



Staff Report
Text Amendment
Case #: TA-2022-05-00026

Attachments: Staff Report, UDC
Appendix D, Proposed Change

Zoning Commission Public Hearing: Thursday, June 2, 2022
City Council Introduction: Tuesday, June 14, 2022
City Council Final: Tuesday, June 28, 2022

City Council Request (Ordinance): Introduction to an Ordinance to approve an amendment to the Planning Commission, Zoning Commission, and Board of Adjustment's meeting day to allow for a process that meets the timeline set forth by City Council for applications. (TA-2022-05-00026)

Site Information:

Location (Address): NA

Council District: NA

Existing Zoning: NA

Future Land Use: NA

Existing Land Use: NA

Site Description: Text Amendment to allow for a date changes to the P & Z Commission & BoA meetings.

Additional Information: Currently the Planning & Zoning Commission and Board of Adjustment Public Hearing is the first Thursday of every month which falls two working days before the first Tuesday meeting of City Council. This does not allow staff enough time to prepare a packet for City Council Members or make agenda setting due to it being held prior to our meeting. This will help eliminate any confusion on when a case will be heard by city council.

This change will also allow for work session and public hearing to be held in the same month.

Public Hearing

For: Lacy Landrum, Director of Administration

Against: NONE

Commission Recommendation:

Motion: Matt Sandifer recommended approval, Ron Matthews Seconded

For: Matt Sandifer, Kylan Douglas, Monica Perez, Ron Matthews, Trey St. Romain

Against: NONE **Abstain:** NONE

Ordinance to Read:

WHEREAS, on June 2, 2022 the Hammond Zoning Commission held a public hearing and recommended approval on an amendment to the Planning Commission, Zoning Commission, and Board of Adjustment's meeting day to allow for a process that meets the timeline set forth by City Council for applications.

NOW, THEREFORE, BE IT ORDAINED, the City Council of Hammond, hereby approves an amendment to the Planning Commission, Zoning Commission, and Board of Adjustment's meeting day to allow for a process that meets the timeline set forth by City Council for applications.

Appendix D – Subdivision Procedures, Plat Checklist, and Plat Notes

GENERAL NOTES

The deadline for submittal of an application for preliminary or final review shall be 30 days before the first Thursday of any month ~~(which is the date of the Planning Commission meeting).~~

All Planning Commission, Zoning Commission, and Board of Adjustments meetings are held at 312 East Charles in the City Council Chambers at 5:00 p.m. ~~the First Thursday of each month-~~

All information and documents can be secured from the Secretary for the Zoning Board at 219 E. Robert St. Phone # (985)277-5649, Monday - Friday 8:00 a.m. to 4:00 p.m.

The procedure for review and approval of a subdivision or land development consists of three (3) separate phases.

These phases are more generally outlined as follows:

PHASE I

Ongoing process before plats, construction plans, restrictions (if any), and specifications are drawn.

STEP #1

Informal meeting with the City Planner and other committees to discuss submittal of preliminary information concerning plans, specifications, plats, Procedures "A" or "B", annexation, zoning or variance before any detailed plans are drawn. NOTE: "A" and "B" refer to bond submittal.

STEP #2

We recommend before any preliminary plans are drawn a plat sheet is submitted containing all the information listed on the attached check list for plats. This plat would then be reviewed by the various city departments and returned with comments. The requirements for said plat are listed in paragraph 3.2.1 B (2).

PHASE II

APPLICATION FOR PRELIMINARY REVIEW AND PRELIMINARY HEARING BY THE PLANNING AND ZONING BOARD

STEP #1

Thirty days before the Planning Commission, Zoning Commission, and Board of Adjustments meeting, ~~first Thursday of any month~~, the owner/developer shall submit completed application and pay fees for preliminary hearing. In addition, the names and addresses of all adjacent property owners (adjacent means next to or directly across the street) shall be furnished on the application or on a separate sheet.

STEP #2

Thirty (30) days before the Planning Commission and Zoning Commission, ~~first Thursday of any month~~ (preliminary hearing) submit 6 bound copies of the preliminary required plats with plans and specifications for construction as defined in [Article 3](#) of the Unified Development Code and 10 additional copies of any plats containing the information required by the attached checklist for plats. Items (1) and certification block Item (2) and Item (5) shall be completed and signed when the plat sheets are submitted to the Planning Commission for reviews. All other

certification blocks shall be left blank. Within 3 days after receipt of completed preliminary information, plans and specifications will be sent by the Building Department to the review engineer, Street and Sewer & Water departments, the City Planner and the Planning Commission Chairman. Review Engineer, Street and Sewer Department and City Planner shall be sent a letter of review with recommendations to Board Secretary fifteen (15) days before the next meeting.

