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## City Council Regular Meeting

**DEPARTMENT:** Development Services

**FROM:** Tony D. McIlwain, Development Services Director


**MEETING:** January 5, 2026

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**SUBJECT:**

Hold a public hearing and consider and take possible action on an ordinance amending ordinances CSO#1215-12-2019 and CSO#200-06-2022, to modify the Preliminary Plat, Final Plat, and Replat policies; selecting the Development Assistance Committee as the approval body for Preliminary Plats, Final Plats, and Replats. *(First Reading) (Staff Contact: Tony D. McIlwain, Development Services Director)*

**STRATEGIC PRIORITY AND GOAL(S):**

Strategic Priority	Strategic Goal
 <b>Dynamic &amp; Preferred City</b> Through Managed Growth	2.2 Promote sustainable residential and commercial development through strategic and long-term planning

**SUMMARY:**

During the November 3, 2025 City Council meeting, City staff was directed by City Council to modify the Platting approval process. The purpose of the changes to the Subdivision and Development regulations is to accomplish the following:

- Allows for the Platting approval process to be completed at the Development Assistance Committee (DAC) level; resulting in time saving for the applicants by eliminating the need for preliminary plats, replats, or final plats to be placed on a Planning and Zoning Commission consent agenda for compulsory approval.

This process will not eliminate any other review related to Engineering. The Platting process will still be required to satisfy platting policies and continue to require Plats comply with HB 3167 30-day shot clock.

Staff proposes the following modifications to Appendix A – Subdivision and Development, Article 2 and Article 3 Plat requirements of the Code of Ordinances as follows:

**Sec. 2.6 - Procedures for approval of subdivisions.**

(a) Development assistance committee (DAC) comments. All plats accepted for review shall be examined by the DAC for compliance with city ordinances. The DAC may make comments to assist the developer in meeting the requirements of this appendix. The DAC will be responsible for the approval of all plats. The plat will be only be forwarded to the commission or council if an appeal of the development assistance committee decision is made in writing by the applicant within 10 calendar days when. All DAC comments must be addressed or waived through a variance request before the plat will be approved by the DAC and recorded. Failure of the DAC to make specific comments does not relieve the property owner from compliance with all ordinances.

(b) Schedule. The plat shall be scheduled for consideration by the DAC within 30 days after the date the plat application is accepted. The plat application is considered accepted upon the determination that the plat either meets the ordinance or a variance to an ordinance requirement has been approved and when all application fees are paid.

**Sec. 3-2 – Preliminary Plats**

(5) Approval of Preliminary Plats

a. Development assistance committee. The preliminary plat shall be examined by the DAC for compliance with city ordinances. The DAC may make comments to assist the developer in meeting the requirements of this appendix. Upon determination of the administrative official that the plat substantially meets the ordinance requirements, the preliminary plat will be approved.

c. City council. The administrative official shall only place the preliminary plat on the city council agenda if an appeal of the development assistance committee decision is made in writing by the applicant within 10 calendar days. If the decision is appealed city council shall approve, approve with conditions or disapprove the approval of the preliminary plat.

f. Denial of preliminary plat. If the city council denies the preliminary plat, no final plat shall be accepted. The developer, at any time thereafter, may submit a new design for approval, following the same procedures as required for the original application, including the payment of application fees.

**Sec. 3-3 – Final Plats**

(3) Approval of Final Plats

(b). The development assistance committee is the approval authority for final plats. The DAC shall, within 30 days of the date of application acceptance, approve, approve with conditions or disapprove the final plat. If approved with conditions, the DAC shall express its approval as approval with conditions and state the conditions of such approval, if any, or if denied, shall express its denial and its reasons therefor. Upon DAC consideration, the following actions may occur:

1.If approved, plat may be recorded with the county upon completion of the items in subsection (4) (recording of final plats) below.

2.If approved with conditions, applicant may either address the conditions prior to recording with the county or appeal the conditions to the city council.

3.If denied, applicant may appeal the denial to the city council.

(c). City council. The city council is the approval body for the appeal of any decision made in writing by the applicant for final plats. The administrative official shall place the plat on the city council agenda with a report summarizing the action of the DAC. The city council shall approve, approve with conditions or disapprove the final plat.

## **Sec. 3-6 –Replat**

### **(4) Approval of replats**

(b). Development Assistance Committee. The DAC is the approval body for replats. The DAC shall, within 30 days of the date of application acceptance, approve, approve with conditions or disapprove the replat. If approved with conditions, the DAC shall express its approval as approval with conditions and state the conditions of such approval, if any, or if denied, shall express its denial and its reasons therefor. Upon DAC consideration, the following actions may occur:

1. If approved, plat may be recorded with the county upon completion of the items in subsection 3.3(4) (recording of final plats).

2. If approved with conditions, applicant may either address the conditions prior to recording with the county or appeal the conditions to the city council.

3. If denied, applicant may appeal the denial to the city council.

(c). City council. The city council is the approval body for the appeal of any decision made in writing by the applicant on replats. The administrative official shall place the replat on the city council agenda with a report summarizing the action of the DAC. The city council shall approve, approve with conditions or disapprove the replat.

### **(5) Final action.**

- a. Approval and recording of replats. If the DAC or council approve a replat, it shall be filed of record upon compliance with requirements of this appendix including compliance with all DAC comments and all conditions of approval.

**RECOMMENDATION:**

Recommend approval of an ordinance for the text amendment.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

N/A

**REFERENCE:**

[City of Burleson, TX PLAT REQUIREMENTS](#)

**FISCAL IMPACT:**

None.

**STAFF CONTACT:**

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