

## **Notes regarding Section 2 of the Subdivision Regulations, both Signal Mountain and Portland:**

In general I find the Portland Regulations to be better organized and more complete. I propose that the Portland regulations be used as the basis for Section Two, streamlined where possible, and that some language from the Signal Mountain regulations be incorporated where appropriate. The comments below apply to the Portland Subdivision Regulations except where indicated.

### **Classification of Procedure For Subdivision**

Procedure for Subdivision Approval falls under one of three classifications (PZR 2-101.2): Partition, Minor Subdivision, or Major Subdivision. A partition is a simple subdivision where no extension of public infrastructure is desired or required. In certain cases they can be executed without action by the Planning Commission. A Major Subdivision is division into two or more tracts where public infrastructure, rights-of-way, or easements are required. A Minor Subdivision, is any that doesn't meet the test of the other two classifications. I think two classifications would be sufficient (Major and Minor). In certain instances of Minor Subdivision an exception to the requirement for Planning Commission action could be created in the special case where:

- The lot being subdivided is divided into no more than two lots AND
- Both are larger than the required zoning ordinance minimum sizes AND
- Both having existing street frontage and utility access AND
- Both have either sewer access or Health Department approval for installation of a septic system.

### **Approval Procedure for Major Subdivision**

The approval procedure for Major Subdivision (PZR 2-102.4) is an 11 step process including:

Pre-Submission Conference,  
Site Inspection,  
Conceptual Plan,  
Development Plan,  
Final Plan, and  
Completion of Improvements.

Given that the Town of Signal Mountain has a small staff I recommend that the Pre-Submission Conference be eliminated. The first step would then be submittal of a Conceptual Plan to the Planning Commission followed by a site visit. I recommend that the Planning Commission have the power to waive the site visit where it deems appropriate. In the Portland approval process the Conceptual Plan is reviewed by the Commission and recommended changes are submitted to the applicant, however the Commission does not act to approve or disapprove the Conceptual Plan. I recommend that this mechanism be retained. The Applicant then proceeds to the Development Plan which roughly corresponds to the Preliminary Plat in the current Signal Mountain Subdivision Regulations.

The Development Plan procedure outlined in the Portland regulations (PZR 2-106) will have to be modified to reflect the requirements of the Hamilton County GIS Department. I recommend that we determine whether the GIS Department maintains a Standard Operating Procedure Manual or similar

document and incorporate that document by reference if possible. This will eliminate having to amend the Subdivision Regulations for changes in technology or filing procedure at the various County offices (GIS or County Clerk). The Signal Mountain regulations describe the actions available to the Planning Commission as either Approve, Approve with Conditions, Deny, or Defer (with consent of the applicant). They also describe reasons for denial, and state that the applicant may begin construction of improvements based on an approved Preliminary Plat (Development Plan). I recommend that this language be retained from the Signal Mountain Subdivision Regulations.

Construction and Inspection procedures differ in the Portland and Signal Mountain regulations. I recommend that input be sought from Honna Rogers, Chuck Gearhizer, and Fred Brunner before attempting to rewrite these sections.

All the comments above regarding the Development Plan apply as well to the Final Plan.