications for building permits and Certificates of Occupancy shall include parking plans showing the design of off-street parking areas, including the layout of spaces, aisles, and the location of ingress and egress points. Parking plans must be reviewed and approved by the Development Review Committee. Submission of a parking plan may be waived when it is not necessary to determine compliance with these requirements.

(4) Encroachment on Easements and Rights-of-Way: No portion of any private parking space, lot or facility may encroach on any easement or right-of-way, unless authorized by law, ordinance, regulation or written agreement of the governmental or private entity which owns or otherwise has jurisdiction over the easement or right-of-way.

(5) Calculations: The following rules shall apply in computing the parking requirements:

(i) Combination Uses: When a building site is used for a combination of uses, the parking requirement shall be the sum of the requirements for each type of use.

(ii) Floor Area: Floor area shall mean gross square footage, except in the case of office and retail type uses where areas used for nonpublic purposes, such as storage, incidental repair, processing or packaging, show windows, offices incidental to management or maintenance,
restrooms, or utility rooms may be discounted, but shall require one space per 750 square feet for such uses.

(iii) **Continuous Seating:** When seating is provided on benches or pews, each eighteen inches (18.0") of seating shall be counted as one (1) seat for the purpose of calculating the parking requirement.

(iv) **Fractions:** When a calculation results in the requirement of a fractional space, a fraction of less than one-half (1/2) shall be disregarded and a fraction of one-half (1/2) or greater shall require one parking space.

(6) **Application to Existing Buildings:** If the use of a building is changed to a different use which pursuant to this article requires more off-street parking than currently exists, then the following applies (Ord. #2015-03; 03/17/2015):

(i) **New Use:** The new use may not commence until the required additional off-street parking is provided, if the building is not located in the Downtown Core or Central Business District as said terms are defined in this code; or

(ii) **Downtown Core and Central Business District Property:** If the building is located in the Downtown Core or the Central Business District, as said terms are defined within Article 11-I-3, and the new use does not require an enlargement of that encompassed by the exterior walls of the building, the new use may commence without adding the off-street parking which would otherwise be required by this section.

(b) **Parking Layout and Construction Standards:** Every parcel of land hereafter used as a public or private parking area, including commercial parking lots used for the parking of business-owned vehicles and vehicular display or storage areas, shall be developed and maintained in accordance with the following requirements:

(1) **Minimum Size and Setbacks:** Each parking space shall be a minimum of nine feet (9.0’) by nineteen feet (19.0’), exclusive of access drives and aisles. The nineteen foot (19.0’) depth may include a two foot (2.0’) overhang over a paved, stoned, mulched, or grassy area which is free of obstructions or over a sidewalk, provided that at least three feet (3.0’) of sidewalk remains unobstructed for pedestrian movement. No space shall overhang a property line, right-of-way line, or a landscape area which is included as part of a minimum landscape requirement. Every space shall be at least eleven feet (11.0’) from the curb line of a public or private street.

(2) **Wheel Stops:** In any parking space which faces toward a property line or a building, a wheel stop and/or curb shall be installed which prevents a
vehicle from extending across the property line or making contact with the building.

(3) **Parallel Parking**: The minimum paved dimension for a parallel parking space shall be nine feet (9.0’) by twenty-three feet (23.0’).

(4) **Access**: There shall be adequate provision for safe, efficient ingress and egress to all off-street parking spaces and parking stalls may not be designed to be directly accessed from any street. All parking stalls must be accessible by means of a driveway, aisle, or other maneuvering space and no parking space may require the use of a public right-of-way or a private street for the maneuvering of a vehicle in entering or leaving the space.

(5) **Aisle Width**: The standard parking aisle width shall be a minimum of twenty-four feet (24.0’), provided that a reduced width may be approved by the Development Review Committee when the parking layout includes angled parking, one-way aisles, or other special features which comply with other applicable City standards and generally accepted practices for parking lot layout.

(6) **Fire Lanes**: Where a parking aisle also serves as a fire lane, the aisle, per City Fire Code, shall meet the minimum width, radius, and construction standards for a fire lane if these specifications are greater than the requirements for a parking aisle.

(7) **Residential Alleys**: No access from a non residential use shall be permitted to or from an alley serving a residential district.

(8) **Drive-Through Services**: Any use or building offering drive-through service shall provide stacking lanes which are a minimum nine feet (9.0’) in width and which provide direct forward access to each service window, station, or other point of service. The stacking lane shall be marked and shall be separate from any other driveway, parking space, or aisle and shall not interfere with any required parking or ingress and egress. Stacking lanes shall be measured from point of service and shall provide twenty feet (20.0’) per vehicle. Common stacking lanes for several service points may be used for financial and restaurants uses, provided that separate stacking for at least three (3) vehicles is provided for each point of service before stacking is merged into a common lane.

(i) **Number of Vehicles**:

   a  **General**: Unless otherwise specified below, each service point shall be provided with a stacking lane for a minimum of three (3) vehicles.
b Financial or bill-paying: Each teller station at a drive-through financial institution or a business offering drive-through bill paying shall provide a stacking lane for a minimum of five (5) vehicles.

c Restaurant: Each remote ordering station and each service window at a restaurant with drive-through service shall be provided with a stacking lane for a minimum of five (5) vehicles.

(9) Surfacing: All parking surfaces and access drives shall be surfaced with asphalt or concrete pavements. All pavement shall be of sufficient strength to support the vehicular loads imposed on it, graded and drained to dispose of all surface water in accordance with City regulations, and marked to provide for orderly and safe loading, unloading, parking, and the storage of vehicles. All surfaces shall be maintained in good condition, generally free of potholes, cracks or broken pavement and allow for uninhibited access to all parking and loading spaces and drives. As an alternative to asphalt or concrete pavement, permeable pavers may be used as a permanent parking surface if such material complies with applicable City standards and the generally accepted practices of parking lot design.

(10) Lighting: All parking areas located in a nonresidential zoning district and which are used by the public after dark, shall be illuminated beginning one-half (1/2) hour after sunset and continuing throughout the hours of use. If only a portion of the parking area is used after dark and is clearly marked, then only that part is required to be illuminated in accordance with these standards. Lighting shall meet the following minimum standards:

(i) Intensity: Upon initial installation, lighting shall equate to an average production of at least one foot candle and maintained to at least one-half (1/2) foot candle on the parking lot surface.

(ii) Fixtures: Light sources shall be indirect, diffused, or shielded type fixtures to deflect the light from adjoining properties in residential districts and from adjacent streets. Fixtures shall be mounted to buildings or on poles. The use of bare bulbs and strings of lights for use as permanent and required lighting is prohibited.

(c) Parking Reductions and Specific Exceptions: The Zoning Board of Adjustment may authorize exceptions to the requirements of this article where it finds that the peculiar nature of a use, the shape or size of the property, or other exceptional conditions would justify such action and any such reduction or exception could be accommodated without adverse impacts on adjacent properties or the surrounding area. The following are examples of uses or conditions which may justify a reduction or exception:
(1) **Manufacturing and Warehouse Uses:** A reduction in parking spaces may be considered for manufacturing and/or warehousing uses; any such reduction may be justified based upon the amount of floor area per employee; the proportion of floor area occupied by machinery, equipment, and storage; and/or the maximum number of employees or invitees using the building. The potential for future increases in the number of employees or invitees may be considered.

(2) **Longer Term Parking:** Off-site parking may be considered for institutional type uses such as hospitals, churches, or similar uses where longer term parking is common. Where an easement is used to both authorize and reserve such parking, the easement shall be permanent and irrevocable and shall be recorded in the property records of the county.

(3) **Joint Use Parking:** Joint use or collective parking may be allowed to account for parking space requirements. Joint use parking shall mean that required spaces provided for one use may also be credited as required spaces for a complementary use. Where an easement is used to both authorize and reserve such parking, the easement shall be permanent and irrevocable and shall be recorded in the property records of the county. The following definitions and examples shall be used as guidelines in considering requests for joint use parking:

(i) **Complementary:** Complementary uses are uses which generally operate at different time periods, so that one use is inactive when the other is active.

(ii) **Joint Use:** The percentage or number of spaces which is allowed to be shared and used jointly should be related to the proportion or number of spaces which will be available during the period of relative inactivity.

(iii) **Examples:** If an office parking lot is generally 90% vacant in the evenings and on weekends, then 90% of the spaces might be credited as also providing the parking for a church which operates primarily in the evenings and on weekends. Or, if a church parking lot is generally 50% vacant on weekdays, then 50% of the spaces might be credited as also providing the parking for an office which operates only on weekdays. Theaters and other evening/weekend entertainment uses may be another example of a use that might share parking with an office, bank, church or other complementary use.

(d) **Number of Parking Spaces Required:** The following regulations shall apply in determining the number of parking spaces required for a specific use or combination of uses:
(1) **Listed Uses**: For nonresidential uses, each category is assigned a “Parking Standard”. The number of off-street parking spaces required for a specific nonresidential use shall be determined by reference to the schedule of permitted uses and the “Table of Parking Standards”, below.

(2) **Uses Not Listed**: For any use not listed, or where the listed standard is not applicable in the judgment of the Development Review Committee, the parking requirements shall be established using the requirement of a similar use which is listed or an applicable standard from another source. Such determination by the Development Review Committee may be appealed to the Planning and Zoning Commission.

(3) **Handicapped Parking**: Parking for the handicapped and disabled shall be provided as part of the required parking in accordance with the requirements of the Americans with Disabilities Act.

(4) **Table of Parking Standards – Nonresidential Uses**: 

SEE ATTACHED TABLE
### (d)(4) Schedule of Off-Street Parking Requirements

<table>
<thead>
<tr>
<th>PARKING STANDARD</th>
<th>GENERAL USE DESCRIPTION</th>
<th>REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Auto repair and maintenance. (except car washes)</td>
<td>Three (3) spaces per repair bay (the repair bay cannot count towards parking count), plus any required parking for office use (see Parking Standard #14).</td>
</tr>
<tr>
<td>2</td>
<td>Bed and breakfast</td>
<td>One (1) space per bedroom, plus the parking requirement for the manager.</td>
</tr>
<tr>
<td>3</td>
<td>Churches (Places of Worship)</td>
<td>One (1) space per four (4) seats in the sanctuary, plus the required parking requirement for office, meeting room, classrooms and common areas.</td>
</tr>
<tr>
<td>4</td>
<td>Construction; Building, General, Specialist.</td>
<td>One (1) space for each 500 sq. ft of indoor area/storage; one (1) space for each 1,000 sq. ft of outdoor area/storage. (See Parking Standard #14)</td>
</tr>
<tr>
<td>5</td>
<td>Cultural (Museums, Art Galleries, Library, Etc.)</td>
<td>One (1) space for each 400 sq. ft of gross floor area.</td>
</tr>
<tr>
<td>6</td>
<td>Day Care (Child or Adult)</td>
<td>One (1) space for each employee, plus one (1) space for each 500 sq. ft.</td>
</tr>
<tr>
<td>7</td>
<td>Death Care Services</td>
<td>One (1) space per 100 sq. ft of chapel area, or one (1) space per four (4) seats in the chapel, whichever is greater, plus one (1) space per 300 sq. ft exclusive of the chapel.</td>
</tr>
<tr>
<td>8</td>
<td>Education Services</td>
<td>0 through Pre-K: See Day Care. K through 8 grades: Two (2) spaces per classroom. Post High School: One (1) space per two (2) students, plus one (1) space per student housing unit (room).</td>
</tr>
<tr>
<td>9</td>
<td>Gasoline Sales</td>
<td>Parking as required for each specified use.</td>
</tr>
<tr>
<td>PARKING STANDARD</td>
<td>GENERAL USE DESCRIPTION</td>
<td>REQUIREMENT</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Health Care Facilities</td>
<td>One (1) space per patient bed.</td>
</tr>
<tr>
<td></td>
<td>Hospitals – Ambulatory:</td>
<td>One (1) space per four (4) patient beds.</td>
</tr>
<tr>
<td></td>
<td>Nursing and residential care facilities:</td>
<td>One (1) space for each living unit.</td>
</tr>
<tr>
<td></td>
<td>Residential Care Facility without Nursing:</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Hotel/Motel</td>
<td>One (1) space per sleeping unit, plus the required spaces for restaurant, meeting rooms, office, and related facilities.</td>
</tr>
<tr>
<td>12</td>
<td>Manufacturing - Heavy and Limited:</td>
<td>One (1) space per 1,000 sq. feet of gross floor area, plus the required spaces for retail sales and office uses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One (1) space per 1,000 sq. feet of gross floor area, plus the required spaces for office use area, plus the required spaces for office use.</td>
</tr>
<tr>
<td>13</td>
<td>Mini-warehouses and Self-storage:</td>
<td>One (1) space per 10,000 sq. feet of warehouse/storage area, plus the required spaces for office and on-site apartment. See Article 11-I-19 for additional requirements.</td>
</tr>
<tr>
<td>14</td>
<td>Office</td>
<td>One (1) space per 300 sq. feet.</td>
</tr>
<tr>
<td>15</td>
<td>Outdoor storage and sales facilities</td>
<td>One (1) space per 2,000 sq. feet of storage/sales area, plus the required spaces for office use.</td>
</tr>
<tr>
<td>16</td>
<td>Personal Services</td>
<td>One (1) space per 250 sq. feet.</td>
</tr>
<tr>
<td>17</td>
<td>Public Assembly (Auditoriums, Theaters, etc.)</td>
<td>One (1) space per four (4) seats (fixed) or one (1) space per 50 sq. feet of assembly area (gross).</td>
</tr>
<tr>
<td>PARKING STANDARD</td>
<td>GENERAL USE DESCRIPTION</td>
<td>REQUIREMENT</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>18</td>
<td>Recreation, Commercial Recreation, Indoor:</td>
<td>Four (4) spaces per court or lane, plus one (1) space per 100 sq. feet of floor area exclusive of courts and lanes.</td>
</tr>
<tr>
<td></td>
<td>Recreation, outdoor:</td>
<td>One (1) space per 600 sq. feet of recreation area.</td>
</tr>
<tr>
<td></td>
<td>Recreation, Golf Courses,</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Restaurants: (includes drinking establishments)</td>
<td>One (1) space per four (4) seats or one (1) space per 100 sq. feet, whichever is greater.</td>
</tr>
<tr>
<td>20</td>
<td>Retail Trade:</td>
<td>One (1) space per 250 sq. feet.</td>
</tr>
<tr>
<td></td>
<td>Retail, Large Items</td>
<td>One (1) space per 400 sq. feet.</td>
</tr>
<tr>
<td>21</td>
<td>Warehouse and Distribution</td>
<td>One (1) space per 1,000 sq. feet of gross floor area, plus the required spaces for office uses.</td>
</tr>
<tr>
<td>22</td>
<td>Miscellaneous</td>
<td>The parking requirements shall be established by the Development Review Committee (DRC) using the standard of a similar use or an applicable standard from another source. The requirements established by the (DRC) committee may be appealed to the Planning and Zoning Commission (P&amp;Z).</td>
</tr>
<tr>
<td>23</td>
<td>Dwellings, Residential:</td>
<td>Two (2) spaces per dwelling unit.</td>
</tr>
<tr>
<td></td>
<td>Single-Family Detached and Single-Family Attached (Townhomes)</td>
<td>Two (2) spaces per dwelling unit, plus the required spaces for office uses.</td>
</tr>
</tbody>
</table>

(e) **Off-Street Loading Requirements:** In any nonresidential zoning district, in connection with any building or part thereof hereafter erected or altered which is to be occupied for uses requiring the receipt or distribution by truck, van, or other type of delivery vehicle which is delivering materials or merchandise, there shall be provided and maintained, on the same lot with such building, off-street loading spaces, said spaces to comply with the following specifications:
(1) **Dimensions**: Each loading space shall be not less than ten feet (10.0’) in width, twenty-five feet (25.0’) in length with a height clearance of not less than fourteen feet (14.0’)

(2) **Location**: Such space may occupy all or part of any required side or rear yard except the side yard along a side street in the case of corner lots. In no event shall any part of a required front yard be occupied by such loading spaces.

(3) **Distance**: No such space shall be closer than fifty feet (50.0’) to any lot located in any residential district, unless wholly within a completely enclosed building or unless enclosed on all sides by a masonry wall not less than six feet (6.0’) in height.
ART. 11-1-21 AMENDMENTS TO ZONING CODE

(a) **Limited Zoning Amendments**: Amendments to existing zoning district boundaries, the use and development regulations affecting a specific property or a specific zoning district, and other regulations that do not have a general city-wide effect shall be adopted in accordance with the following procedures:

(1) **Application Required**: An application for a zone change pursuant to this Section (a.) may be made by an owner of the real property to be affected by the amendment and/or (2) the City. Such application must be filed with the City Planning Department on forms approved by the Planning Division director accompanied by the application fee established by the City Council for such applications. An application for an amendment to the zoning regulations initiated by the City shall be completed by the Planning Division director.

(2) **Application Must be Complete**: No application shall be considered until it is determined by the Planning Division director to be complete. An application shall be deemed to be complete only when all information set forth in the application has been submitted and the applicable application fee has been paid; however, in no case shall an application be considered complete if:

(i) the applicant has failed to submit a metes and bounds description of the boundaries of the area to be affected by the amendment(s) which, in the sole opinion of the City Attorney, is legally sufficient and enforceable;

(ii) the applicant has failed to reasonably describe in the application the nature of the Zoning Code changes requested; or

(iii) the applicant has failed to provide all other information and reports required by the Zoning Code for the type of zone change requested.

(3) **Notice of Public Hearing Before the Commission**: Upon receipt of a completed application, the Planning Division director shall schedule a public hearing by the Commission on the application and provide notice of the time and place of such public hearing as follows:

(i) Not less than ten (10) days before the date set for such hearing, written notice of such public hearing shall be provided to the owners of all real property located within the area for which the change is proposed and within two hundred feet (200.0’) of said property, by mailing such notice properly addressed and postage paid to the addresses indicated on the most recently approved municipal tax roll;
(ii) For property lying within two hundred feet (200.0’) of the property on
which the change is proposed but which is located in territory annexed
to the City and is not included in the most recently approved municipal
tax roll, the notice shall be given by publication of the time and place of
such hearing in the official newspaper of the City not less than fifteen
(15) days prior to such hearing.