The Planning Secretary shall send immediately a copy of the letters of review to the design engineer and the developer. Preliminary plans submitted at the Planning Commission meeting should reflect any information asked for in the review letter.

At least 5 days before the Zoning Commission's regular meeting, the Secretary will advertise one time in the local newspaper and send to the applicant by certified mail, notice of time, place and date of the public meeting. The secretary will also notify the adjacent property owners by regular mail of the time, place and date of the public hearing.

STEP #3

(Planning Commission Preliminary Review and Public Hearing)

A representative of the design engineer, review engineer, and owner shall be present at the Commission meeting. The Zoning Secretary shall send a letter to the design engineer and the developer of approval of preliminary plat and construction Plans and specifications, disapproval or tentative approval, with any conditions, which shall be incorporated into the final plans.

PHASE III

FINAL APPROVAL

STEP #1

(Prior to Final Approval by Planning Commission)

Application for final approval is submitted including all plats and plans. Also submit the required review fees for final approval. Design engineer shall submit six (6) sets of plats and construction plans and specifications with all corrected data and information for final approval and ten (10) copies of final plat sheets. In addition, submit one Mylar sheet each of any plats containing the information required by the attached checklist for Plats. Also submit six (6) copies of any regulations or restrictions governing the use of this property. Post-performance bond if procedure "A" is used.

STEP #2

(Final Approval by the Commission and Council Under Procedure "A" with Bond)

Planning Commission, after final review, either grants or denies final approval. If approved, this shall be noted on the plat as the official submittal data and a performance bond (in a form acceptable to City Attorney) shall be posted (before any work is started or permits issued) by the developer with the City Attorney in full amount of the construction cost. The Chairman of the Planning Commission shall sign the plat sheet in the certification block for his signature.

A summary letter of Planning Commission approval or denial is sent to the Council. If Council approves, the Council President signs the certification block on the plat accepting the final plats and construction plans and specifications as approved by the Planning and Zoning Commission. If Council wants to override the P.C. recommendations, they may either ask for further review by the Planning Committee, incorporating the Council's comments, or may vote at their Council meeting to finalize the review process. The final plat containing the signature for planning commission approval and the signatures for acceptance of the Planning Commission and Council President approval of final plans shall be recorded (this is not acceptance of dedication).

Construction can begin.
Lots can be sold.
Building Permits can be issued.

When all roads, easements, rights-of-way, parks and required utilities are approved and complete, a maintenance bond posted, and approved by City Council action, the Council President shall sign the certification block on the plat containing the offer of dedication and post the necessary maintenance bond.

The certification block Item 6 on the plat for acceptance of dedicated property shall be signed by all parties. The City Attorney shall record the completed plat as the final plat and shall record maintenance bond. The performance bond is cancelled by the City Attorney.

STEP #3

(Final Approval by the Planning Commission and Council under Procedure "B" [without bond])

Planning Commission, after final review, either grants or denies approval. If approved, this shall be noted on the plat as the official submittal date. The Chairman of the Planning Commission shall sign the plat sheet in the certification block for his signature. A letter of Planning Commission approval or denial is sent to the council. If council approves the Council President signs the certification block on the plat accepting the plats and construction plans and specifications only as approved by the Planning and Zoning Commission.

Construction can begin.
Building permits can be issued to the owner/developer **only**.
Lots **cannot** be sold or transferred.

When all roads, easements, parks and required utilities are completed and approved by the Review Engineer, the owner/developer shall sign the certification block on the plat containing the offer of dedication and post the necessary maintenance bond.

The certification block on the plat for acceptance or dedicated property shall be signed by all parties. The City Attorney shall record the completed plat as the final plat and shall record the maintenance bond. Lots can be sold and building permits can be issued.

NOTES:

- (1) A denial has fifteen (15) days to appeal.
- (2) All improvements shall be completed within twelve (12) months from the official submittal date and any performance bond shall be in force during the entire 12 months.
- (3) Application for annexation, zoning, variance or subdivision review are separate applications.
- (4) If the subdivision submittal is considered "minor" as defined in [Article 2](#), preliminary and final plans can be approved at one Planning Commission meeting. No City Council approval is needed.

SUBDIVISION APPROVAL PROCEDURE AND LAND DEVELOPMENT

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