

Neighborhood Conservation Overlay (NCO) Process Handbook

*An Application Guide for
College Station Residents*



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Overview

A Neighborhood Conservation Overlay allows property owners the option to choose specific, physical restrictions to conserve the unique character of their subdivision.

Here's how you get there.

You will need:

Required:

- Volunteer Neighborhood Petition Committee and contact information
- 50%+1 of signatures from property owner(s) of building plots in the original subdivision
- One neighborhood-hosted meeting and signed minutes
- One city-hosted neighborhood meeting
- One copy of the original plat of the subdivision
- Certificate of mailing neighborhood meeting notice(s)
- Completed neighborhood meeting sign-in sheets

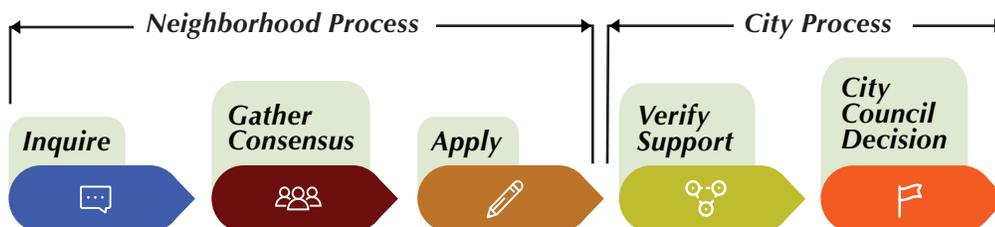
Recommended:

- Neighborhood meeting promotion funds
- Three or more neighborhood meetings
- Templates from this handbook
- Neighborhood meeting spaces
- Significant subdivision support
- Computer literacy
- Communication skills
- Time/task management skills
- Research ability

Common Acronyms

*NCO: Neighborhood Conservation Overlay
UDO: Unified Development Ordinance
P&Z: Planning and Zoning Commission
SWOT: Strengths, Weaknesses, Opportunities, and Threats
PDS: Planning and Development Services*

Process Overview



Result: A rezoning request is heard before the Planning and Zoning Commission for recommendation, and a final decision of adoption or denial is determined by the City Council. Both meetings include public hearings that allow for comment.

Total: Estimated 4-9 months from inquiry to final decision, depending on neighborhood interest and size.



Clickable: The timeline icons to the left concerning the process overview are clickable.

Disclaimer: Submitting the NCO zoning request does NOT guarantee City Council approval.



Inquire



Inquire

What is a comprehensive plan?

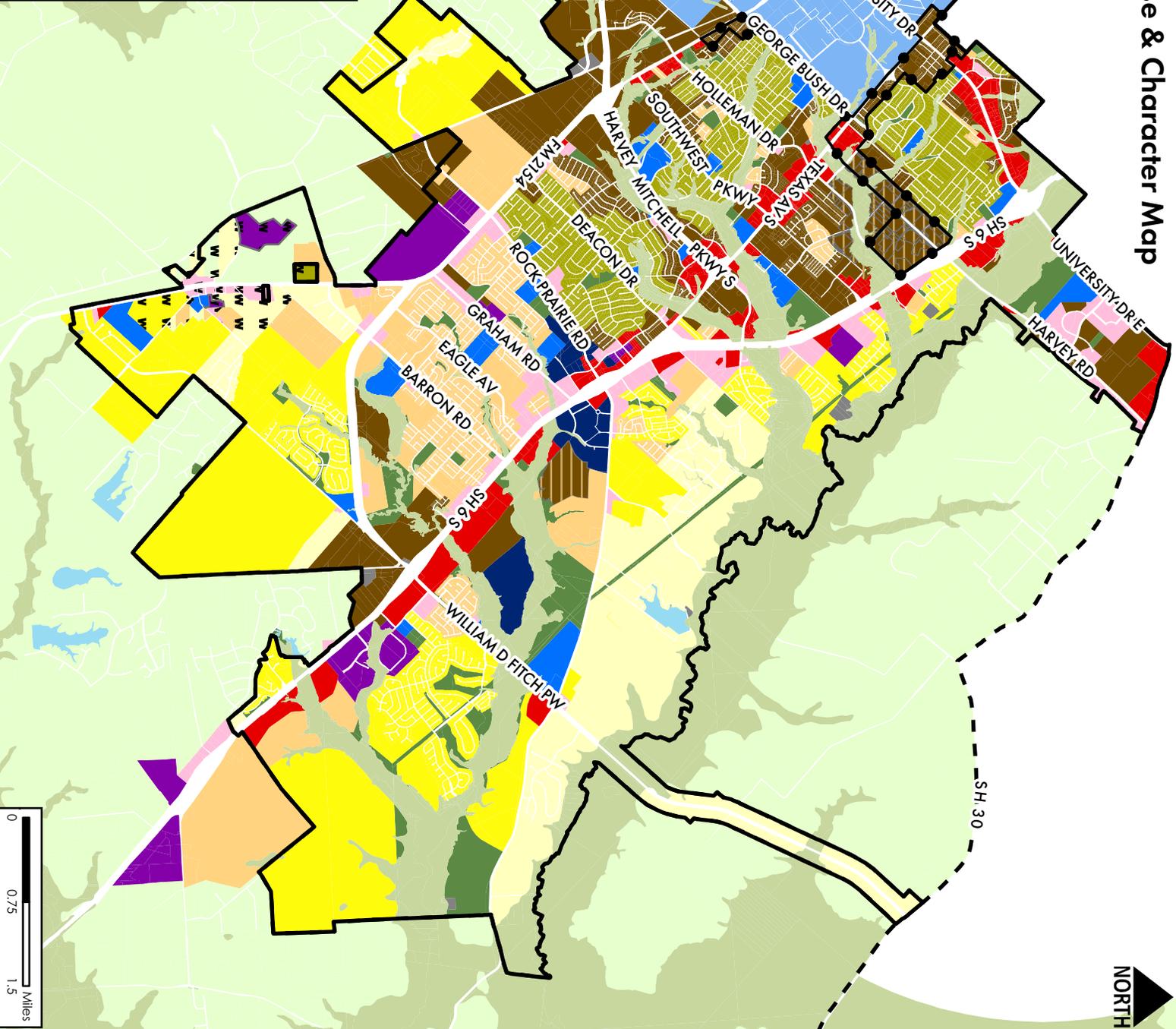
The Comprehensive Plan is the city's roadmap to plan, anticipate, and guide growth and development over 20 years. The Comprehensive Plan influences plans for infrastructure and density and includes the Future Land Use and Character Map that visually describes how land uses may be organized.