(4) **Procedures for Public Hearing Before the Commission:** The
Commission may adopt such procedures for conduct of the public hearing
described in Subsection (3), above; provided, however, such procedures
must allow for presentation by the applicant as well as anyone who wishes
to speak for or against the application. After commencement of the public
hearing, the Commission may recess the public hearing from time to time,
provided, however, if the public hearing is to be reconvened on a day other
than the day on which the public hearing commenced, notice of the time and
place at which the public hearing will be reconvened must be provided as
set forth in Subsection (3), above.

(5) **Recommendation of the Commission:** After the close of the public
hearing and receiving the report of City staff, the Commission shall forward
a final report on the application to the City Council which shall contain one
of the following recommendations:

(i) approve as requested;

(ii) approve with modifications recommended by the Commission;

(iii) deny.

(6) **Notice of Public Hearing Before the City Council:** Before the City Council
may act upon the recommendation of the Commission on an application
made pursuant to this Section (a.), the City Council must hold a public
hearing on the application at which parties in interest and citizens have an
opportunity to be heard. Such public hearing shall not be convened before
the fifteenth (15th) day after the publication of a notice in the City’s official
newspaper of the time and place of the public hearing.

(7) **Procedures for Public Hearing Before the City Council:** The City Council
may adopt such procedures for conduct of the public hearing described in
Subsection (6), above, as it deems appropriate. After commencement of
the public hearing, the City Council may recess the public hearing from time
to time, provided, however, if the public hearing is to be reconvened on a
day other than the day on which the public hearing commenced, notice of
the time and place at which the public hearing will be reconvened must be
provided as set forth in Subsection (6), above.
(8) **Action by the City Council:** After the close of the public hearing, the receipt of the final report of the Commission, and any additional information and recommendations provided by City staff, the City Council may take one of the following actions:

(i) deny the application; or

(ii) approve an ordinance adopting the zoning changes requested by the applicant; or

(iii) approve an ordinance adopting the zoning changes as recommended by the Commission; or

(iv) approve an ordinance adopting the zoning changes as determined by the City Council.

However, in no case shall the City Council approve a zoning change that is less restrictive or which includes a larger area than set forth in the public notice described in Subsection (6), above, until a new public notice is given and public hearing held on such less restrictive zoning change.

(b) **Written Protests:** The affirmative vote of at least three-fourths (3/4) of all members of the City Council shall be required before a change proposed pursuant to Section (a.), above, may take effect if there is delivered to the City Clerk written protests of the change as follows:

(1) **Minimum Number Required:** This Section (b.) shall apply only if protests in proper form are received from owners of at least twenty percent (20%) of either:

(i) the area of the lots or land covered by the proposed change; or

(ii) the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred feet (200.0) from that area.

(2) **Form of Protest:** A protest filed pursuant to the Section (b.) shall be deemed to be in proper form and effective only if it:

(i) contains a legal description of the property represented by the protest;

(ii) is signed by the owner of the property or, in the case of a property with multiple owners, signed by owners representing more than 50% of the ownership interest in the property;

(iii) in the case of a governmental entity, is accompanied by a certified copy of the order or resolution of the governing body of the governmental entity authorizing the issuance of the protest;
(iv) contains the statement “I/we do hereby warrant and represent that I/we are record owners of the property described in this protest letter and am/are authorized to make this protest.”;

(v) contains an acknowledgment signed by a notary public acknowledging the signature(s) of the protesting person;

(vi) is delivered to the City Clerk prior to the taking of any vote of the City Council on the matter.

(3) **Withdrawal of Protest:** An owner may withdraw a protest filed pursuant to the Section (b.) at any time prior to the taking of a vote by the City Council on the ordinance adopting the change by:

(i) delivering to the City Clerk a written request to withdraw the protest prior to the taking of the vote; or

(ii) personally appearing before the City Council and requesting the withdrawal of the protest.

(4) **Computing Area of Land Owned:** In computing the percentage of ownership of land referred to in Subsection (1), above:

(i) the area of streets and alleys shall be included in calculating the entire land area;

(ii) if a street or alley is not owned by the public in fee simple, the property owner(s) adjacent to the street or alley shall be credited with ownership to the center line of the street or alley;

(iii) if a street or alley is owned in fee by a federal, state, or local governmental entity on behalf of the public, then the governmental entity shall be considered to be the owner of the street or alley regardless of the ownership of the adjoining property and the percentage of the ownership shall be attributable to the governmental entity.

(c) **Withdrawal of Application:** An applicant may withdraw a request for a zoning change at any time prior to the convening of the meeting at which the application is scheduled to be considered by delivering a written request for withdrawal of the application to the City Clerk prior to the beginning of said meeting. An applicant shall not be entitled to the refund of any application fee for an application withdrawn. Furthermore, an application for a zoning change which was previously the subject of a withdrawn application shall be treated as a new application and accompanied by a new application fee.

(d) **Postponement of Public Hearing:** An applicant for a zoning amendment pursuant to Section (a.), above, may request that the public hearing regarding an
application be considered at a date later than the date originally scheduled; provided, however, such request for postponement must be:

(1) made in writing by the applicant not later than 72 hours prior to the time which the meeting is scheduled to convene; and

(2) accompanied by sufficient funds to reimburse the City for publishing the required public notice for the later meeting; and

(3) if notice was originally sent pursuant to Section (a.)(3)(I) of this Article, sufficient funds to reimburse the City for sending a notice of postponement to those originally notified.

(e) **Reapplication After Denial**:

No application for a zoning change, including, but not limited to, the establishment of a planned district or a special use district, for property which includes all or part of the same property which was described in a previously denied application for a zoning change, may be accepted by the Planning Division earlier than one year after the date of final action on the prior application by the last of the Commission or the City Council to act, unless:

(1) the Commission determines the use for which the new application is made is not the same or similar use to that proposed in the previously denied application; or

(2) the Commission determines that conditions relating to the property adjacent to the property which was the subject of the previously denied application have substantially changed, in which case the application may still not be accepted earlier than six months from the date of the final action of the Commission or the City Council on the prior application, whichever body was the last to act.

(f) **Major Changes to the Zoning Code**:

When the City contemplates an amendment to this Zoning Code which has general application to all property within the City or will result in a revision of all or a substantial portion of its land use plan, including, but not limited to, comprehensive changes to zoning classifications, district boundaries and land use regulations, regardless of whether such changes are made in one or a series of ordinances, such change shall be deemed to be a major change and shall be made in accordance with the following procedures:

(1) **How Initiated**: The City Council or the Commission, with or without the request of any citizen, may initiate such changes.

(2) **Public Hearings; Notice; Final Action**: The Commission and the City Council shall provide public notice, conduct public hearings, and take all action related to the adoption of any comprehensive changes pursuant to this Section (f.) in accordance with Tex. Loc. Govt. Code §211.007, as
amended. The City Council may, at its sole discretion, conduct joint public hearings with the Commission prior to receipt of the final report of the Commission on the proposed changes.

(g) **Amendments of Permitted Uses and Conditional Uses in Numbered Zones:**
Zoning changes which result in a change in the permitted uses or conditional uses of a zoning district and which affect all of the property within the zoning district are major changes pursuant to Section (f.), above.
ART. 11-I-22 PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT

(Ord. #2008-24, 09/09/2008)(Ord. #2010-09, 06/22/2010)

(a) Planning and Zoning Commission: The City Council shall provide for the appointment of a Planning and Zoning Commission, which may be referred to as the Commission.

(1) Membership:

(i) Regular Members: The Commission shall be composed of five (5) regular members. At least four (4) of these members shall be residents and eligible voters of the City; one (1) member may reside in the City’s extraterritorial jurisdiction (ETJ), and that person must be an eligible voter of Kerr County. Regular members shall be appointed by a majority vote of the City Council.

(ii) Alternate Members: The City Council shall appoint two (2) alternate members to the Commission. Alternate members shall either be a resident and eligible voter of the City or shall reside within the City's ETJ and be an eligible voter of Kerr County, but not more than one (1) alternate member may reside within the ETJ. Alternate members shall serve on the Commission in place of an absent regular member when requested to do so by the chair so that all cases to be heard by the Commission may be heard by a minimum of at least four (4) members when possible. Alternate members may only participate in meetings if called to act and then acting as a regular member for the entire meeting. Even where not called upon to act as a regular member, alternate members shall attend all meetings and are subject to the attendance requirement as provided within this Article.

(2) Terms of Appointment: All members of the Commission shall be appointed to serve two (2) year terms beginning and ending on January 1 of the appropriate years. The terms of two (2) of the members appointed shall expire in odd numbered years. The terms of the remaining three (3) members shall expire in even numbered years. One alternate member shall serve a term ending in an odd numbered year and one alternate member shall serve a term ending in an even numbered year. The City Council may appoint members to the Commission for terms of lesser duration than two (2) years when making the initial appointments or when otherwise necessary to comply with the provisions of this Article.

(3) Open Meetings Act: The Planning and Zoning Commission and its Members shall comply with the Texas Open Meetings Act and the Procedural Rules (for) Kerrville City Boards. No Member shall communicate or deliberate about a matter coming before the Commission or over which

2018.12.21 rev.
the Commission has authority outside of a posted meeting in an attempt to evade the Open Meetings Act. Such prohibited conduct also applies to email or telephonic conversations. (Ord. #2010-09, 6/22/10)

(4) **Quasi-Judicial Decisions**: The requirements of procedural due process necessitate a fair hearing before an impartial body with the goal of ensuring that all sides, including the public, are provided an opportunity to present their views in public meetings. Thus, all quasi-judicial decisions made by the Commission must be based upon what is in the official public record. Quasi-judicial decisions include decisions made with respect to appeals of administration decisions and requests for variances and permits. In any quasi-judicial matter, no Commission Member shall intentionally or knowingly, outside of a meeting, communicate with a person for which there are reasonable grounds for believing that the person is a party to the matter being considered, if such communication is designed to influence the Member’s consideration of or action on the matter. A “party” is defined as being either an applicant or appellant to the quasi-judicial matter. This type of communication could be considered an ex parte communication as it involves one party discussing or presenting information to a Commission Member when another party or the public is not present to witness the conversation or where the other party does not receive the disclosed information. If any such communication should occur (ex parte communication), the Member shall disclose it at an open meeting of the Commission prior to its consideration of the matter and shall then recuse himself/herself from all further discussions and action on the matter. Where a Member receives an unsolicited inquiry or communication, personally or through electronic means, the Member shall not engage in such communications and if possible, return the communication to the sender. Further, the Member shall also advise the person or sender that such information should be presented at a Commission meeting.” (Ord. #2010-09, 06/22/2010)

(5) **Term Limits**: No regular member shall serve more than three (3) consecutive full terms on the Commission without having at least one (1) full year off of the Commission between terms.

(6) **Organization and Rules**:

(i) **Meetings**: The Commission shall hold its regular meetings on the first and third Thursdays of each month beginning at 4:30 p.m. in the City of Kerrville City Council Chambers.

(ii) **Elections**: The Commission shall each year at its first regular meeting of the new year elect a chair and vice-chair from among the regular
members. The Commission may elect such other officers as it deems necessary from the membership.

(iii) **Quorum:** Three (3) members, which may include an alternate member but only where substitution for and acting as a regular member, shall constitute a quorum to transact business.

(7) **Duties and Powers**

(i) **Comprehensive Plan:** The Commission shall formulate and recommend to the City Council for adoption a Comprehensive Plan for the orderly growth and development of the City and its environs. On a yearly basis, the Commission shall review and if necessary recommend such changes in the Plan as it finds will facilitate the movement of people and goods, and the health, recreation, safety and general welfare of the citizens of the City.

(ii) **Zoning Plan:** The Commission shall formulate a zoning plan (ordinance) as may be deemed best to carry out the goals of the Comprehensive Plan; hold public hearings and make recommendations to the City Council relating to the creation, amendment, and implementation of zoning regulations and districts as provided in state law.

(iii) **Platting:** The Commission shall exercise all powers of a Commission as to approval or disapproval of plans, plats, or replats as set out by state law and the City’s subdivision regulations.

(iv) **Zoning Changes:** The Commission shall initiate for consideration at public hearings, proposals for the original zoning of annexed areas or for the change of zoning district boundaries on an area wide basis.

(v) **Variances:** The Commission shall consider and take appropriate action, upon written request, variances as prescribed to the City’s subdivision and sign regulations.

(vi) **Ordinance Review:** The Commission shall from time to time recommend such changes to the subdivision regulations, sign regulations, and any other ordinance the City Council assigns to their review that will facilitate the general health, safety and welfare of the citizens of the City.

(Ord. 2008-24, 9/9/2008)

(b) **Board of Adjustment**
(1) **Creation:** There is hereby created the City of Kerrville Zoning Board of Adjustment, otherwise known in this Zoning Code as the “Board of Adjustment”.

(2) **Membership; Appointment:** The Board of Adjustment shall be composed of five (5) members, all of whom shall be residents and qualified voters of the City of Kerrville, Texas. The members of the Board of Adjustment shall be appointed by a majority vote of the members of the City Council.

(3) **Term of Appointment:** Members of the Board of Adjustment shall be appointed to serve two year terms beginning and ending on September 30 of the appropriate years. The terms of two of the members appointed shall expire in odd numbered years. The terms of three of the members shall expire in even numbered years. The City Council may appoint members of the Board of Adjustment for terms of lesser duration than two years when making the initial appointments to the Board of Adjustment or when otherwise necessary to comply with the provisions of this Article.

(4) **Vacancies:** Upon the death, resignation, or removal from office of any member or alternate member of the Board of Adjustment prior to the end of the member’s term, the City Council shall appoint a successor as a member or alternate member, respectively, of the Board of Adjustment, who shall hold that position for the unexpired term of the person who he is appointed to succeed.

(5) **Term Limits:** No member or alternate member shall serve more than two (2) consecutive full terms on the Board of Adjustment without at least one (1) full year off of the Board between terms. (Ord. #2009-07, 04/14/2010)

(6) **Removal:** After issuance of written charges to the member or alternate member and a public hearing before the City Council, a member or alternate member of the Board of Adjustment may be removed prior to the end of his term upon a finding of cause for removal by a majority of the City Council.

(7) **Absences:** Cause for removal of a member of the Board of Adjustment by the City Council shall be deemed to exist if during any period of twelve consecutive months for any reason other than a medical reason which prevents the member’s attendance, the member is absent from the greater of:

   (i) three (3) duly called meetings of the Board of Adjustment, or
   (ii) 25% of the duly called meetings of the Board of Adjustment.

(8) **“Duly Called Meetings”:** The phrase “duly called meetings” as used in Section (g.), above, includes all regular and special called meetings of the
Board of Adjustment and all meetings of subcommittees of the Board of Adjustment on which the member serves.

(9) **Alternate Members:** The City Council will appoint two (2) alternate members of the Board of Adjustment who shall be qualified voters of the City of Kerrville to serve concurrent terms as the regular members. During their term alternate members will serve on the Board in place of an absent member when requested to do so by the chairperson of the Board so that all cases to be heard by the Board of Adjustment shall always be heard by a minimum of four (4) members. One alternate member shall serve a term ending in an odd-numbered year, and one alternate member shall serve a term ending in an even-numbered year. Sections (f.) and (g.), above, shall also apply to alternate members of the Board of Adjustment, except that the determination of the number of absences in Section (g.) shall be based only on the meetings at which the alternate member’s presence was requested by the chairperson in order to serve in place of an absent member.

(10) **Open Meetings Act:** The Board of Adjustment and its Members shall comply with the Texas Open Meetings Act and the Procedural Rules (for) Kerrville City Boards. No Member shall communicate or deliberate about a matter coming before the Board or over which the Board has authority outside of a posted meeting in an attempt to evade the Open Meetings Act. Such prohibited conduct also applies to email or telephonic conversations. (Ord. #2010-09, 6/22/10)

(11) **Quasi-Judicial Decisions:** The requirements of procedural due process necessitate a fair hearing before an impartial body with the goal of ensuring that all sides, including the public, are provided an opportunity to present their views in public meetings. Thus, all quasi-judicial decisions made by the Board must be based upon what is in the official public record. Quasi-judicial decisions include decisions made with respect to appeals of administration decisions and requests for variances and permits. In any quasi-judicial matter, no Board Member shall intentionally or knowingly, outside of a meeting, communicate with a person for which there are reasonable grounds for believing that the person is a party to the matter being considered, if such communication is designed to influence the Member’s consideration of or action on the matter. A “party” is defined as being either an applicant or appellant to the quasi-judicial matter. This type of communication could be considered an ex parte communication as it involves one party discussing or presenting information to a Board Member when another party or the public is not present to witness the conversation or where the other party does not receive the disclosed information. If any such communication should occur (ex parte communication), the Member shall disclose it at an open meeting of the Board prior to its consideration of
the matter and shall then recuse himself/herself from all further discussions and action on the matter. Where a Member receives an unsolicited inquiry or communication, personally or through electronic means, the Member shall not engage in such communications and if possible, return the communication to the sender. Further, the Member shall also advise the person or sender that such information should be presented at a Board meeting.” (Ord. #2010-09, 06/22/2010)

(12) **Meeting Records**: The secretary shall keep a record of all proceedings of the Board of Adjustment, showing the vote of each member upon each question, or, if absent or failing to vote, indicate such fact, and shall keep records of its examinations and other official actions, all of which shall be filed in the office of the City Clerk and shall be a public record.

(13) **Officers**: Officers of the Board of Adjustment shall be a chairperson, vice-chairperson, and secretary who shall be appointed by the members of the Board from among its members. The officers for the Board of Adjustment shall be appointed at the first meeting of the board, and thereafter such appointments shall be made at the first meeting held after October 1 of each year. Officers of the Board of Adjustment shall serve a term of one year, said term ending on September 30 after the date of election. An officer of the Board may not serve in the office elected for more than two consecutive terms.

