



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** January 8, 2018
SUBJECT: Discuss policy for placing certain minor plats on future consent agendas.
PRESENTER: Clayton Comstock, Planning Manager

SUMMARY:

Staff is seeking City Council input on an agenda management policy pertaining to certain minor plats on the consent agenda.

GENERAL DESCRIPTION:

Section 212.006 of the Texas Local Government Code allows the governing body of a municipality the option to delegate the approval of certain plats to either a Planning Commission or city staff. The purpose of this allowance is to expedite minor property plats through the development process. The current City Charter for North Richland Hills, however, explicitly states that “the city council shall make final approval or denial of all plats.”

Staff is seeking City Council’s input on a policy that would allow plats that would normally meet the State’s criteria for administrative (staff) approval to be placed on future consent agendas. This policy would allow **Amended Plats** and **Final Plats** that meet the following criteria to be placed on consent:

- 4 lots or less
- No public infrastructure requirements or rough proportionality
- Item does not have an associated zoning change, special use permit or other public hearing action on the same agenda
- Consistent with Preliminary Plat (if applicable)
- Consistent with zoning
- No subdivision ordinance variances requested
- No known public opposition

Plats that meet the above criteria are required by state law to be approved by City Council. Staff reports would continue to be developed as usual and applicants would be asked to be present at the meeting for consideration of the consent agenda in case questions arise from Council or the item is pulled from consent. The only major difference to City Council and the public is that no presentation would be provided. This may help manage longer meeting agendas.



This policy would not impact the following cases, which would still be placed on the Regular Agenda:

- Plat Revisions, as all plat revisions require a public hearing
- Larger subdivision plats of 5 lots or more
- Plats with subdivision ordinance variance requests
- Plats that include recommendations by P&Z and/or staff for changes
- Plats with an associated public hearing on the same agenda

Staff is also seeking guidance from City Council on whether a consent agenda for the Planning & Zoning Commission with the same policy outlined above would be supported.

RECOMMENDATION:

Provide staff direction regarding the placement of certain plats on future City Council consent agendas.