**ORDINANCE NO. 2026-36**

**AN ORDINANCE OF THE CITY OF SAGINAW, TEXAS, AMENDING APPENDIX B, "SUBDIVISIONS," ARTICLE 2, "GENERAL SUBDIVISION DEVELOPMENT PROCEDURE," SECTION 2.01, "GENERAL," SECTION 2.02, "PROCEDURE SUMMARY," SECTION 2.03, "SUBDIVISION DEVELOPMENT PROCEDURE CHART" AND ARTICLE 3, "DEVELOPMENT REVIEW COMMITTEE MEETING," SECTION 3.01, "GENERAL," SECTION 3.02 "SUBMITTAL," OF THE SAGINAW CITY CODE TO PROVIDE FOR THE ADMINISTRATIVE APPROVAL, APPROVAL WITH CONDITIONS, AND DISAPPROVAL OF PLATS BY THE PLANNING MANAGER OR DESIGNEE; PROVIDING FOR THE ADMINISTRATIVE APPROVAL OF CERTAIN EXTENSIONS OF PLAT APPROVAL PERIODS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Saginaw, Texas (the "City), is a home rule city acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, Chapter 212 of the Texas Local Government Code authorizes a municipality to establish procedures for the approval of plats and to delegate plat approval authority to a designated officer or employee; and

**WHEREAS**, Section 212.0065 of the Texas Local Government Code further provides that a designated officer or employee may elect to present a plat to the municipal authority responsible for approving plats and that an applicant has a right to appeal to the governing body or municipal planning commission if the designated officer or employee disapproves a plat; and

**WHEREAS**, the City Council desires to streamline the plat approval process by providing for the administrative approval, approval with conditions, and disapproval of plats by the Planning Manager, or the Planning Manager's designee, while maintaining compliance with all applicable state laws and City regulations; and

**WHEREAS**, the City further desires to provide for the administrative approval of extensions of the applicable plat approval period when authorized by Chapter 212 of the Texas Local Government Code; and

**WHEREAS**, the City previously delegated plat approval and extension authority to the Planning Manager, or designee, by Resolution No. 2023-21, and the City Council now desires to incorporate such authority into the City's Subdivision Ordinance; and

**WHEREAS**, the City Council finds that the amendments contained herein promote the City's subdivision regulations and are in the best interests of the health, safety, and general welfare of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS, THAT:**

**SECTION 1.**

All of the above premises are found to be true and correct factual and legislative determinations of the City and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2.**

APPENDIX B, "SUBDIVISIONS," Article 2, "GENERAL SUBDIVISION DEVELOPMENT PROCEDURE," Section 2.01, "General,", Section 2.02 "Procedure Summary", Section 2.03 "Subdivision Development Procedure Chart" of the Saginaw City Code are hereby amended to read as follows:

"Sec. 2.01. – General.

All property not heretofore subdivided into lots, blocks, and streets, or property to be resubdivided, within the city's jurisdiction shall hereafter be laid out subject to the city manager's duly authorized representatives and no other manner of subdivision will be recognized by the city."

"**Sec. 2.02. – Procedure summary.**

A. Any owner or developer of any lot, tract, or parcel of land located within the City's jurisdiction who may wish to affect a subdivision of such land shall conform to the general procedure described as follows:

    1. Pre-Development Meeting and pre-application.

    2. Preliminary plat.

    3. Final plat and construction plans.

    4. Filing of the final plat.

    5. Construction of improvements and inspections.

    6. Final Documentation

    7. City acceptance of improvements.

B. The City Manager's designee, is authorized to approve, approve with conditions, or disapprove plats submitted for approval within the City's jurisdiction in accordance with Chapter 212 of the Texas Local Government Code and all applicable City

requirements. The City Manager, or designee, may refer any plat to the Planning and Zoning Commission or City Council, as applicable, for approval. An applicant may appeal a plat disapproval in accordance with Chapter 212 and City procedures.

C. The City Manager, or the City Manager's designee, is authorized to approve written requests for extensions of plat approval periods when authorized by Chapter 212 of the Texas Local Government Code and in accordance with applicable City requirements.

D. A final plat shall not be approved or released for recording unless it conforms to the applicable requirements of this ordinance and state law and, when required, conforms to the preliminary plat.

