



OVERVIEW OF SUBDIVISION DEVELOPMENT PROCESS

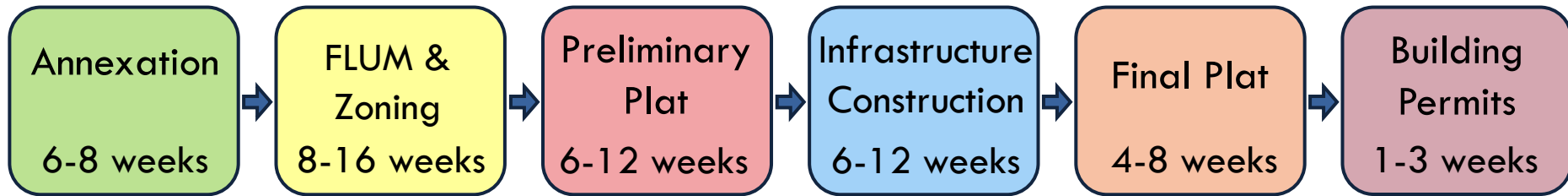
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Overview of Development Process

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- This presentation is intended to provide a high-level overview of the process for development of a residential subdivision.
- The basic process for development of a subdivision is as follows:



Annexation

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- If a piece of property proposed for development lies outside the City limits, but within the extraterritorial jurisdiction (ETJ), the developer may request voluntary annexation by the City.
- After public notification in the newspaper and a public hearing, the request for voluntary annexation and written service agreement must be approved by the City Council.
- All newly annexed property is assigned an initial zoning designation of “A” (Agricultural).

Annexation

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- From the date that staff receives the written petition for voluntary annexation, the process typically takes 6-8 weeks.
- This timeline is due to the public notification requirements and City Council schedule.

FLUM Amendment

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- ❑ If the proposed development is consistent with the Future Land Use Map (FLUM), a FLUM amendment is not needed, and the applicant may proceed directly to zoning.
- ❑ If the proposed development is not consistent with the FLUM, a FLUM amendment must be approved prior to submitting a request to rezone the property.
- ❑ The FLUM amendment process takes approximately 8 weeks.
- ❑ FLUM amendments are reviewed by the Planning and Zoning Commission before going to City Council for final approval.

Zoning

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- ❑ Next, the applicant may submit a request to rezone the property for the intended development.
- ❑ All zoning requests are reviewed for conformance with the Future Land Use Map (FLUM) of the Comprehensive Plan. If the proposed development is not consistent with the FLUM, a FLUM amendment may be required.
- ❑ If the proposed development is consistent with the FLUM, the developer may submit a request to rezone the property.

Zoning

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- Below is a list of the most common residential zoning districts:
 - ▣ “R-1” – Allows single-family residential lots that are at least 60-feet wide and 6,000 sq. ft.
 - ▣ “SF-2” – Allows single-family residential lots that are at least 50-feet wide and 5,000 sq. ft.
 - ▣ “R-2” – Allows two-family residential lots (duplexes).
 - ▣ “RT-1” – Allows townhouses.

Zoning – Planned Unit Development

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- If the proposed development is unique or requires special considerations, the developer may submit a request for a Planned Unit Development (PUD).
- A PUD is a negotiated zoning designation that is unique to the property and is intended to give the developer flexibility, while also ensuring a high-quality development.
- PUDs often include provisions for increased density in exchange for enhanced amenities and open space.

Zoning

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- ❑ Public notification – including mailed notice, newspaper notice, and signage on the property – is required for each zoning request.
- ❑ The Planning and Zoning Commission then holds a public hearing and makes a recommendation to the City Council, as required by State law.
- ❑ Finally, the zoning request is reviewed and voted on by City Council at their discretion.

Zoning

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- A typical zoning request takes approximately 8 weeks to process.
- PUD requests usually take at least 12 weeks.

Preliminary Plat

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- Once the property has been zoned, the developer may submit a preliminary plat of the development.
- The preliminary plat shows the overall layout of the development, including the location of streets and the size of lots.
- The proposed preliminary plat is reviewed for conformance with the City's subdivision regulations (Killeen Code of Ordinances Chapter 26).

Preliminary Plat

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- Staff reviews the preliminary plat for the following things:
 - ▣ Conformance with the zoning of the property;
 - ▣ Proposed phasing of the development;
 - ▣ Existing and proposed utilities (water and wastewater);
 - ▣ Conceptual drainage (detention pond location and size);
 - ▣ Connectivity to existing streets and ingress/egress;
 - ▣ Conformance with the Thoroughfare Plan;
 - ▣ Street widths and block lengths; and
 - ▣ Parkland dedication and future trails.

Preliminary Plat

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- ❑ After staff has reviewed the preliminary plat, it goes to the Planning and Zoning Commission for their approval.
- ❑ P&Z is the final authority for preliminary plats. Plats do not go to City Council for approval.
- ❑ In accordance with State law, if a plat meets all City requirements, the Planning and Zoning Commission is obligated to approve it.

Preliminary Plat

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- The approval process for a preliminary plat typically takes 6-12 weeks, depending upon the size of the proposed subdivision.
- On September 1, 2023, State law was changed to allow staff the ability to approve plats. This would significantly shorten the approval time for plats.

Construction of Infrastructure

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- After the preliminary plat has been approved, the developer may submit a Land Disturbance Permit (LDP) and construction plans for the infrastructure.
- The LDP allows the developer to begin grading the site while the construction plans are under review.
- The construction plans show all engineering specifications for water and wastewater lines, drainage/stormwater runoff, streets, sidewalks, streetlights, mailboxes, etc.

Construction of Infrastructure

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- The City Engineer reviews the construction plans, and if all requirements are met, approves them.
- Review of the construction plans typically takes 6-12 weeks.
- Once the infrastructure plans are approved, the developer can begin construction of the subdivision.
- During construction, the City inspects the development periodically to ensure the public infrastructure meets all applicable standards, including City requirements, TCEQ requirements, and ADA requirements.

Construction of Infrastructure

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- When the infrastructure is complete, the developer provides as-built drawings and a 2-year maintenance bond for the water, wastewater, drainage and streets.
- The City Engineer then issues a written letter of acceptance of the infrastructure.

Final Plat

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- After the infrastructure has been accepted, the developer may submit the final plat.
- Alternatively, if the developer wishes to record the plat prior to completion of the infrastructure, they may post a completion bond for 110% of the cost of the infrastructure not yet completed.
- The final plat is reviewed for conformance with the approved preliminary plat and all applicable requirements.

Final Plat

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- ❑ The final plat then goes to the Planning and Zoning Commission for review and final approval. Final plats do not go to City Council.
- ❑ After approval by the Planning and Zoning Commission, the final plat is taken to the Bell County Clerk's office in Belton to be recorded.
- ❑ The approval process for a final plat usually takes 4-8 weeks.
- ❑ New legislation allows for approval of the final plat by staff, which would significantly reduce the time for approval.

Building Permits

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- Once the final plat has been recorded, the lots can be sold by the developer to a homebuilder.
- After the infrastructure has been accepted by the City, the homebuilder can apply for building permits.
- Building permits are then reviewed by staff for conformance with the Building Code and all applicable City requirements including building setbacks, architectural standards, landscaping standards, etc.

Building Permits

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- All building permits also require a separate right-of-way permit, which must be reviewed by the City Engineer.
- The time for review and approval of the building and right-of way permits is typically 1-3 weeks.
- Once the right-of-way and building permits have been issued, building inspections staff inspects the home periodically to ensure conformance with all applicable requirements.
- After all inspections have been passed, the home is ready to be occupied.