

**PLANNING AND ZONING COMMISSION
WORKSHOP MINUTES
TUESDAY, FEBRUARY 2, 2021**

Commissioners Present:

Weldon Smith... Chairman
Jamie Wilson Vice Chairman
George Mortimer. Commissioner
MaQuettia Ledet Commissioner
Michael Hennigan. Commissioner
Robert Vigil..... Commissioner

Commissioners Absent:

Gordon Worlow Commissioner

City Council Members Present:

Terrie Salter

Staff Present:

Kelvin Knauf, Director of Planning & Community Development
Wendy Lloyd, Planning Secretary
Marvin Benoit, Building Official
Mike Kunst, City Manager
Guy Goodson, City Attorney

Chairman Smith called the meeting to order at 5:30 p.m.

CITIZEN COMMENTS

Chairman Smith asked if there were any comments. None were made.

WORKSHOP

- a. **Conduct a workshop on Platting policies and procedures.**

Power point presentation on Platting:

Planning, Zoning, Platting
Land Use and Development, Social and Economic Issues

The Three Most Important Things to Know About Platting
1) Land Design

- 2) A Balancing of Interests
Developer – Public
- 3) Regulated by State Laws & local ordinances

Why Plat?

- Guide the future growth and development of the community;
- Provide for adequate light, air, and privacy; to secure safety from fire, flood, and other dangers; and prevent overcrowding of the land and undue congestion of population;
- Protect and conserve the value of land throughout the community and the value of buildings and improvements upon the land;
- Provide the most beneficial relationship between the uses of land and buildings and the circulation of traffic throughout the community, especially avoiding congestion in the streets and highways, and the pedestrian traffic movements appropriate to the various uses of land and buildings; and provide for the proper location and width of streets and building lines;
- Establish reasonable standards of designs and procedures for subdivision, to determine the orderly layout and use of land; and to ensure proper legal descriptions and monumenting of subdivided land;
- Ensure that public facilities are available and will have a sufficient capacity to serve the proposed subdivision;
- Prevent the pollution of air, streams, and ponds; assure the adequacy of drainage facilities; safeguard the water table; and encourage the wise use and management of natural resources throughout the community in order to preserve the integrity, stability, and beauty of the community and the value of land;
- Restrict or prohibit subdivision of lands for uses which are dangerous to health, safety or property in times of flood or will cause excessive increases in flood heights or velocities.

Who is Involved in Platting?

- Planning and Zoning Commission
- City Council
- City staff
- Property owners
- County Clerk's Office
- Drainage District
- County Engineer's Office if located in the ETJ
- County Commissioners if located in the ETJ
- Utility companies
- State Legislature

When Does Platting Occur?

- When a property owner in the City or in the ETJ wants to subdivide their property into parcels of less than 5 acres or more than 5 acres if for a nonagricultural purpose

Where Does Platting Occur?

- Applies to all properties inside the City and all properties in the extra-territorial jurisdiction

What Regulates Platting?

The Subdivision Ordinance governs platting procedures although the Zoning Ordinance influences the platting requirements by regulating minimum lot sizes and building setback requirements.

- Process
- Plat Information
- Construction Requirements

What are Different Kinds of Plats?

- Preliminary plats – first depiction of how the developer intends to divide the property. Provides information on lot and street dimensions, utility easements, drainage. Approval gives the developer permission to proceed with construction
- Final plats – done after the public improvements have been constructed. Shows the “as-built” dimensions as well as all information required by the Subdivision Ordinance
- Minor plats- 4 or fewer lots fronting on an existing street and not requiring the creation of any new streets or the extension of municipal facilities. Approved by the Director of Planning and Community Development.
- Replats – when platted property has the property lines changed such as combination of more than two lots.

What is the Platting Process?

What kind of information is on a plat?

- Legal description
- Lot lines and numbers
- Rights-of-way
- Easements
- Floodplain elevations and information
- Dedication of public improvements
- Signature blocks for public officials
- Adjoining streets and properties
- Title block
- Drainage and topography
- Owner/developer signature block
- Plat notes

- Vicinity map
- Legend

How Much Does It Cost to Replat?

- The applicant pays a fee depending on the number or acreage of the lots
- Cost of publication of the notice of public hearing
- Cost of mailing letters to property owners within 300 feet of the subject property

What Is The Relationship Between Platting and Zoning?

- Platting is LAND DESIGN (HOW) whereas zoning is LAND USE (WHAT)
- Zoning determines the minimum lot size and building setback requirements which platting must either comply or receive a variance
- City can initiate zoning on its own; it cannot initiate platting on its own unless the City owns the property

What Issues Are There With Platting?

- If a plat meets all ordinance requirements, then MUST approve the plat – it becomes a ministerial act
- To deny a plat requires stating the exact law or ordinance requirement that the plat does not meet
- Variances – how to handle irregularly shaped properties
- Timeframes for disapproval – 30 days from date complete application is filed to disapprove. If fail to meet the 30 day period, plat is automatically approved.
- Public hearings
- Same process whether it is a residential, commercial or industrial project
- Subdivision ordinance adopted in mid-1990s
- NIMBYs, LULUs and BANANAs

Mr. Knauf stated we would do the next workshop on Zoning, the first Tuesday in March.

Commissioner Hennigan motioned to adjourn

Commissioner Mortimer 2nd

Vice Chair Wilson adjourned the meeting at 6:48 p.m.