Generally, the purpose of a Comprehensive Plan is to anticipate and guide growth in a manner that provides a balance of land uses to promote economic growth while retaining the quality of life. While the Comprehensive Plan influences zoning decisions, it is not a zoning regulation and does not affect existing approved zoning. Instead, it provides the foundation for making changes or developing new regulations that implement an identified vision. The Comprehensive Plan is a living document that can be amended through a public hearing process to respond to changes in the community or market, or to address influences unforeseen during its creation.

Comprehensive Plan - Future Land Use & Character Map

The Planning and Development map includes a Future Land Use - Comprehensive Plan layer for public viewing, and can be found at CSTx.gov.

	Neighborhood Conservation		Natural Areas - Protected
	Rural		Utilities
	Estate		Redevelopment Areas
	Restricted Suburban		Water
	General Suburban		Wellborn Preserve - Open
	Urban		Wellborn Estate - Open
	Urban Mixed Use		Wellborn Business Park
	General Commercial		Wellborn Commercial
	Suburban Commercial		Wellborn Preserve
	Business Park		Wellborn Estate
	Institutional / Public		Wellborn Restricted Suburban
	Natural Areas - Reserved		Wellborn Suburban
	Medical Use		City Limit
	Texas A&M University		ETJ





What is zoning?

Zoning, in short, is the separation of land uses into different categories.

Zoning is a legislative act that must be adopted by the City Council and is used by many cities to control land uses. College Station implements zoning primarily through regulations in the Unified Development Ordinance (UDO) that control the use of private property to promote the general health, safety, and welfare of citizens. Every individual property inside the city limits is assigned a zoning. These regulations can be found in the UDO at cstx.gov.



External link: Words in orange or white and underlined are external web links.

Article 5 of the UDO provides a brief description of each zoning district and its purpose, but generally speaking, zoning districts fit into one or more of five categories:

1. Residential
2. Commercial
3. Industrial
4. Institutional/Public
5. Parks

Each district is designed to protect the character and established pattern of desirable development in each area. Zoning regulations also help prevent or minimize land-use incompatibilities and conflicts among different land uses. While the Comprehensive Plan is a future-oriented policy guide for the larger community, zoning is a regulation that places immediate restrictions on individual property. Zoning may include restrictions on the number and size of lots, the placement of buildings on lots (setbacks), building height, number of stories, and types of uses that may locate on the property.

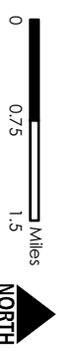
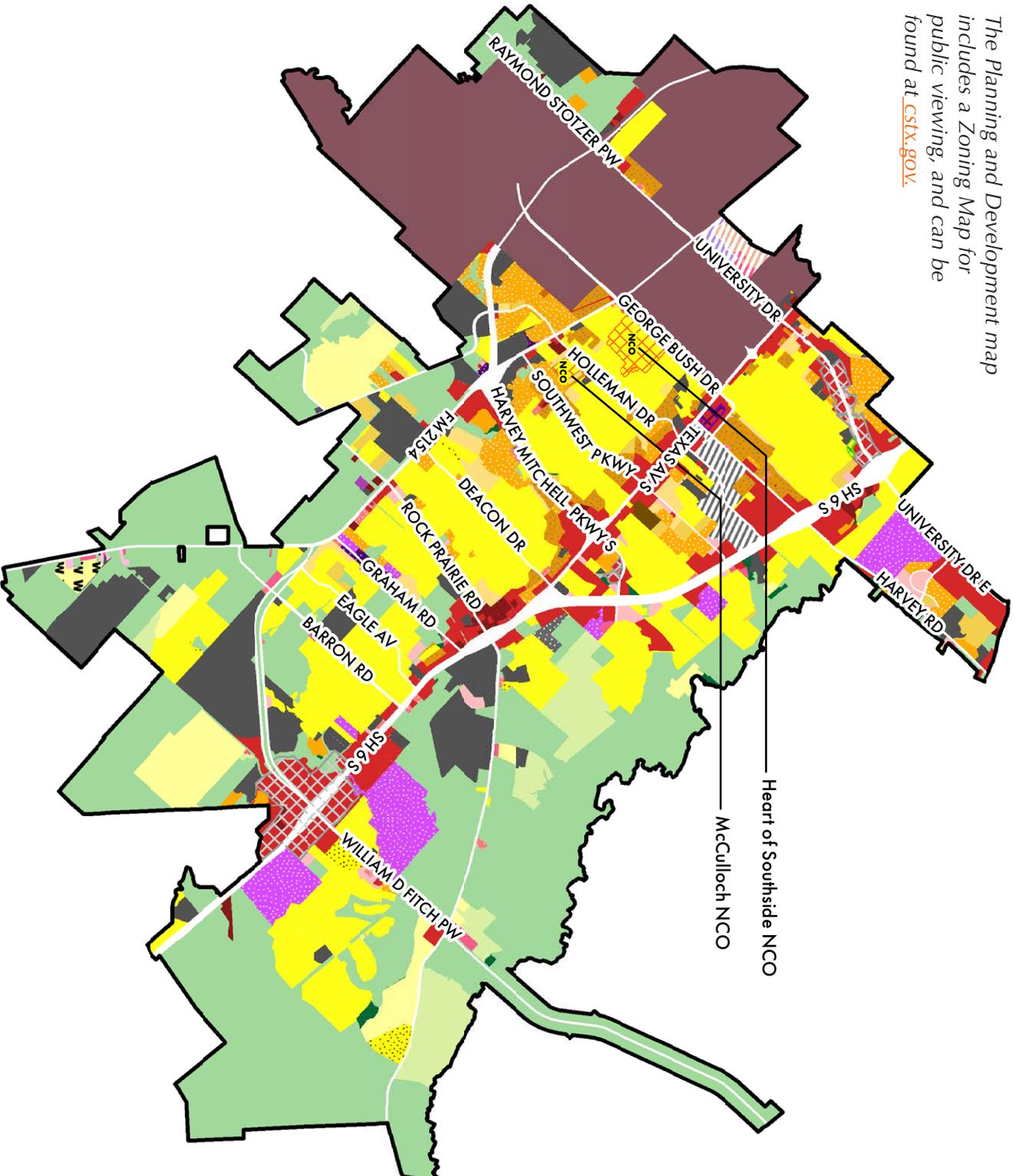
College Station has several single-family zoning districts which can be found in [UDO Article 5](#).

