

**Excerpt from Minutes
Planning & Zoning Commission
Meeting of March 6, 2025**

12. Hold A Public Hearing To Consider An Ordinance **Amending The Text Of Various Sections Of The Comprehensive Subdivision Ordinance (CSO)** To Amend, Add Or Delete Content And To Improve The General Organization Of The Amended Sections, Including Amendments To Article III. Procedures For Plat Approval, Section A. Procedures; Article VI. Final Plat, Section B. General Provisions; Article XI. Construction And Improvements, Section F. Screening Walls; Article IV. Administrative Plat; Article V. Preliminary Plat; And Article VIII. Miscellaneous Plats And Abandonments. **Case No. PLST 2025-004 Comprehensive Subdivision Ordinance Text Amendments.** Case Coordinator: Michael McCauley.

Michael McCauley presented this item. He advised this is a city-initiated request to consider proposed text amendments to the Comprehensive Subdivision Ordinance (CSO). The text changes are routine and reflect the staff's annual review plus any updates to development regulations. Specific amendments relate to the following:

- a. When a plat is considered formally filed with the city.
- b. 30-day extension allowance.
- c. Authority to approve an administrative plat.
- d. Proposed plat features.
- e. Responsibility for screening and retaining walls.
- f. Removing unnecessary verbiage.
- g. Providing a standard for title blocks on plats.

Mr. McCauley reviewed details of the proposed changes within the following articles:

Article III. Procedures For Plat Approval, Section A. Procedures
Article IV. Administrative Plat
Article V. Preliminary Plat
Article VI. Final Plat, Section B. General Provisions
Article VIII. Miscellaneous Plats And Abandonments
Article XI. Construction And Improvements, Section F. Screening Walls

Commissioner Overholt asked how the retaining wall provisions impact existing Homeowners Associations. Mr. McCauley responded that it is being reviewed. He added there are no changes for the existing HOAs, and this only applies to new residential subdivisions, not existing.

Commissioner Martin requested clarification regarding the proposed 30-day extension. Mr. McCauley said that the state allows extensions; however, the subdivision ordinance currently

does not. Commissioner Martin clarified with Mr. McCauley that if the city does not act on a plat within 30 days of it being accepted, it is automatically approved. Mr. McCauley concurred.

Commissioner Kramer asked whether specific language should be included in the retaining wall section that it only applies to new subdivisions. Mr. McCauley stated it is not needed.

Chair Windrow opened the public hearing. There were no speakers.

Commissioner Doyle asked about adding an effective date to the ordinance. Mr. McCauley responded that it is already provided in the ordinance.

- * ***Commissioner Kramer moved to close the public hearing and approve Case No. PLST 2025-004 Comprehensive Subdivision Ordinance Text Amendments as illustrated in the documents; second by Commissioner Doyle. The motion was approved with a vote of 8-0, (Yarbrough absent).***