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MEMORANDUM

To: Seguin Planning & Zoning Commission

From: Shelly Jackson, Assistant Director of Planning & Codes

Subject: **Unified Development Code (UDC) amendments to modify Section 1.2.7.C Floodplain Administrator, Section 1.4 Expiration of Applications, Section 2.10 Flood Plain Development Permit, Section 4.6 Stormwater and Drainage Standards, and Section 4.3.2 Drainage Easement (DE)**

Date: March 2, 2026

The Planning Department is proposing amendments to modify Section 1.2.7.C (Floodplain Administrator), Section 1.4 (Expiration of Applications), Section 2.10 (Flood Plain Development Permit), Section 4.6 (Stormwater and Drainage Standards), and Section 4.3.2 (Drainage Easement (DE)) of the UDC. The proposed changes are as follows:

- Section 1.2.7.C: Update the responsibilities of the Floodplain Administrator to align with recent amendments to Flood Damage Prevention Ordinance #24-098.
- Section 1.4: Add a “Flood Zone Map Change” permit to the list of applications required in the UDC. This permit allows applicants to request a revision or amendment to the Flood Insurance Rate Map (FIRM) administered by FEMA to reflect updated floodplain information or correct flood zone determinations for a property.
- Section 2.10: Update permit standards for a Floodplain Development Permit to clarify application requirements and ensure consistency with the Flood Damage Prevention Ordinance.
- Sec. 4.3.2 and 4.6.5: To provide consistency between the UDC and the Stormwater Criteria Manual, revision to UDC Sec. 4.3.2 and 4.6.5 are required. In areas with floodplain, the subdivider or developer shall designate a drainage easement for the floodway. Additionally, UDC Sec. 4.6.5 requires revision in that waiver requests or variances for floodplain are considered by the appeal board as established by the City, consistent with Code of Ordinance Sec. 54-41.
- Sec. 4.6.1: Based on review of the Stormwater Criteria Manual during the Drainage Master Plan project, further details were added to clarify the zone of influence (or downstream study point) for stormwater management plans. Calculations to verify downstream adequacy shall be performed according to the Stormwater Criteria Manual.

Attached is a copy of the proposed UDC amendments to Sections mentioned above.