

Special Edition Update
Developers Focus Group Meeting
July 30, 2019

Process Improvement....an Ongoing Practice!



Directors Update

- ❑ **House Bill 2439**
Relating to certain regulations adopted by governmental entities for the building products, materials, or methods used in the construction or renovation of residential or commercial buildings

- ❑ **House Bill 3167**
Relating to county and municipal approval procedure for land development applications

- **Unified Development Code (UDC) Amendments**
- **Design Criteria Manual (DCM) Update**

Timeline

06/05/19-	P&Z Work Session Briefing on upcoming legislation	08/06/19 -	CC Work Session
06/11/19-	CC Executive Session Briefing on upcoming legislation		Council Committee Meeting – DCM update
06/14/19 -	Governor signs HB 2439 and HB 3167, with an effective date of 09/01/19	08/15/19 -	Quarterly Developer's Focus Group Meeting – discuss UDC and DCM changes
06/20/19 -	Special Edition: Developer's Focus Group Meeting	08/20/19 -	CC Work Session (if needed) CC Work Session – DCM Update
06/20/19 -	Eco Dev Meeting at Arlington Chamber of Commerce	08/21/19 -	P&Z Work Session - UDC Amendments
07/02/19 -	City of Denton Roundtable Luncheon	09/04/19 -	P&Z Public Hearing - UDC Amendments
07/11/19 -	City of Arlington Roundtable Breakfast with adjacent cities (Mansfield, Grand Prairie, Kennedale)		
07/16/19 -	City of Arlington Roundtable Breakfast with other cities in the metroplex (Fort Worth, Irving, Garland, Plano, Cedar Hill)		
07/22/19 -	Land Use Attorney Meeting hosted by TML in Austin		
07/26/19 -	Expecting White Paper		
07/30/19 -	Special Edition: Developer's Focus Group Meeting – discuss process changes		

HB 2439

(effective Sept 1, 2019)

Prohibits cities from mandating specific building materials

SUMMARY

Proposed UDC changes, complying with HB2439:

- ❑ Remove 'Prohibited Materials' list for both Exterior Finishes and Roofing (*except in all adopted special districts – DNO, DB, EDO, LCMUO, and VG*)
- ❑ Change 'Approved Materials' list to 'Preferred Materials' list (*except in all adopted special districts – DNO, DB, EDO, LCMUO, and VG*)
- ❑ Existing standards related to fences, retaining walls, and accessory structures remain
- ❑ Additions or renovations to existing buildings shall continue to have the language of "...shall match the character of the existing building."
- ❑ Add more landscaping requirements for all buildings (*which may be waived in lieu of using preferred materials, through the use of an Alternative Equivalent Compliance AEC process, which is already included in the current UDC*)

PROCESS CHANGES:

- ❑ Require Development Plan approval for all mixed-use developments

HB 3167

(effective Sept 1, 2019)

Expands the existing 30-day shot clock on plats to all "plans" as well.

Adds a 15-day shot clock to review and act on the applicant response received after the plat has been disapproved.

Amends Chapter 212 of the Texas Local Govt Code, which is related to subdivision of land (plats)

SUMMARY

- Only affects plats and "plans" (i.e. site plan & public improvement plans that go with the plat).
- If someone wants to build on an existing platted lot, the Site Plan/Building Permit is not subject to this law.

Proposed UDC changes, complying with HB 3167:

- Final Plats will now require P&Z approval
- Site Plan & Public Improvement Plans will be a part of Final Plat application.
- Combination Plats will no longer be allowed... it will be processed only as Preliminary and Final Plats.

PROCESS CHANGES:

- Plat Applications will have a strict timeline and calendar that the applicants and staff will need to follow.

