

Padre Isles Property Owners Association

Architectural Control Committee (ACC) Guidelines

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1. General Information

1.1 Authority

No structure or improvement may be erected or altered on any lot without written approval from the ACC. The Protective Covenants for each subdivision collectively established the ACC's authority to review plans, establish standards, and ensure compliance with community standards.

1.2 Composition

The ACC consists of **five volunteer members**, including a Chair appointed by the Board of Directors. Members serve **three-year terms**, with a two-term maximum. ACC members are unpaid, and no Board member or their spouse may serve concurrently.

1.3 Meetings

The ACC meets monthly or as needed at the PIPOA office or online. Agendas and minutes are posted on padreislespoa.org.

2. Application & Review Process

2.1 Application Requirements

Owners must submit a completed application with required plans and fees before construction may begin. Incomplete applications are returned for correction.

New Homes / Major Additions require:

- Site plan with setbacks, easements, drainage, fencing, pools, deck/docks.
- Floor plans and elevations.
- Foundation and roof details.
- Elevation certificate.

Projects (fences, decks, solar panels, etc.) require:

- Site plan showing placement and dimensions must clearly state the number of feet and inches at the build lines in the drawings. Must include setbacks, easements, drainage, drawing of projects.
- Engineered designs.
- Elevations and materials list.
- Compliance with City Ordinances for fencing visibility.
- Solar panel applications must include **Texas Windstorm (TWI-1/TWI-8)** certification.

2.2 Fee Schedule

Project Type	Fee
New Home/Major Addition – Canal Lot	\$150
New Home/Major Addition – Land Lot	\$100
In-ground Pool – Canal Lot	\$150
All Other Projects	\$50

2.3 Review & Appeal

The ACC reviews complete applications within **30 days**. Lack of response after 30 days constitutes approval if no conflict exists with Covenants.

If denied, owners receive written notice stating the reason for denial and they may request an appeal at a **Board hearing within 30 days**. The Board may affirm, modify, or reverse the decision.

3. Special Conditions

3.1 Auto-Approvals

No application required for:

- Landscaping, sod, or trees
- Roof replacements
- Concrete flatwork
- Floating lifts (within mooring limits)
- Solar panels with existing TWI-8
- Whole-house generators
- Small sheds (<200 cu. ft.)

3.2 Non-Conforming Structures

Existing non-conforming structures do not establish precedent for new approvals.

3.3 Repairs & Replacements

- **Minor repairs** (e.g., replacing pickets) need no approval.
- **Major replacements** (e.g., pilings, retaining walls) require re-approval.
- If original plans exist, the ACC will review based on archived documentation at no additional fee.

4. Construction Guidelines

4.1 Bulkhead Protection

No improvement may rest on or attach to the bulkhead. Maintain **24 inches** clearance landward. Canal side must maintain 36 inches from bulkhead with the exception to Mooring Areas of 10ft. Owners must remove obstructions for repairs at their cost.

4.2 Permitting & Code Compliance

Owners must secure all **City permits** as required.

- **ACC approval** is required even if a city permit is not.
- **City approval** does not imply ACC approval.

4.3 Project Timelines

Construction **must start** within **3 months** of approval and be completed within **9 months**, or **18 months** for commercial/multi-family projects. Extensions require ACC approval.

5. Design Standards

5.1 Residences & Commercial

- No two single-family homes with identical exteriors allowed within **300 feet**.
- Minimum roof pitch: **Metal 2/12, Shingle 5/12**.
- Refer to subdivision Covenants for height and floor area limits.

5.2 Decks, Docks & Lifts

- **Deck**: platform above bulkhead height.
- **Dock**: platform level with bulkhead.
- **Setback**: 5 feet from side property lines.
- **Pilings**: engineered plans required.
- No deck boards may contact the bulkhead.
- Use only **stainless-steel fasteners**.

5.3 Fences & Walls

Fences and walls must meet **Texas Property Code §202.023** and **City Ordinance §§53-261–262** (visibility).

Approved materials: treated wood, cedar, redwood, vinyl (100% virgin), or masonry.

Posts: 4x4 minimum, 36" deep in concrete, \leq 6 ft spacing.

Walls: masonry or stucco-finish framed walls require engineered plans.

5.4 Pools & Retaining Walls

- Pools cannot encroach on tieback zones.
- Canal-front pools require **engineered plans**.
- Retaining walls \leq 4 ft, engineered plans if $>$ 4 ft.

- Install safety barriers on walls >3 ft.

5.5 Shade Structures & Sheds

All palapas, pergolas, and sheds over 200 cu. ft. are **permanent structures**, must include engineered plans, and will require ACC approval. Style and color must complement the main structure.

6. Frequently Asked Questions

Q: If I have a city permit, do I still need ACC approval?

A: Yes. City permits and ACC approvals are separate. The ACC applies Covenants; the city applies ordinances.

Q: If my project doesn't need a city permit, do I need ACC approval?

A: Yes. All new construction or major improvements require ACC review.

Q: Can my contractor submit the application?

A: Yes, but the **owner** remains responsible for compliance.

Q: Do repairs require approval?

A: Minor repairs—no. Major replacements—yes (see Section 3.3).

Q: Is landscaping review required?

A: No, landscaping is auto approved.

Q: What is the Mooring Area of my property?

A: The Mooring Line is the distance on how far a project can be built out into the canal. The line varies between 10ft to 25ft per subdivision. ACC Coordinator will have the distance needed per request.