(14) **Authority of Chairperson**: It shall be the duty of the chairperson (or in the absence of the chairperson, the vice-chairperson) to preside at all meetings of the board. The chairperson or, in the absence of the chairperson, the vice-chairperson, may administer oaths and compel the attendance of witnesses.

(15) **Office of the Board**: The office of the Board of Adjustment shall be the Office of the Planning Division, City of Kerrville, 701 Main Street, Kerrville, Kerr County, Texas 78028.

(16) **Authority of the Board of Adjustment**: In addition to such other powers as may be granted from time to time by ordinance, the Board of Adjustment shall have the following authority:

(i) **Appeal from Administrative Official**: Pursuant to Article 11-1-23(a), the Board of Adjustment shall hear and decide an appeal that alleges an error in any order, decision, or determination made by an administrative official of the City in the interpretation or enforcement of Chapter 211 of the Texas Local Government Code, as amended, or this Chapter; and
(ii) **Grant Variances:** Pursuant to Article 11-I-23(b), to grant upon written request variances from the height, yard, area, coverage, floor-to-area, and buffering regulations and required number of parking and loading spaces prescribed by this Chapter, which variances are not contrary to the public interest, and which, because of special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance will be observed and substantial justice done.
ART. 11-I-23 APPEALS TO ADMINISTRATIVE DECISIONS; GRANTING VARIANCES

(a) **Appeals to Administrative Decisions:** An appeal to the Board of Adjustment that alleges an error in any order, decision, or determination made by an administrative official of the City in the interpretation or enforcement of Chapter 211 of the Texas Local Government Code, as amended, or this Chapter must be made in accordance with the following procedure:

1) **Who May Appeal:** Any of the following persons may appeal to the Board of Adjustment a decision made by an administrative official of the City in enforcing this Chapter of Chapter 211 of the Texas Local Government Code; as amended:

   (i) a person aggrieved by the decision; or
   
   (ii) any officer, department, or board of the City affected by the decision.

2) **Form of Appeal:** To be effective, the appeal must be made in writing and must contain at least the following:

   (i) a citation to the specific statute(s) and/or ordinance(s) which is(are) the subject of the appeal;
   
   (ii) the earliest date on which the City administrative official communicated the decision which is the subject of the appeal to the appellant, or, if more than one decision is alleged to be in error, the date each decision was communicated;
   
   (iii) a summary of the decision(s) made by the City administrative official which is the basis for the appeal;
   
   (iv) if the administrative official’s decision was made in writing, a copy of the document in which the decision is stated;
   
   (v) the specific grounds upon which the appeal is based;
   
   (vi) a description of the property affected by the administrative official’s decision sufficient to identify the location and the boundaries of the property;
   
   (vii) the reason the person filing the appeal should be considered a person aggrieved by the decision;
   
   (viii) the signature of the person filing the appeal; and
   
   (ix) when the appeal involves the development of a specific tract of land, eight (8) copies of a site plan drawn to scale showing existing and proposed development of the property in question.
(3) **Perfection of Appeal**: An appeal pursuant to this Section (a.) shall be deemed timely filed and perfected only if the notice of appeal:

(i) is filed not later than ten (10) days, excluding Saturdays, Sundays, and City holidays, after the date on which the decision of the City administrative official was communicated to the appellant with:

   a the secretary of the Board of Adjustment; and

   b the administrative officer who rendered the decision which is the subject of the appeal; and

(ii) is accompanied by the filing fee established by the City Council; and

(iii) contains all the information set forth in Subsection (2), above

(4) **Preparation of Record**: Upon receiving the notice of appeal, the City administrative official from whom the appeal is taken must immediately forward to the secretary of the Board of Adjustment all of the papers constituting the record of the action that is appealed.

(5) **Stay of Proceedings**: A notice of appeal properly and timely filed as provided in this Section (a.) shall stay all proceedings in furtherance of the action appealed from until after the decision of the Board of Adjustment has been rendered unless the official from whom the appeal is taken certifies in writing to the Board of Adjustment facts supporting the official’s opinion that a stay would cause imminent peril to life or property. In the case where the official makes such a certification, proceedings may be stayed only by a restraining order granted by the Board of Adjustment or a court of record on application, after notice to the official, if due cause is shown.

(6) **Date of Public Hearing**: Unless a later date is set upon written request of the appellant, the Board of Adjustment shall hold a public hearing on an appeal under this Section (a.) not later than twenty (20) days after the filing and perfection of the notice of appeal, excluding Saturdays, Sundays, and City holidays; provided, however, the hearing shall not take place earlier than ten (10) days after notice of the time and place of the public hearing has been:

(i) published in the City’s official newspaper; and

(ii) sent to the appellant and the owners of all property located within 200 feet of the property which is the subject of the appeal by depositing a copy of the notice in the United States Mail, postage prepaid, and pre-addressed according to the address indicated on the last approved City tax rolls.
(7) **Decision of the Board:** After receiving all evidence and hearing all argument, the Board of Adjustment may reverse or affirm, in whole or in part, or modify the City administrative official’s order, requirement, decision, or determination from which the appeal was taken and make the correct order, requirement, decision, or determination, and, for this purpose, has the same authority as the administrative official.

(8) **Required Vote:** The concurring vote of seventy-five percent (75%) of the members of the Board of Adjustment is required to modify or reverse an order, requirement, decision, or determination of a City administrative official.

(b) **Variances:** The Board of Adjustment may grant a variance to the Zoning Code as permitted by Article 11-I-22(o)(2) in accordance with the following procedures:

(1) **Application:** An application for a variance shall be made in writing on forms provided by the Planning Division and filed with the secretary of the Board of Adjustment. An application for a variance shall be deemed complete when all information on the application form is provided and the application is accompanied by the following:

(i) all fees established by the City Council for such matters; and

(ii) a description of the property to which the variance would apply sufficient to identify the location and the boundaries of the property; and

(iii) the reason the person is requesting the variance;

(iv) the signature, acknowledged by a notary public of:

   a the owner of the property; and

   b if different than the owner, the signature of the person requesting the variance; and

(v) when the variance relates to the development of a specific tract of land, eight (8) copies of a site plan drawn to scale showing existing and proposed development of the property in question.

(2) **Public Hearing; Notice:** Upon filing of an application for a variance, the director of the Planning Division shall set a date for a public hearing thereon as soon as may be practicable; provided, however, the Board of Adjustment shall hold a public hearing on a request for a variance under this Section (b.) only after the filing of a completed application with the secretary of the Board of Adjustment and in no case earlier than ten (10) days after notice of the time and place of the public hearing has been:

(i) published in the City’s official newspaper; and
(ii) sent to the applicant and the owners of all property located within 200 feet of the property which is the subject of the variance by depositing a copy of the notice in the United States Mail, postage prepaid, and pre-addressed according to the address indicated on the last approved City tax rolls.

(3) **Required Findings of Fact:** No variance shall be granted by the Board of Adjustment until it makes the following findings:

(i) that there are exceptional circumstances or conditions applicable to the property on which the application is made related to size, shape, area, topography, surrounding condition or location that do not apply generally to other property in the same area and the same zoning district;

(ii) that the exceptional circumstances or conditions are such that literal enforcement of the provisions of this Chapter would result in an unnecessary hardship inconsistent with the general purpose and intent of this Chapter;

(iii) that the granting of such variance will not be contrary to the public interest, materially detrimental to the public welfare, or injurious to the property or improvements in the zoning district or area in which the property is located;

(iv) that the granting of such variance will not be contrary to the objectives and principles contained in the comprehensive plan, as amended;

(v) that the variance to be granted is the minimum variance that will relieve the proven hardship;

(vi) that the variance is not being granted to relieve the applicant of conditions or circumstances:

   a which are not inherent in the property itself, but are the result of the use or development of the property, or

   b which are caused by a division of land on or after June 16, 1997, other than a division of land resulting from the sale of a property interest to a governmental entity, which division of land caused the property to be unusable for any reasonable development under the existing regulations, or

   c which were otherwise self-imposed by the present or a previous owner;
(vii) that the variance is not grounded solely upon the opportunity to make the property more profitable or to reduce expense to the current or any future owner;

(viii) that the variance would not modify or effectively repeal any development or use regulations set forth in a Conditional Use Permit or an ordinance or resolution adopting a Development Site Plan or establishing a Special Use District or Planned Development District which are in addition to the generally applicable use and development regulations set forth in this Chapter;

(ix) that the variance would only affect a specific parcel of property and is not of such a general nature as to effectively constitute a change in zoning of said parcel or a larger area without following the procedures set forth in Article 11-1-21.

(4) **Record of Findings:** In addition to the record of the vote of the members regarding the application, the minutes of the Board of Adjustment shall contain the findings of facts on which its decision was based including, but not limited to, its findings as to the matters set forth in Subsection (3), above, and a description of the extraordinary circumstances found to be affecting the property in question.

(5) **Decision of the Board:** After receiving all evidence, hearing all argument, and making its findings of fact regarding an application for a variance, the Board of Adjustment may:

(i) grant the variance as requested;

(ii) grant a variance modified in accordance with the findings of the Board of Adjustment; or

(iii) deny the variance.

(6) **Required Vote:** The concurring vote of seventy-five percent (75%) of the members of the Board of Adjustment is required to grant a variance.

(7) **Effective Date of Variance:** A variance granted by the Board of Adjustment shall become effective after the expiration of ten (10) days from the date of filing its decision with the Planning Division unless the Board specifically establishes a different effective date. The effective date of a variance can be based on the satisfaction of a condition.

(c) **Filing of Decisions:** Not later than three days, excluding Saturdays, Sundays, and City holidays, after the adjournment of the meeting at which the Board of Adjustment votes pursuant to this Article on an appeal of the act of a City administrative official or on an application for a variance, the secretary of the Board of Adjustment shall file the decision with the Planning Division.
(d) **Appeals of Board of Adjustment Decisions**: An appeal of a decision of the Board of Adjustment must be prosecuted in accordance with Texas Local Government Code §211.010, as amended.
ART. 11-I-24 PERMITS AND CERTIFICATES OF OCCUPANCY

(Ord. 2010-09, 06/22/10)

(a) **Certificate of Occupancy for Buildings:** No certificate of occupancy required by the City’s Building Code shall be issued:

   (1) for a use not otherwise allowed in the Zoning District in which the building is located.

   (2) if applicable, until all improvements otherwise required by this Zoning Code have been completed.

   (3) The Building Official shall issue all certificates of occupancy. The City Planner shall review all certificates of occupancy prior to issuance by the Building Official.

   (4) A certificate of occupancy is required for all lawful nonconforming uses or structures. However, the status and legality of a nonconforming use or nonconforming structure shall not be affected by a change in occupancy except as provided elsewhere in this Code.

(b) **Building Permits:** No building permit shall be issued until the City Planner has determined that the use for which the application is made is an allowable use.
ART. 11-I-25 ENFORCEMENT; PENALTIES

(a) **Enforcement:** The following city officials shall have the following primary responsibilities with respect to enforcement of this Chapter:

   (1) **Planning Director:** The Planning Director shall have the primary responsibility for the enforcement of this Zoning Code; provided, however, enforcement of this Zoning Code may be delegated to one or more code enforcement officials, subject to approval of the City Council.

   (2) **City Building Official:** The City Building Official, in addition to the authority and responsibility set forth in the Building Code, shall have the primary responsibility for inspecting improvements required by this Zoning Code, other than publicly-owned improvements, and assuring compliance with such requirements prior to issuance of a certificate of occupancy.

   (3) **City Engineer:** The City Engineer, or his designee, shall have the primary responsibility for inspecting publicly-owned improvements required to be constructed by this Zoning Code.

(b) **Right of Entry:** Whenever necessary for the purpose of investigating or enforcing the provisions of the Zoning Code, or whenever any enforcement officer has reasonable cause to believe that there exists in any structure or upon any premise, any condition which constitutes a violation of the Zoning Code, an officer of the City may enter such structure or premise at all reasonable times to inspect the same, or to perform any duty imposed upon any said officer by law. If the structure or premises is occupied, the officer shall first present proper credentials and request entry. If the structure or premises is unoccupied, the officer must first make a reasonable attempt to contact a responsible person and request entry. If entry is refused, the officer seeking entry shall have recourse to every remedy provided by law to secure entry. All permits issued by the City shall contain a written agreement whereby the permittee shall authorize entry onto the property by any duly authorized officer of the city for the purpose of inspecting and approving the improvements permitted.

(c) **Penalties:** A person found to be in violation of any provision of this Chapter shall be guilty of a misdemeanor, and on conviction thereof, be punished by fine in accordance with Article 1-1-9 of the Code of Ordinances.
ART. 11-I-26 MISCELLANEOUS REGULATIONS

(a) **New and Unlisted Uses:** The Planning Director shall make a determination if a specific land use is listed as a permitted or conditional use in a specific zoning district. Furthermore, the Planning Director shall determine if a use is sufficiently similar to a use listed as permitted or conditional for a particular zoning district such that it may also be included as a permitted or conditional use within a zoning district. In the event the Planning Director determines that the requested use is not otherwise listed or defined in the Zoning Code, the developer or owner may request an amendment to this Zoning Code to include a definition for such previously unlisted use and determine in which zoning districts such use shall be permitted or conditional.

(b) **Unsafe Buildings:** Nothing in this Zoning Code shall be construed as prohibiting the strengthening or restoring any part of any building or structure to a safe condition.
APPENDIX A

APPENDIX A - TITLE 11, CHAPTER 1

EXAMPLE ONE
MIXED TYPE CLUSTER HOMES

COMMON COURTYARD

20 foot front & side yard

600'

10 foot side yard

400'

3 times around block
= approx 1 mile

7 times around courtyard
= approx 1 mile
APPENDIX A - TITLE 11, CHAPTER I

EXAMPLE TWO
ANGLED ZERO–LOT–LINE HOMES

10 foot side yard

EXAMPLE THREE
"Z" LOTS WITH ZERO–LOT–LINE HOMES

10' OFFSETS
(they must line up)

10 foot side yard, divided
EXAMPLE FOUR
"DOUBLE-ZERO" CLUSTERED HOMES

20 foot front & side yard
### APPENDIX B

<table>
<thead>
<tr>
<th>INDUSTRIES PRIMARILY ENGAGED IN:</th>
<th>HEAVY</th>
<th>LIMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Businesses engaged in the manufacture and packaging of meat products from previously slaughtered animals, including beef, poultry, pork, seafood, etc., and other materials. This may include the cooking, smoking, raw-boning, canning, freezing, and dehydrating of the product. (SIC #'s 2013, 2017, 2091 and similar)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2. Businesses primarily engaged in the manufacture, processing, and packing of dairy products. (SIC # 202)</td>
<td>40,000 Square Feet or more</td>
<td>Less than 40,000 Square Feet</td>
</tr>
<tr>
<td>3. Businesses primarily engaged in the canning of fruits and vegetables. (SIC #203)</td>
<td>40,000 Square Feet</td>
<td>Less than 40,000 Square Feet</td>
</tr>
<tr>
<td>4. Businesses primarily engaged in preparing foods from previously milled grain products, including the preparation of breakfast foods, the mixing of flours, and the manufacture of bakery products as listed in SIC #'s 2043, 2045, and 205.</td>
<td>50,000 Square Feet or more</td>
<td>Less than 50,000 Square Feet</td>
</tr>
<tr>
<td>5. Businesses primarily engaged in the manufacture of sugar, candy, and other confectionery products as listed in SIC # 206.</td>
<td>40,000 Square Feet or more</td>
<td>Less than 40,000 Square Feet</td>
</tr>
<tr>
<td>6. Businesses primarily engaged in the manufacture of butter, margarine, cooking oils, etc., from previously processed animal and vegetable oils as listed in SIC if 2079.</td>
<td>40,000 Square Feet or more</td>
<td>Less than 40,000 Square Feet</td>
</tr>
<tr>
<td>7. Businesses primarily engaged in the manufacture, bottling, and canning of beverages, such as listed in SIC #208.</td>
<td>50,000 Square Feet or more</td>
<td>Less than 50,000 Square Feet</td>
</tr>
<tr>
<td>8. Businesses primarily engaged in the manufacture, cooking, roasting, and canning of other food products, such as coffee, spaghetti, etc., such as listed in SIC #209, except seafood.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9. Businesses primarily engaged in the manufacture of tobacco products as listed in SIC major group #21.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10. Businesses primarily engaged in the preparation, manufacture, cutting, sewing, and finishing of textile mill products as listed in SIC major group #'s 22 and 23.</td>
<td>50,000 Square Feet or More</td>
<td>Less than 50,000 Square Feet</td>
</tr>
<tr>
<td>INDUSTRIES PRIMARILY ENGAGED IN:</td>
<td>HEAVY</td>
<td>LIMITED</td>
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<tr>
<td>11. Businesses primarily engaged in the cutting and manufacture of lumber and wood products,</td>
<td>With Outdoor Storage</td>
<td>Without Outdoor Storage</td>
</tr>
<tr>
<td>including the construction of wood buildings or arches, trusses, etc., in a construction facility for sale and transport to another site for placement on a lot for use, such as listed in SIC major group #24, excluding #s 241, 242, and 249.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Businesses primarily engaged in the manufacture of furniture and fixtures for residential or business use as listed in SIC major group #25. (Ord. 99-05)</td>
<td>35,000 Square Feet or more</td>
<td>Less than 35,000 Square Feet</td>
</tr>
<tr>
<td>13. Businesses primarily engaged in the manufacture of paper and paperboard products, including containers and boxes as listed in SIC #s 264 and 265.</td>
<td>1 5,000 Square Feet or more</td>
<td>Less than 1 5,000 Square Feet</td>
</tr>
<tr>
<td>14. Businesses primarily engaged in the manufacture or processing of drugs in pharmaceutical preparations for human or veterinary use as listed in SIC #2834.</td>
<td>50,000 Square Feet or more</td>
<td>Less than 50,000 Square Feet</td>
</tr>
<tr>
<td>15. Businesses primarily engaged in the manufacture of tires, footwear, bottles, hoses, etc., from rubber, from primary plastic products, etc., as listed in SIC major group #30.</td>
<td>X</td>
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</tr>
<tr>
<td>16. Businesses primarily engaged in the manufacture of leather products such as shoes, luggage, etc., as listed in SIC #s 313, 314, 315, 316, 317, and 319.</td>
<td>20,000 Square Feet or More</td>
<td>Less than 20,000 Square Feet</td>
</tr>
<tr>
<td>17. Businesses primarily engaged in the manufacture of glass, stone, clay, and concrete products, such as listed in SIC #s 3221, 3229, 3231, 3233, 325, 326, 3271, 3272, 328, and 329 (329, except asbestos products). Except that small businesses engaged in custom work shall be defined as &quot;building construction, specialist,&quot; unless determined by the commission to be a business that meets the definition of heavy industry.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>18. Businesses primarily engaged in the manufacture of metal products, except machinery and transportation equipment and weapons ammunition, such as metal cans, hand</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>19. Businesses primarily engaged in the manufacture of machinery and equipment, other than electrical equipment, such as farm machinery, construction equipment, power and machine tools, engines, etc., as listed in SIC major group 35, except SIC major group #357 and 358.</td>
<td>50,000 Square Feet or More</td>
<td>Less than 50,000 Square Feet</td>
</tr>
<tr>
<td>INDUSTRIES PRIMARILY ENGAGED IN:</td>
<td>HEAVY</td>
<td>LIMITED</td>
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<td>--------------------------------------------</td>
</tr>
<tr>
<td>20. Businesses primarily engaged in the manufacture of office, computing, and accounting machines (SIC major group 4357), and businesses primarily engaged in the manufacture of refrigeration and service machinery (SIC major group #358)</td>
<td>100,000 Square Feet or More</td>
<td>Less than 100,000 Square Feet</td>
</tr>
<tr>
<td>21. Businesses primarily engaged in the manufacture of electrical and electronic machinery, equipment, and supplies as listed in SIC major group 436.</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>22. Businesses primarily engaged in the manufacturing of transportation equipment, including motor vehicles as listed in SIC major group #37.</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>23. Businesses primarily engaged in the manufacture of laboratory, scientific and measuring equipment, of watches, clocks, jewelry, musical instruments, signs, toys, and other products as listed in SIC major group #'s 38 and 39.</td>
<td>20,000 Square Feet or more</td>
<td>Less than 20,000 Square Feet</td>
</tr>
<tr>
<td>24. Transportation terminals, including motor freight transportation.</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
| 25. General contractors (with contractor yards greater than five (5) acres in size) for the following:  
  a. Residential dwellings  
  b. Commercial buildings and structures  
  c. Industrial buildings and structures  
  d. Highway and street construction  
  e. Water, sewer, pipeline construction  
  f. Earth moving, drainage land reclamation  
  g. Bridges, tunnels | X                                          |                                            |
## FISCAL YEAR 2018 - 2019

