



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Consideration and Action on an Ordinance Amending Chapter 32 (Subdivisions), Article II (Plats and Plat Approval), Regarding Electronic Submittals, Mylar Requirements, and Applicability to Lot Combinations

SUMMARY: City Council is requested to consider adoption of an ordinance amending Chapter 32 of the Code of Ordinances to modernize plat and replat submission requirements. The proposed amendments establish electronic submission as the standard for plat review, clarify that two (2) printed mylars are required for final plat recordation, assign responsibility for all recording and filing fees to the applicant, and clarify that the platting regulations apply to both the division and combination of lots.

BACKGROUND INFORMATION: The City's subdivision regulations currently reference multiple paper copies of plats and supporting documents, reflecting legacy practices that are no longer consistent with the City's digital review and recordkeeping processes. In practice, the City now conducts plat review electronically and requires printed mylars only for execution and county recordation.

Additionally, while the existing ordinance applies to replats, it does not explicitly state that lot combinations and other reconfigurations are subject to the same plat approval requirements. The proposed amendments clarify these processes, align the ordinance with current practices, and improve transparency and consistency in plat administration.

ISSUE: Whether to adopt amendments to Chapter 32, Article II, to:

- Authorize electronic submission of plats and related materials for review
- Require two (2) printed mylar originals solely for final plat execution and recordation
- Clarify that all recording, filing, and reproduction fees are the responsibility of the applicant or requestor
- Explicitly state that platting requirements apply to the division, combination, and reconfiguration of lots.

FISCAL IMPACT: There is no fiscal impact to the City associated with adoption of the proposed ordinance. All costs associated with plat filing and recordation are borne by the applicant.

RECOMMENDATION: Staff recommends approval of the ordinance amending Chapter 32, Article II, of the Code of Ordinances to modernize plat submission requirements and clarify applicability to lot combinations and related plat actions.

Thank you,

A handwritten signature in blue ink that reads "K. Garcia".

Kirsten Garcia