



PLANNING AND ZONING COMMISSION AGENDA

Regular Meeting
Tuesday, March 10, 2015
7:00 p.m.
City Hall - Council Chamber
Daniel P. Moore Community Center Complex
1900 Billy G. Webb Drive
Portland, Texas

1. **CALL TO ORDER:** Chairperson Forsythe
2. **INTRODUCTION OF DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT:**
Assistant City Manager
3. **MINUTES:** The Planning and Zoning Commission will consider approval of the minutes of its February 10, 2015, Regular Meeting – Chairperson Forsythe
4. **SUBDIVISION FINAL PLAT:** The Planning and Zoning Commission will consider the final plat of Lot 1, Block 1, Kennedy Addition – Assistant City Manager
5. **ADJOURNMENT:** Chairperson Forsythe

RULES OF PARTICIPATION FOR ATTENDEES

- a. Persons who wish to speak must fill out and turn in a speaker card before the meeting is convened (The Chairperson will notify you when it's your turn to speak and direct you to the podium.).
- b. Persons who wish to speak must identify themselves and their places of residence.
- c. All comments, requests and proposals must be presented to or through the Chairperson.
- d. Persons who wish to speak will be given 4 minutes to do so. The Chairperson may permit persons to speak more than once if he/she believes doing so will improve the planning process and facilitate deliberation.

NOTICE OF ASSISTANCE

If you plan to attend this public meeting and you have a disability that requires special arrangements to be made, please contact City Secretary Annette Hall at 361-777-4513 or annette.hall@portlandtx.com in advance of the meeting. Reasonable accommodations will be made to facilitate your participation. The City Hall is wheelchair accessible and specially marked parking spaces are located in front of its entrance. Special seating will be provided in the Council Chambers during the meeting.

BRAILLE IS NOT AVAILABLE

Posted: March 6, 2015 by 5 p.m.
City Hall

By: 
Annette Hall
City Secretary

MINUTES

PLANNING AND ZONING COMMISSION

FEBRUARY 10, 2015 REGULAR MEETING

The Planning and Zoning Commission conducted its February 10, 2015, Regular Meeting in the Council Chambers of City Hall (1900 Billy G. Webb) that began at 7:00 p.m. It did so in compliance with requirements of the Texas Open Meetings Act, City of Portland City Charter and Unified Development Ordinance. The following persons were in attendance:

MEMBERS PRESENT

John Rooney (Vice-Chairperson)
Pete Stricker
Jerry Browning
Mark Wendland
Mark Roach

MEMBERS ABSENT

Craig Forsythe (Chairperson)
Theresa Nix

STAFF PRESENT

Randy Wright, City Manager
Brian DeLatte, Assistant City Manager
Drew Schell, IT Technician
Fred Bussman, IT Technician

1. CALL TO ORDER:

Vice-Chairperson Rooney called the meeting to order at 7:00 p.m.

2. MINUTES: The Planning and Zoning Commission will consider approval of the minutes of its January 13, 2015, Regular Meeting

Mr. Roach made a motion to accept the minutes of the January 13, 2015, Regular Meeting.
Mr. Stricker seconded the motion.

The motion passed (5-0).

3. SUBDIVISION FINAL PLAT: The Planning and Zoning Commission will consider the final plat of Wes Ridge Subdivision – Assistant City Manager

Assistant City Manager Brian DeLatte presented the following information:

EXECUTIVE SUMMARY

A final plat has been submitted for 30.3 acres located at the southwest corner of CR 1612 and CR 3767. The property is located partially within the newly-annexed city limits and partially outside of the city limits. The final plat proposes 25 approximately 1 acre lots. The plat meets the newly-created R-2, Single-Family Residential Zoning District lot standards.

PRIOR ACTIONS OR REVIEWS

- The Planning and Zoning Commission approved the preliminary plat on October 14, 2014

DETAILS / STAFF ANALYSIS

Since the preliminary plat was submitted prior to the recent annexation, the City had limited authority to control subdivision characteristics in the previous ETJ limits. The City's approval focus was on right-of-way and easement preservation, lot dimensions, drainage, and utility service. Texas Local Government Code prohibited the City, for example, from controlling the bulk or size of buildings in the ETJ. Additionally, the number of driveways that front onto CR 3767 could not be regulated by the City as CR 3767 is currently a county facility. Although a portion of the property has since been annexed, the project has been vested and retains the approval criteria established prior to the annexation.

Water is available to the property by boring individual connections from the existing line in the eastern portion of the CR 3767 right-of-way. The applicant must also comply with all City regulations, including Resolution #548 (*Policy Governing the Provision of Utility Service Beyond City Limits*). The Resolution requires that the property owner request annexation on the portion of the property outside city limits.

Wastewater service will be provided by the developer via the installation of septic systems. The developer will construct these during individual home construction and must provide a bond or letter of credit covering these costs prior to the plat recordation.

