CITY PLAN COMMISSION TRAINING

City of Richardson, Texas

NICHOLS JACKSON

OPEN GOVERNMENT TRAINING

- Each member must complete open meetings and public information training course not later than 90 days after the member takes the oath of office or assumes the responsibilities of the office.
- City has designated a public information coordinator to satisfy the open records training requirement.
- Course taken one time only, unless City requires otherwise.
- City Secretary keeps certificate on file.

TEXAS OPEN MEETING ACT

- Every regular, special, or other called meeting of a governing body is open to the public unless a closed meeting is authorized by the Act.
  - Applies to CPC.
- 72 hours prior written notice of the date, hour, place and subject of each meeting, including authorized closed meetings.
- Notice sufficient to inform the public of the subject matter that will be considered; more critical the topic, the more specific the notice.
- If not on the agenda, CPC may not discuss the item or take action, except to determine whether to place the item on a future agenda.

TEXAS OPEN MEETING ACT

- Any discussion or deliberation between a quorum or between a quorum and another person regarding public business or policy which CPC controls or supervises or during which formal action is taken.
- CPC committee consisting of less than a quorum which meets to discuss public business or to receive information from third party is subject to the Act.
- Does not apply to conventions, candidate debates, seminars or workshops, if no formal action is taken and any discussion of public business is incidental; social meetings unrelated to public business; testimony before legislature and agencies and candidate forums.
- All decisions must be made in public.
- No voting in closed session or by secret ballot.
- You can vote to approve minutes of a meeting where you were absent.

TEXAS OPEN MEETING ACT

- May not use telephone, email/voice/text messages (or social media) to arrive at a decision or consensus concerning public business.
- May not meet in numbers less than a quorum for the purpose of secret deliberations.
- “Walking Quorum” an overlapping series of meetings or telephone conferences with less than a quorum.
- Do not “reply all” to emails to the entire CPC, as this could be considered as a violation of the Texas Open Meetings Act.


Can I count on your
Vote?

NO VISITORS FORUM; RIGHT TO SPEAK

- Act does not grant the public the right to speak at CPC meetings except when taking action on an item on the agenda under the Right to Speak Law.
- CPC is required to allow the public to address the CPC regarding an item listed on an agenda for action (consideration of) at an open meeting either before or during CPC discussion of the item.
- Applies only to action items; does not apply to briefing or discussion items or to a work or study session meetings.
- Applies when CPC re-convenes from executive session and makes a motion to take action regarding the executive session item-CPC needs to allow the public to address CPC prior to taking the action (the vote).
- CPC may adopt reasonable rules; require persons to register to sign up to speak.
- May not prohibit public criticism, including criticism of any act, omission, policy, procedure, program, or service, unless the public criticism is otherwise prohibited by law.

TEXAS OPEN MEETING ACT

- Member posts comments on a social media platform regarding an issue within jurisdiction of the CPC and other members individually comment on the same social media platform in response, a violation has occurred once a quorum of the CPC has commented on the social media platform regarding the issue.
- Member discusses an issue within jurisdiction of the CPC with another member and then further communicates separately with a third and then a fourth member regarding the same issue and such numbers constitute a quorum, a violation has occurred for each member of CPC that participated in the communication provided they knew that additional communications occurred or would occur among a quorum of the CPC.
- May not use text or emails to arrive at consensus.

TEXAS OPEN MEETING ACT; EXECUTIVE SESSION

- Limited purposes; only applicable is for legal advice.
- First convene open session; presiding officer announces a closed meeting will be held and states applicable section of Government Code and subject matter.
- Certified agenda must be kept and includes announcement at beginning and end of meeting stating the date and time, subject matter and any action taken.
- Attendance limited to persons necessary for the discussion and whose interest are not adverse, to the City.
- Open Meetings Act does not prohibit members from making public statements about the subject matter of closed session, but it is a violation of Code of Ethics.
- Remember the purpose of the Act to allow a closed meeting is to afford Council to have candid confidential discussion regarding the matter. Privilege held by the CPC as a whole and not waived by an individual member.

LEGAL ADVICE

- If a situation arises during a meeting that requires the CPC to seek legal advice, CPC may convene a closed meeting to preserve the attorney/client privilege, even if not posted.

- May use telephone; video conference call or internet communication to consult with an attorney in open or closed meeting, if the attorney is not an employee of the City.

