Houston Planning Commission
Chapter 42 Training Session

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Planning & Development Department
City of Houston

April 27, 2017
Agenda

I. Subdivision Platting

II. Development Plats And Permitting
Subdivision Platting

- Development Process
- Subdivision Plat Review Process
- Variance Review
- Basics of Street Connectivity
- Planning Commission Actions
- Coordination with Permitting
Development Process

1. Subdivision Plat Review Process
2. Planning Commission Action
3. Subdivision Plat Recordation
4. Site plan review / Development plat review
5. Building Permits
# Subdivision Plat Review Process

<table>
<thead>
<tr>
<th>Week One</th>
<th>Week Two</th>
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<tbody>
<tr>
<td><strong>MONDAY</strong></td>
<td>1</td>
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<tr>
<td><strong>TUESDAY</strong></td>
<td>Check-in to Review</td>
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<td><strong>WEDNESDAY</strong></td>
<td>Review to Recommendation</td>
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<td><strong>THURSDAY</strong></td>
<td>Recommendation to PC preparation</td>
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<td><strong>FRIDAY</strong></td>
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- **Check-in to Review**
- **Review to Recommendation**
- **Recommendation to PC preparation**
- **PC Preparation to Action**
- **Closeout applications to Action Agenda**
- **Action Agenda to Check-in**
Planning Commission Agenda

Consent and Replat

Public Hearing
- Shall Approve
- Notification Required
- May Have a Variance

Variance Requests
- Types: Subdivision Plat, Development Plat, Parking, Landscaping, and Hotel/Motel
- Notification Required Only in City Limits
- Planning Commission Discretion
  - Must Meet Five Criteria For Approval
Subdivision Plat Recordation

- Staff Review Of Mylar
- Coordination With County
- Mylar Routed To County For Recordation
Variance Review

- **Process**
  - Review Based on Five Criteria
  - Agency Review / Comments
  - Meeting With the Director and Legal Department
  - Finalize Recommendation and Inform Applicant

- **Examples**

- **Research Tools**
Variance Review Process

1. Check-in to Review
2. Review to Recommendation
3. Recommendation to PC preparation
4. PC Preparation to Action
5. Closeout applications to Action Agenda
6. Action Agenda to Check-in
Criteria for Review

**(1a)** The imposition of the terms, rules, conditions, policies and standards of this chapter **would create an undue hardship by depriving the applicant of the reasonable use of the land**;

or

**(1b)** Strict application of the requirements of this chapter would make a project **infeasible due to the existence of unusual physical characteristics** that affect the property in question, or would create an impractical development or one otherwise **contrary to sound public policy**;
Variance Requested- 10’ B.L
Ch 42 Requirement- 25’ BL
Proposed I-45 Construction Improvements
Criteria for Review

(2) The circumstances supporting the granting of the variance are **not the result of a hardship created or imposed by the applicant**;
Proposed I-45 Construction Improvements
Criteria for Review

(3) The intent and general purposes of this chapter will be preserved and maintained;
Existing Building
No Visibility At Intersections
No ADA access
(3) The **intent and general purposes of this chapter** will be preserved and maintained;
The intent and general purposes of this chapter will be preserved and maintained;
(4) The granting of the variance will not be injurious to the public health, safety or welfare; and
(4) The granting of the variance will **not** be injurious to the public health, safety or welfare; and
Criteria for Review

(5) Economic hardship is not the sole justification for the variance
Lakes of Avalon Village Sec 2 partial replat no 1
Travel Distance- 2 Miles
Travel Distance - 1/2 Mile

- 2 Miles - West
- 3.4 Miles - East
42-81- Review Based on Five Conditions

(1a) Undue Hardship by Depriving Reasonable Use of the Land;

OR

(1b) Existence of Unusual Physical Characteristics

(2) Hardship Not Created by Applicant

(3) Intent & General Purposes of Chapter are Preserved

(4) Not Injurious to Public Health, Safety or Welfare

(5) Economic Hardship Not a Sole Justification
Basics of Street Connectivity
Street Systems Network

