

## MEMORANDUM

**To:** City of Seguin Mayor and Council Members  
Steve Parker, City Manager

**From:** Pamela Centeno, Director of Planning & Codes

**Through:** Rick Cortes, Assistant City Manager

**Subject:** Proposed amendments to Section 2.12.6 of the Unified Development Code (UDC) regarding the issuance of building permits for model homes.

**Date:** March 31, 2020

City staff is proposing to amend Section 2.12.6 of the Unified Development Code which allows building permits to be issued for model homes within a new residential subdivision prior to the recordation of the subdivision plat. The intent is to allow homebuilders to get an early lead on the construction of model homes that serve as sales offices for potential homebuyers. Currently the UDC allows building permits to be issued for up to four (4) model homes before a plat is recorded but it does not provide a definition for a model home. In addition, the existing conditions required regarding the completion of public infrastructure are vague. Staff is proposing amendments to Section 2.12.6 of the UDC as follows:

- Define a model home as “a housing unit typical of the styles available for sale in a particular subdivision but used for display and sales only”.
- Reduce the number of permits issued for model homes to two that can be constructed prior to recordation of the plat. *Additional model homes can be constructed after the plat has been recorded.*
- Clarify specifically that, if a plat is not yet recorded, the infrastructure for water, wastewater, and streets must be constructed prior to the issuance of building permits for model homes.

The proposed amendments were presented to the Planning & Zoning Commission at their regular meeting on March 10, 2020. Following a public hearing the Commission voted to recommend approval of the amendments to the ordinance as presented by staff. Attached please find a copy of the final report from the Commission and a copy of the proposed ordinance amendments.