Residential Zoning Districts:

- Rural (R)
- Wellborn Estate (WE)
- Estate (E)
- Wellborn Restricted Suburban (WRS)
- Restricted Suburban (RS)
- General Suburban (GS)
- Townhouse (T)
- Manufactured Home Park (MHP)

Zoning Map

The Planning and Development map includes a Zoning Map for public viewing, and can be found at csfx.gov.



- NAP Natural Areas Protected
- WE Wellborn Estate
- WC Wellborn Commercial
- WRS Wellborn Restricted Suburban
- R Rural
- E Estate
- RS Restricted Suburban
- GS General Suburban
- D Duplex
- T Townhouse
- MF Multi-Family
- MU Mixed-Use
- MHP Manufactured Homes
- O Office
- SC Suburban Commercial
- GC General Commercial
- CI Commercial Industrial
- BP Business Park
- BPI Business Park Industrial
- C-U College and University
- P-MUD Planned Mixed-Use Development
- PDD Planned Development District
- NG-1 Core Northgate
- NG-2 Transitional Northgate
- NG-3 Residential Northgate
- WPC Wolf Pen Creek
- OV Corridor Overlay
- RDD Redevelopment District
- KO Krenek Tap Overlay
- NPO Neighborhood Prevailing Overlay
- NCO Neighborhood Conservation Overlay
- C-3 Light Commercial
- M-1 Light Industrial
- M-2 Heavy Industrial
- R-1B Single Family Residential
- R-4 Multi-Family
- R-6 High Density Multi-Family
- R&D Research and Development
- City Limit



Frequently Asked Questions

What does the city regulate?

The City of College Station is given the authority to adopt zoning regulations through the Texas Local Government Code. The city may regulate through zoning as long as the regulations are in compliance with an adopted Comprehensive Plan and are designed to:

-  lessen congestion in the streets;
-  secure safety from fire, panic, and other dangers;
-  promote health and the general welfare;
-  provide adequate light and air;
-  prevent the overcrowding of land;
-  avoid undue concentration of population; or
-  facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

What is overlay zoning?

An overlay zoning district is a special district placed over a base zoning and includes provisions in addition to those required with the base zoning. Creating an overlay zoning district establishes a boundary with additional regulations that apply to the properties within the boundary.



What is a Neighborhood Conservation Overlay (NCO)?

The NCO is a single-family overlay zoning district designed to provide additional standards for new construction and redevelopment in established neighborhoods. It is intended to protect and conserve single-family neighborhoods through zoning that is focused on the neighborhood's specific needs. NCO districts are based on an in-depth study of the existing neighborhood conditions and should be used to protect unique assets and qualities. Conservation districts may be used for neighborhoods that offer a distinct character its residents and the city wish to preserve and protect. It allows neighborhoods to choose from a variety of standards to address neighborhood-specific issues.

What is a subdivision?

A subdivision is the division of land into a lot, tract or parcel for the purpose of development. An original subdivision is also known as a legally recorded subdivision plat. A plat is a map of a subdivision that is legally recorded in Brazos County, shows the location and boundaries of individual parcels of land subdivided into lots with streets, alleys, easements, etc., and is drawn to scale to meet the requirements of the UDO.

An example can be found in the Appendix.



Clickable: *The underlined text is clickable and will take you to the corresponding page in this document.*



Gather Consensus

How do I apply for an NCO?

The NCO application process requires a dedicated group of residents to embark on an inclusive, neighborhood-led effort to gather a strong consensus among property owners in the original subdivision.

Submitting an application for review does not guarantee City Council approval. The Unified Development Ordinance (UDO) [Article 5.11](#) includes the NCO application requirements. [The NCO Rezoning Process Checklist](#) outlines the required steps to submit an application to Planning and Development Services for review.

ACTION ITEMS:

- Form a Neighborhood Petition Committee using the **recommended [Neighborhood Petition Committee](#)** roles outline.
- Mail notices to all property owners within the original subdivision with adequate notice before scheduled neighborhood meetings using the **recommended [Mailed Notice template](#)**.
- In addition to the mailed notice, consider posting door fliers using the **recommended [Neighborhood Meeting Flyer template](#)**.
- Hold at least one neighborhood-hosted meeting and one City-hosted meeting using the recommended Neighborhood Meeting Agenda and required Sign-In Sheet **recommended [Neighborhood Meeting Agenda](#)** and **required [Sign-In Sheet](#)**.
- Draft **required [meeting minutes](#)** following each neighborhood meeting using the Meeting Minutes template.
- Draft and distribute the NCO petition to all property owners within the original subdivision using the **required [Petition template](#)**.
- Submit the NCO application within two months from the date of the first petition signature.

HERE ARE THE DOCUMENTS YOU ARE REQUIRED TO SUBMIT WITH AN OFFICIAL NCO APPLICATION:

- A copy of the original subdivision plat.
- Completed neighborhood meeting minutes signed by a Neighborhood Petition Committee member.
- Completed neighborhood meeting sign-in sheets from each meeting.
- NCO petition signed by 50% +1 of property owners of single-family **[building plots](#)** in the **[original subdivision](#)** in support of the overlay.
- Contact information of all Neighborhood Petition Committee members.
- A list of property owners in the neighborhood to serve on the Neighborhood Petition Committee.
- Certificate of mailing neighborhood meeting notice for all property owners of single-family zoned or developed building plots contained within the original subdivision.

