

MEMORANDUM

Date: May 1, 2022
To: Walter E. Reeves Jr., AICP, Development Services Director
From: Lata Krishnarao, AICP, LEED ND
Re: Work session to review proposed development code amendments and Administrative Development Procedures Manual (ADPM)

Gunda Corporation (GUNDA) was directed by the City to review the development related codes - Chapter 21.5: Signs; Chapter 23: Land Development Code; and Chapter 28: Zoning Code. The purpose of this review was to identify measures to consolidate requirements; simplify and streamline the development process; encourage economic development and investment; and make it less cumbersome in general. Public comments that were gathered from the responses to the questionnaire, interviews with staff and developers, and the review of codes, guided the framing of the recommendations. A previous work session was held on November 15, 2021 to review the progress and draft recommendations.

A Diagnostic Report was prepared summarizing the findings and general recommendations. Of the recommendations, the following were prioritized for short term amendments.

- Consolidation of type of plats, clarify sequencing, public improvements construction, and expiration
- Performance bond and surety amount
- Public improvement standards - color of street signs; provision of fiber in new subdivisions, etc.
- Acceptance of public improvements and maintenance bond
- Revision to the Heritage Tree protection requirements

The purpose of this work session is to discuss the findings and receive input on the draft recommendations.

Additionally, a draft Administrative Development Procedures Manual (ADPM) is being prepared. The ADPM is a manual that contains policies and procedures related to the land development and construction. This ADPM will provide vital information for applicants regarding the City's permit processes and will serve as an easy-to-follow reference guide for anyone who is interested in the development process in the City of Angleton.

COMPILED LIST OF SHORT TERM RECOMMENDATIONS

This list includes recommendations for Land Development Code, Chapter 23 of the City Code.

	Recommendation	Sections to be amended
Standards & Requirements	Create and adopt standards and design criteria specific for Angleton	Sec. 23.10
Subdivision	Consider consolidation and reduction in the types of Plats. Allow for administrative approval processes where permitted by TXLGC	Sec. 23.75 Sec. 23-87
	Clarify the sequence for approval of Preliminary Plat, Final Plat, construction of public improvements, acceptance, recordation, etc.	Sec. 23.95 Sec. 23-38

	Recommendation	Sections to be amended
	Increase performance bond and surety amount	Sec. 23.37 Sec. 23-38
	Standardize the time lines, expiration dates, and validity for all plats, in conformance with TXLGC	Sec. 23.37 Sec. 23-81 Sec. 23-98
Heritage Tree Revision	Add definitions, clarify species and mitigation	Sec. 23-60

SUMMARY OF SHORT TERM RECOMMENDATIONS:

1. Create and adopt public improvement standards specific for Angleton. (Sec. 23-10.C). To be developed.
2. Add sidewalk widths in Table 23-12.1. (Sec. 23-12)
3. Add requirements for street signs. (Sec. 23-12)
4. Consider consolidation and reduction in the types of Plats. Allow for administrative approval process where permitted by TXLGC. (Sec. 23-94 to Sec. 23-97)
 - a. Current
 - i. Administrative Approval:
 1. Minor Consolidation Plat or Replat
 2. Administrative Plats
 3. Amending Plat
 4. Minor Plat
 5. Development Plat
 - ii. Planning & Zoning Commission and City Council Approval:
 1. Preliminary Plat
 2. Final Plat
 3. Major Amending Plat
 4. Major Consolidation Plat or Replat
 - b. Proposed
 - i. Administrative Approval:
 1. Minor Plat
 2. Amending Plat
 3. Development Plat
 - ii. Planning & Zoning Commission and City Council Approval:
 1. Preliminary Plat
 2. Final Plat
 3. Replat
5. Standardize the time lines, expiration dates, and validity. (Sec. 23-94 to Sec. 23-97)
Recommendations:
 - a. All plats except Final Plat - 1 yr. with an additional 1 yr. of extension.
 - b. Final Plat – 1 yr. with an additional 6 months of extension.
 - c. Construction Drawings – 1 yr. with an additional 6 months of extension.
 - d. Completion of public improvements and acceptance – 1 yr. with an additional 1 yr. of extension. If construction is not complete, a performance bond needs to be submitted.
 - e. Confirm if this current requirement can be implemented - Final plat for recorded subdivision considered null and void and deemed to have been withdrawn if required improvements not completed within 30 months of approval.
6. Clarify the platting sequencing and construction of public improvements. (Sec. 23-37, Sec. 23-35)
 - a. Amend the subdivision process to require approval and construction of public improvements prior to Final Plat review and approval, unless a performance bond is submitted.
 - Step 1 – Preliminary Plat approval
 - Step 2 – Approval of Construction Plans for public improvements