### FEE SCHEDULE

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC INFORMATION REQUESTS</strong></td>
<td></td>
</tr>
<tr>
<td>Standard Size Copy</td>
<td>$0.10 per page</td>
</tr>
<tr>
<td>Oversized Paper Copy</td>
<td>$0.50 per page</td>
</tr>
<tr>
<td>Fax Transmissions</td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>$0.10 per page</td>
</tr>
<tr>
<td>Long distance</td>
<td>$0.50 per page</td>
</tr>
<tr>
<td>Other</td>
<td>actual cost</td>
</tr>
<tr>
<td>Labor</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Overhead charge (if applicable under state law)</td>
<td>20% of personnel charge</td>
</tr>
</tbody>
</table>

| **LAND RECORD FILING FEES**          |                    |
| First Page                           | $26.00 per page    |
| Additional Pages                     | $4.00 per page     |
| Records Management Fees              | $10.00 per document|
| Courthouse Security Fee              | $1.00 per document |
| Records Archive Fee                  | $10.00 per document|

Note: Fees subject to change based on County fee schedule

<p>| <strong>OTHER</strong>                            |                    |
| Vehicle for Hire Permit              | $25.00 per permit  |
| Banners                              |                    |
| Permit Fee                           | $60.00 per permit  |
| Administrative Fee                   | $25.00 per permit  |
| Alcoholic Beverage Certificate       | 50% of TABC        |
| Exception: Brewery, Brewpub, or similar | on premise retailer fee |</p>
<table>
<thead>
<tr>
<th>PROFESSIONAL &amp; OCCUPATIONAL LICENSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contractor License</td>
<td>$300.00 initial license</td>
</tr>
<tr>
<td>General Contractor License: Renewal</td>
<td>$100.00 annual</td>
</tr>
<tr>
<td>General Contractor License: Single Project</td>
<td>$150.00 per project</td>
</tr>
<tr>
<td><strong>BUILDING PERMITS: SINGLE &amp; TWO FAMILY RESIDENTAL</strong></td>
<td></td>
</tr>
<tr>
<td>Building Permit: Minimum Charge</td>
<td>$25.00 per permit</td>
</tr>
<tr>
<td>New Construction</td>
<td>$0.36 per sq. foot</td>
</tr>
<tr>
<td>(all floor area under one roof)</td>
<td></td>
</tr>
<tr>
<td>Addition</td>
<td>$0.36 per sq. foot</td>
</tr>
<tr>
<td>(all floor area under one roof)</td>
<td></td>
</tr>
<tr>
<td>Alteration or Remodel</td>
<td>$0.21 per sq. foot</td>
</tr>
<tr>
<td>(all floor area under one roof)</td>
<td></td>
</tr>
<tr>
<td>Fire Repair</td>
<td>$0.21 per sq. foot</td>
</tr>
<tr>
<td>(all floor area under one roof)</td>
<td></td>
</tr>
<tr>
<td>Storage or Accessory Building</td>
<td>$0.21 per sq. foot</td>
</tr>
<tr>
<td>(all floor area under one roof)</td>
<td></td>
</tr>
<tr>
<td>Building Permit Extension</td>
<td>50% of original permit fee</td>
</tr>
<tr>
<td>Plan Review Fee (per review)</td>
<td>50% of building permit fee</td>
</tr>
<tr>
<td>Due with permit application</td>
<td></td>
</tr>
</tbody>
</table>

**BUILDING PERMITS: COMMERCIAL BY VALUE**

<table>
<thead>
<tr>
<th>Permit (value up to $1,000) plus</th>
<th>$25.00 per permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value: $1,000-$500,000</td>
<td>$5.00 per $1,000</td>
</tr>
<tr>
<td>Value: $500,000 and above</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Requires City Manager approval / Fees determined by actual cost</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The value of construction is the greater of the value quoted by contractor or the calculated value using International Code Council standards

| Temp Certificate of Occupancy   | $100.00 per certificate |
| Temp Certificate of Occupancy Extension | $100.00 per certificate |
| Building Permit Extension       | 50% of original permit fee |
| Plan Review Fee (per review)    | 50% of building permit fee |
| First review due with permit application |      |
| Subsequent review due to substantial submittal or project changes       | 50% of building permit fee |

**SIGN PERMITS: BY VALUE**

| Sign Permit: Non-Electric     |       |
| Value: up to $1,000           | $25.00 per permit |
| Value: $1,001 and up          | $5.00 per $1,000  |
| Sign Permit: Electric         |       |
| Value: up to $1,000           | $25.00 per permit |
| Value: $1,001 and up          | $5.00 per $1,000  |
## FEE SCHEDULE

### DEVELOPMENT SERVICES DEPARTMENT, CONTINUED

#### BUILDING SERVICES, CONTINUED

##### BUILDING PERMIT: ELECTRIC

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit: Electric</td>
<td>$40.00 per permit</td>
</tr>
<tr>
<td>Additional Fees</td>
<td></td>
</tr>
<tr>
<td>Circuits</td>
<td>$2.00 each</td>
</tr>
<tr>
<td>Fixtures</td>
<td>$0.50 each</td>
</tr>
<tr>
<td>Motors (&lt;1 HP)</td>
<td>$2.00 each</td>
</tr>
<tr>
<td>Motors (1-10 HP)</td>
<td>$2.50 each</td>
</tr>
<tr>
<td>Motors (11-25 HP)</td>
<td>$3.00 each</td>
</tr>
<tr>
<td>Motors (&gt;25 HP)</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>Services</td>
<td>$7.50 each</td>
</tr>
<tr>
<td>Services (per additional meter)</td>
<td>$7.50 each</td>
</tr>
<tr>
<td>Appliances</td>
<td>$2.00 each</td>
</tr>
<tr>
<td>Equipment (welder)</td>
<td>$3.00 each</td>
</tr>
<tr>
<td>Equipment (transformers)</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>Equipment (other)</td>
<td>$3.00 each</td>
</tr>
<tr>
<td>Signs</td>
<td>$5.75 each</td>
</tr>
<tr>
<td>Neon Signs for Transformer</td>
<td>$1.00 each</td>
</tr>
</tbody>
</table>

##### HVAC Permit Application Fee

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td>$30.00 per permit</td>
</tr>
<tr>
<td>Value: Up to $1,000</td>
<td>$15.00 per permit</td>
</tr>
<tr>
<td>Value: Over $1,000</td>
<td>$3.00 per $1,000</td>
</tr>
</tbody>
</table>

##### Inspection Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add or replace electrical wiring or panel</td>
<td>$15.00 per unit</td>
</tr>
<tr>
<td>Replace equipment</td>
<td>$15.00 per unit</td>
</tr>
<tr>
<td>New equipment</td>
<td>$15.00 per unit</td>
</tr>
<tr>
<td>Alter existing equipment</td>
<td>$15.00 per unit</td>
</tr>
</tbody>
</table>

##### BUILDING PERMIT: MECHANICAL

##### BUILDING PERMIT: PLUMBING & GAS

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td>$30.00 per permit</td>
</tr>
<tr>
<td>Fixtures</td>
<td>$2.50 per unit</td>
</tr>
<tr>
<td>Building Drain</td>
<td>$7.50 per unit</td>
</tr>
<tr>
<td>Water Heater and/or Vent</td>
<td>$10.00 per unit</td>
</tr>
<tr>
<td>Gas Piping (1-5 outlets)</td>
<td>$10.00 per unit</td>
</tr>
<tr>
<td>Piping for Water Treatment</td>
<td>$7.50 per unit</td>
</tr>
<tr>
<td>Water/Sewer Yard Line</td>
<td>$10.00 per unit</td>
</tr>
<tr>
<td>Gas Yard Line</td>
<td>$7.50 per unit</td>
</tr>
<tr>
<td>Annual Gas Test</td>
<td>$7.50 per unit</td>
</tr>
<tr>
<td>Pressure Regulator Valve</td>
<td>$5.00 per unit</td>
</tr>
<tr>
<td>Back Flow Preventer</td>
<td>$5.00 per unit</td>
</tr>
<tr>
<td>Grease Trap / Test Well</td>
<td>$20.00 per unit</td>
</tr>
</tbody>
</table>
### Building Services, Continued

#### Building Permit: Pools (By Value)

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Fee Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Building Permit (commercial by value)</td>
<td>$25.00 per permit</td>
</tr>
<tr>
<td>Basic Permit (value up to $1,000) plus</td>
<td>$5.00 per $1,000</td>
</tr>
<tr>
<td>$1,001 - $50,000</td>
<td>$5.00 per $1,000</td>
</tr>
<tr>
<td>$1,001-$499,999</td>
<td>$5.00 per $1,000</td>
</tr>
<tr>
<td>$500,000 and up</td>
<td>City Mgr Approval</td>
</tr>
</tbody>
</table>

#### Building Permit: Irrigation System (By Value)

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Fee Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Water Customer Permit (plus)</td>
<td>$30.00 per permit</td>
</tr>
<tr>
<td>Value per $1,000</td>
<td>$3.00 per $1,000</td>
</tr>
<tr>
<td>Plan Review</td>
<td>50% of permit fee</td>
</tr>
<tr>
<td>Non-City Water Customer Permit</td>
<td>$45.00 per permit</td>
</tr>
<tr>
<td>2 inspection minimum</td>
<td>$100.00 per inspection</td>
</tr>
<tr>
<td>Plan Review</td>
<td>50% of permit fee</td>
</tr>
</tbody>
</table>

#### Demolition and Moving Permits

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Fee Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving/Demolition Deposit</td>
<td>$500.00 per permit</td>
</tr>
<tr>
<td>Demolition Permit</td>
<td>$100.00 per permit</td>
</tr>
<tr>
<td>Moving Permit</td>
<td>$100.00 per permit</td>
</tr>
</tbody>
</table>

#### Inspection Fees

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Fee Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Reinspection</td>
<td>$0.00 same permit</td>
</tr>
<tr>
<td>Second Reinspection</td>
<td>$100.00 same permit</td>
</tr>
<tr>
<td>Subsequent Reinspection</td>
<td>$150.00 same permit</td>
</tr>
<tr>
<td>Special Inspection Fees</td>
<td></td>
</tr>
<tr>
<td>During business hours: same day</td>
<td>$50.00 per permit</td>
</tr>
<tr>
<td>After business hours: scheduled</td>
<td>$50.00 per hr. 2 hr. min</td>
</tr>
<tr>
<td>After business hours: emergency</td>
<td>$50.00 per hr. 4 hr. min</td>
</tr>
<tr>
<td>Fee Description</td>
<td>Fee</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Change of Contractor on Active Project</td>
<td>$100.00</td>
</tr>
<tr>
<td>Change of Occupancy (existing structure)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Occupancy (vacant structures)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Issuance of Permit (after start of project)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Appeal to Building Board of Adjustments Mechanics, Plumbing, Electrical Boards of Adjustments and Appeals</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
## FISCAL YEAR 2018 - 2019

### FEE SCHEDULE

**Group Boarding Homes**
- Permit: $1000.00 per permit
- Permit renewal: $350.00 per year
- Re-inspection Fee: $75.00 per inspection
- Variance Fee for Distance: $150.00 per variance

**Junkyard Operation License**
- $5.00 per site

**Sexually Oriented Business**
- Annual License: $500.00 per business
- Annual Fee per Employee: $50.00 per employee

**Traveling Show and Exhibition License**
- $100.00 per 30 days

**Sidewalk Café Permit**
- $50.00 per table

**Peddler and Solicitor Fees**
- Base Charge: $600.00 per year
- Each additional person: $10.00 30 days
- Each additional person: $100.00 per year
- Deposit (refundable): $750.00 each

**Peddler & Solicitor Fee Exemptions:**
- Temporary special events
- Sales/Festivals/Carnivals sponsored by IRS recognized charitable organizations
- Governmental subdivisions
- School districts
- Chamber of Commerce
- Visitor’s Bureau
- Council approved events
- Open-air markets
  (Required information must be provided showing compliance with laws and zoning regulations)
- Traveling salespeople or solicitors calling only on commercial businesses
- Garage Sales
- Organized sales shows/convention organized by charitable organizations
- Fresh produce sales (fruits, nuts, vegetables)
- Firewood sales
- A business with a separate location in the City
  (must furnish proof of payment of all ad valorem and personal property taxes)
<table>
<thead>
<tr>
<th>Health Permits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bars and Lounges: Free Standing</td>
<td></td>
</tr>
<tr>
<td>&lt;1,000 square feet</td>
<td>$70.00 per sq. foot</td>
</tr>
<tr>
<td>1,000-1,999 square feet</td>
<td>$85.00 per sq. foot</td>
</tr>
<tr>
<td>2,000-2,999 square feet</td>
<td>$100.00 per sq. foot</td>
</tr>
<tr>
<td>3,000-3,999 square feet</td>
<td>$125.00 per sq. foot</td>
</tr>
<tr>
<td>4,000-4,999 square feet</td>
<td>$150.00 per sq. foot</td>
</tr>
<tr>
<td>5,000-10,000 square feet</td>
<td>$200.00 per sq. foot</td>
</tr>
<tr>
<td>&gt;10,000 square feet</td>
<td>$350.00 per sq. foot</td>
</tr>
<tr>
<td>Catering Establishments</td>
<td></td>
</tr>
<tr>
<td>&lt;1,000 square feet</td>
<td>$70.00 per sq. foot</td>
</tr>
<tr>
<td>1,000-1,999 square feet</td>
<td>$85.00 per sq. foot</td>
</tr>
<tr>
<td>2,000-2,999 square feet</td>
<td>$100.00 per sq. foot</td>
</tr>
<tr>
<td>3,000-3,999 square feet</td>
<td>$125.00 per sq. foot</td>
</tr>
<tr>
<td>4,000-4,999 square feet</td>
<td>$150.00 per sq. foot</td>
</tr>
<tr>
<td>5,000-10,000 square feet</td>
<td>$200.00 per sq. foot</td>
</tr>
<tr>
<td>&gt;10,000 square feet</td>
<td>$350.00 per sq. foot</td>
</tr>
<tr>
<td>Catering License</td>
<td>$70.00 per year</td>
</tr>
<tr>
<td>General Service Catering Vehicle</td>
<td>$75.00 each</td>
</tr>
<tr>
<td>Health Permits</td>
<td></td>
</tr>
<tr>
<td>&lt;1,000 square feet</td>
<td>$70.00 per sq. foot</td>
</tr>
<tr>
<td>1,000-1,999 square feet</td>
<td>$85.00 per sq. foot</td>
</tr>
<tr>
<td>2,000-2,999 square feet</td>
<td>$100.00 per sq. foot</td>
</tr>
<tr>
<td>3,000-3,999 square feet</td>
<td>$125.00 per sq. foot</td>
</tr>
<tr>
<td>4,000-4,999 square feet</td>
<td>$150.00 per sq. foot</td>
</tr>
<tr>
<td>5,000-10,000 square feet</td>
<td>$200.00 per sq. foot</td>
</tr>
<tr>
<td>&gt;10,000 square feet</td>
<td>$350.00 per sq. foot</td>
</tr>
<tr>
<td>Hotel Permit</td>
<td>$50.00 per year</td>
</tr>
<tr>
<td>Mobile Food Establishment Permits</td>
<td>$225.00 per unit / year</td>
</tr>
<tr>
<td>Peddler and Solicitor Fees</td>
<td></td>
</tr>
<tr>
<td>Base Charge</td>
<td>$600.00 per year</td>
</tr>
<tr>
<td>Each additional person</td>
<td>$10.00 30 per days</td>
</tr>
<tr>
<td>Each additional person</td>
<td>$100.00 per year</td>
</tr>
<tr>
<td>Deposit (refundable)</td>
<td>$750.00 each</td>
</tr>
<tr>
<td>Non-Profit Event Permit</td>
<td>$10.00 per event</td>
</tr>
<tr>
<td>Temporary Food Service Permit</td>
<td></td>
</tr>
<tr>
<td>Single Event</td>
<td>$45.00 per 14 days</td>
</tr>
<tr>
<td>Annual Permit</td>
<td>$225.00 per year</td>
</tr>
<tr>
<td>INSPECTIONS</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>After Hours Inspection</td>
<td>$50.00 per hour</td>
</tr>
<tr>
<td>Emergency (4 hr. minimum)</td>
<td></td>
</tr>
<tr>
<td>Certificate of Occupancy Inspection</td>
<td>$50.00 per site</td>
</tr>
<tr>
<td>Hotel Complaint Inspection</td>
<td></td>
</tr>
<tr>
<td>First complaint</td>
<td>$100.00 per inspection</td>
</tr>
<tr>
<td>Subsequent complaints</td>
<td>$150.00 per inspection</td>
</tr>
<tr>
<td>Reinspection Fees (same violation)</td>
<td></td>
</tr>
<tr>
<td>First reinspection</td>
<td>no charge</td>
</tr>
<tr>
<td>Second reinspection</td>
<td>$100.00 each</td>
</tr>
<tr>
<td>Subsequent reinspections</td>
<td>$150.00 each</td>
</tr>
<tr>
<td>Sanitation and Environmental Inspections</td>
<td></td>
</tr>
<tr>
<td>Foster homes, daycare centers, pools</td>
<td>$40.00 per site</td>
</tr>
<tr>
<td>Semi-Public Pools/Spas</td>
<td></td>
</tr>
<tr>
<td>Single pool facilities</td>
<td>$75.00 each</td>
</tr>
<tr>
<td>Additional pool/spa</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>OTHER FEES</td>
<td></td>
</tr>
<tr>
<td>Health Permit Late Fee</td>
<td>$50.00 per permit</td>
</tr>
<tr>
<td>Replacement Permit or Certificate</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>PLANNING</td>
<td></td>
</tr>
<tr>
<td>Concept Plans</td>
<td>$500.00 each</td>
</tr>
<tr>
<td>Preliminary Plats (plus)</td>
<td>$300.00 each plus greater of $20 per lot or $10 per acre</td>
</tr>
<tr>
<td>Plats</td>
<td>$150.00 each plus $10 per lot</td>
</tr>
<tr>
<td>Zoning Map Amendment</td>
<td>$300.00 per amendment</td>
</tr>
<tr>
<td>Planned development/special use</td>
<td></td>
</tr>
<tr>
<td>Zoning Variance</td>
<td>$150.00 each</td>
</tr>
<tr>
<td>Text Amendment</td>
<td>$300.00 per amendment</td>
</tr>
<tr>
<td>Appeals</td>
<td></td>
</tr>
<tr>
<td>To City Council</td>
<td>$15.00 each</td>
</tr>
<tr>
<td>To Planning &amp; Zoning Commission</td>
<td>$15.00 each</td>
</tr>
<tr>
<td>Administrative Appeal</td>
<td>$150.00 each</td>
</tr>
<tr>
<td>Alcoholic Beverage Distance Variance Request</td>
<td>$150.00 each</td>
</tr>
<tr>
<td>Note: In cases where legal notice of public hearing is required and applicant scheduled action, reapplication is required.</td>
<td></td>
</tr>
</tbody>
</table>
## EMERGENCY MEDICAL SERVICES

