

MEMORANDUM

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

From: Pamela Centeno, Director of Planning & Codes

Through: Rick Cortes, Deputy City Manager

Subject: Amendments to the UDC to create a process for conditional approval of Final Plats

Date: January 26, 2021

City staff is proposing to amend the Unified Development Code (UDC) to create a new process for conditional approval of Final Plats. Currently, Final Plats are either approved or disapproved by the Commission based on whether or not they meet all applicable requirements. Staff is finding, however, that this often creates a significant delay for developers/builders/property owners as they proceed through the platting process. Since the Planning & Zoning Commission is the platting authority for Final Plats and only meets once a month, staff is proposing to create a third option for Final Plats- conditional approval.

In many instances the plat deficiencies identified by staff are minor and easily corrected. Often they do not require modification of the subdivision layout itself. Examples of common minor deficiencies are plat notes, missing measurements, mislabeled open space lots, easement locations, and signature blocks. Currently, the process requires all deficiencies to be corrected by the applicant and returned to the Commission for approval, which delays the platting process for at least one month. To eliminate this delay, staff desires to create a process for conditional approval of Final Plats. This will expedite the platting process for minor deficiencies that can easily be corrected and reviewed by staff without additional review of the Commission.

The proposed amendments were presented to the Planning & Zoning Commission at their regular meeting on January 12, 2021. Following a public hearing the Commission voted to recommend approval of the amendments to the UDC as presented by staff. Attached please find a copy of the final report from the Commission and a copy of the proposed ordinance amendments.