



Memorandum

Date: December 8, 2015

To: Seguin City Council

From: John Foreman, AICP, CNU-A
Assistant Director of Planning/Codes

RE: Amendments to the Seguin Unified Development Code (UDC) and City Code of Ordinances

During the drafting of the Unified Development Code the requirements for utility main extensions in 102-179 of the City Code of Ordinances were copied into the UDC as section 4.7.11. This section addresses situations where someone requests water and/or sanitary sewer service where no adjacent main exists from which to make the connection. Following the adoption of the UDC, staff identified several requirements and processes that are not consistent with current practices. To fix this, staff recommends deleting the contents of section 4.7.11 of the UDC and instead referencing a revised 102-179. Having duplicate requirements in both the UDC and the Code of Ordinances is unnecessary.

Since the revisions to Section 102-179 are extensive, for clarity staff has rewritten the entire section. Significant changes include -

- Updates to the process for requests for service. The previous code required a detailed application and fee. Based on this, staff was required to analyze the request, prepare a cost estimate and present to Council for approval. Following approval, the applicant would provide funds to the City for the cost of the improvements, and the City would perform the extension. The more common process is outlined in the proposed revision along with the process for Public Improvement Construction Plans in the UDC -
 1. The applicant provides information to the City showing that capacity is available.
 2. The applicant provides plans to the City showing that the proposed extension meets all regulations.
 3. The City approves the plans.
 4. The applicant performs the work.

5. Once complete, the City inspects the improvements and accepts maintenance when all requirements are met.

The process change does not impact the cost to development because in either process, the applicant/developer pays for the extension. The proposed revision is a shorter and clearer process for development, and it removes the obligation of the City to do the work, which is not feasible with current staffing levels.

- The section – “Extension to Adjacent Properties” clarifies the requirement to extend services across the tract obtaining service so that service is available to the adjacent tract. This requirement currently exists for water lines in section 50-31 of the City’s Fire Code. The proposed revision makes it applicable to wastewater and provides a provision for a variance in situations where the extension is not feasible.
- The new code requires someone requesting service outside the City Limits to request annexation. In previous cases, this has been a practice, but it was not clearly outlined in the code.
- The new code includes a provision for the City to construct short extensions at the City’s discretion but at the property owner’s expense.
- The new code contains general provisions for oversizing. When the City’s plans show a main size that is greater than a property owner needs for his particular tract or development, the City may enter into an oversize participation agreement and pay the additional cost to put in the larger line.