



Date: July 7, 2022
To: City Council
From: Ellen Hardgrove, City Planning Consultant
XC: Sandy Riffle, Interim City Clerk
Brett Sollazzo, Administrative Assistant
Drew Smith, City Attorney
Re: Establishment of a Lot Split Process

This agenda item is for second reading of the proposed ordinance that will amend Code Chapter 126 to allow a simple process for dividing a single parcel into two, to be known as a “lot split.” Establishing this process was contemplated in 2005, when City Council adopted Resolution 2005-R002; however, the code was never amended to allow use of the simplified process. The proposed simplified process is in the best interest of the citizens of the City and is consistent with State statutes that define a “subdivision” as the creation of three or more lots.

Since first reading, the following changes have been made to the ordinance:

(b) If the proposed subdivision is for the division of a single unplatted parcel into two parcels, in lieu of platting or replatting, the subdivider may conform to the procedural requirements to be known as a “Lot Split,” as set out in this section, or the subdivider may comply with the procedure for platting or replatting contained in this chapter at the applicant's option, except as otherwise determined pursuant to subsection (b)(3). A new parcel shall not be created by this process if it does not have legal access to a public right-of-way, or the resulting parcels are not conforming to land development regulations or comprehensive plan requirements, or if the lot split will negatively impact surrounding properties. The Lot Split procedure shall not apply to a subdivision into more than two parcels. The intention being that this procedure may only be used once as it pertains to all or any portion of the lands involved in or previously utilizing or subject to this procedure.

(1) Lot Split Application. A subdivider shall apply to the City on an application form as well as submit to the City the plan for subdivision with the following minimum submittal requirements:

A scaled drawing showing the existing parcel...

The “second read” ordinance also includes minor, non-substantial changes made for clarity or to correct grammatical errors.