Plat Process

Intake Calendar (two cycles every month)

- Set date for PLAT Pre-Application Meetings
- Set date for Application Submittals
- Set date for Completeness Check – if complete application, the 30-day shot clock begins that day & staff review starts.
- One week prior to the P&Z meeting date, a tentative plat agenda along with the staff report (with recommendations) & comments are published on the website.
- The applicant has an opportunity to prepare a letter requesting P&Z Commission to grant a 30-day extension, and submit to staff before the meeting or at the public hearing.

**PLAT
Pre-Application
Meeting**

**Application
Submittal**

**Completeness
Check**

Staff Comments

**Final
P&Z Agenda
posted**

Plat Process

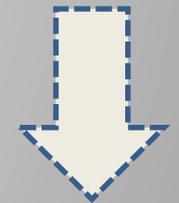
STEP 1:

PLAT Pre-Application Meeting

- Different from a pre-submittal meeting
- Applicant will need to email specific documents/plans while requesting for Plat Pre-Application Meeting.
- Before the start of the meeting, the applicant is required to pay the **pre-application meeting fee**.
- At the end of the meeting, staff will be able to provide a 'Required Documents Checklist' for the plat application and provide the next few submittal deadlines for the application.

Applicant requests
for a PLAT Pre-
Application Meeting

Mandatory
PLAT Pre-
Application Meeting



Documents
Checklist for the
Plat Application
& Process

Plat Process

STEP 2:

Application Submittal (5 weeks prior to P&Z mtg)

- Submit all documents checked in the Document Checklist provide by staff at the Plat Pre-Application Meeting, including the meeting notes.
- Until all processes are ironed out, we plan to **allow only in-person submittals** (no courier or online submittals)
- The plat application and fee (for a Final Plat, there will be an **additional fee for SP & PI review**) will be entered into the system, and move on to the completeness check step.

Application
Submittal

Completeness
Check

Plat Process

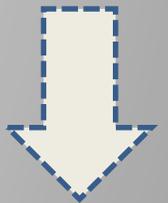
STEP 3:

Completeness Check (2 business days)

- Staff will review the application packet to see if all required plans/documents are submitted.
- If there are missing items, staff will notify the applicant before the end of the completeness check review time that the application is incomplete, and can process the refund of the fee.
- If complete application, the 30-calendar-day shot clock begins and it will be placed on the P&Z agenda.

Application
Submittal

Completeness
Check



30-day Shot
Clock
begins

Plat Process

STEP 4:

Staff Review – Comments – P&Z Staff Report

- Staff will review the application materials, including TIA, Flood Study, Drainage Analysis, lot and street configuration per the UDC and DCM.
- Prepare a Comments Letter, as well as Staff Report
- Prepare P&Z packet.

Plat Process

STEP 5:

P&Z action

- After review of each plat application, staff will prepare the P&Z packet which will consist of comments and staff report recommending one of the following actions:
 - Approval;
 - Approval with conditions; *(only used when minor corrections needed on the face of the plat)*
 - Disapproval; or
 - 30-day extension, as requested by applicant
- The disapproval will be attached with the staff comment letter, pointing out the deficiencies with specific citations from codes.

Plat Process

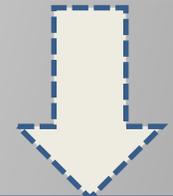
STEP 6:

If disapproved at P&Z for the first time

- Staff provides applicants a calendar for the Response Submittal dates.
- When the response is submitted, the item is placed on the P&Z agenda, complying with the 15-day shot clock.

P&Z Disapproval

Response Submittal
Date



15-day Shot Clock
begins

Plat Process

STEP 7:

Plat Denied by P&Z

If the plat is still denied at P&Z after the applicant response:

- The applicant does not have another chance with the same application.
- The applicant will need to submit a **new Application**.
- The new application will follow the same intake calendar as a first-time application.

