



CITY OF CORPUS CHRISTI  
**DEVELOPMENT SERVICES DEPARTMENT**  
P.O. BOX 9277 | CORPUS CHRISTI TEXAS 78469-9277



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN # 001**  
**Unified Development Code (UDC) Amendment Process – 2020 Cycle**

DATE: December 18, 2019

CREATED BY: Policy Administration Section, Land Development Division

**Purpose:**

As a customer service initiative, the Department created this Information Bulletin (IB) to inform our customers of the UDC Amendment Process.

**Scope:**

Pursuant to Section 3.2.1 of the UDC, amendments to the UDC may come be made from time to time in order to establish and maintain sound, stable and desirable development; correct errors in the text; or, adjust the text of the UDC to changing conditions in a particular area of in the City generally. Updates to the UDC are inherently of public interest, and the Development Services Department prides itself on having an extensive interaction with both the general public and the development community. This IB will guide both internal and external customers who submit UDC amendments during process.

**Note: The term “Policy Administrator” shall mean the Development Services Policy Administrator or his/her designee.**

**1.) Amendment Submittal**

Amendments may be submitted either:

- internally (city or county staff)
- externally (citizens, citizen groups, outside agencies)
  - External amendments are limited to either editing, clarifying, or rule interpretation amendments

The amendment application is attached to this bulletin and can also be found at [www.cctexas.com/ds](http://www.cctexas.com/ds)

All amendments must be submitted to the Policy Administrator by April 1 of the year of the update program (example April 1, 2020).

During update program years, the Policy Administrator will coordinate with appropriate DSD staff to update documents to the DSD website, as well as coordinating informational meetings with stakeholder groups.

## **2.) Review of Proposed Amendments**

All external requests for UDC amendments shall be submitted to the Policy Administrator by email and shall include the following documents and shall comply with the following formatting:

- Completed UDC Update Request Application indicating the point of contact name, organization (if applicable), address, phone number, email, signature, date, the basis for update, the reason for the update, and a brief summary of the proposed amendment.
- Include the entire code section in your submittal. [Example: “3.3.1 (A)” instead of just “(A)” or “3.3”]
- Language of the proposed changes to the UDC with added language underlined and in blue color (example) and stricken language struck through and in red color (~~example~~)
  - When a portion of a word is proposed to be deleted, delete the entire word. (Example: “example ~~exempt~~” instead of “~~ex~~emptample”)
  - When a word or phrase is proposed to be deleted and replaced with another word or phrase, place the new word or phrase before the deleted word or phrase. (Example: “example ~~exempt~~”)
- Attach additional sheets, if needed, for suggested text, cost narrative or back-up information. Refer to the additional sheet within the section if attached.

Once the request for amendment is received and verified to be complete, the Policy Administrator shall assign the amendment proposal an amendment number.

If the request is incomplete, the Policy Administrator will notify the person submitting the amendment by email of what is needed to make the submittal complete.

If the amendment proposal is complete, the Policy Administrator will determine appropriate subject matter experts (SME) - i.e. zoning, platting, infrastructure, storm water, etc. - and forward the amendment to those parties for their review and to solicit any feedback or concerns.

At this time, an in-depth meeting with the applicant and city staff may be scheduled for clarification of amendment request, and to work out any differences in the amendments.

## **External Amendments**

Because External Amendments (those submitted by parties other than City Departments) are limited in scope by the UDC, the Policy Administrator shall schedule external amendments for the first available Technical Advisory Committee (TAC) meeting so that the TAC may provide a recommendation to the Planning Commission. The TAC will make one of the following recommendations regarding the external amendment:

- Editing
- Clarifying
- Not Editing or Clarifying, should be sponsored by the Planning Commission
- Not Editing or Clarifying, should not be sponsored by the Planning Commission
- No recommendation

After the TAC has made their initial recommendations, the Policy Administrator shall schedule the amendments to be heard at the next available Planning Commission meeting. The Planning Commission will determine if the external amendment is:

- Editing
- Clarifying
- Not editing or clarifying

Amendments which the Planning Commission determines are “editing” or “clarifying” shall automatically move forward in the process for technical review by the TAC. The Planning Commission, at its discretion, may choose to sponsor any amendment which it deems to be “not editing or clarifying” and that amendment will also move forward in the process for technical review. If the Planning Commission deems an external amendment “not editing or clarifying” and chooses not to sponsor the amendment, then the amendment will not move forward in the amendment process.

## **Internal Amendments**

Internal amendments (those submitted by City Departments) are not required to be evaluated in the same manner as external amendments and will automatically move forward in the process for technical review.

The Policy Administrator will notify external and internal applicants of the dates and times of these meetings by email, and it is **required** that the applicant, or the applicant’s representative be present at the meeting to answer any questions posed.

### **3.) Technical Review and Revision by the TAC**

The Policy Administrator will schedule the first TAC meeting no earlier than second full week in February, and no later the third full week of June. TAC meetings will occur February thru June on a regular basis and will typically be held on Monday's from 1:30 pm – 5:00 pm until all business related items have been considered. To accommodate workloads, individual TAC meetings may be extended, shortened, or additional meeting days may be added.

The Policy Administrator will all notify applicants by email of the date their submittal will be reviewed by the TAC, and it is **required** that the applicant, or the applicant's representative be present at the TAC meeting to present the amendment and to answer any questions posed by the TAC.