### NON-EMERGENCY AMBULANCE LICENSE

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual License</td>
<td>$400.00 per year</td>
</tr>
<tr>
<td>Annual Ambulance Permit</td>
<td>$150.00 per year</td>
</tr>
<tr>
<td>Re-issue for Lost Permit</td>
<td>$50.00 per unit</td>
</tr>
<tr>
<td>Inspection Reschedule Fee</td>
<td>$50.00 per unit</td>
</tr>
</tbody>
</table>

### NON-EMERGENCY TRANSFER AGREEMENT

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Transport</td>
<td>100% of Medicaid Allowable</td>
</tr>
<tr>
<td>Local Mileage</td>
<td>100% of Medicaid Allowable</td>
</tr>
</tbody>
</table>

### RESPONSE/TRANSPORTATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Support: Non Emergency</td>
<td>$453.06 per person</td>
</tr>
<tr>
<td>Basic Life Support: Emergency</td>
<td>$724.90 per person</td>
</tr>
<tr>
<td>Advanced Life Support 1: Non Emergency</td>
<td>$543.68 per person</td>
</tr>
<tr>
<td>Advanced Life Support 1: Emergency</td>
<td>$860.82 per person</td>
</tr>
<tr>
<td>Advanced Life Support 2: Emergency</td>
<td>$1,245.92 per person</td>
</tr>
<tr>
<td>Specialty Care Transport</td>
<td>$1,245.92 per person</td>
</tr>
<tr>
<td>Aid Only: No Transport</td>
<td>$195.00 per person</td>
</tr>
<tr>
<td>Dedicated Standby</td>
<td>$100.00 per hour</td>
</tr>
<tr>
<td>Response Fee</td>
<td>$75.00 per person</td>
</tr>
<tr>
<td>Local Transport: No Supplies Used</td>
<td>$150.00 per person</td>
</tr>
<tr>
<td>Mileage</td>
<td>$22.86 per loaded mile</td>
</tr>
</tbody>
</table>

### ENGINEERING

#### CAPACITY ANALYSIS

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Water Capacity Analysis</td>
<td>$500.00 per analysis</td>
</tr>
<tr>
<td>Existing Sewer Capacity Analysis</td>
<td>$500.00 per analysis</td>
</tr>
<tr>
<td>Additional Capacity Analysis</td>
<td>quoted per analysis</td>
</tr>
</tbody>
</table>

### OTHER

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Inspection Overtime (4 hr. min on weekend)</td>
<td>$50.00 per hour</td>
</tr>
<tr>
<td>Floodplain Development Permit</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>FIRE DEPARTMENT</td>
<td>PERMITS</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Access-Controlled Egress Doors, Etc…</td>
<td>$20.00 per device</td>
</tr>
<tr>
<td>Amusement Building Permit</td>
<td>$50.00 per site</td>
</tr>
<tr>
<td>Blasting Permit</td>
<td>$150.00 per site</td>
</tr>
<tr>
<td>Bulk Storage and Dispensing of LP Gas</td>
<td>$100.00 per year</td>
</tr>
<tr>
<td>Commercial Bar-B-Que Pit</td>
<td>$20.00 per site</td>
</tr>
<tr>
<td>Cooking Hood Fire Suppression System</td>
<td>$50.00 per system</td>
</tr>
<tr>
<td>Event Permit (carnivals/fairs)</td>
<td>$100.00 per event</td>
</tr>
<tr>
<td>Exhibit or Trade Show</td>
<td>$50.00 per site</td>
</tr>
<tr>
<td>Fire Alarm Installation</td>
<td>$100.00 per system / floor</td>
</tr>
<tr>
<td>New installation, repair, remodel, or addition</td>
<td></td>
</tr>
<tr>
<td>Fire Protection/Detection Systems</td>
<td>$100.00 per system</td>
</tr>
<tr>
<td>Electronic security gates, delay egress locks,</td>
<td></td>
</tr>
<tr>
<td>security grills</td>
<td></td>
</tr>
<tr>
<td>Fire Pump Acceptance Test</td>
<td>$100.00 per test</td>
</tr>
<tr>
<td>Fire Pump Equipment Installation/Modification</td>
<td>$100.00 per system</td>
</tr>
<tr>
<td>Fire Sprinkler</td>
<td></td>
</tr>
<tr>
<td>New installation, repair, remodel, or addition</td>
<td></td>
</tr>
<tr>
<td>Above ground</td>
<td>$100.00 per system / floor</td>
</tr>
<tr>
<td>Underground</td>
<td>$100.00 per system</td>
</tr>
<tr>
<td>Standpipe system</td>
<td>$100.00 per system</td>
</tr>
<tr>
<td>Flammable/Combustible Liquids</td>
<td></td>
</tr>
<tr>
<td>Storage, handling, dispensing</td>
<td>$75.00 per incident</td>
</tr>
<tr>
<td>Hazardous Material Permit</td>
<td>$150.00 per permit</td>
</tr>
<tr>
<td>High Pile Storage Permit</td>
<td>$50.00 per site</td>
</tr>
<tr>
<td>Hot Work Permit</td>
<td>$20.00 per site</td>
</tr>
<tr>
<td>Industrial Oven Permit</td>
<td>$20.00 per site</td>
</tr>
<tr>
<td>Investigation Fee</td>
<td>applicable permit fee amount</td>
</tr>
<tr>
<td>If permit is issued after construction is started</td>
<td>applicable permit fee amount</td>
</tr>
<tr>
<td>without approved permit</td>
<td></td>
</tr>
<tr>
<td>Liquid Propane Tank Installation</td>
<td>$75.00 per permit</td>
</tr>
<tr>
<td>Misc. Combustible Storage</td>
<td>$75.00 per site</td>
</tr>
<tr>
<td>Ceremonial Fire Permits (bonfires)</td>
<td>$250.00 per site</td>
</tr>
<tr>
<td>Controlled Burns</td>
<td>$150.00 per site</td>
</tr>
<tr>
<td>Recreational Fire</td>
<td>no charge for permit</td>
</tr>
<tr>
<td>(less than 3ft. Diameter x 2ft height)</td>
<td></td>
</tr>
<tr>
<td>Other Permit</td>
<td>$20.00 per incident</td>
</tr>
<tr>
<td>Designated by <em>International Fire Code</em></td>
<td></td>
</tr>
<tr>
<td>Service Description</td>
<td>Fee</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Spray Room, Dip Tank or Booth, Used for combustible finishes</td>
<td>$50.00 per space</td>
</tr>
<tr>
<td>Storage of Portable LP Gas Containers</td>
<td>$20.00 per site</td>
</tr>
<tr>
<td>Storage or Handling of Compressed Gases</td>
<td>$50.00 per site</td>
</tr>
<tr>
<td>Tent, Canopy, Membrane Structure</td>
<td>$20.00 per structure</td>
</tr>
<tr>
<td>Underground Fuel Storage Tank Removal</td>
<td>$100.00 per site or tank</td>
</tr>
<tr>
<td>Under/Above Ground Fuel Storage Tank</td>
<td>$100.00 per site or tank</td>
</tr>
<tr>
<td>New installation</td>
<td>$100.00 per site or tank</td>
</tr>
<tr>
<td>Repair/replace existing tank</td>
<td>$100.00 per site or tank</td>
</tr>
<tr>
<td>Repair/replace existing product line</td>
<td>$100.00 per site or tank</td>
</tr>
</tbody>
</table>

**FIRE ALARM FEES**

<table>
<thead>
<tr>
<th>False Alarm Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 times in preceding 12 month period</td>
</tr>
<tr>
<td>6-7 times in preceding 12 month period</td>
</tr>
<tr>
<td>8+ times in preceding 12 month period</td>
</tr>
</tbody>
</table>

**INSPECTION/RE-INSPECTION FEES**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Mandated Occupancy Inspections (Outside City Limits)</td>
<td></td>
</tr>
<tr>
<td>Change of Occupancy</td>
<td>$20.00 per site</td>
</tr>
<tr>
<td>Daycare/Foster/Adoption/Group Home</td>
<td></td>
</tr>
<tr>
<td>7 Children or Less</td>
<td>$50.00 per site</td>
</tr>
<tr>
<td>More than 7 Children</td>
<td>$75.00 per site</td>
</tr>
<tr>
<td>Youth Camps and Day Camps</td>
<td>$150.00 per site</td>
</tr>
<tr>
<td>Schools and Instruction Facilities</td>
<td>$150.00 per site</td>
</tr>
<tr>
<td>Hospital, Nursing Home, and Assisted Living Facilities</td>
<td>$150.00 per site</td>
</tr>
<tr>
<td>Fire Inspection Requested/Scheduled outside of business hours</td>
<td></td>
</tr>
<tr>
<td>2 hr. min. - paid in advance</td>
<td></td>
</tr>
<tr>
<td>Non-holiday</td>
<td>$60.00 per hour</td>
</tr>
<tr>
<td>City recognized holiday</td>
<td>$80.00 per hour</td>
</tr>
<tr>
<td>All Other</td>
<td>$100.00 per site</td>
</tr>
<tr>
<td>Re-inspection for Requested/Scheduled Inspections (excludes annual fire inspection)</td>
<td></td>
</tr>
<tr>
<td>First inspection list(s) not completed on first or subsequent requests.</td>
<td></td>
</tr>
<tr>
<td>Not ready for inspection upon arrival</td>
<td>$50.00 per inspection</td>
</tr>
<tr>
<td>Contractor fails to keep appointment</td>
<td>$50.00 per inspection</td>
</tr>
<tr>
<td>No access to site or building</td>
<td>$50.00 per inspection</td>
</tr>
</tbody>
</table>
### FIRE DEPARTMENT, CONTINUED

#### PUBLIC SAFETY STAFFING

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td>Minimum 2 hours per Fire Department staff</td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td>Minimum 2 hours per vehicle</td>
<td></td>
</tr>
</tbody>
</table>

#### OTHER FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review Fee</td>
<td>$100.00 per review plus</td>
</tr>
<tr>
<td>Credited to permit cost when approved</td>
<td>$.05 per/sq. ft. per review</td>
</tr>
<tr>
<td>Request for Public Information</td>
<td>see City Secretary</td>
</tr>
<tr>
<td>Water Flow Test</td>
<td>$75.00 per test</td>
</tr>
<tr>
<td>Appeal to Building Board of Adjustments and Appeals</td>
<td>$150.00 per appeal</td>
</tr>
</tbody>
</table>
### FISCAL YEAR 2018-2019

**FEE SCHEDULE**

#### GOLF: SCOTT SCHREINER GOLF COURSE

**GREEN FEES**
Weekend Rates Apply Friday-Sunday (Except for Seniors)

<table>
<thead>
<tr>
<th>GUEST RATES</th>
<th>Walking</th>
<th>With Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weekday</strong></td>
<td>9 Holes</td>
<td>$16.00</td>
</tr>
<tr>
<td></td>
<td>18 Holes</td>
<td>$26.00</td>
</tr>
<tr>
<td><strong>Weekend/Holiday</strong></td>
<td>9 Holes</td>
<td>$22.00</td>
</tr>
<tr>
<td></td>
<td>18 Holes</td>
<td>$33.00</td>
</tr>
<tr>
<td><strong>Twilight (after 2pm)</strong></td>
<td>9 Holes</td>
<td>$16.00</td>
</tr>
<tr>
<td></td>
<td>18 Holes</td>
<td>$16.00</td>
</tr>
<tr>
<td><strong>Senior (age 65+)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weekday (M-F)</strong></td>
<td>18 Holes</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Military</strong></td>
<td>18 Holes</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Weekend/Holiday</strong></td>
<td>18 Holes</td>
<td>$26.00</td>
</tr>
</tbody>
</table>

#### SPECIAL RATES

<table>
<thead>
<tr>
<th><strong>MEMBER RATES</strong></th>
<th>Walking</th>
<th>With Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weekday</strong></td>
<td>9 Holes</td>
<td>$6.00</td>
</tr>
<tr>
<td></td>
<td>18 Holes</td>
<td>$8.00</td>
</tr>
<tr>
<td><strong>Weekend/Holiday</strong></td>
<td>9 Holes</td>
<td>$7.00</td>
</tr>
<tr>
<td></td>
<td>18 Holes</td>
<td>$9.00</td>
</tr>
<tr>
<td><strong>Twilight (after 2pm)</strong></td>
<td>9 Holes</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>18 Holes</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Weekend/Holiday</strong></td>
<td>9 Holes</td>
<td>$6.00</td>
</tr>
<tr>
<td></td>
<td>18 Holes</td>
<td>$6.00</td>
</tr>
</tbody>
</table>
## Table of Contents

**FISCAL YEAR 2018-2019**

### FEE SCHEDULE

#### GOLF: SCOTT SCHREINER GOLF COURSE, CONTINUED

<table>
<thead>
<tr>
<th>JUNIOR/STUDENT RATES</th>
<th>Walking</th>
<th>With Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grades K-12</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Holes</td>
<td>$5.00</td>
<td>$12.50</td>
</tr>
<tr>
<td>18 Holes</td>
<td>$9.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>Weekend/Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Holes</td>
<td>$7.00</td>
<td>$14.50</td>
</tr>
<tr>
<td>18 Holes</td>
<td>$10.00</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>College</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Holes</td>
<td>$15.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Weekend/Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Holes</td>
<td>$21.00</td>
<td>$36.00</td>
</tr>
<tr>
<td><strong>Membership Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Membership</td>
<td>$575.00</td>
<td>per person</td>
</tr>
<tr>
<td>Second Family Member</td>
<td>$450.00</td>
<td>per person</td>
</tr>
<tr>
<td>Quarterly Membership</td>
<td>$220.00</td>
<td>per person</td>
</tr>
<tr>
<td>Second Family Member</td>
<td>$200.00</td>
<td>per person</td>
</tr>
<tr>
<td>Annual Range Pass</td>
<td>$300.00</td>
<td>per person</td>
</tr>
<tr>
<td>Quarterly Range Pass</td>
<td>$100.00</td>
<td>per person</td>
</tr>
<tr>
<td>Family Membership</td>
<td>$900.00</td>
<td>2 adults + all Jr.</td>
</tr>
</tbody>
</table>

### UNLIMITED GOLF

<table>
<thead>
<tr>
<th>Walking</th>
<th>With Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200/month</td>
<td>$300/month</td>
</tr>
</tbody>
</table>

**No course fees**

### DRIVING RANGE FEES

<table>
<thead>
<tr>
<th>Small Bucket</th>
<th>$4.00 per bucket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Bucket</td>
<td>$8.00 per bucket</td>
</tr>
</tbody>
</table>