VIOLATIONS OF TEXAS OPEN MEETINGS ACT

- Action taken in violation of the Act is voidable.
- Action may be set aside by a court but can be cured by a subsequent meeting.
- Members who knowingly conspire to circumvent the Act by meeting in numbers less than a quorum for the purpose of secret deliberations are in violation of the Act and have committed a misdemeanor.
- Members who knowingly call or aid in calling or organizing an illegal closed meeting or participate in an illegal closed meeting or close or aid in closing the meeting to the public have committed a misdemeanor.
- Disclosure of the certified agenda or tape recording of a closed meeting is a misdemeanor.
- An offense occurs if a member participates in a closed meeting knowing that a certified agenda or tape recording is not being made.
- Members are liable for damages for personal injury, lost wages, defamation, mental or emotional distress, reasonable attorney's fees and court costs if an individual is slandered during a closed meeting.

Violations of the Open Meetings Act can be criminal

YES, the public has a right, subject to reasonable access, to tape or videotape CPC meetings.

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TEXAS PUBLIC INFORMATION ACT

- Applies to information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official City business.
- Includes information that the City owns or has a right of access - every form of information in existence.
- Not required to conduct research, collect data or create new records.
- Public may request copies of information or to inspect information on-site.
- City may not inquire into requestor's motives but may require clarification.
- Must be made available within 10 business days after request or if unable to provide the information within 10 business days, must notify the requestor and establish a reasonable date for production.
- If seek to withhold information must notify the requestor and Attorney General that City may seek decision from Attorney General; and then request Attorney General decision within 15 business days after request.
- Communications (text, emails) by members regarding public business are subject to the Act regardless of the device used.
- Don't mix personal and public business.

TEXAS PUBLIC INFORMATION ACT

- Some information is protected by statute or other law and may not be disclosed to the public.
- Information is not released until the Attorney General issues a written opinion requiring the disclosure of the requested information.
- E-mail and text communications and social media of CPC members relating to city business is public information subject to disclosure under the Act regardless of the device used.
- It is the content of the message that controls.
- Use city email address.
- If CPC member receives email from public at the member's personal email the member should respond to the sender to contact the CPC member at CPC's city email address.
- This ensures that the email and any response is part of the city system and can be produced in response to a Public Information Request.

GOLDEN RULE REGARDING THE PUBLIC INFORMATION ACT:


Is the Cowboys' defense ready to 'man up'? SPORTSDAY, 3C

The Dallas Morning News

dallasnews

GAME 1: RANGERS 5, RAYS 1

A roaring start

IN SPORTSDAY: Series is now Rangers' to win, Evan Grant writes. 1C

Lee, Molina give Texas a big lift

School's AP rule debated

Reports say response mishandled

Liverpool soccer team sale a mess for Hicks

Americans help Marines with radios for Afghan villagers

IF YOU DON'T WANT SOMETHING YOU SAY OR DO IN RELATION TO THE CONDUCT OF CITY BUSINESS PUBLISHED ON THE FRONT PAGE OF THE NEWSPAPER….DON'T TYPE IT, WRITE IT DOWN, OR RECORD IT IN ANY FASHION!!!

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Remember

"On the Internet, nobody knows you're a dog"

SOCIAL MEDIA

- Focus on the content and not the media through which it is transmitted.
- Avoid appearance that members are deliberating by posting comments about public business.
- Posting comments may be construed as a meeting and as a result may be a crime.
- Social media posts by member regarding public business is public information that must be preserved by the member and surrendered to City.
- City has adopted a social media policy.
- Best practices, guidelines and conduct standards of the policy encourage public officials to keep personal and professional social media accounts separated and require officials to be honest and accurate when posting information and to never represent themselves as a spokesperson for City-related matters unless designated to serve as a spokesperson.

SOCIAL MEDIA

- Exercise caution with respect to comments, particularly those concerning the City and the business of the City.
- Strongly encouraged to consider the potential impact of social media statements prior to posting. The City strives to be professional in its operations and processes. Posts that express favoritism and/or bias for or against any individual or group of individuals reflect poorly on the official, as well as the City and its residents. Further, comments suggesting such treatment can expose the City to liability and legal costs.
- Should refrain from using social media accounts to communicate with City employees about City-related matters as this creates a public record on employees' personal accounts that must be retained according to the City's records retention schedule and possibly produced to the public pursuant to the Texas Public Information Act.
- Should be cautious in using official City-provided photographs on personal social media sites.

ETHICS

- City Code of Ethics applies to CPC members; should be familiar with the Code of Ethics.
- State law and Ethics Code requires a member who has a conflict (substantial interest) in a matter before the CPC to file an affidavit, abstain from discussion and voting on such matter.
- Member or spouse of such board member may not have a contract to sell goods, materials or services to the City.
- May not participate in zoning or plat if member owns property within 200 feet of the subject property.