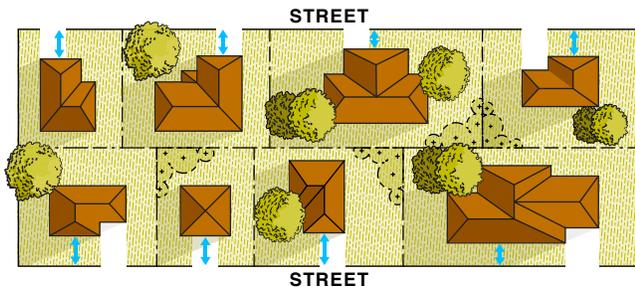
After your application is submitted and processed:
The rezoning request will be scheduled for a Planning and Zoning Commission meeting with a presentation by staff, public hearing, discussion, and commission recommendation. Next, the rezoning request will be heard at the next City Council meeting with a presentation by staff, public hearing, discussion, and final action by the City Council. Presentations by the neighborhood are expected at both meetings. If approved by the City Council, an overlay district will be applied to the subdivision and all development within the district shall be subject to the standards set forth in the overlay ordinance.



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NCO Options for Inclusion

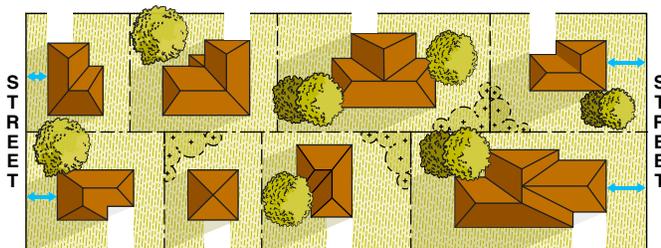
Listed below are the physical attributes of properties and development that may be regulated through a NCO District. Base zoning district standards apply unless your subdivision chooses one of the following. Choose any number of the items to include in your subdivision's NCO petition and rezoning application. Please refer to [UDO section 5.11.2.D Neighborhood Conservation Overlay Districts](#) for details.



1. Minimum Front Setback

Select one:

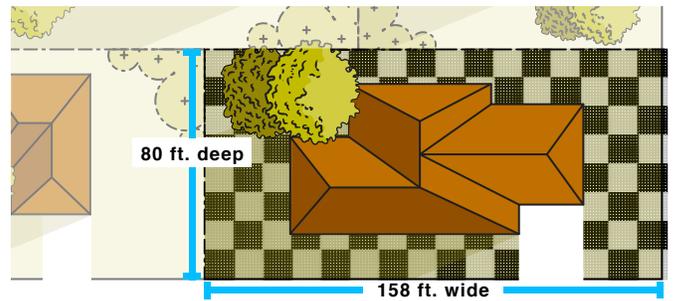
- Contextual front setbacks in the Required Yards (Setbacks) section of the UDO.
- Contextual front setbacks in the Single-Family Overlay Districts section of the UDO.
- Fixed front setbacks may be established but may not be less than the setback of underlying zoning or more than the existing median front yard setback of structures in the district.



2. Minimum Side Street Setback

Select one:

- Side street setbacks as provided for in [Section 5.2](#) Residential Dimensional Standards.
- Fixed side street setbacks may be established but may not be less than the side setback of underlying zoning or more than the existing median side street setback of structures in the district.



3. Minimum Lot Size (Area, Width, Depth)

Select one:

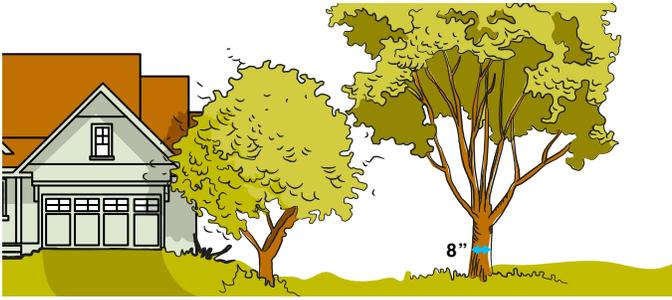
- Lot size (area and width) in the Platting and Replatting in Older Residential Neighborhoods subsection in Article 8, Subdivision Design and Improvements.
- Lot size in [Section 5.2](#) Residential Dimensional Standards.
- A fixed lot size may be established, but it may not be less than the lot size required of underlying zoning or more than the existing median size of building plots in the district.



4. Maximum Building Height

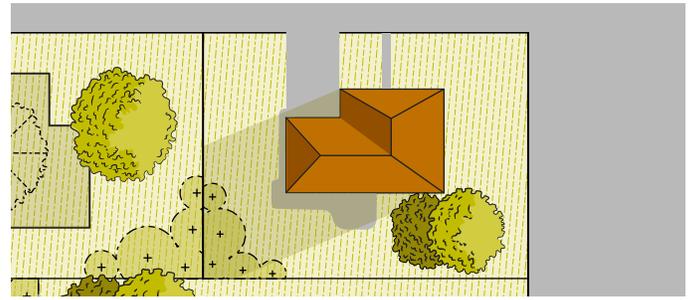
Select one:

- Building height as provided for in [Section 5.2](#) Residential Dimensional Standards.
- A fixed building height may be established, but it may not be more than the maximum height allowed in the underlying zoning district or less than the median height of all residential structures in the district.



5. Tree Preservation

Any existing tree with a minimum of 8 inches in caliper or greater. Preserved trees must be in good form and condition and reasonably free of damage by insects or disease and located outside the buildable area. Any preserved tree(s) must be barricaded and preserved during demolition or construction. A barricade detail must be provided on the site plan. Trees must be barricaded 1 foot per caliper inch radius. Barricades must be in place prior to any development activity on the property including, but not limited to, grading and equipment on site. Choosing this option allows the neighborhood stakeholder committee to exclude specific tree species from preservation requirements.

