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MEMORANDUM

TO: Dave Sullivan, Chair and
Members of the Planning Commission

FROM: Gregory Guernsey, Director 
Planning and Development Review Department

DATE: December 7, 2011

SUBJECT: Initiation of a Code Amendment

Please accept this memorandum as a request to initiate an amendment to Chapter 25 of the City Code relating to the construction phasing, completion and occupation of detached single family residential structures on condominium sites. This amendment was considered and supported by the Planning Commission's Code and Ordinances Committee on November 15, 2011 on a vote of 4-0. City Staff brought this amendment to the attention of the Committee to address occupancy and phasing problems associated with detached single family structures built on condominium sites in the extraterritorial jurisdiction (ETJ). The detached single family structures on these sites are not able to occupy each building separately unless all the site plan improvements (including streets, utilities, drainage and water quality ponds, etc.) are completed or if the owner amends the site plan to reflect a separate site plan phase for each single family structure. This problem is aggravated if the site has a large number of dwelling units or is being built by several homebuilders. Currently, single family structures constructed on individual lots do not experience these problems because they are site plan exempt and their supporting infrastructure is built separately under a subdivision development permit site plan.

If you have any questions, please contact Mr. Jeb Brown, Planning and Development Review Department, 974-2709 or me at 974-2387.