Re (new) PLAT
Pre-Application
Meeting

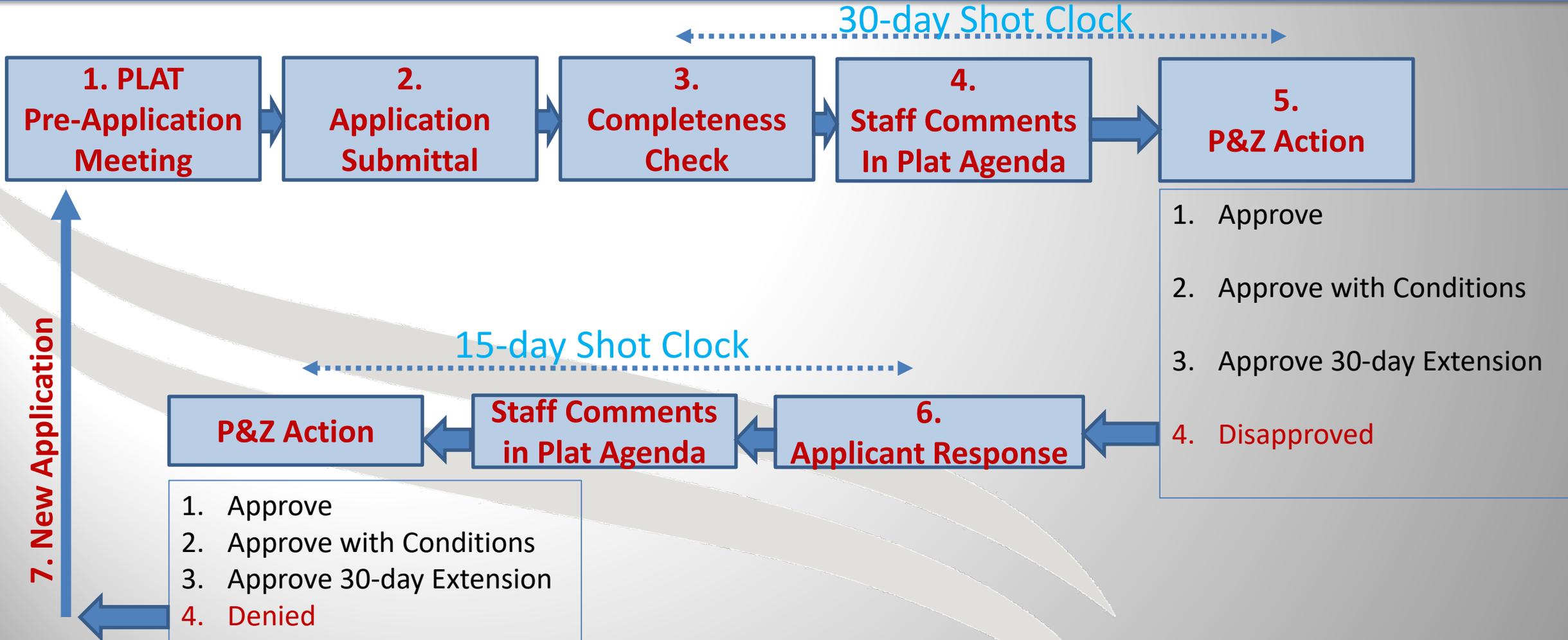
Application
Submittal

Completeness
Check

Staff Comments

Final
P&Z Agenda
posted

Plat Process



Plat Activity Calendar (DRAFT)

