

**ORDINANCE NO. 25-09-04-01**

**AN ORDINANCE OF THE CITY COUNCIL OF LAGO VISTA, TEXAS, AMENDING THE CODE OF ORDINANCES BY ADDING SECTION 3.22 IN CHAPTER 14 “ZONING” TO ADDRESS AGENDA ELIGIBILITY AND COMPLETENESS; ADOPTING AN OFFICIAL PLANNING AND ZONING PLAT SUBMITTAL CALENDAR AND PUBLISH ON THE CITY WEBSITE; AND REQUIRING THE PLANNING AND ZONING COMMISSION TO RECOMMEND AMENDMENTS TO THE CODE OF ORDANINCES TO CROSS REFERENCE THE OFFICIAL PLANNING AND ZONING PLAT SUBMITTAL CALENDAR.**

**WHEREAS**, the City has a long-standing policy of not placing on the Planning and Zoning Commission agenda applications for zoning, subdivision, or site development actions unless they are complete; and

**WHEREAS**, the City wishes to codify this policy; and

**WHEREAS**, requiring timely filing of applications ensures a full review by City staff, meaningful notice to the public, increased efficiency, and compliance with statutory timelines for review; and

**WHEREAS**, Section 212.0015 of the Texas Local Government Code allows cities to create a submittal calendar for plats; and

**WHEREAS**, the Planning and Zoning Commission of the City of Lago Vista has undertaken an extensive review of the issue at its meeting on April 28, 2025; and

**WHEREAS**, the Planning and Zoning Commission of the City of Lago Vista has forwarded a recommendation to the City Council to add Section 3.22 of Chapter 14 to address agenda eligibility and completeness; and

**WHEREAS**, the City Council desires to amend the Lago Vista Code of Ordinances as described below,

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

**SECTION 1. FINDINGS OF FACT.** All of the above and foregoing recitals are hereby found to be true and correct legislative findings of the City and are incorporated herein as findings of fact.

**SECTION 2. AMENDMENT.** The City Council of the City of Lago Vista, Texas, does hereby amend Chapter 14 of the Code of Ordinances to add Section 3.22 to read as follows (additions, ~~deletions~~):

Section 3.22 – Agenda Eligibility and Completeness Requirements

(a) All applications for zoning (including rezonings, Planned Development Districts, and Special Use Permits), subdivision (including preliminary and final plats), or site development approval shall be submitted on the City-designated application forms approved by the City Manager or his or her Designee and shall include all required information and exhibits as stated on the application form. An incomplete application shall not be deemed filed for purposes of determining vested rights and is subject to expiration in accordance with Chapter 245 of the Texas Local Government Code and the City's Plat and Subdivision Regulations.

(b) No application for zoning (including rezonings, Planned Development Districts, and Special Use Permits), subdivision (including preliminary and final plats), or site development approval shall be considered complete and scheduled for public hearing or placed on the agenda of the Planning and Zoning Commission unless the application is complete and all required submittals have been received by the City.

(c) The date and timeframe for submittal of all applications will be established by a schedule prepared by the City Manager or his or her Designee and published on the City's website.

(d) A written staff report must accompany the agenda item and shall include any findings, analysis, and recommendations prepared by the Director of the Development Services Department or his or her designee.

(e) The application materials and staff report must be completed at least 15 days prior to the meeting date for the associated public hearing.

(f) Exceptions to this requirement may only be granted by formal action of the City Council.

(g) This section shall serve to empower staff to decline placement of incomplete applications on an agenda and to reject requests for placement contingent upon future delivery of required documentation.

**SECTION 3. ADOPTION OF OFFICIAL PLANNING AND ZONING PLAT SUBMITTAL CALENDAR.** The City Council of Lago Vista hereby adopts an official Planning and Zoning Plat Submittal Calendar. The calendar will be published on the City's website. The City Council directs the Planning and Zoning Commission to recommend amendments to the Code of Ordinances to add cross-references to the submittal calendar.

**SECTION 4. REPEALER.** This Ordinance shall be cumulative of all ordinances of the City of Lago Vista, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances.

**SECTION 5. SEVERABILITY CLAUSE.** If any section, subsection, article, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares it would have

passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 6. CODIFICATION AND PUBLICATION.** The City Secretary is hereby directed to record and publish the attached amendments to the City's Code of Ordinances as authorized by Section 52.013 of the Texas Local Government Code.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its passage and publication in accordance with the provisions of the Texas Local Government Code.

**SECTION 8. OPEN MEETINGS.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**AND, IT IS SO ORDERED.**

**PASSED AND APPROVED this 4<sup>th</sup> day of September 2025.**



  
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Kevin Sullivan, Mayor

ATTEST:

  
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Robin Smith, City Secretary

On a motion by Councilmember Roberts, seconded by Councilmember Durbin, the above and foregoing ordinance was passed and approved.