E. The detailed steps within each phase of the subdivision development procedure are covered in articles 3, 4, 5, and 6 of this ordinance.

F. To the extent of a conflict between this section or any other section in Appendix B, this section shall control."

"**Sec. 2.03. – Subdivision development procedure chart.**

Please see "Exhibit A".

**SECTION 3.**

APPENDIX B, "SUBDIVISIONS," Article 3, "DEVELOPMENT REVIEW COMMITTEE MEETING," Section 3.01, "General,", and Section 3.02 "Submittal" of the Saginaw City Code are hereby amended to read as follows:

"**Sec. 3.01. – General.**

A. A pre-development meeting is required for all civil construction projects.

B. A pre-development meeting is not intended to serve as a formal review of a project proposal.

C. The purpose of the pre-development meeting is to give the developer an opportunity to:

1. Discuss the proposed development with the city manager's duly authorized representatives to determine whether the use and zoning is appropriate, and what documentation and processes are required for full compliance of the project.

2. Ensure applicants have access to all required forms, publications, design criteria, Comprehensive Master Plan criteria, and city standards needed to complete a compliant project submittal."

"**Sec. 3.02. – Submittal.**

The submittal for the pre-development committee meeting should include:

A. A pre-application adhering to the following:

1. Meeting requests must be submitted in accordance to the city's submittal schedule.

2. Must include a list of contacts from the developer's team that should be included in the meeting.

3. A detailed list of questions for the Development Review Committee.

    a. Questions must address specific concerns the owner and/or developer has related to the current site, the development process, and the feasibility of the proposed improvements.

B. Plat (most recent) or survey if no plat exists.

C. Include a concept plan or site plan that contains the following:

1. A scale of 1" = 200' or larger,

2. A north arrow,

3. A title block that indicates the project name, subdivision name, block and/or lot, gross area (acreage), address, and date of submittal,

4. A title block that indicates the name, address, and phone number of the owner and/or developer,

5. A title block that indicates the engineer or surveyor responsible for the design or survey,

6. The boundaries of the development,

7. The proposed area and number of residential and commercial lots,

8. The approximate area of parks,

9. The approximate area of the non-residential uses,

10. A location map that clearly defines the location of the site within the city,

11. Existing zoning and use for the site and for all adjacent properties; and

12. The proposed zoning and use for the site,

13. The existing and proposed building locations, use, gross building area (square feet), and exact dimensions,

14. Driveways and sidewalk locations and if applicable, a traffic circulation system,

15. Existing and proposed utilities and associated easements.

16. Clearly labeled streets abutting the property,

17. Project phasing plan, if applicable.

D. Narrative Description containing the following:

1. Detailed description of the current use and zoning for the site,

2. Detailed description of the proposed use and zoning for the site,

3. Scope of anticipated or planned civil work. i.e. remodeling, addition, demolishing, paving, etc.,

4. Phasing for project and timeline,

5. Legal description of property,

6. Indicate if the property is platted, and if the owner and/or developer intends to replat,

7. Acreage of entire parcel; and

8. Acreage of project scope.

**SECTION 4.**

To the extent of any conflict between this Ordinance and any prior ordinance, resolution, or policy of the City concerning the authority to approve, approve with conditions, or disapprove plats or to approve extensions of plat approval periods, this Ordinance shall control. Resolution No. 2023-21, to the extent it addresses the same delegation of authority provided herein, is hereby superseded and repealed upon the effective date of this Ordinance.

**SECTION 5.**

This Ordinance shall be cumulative of all provisions of ordinances and of the Saginaw City Code, as amended, except when the provisions of this Ordinance are in direct conflict with the

provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 6.**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared void, ineffective, or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such voidness, ineffectiveness, or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation herein of any such void, ineffective, or unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 7.**

This Ordinance shall be in full force and effect from and after its date of passage and publication as required by law and it is so ordained.

**PASSED AND APPROVED** on this 20th day of October 2026.

Todd Flippo, Mayor

ATTEST:

Vicky Vega, City Secretary

CITY OF SAGINAW TEXAS CORPORATE SEAL

**APPROVED AS TO FORM AND LEGALITY:**

Bryn Meredith, City Attorney