- Step 3 – Construction and acceptance of public improvements OR Performance Bond
 - Step 4 – Final Plat approval
 - Step 6 – Construction and acceptance of public improvements (with Performance Bond)
 - Step 7 – Plat recordation
 - Step 8 – Building permit issuance
7. Subdivision standards: (Sec. 24-11)
 - a. Modify lot sizes for Through Lots – require twice the minimum lot area.
 - b. Require two means of access for all subdivisions with more than 30 lots, for any phase.
 - c. Add sidewalk width requirements for each type of street in the Street Dimension Standards table.
 - d. Require 125% (city policy) of the cost of pending public improvements as a performance bond instead of 100% noted in the LDC and 125% as maintenance bond instead of 25%.
 8. Easement: (Sec. 23-15)
 - a. Standardize location and easement width for location of utilities. Update LDC to meet city standards.
 - b. List exceptions for when utilities can be placed above ground.
 - c. Address width of pipeline easements, and the minimum setback for a structure from a pipeline.
 9. Clarify TIA requirement and scope or add reference to the relevant manual and standards. (Sec. 23-22)
 10. Confirm the policy on utility extension, distance for extension of utilities to the development. (Sec. 23-29)
 11. Amend the timelines in the Standard Development Procedures to meet the TXLGC requirements (shot clock provisions).
 12. Recommend removing submittal requirements and forms from LDC and adding it to the Administrative Procedures Manual.
 13. Revise the tree mitigation requirements. (Sec. 23-60)

Add definitions of Heritage and Significant trees based on diameter (Total Caliper Inches), and species. Add mitigation requirements.

Protected Species List

 - Live Oak, Pecan, Shumard Red Oak, Burr Oak, Chinquapin Oak, Post Oak, Water Oak, Willow Oak, Bald Cypress, Tulip Tree (Yellow Poplar), American Elm, Redbud, Dogwood.

Heritage Trees

 - Greater than 24” (Not required for trees in existing single family dwellings as per TXLGC).
 - Minimum percentage to be preserved on site (removal not allowed)- 50%.
 - Mitigation -3:1 (retain current requirement) – limited to 50%.
 - Replacement planting - minimum 2.5 caliper inch tree from the Protected Species List.
 - Fee in lieu - \$200 per caliper inch removed.
 - Fee in lieu or alternate planting permitting for 50% removal, \$200 per caliper inch.

Significant Trees

 - Minimum 10”- maximum 23.9” (Not required for trees in existing single family dwellings as per TXLGC)
 - Minimum percentage to be preserved on site (removal not allowed)- 35%.
 - Mitigation -1.5:1 - limited to 65%.
 - Replacement planting - minimum 2.5 caliper inch tree from the Protected Species List.
 - Fee in lieu - \$100 per caliper inch removed.

Exemption - for land being used for harvesting of timber and orchards.

Determination on Health of Trees – Need a determination from a certified arborist for damaged and diseased trees.
 14. Others: Add Appendix - List of applicable codes and manuals to be updated. (Input from the City Engineer)

Applicable Standards	Status
City Utilities Water and Wastewater Capital Improvements Plan (WWCIP), Water System Standard Specifications for Water and Sanitary Sewer Construction	No City Utilities Water and Wastewater CIP in place; however, once this is developed it should be incorporated or have the section reserved. Water Standard Specifications for Water and Sanitary Sewer Construction – Currently use LDC requirements along with Sugar Land Design Standards .
Low Impact Development (LID) Technical Guidance Manual	The City currently does not have a LID Manual.
Storm Water Design Criteria Manual	City uses Brazoria County Drainage Criteria Manual , along with Sugar Land Design Standards (County and TxDOT standards used where required).
Water Systems Standard for Utility Construction Testing	Currently use LDC requirements along with Sugar Land Design Standards . Required to follow TCEQ rules and regulations.
Bicycle Facility Design Guidance	The City currently does not have a Bicycle Facility Design Guidance.
Sidewalk and Driveway Design and Construction Guidelines/ Design Guidance Manual.	Currently use LDC requirements along with Sugar Land Design Standards (County and TxDOT standards used where required)
Standard Specifications for Construction	Currently use LDC requirements along with Sugar Land Standards (County and TxDOT standards used where required).
Water System Specifications for Water and Sanitary Sewer Construction (Standard Details Manuals).	Currently use LDC requirements along with Sugar Land Design Standards (County and TxDOT standards used where required).

Other items that should be considered are:

- Detention Free Zone Ordinance
- Angleton Livable Centers Study Zone
- Verify if the latest version of Brazoria County Stormwater Quality Coalition SWMP latest manual is referenced

ITEMS ADDRESSED IN THE ADMINISTRATIVE DEVELOPMENT PROCEDURES MANUAL

	Recommendation	Chapter of the ADPM
Permitting agencies and sequencing	Prepare a comprehensive list of all permits required by external agencies, sequencing, requirements, and processes	Chapters VII, VIII, and IX – Approval flow charts, and a list and contact information of external reviewers
Approval Processes for all Applications	Clarify processes and procedures for all applications, prepare submittal schedules	Chapters II and XI. The Universal Application lists all applications with specific submittal list and instructions
Subdivisions	Clarify the sequence for approval of Preliminary Plat, Final Plat, construction of public improvements, acceptance, recordation, etc.	Chapter VII to clarify process, Forms for submittal, requirements and sequence

	Recommendation	Chapter of the ADPM
Development agreements	Provide templates for all type of development agreements and an approval process chart	Chapters X to XII

The following attachment has been included in the packet:

- Diagnostic Report Development Codes April 2022