- All TAC meetings are public hearings, and the agenda for the TAC shall be posted with the City Secretary no later than 72 hours prior to the meeting time, in accordance with the state Open Meetings laws.
- The Policy Administrator will ensure that the agenda is posted in a timely manner on the UDC Update webpage.

The Policy Administrator may hold additional stakeholder meetings and revision meetings with applicants during the period that the TAC is meeting in order to clarify and/or consolidate amendment proposals.

### **4.) Review and Recommendation by Boards and Commissions**

The Policy Administrator shall schedule all amendments technically reviewed by TAC no later than July 15<sup>th</sup> . The Policy Administrator shall schedule one or more briefing sessions and one or more consideration sessions with all of the following board or commissions:

- Board of Zoning Adjustment
- Planning Commission

At each board or commission meeting, the Policy Administrator shall give a brief overview of the UDC update process and highlight any significant amendments which may be relevant to that particular board or commission. Briefings may also be held at extended work sessions for each of the boards or commissions. Boards and Commissions must provide a recommendation no later than December 1.

All Board and Commission meetings are public hearings, and the agenda shall be posted with the City Secretary no later than 72 hours prior to the meeting time, in accordance with the state Open Meetings laws. Additionally, the Policy Administrator will notify all applicants by email of the dates and times of these meetings, and it is **required** that the applicant, or the applicant's representative be present at the meeting to answer any questions posed.

**5.) Review by City Council**

City Council shall be briefed on the amendments package. The Council will take final action in August so that the amendments will become effective on October 1. For example, amendments from the 2020 UDC Update Program became effective on October 1, 2020.

All City Council meetings are public hearings, and the agenda for the TAC shall be posted with the City Secretary no later than 72 hours prior to the meeting time, in accordance with the state Open Meetings laws. Additionally, the Policy Administrator will notify all applicants by email of the dates and times of these meetings, and it is **required** that the applicant, or the applicant's representative be present at the meeting to answer any questions posed.

**Special Circumstances**

It should be noted that there may be special circumstances were the technical review of an amendment takes longer than the timeframes allowed in the UDC. Technical review delays may occur at any point in the amendment review process. Such delays should be limited and should not be the normal course of business.

In the event of a delay, review of the affected amendment will proceed as expeditiously as possible. The Policy Administrator will notify applicants and stakeholders of the delay as soon as it is realized. The Policy Administrator will continue providing communications updates to the interested parties until the delay has been resolved or the amendment has been finally passed.

**Prepared by:** Yvette Dodd-Wallace, Policy Administrator

**Reviewed by:** Michael Dice, Assistant Director

**Authorized by:** Al Raymond, Director



# UDC Update Request Application

**Development Services Department**

2406 Leopard Street, Corpus Christi, TX 78408 | Phone: 361.826.3840 | Fax: 361.826.4375 | [UDCAmendments@cctexas.com](mailto:UDCAmendments@cctexas.com)

<b>Part 1. Applicant Information</b>
Name: _____ Organization (if applicable): _____
Address: _____
Phone: _____ Email: _____
Signature: _____ Date: _____
<i>(Include title if representing a governmental agency or public/private organization)</i>

<b>Part 2. Basics for Update (check only one)</b>
<input type="checkbox"/> Clarification amendments to provide for ease of interpretation and understanding of the existing provisions of the UDC. (Note: Clarification amendments should not change or alter the intent or meaning of existing UDC provisions)
<input type="checkbox"/> Editing change that does not alter the impact of the provisions being addressed including changes such as spelling, grammar correction, formatting, text selection, or addition of text in compliance with existing ordinance, statues or case law.
<input type="checkbox"/> Completed Rule Interpretation Determination (RID)
<input type="checkbox"/> Requested by the Zoning Board of Appeals, Planning Commission, City Council or other appropriate city Board, Commission or Council. (resolution or signature of the chairperson is required)

<b>Part 3. Reason(s) for Update (check all that apply)</b>
<input type="checkbox"/> Modify procedures and standards for workability and administrative efficiency
<input type="checkbox"/> Eliminate unnecessary development costs
<input type="checkbox"/> Update the procedures and standards to reflect changes in the law or the state of the art in land use planning and urban design
<input type="checkbox"/> See Part 4 (Provides the reasons for proposed update if no other choices in the section apply)

<b>Part 4. Summary of Proposed Update with Suggested Text</b>
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____



UDC Update Request Application

Development Services Department

2406 Leopard Street, Corpus Christi, TX 78408 | Phone: 361.826.3840 | Fax: 361.826.4375 | UDCAmendments@cctexas.com

Part 5 Cost Impact Statement

The Cost Impact Statement should be justified with substantiating information, such as cost estimates:

The requested change to the UDC (please check appropriate box):

By how much?

(Indicate either a dollar amount or percentage above or below current construction and/or development costs)

- A. Will not impact the cost of construction and/or development.
B. Will increase the cost of construction and/or development.
C. Will decrease the cost of construction and/or development.

Part 6. Cost Impact Narrative and Back-Up Information

Quantify the Cost Impact State that was provided in Part 5. Attach all relevant data and associated costs that you wish to have considered as well as a narrative explaining how the Cost Impact Statement was developed.

Be sure to:

- Consider and indicate initial and long-term maintenance costs;
Consider city cost (i.e. personnel costs and costs to enforce);
Indicate and be able to rationalize the baseline (current costs) and the cost projections associated with your request.

Lined area for providing narrative and back-up information.