CONFLICTS OF INTEREST CHAPTER 171 TLGC

- Rule: member commits an offense if the official knowingly participates in a vote or decision on any matter involving a business entity or real property in which the official has a “substantial interest”.
- File an affidavit revealing the nature and extent of the interest with the governing body.
- Abstain from further participation on the matter.
- Affidavit is to be filed with the CPC Secretary.

CONFLICTS OF INTEREST CHAPTER 171 TLGC

- Section 171.002 of the Local Gov't Code defines "substantial interest" in a Business Entity as:
  - the official owns at least 10% share of the voting stock or shares of the business entity, or at least $15,000 of the fair market value of the business entity; or
  - funds received by the official from the business entity exceeds 10% of the official's gross income for the previous year.

CONFLICTS OF INTEREST CHAPTER 171 TLGC

- Alternatively, a person has "substantial interest" in Real Property if:
  - it is reasonably foreseeable that an action on the matter will have special economic effect distinguishable from its effect in the public; and
  - the official's interest is an equitable or legal ownership with a fair market value of $2,500 or more.

CONFLICTS OF INTEREST CHAPTER 171 TLGC

- Also considered to have "substantial interest" if a relative in the first degree, by either consanguinity or affinity, would have a substantial interest in a business entity or real property under these tests.

  - Affinity
  - Spouse of those under Consanguinity
  - Spouse
  - Spouse's Parents
  - Spouse's Children
  - Stepparents or Stepchildren

Consanguinity

Parents

Children

Failure to file the affidavit and to abstain constitutes a Class A Misdemeanor, punishable by a fine of up to $4,000 and a one-year jail sentence.

CPC MEMBERS

- Seven members and two alternates.
- Two-year terms.
- Quorum is four; action by majority present.
- Commission may adopt its own rules of procedures.
- All meetings conducted in accordance with TOMA.

CPC POWERS

- Powers granted by state law and Charter.
- Recommend Zoning to Council.
- Report versus recommendation
- Plat review and approval.
- Site and landscape plan review and approval where required by ordinance or special conditions.
- Comprehensive Plan review.

ZONING BASICS

- Zoning: Division of a city or area into districts and the prescription and application of different land use regulations in each district. Exercise of the police power that allows cities to regulate the rights of a private individual for the good of the community.
- Zoning is a valid exercise of the police power to protect the community's health, safety and welfare.
- Texas Local Government Code Zoning Enabling Act Chapter 211. Purpose to promote the public health, safety, morals, or general welfare and protecting and preserving places and areas of historical, cultural, or architectural importance and significance.
- TLGC 211.003 provides that a City may adopt ordinances that regulate:
  - Location and use of buildings, other structures, and land for business, industrial, residential, or other purposes;
  - Height, number of stories, and size of buildings and structures;
  - Percentage of lot that may be occupied;
  - Size of yards, courts, and other open spaces;
  - Population density; and
  - Home Rule Cities may also regulate the bulk of buildings.

ZONING BASICS

- TLGC 211.005 provides that a city may:
  - Divide the municipality into districts of a number, shape, and size that the city council considers best for promoting public health, safety, morals, general welfare and protecting and preserving places and areas of historical, cultural and architectural significance and importance; and
  - Within each zoning district, regulate the erection, construction, reconstruction, alteration, repair, or use of buildings other structures, or land.
  - Zoning regulations must be uniform for each class or kind of building in a district, but the regulations may vary from district to district.
  - The regulations shall be adopted with reasonable consideration, among other things, for the character of each district and its peculiar suitability for particular uses, with a view of conserving the value of buildings and encouraging the most appropriate use of land in the city.

ZONING BASICS

- Because City Regulates Zoning, the Commission is Mandatory.
- Section 211.007 of the Texas Local Government Code provides that if the City Council of a home rule city desires to implement zoning regulations authorized pursuant to Chapter 211, the City Council MUST establish a Zoning Commission.
- Comprehensive Plan long range vision or plan which evolves over time.
- Zoning regulations should be adopted in accordance with a comprehensive plan, but the plan may be amended.
- Public Schools includes charter schools City Zoning is subservient to the decision of school where to locate an educational facility.
- Preemption by Specific Legislation: Sale of Alcoholic Beverages, Sign Regulations on Highway, Pawn Shop Regulations, Sexually Oriented Businesses, Manufactured Housing, and Building Materials.

ZONING BASICS

- Use by right - land uses automatically permitted in a district.
- Special permit – allows use in a district under certain conditions.
- Planned Developments or Form Based Code- special or unique district with its own regulations to reflect a mixed use.
- Overlay zone – additional set of zoning restrictions placed on existing district.
- Nonconforming Uses and Structures("Grandfathering") A use or structure that predates the effective date of a zoning regulation.
- Termination: Abandonment (intent plus some overt act)(6-month prima facie evidence); Cessation of use for duration set by ordinance

ZONING BASICS; SPECIAL PERMIT CONDITIONS

- Special Permit Conditions are requirements different from or in excess of that required by the base zoning under CZO.