#### Range Memberships

<table>
<thead>
<tr>
<th>Annual</th>
<th>$300.00 per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly</td>
<td>$100.00 per quarter</td>
</tr>
</tbody>
</table>
## FISCAL YEAR 2018 - 2019
### FEE SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>9 Holes</th>
<th>18 Holes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CART FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cart Use Fees</td>
<td>$7.50</td>
<td>$15.00</td>
</tr>
<tr>
<td>Private Cart Membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual members only</td>
<td>$220.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Trail Fee Private Cart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/Cart Membership &amp; green fees</td>
<td>$4.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Non-member w/ green fees</td>
<td>$6.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Passenger or Private Cart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>without green fees</td>
<td>$7.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Cart Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td>$420.00</td>
<td></td>
</tr>
<tr>
<td>Quarterly</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOURNAMENT FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekday/Weekend Afternoons</td>
<td>$30.00 per player</td>
<td></td>
</tr>
<tr>
<td>Weekend Mornings</td>
<td>$40.00 per player</td>
<td></td>
</tr>
<tr>
<td>Note: Contact Pro-Shop in order to schedule tournament play.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RENTAL AND OTHER FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Rental</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pull Cart Rental</td>
<td>$3.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees will be prorated, as necessary, to ensure that all fees expire on the same date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**FISCAL YEAR 2018-2019**

### RENTALS

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>Meeting Room</td>
<td></td>
</tr>
<tr>
<td>Two Hour Minimum</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Full Day Use (during operating hours)</td>
<td>$100.00 per hour</td>
</tr>
<tr>
<td>Gazebo</td>
<td>$50.00 per day</td>
</tr>
<tr>
<td>In-House A/V Equipment (Set up and Use)</td>
<td>$20.00 per day</td>
</tr>
<tr>
<td>Repairs for damages to furniture, equipment, or facilities</td>
<td>actual cost</td>
</tr>
</tbody>
</table>

### COPIES / PRINTING

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopier</td>
<td></td>
</tr>
<tr>
<td>Black &amp; White</td>
<td>$0.10 per page</td>
</tr>
<tr>
<td>Color</td>
<td>$0.25 per page</td>
</tr>
<tr>
<td>Computer/Internet</td>
<td></td>
</tr>
<tr>
<td>Black &amp; White</td>
<td>$0.10 per page</td>
</tr>
<tr>
<td>Color</td>
<td>$0.25 per page</td>
</tr>
</tbody>
</table>

### CIRCULATION CHARGES

- **Resident Card**
- **Non-Resident (Outside Kerr County)**
  - Materials Checkout Only: $35.00 per year
  - Computer Use Only: $35.00 per year
  - Temporary Use: $8.00 per month
  - Full Use: $65.00 per month
  - Library Card Replacement: $1.00 per card

### OVERDUE FINES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Adult Patrons</td>
<td>$15.00 max</td>
</tr>
<tr>
<td>Child Patrons</td>
<td>$5.00 max</td>
</tr>
<tr>
<td>Audiobooks &amp; CDs</td>
<td>$15.00 max</td>
</tr>
<tr>
<td>DVDs and Blu-ray</td>
<td>$15.00 max</td>
</tr>
<tr>
<td>Story Time Kits</td>
<td>$15.00 max</td>
</tr>
<tr>
<td>Other Kits</td>
<td>$15.00 max</td>
</tr>
<tr>
<td>NOTE: Fines of $5.00 and above will result in suspension of borrowing privileges</td>
<td></td>
</tr>
</tbody>
</table>

### INTERLIBRARY LOAN

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Overdue Item</td>
<td>$15.00 max</td>
</tr>
<tr>
<td>Lost / Damaged Item</td>
<td></td>
</tr>
<tr>
<td>Cost assessed by lending library plus</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>Return Postage</td>
<td>$3.00 per item</td>
</tr>
</tbody>
</table>
### FISCAL YEAR 2018-2019 FEE SCHEDULE

**Online Transaction Fee**  
$1.50 per transaction

**Technology Fee**  
$4.00 per conviction

**Building Service Fee**  
$3.00 per conviction

**Kiosk Payment Fee**  
$1.50 per transaction

---

### LIBRARY: BUTT HOLDSWORTH MEMORIAL LIBRARY CONTINUED

#### REPLACEMENT OF MISCELLANEOUS PARTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD/DVD Case</td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$1.00 per item</td>
</tr>
<tr>
<td>Multiple</td>
<td>$4.00 per item</td>
</tr>
<tr>
<td>Book on CD Case (up to 12 CDs)</td>
<td>$10.00 per item</td>
</tr>
<tr>
<td>Book on CD Case (up to 24 CDs)</td>
<td>$15.00 per item</td>
</tr>
<tr>
<td>CD Jewel Case (2 disc)</td>
<td>$3.00 per item</td>
</tr>
<tr>
<td>AV Storage Bags</td>
<td>$1.00 per item</td>
</tr>
<tr>
<td><strong>CDs, Audiobook, Music, MP3</strong></td>
<td></td>
</tr>
<tr>
<td>Actual cost plus</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>Individual CD in a set</td>
<td></td>
</tr>
<tr>
<td>Audiobook, Music, MP3</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>$10.00 per disc plus</td>
<td></td>
</tr>
<tr>
<td>DVD-Includes Sets (actual cost plus)</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>Kits (actual cost plus)</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td></td>
</tr>
<tr>
<td>Library (actual cost plus)</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>History Center-Rare/Out of Print</td>
<td></td>
</tr>
<tr>
<td>Lesser of appraised value plus</td>
<td>$100.00 per item</td>
</tr>
<tr>
<td><strong>Personal Earbuds</strong></td>
<td>$2.00 per set</td>
</tr>
</tbody>
</table>

#### LOST / DAMAGED ITEM CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDs, Audiobook, Music, MP3</td>
<td></td>
</tr>
<tr>
<td>Actual cost plus</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>Individual CD in a set</td>
<td></td>
</tr>
<tr>
<td>Audiobook, Music, MP3</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>$10.00 per disc plus</td>
<td></td>
</tr>
<tr>
<td>DVD-Includes Sets (actual cost plus)</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>Kits (actual cost plus)</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td></td>
</tr>
<tr>
<td>Library (actual cost plus)</td>
<td>$5.00 per item</td>
</tr>
<tr>
<td>History Center-Rare/Out of Print</td>
<td></td>
</tr>
<tr>
<td>Lesser of appraised value plus</td>
<td>$100.00 per item</td>
</tr>
<tr>
<td><strong>Personal Earbuds</strong></td>
<td>$2.00 per set</td>
</tr>
</tbody>
</table>

### MUNICIPAL COURT

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Transaction Fee</td>
<td>$1.50 per transaction</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.00 per conviction</td>
</tr>
<tr>
<td>Building Service Fee</td>
<td>$3.00 per conviction</td>
</tr>
<tr>
<td>Kiosk Payment Fee</td>
<td>$1.50 per transaction</td>
</tr>
</tbody>
</table>
# FEE SCHEDULE

## PARKS AND RECREATION

### KERRVILLE - SCHREINER PARK

### DAY USE FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (13 and over)</td>
<td>$6.00 per person</td>
</tr>
<tr>
<td>$15 per vehicle max</td>
<td></td>
</tr>
<tr>
<td>Veterans</td>
<td>No Charge</td>
</tr>
<tr>
<td>with 60% or greater service connected disability</td>
<td></td>
</tr>
<tr>
<td>or loss of lower extremity</td>
<td></td>
</tr>
<tr>
<td>Child (12 and under)</td>
<td>$2.00 per person</td>
</tr>
<tr>
<td>Senior (over 65)</td>
<td>$2.00 per person</td>
</tr>
<tr>
<td>Commercial Vehicles</td>
<td>$20.00 per vehicle</td>
</tr>
<tr>
<td>School Sponsored Trip</td>
<td>$0.50 per person</td>
</tr>
<tr>
<td>(ages 13-18 not overnight)</td>
<td></td>
</tr>
<tr>
<td>Annual Day Use Pass</td>
<td></td>
</tr>
<tr>
<td>First Vehicle</td>
<td>$50.00 per year</td>
</tr>
<tr>
<td>Second Vehicle (when registered with first)</td>
<td>$25.00 per year</td>
</tr>
</tbody>
</table>

### CAMPING FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tent Site with Water</td>
<td>$20.00 per night</td>
</tr>
</tbody>
</table>

### RV SITE FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain View Loop (30 amp w/water &amp; sewer)</td>
<td>$25.00 per night</td>
</tr>
<tr>
<td>(30 amp w/water &amp; sewer)</td>
<td></td>
</tr>
<tr>
<td>October-February</td>
<td>$500.00 per month</td>
</tr>
<tr>
<td>Pecan Loop (Riverside) (30 amp w/water &amp; sewer)</td>
<td>$30.00 per night</td>
</tr>
<tr>
<td>(30 amp w/water &amp; sewer)</td>
<td></td>
</tr>
<tr>
<td>October-February</td>
<td>$600.00 per month</td>
</tr>
<tr>
<td>Deerfield Loop (30 amp w/water &amp; sewer)</td>
<td>$30.00 per night</td>
</tr>
<tr>
<td>(30 amp w/water &amp; sewer)</td>
<td></td>
</tr>
<tr>
<td>October-February</td>
<td>$600.00 per month</td>
</tr>
<tr>
<td>Sycamore Circle (Riverside) (50 amp w/water &amp; sewer)</td>
<td>$35.00 per night</td>
</tr>
<tr>
<td>(50 amp w/water &amp; sewer)</td>
<td></td>
</tr>
<tr>
<td>October-February</td>
<td>$650.00 per month</td>
</tr>
</tbody>
</table>

Note: Camping fees include entrance for up to 4 people per site. Campsites accommodate 8 people. Guests #5-8 must pay daily entrance fee.

### CABIN/HOUSE RENTAL FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Cabin</td>
<td>$60.00 per night</td>
</tr>
<tr>
<td>Deposit</td>
<td>$25.00 per stay</td>
</tr>
<tr>
<td>Park Cabin</td>
<td>$120.00 per night</td>
</tr>
<tr>
<td>Deposit</td>
<td>$50.00 per stay</td>
</tr>
<tr>
<td>Ranch House</td>
<td>$200.00 per night</td>
</tr>
<tr>
<td>Deposit</td>
<td>$150.00 per stay</td>
</tr>
<tr>
<td>Bunk House</td>
<td>$55.00 per night</td>
</tr>
<tr>
<td>Deposit</td>
<td>$50.00 per stay</td>
</tr>
</tbody>
</table>

Note: State and local hotel/motel tax will be added in addition to rental fee.
# FEE SCHEDULE

## PARKS AND RECREATION, CONTINUED

### FACILITY RENTAL FEES

#### HALLS, PARKS, & PAVILIONS

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Fee</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSP Group Dining Hall</td>
<td>$145.00 per day</td>
<td>$50.00 per use</td>
</tr>
<tr>
<td>KSP Group Recreation Hall</td>
<td>$350.00 per day</td>
<td>$100.00 per use</td>
</tr>
<tr>
<td>KSP Amphitheater</td>
<td>$100.00 per day</td>
<td>$50.00 per use</td>
</tr>
<tr>
<td>KSP Pollinator Garden</td>
<td>$50.00 per event</td>
<td></td>
</tr>
<tr>
<td>Boardwalk Pavilion</td>
<td>$100.00 per hour</td>
<td>$200.00 per use</td>
</tr>
<tr>
<td>Louise Hays Park Large Pavilion &amp; Plaza Area</td>
<td>$200.00 per day</td>
<td>$100.00 per use</td>
</tr>
<tr>
<td>Louise Hays Park Family Pavilion</td>
<td>$100.00 per day</td>
<td>$100.00 per use</td>
</tr>
<tr>
<td>Louise Hays Park Fountain and Plaza</td>
<td>$500.00 per 1/2 day</td>
<td>$300.00 per use</td>
</tr>
<tr>
<td>Tranquility Island</td>
<td>$200.00 per day</td>
<td>$200.00 per use</td>
</tr>
<tr>
<td>Carver Park Pavilion and BBQ Area</td>
<td>$100.00 per day</td>
<td>$100.00 per use</td>
</tr>
<tr>
<td>Small Park Pavilions (various locations)</td>
<td>$40.00 per day</td>
<td>$25.00 per use</td>
</tr>
<tr>
<td>River Trail Trailheads</td>
<td>$200.00 per trailhead / per day</td>
<td>$200.00 per use</td>
</tr>
<tr>
<td>Centennial Stage (with field)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With electricity</td>
<td>$200.00 per day</td>
<td></td>
</tr>
<tr>
<td>Without electricity</td>
<td>$100.00 per day</td>
<td></td>
</tr>
<tr>
<td>Downtown Restroom After Hours Use</td>
<td>$150.00 per day</td>
<td>$100.00 per day</td>
</tr>
<tr>
<td>Between 5:30pm-9:30am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OTHER FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation Fee &lt;br&gt; Applies to each site, facility, program</td>
<td>$20.00 each</td>
</tr>
<tr>
<td>RV/Trailer Dump Fee &lt;br&gt; If not camping in park - no entrance fee</td>
<td>$25.00 per vehicle</td>
</tr>
<tr>
<td>Excess Vehicle Parking</td>
<td>$5.00 per vehicle</td>
</tr>
<tr>
<td>Excess Person Occupancy Fee</td>
<td>$5.00 per person</td>
</tr>
</tbody>
</table>
## PARKS AND RECREATION, CONTINUED

### ATHLETIC FIELDS/COURTS/AQUATICS RENTAL FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation Fee</td>
<td>$20.00 per reservation</td>
</tr>
<tr>
<td>Applies to each site or facility</td>
<td></td>
</tr>
<tr>
<td>KSP RV/Trailer Dump Fee</td>
<td>$25.00 per vehicle</td>
</tr>
<tr>
<td>If not camping in park - no entrance fee</td>
<td></td>
</tr>
<tr>
<td>KSP Excess Vehicle Parking</td>
<td>$5.00 per vehicle</td>
</tr>
<tr>
<td>All vehicles over 2 per site</td>
<td></td>
</tr>
<tr>
<td>KSP Extra Person Occupancy Fee</td>
<td>$6.00 per person</td>
</tr>
<tr>
<td>Athletic Field/Court Rental</td>
<td></td>
</tr>
<tr>
<td>With lights</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>Without lights</td>
<td>$20.00 per hour</td>
</tr>
<tr>
<td>Singing Wind Softball Fields</td>
<td></td>
</tr>
<tr>
<td>With lights</td>
<td>$170.00 per day</td>
</tr>
<tr>
<td>Without lights</td>
<td>$150.00 per day</td>
</tr>
<tr>
<td>Deposits</td>
<td></td>
</tr>
<tr>
<td>Tournament</td>
<td>$150.00 per tournament</td>
</tr>
<tr>
<td>Scoreboard equipment</td>
<td>$100.00 per event</td>
</tr>
<tr>
<td>Tennis Court</td>
<td></td>
</tr>
<tr>
<td>Non-member</td>
<td>$4.00 per person / per day</td>
</tr>
<tr>
<td>Tennis Tournament Fees</td>
<td>Negotiated per contract</td>
</tr>
<tr>
<td>Exemptions: KISD tournaments/practices / Schreiner University Tournaments</td>
<td></td>
</tr>
<tr>
<td>Tennis Memberships</td>
<td></td>
</tr>
<tr>
<td>Junior (under 21 years old)</td>
<td>$100.00 per person</td>
</tr>
<tr>
<td>Adult (over 21 years old)</td>
<td>$160.00 per person</td>
</tr>
<tr>
<td>Family</td>
<td>$225.00 per year</td>
</tr>
<tr>
<td>KISD Joint Use</td>
<td>Per agreement</td>
</tr>
<tr>
<td>Kerrville Sports Complex</td>
<td></td>
</tr>
<tr>
<td>Soccer Fields</td>
<td></td>
</tr>
<tr>
<td>Practice</td>
<td></td>
</tr>
<tr>
<td>With lights</td>
<td>$40.00 per field</td>
</tr>
<tr>
<td>Without lights</td>
<td>$30.00 per field</td>
</tr>
<tr>
<td>Game (2 hour minimum)</td>
<td></td>
</tr>
<tr>
<td>With lights</td>
<td>$60.00 per field</td>
</tr>
<tr>
<td>Without lights</td>
<td>$50.00 per field</td>
</tr>
</tbody>
</table>