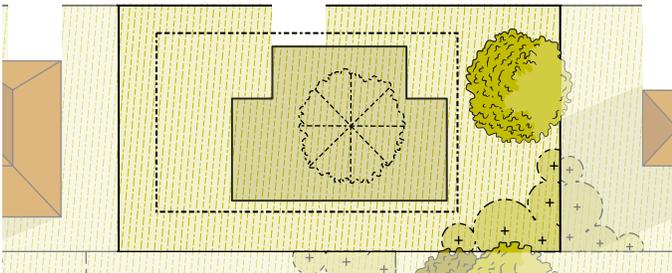


7. Maximum Impervious Surface

Maximum impervious surface may be limited to any number between the calculated neighborhood median and the maximum, as allowed by the UDO. Impervious surface includes, but is not limited to, all areas covered by buildings, sidewalks, drives, all-weather surfaces, parking, rooftops, patios, decking, masonry, stone, and other alternative pavements.

8. Garage Requirement

Garages may be required on properties in the subject neighborhood.



6. Landscape Maintenance

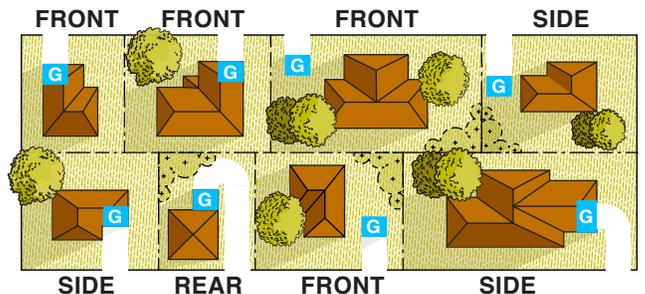
Any existing canopy and non-canopy trees in good form and condition and reasonably free of damage by insects or disease located within the buildable area removed during construction must be replaced on site caliper for caliper, or as determined by the administrator.



9. Garage Access

Choose one based on the most frequent method of garage access within the subject neighborhood:

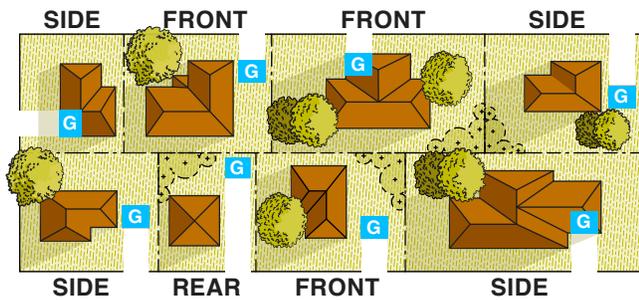
- a. Front entry
- b. Side entry
- c. Rear entry



10. Garage Connection

Select one based on the most frequent method of garage connection within the subject neighborhood:

- a. Attached to the single-family structure
- b. Detached from the single-family structure



11. Garage Location

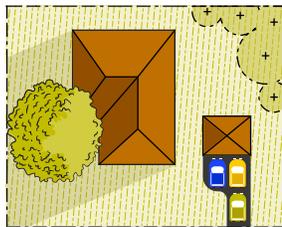
Select one based on the most frequent location of garages in relation to the primary single-family structure within the subject neighborhood:

- In front of the single-family structure
- To the side of the single-family structure
- To the rear of the single-family structure

12. Garage Size

Select a minimum one based on the most frequent method of garage connection within the subject neighborhood:

- One-car garage
- Two-car garage
- Three-car garage



13. Off-Street Parking

Choose one or more to pair with maximum lot coverage, garage access, garage connection, or garage location:

- A minimum off-street parking standard of three spaces per residential unit
- A maximum number of off-street parking spaces
- A maximum parking area and location per yard
- A required driveway width between 12-25 feet



14. Building Materials

Select required building materials and set a minimum percentage for the use of those materials for façades facing a right-of-way. Required materials may only include types of building materials used in the subject neighborhood. The rezoning petition should include a listing of all types of materials used in the district as well as the median percentage on building façades facing a right-of-way. The percentage of use of a required material may only be placed on façades facing a right-of-way and may not exceed the median existing percentage of the materials on building façades facing a right-of-way.



15. Fencing

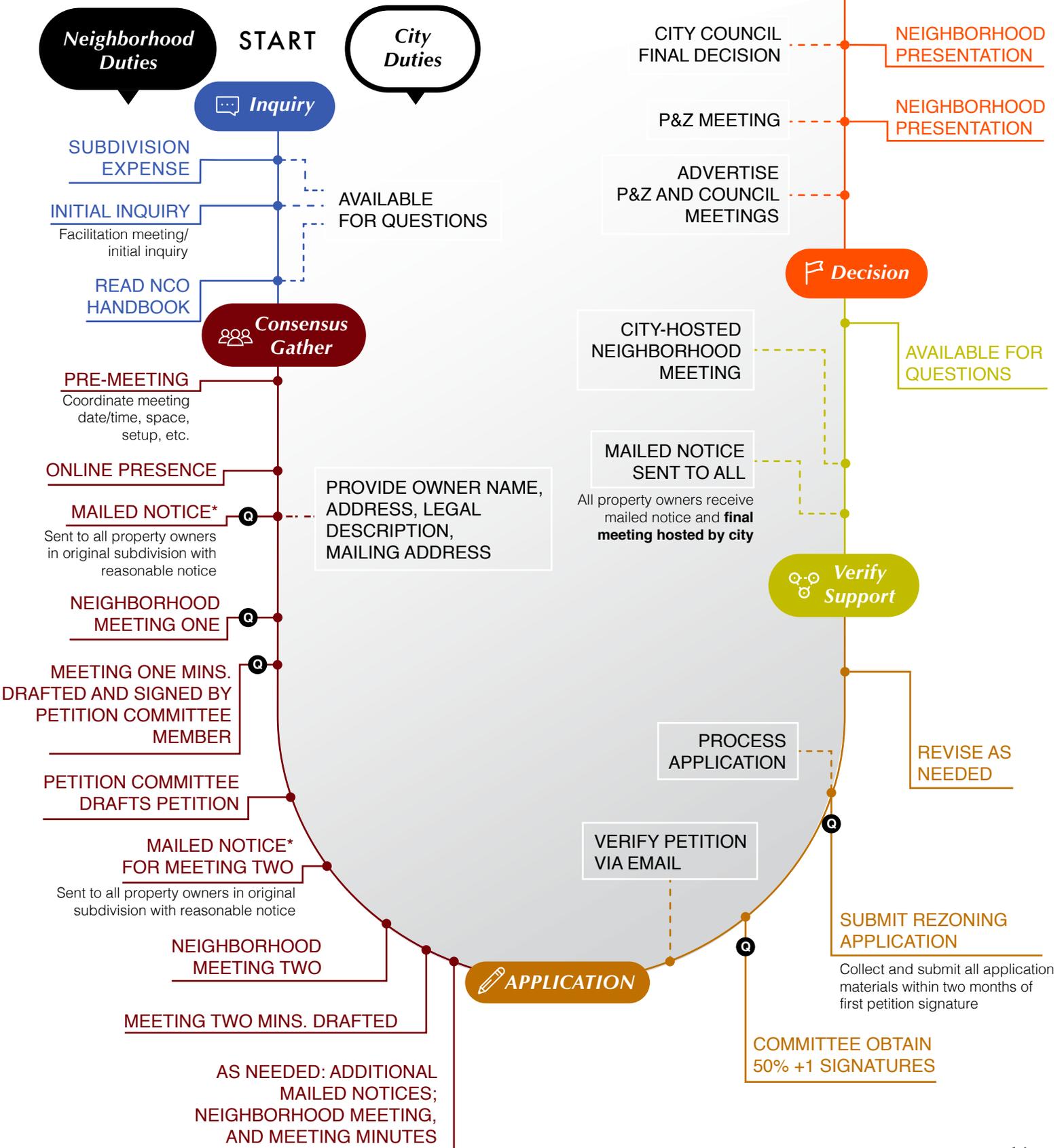
Select required materials and maximum height.