- Special permit conditions are reasonable conditions that exceed the minimum requirements of CZO; may not waive or grant a deviation form the regulations of the base zoning district. Can include site, landscape, building elevations etc.

- If deviation from base zoning district regulations is required, then the zoning should be a planned development district.

ZONING BASICS; PLANNED DEVELOPMENT CONDITIONS

- Planned Development Conditions are requirements different from or are in excess of that required by the CZO.
- Base Zoning District; allowed and prohibited uses, area regulations, deviations and additional regulations.
- Conceptual Plan.
- Technique to be used rather than straight zoning with conditions or special permit. Need to be clearly stated in the motion.

ZONING BASICS; CONDITIONS

- Need to be clearly stated in the motion.
- Need to be reasonable and enforceable.
- No conditions such as developer shall cooperate with HOA or staff.
- Must be objective – capable of written description.
- May require landscape plan, architectural renderings or building elevations and site plan as a condition of the ordinance.
- Fencing, walls and other construction requirements need to be clearly stated as to location, materials, height etc. and shown on site plan or conceptual plan.

ZONING BASICS

- Discretionary- have broad discretion to grant or deny.
- No need to explain the basis of your decision to the citizens.
- If impose conditions - conditions must be clear with any needed explanation.
- Basis of decision: presumed valid, non-discriminatory, reasonable use may be made of the property and be mindful of Chapter 245 Vested Rights statute.
- Deprivation of all economically beneficial use; Unreasonable interference (measured by severity of economic impact and interference with owner's distinct investment-backed expectations)
- Applicant may withdraw a Zoning Application

ZONING BASICS

- Spot zoning is a rezoning of property that benefits a specific tract of land with a use classification that is less restrictive than provided by the original zoning ordinance. One theory of spot zoning is that when a city council departs from its comprehensive plan and rezones especially to benefit a small tract, it violates the state law requirement that zoning be in accordance with a comprehensive plan. Thus, spot zoning is illegal because it is an arbitrary departure from the comprehensive plan.
- Contract zoning is an unlawful activity whereby a property owner or developer agrees to develop or use property in a certain way in exchange for receiving a particular zoning classification from a city, i.e., contract zoning involves an enforceable promise on the part of either the owners or zoning authority to rezone property. This is an area of the law that must be scrutinized if a city attempts to settle zoning/land use litigation by entering into a written settlement agreement.

ZONING AMENDMENT PROCESS

- Chapter 211 TLGC Provides the Zoning Amendment Process
- 10- day notice of public hearing before Commission to each property owner according to most recent City tax rolls of (i) property within the boundary of the area being rezoned and (ii) property within 200 feet of the area being rezoned.
- 15-day notice by newspaper publication of public hearing before City Council
- City Council acts after receiving final report of the Commission
- If owners of 20% of area being rezoned or of 20% of the area within the 200-foot notice area file written protest of the proposed rezoning, City Council can only approve by vote of 75% of Council membership 6/7.

RESTRICTION ON REGULATION OF BUILDING MATERIALS

- TEXAS GOV'T CODE Section 3000.002 prohibits (with some limited exceptions) city from adopting and enforcing a rule, charter provision, ordinance, building code or other regulation that:
  - prohibits or limits, directly or indirectly, the use or installation of a building product or material in the construction, renovation, maintenance, or other alteration of a residential or commercial building if the building product or material is approved for use by a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building; and
  - establishes a standard for a building product, material, or aesthetic method in construction, renovation, maintenance, or other alteration of a residential or commercial building if the standard is more stringent than a standard for the product, material, or aesthetic method under a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building.
- City may regulate through (1) deed restrictions and through an agreement that provides some form of economic development incentive.

PLATS

- Types of Plats:
  - Preliminary Plat: Not required by state law. Sets out general layout of lots, streets, utilities, common areas, and other elements of land design. Applies to land not previously platted.
  - Final Plat: The final plan for layout of lots, streets, etc. of all or portion of property for which preliminary plat has been approved.
  - Replat: Re-subdivision of part or all of any property for which a Final Plat has been previously approved and recorded and which does not require the vacation of the entire preceding plat. A public hearing may be required in some cases.
  - Minor Plat: A plat of four or fewer lots on land on existing street with no new street or utility extension. Can be approved administratively.
  - Amending Plat: Amends errors in previously approved plats or removes or relocates. Cannot change restrictive covenants. Cannot create new lots. Can be administratively approved.