- **Freeways**: Serve longer distance trips and have limited controlled access.
- **Local Streets**: Serve abutting land only.
- **Collector Streets**: Connect local streets to arterials, serve interneighborhood travel.
- **Arterials**: Serve through traffic and must be continuous.
- **Collectors**: Are only continuous between arterials.
Internal Collectors
Basics of Connectivity

2 Miles - West

1/2 Mile

3.4 Miles - East
Planning Commission Actions

• Approve
  – Conditions: Special Requirements Reasonably Related to the Request
• Disapprove
• Defer
  – More Information is Needed from Applicant
  – Applicant Requests Time to Make Adjustments to Project
  – Property Owners Need Time to Review with Developer
• Withdraw
• Grant and Approve or Deny and Approve
Coordination with Permitting Center

- Planning Commission Approval conditions
  - ILMS holds – Permitting Center Review System
  - CPC 101 form

Houston Planning Commission
Meeting CPC 101 Form
Platting Approval Conditions

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<tr>
<td>Action Date:</td>
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<tr>
<td>Plat Name:</td>
<td>Garrov York</td>
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Total Acreage: 0.0607
Total Reserve Acreage: 0.0000

Water Type: City
Wastewater Type: City

Utility District: Storm Sewer

County: Harris
Zip: 77023
Key Map #: 494N
City/ETJ: City

Conditions and Requirements for Approval:

1. Minimum lot size = 1000 SF, as shown on the spreadsheet.
2. For each subdivision plat, an average of 1200 SF for green space per tract area as shown on the spreadsheet.
3. Adequate lateral access for any lot in the subdivision, as shown on the spreadsheet.
4. Providing not less than 6 feet of setback from the street, any fence shall not be higher than 4 feet, and all such fences shall be of iron or steel material in height along all public streets.

For Your Information:

The above comments are the responsibility of the person submitting the Platting Approval Package. Comments are to be reviewed and approved by the Planning and Development Department. For further assistance, please contact the Permitting Center at 713-862-1401.
Research Tools

- Previous Plats
- Adjacent Plats and Development
- Development Trends
- Traffic and Parking
- Pedestrian Realm
- Site Visits

http://mycity.houstontx.gov/home/
Research Tools
Research Tools
Research Tools
Questions / Discussion
The Development Process

1. Subdivision Plat Review Process
2. Planning Commission Approval
3. Subdivision Plat Recordation
4. Site Plan Review / Development Plat Review
5. Building Permits
Topics

• Site Plan Review Process
• Development Plat Variances vs Subdivision Plat Variance
• Inspections and Red Tags
• Enforcement
Site Plan Review

- Type of Building
- Building Setbacks
- Required Landscaping
- Off-Street Parking
- Easements
- Deed Restrictions Affidavit
## Differences Between the Two

<table>
<thead>
<tr>
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<th>SUB</th>
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<tbody>
<tr>
<td>Recordation Required</td>
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<td>Complies with Chapter 42</td>
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<tr>
<td>Complies with Chapter 26 -- Off-street Parking</td>
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<tr>
<td>Complies with Chapter 33 -- Landscaping</td>
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<td>Required at Permitting</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Last the Life of the Structure</td>
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Variances: Development Plat vs Subdivision Plat

Development Plat Variance

- No Subdivision Replat is Required and
- Building Line is by Ordinance

Subdivision Plat Variance

- A Subdivision Plat or Replat Required
- Building Line Violation is on the Face of the Subdivision Plat
Development Plat Variances
Plat without Building Lines
Inspections and Red Tags

Citizen Complaint Call 3-1-1
- ILMS (Permit System)
- Investigation
- Red Tag
- Citation

Inspector Drive by
- ILMS (Permit System)
- Red Tag
- Citation
Red Tag

- Stop Work Order
- States Violation
- Holds Entered in ILMS
- 15 Days to Comply
Unpermitted Work

- Time
- Expenses
- Deed Restrictions May Have to be Amended
- Variance to Encroach BL May be Needed
Enforcement

- Site Plan Reviewer Role (Explain the Process)
  - Modify Structure to Comply
  - Ask for a Variance
- Variance Process for Unpermitted Work
- Time and Expenses
- Deed Restrictions, Subdivision Replat, Variance Procedures
- Double Fees vs Unpermitted Fees
Questions / Discussion