

Lubbock UDC Module 4

Administrative and Legislative Bodies

- Details all the reviewing and decision making entities for Administrative applications including the position of Director of Planning, Building Official, Floodplain Administrator, etc. Each subsection describes the position and lists the responsibilities of each position.
- Details the decision-making bodies for both Legislative and Quasi-Judicial applications including City Council, Planning and Zoning Commission, Zoning Board of Adjustment, and the Urban Design and Historic Preservation Commission. Each subsection lists powers and duties, and any other applicable information.

Development Review Procedures

- Details the general application submittal process, responsibilities of both the applicant and the Director of Planning, requirements for public notice, and general decision criteria.
- Outlines details and specific review procedures for each application, including purpose, exemptions, applicability, specific submittal requirements, and specific decision criteria.
- The Article also contains a Development Review Summary table for a quick reference (as shown to the right).

Decision Criteria	All Applications ¹	Legislative Applications	Quasi-Judicial Applications ¹	Subdivision Review Applications
The request complies with the applicable standards of this UDC, the City's Code of Ordinances, Minimum Design Standards and Specifications, Drainage Criteria Manual, and any applicable county, state, or federal requirements.	♦			
The request conforms to any prior approval for the development, including, but not limited to, a Specific Use Permit, Preliminary Plat, Master Development Plan, or Site Development Plan.	♦			
The request is consistent with the Comprehensive Plan, including the Future Land Use Map, applicable utility plans, the current City of Lubbock Master Thoroughfare Plan, and capital improvements plans; or, if it addresses a topic that is not contained or not fully developed in these documents, the request does not impair their implementation.	♦			
The request promotes the purposes of this UDC as established in Section 39.01.002, Purpose, and in other applicable purpose statements in this UDC.	♦			
Adequate facilities, including public or private utilities, solid waste service, roads, drainage, and other improvements are present or are planned to be provided.		♦ ²	♦	♦
The request demonstrates compatibility with surrounding conforming and permitted land uses and structures and with the general character of the area.		♦ ²	♦	

TABLE NOTES:
¹ = Decision criteria applies
² Excluding Appeals of Administrative Decision
³ Excluding UDC Text Amendment

Word Usage

- Provides definitions for terms used in UDC
- Explains meaning and legal weight of terms in UDC and methodology for counting days and rounding calculated requirements.

Example: "shall," "will," "should," "may," and "must."
 The words "shall," "must," and "will" are always mandatory. "May" is optional

Nonconformities

- Describes when uses, buildings or structures, lots or site features are considered nonconforming and any limitations.
- Provides a path to request approval to expand some nonconformities.

Enforcement and Remedies

- Lays out procedural requirements for violations of the UDC.

Development Application (Reference)	Submittal Timing	Expiration ¹	Review Responsibilities		Applicable Standards ³
			Recommendation	Final Decision	
ADMINISTRATIVE APPLICATIONS: Require final decisions in which City staff apply the standards in this UDC.					
Site Development Plan (39.07.013)	Prior to a Building Permit for new development, redevelopment, or substantial improvement or expansion of development	2 years	Building Official		Article 39.03
Zoning Certificate (39.07.017)	Prior to the establishment of a permitted or limited use		Director of Planning		See Section 39.07.017, Zoning Certificate and Article 39.02, Zoning Districts and Land Use, for a list of permitted and limited uses
LEGISLATIVE APPLICATIONS: Require final decisions that establish or change the way the use, design, or development of land will occur on a site-specific, City-wide, or intermediate scale. Elected and appointed administrative bodies make final decisions based on general considerations of fostering and preserving the public health, safety, and general welfare, including the City's fiscal well-being. Such final decisions are characterized by the exercise of broad discretion.					
Zoning Map Amendment (39.07.032)	Prior to establishing or expanding a use or residential density prohibited in the current zoning district	None	1st: DRC 2nd: Director of Planning 3rd: PZC	CC	--
Master Development Plan (39.07.034)	Prior to establishing a planned neighborhood in the SU or UR zoning districts	2 years	1st: DRC 2nd: Director of Planning 3rd: PZC	CC	Article 39.03
QUASI-JUDICIAL APPLICATIONS: Require final decisions that establish the way design or development will occur on specific sites in manners that either vary from the standards of this UDC or that are contested by an aggrieved party. Such final decisions are characterized by exercise of discretion.					
Variance (39.07.036)	Prior to or concurrent with submittal of a Site Development Plan, Building Permit, or Sign Permit	None	Director of Planning	ZBA	Article 39.03
Appeal of Administrative Decision (39.07.038)	Within 30 days after a final decision by the Director of Planning, Building Inspector, or City Engineer on a matter addressed in this UDC		ZBA		--
SUBDIVISION REVIEW APPLICATIONS: Require final decisions related to dividing larger tracts of land into smaller lots. City staff or legislatively appointed administrative bodies take final decision based on regulations in this UDC and on technical requirements of various City departments, local and state agencies, and utilities.					
Preliminary Plat (39.07.039)	Prior to Final Plat submittal	2 years; See Section 39.07.039 for renewal of a multi-phase Preliminary Plat as each phase receives Final Plat Approval	1st: DRC 2nd: Director of Planning	PZC	Article 39.04