PLATS

- Plat Approval:
  - CPC is the approval authority for plats.
  - Must approve, approve with conditions, or deny based on compliance of plat application with technical standards.
  - Approval is ministerial (as opposed to legislative nature of zoning applications). If the plat fully complies with the CZO and subdivision requirements, then MUST APPROVE!!!!
  - Must act on plat within 30 days after date plat application is deemed filed. Application is not "filed" until application is "administratively complete." Administrative completeness achieved when plat satisfies a technical requirements.
  - Cannot require plat application to include documents or information that is not contained on a written list of documents and information that is adopted by City Council and published on city website.
  - If approving subject to conditions or denying a plat, applicant must be given written reasons citing the specific law, ordinance, or standard with which the plat does not comply.

PLATTING

Platting & Site Plan Approval

- Non-Discretionary
- Ministerial
- "Checklist Exercise"

Zoning

- Discretionary

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PLATS

- Time Constraints:
  - City must disapprove a plat submittal within 30 days of its filing, or it is approved by operation of law.
  - If the plat is not denied within 30 days of filing, it is approved by operation of law.
  - A city can be released from the timeline if the applicant submits a written request to withdraw.
- Can a plat be tabled?
  - No, a plat is approved by operation of law if it is not disapproved within 30 days.

MEETINGS

- Chairperson: presiding officer; ensures rules of procedure are followed; maintains the dignity of the meetings; calls meeting to order; confines the discussion; recognizes members for motions, statements; allows audience participation at appropriate times.
- Regulating talk: Bickering or tiresome exchanges of personal opinions; endless speeches by citizens, and detailed reports by staff - can be overcome by tactful action on the part of the chairperson.
- Shorten agenda- Consent Agenda Items - approval of the minutes, routine items that are approved by a single motion and a vote; Work Sessions.
- Review packet before meeting; contact staff prior to meeting with questions and requests for additional information; efficient use of everyone's time.

MEETINGS; PUBLIC HEARINGS

- Public Hearings
- Purpose - afford citizens opportunity to be heard and not a Q & A session.
- Order of presentation, representatives, time limits, opening and closing procedures.
- Begin promptly; conduct in an orderly consistent manner in conformance with established rules of procedure.
- Numbers don't always count; vocal minorities often fill public hearings. For Zoning do not give reasons; no need to justify the decision.
- Avoid personal attacks; treat all similarly.
- Avoid pandering to citizens.
- Frame comments in objective terms; avoid discussion of personal likes and dislikes.

MEETINGS: PUBLIC HEARINGS

- Do not bargain or try to extract improvements or other concessions from the applicant.
- Ask questions of the applicant or staff.
- Seek recommendations from staff if not already provided.
- Do not hear case if notice of public hearing is defective – re-advertise. Not necessary to have motion to open or close public hearing.
- Ask all questions of speakers, staff and applicant before close the public hearing.

MEETINGS: PUBLIC HEARINGS

- May re-open a closed public hearing.
- May continue public hearing to later date time certain- avoid re-notification process.
- Not necessary to have motion to open or close public hearing.
- Ask all questions of speakers, staff and applicant before close the public hearing.
- May re-open a closed public hearing.
- May continue public hearing to later date time certain- avoid re-notification process.

MEETINGS: PUBLIC HEARINGS

- Limit comments to the matter at issue.
- Don’t say too much.
- Focus on the issues at hand.
- Peer pressure to ensure all members stay on track.
- Avoid direct dialogue with citizens.
- Do not step down from the dais to have private conversations.
- Don’t text or email or use cell phone.
- Do not meet with developers/citizens privately.
- *Ex parte* communication is wrong, creates sense of impropriety and deprives public of hearing your thoughts, opinions and deliberations.

MOTIONS

- Recommend approval as requested; recommend a change to more restrictive classification; recommend denial.
- Approval recommendation automatically sent to Council.
- Denial not sent to Council unless written request within 10 days of denial.
- CPC denial requires ¾ vote of entire council to overrule CPC.
- Denial for a change in zoning classification or change in special conditions (as opposed to a special permit) is considered to be with prejudice unless specifically stated otherwise.
- Denial with prejudice imposes a one-year waiting period from the date of denial on any applications for a zoning change or special conditions involving the same property.

MOTIONS

- Denial without prejudice will permit a substantially different application on a given piece of property with no waiting period; however, the same or a substantially similar application for zoning change shall not be considered within one year of a denial.

- A recommendation by CPC to deny a request for a change in zoning classification or change in special conditions is not considered to be with prejudice if such request is appealed to the council and there denied without prejudice.

LIABILITY

- Immunity.
- Official and Qualified immunity.
- Insurance coverage but not for uncovered claims.

