



AGENDA ITEM SUMMARY FORM

MEETING DATE: August 19, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an Ordinance Amending Chapter 10, Subdivision Regulation, of the Code of Ordinances of the City of Manor, Texas by Providing for the Amendment of General Procedures; Notification and Public Hearing Requirements; and the Impact Fee Advisory Committee.

BACKGROUND/SUMMARY:

The update to the General Procedure section is intended to clarify the action taken on certain non-discretionary items when a quorum is not present. Currently, the Subdivision Ordinance allows the presiding officer of the Municipal Authority (P&Z Chairperson) to approve, approve with conditions, or disapprove a plat or plan that has been recommended for action by city staff if the P&Z fails to have a quorum. When a plat is also filed with a discretionary variance, the variance cannot be approved in that manner and would require the P&Z to act while under a quorum. The revised ordinance before the City Council changes decisions made when a quorum is not present to the City Manager, or their designee, so that the actions on a plat or plan remain an administrative function, and the revised ordinance clarifies that if the plat or plan was filed with a variance, the City Manager, or their designee, can approve the plat with the condition that the variance be separately approved before filing of the plat, or deny the plat for failing to meet the minimum standards of the Subdivision Code.

The requirement for public hearings for Concept Plans, Preliminary Plats, and Short Form Final Plats was also removed, as those are not required under state law. Plats and plans that have received staff approval have always been a non-discretionary item for the Municipal Authority charged with their approval. When the state revised its subdivision regulations to require certain actions by the city within certain timeframes (the shot-clock bill), it removed public hearing requirements. The city updated our subdivision code in response to that bill, but retained the public hearing requirements. When a plat or plan is filed under Standard Review, which is the state-defined process with specific deadlines for the city, the public notices are sent out during the initial 30-day review period, as that is the only time during the review process where there are sufficient days to include a notice before the meeting. During resubmittals, the city only has 15 days from receiving the revised plat or plan before the Municipal Authority must act. As our notification requirements are 15 days for mailed letters to property owners within 300' of the plat and 10 days for the newspaper, we send notices after the initial 30-day period. This means that property owners are notified regarding the first review of the plat or plan before the Planning and Zoning Commission, which is typically a denial per engineering comments, and they are not notified at any other point during the review process or when the plat or plan comes back before the Planning and Zoning Commission for approval. When a plat or plan is filed under Alternative Review or Concurrent Review, city staff sends out public hearing notices after the plat or plan has been approved by city staff. This is because under Alternative and Concurrent Review, the applicant has waived the deadlines of Standard Review (shot clock bill). However, if a plat

or plan is approved by staff with less than 15 days before the next Planning and Zoning Commission meeting, the plat or plan is pushed to the following meeting. This could mean a staff-approved plat or plan may have to wait 4-5 weeks before it's heard by the Planning and Zoning Commission. This delay is caused entirely by the public hearing notice requirement, and, as a non-discretionary item, the Commission is still obligated to approve the plat or plan regardless of public comments.

The update to the Advisory Committee section is intended to bring the city into compliance with Senate Bill 1883. SB 1883 requires that 50% of the Committee be members of the development community. For a minimum 5-member committee, that would be 3-members are from the development community. The code currently calls for only 1 member from the development community.

ATTACHMENTS: Yes

- Draft Ordinance