---

*Sends to Kerrville TX website*
<table>
<thead>
<tr>
<th>ATHLETIC FIELDS/COURTS/AQUATICS RENTAL FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer Tournament Fee</td>
</tr>
<tr>
<td>Residents</td>
</tr>
<tr>
<td>Non-residents</td>
</tr>
<tr>
<td>Baseball/Softball Fields</td>
</tr>
<tr>
<td>Contact: D-BAT</td>
</tr>
<tr>
<td>Olympic Pool Rental</td>
</tr>
<tr>
<td>Deposit</td>
</tr>
<tr>
<td>Olympic Pool Pavilion Rental</td>
</tr>
<tr>
<td>Deposit</td>
</tr>
<tr>
<td>2 hour rental</td>
</tr>
<tr>
<td>Full day rental</td>
</tr>
<tr>
<td>Olympic Pool Picnic Area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AQUATICS PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim Lessons</td>
</tr>
<tr>
<td>Group</td>
</tr>
<tr>
<td>Private</td>
</tr>
<tr>
<td>Semi-Private</td>
</tr>
<tr>
<td>Junior Lifeguard Camp</td>
</tr>
<tr>
<td>Mermaid Class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Event Permit</td>
</tr>
<tr>
<td>Holiday Parade</td>
</tr>
<tr>
<td>POLICE REPORTS</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Accident Reports</td>
</tr>
<tr>
<td>Offense/Incident Reports</td>
</tr>
<tr>
<td>Letters of Clearance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALARM FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Service</td>
</tr>
<tr>
<td>False Alarm Fee</td>
</tr>
<tr>
<td>3-5 times in preceding 12 month period</td>
</tr>
<tr>
<td>6-7 times in preceding 12 month period</td>
</tr>
<tr>
<td>8 or more times in preceding 12 month period</td>
</tr>
<tr>
<td>Alarm Service Permit Fee</td>
</tr>
<tr>
<td>Residential</td>
</tr>
<tr>
<td>Commercial</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESCORT FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversized Load Escort</td>
</tr>
<tr>
<td>Small</td>
</tr>
<tr>
<td>10'-16' wide &amp; under 110' long AND under 16'6&quot; high</td>
</tr>
<tr>
<td>Large</td>
</tr>
<tr>
<td>Funeral Escort</td>
</tr>
<tr>
<td>Minimum of 2 officers for 2 hours each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARADE FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parade Deposit</td>
</tr>
<tr>
<td>Class A</td>
</tr>
<tr>
<td>Less than 50 entries</td>
</tr>
<tr>
<td>Class B</td>
</tr>
<tr>
<td>More than 50 entries</td>
</tr>
<tr>
<td>Class C</td>
</tr>
<tr>
<td>Motorcades, marches, etc.</td>
</tr>
<tr>
<td>Parade Fees</td>
</tr>
<tr>
<td>Class A</td>
</tr>
<tr>
<td>Less than 50 entries</td>
</tr>
<tr>
<td>Class B</td>
</tr>
<tr>
<td>More than 50 entries</td>
</tr>
<tr>
<td>Class C</td>
</tr>
<tr>
<td>Motorcades, marches, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Driver Permit</td>
</tr>
<tr>
<td>Fingerprinting</td>
</tr>
<tr>
<td>Public Safety Staffing Personnel</td>
</tr>
<tr>
<td>Minimum of 2 per KPD staff member</td>
</tr>
<tr>
<td>Minimum of 2 hours per vehicle</td>
</tr>
</tbody>
</table>
## PUBLIC WORKS

### ALL PUBLIC WORKS DIVISIONS

#### EQUIPMENT FEES

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backhoe/Loader</td>
<td>$45.00 per hour</td>
</tr>
<tr>
<td>Dump Truck</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>Crane Truck</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td>Vac-con Hydro-Jet Cleaner/Vacuum Truck</td>
<td>$95.00 per hour</td>
</tr>
<tr>
<td>Air Compressor</td>
<td>$12.50 per hour</td>
</tr>
<tr>
<td>Televising Wastewater Mains</td>
<td>$155.00 per hour</td>
</tr>
<tr>
<td>Crew &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td>Service Truck with tools</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td>Backflow Prevention Test</td>
<td></td>
</tr>
<tr>
<td>Reduced pressure zone device</td>
<td>$100.00 per test</td>
</tr>
<tr>
<td>Double check device</td>
<td>$70.00 per test</td>
</tr>
<tr>
<td>Scale Fee</td>
<td>$1.00 each</td>
</tr>
<tr>
<td>Inspection Fee</td>
<td></td>
</tr>
<tr>
<td>Privately installed taps</td>
<td>$50.00 each</td>
</tr>
</tbody>
</table>
## PUBLIC WORKS, CONTINUED

### LABORATORY

<table>
<thead>
<tr>
<th>SERVICES/TESTS</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alkalinity</td>
<td>$20.00 per test</td>
</tr>
<tr>
<td>Ammonia Nitrogen</td>
<td>$30.00 per test</td>
</tr>
<tr>
<td>Biochemical Oxygen Demand (BOD)</td>
<td>$33.00 per test</td>
</tr>
<tr>
<td>Carbonaceous BOD (CBOD)</td>
<td>$40.00 per test</td>
</tr>
<tr>
<td>Chemical Oxygen Demand (COD)</td>
<td>$20.00 per test</td>
</tr>
<tr>
<td>Chloride</td>
<td>$10.00 per test</td>
</tr>
<tr>
<td>Conductivity</td>
<td>$5.00 per test</td>
</tr>
<tr>
<td>Iron</td>
<td>$15.00 per test</td>
</tr>
<tr>
<td>Hardness, Total</td>
<td>$15.00 per test</td>
</tr>
<tr>
<td>Nitrate</td>
<td>$18.00 per test</td>
</tr>
<tr>
<td>Nitrite</td>
<td>$18.00 per test</td>
</tr>
<tr>
<td>Oil and Grease</td>
<td>$45.00 per test</td>
</tr>
<tr>
<td>Phosphorus, Total</td>
<td>$20.00 per test</td>
</tr>
<tr>
<td>Solids, Total Dissolved (TDS)</td>
<td>$35.00 per test</td>
</tr>
<tr>
<td>Solids, Total Suspended (TSS)</td>
<td>$15.00 per test</td>
</tr>
<tr>
<td>Solids, Volatile Suspended (VSS)</td>
<td>$15.00 per test</td>
</tr>
<tr>
<td>Sulfate</td>
<td>$15.00 per test</td>
</tr>
<tr>
<td>Total Organic Carbon</td>
<td>$50.00 per test</td>
</tr>
</tbody>
</table>

### BACTERIOLOGICAL TESTS

<table>
<thead>
<tr>
<th>SERVICES/TESTS</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Coliform/E. Coli Presence/absence (P/A)</td>
<td>$20.00 per test</td>
</tr>
<tr>
<td>Total Coliform/E. coli Enumeration Quanti-tray</td>
<td>$22.00 per test</td>
</tr>
</tbody>
</table>

### SAMPLE COLLECTION FEE

<table>
<thead>
<tr>
<th>SERVICES/TESTS</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Sample Collection Inside City Limits Only</td>
<td>$25.00 per test</td>
</tr>
</tbody>
</table>

### STANDARD ANALYSIS PACKAGE: DRINKING WATER

Includes:

- Alkalinity, Chlorine, Conductivity, Total Hardness
- Iron, Nitrate, Sulfate, Total Dissolved Solids
- Total Coliform/E.coli

Fee: $100.00 per test

### WATER RECLAMATION

#### SEPTAGE

<table>
<thead>
<tr>
<th>SERVICES/TESTS</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Septage/Chemical Toilet Waste Received at Plant Inside Kerr County Customers</td>
<td>$0.09 per gallon</td>
</tr>
<tr>
<td>Septage/Chemical Toilet Waste Received at Plant Outside Kerr County Customers</td>
<td>$0.18 per gallon</td>
</tr>
<tr>
<td>Septage/Chemical Toilet Waste Spill Surcharge</td>
<td>$200.00 per incident</td>
</tr>
<tr>
<td>Manifest Books</td>
<td>$8.00 per book</td>
</tr>
</tbody>
</table>
### PUBLIC WORKS, CONTINUED

#### SOLID WASTE

<table>
<thead>
<tr>
<th>MUNICIPAL SOLID WASTE</th>
<th><strong>FEE SCHEDULE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compacted (plus surcharge)</td>
<td>$60.84 per ton</td>
</tr>
<tr>
<td>Compacted minimal</td>
<td>$60.84 less than 1 ton</td>
</tr>
<tr>
<td>Loose (plus surcharge)</td>
<td>$60.84 per ton</td>
</tr>
<tr>
<td>Loose Minimal (plus surcharge)</td>
<td>$22.02 less than 360lb</td>
</tr>
<tr>
<td>Surcharge</td>
<td>$13.00 per ton</td>
</tr>
</tbody>
</table>

#### OTHER SOLID WASTE DISPOSAL FEES

<table>
<thead>
<tr>
<th>OTHER SOLID WASTE DISPOSAL FEES</th>
<th><strong>FEE SCHEDULE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Waste--Liquids (plus surcharge)</td>
<td>$0.28 per gallon</td>
</tr>
<tr>
<td>Small Animal (plus surcharge)</td>
<td>$9.58 each</td>
</tr>
<tr>
<td>Large Animal (plus surcharge)</td>
<td>$36.85 each</td>
</tr>
<tr>
<td>Weight/Scale</td>
<td>$1.32 each</td>
</tr>
<tr>
<td>Ticket Copy</td>
<td>$2.63 each</td>
</tr>
<tr>
<td>Loads Not Covered With Tarp</td>
<td>$15.00 per occurrence</td>
</tr>
<tr>
<td>Surcharge</td>
<td>$13.00 per ton</td>
</tr>
</tbody>
</table>

#### RESIDENTIAL GARBAGE COLLECTION

<table>
<thead>
<tr>
<th>Residential Garbage Collection: Curbside Fee Breakdown</th>
<th><strong>FEE SCHEDULE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Garbage Collection</td>
<td>$8.60 per month</td>
</tr>
<tr>
<td>Disposal Pass Through Fee</td>
<td>$5.16 per month</td>
</tr>
<tr>
<td>Composting</td>
<td>$2.34 per month</td>
</tr>
<tr>
<td>Recycling</td>
<td>$3.84 per month</td>
</tr>
<tr>
<td><strong>Total Garbage Collection: Curbside Service</strong></td>
<td>$19.94 per month</td>
</tr>
</tbody>
</table>

#### MOBILE HOME GARBAGE COLLECTION

<table>
<thead>
<tr>
<th>Mobile Home Garbage Collection: Curbside Fee Breakdown</th>
<th><strong>FEE SCHEDULE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Garbage Collection</td>
<td>$7.02 per month</td>
</tr>
<tr>
<td>Disposal Pass Through Fee</td>
<td>$5.16 per month</td>
</tr>
<tr>
<td>Composting</td>
<td>$2.34 per month</td>
</tr>
<tr>
<td>Recycling</td>
<td>$3.84 per month</td>
</tr>
<tr>
<td><strong>Total Garbage Collection: Curbside Service</strong></td>
<td>$18.36 per month</td>
</tr>
</tbody>
</table>

#### ADDITIONAL GARBAGE COLLECTION FEES

<table>
<thead>
<tr>
<th>ADDITIONAL GARBAGE COLLECTION FEES</th>
<th><strong>FEE SCHEDULE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Toter Exchange</td>
<td>$25.00 per tote</td>
</tr>
<tr>
<td>Replacement Toter</td>
<td>$50.00 per tote</td>
</tr>
<tr>
<td>Extra Toter</td>
<td>$5.41 per month</td>
</tr>
<tr>
<td>Out of Cycle Brush or Bulk Waste Pick Up</td>
<td>$50.00 per 2 cu. yards</td>
</tr>
<tr>
<td>Animal Pickup (Greater than 10lb)</td>
<td>$50.00 per animal</td>
</tr>
<tr>
<td>Recyling Drop Off Fee (at landfill)</td>
<td>$0.00 per load</td>
</tr>
<tr>
<td>Customers With City Garbage Service</td>
<td>$2.00 per load</td>
</tr>
<tr>
<td>Without City Garbage Service</td>
<td>$2.00 per load</td>
</tr>
</tbody>
</table>
## FEE SCHEDULE

### SOLID WASTE, CONTINUED

**OTHER FEES (BILLIED WITH GARBAGE SERVICE)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Fee</td>
<td>$0.40 per month</td>
</tr>
</tbody>
</table>

Note: Rates are set by Republic Services based on Consumer Price Index, per contract.

### STREETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control Fee</td>
<td>$29.00 per hr./person</td>
</tr>
<tr>
<td>Street Signs</td>
<td>$250.00 per sign</td>
</tr>
</tbody>
</table>

### WATER DISTRIBUTION

#### WATER TAPS (INCLUDES METER & SET FEE)

<table>
<thead>
<tr>
<th>Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4&quot; Tap</td>
<td>$1,890.00 per tap</td>
</tr>
<tr>
<td>1&quot; Tap</td>
<td>$2,100.00 per tap</td>
</tr>
<tr>
<td>1.5&quot; Tap</td>
<td>$3,830.00 per tap</td>
</tr>
<tr>
<td>1&quot; Water Service Split</td>
<td>$735.00 per split</td>
</tr>
<tr>
<td>2&quot; Water Service (Commercial &amp; Residential)</td>
<td>$4,830.00 per tap</td>
</tr>
<tr>
<td>2&quot; Irrigation Water Service</td>
<td>$3,675.00 per tap</td>
</tr>
<tr>
<td>2&quot; and above</td>
<td>quoted by job</td>
</tr>
<tr>
<td>Tap in TXDOT Right of Way</td>
<td>quoted by job</td>
</tr>
</tbody>
</table>

#### WATER METER SET/INSTALL IF WATER TAP EXISTS

<table>
<thead>
<tr>
<th>Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; Meter</td>
<td>$315.00 per meter</td>
</tr>
<tr>
<td>3/4&quot; Meter</td>
<td>$315.00 per meter</td>
</tr>
<tr>
<td>1&quot; Meter</td>
<td>$475.00 per meter</td>
</tr>
<tr>
<td>1.5&quot; Meter</td>
<td>$685.00 per meter</td>
</tr>
<tr>
<td>2&quot; Meter and Above</td>
<td>quoted by job</td>
</tr>
</tbody>
</table>

#### SEWER TAPS (INCLUDES METER & SET FEE)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>4&quot; Tap - Off City Main</td>
<td>$1,680.00 per tap</td>
</tr>
<tr>
<td>4&quot; Tap - Internal Manhole Drop</td>
<td>$1,365.00 per tap</td>
</tr>
<tr>
<td>6&quot; Tap - Out of Manhole</td>
<td>$1,785.00 per tap</td>
</tr>
<tr>
<td>6&quot; Tap - With Manhole</td>
<td>$4,200.00 per tap</td>
</tr>
<tr>
<td>Additional charge for manholes over 8' deep</td>
<td>$200.00 per foot</td>
</tr>
<tr>
<td>Tap in TXDOT Right of Way</td>
<td>quoted by job</td>
</tr>
</tbody>
</table>

### REQUESTED SERVICES

#### Labor

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Hours</td>
<td>$29.00 per hr. / per person</td>
</tr>
<tr>
<td>After Business Hours</td>
<td>$42.50 per hr. / per person</td>
</tr>
<tr>
<td>After Business Hours</td>
<td>$42.50 per hr. / per person</td>
</tr>
</tbody>
</table>
## FEE SCHEDULE

### UTILITY BILLING

#### NEW ACCOUNT FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Without E-Bill or Auto-Pay</td>
<td>$40.00 per account</td>
</tr>
<tr>
<td>With E-Bill</td>
<td>$25.00 per account</td>
</tr>
<tr>
<td>With E-Bill &amp; Auto-Pay</td>
<td>$20.00 per account</td>
</tr>
</tbody>
</table>

#### UTILITY CUSTOMER DEPOSIT POLICY

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential With Acceptable Score Via Utility System</td>
<td>$0.00 per account</td>
</tr>
<tr>
<td>Soft Credit Check</td>
<td></td>
</tr>
<tr>
<td>With Unacceptable Score</td>
<td>$100.00 per account</td>
</tr>
<tr>
<td>Commercial With Acceptable Score Via Utility System</td>
<td>$0.00 per account</td>
</tr>
<tr>
<td>Soft Credit Check</td>
<td></td>
</tr>
<tr>
<td>With Unacceptable Score (greater of)</td>
<td>$100.00 per account or 2X Avg Usage at Address</td>
</tr>
</tbody>
</table>

Note: deposit is refundable as an account credit after 12 consecutive months with no late payments after 12 consecutive months with no late payments

#### SERVICE CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock or pull meter</td>
<td>$30.00 per account</td>
</tr>
<tr>
<td>Turn on (after cutoff) after business hours</td>
<td>$50.00 per account</td>
</tr>
<tr>
<td>Accounts not paid in full by 5pm on final due date</td>
<td>$30.00 per account</td>
</tr>
<tr>
<td>Additional trips to meter locations</td>
<td>$30.00 per account</td>
</tr>
<tr>
<td>Tampering with meter</td>
<td>$50.00 per account</td>
</tr>
<tr>
<td>Late Payment Fees</td>
<td>10% of balance</td>
</tr>
<tr>
<td>Accounts not paid by due date</td>
<td></td>
</tr>
<tr>
<td>Lien Filing Fee</td>
<td>actual cost + $10.00 svc fee</td>
</tr>
<tr>
<td>Returned Item Handling Fees Checks</td>
<td>$30.00 per item</td>
</tr>
<tr>
<td>Bank Drafts</td>
<td></td>
</tr>
<tr>
<td>Declined Credit or Debit Card Drafts</td>
<td></td>
</tr>
</tbody>
</table>

Note: Damage to meters caused by tampering will be charged to customer at actual cost plus labor. Tampering with a meter constitutes criminal mischief.
### Residential Water Rates Inside City Limits

<table>
<thead>
<tr>
<th>Monthly Account Fee (plus)</th>
<th>0-1,000 gallons</th>
<th>1,001-6,000 gallons</th>
<th>6,001-15,000 gallons</th>
<th>15,001-25,000 gallons</th>
<th>25,001-50,000 gallons</th>
<th>50,000 gallons and up</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15.18 per account</td>
<td>$0.00 per 1,000 gallons</td>
<td>$3.41 per 1,000 gallons</td>
<td>$4.42 per 1,000 gallons</td>
<td>$5.53 per 1,000 gallons</td>
<td>$6.91 per 1,000 gallons</td>
<td>$8.63 per 1,000 gallons</td>
</tr>
</tbody>
</table>

### Commercial Water Rates Inside City Limits

<table>
<thead>
<tr>
<th>Monthly Account Fee (plus)</th>
<th>0-25,000 gallons</th>
<th>25,001-50,000 gallons</th>
<th>50,001 gallons and up</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13.00 per account</td>
<td>$3.71 per 1,000 gallons</td>
<td>$4.44 per 1,000 gallons</td>
<td>$5.32 per 1,000 gallons</td>
</tr>
</tbody>
</table>

### Irrigation Rates Inside City Limits

<table>
<thead>
<tr>
<th>Monthly Account Fee (plus)</th>
<th>0-15,000 gallons</th>
<th>15,001-25,000 gallons</th>
<th>25,001 gallons and up</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13.00 per account</td>
<td>$4.74 per 1,000 gallons</td>
<td>$6.16 per 1,000 gallons</td>
<td>$8.28 per 1,000 gallons</td>
</tr>
</tbody>
</table>