CITY PLAN COMMISSION TRAINING WORKSHOP

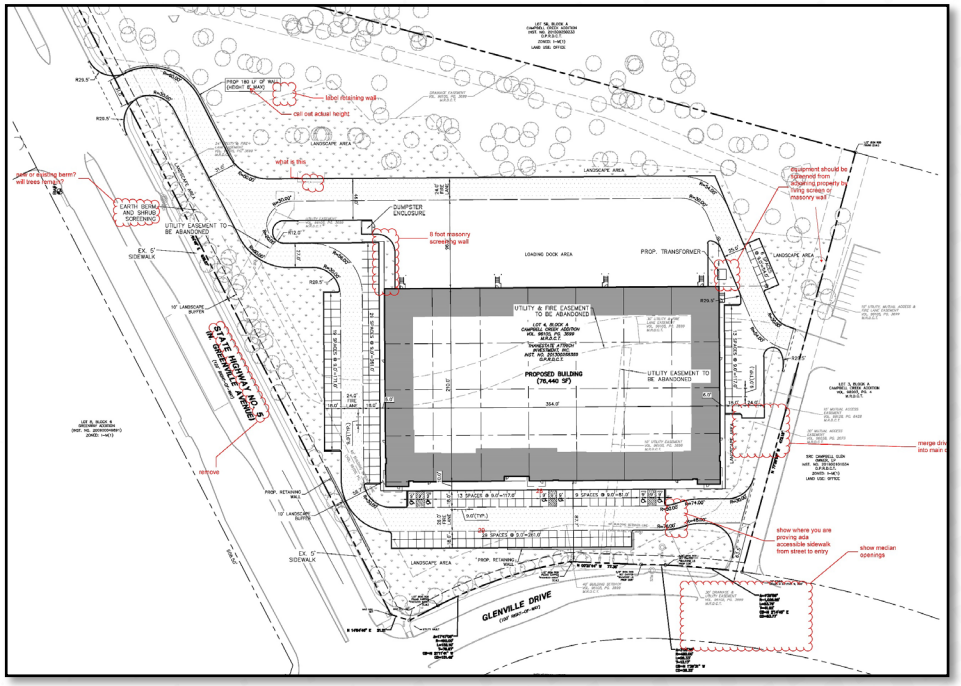
DEVELOPMENT REVIEW PROCESS & ADDITIONAL INFORMATION

May 20, 2025

RICHARDSON® TEXAS

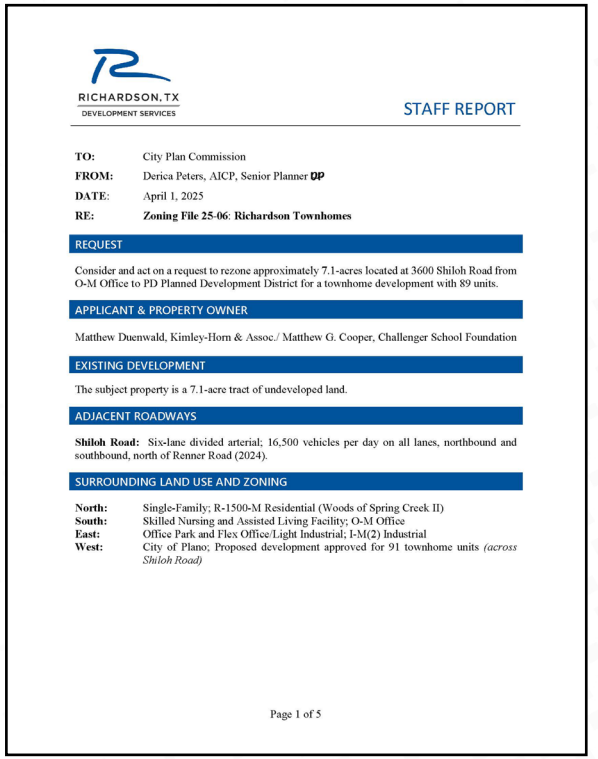
DEVELOPMENT REVIEW PROCESS – ZONING APPLICATIONS

- Prior to Submittal:
  - Concept meeting(s) w/ Staff & applicant team
  - Applicant outreach & engagement w/ surrounding neighborhoods and/or property owners
  - Pre-submittal conference between Staff & applicant to review plans prior to submittal
- Submittal and Review:
  - Processing of application, exhibits, and payment
  - Review of plans by Staff; internal Development Review Committee (DRC) meeting held to review & finalize comments as a team
  - Send comments / redlines to applicant
  - Applicant revises plans and resubmits