Apply

Apply

Q Required neighborhood duty

* Mailed notices may be sent that advertise multiple neighborhood meeting dates



**Verify
Support**



Verify Support

After the Neighborhood Petition Committee has submitted all required documents for the NCO rezoning application and Planning and Development Services staff has determined the review is complete, staff will begin the city-led portion of the rezoning process. At this stage, staff will schedule a final neighborhood meeting. The city will pay for and send certified mailed notices to property owners in the original subdivision to ensure that property owners are notified of the meeting. Staff will discuss the NCO application process at the final neighborhood meeting. Staff will explain the timeline and expectations for the neighborhood during the remainder of the process.

**City
Council
Decision**



City Council Decision

After the city-led neighborhood meeting, staff will ensure that the NCO rezoning is placed on the next available agendas for the meetings of the Planning and Zoning Commission and City Council. The board hearing process may take up to four weeks but could be extended if either the commission or the council request additional information or defer voting on the petition. During the Planning and Zoning Commission and City Council meetings, staff will present the rezoning request from a factual perspective and provide a recommendation of approval or denial. Following the staff presentation, the neighborhood group will have the opportunity to present their case and advocate for the rezoning request through verbal testimony and/or the use of a visual aid. Ultimately, the speaker protocol is the commission chair or mayor's decision. While neighborhood presentations are not required, they are highly encouraged. After the staff and optional neighborhood presentations, the commission and council will open the public comment period when any citizen can speak about the proposed rezoning request. The Planning and Zoning Commission serves as an advisory board that will vote to recommend approval or denial of the rezoning request. The City Council is a decision-making body that will vote to approve or deny the request. The City Council decision is final, and any appeal must be in accordance with the UDO.

Reference

NCO Rezoning Process Checklist

- Contact Planning and Development Services.
- Read / Download the NCO Handbook.
- Decide to proceed with the NCO consensus gathering phase.
- Determine neighborhood meeting:
 - Dates*
 - Times*
 - Space / location*
 - Setup requirements*
- Form an online presence for NCO progress.
- Publicize neighborhood meetings in a reasonable and timely manner so that all are notified with proper notice:
 - REQUIRED: Mail notices to all property owners within the original subdivision before each meeting, OR mail one notice that includes all confirmed meeting dates, times and locations.***
 - Online*
 - Door flyers*
 - Optional: Notify Planning and Development Services of neighborhood meetings. Staff will attend as an educational resource, if invited.*
- REQUIRED: Hold Neighborhood Meeting One (see [Agenda Template](#)).***
- REQUIRED: Form an official Neighborhood Petition Committee.***
- REQUIRED: Draft Neighborhood Meeting One Minutes.***
- REQUIRED: Draft NCO Petition.***
- REQUIRED: Neighborhood Petition Committee member signs Neighborhood Meeting One Minutes.***
- If you didn't include Neighborhood Meeting Two information in the first mailed notice, mail notices to all property owners to publicize Meeting Two.
- Hold Neighborhood Meeting Two (see [Agenda Template](#)).
- Draft Neighborhood Meeting Two Minutes.
- Neighborhood Petition Committee member signs Neighborhood Meeting Two Minutes.

Optional: Hold additional Neighborhood Meetings as needed.

 - Neighborhood Petition Committee sends mailed notices.*
 - Draft Additional Neighborhood Meeting Minutes.*
 - Neighborhood Petition Committee member signs additional Neighborhood Meeting Minutes.*

- REQUIRED: Collect 50% +1 property owners of building plots signatures.*
- REQUIRED: Register as a user for eTRAKiT.*
- REQUIRED: Submit NCO Rezoning Application. All application fees are waived.*
- Revise and resubmit NCO Rezoning application documents (as needed).
- Attend city-hosted neighborhood meeting.
- Attend Planning and Zoning Commission meeting. A neighborhood presentation is expected.
- Attend City Council meeting. A neighborhood presentation is expected.

HERE ARE THE DOCUMENTS YOU ARE REQUIRED TO SUBMIT FOR AN OFFICIAL NCO APPLICATION:

- A copy of the original plat of the subdivision.
- Completed neighborhood meeting minutes signed by a Neighborhood Petition Committee member.
- Completed neighborhood meeting sign-in sheets from each meeting.
- NCO petition signed by 50% +1 of property owners of single-family building plots in the original subdivision in support of the overlay.
- Contact information of all Neighborhood Petition Committee members.
- A list of property owners in the neighborhood to serve on the Neighborhood Petition Committee.
- Certificate of mailing neighborhood meeting notice for all property owners of single-family zoned or developed building plots contained within the original subdivision.

