



CITY OF WESTLAKE
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STAFF MEMORANDUM

DATE: 5/28/2021

DESCRIPTION: Article 5 Subdivision and Site Development Standards, Land Development Regulations
First Reading

Introduction

Article 5 of the Land Development Regulations provides procedures for the subdividing and development of land within the City. The Article also describes the role of the Seminole Improvement District (SID) in the City's land development processes.

Article 5 was presented to the Council through past meetings and workshops. The most recent meeting pertaining to this article was in October of 2020, which was held to discuss intergovernmental coordination and cooperation, specifically related to stormwater, between the City and SID. Subsequent to these meetings, the City Manager's office issued a memorandum on November 30, 2020 that clarified the role of the City Engineer's office and SID in land development reviews.

The revised Article 5 presented for first reading reflects the clarifications for the role of SID in land development procedures. Other updates since 2019 have been made to ensure the quality of land development in the City.

Summary of Article 5 Components

The sections of Article 5 were included to provide guidance and regulations to applicants for subdividing land and conducting infrastructure improvements. This section provides a brief description of the regulations within Article 5.

Applicability, General Requirements, and Role and Authority of SID

The article begins with an overview of the role of SID in the City, describes facilities that are owned, operated and maintained by SID, and where SID is required to, or has the right to, review. Throughout the article references to SID are provided as applicable.

Waivers and Exemptions

This section describes the process for obtaining a waiver or exemption from platting or land development procedures.

Platting

Subdividing of land requires platting unless authorized under the waivers or exemptions. The article describes when platting is required, the standards for the preparation of that plat, parties required to approve plats, and City requirements for recording plats. The section also describes

when a guarantee is required by the developer for required infrastructure improvements as it relates to the plat recording by the City Engineer's office.

Site Development Permits

Site development permits are required prior to commencing any site improvement or construction. This section describe the types of improvements that require a Site Development Permit and the content of the construction plans that are required for the permit submittal.

Required Improvements

This section defines the minimum required improvements for all subdivisions to meet the performance standards set forth in the Comprehensive Plan. These required improvements consist of:

- Access and circulation systems (streets, sidewalks, parking areas)
- Earthwork
- Stormwater management system
- Potable water system
- Wastewater system
- Reclaimed water system
- Fire hydrants for Fire Rescue Services
- Lighting

The minimum design requirements for all of these components are detailed in this section, including reference to SID and other regulatory standards as applicable. The requirements for administering the construction are provided to ensure that the installation is in accordance with the approved plans.

It is noted that specific construction details for areas within the City jurisdiction, specifically pertaining to local roads, are under development and will be provided at second reading.

Conclusion

The regulations and procedures described in Article 5 will give the City Engineering Department the mechanism to ensure the quality of the land subdivision and development within the City. The regulations and procedures have been coordinated with SID to confirm that the roles and responsibilities of each party pertaining to land development are clear.