DEVELOPMENT REVIEW PROCESS – ZONING APPLICATIONS

- Public Notice:
  - CPC hearing notices sent to property owners w/in 200’
  - Signage posted informing public of the zoning request
  - Item posted on the Development Status Map on COR website
  - CC public hearing notice published in newspaper
- Preparation for CPC & CC
  - Preparation of staff reports and compiling of exhibits
  - Preparation of Ordinance prior to CC
  - Respond to communication from the public; compile correspondence for inclusion in agenda packets
  - Staff & applicant presentation of item; Staff & applicant respond to questions & concerns



RICHARDSON, TX
DEVELOPMENT SERVICES

STAFF REPORT

TO: City Plan Commission
FROM: Derica Peters, AICP, Senior Planner DP
DATE: April 1, 2025
RE: **Zoning File 25-06: Richardson Townhomes**

REQUEST

Consider and act on a request to rezone approximately 7.1-acres located at 3600 Shiloh Road from O-M Office to PD Planned Development District for a townhome development with 89 units.

APPLICANT & PROPERTY OWNER

Matthew Duenwald, Kimley-Horn & Assoc./ Matthew G. Cooper, Challenger School Foundation

EXISTING DEVELOPMENT

The subject property is a 7.1-acre tract of undeveloped land.

ADJACENT ROADWAYS

Shiloh Road: Six-lane divided arterial; 16,500 vehicles per day on all lanes, northbound and southbound, north of Renner Road (2024).

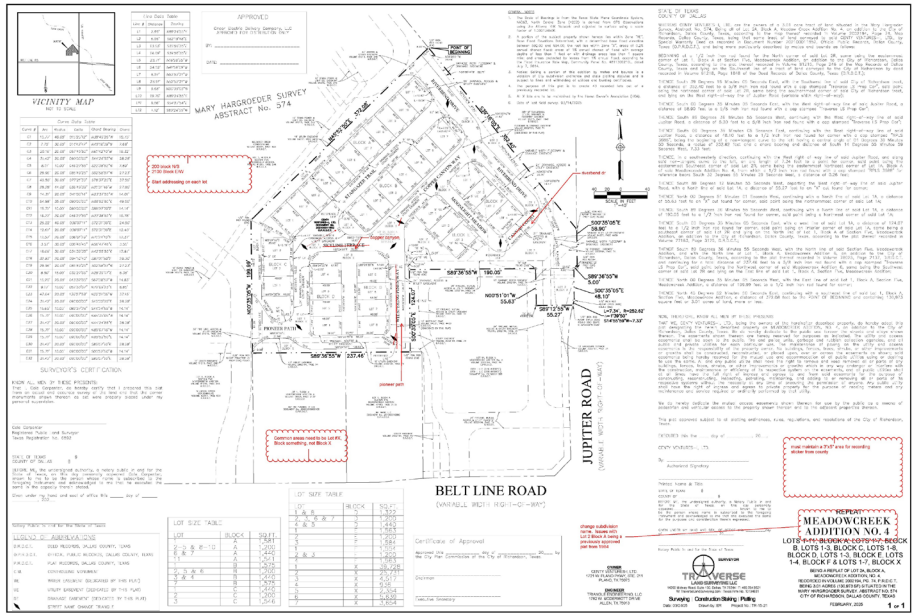
SURROUNDING LAND USE AND ZONING

North: Single-Family; R-1500-M Residential (Woods of Spring Creek II)
South: Skilled Nursing and Assisted Living Facility; O-M Office
East: Office Park and Flex Office/Light Industrial; I-M(2) Industrial
West: City of Plano; Proposed development approved for 91 townhome units *(across Shiloh Road)*

Page 1 of 5

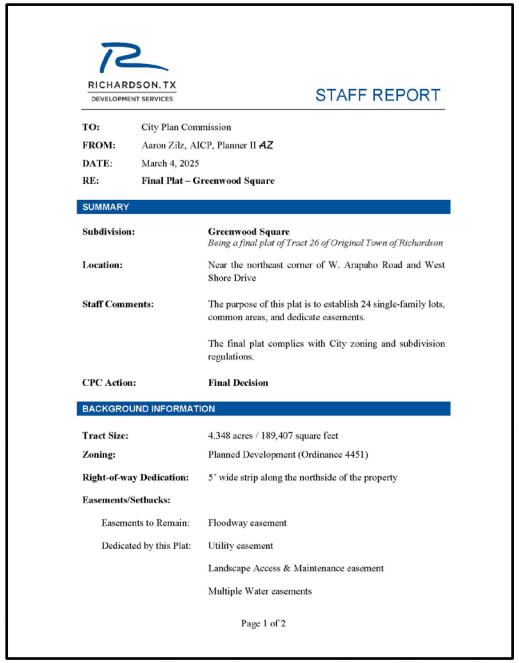
DEVELOPMENT REVIEW PROCESS – PLAT APPLICATIONS

- Prior to Submittal:
  - Concept meeting(s) w/ Staff & applicant team
  - Review of any required flood, drainage, traffic, or other studies to ensure compliance w/ regulations and adequacy of improvements
  - Pre-submittal conference between Staff & applicant to review plans prior to submittal
- Submittal and Review:
  - Processing of application, plat, and payment
  - Staff review of plat contemporaneously w/ any civil plans, site plan, landscape plan, elevations (as necessary); internal DRC meeting held to review & finalize comments as a team
  - Send comments to applicant
  - Applicant revises plans and resubmits; repeat as necessary until plat compliant w/ regulations