Recommended Neighborhood Mailed Notice Letter

_____ *date*

Dear resident,

You are invited to a Neighborhood Meeting to discuss rezoning the _____ to include a Neighborhood Conservation Overlay (NCO). The NCO is a single-family overlay zoning district intended to provide additional standards for new construction and redevelopment in established neighborhoods. It is intended to protect and conserve single-family neighborhoods through zoning focused on the specific needs of the neighborhood.

An NCO allows us, as property owners in the subdivision, to choose from a variety of standards to address neighborhood-specific issues.

The meeting(s) will take place at:

_____ *meeting place*

_____ *meeting place*

_____ *date*

_____ *time*

_____ *date*

_____ *time*

_____ *meeting place*

_____ *date*

_____ *time*

For additional information regarding this discussion, please contact a representative listed below.

_____ *name*

_____ *phone number or email*



You're Invited!

Neighborhood Discussion

Neighborhood Conservation Overlay

meeting place

month, day and time

full street address

**FOR MORE INFORMATION,
PLEASE CONTACT**

name

email or phone number

Required Sign-In Sheet

DATE _____

MEETING # _____

NEIGHBORHOOD CONSERVATION OVERLAY MEETING SIGN-IN

	NAME	ADDRESS	EMAIL/PHONE	SIGNATURE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____
23.	_____	_____	_____	_____
24.	_____	_____	_____	_____
25.	_____	_____	_____	_____
26.	_____	_____	_____	_____

Recommended Petition Committee Team Roles

The Neighborhood Petition Committee is a group of volunteers who help promote the NCO process for a particular neighborhood.

Each suggested role offers a different time commitment to suit the desired level of involvement from each team member. The Neighborhood Petition Committee is responsible for working together to help guide the neighborhood through an open and fair NCO process.

CHAIR(S)

The role of the chair(s) is to manage neighborhood outreach efforts and ensure efficient and inclusive dialogue during the consensus-gathering phase. Chairs will prepare the NCO rezoning application and serve as the liaison between the neighborhood and Planning and Development Services. Chairs are authorized to sign meeting minutes. A Neighborhood Petition Committee should consider naming up to four chairs.

Responsibilities

- Communicate NCO process to neighborhood
- Locate neighborhood meeting spaces
- Advertise neighborhood meetings
- Coordinate neighborhood meeting setup / teardown
- Attend all neighborhood meetings
- Lead neighborhood meeting agenda
- Foster inclusive neighborhood meeting dialogue
- Sign neighborhood meeting minutes once approved
- Gather required materials for NCO application
- Register as an eTrakit user with Planning and Development Services
- Submit and revise NCO rezoning application through eTrakit

Suggested Qualities and Skills

- Good communication and interpersonal skills
- Time and task management
- Computer literacy
- Ability to work well on a team
- Approachable and considerate of others
- Open minded, fair and respectful

Time Commitment

Varies, depending on a number of factors including subdivision size, interest, and a number of resident owners

SECRETARY

A Neighborhood Petition Committee should consider naming one secretary. The role of the secretary is to manage the administrative processes of the chair(s) and ensure accurate records are kept.

Responsibilities

- Ensure up-to-date records
- Manage meeting sign-in sheet
- Circulate meeting agendas
- Record meeting minutes
- Present meeting minutes at start of each meeting
- Ensure meeting minutes are signed by a chair.
- Help ensure 50% + 1 of property owners sign petition for NCO application

Suggested Qualities and Skills

- Well organized and attention to detail
- Good communication and interpersonal skills
- Minute taking experience
- Good time keeping

Time Commitment

Varies, depending on a number of factors including subdivision size, interest, and a number of resident owners

TREASURER

A Neighborhood Petition Committee should consider naming one treasurer. The role of the treasurer is to manage the financial administrative processes related to the NCO consensus gathering phase.

Responsibilities

To coordinate and manage finances related to neighborhood meeting notices, supplies and refreshments, and neighborhood meeting spaces

Qualities and Skills Suggested

- Well organized and attention to detail
- Experience with organizational finance management
- Good communication and interpersonal skills

Time Commitment:

Varies, depending on a number of factors including subdivision size, interest, and a number of resident owners

Neighborhood Meeting One Recommended Agenda

SUBDIVISION NAME: _____

DATE: _____

Introduction and SWOT Analysis

SUGGESTED TIME: _____

Introduction (45 minutes)

1. Provide sign-in sheet
2. Present handbook materials
3. Discuss NCO handbook, timeline, and impact
4. Discuss impact on property owners

Discussion (45 minutes)

5. Neighborhood SWOT analysis. Identify Strengths, Weaknesses, Opportunities, and Threats
6. Identify neighborhood characteristics to be protected
7. Present menu of petition options
8. Determine if neighborhood will proceed with NCO

Administrative (30 minutes)

9. Overview Neighborhood Petition Committee positions
10. Determine Neighborhood Petition Committee
11. Determine future meeting dates

Neighborhood Meeting Two

Recommended Agenda

SUBDIVISION NAME: _____

DATE: _____

NCO Petition Selection

SUGGESTED TIME: _____

Introduction (15 minutes)

1. Provide sign-in sheet
2. Overview of meeting one
3. Present previous meeting minutes

Discussion (50 minutes)

4. Review NCO options for inclusion
5. Cast anonymous votes on options for inclusion
6. Gather vote results
7. Discuss results
8. Finalize petition options for inclusion

Administrative (10 minutes)

9. Schedule additional meetings, if consensus not reached

Meeting Minutes

SUBDIVISION NAME: _____ DATE: _____

1. _____
2. _____
3. _____
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5. _____
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18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____

Attest: Print: _____ Sign: _____, Neighborhood Petition
Committee member

Neighborhood Conservation Overlay Petition

DATE _____

FULL LEGAL
SUBDIVISION NAME:

*By signing below, I agree that the following additional standards should be required to be met for any development or redevelopment of single-family property, including the expansion of existing structures in my subdivision. **I understand that at least 50% + 1 of the total number of single-family zoned or developed building plots in the original subdivision are required to submit the NCO application for consideration. I understand that submitting an application does NOT guarantee NCO approval.** The Petition Committee has included language that was copied verbatim from Unified Development Ordinance (UDO) [section 5.11.D.2.d](#) "Options for Inclusion."*

ADDRESS	LEGAL DESCRIPTION	PROPERTY OWNER NAME	SIGNATURE	DATE
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____

Appendix

How to Find Online Maps and Data

Please follow these instructions to find the Planning and Development map on the City of College Station website. The map includes land use, zoning, subdivision plats, property ownership, and other important information. If you need assistance, call 979.764.3858 to speak to a planning staff member.