– for the remainder of Year 2019

P&Z Plat Activity Schedule 2019											
P&Z Meeting Wednesday 5:30 PM	Last Date to Request Pre- Application Meetings	Pre-Application Meeting (MANDATORY) Dates: (mgrs may provide input)	Submittal Week Monday-Friday	Completeness Review Monday - Tuesday (2 planners + 2 engineers meet)	30-DAY SHOT-CLOCK BEGINS	212.0093 Written Response Filing	15-DAY SHOT-CLOCK BEGINS	Friday - Comments - Managers Review	Monday - Staff Report - Managers Review (ALL)	Tuesday 5 PM - P&Z Packet Docs. to April Aguayo (for PEAK - ALL)	Wednesday Final PEAK Approvals Comments to Applicants / Post Plat Agenda by SPM
10/2	8/9	8/12 morning OR 8/15 afternoon	8/27-31	9/3-4 Notification if incomplete	9/3			9/20	9/23	9/24	9/25
10/16	8/23	8/26 morning OR 8/29	9/9-13	9/16-17 Notification if incomplete	9/16			10/4	10/7	10/8	10/9
11/13	9/20	9/23 morning OR 9/26	10/7-11 Projects denied on 10/2 may re- apply by this date	10/14-15 Notification if incomplete	10/14	10/29-11/1	10/29	11/1	11/4	11/5	11/6
12/4	10/11	10/17	10/28-11/1 Projects denied on 10/16 may re- apply by this date	11/4-5 Notification if incomplete	11/4	11/19-22	11/19	11/22	11/25	11/26	11/27
12/11	10/18	10/21 morning OR 10/24	11/4-8	11/11-12 Notification if incomplete	11/11	11/26-27	11/26	11/27	12/2	12/3	12/4
1/8/2020	11/15	11/18 morning OR 11/21	12/2-6 Projects denied on 11/13 may re- apply by this date	12/9-10 Notification if incomplete	12/9	12/26-27	12/26	12/27	12/30	12/31	1/2
1/22/2020	11/27	12/2 morning or 12/5	12/16-20 Projects denied on 12/4 and 12/11 may re- apply by this date	12/23-26 Notification if incomplete	12/23	1/7-10	1/7	1/10	1/13	1/14	1/15

****Note:** Minor Plats & Amended Plats will not go to P&Z, but will have a Completeness Review and be subject to 30-day Shot Clock for administrative approval/denial.

Work in Progress

Documents/forms to be created

- Plat Pre-application Meeting Request form
- Required Documents Checklist for Plats
- Process Flowchart
- Intake Calendar

Update website with all this information

- Educate development community & engineering firms of the new process**
- UDC Amendments to reflect the changes**

Resource Needed

1. 1 new FTE - Senior Planner (supervised by Planning Manager)
2. 1 new FTE - Project Engineer (supervised by Eng. Opr. Manager)
3. 1 new PT - Engineering Intern (20 hrs/week) to help out with EOD desk

☐ Until these new resources are hired and trained, we will need to rely on existing staff, which means:

- REVIEW GOAL TIMES for other projects will need to be modified (customers will experience delays in their projects such as Re-zoning cases, Commercial Site Plans, Public Improvement Plans, and other permits)
- We may not be able to provide services such as Pre-submittal Meetings, P&Z Bus Tours, etc.

New Fees

1. **Staff Consultation Fee (Plats) = \$200 per meeting**

- Pre-Application Meeting

2. **Final Plat Fee = additional \$1,000** for engineering review (since PI is a part of this application)



Design Criteria Manual

Design Criteria Manual (DCM) Updates

Reformat/Reorganized & Clarification

- No longer organized by type of development; organized by type of improvements (departments)
- Needed to clarify our interpretation of certain items in the current DCM

Comply with Regulatory Changes

- FEMA
- TCEQ
- Texas Legislative Changes

DCM Updates (contd.)

Match Current Policies & Ordinances

- Current practices are different from current manual. Cannot continue to enforce practices without changing manual because of new Texas laws
- Operational changes require updates to design standards (this includes Streetlight requirements)
- Address challenges that have been created due to lack of certain criteria
- Move some items from guidance documents into the actual DCM

DCM Updates (contd.)

Removal of Checklists & Appendices

- New dedicated web page for DCM & related documents
- Update checklists and templates

List of Changes & draft of DCM

- Available on Public Works website

https://www.arlingtontx.gov/city_hall/departments/public_works_transpo_rtion

Next Steps:

- August 6 – Council Committee Meeting
- August 15 – DFG Quarterly Meeting
- August 20 – Council Work Session

Questions?