DEVELOPMENT REVIEW PROCESS – PLAT APPLICATIONS

- Preparation for CPC
  - Preparation of staff report
  - Applicant obtains notarized signature(s) of property owner(s) on plat & submits signed plat to Staff
  - Staff presents plat to CPC and responds to any questions / concerns
- Post-approval
  - Upon approval, Chairman signs plat and Executive Secretary attests
  - The plat and associated tax certificate(s) recorded at the County
  - The proper notices to surrounding property owners are sent for any residential replats
  - Site development and building permits are allowed to proceed



RICHARDSON.TX
DEVELOPMENT SERVICES

STAFF REPORT

TO: City Plan Commission
FROM: Aaron Zilz, AICP, Planner II AZ
DATE: March 4, 2025
RE: **Final Plat – Greenwood Square**

SUMMARY

Subdivision: **Greenwood Square**
Being a final plat of Tract 26 of Original Town of Richardson

Location: Near the northeast corner of W. Arapaho Road and West Shore Drive

Staff Comments: The purpose of this plat is to establish 24 single-family lots, common areas, and dedicate easements.

The final plat complies with City zoning and subdivision regulations.

CPC Action: **Final Decision**

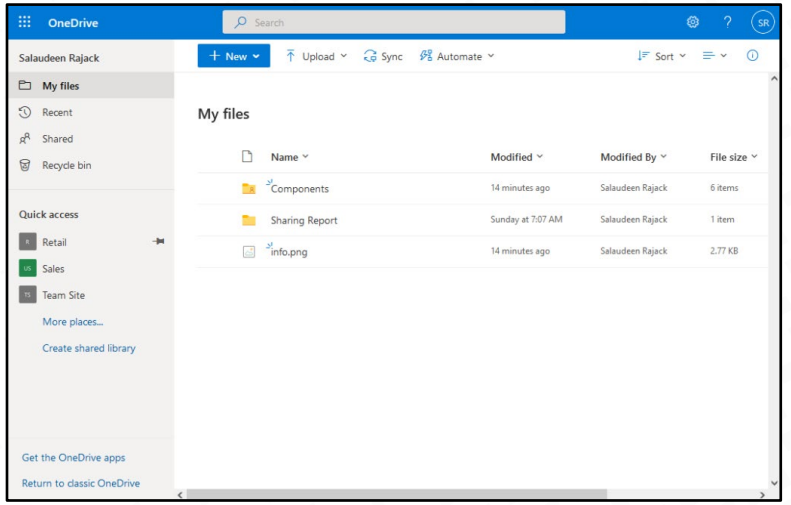
BACKGROUND INFORMATION

Tract Size: 4.348 acres / 189,407 square feet
Zoning: Planned Development (Ordinance 4451)
Right-of-way Dedication: 5' wide strip along the northside of the property
Easements/Setbacks:
Easements to Remain: Floodway easement
Dedicated by this Plat: Utility easement
Landscape Access & Maintenance easement
Multiple Water easements

Page 1 of 2

ONEDRIVE PORTAL

- Consistent w/ City Council and the City's use of Microsoft products, CPC will be transitioning from DropBox to OneDrive
- In addition to the current agenda packet, the CPC OneDrive will act as a digital library to include:
  - CPC agenda packets for the last year
  - *Envision Richardson* Comprehensive Plan
  - Comprehensive Zoning Ordinance & Subdivision Ordinance
  - Major Planned Development ordinances (Collins Arapaho TOD, Main Street/Central Expy. PD, West Spring Valley Corridor PD, etc.)
  - Other key plans and studies
  - Planning-related news stories of interest
- iPads to be provided to all CPC members



EXPECTATIONS

- City Council has an expectation that each CPC member attend at least 75% of the meetings each year.
- Please let Staff know your availability to attend each meeting so we can plan accordingly. We need a quorum of at least 4 members for each meeting.
- As one of the most important Boards & Commissions, Council is requesting CPC strive for a higher level of decorum, including business attire (incl. jacket), a high standard of professional conduct, seamless control of the public hearing process, etc.