1. **Open a browser window** (Google Chrome, Internet Explorer, Firefox, Bing, Safari).
2. **Type cstx.gov/GIS directly into the browser search bar** to go to the City of College Station website home page.



4. **Click on the Planning and Development Map in the top right corner** or [click here](#) to visit the Planning and Development Map.



5. Once you are in the Planning and Development Map, **click on the Layers icon to view the Layer List**. The Layer List must be expanded by clicking the Layer icon on the top right corner of the page, seen below.



6. **The Layer List includes helpful information such as land use, zoning, plats, easements, and property ownership**, seen below.

Original Subdivision Plat

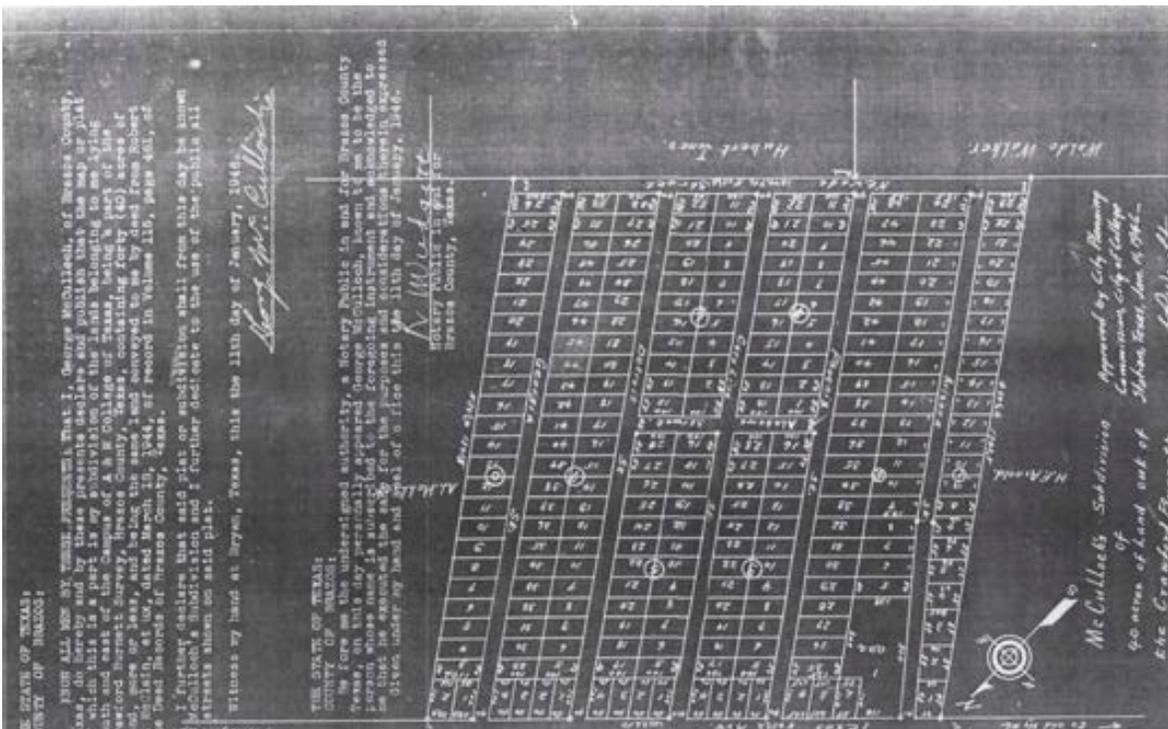
50% +1 of all building plots within the original subdivision are required to sign the petition to submit an application for a Neighborhood Conservation Overlay to Planning and Development Services for review. The neighborhood is granted one property owner vote per building plot.

The UDO defines a Building Plot as

All the land within a project, whether one or more lots, developed according to a common plan or design for similar or compatible uses, that may have shared access or parking, and that singularly or in phases is treated as such for site plan review purposes. The determination of the boundaries of a building plot shall be made as the first step in the site plan or project review, unless such determination has previously been made at the time of plat approval. For development not subject to site plan review, the building plot or premises shall be the exterior boundary of any included lots, in the event that the structure sits astride two or more lots. In the event that two or more lots are under single ownership and the structure does not meet the required side yard setback, both lots shall be considered the building plot or premises. Demolished sites located in larger parking lots that may not have previously been considered part of a larger building plot, will be considered part of the plot if access is shared with the site. –

UDO Article 11.2 Defined Terms

An original subdivision is also known as a legally recorded subdivision plat. To locate your subdivision plat, visit the Planning and Development map at cstx.gov and use the Scanned Plats layer available for viewing and download.



NCO Ordinance Enforcement

The following NCO ordinance options are enforced by Planning and Development Services via Residential Building Permit Review:

- Minimum Front Setback
- Minimum Side Street Setback
- Minimum Lot Size
- Maximum Building Height
- Tree Preservation
- Garage Access
- Garage Connection
- Garage Location
- Off-Street Parking
- Building Materials
- Fencing

The following NCO ordinance option is enforced by Planning and Development Services via Residential Driveway Permit Review:

- Maximum Lot Coverage

The following NCO ordinance option is enforced by Planning and Development Services via Plat Review:

- Minimum Lot Size

The following NCO ordinance options are enforced by Planning and Development Services via Neighborhood reporting:

- Tree Preservation
- Landscape Maintenance

The following NCO ordinance option is enforced by Planning and Development Services and Community Services Code Enforcement via Neighborhood reporting and Building Inspection:

- Landscape Maintenance