### Fire Hydrants Rates Inside City Limits

<table>
<thead>
<tr>
<th>Monthly Account Fee (plus)</th>
<th>$67.00 per account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refundable Deposit</td>
<td>$2750.00 per account</td>
</tr>
<tr>
<td>Meter Set-up/Move</td>
<td>$212.00 per account</td>
</tr>
</tbody>
</table>

### Residential Water Rates Outside City Limits

<table>
<thead>
<tr>
<th>Monthly Account Fee (plus)</th>
<th>0-1,000 gallons</th>
<th>1,001-6,000 gallons</th>
<th>6,001-15,000 gallons</th>
<th>15,001-25,000 gallons</th>
<th>25,001-50,000 gallons</th>
<th>50,000 gallons and up</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22.77 per account</td>
<td>$0.00 per 1,000 gallons</td>
<td>$5.12 per 1,000 gallons</td>
<td>$6.63 per 1,000 gallons</td>
<td>$8.30 per 1,000 gallons</td>
<td>$10.37 per 1,000 gallons</td>
<td>$12.95 per 1,000 gallons</td>
</tr>
</tbody>
</table>

### Commercial Rates Outside City Limits

<table>
<thead>
<tr>
<th>Monthly Account Fee (plus)</th>
<th>0-25,000 gallons</th>
<th>25,001-50,000 gallons</th>
<th>50,001 gallons and up</th>
</tr>
</thead>
<tbody>
<tr>
<td>$19.50 per account</td>
<td>$5.57 per 1,000 gallons</td>
<td>$6.66 per 1,000 gallons</td>
<td>$7.98 per 1,000 gallons</td>
</tr>
<tr>
<td>Water Type</td>
<td>Description</td>
<td>Gallons</td>
<td>Monthly Account Fee (plus)</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>---------</td>
<td>---------------------------</td>
</tr>
<tr>
<td><strong>MONTHLY ACCOUNT FEE (PLUS)</strong></td>
<td>$19.50 per account</td>
<td>0-15,000 gallons</td>
<td>$100.50 per account</td>
</tr>
<tr>
<td></td>
<td>$2,750.00 per account</td>
<td>15,001-25,000 gallons</td>
<td>$2,750.00 per account</td>
</tr>
<tr>
<td></td>
<td>$2,750.00 per account</td>
<td>25,001 gallons and up</td>
<td>$2,750.00 per account</td>
</tr>
<tr>
<td><strong>FIRE HYDRANT RATES OUTSIDE CITY LIMITS</strong></td>
<td>$13.00 per account</td>
<td>0-15,000 gallons</td>
<td>$100.50 per account</td>
</tr>
<tr>
<td></td>
<td>$2,750.00 per account</td>
<td>15,001-25,000 gallons</td>
<td>$2,750.00 per account</td>
</tr>
<tr>
<td></td>
<td>$2,750.00 per account</td>
<td>25,001 gallons and up</td>
<td>$2,750.00 per account</td>
</tr>
<tr>
<td><strong>EFFLUENT/REUSE WATER RATES</strong></td>
<td>$0.65 per 1,000 gallons</td>
<td>Commercial</td>
<td>$0.65 per 1,000 gallons</td>
</tr>
<tr>
<td></td>
<td>$0.42 per 1,000 gallons</td>
<td>Municipal</td>
<td>$0.42 per 1,000 gallons</td>
</tr>
<tr>
<td><strong>WATER BY LOAD--CUSTOMER PICK UP</strong></td>
<td>$10.00 per load</td>
<td>0-3,000 gallons</td>
<td>$10.00 per load</td>
</tr>
<tr>
<td></td>
<td>$17.50 per load</td>
<td>3,001-8,000 gallons</td>
<td>$17.50 per load</td>
</tr>
<tr>
<td></td>
<td>$15.00 per load</td>
<td>0-3,000 gallons</td>
<td>$15.00 per load</td>
</tr>
<tr>
<td></td>
<td>$22.00 per load</td>
<td>3,001-8,000 gallons</td>
<td>$22.00 per load</td>
</tr>
<tr>
<td>UTILITY BILLING, CONTINUED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEWER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESIDENTIAL SEWER RATES INSIDE CITY LIMITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Account Fee (plus)</td>
<td>$14.27 per account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account with no consumption history</td>
<td>$16.65 4,000 gal. min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per winter average (Dec-Feb consumption)</td>
<td>$0.00 per 1,000 gallons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5.55 per 1,000 gallons &gt; 1,001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMMERCIAL SEWER RATES INSIDE CITY LIMITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Account Fee (plus)</td>
<td>$14.61 per account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 1,000 of water usage</td>
<td>$0.00 per 1,000 gallons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5.91 per 1,000 gallons &gt; 1,001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESIDENTIAL SEWER RATES OUTSIDE CITY LIMITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Account Fee (plus)</td>
<td>$21.41 per account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account with no consumption history</td>
<td>$24.98 4,000 gal. min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per winter average (Dec-Feb consumption)</td>
<td>$0.00 per 1,000 gallons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$8.33 per 1,000 gallons &gt; 1,001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMMERCIAL SEWER RATES OUTSIDE CITY LIMITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Account Fee (plus)</td>
<td>$21.92 per account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 1,000 of water usage</td>
<td>$0.00 per 1,000 gallons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$8.87 per 1,000 gallons &gt; 1,001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WHOLESALE SEWER RATES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Account Fee (plus)</td>
<td>$13.50 per account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 1,000 of water usage</td>
<td>$6.26 per 1,000 gallons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess capacity rate</td>
<td>$1,000.00 per day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
KERR COUNTY
Environmental Health Department
Courthouse, 700 Main, Suite BA-106
Kerrville, Texas 78028

Phone: (830) 896-9020  FAX: (830) 792-4903
E-mail: envhealth@co.kerr.tx.us
WebSite: http://www.co.kerr.tx.us/envhealth

Operating hours 8:00 a.m. to 5:00 p.m.  Closed for lunch 12:00 - 1:00 p.m.

Please allow 30 days for processing & inspection.  An accepted application is valid for 12 months.

---

### Application for Kerr County OSSF Development Permit

**Instructions:** Please fill out application completely & accurately. Owner's or Entity's name should be listed as it appears on property records. Additional fees may be assessed if information provided is inaccurate causing revision of a completed document. This application cannot be processed until fees are paid & the following documents are provided:

1. **Proof of Ownership of Property** Examples: Warranty Deed or Contract for Deed or Kerr Central Appraisal District Property ID No. 2. Legal Description of Property Examples: Current Recorded Plat

If property is in a platted subdivision or Metes & Bounds if property is not in a platted subdivision. These documents may be obtained from Kerr County Clerk's Office at the Courthouse.

The Kerr Central Appraisal District (KCAD) Property ID No. (R#) can be found on your tax records or by calling (830) 895-5223.

---

## On-Site Sewage Facility Application Fees

<table>
<thead>
<tr>
<th>OSSF's with Less Than 500 Gallons per Day Disposal</th>
<th>OSSF's with Greater Than 500 Gallons per Day Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ New or □ Upgrade Permitted OSSF &lt;500 GPD</td>
<td>□ New or □ Upgrade Permitted OSSF &gt;500 GPD</td>
</tr>
<tr>
<td>State of Texas Research Council Fees</td>
<td>State of Texas Research Council Fees</td>
</tr>
<tr>
<td>$ 240</td>
<td>$ 490</td>
</tr>
<tr>
<td>$ 10* $ 250</td>
<td>$ 10* $ 500</td>
</tr>
</tbody>
</table>

| □ New or □ Upgrade Permitted OSSF <500 GPD        | □ New or □ Upgrade Permitted OSSF >500 GPD          |
| Requiring a Maintenance Contract (ex: aerobic system) | Requiring a Maintenance Contract (ex: aerobic system) |
| State of Texas Research Council Fees              | State of Texas Research Council Fees                |
| $ 290                                             | $ 590                                               |
| $ 10* $ 300                                       | $ 10* $ 600                                        |

**Repair**  □ Alter a Permitted OSSF <500 GPD  □ Repair □ Alter a Permitted OSSF >500 GPD  $ 100  $ 200

*These fees are collected by the County & paid directly to the State of Texas.

---

### Miscellaneous and/or Additional Fees

<table>
<thead>
<tr>
<th>Additional Inspection(s)</th>
<th>$ 50 ea.</th>
<th>□ Document Revision Fee</th>
<th>$ 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affidavit Recording Fee $9 &amp; Records Archival Fee $7</td>
<td>$ 16</td>
<td>Other:</td>
<td>$</td>
</tr>
</tbody>
</table>

---

### Owner Information

<table>
<thead>
<tr>
<th>Owner(s):</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

---

### Property Information

1. Physical address (Assigned by 911):  
2. Proof of Ownership Attached: □ Yes □ No  
   *If no, Application cannot be processed until copies are received.*
3. Kerr Central Appraisal District Identification Number(s): R  
   KCAD: (830)895-5223  
   [Link: txcountydata.com]
4. Subdivision:
   Section #  Block #  Lot #  Acres  
5. **If property is not in a Subdivision:**  
   Survey Name & No.  
   Abstract No.  
6. Plat or Metes & Bounds Attached: □ Yes □ No  
   *If no, Application cannot be processed until copies are received.*

---

### Detailed Directions

Please provide detailed directions to the site to help us locate your property at time of inspection:

---

### Structure Information

<table>
<thead>
<tr>
<th>Residence: □ House □ Mobile or Manufactured Home</th>
<th>#of Bedrooms</th>
<th>Sq. Ft. Living Area: □&lt;1500 □&lt;2500 □&lt;3500 □&lt;4500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-residence structure - Describe:</td>
<td>Sq. Ft.</td>
<td></td>
</tr>
<tr>
<td>Institutional/Commercial - Describe:</td>
<td>Sq. Ft.</td>
<td></td>
</tr>
<tr>
<td>Sewage disposal by: □ New Septic □ Existing Septic □ Permitted Permit # □ Not Permitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water supply: □ Community or Public Supply □ Well □ Well # □ Not Licensed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Note:** If you are within a Floodplain Hazard Area, you must contact Kerr County Road & Bridge Department (830)257-2593. A Floodplain Determination may be required by KCEHD before this application can be processed.
I have chosen the following state-certified individuals to submit the planning materials to KCEHD prior to issuance of the Authorization to Construct:

Designs by:

Installation by:

Notes/Comments:

(If you do not need someone [agent] to act on your behalf regarding the the On-Site Sewage Facility Application process, please skip the "Designation of Agent" section and go directly to the "Acknowledgements Affidavit".)

Designation of Agent

I designate (print name) ________________________________ to act as my authorized agent in all matters relating to this On-Site Sewage Facility Application. In doing so, I understand it, in no way, absolves me of any of the owner’s responsibilities outlined in the Acknowledgements Affidavit in regard to operating a permitted on-site sewage facility in Kerr County, Texas.

My agent can be contacted as follows:

Phone Number ________________________________ Fax Number ________________________________

Mailing Address ________________________________ City ________________________________ State ______ Zip Code ______

Owner Name (print name) ________________________________ Owner Signature ________________________________

This document was executed before me on the ______ day of ________________________________, 20___.

Notary Public, State of Texas

Acknowledgements Affidavit

I, _____________________________________________________________, [owner][designated agent of the owner], of the property described on this application which an on-site sewage facility is requested hereby state the following:

1. A true and accurate legal description, plat of the property and site map □ are included, or □ will be provided, with this completed application, and that all information provided is true and correct with no omission or concealment of material fact.

2. Authorization is hereby given to Kerr County to enter the referenced property for the purposes of site evaluations and inspections of on-site sewage facilities.

3. I understand an Authorization to Construct must be obtained from Kerr County before construction can be started for an on-site sewage facility. Authorization to proceed with construction will be provided in the form of a written Authorization to Construct after the application is completed including supporting documentation, appropriate fees are paid, and a joint (Owner/Agent and Kerr County) survey of the property for soil analysis and facility suitability is performed.

4. I understand inspection and permitting of an on-site sewage facility by the Permitting Authority shall indicate only that the facility may meet minimum requirements and does not relieve the Permittee of the property from complying with more stringent County, State and Federal regulations.

5. I understand the proper performance of the on-site sewage facility cannot be guaranteed even though all provisions of the County and State regulations have been met.

6. I hereby release, indemnify, and hold harmless Kerr County and its employees and agents for any and all claims, cost or liability, expressly including alleged negligence, for any damages to property or persons arising from constructing or inspecting the on-site sewage facility in question.

7. I agree it will be the responsibility of the Permittee to maintain and operate the facility in a satisfactory manner. If this is an aerobic unit, this means maintaining a proper and current maintenance agreement with a service company.

8. I also understand that, if for any reason in the future, the system malfunctions, such as objectionable odors, unsanitary conditions, pollution, and nuisance conditions or otherwise does not comply with governmental regulations, the system must be up-graded at the Permittee's expense.

9. I understand all construction, all inspection and all paperwork must be completed before a Permit to Operate can be issued, and that to use the system without the Permit is a violation of Kerr County OSSF rules, and that there are penalties for these violations.

10. I understand Kerr County may grant exceptions to the regulations, and I also understand that I may appeal decisions to the Commissioners Court of Kerr County or the City of Kerrville, as appropriate.

11. I understand that fees are not refundable.

12. I understand that violation of any rule established by Kerr County, the State of Texas or the United States may result in punitive damages being sought in a court of competent jurisdiction.

______________________________
Signature of Owner/Agent for Owner

SWORN AND SUBSCRIBED before me on the ______ day of ________________________________, 20___.

Notary Public, State of Texas
## ON-SITE SEWAGE FACILITY (OSSF) FEE SCHEDULE

### OSSF’s with Less Than 500 Gallons per Day Disposal

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application for <strong>New</strong> or <strong>Upgrade</strong> Permitted OSSF &lt;500 GPD</td>
<td>$240.00</td>
</tr>
<tr>
<td></td>
<td>State of Texas Research Council Fees</td>
<td>$10.00</td>
</tr>
<tr>
<td>1a</td>
<td>Application for <strong>New</strong> or <strong>Upgrade</strong> Permitted OSSF &lt;500 GPD</td>
<td>$290.00</td>
</tr>
<tr>
<td></td>
<td>Requiring a <strong>Maintenance Contract</strong> (ex: aerobic system)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State of Texas Research Council Fees</td>
<td>$10.00</td>
</tr>
<tr>
<td>2</td>
<td>Application to <strong>Repair</strong> or <strong>Alter</strong> Permitted OSSF &lt;500 GPD</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### OSSF’s with Greater Than 500 Gallons per Day Disposal

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Application for <strong>New</strong> or <strong>Upgrade</strong> Permitted OSSF &gt;500 GPD</td>
<td>$490.00</td>
</tr>
<tr>
<td></td>
<td>State of Texas Research Council Fees</td>
<td>$10.00</td>
</tr>
<tr>
<td>3a</td>
<td>Application for <strong>New</strong> or <strong>Upgrade</strong> Permitted OSSF &gt;500 GPD</td>
<td>$590.00</td>
</tr>
<tr>
<td></td>
<td>Requiring a <strong>Maintenance Contract</strong> (ex: aerobic system)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State of Texas Research Council Fees</td>
<td>$10.00</td>
</tr>
<tr>
<td>4</td>
<td>Application to <strong>Repair</strong> or <strong>Alter</strong> Permitted OSSF &gt;500 GPD</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

*Research Council Fees are State required. These fees are collected by the County and paid directly to the State of Texas. The fees are charged to all property owners in Texas who apply for a permit to construct on-site wastewater treatment & disposal facilities. This fee funds competitive grants for research, demonstration, and technology transfer for advanced alternative treatment and disposal technologies through the On-site Wastewater Treatment Research Council. Legal authority for the fee comes from Chapter 367 of the Texas Health and Safety Code.

### Miscellaneous and/or Additional Fees

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Affidavit Recording Fee $9 &amp; Records Archival Fee $7</td>
<td>$16.00</td>
</tr>
<tr>
<td>6</td>
<td>Additional Inspection(s)</td>
<td>$50.00 each</td>
</tr>
<tr>
<td>7</td>
<td>Document Revision Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>8</td>
<td>Registration of OSSF License Transfer</td>
<td>$50.00</td>
</tr>
<tr>
<td>9</td>
<td>Septic Record Search</td>
<td>$10.00</td>
</tr>
<tr>
<td>10</td>
<td>Copy of State OSSF Regulations</td>
<td>$5.00 set</td>
</tr>
<tr>
<td>11</td>
<td>Copies of Maps</td>
<td>$3.00/page</td>
</tr>
<tr>
<td>12</td>
<td>Application for Review of a Proposed Subdivision</td>
<td>$150.00 + $10/lot</td>
</tr>
<tr>
<td>13</td>
<td>Expedite Fee (&lt;5 working days to due date)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
February 6, 2020

Re: Lehmann Dr.

To Whom It May Concern:

This is to confirm that Aqua Texas, Inc. is the water service provider for Lehmann Dr., in Kerrville, TX.

If you have any questions please feel free to contact me @ 830-257-6301.

Sincerely,

Joseph McDaniel
Field Supervisor - Kerrville
Aqua Texas, Inc.
February 11, 2020

Attn: Annie Lowak, E.I.T.
M&S Engineering
New Braunfels Civil Department
376 Landa Street, New Braunfels, TX. 78130

RE: Electric Service – Electric Service at 160 & 170 Lehmann Drive in Kerrville, Texas

Ms. Lowak:

Upon reviewing your request for confirmation of electrical service at the above referenced location, we have determined that Kerrville Public Utility Board (K PUB) has the facilities at that location and is capable of providing electric service.

Kerrville Public Utility Board (K PUB) will be happy to assist you in establishing specific service equipment that meets your electrical needs. Until project information is provided, we cannot determine if any offsite work will be required to serve your project. However, as shown on the included map, electrical service is present at the current parcel. At your earliest convenience, please provide us with a complete set of project plans so that we may begin the design process and work to meet your project schedule.

If you have any further questions concerning this matter, please email K PUB at K PUBEngr@kpub.com.

Respectfully,

[Signature]
Ricardo Berrios Jr.
Interim Manager of Engineering

RB/nm