

MEMORANDUM

To: City of Seguin Mayor, Council Members, and City Manager
From: Pamela Centeno, Director of Planning & Codes
Through: Melissa Reynolds, Assistant City Manager | City Engineer
Subject: **Amendments to the Unified Development Code (UDC) to establish a new type of zoning permit to be identified as a Conditional Use Permit (CUP), adding general provisions, processes, and regulations to Chapters 1, 2, 3, and 7 (Definitions)**
Date: June 18, 2026

Background

Presently, there are two types of zoning permits identified in the Unified Development Code: Limited Use Permits (LUPs) and Specific Use Permit (SUPs). Limited Use Permits are reviewed and approved administratively by City staff while Specific Use Permits require action by the Planning & Zoning Commission following a public hearing on the request. Zoning permits are required for land uses that need additional oversight to ensure that the proposed land use is compatible with the surrounding area. Zoning permits typically include a list of conditions imposed by the approving body that are enforceable by the City of Seguin. Staff is proposing to amend the UDC to add a third type of zoning permit for land uses that have a higher potential of creating impacts to surrounding areas. This zoning permit, a Conditional Use Permit, would require action by City Council following a recommendation from the Planning & Zoning Commission. Public hearings would be held at both public meetings.

Staff is proposing amendments to Chapters 1, 2, 3, and 7 (definitions) to create the general provisions, processes, and regulations for the proposed Conditional Use Permits. Amendments are proposed to:

- Create a new type of zoning permit- a Conditional Use Permit (CUP)
- Establish an expiration of two years with a possible extension of one year, unless an alternative expiration is specific by City Council
- Re-number a portion of Section 2.4 to add a new section for Conditional Use Permits
- Create a process that requires the Planning & Zoning Commission to make a recommendation on a request for a Conditional Use Permit to City Council following a public hearing
- Establish notification procedures of the public hearings, to include notifications to property owners within 200’ and published notice in the newspaper

- Establish the City Council as the approving body for a request for a Conditional Use Permit
- Make the permit non-transferable unless specifically allowed by City Council as a condition of the permit
- Establish procedures for revoking a Conditional Use Permit
- Establish a process for amending a Conditional Use Permit
- Add a definition for a “conditional use”
- Adopt an application fee in the amount of \$800

Staff is also proposing a fee of \$800 for Conditional Use Permits.

Action Requested

Staff is requesting action on a proposed ordinance to amend Chapters 1, 2, 3, and 7 (Definitions) of the Unified Development Code (UDC) to add Conditional Use Permits to the UDC, include a fee for said zoning permits.

Recommendation

Staff presented their recommendations to the Planning and Zoning Commission on June 9, 2026. Following a public hearing the Commission voted to recommend approval of the amendments. Attached please find copies of the Final Report of the Commission and the proposed Ordinance amendments.

Attachments

- Final Report of the Planning & Zoning Commission
- Proposed Ordinance amending the Unified Development Code (UDC)
- Proposed Amendments to Chapters 1, 2, 3, and 7 (Definitions) of the Unified Development Code (UDC)