



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** March 25, 2024
SUBJECT: Presentation and discussion regarding amendments to Chapter 110 of the City Code (Subdivision Regulations).
PRESENTER: Clayton Comstock, Director of Planning

SUMMARY:

Staff will provide a Work Session presentation regarding the draft revisions to Chapter 110 of the City Code, commonly referred to as the “Subdivision Ordinance” and the proposed timeline for approval and adoption.

GENERAL DESCRIPTION:

The current version of the North Richland Hills subdivision regulations was adopted in May 1994 (Ordinance 1982). The ordinance has been amended several times since its adoption. The amendments included a range of changes, from minor procedural updates to the addition of rough proportionality standards and impact fee requirements.

Also, during that time numerous revisions were made to state statutes that regulate subdivision platting and land development. Substantial revisions to how cities can process plats were made in 2019 and 2023. These changes have resulted in inconsistencies between the city subdivision regulations and state law requirements.

In May 2023 a North Richland Hills charter election proposition was approved by voters. This proposition, which passed with 78.8% voter approval, authorizes the Planning and Zoning Commission and City Council to delegate the approval of plats in accordance with state law. This option is provided by Chapter 212 of the Texas Local Government Code that would streamline plat approvals. Currently, all plats regardless of type, size, or complexity require City Council approval.

As a result of this election, City Council approved Resolution 2023-044 on May 17, 2023. This resolution approved the initiation of the amendment process to review and amend the subdivision regulations. Following that approval, several work sessions were conducted with Planning and Zoning Commission and City Council to present information about the current regulations and the practices of other cities, and to review and seek feedback on topics such as the delegation and assignment of plat approvals. Staff also conducted a virtual meeting with developers, engineers, and surveyors in August 2023 to receive industry input about the regulations.

A staff working group reviewed the subdivision regulations and noted proposed revisions to the plat approval process and other needed updates. This working group included staff from planning, engineering, and the city attorney's office.

A complete public review draft of the proposed revisions to the subdivision regulations is attached for the City Council's review and discussion. This revision would replace the current regulations in their entirety. While most of the regulations and standards remain the same, the topics listed below are the key updates in the proposed revisions.

- Delegation of plat approval. As provided by state laws, the delegation of approval for plats is modified. Preliminary plats would require approval by the Planning and Zoning Commission and City Council. Final plats would require approval only by the Planning and Zoning Commission. All minor plats, replats, and amending plats could be approved by staff.
- Addition of a minor plat process. A streamlined process is added for minor plats. This process would apply to plats where land is proposed to be subdivided into four or fewer lots, fronts on an existing street, and does not require the creation of any new street or extension of municipal facilities.
- Organization of the regulations. Throughout the document, many sections of the regulations are modified for improved organization and readability. This includes consolidating and reorganizing sections related to subdivision plat types, definitions, and general platting procedures. Clear and concise language is used throughout the document.

At the work session, staff will provide an overview of the proposed draft document. To aid in this discussion, the following documents are attached for reference.

- Current Chapter 110 (Subdivision Regulations). This document is the current version of the North Richland Hills subdivision regulations from the Code of Ordinances.
- Proposed Chapter 110 Revision (Draft). This document is the proposed version of the subdivision regulations.
- Chapter 212, Texas Local Government Code. This chapter of the Texas Local Government Code outlines the state laws regarding municipal regulation of subdivisions and property development. This chapter includes procedures for the review and approval of subdivision plats, including delegation of approval responsibility.