Stormwater will be conveyed through the front yard ditchline of the proposed lots to the existing ditch north of Lone Oak Drive. Minimum finished floor elevations are set by Ordinance and Note 5 shall be appropriately modified.

The plat has been reviewed and recommended for approval by the San Patricio Drainage District, as well as the consulting City utilities engineer.

Mr. Wendland made a motion that approves the final plat of Wes Ridge Subdivision subject to the following conditions:

- (1) Compliance with all City of Portland ordinances, rules, and regulations
- (2) Payment of all platting fees and review fees
- (3) Installation of waterlines and water taps to the lots
- (4) Installation or financial provision of wastewater service to the lots
- (5) Construction of drainage improvements as required by the San Patricio Municipal Drainage District

(6) Note 5 shall be modified to read “The minimum finished floor elevation shall comply with City of Portland Unified Development Ordinance Section 701.D: Residential foundations shall be at least eighteen (18) inches above the maximum crown elevation of uncurbed streets.”

(7) Annexation for all portions of the property not within the existing city limits

Mr. Browning seconded the motion.

The motion passed (5-0).

4. **PLANNED UNIT DEVELOPMENT APPLICATION DEBRIEFING:** The Planning and Zoning Commission will receive a debriefing concerning the Planned Unit Development Applications reviewed at its January 13, 2015, Regular Meeting – City Manager

City Manager Wright and the Planning and Zoning Commission discussed the Planned Unit Development Applications presented at its January 13, 2015, meeting.

5. **PUBLIC HEARING – UNIFIED DEVELOPMENT ORDINANCE REVISIONS:** The Planning and Zoning Commission will conduct a Public Hearing to solicit comments from citizens and other interested parties concerning proposed revisions to the City of Portland Unified Development Ordinance Section 704 Multifamily Residential Design Requirements – Assistant City Manager

Vice-Chairperson Rooney opened the Public Hearing at 7:40 p.m.

Assistant City Manager Brian DeLatte presented the following information:

EXECUTIVE SUMMARY

Several text amendments are proposed to the Unified Development Ordinance to establish and increase construction standards for new multifamily projects. The requirements include establishing standards for building facades, materials, and variations; as well as establishing minimum criteria for the incorporation of recreational amenities into multifamily projects.

PRIOR ACTIONS OR REVIEWS

- The City Council discussed the proposed revisions at its January 20, 2015 workshop

STAFF ANALYSIS

The revisions to the UDO are recommended to enhance the quality of future multifamily projects. The revisions would apply to any new project constructed in R-20 zoning district and through the Planned Unit Development (PUD) process.

ATTACHMENTS

- Revisions to Section 704. Multifamily Residential Design Requirements

Vice-Chairperson Rooney asked for any additional comment from the public. Hearing and seeing none, the Public Hearing was closed at 7:55 p.m.

6. **UNIFIED DEVELOPMENT ORDINANCE REVISIONS:** The Planning and Zoning Commission will consider revisions to the City of Portland Unified Development Ordinance Section 704 Multifamily Residential Design Requirements – Assistant City Manager

Mr. Roach made a motion to recommend to the City Council the approval of the Unified Development Ordinance revisions as presented. Mr. Stricker seconded the motion.

The motion passed (5-0).

7. **ADJOURNMENT:**

Vice-Chairperson Rooney adjourned the meeting at 7:57 p.m.

APPROVED:

Chairperson Craig Forsythe

ATTEST:

Brian DeLatte, P.E.
Assistant City Manager

AGENDA TITLE	<u>SUBDIVISION FINAL PLAT</u> The Planning and Zoning Commission will consider the final plat of Lot 1, Block 1, Kennedy Addition
MEETING DATE	3/10/2015
DEPARTMENT	Building and Development
SUBMITTED BY	Brian DeLatte, P.E., Assistant City Manager

EXECUTIVE SUMMARY

A final plat has been submitted for 0.797 acres located at the northeast corner of Railroad Avenue and Seventh Street. A Special Use Permit was approved for a self-storage facility to be developed on the property and the plat approval is a necessary step prior to building permit issuance. The plat meets the OT-2, Olde Town Mixed Use district requirements. City Staff recommends approval with conditions.

PRIOR ACTIONS OR REVIEWS

- The Planning and Zoning Commission recommended approval of a Special Use Permit to allow a self-storage facility on the site on October 14, 2014
- The City Council passed Ordinance No. 2096 approving the Special Use Permit on November 4, 2014

DETAILS / STAFF ANALYSIS

A preliminary plat is not required for the property as it is considered a minor subdivision plat per Unified Development Ordinance Section 317.A.2. The plat as presented meets all requirements of the OT-2, Olde Town Mixed Use zoning district as well as all requirements of the UDO Section 317.

The plat has been reviewed and recommended for approval by the San Patricio Drainage District, the Director of Public Works and Development, and the consulting City utilities engineer. City Staff recommended several minor corrections to the plat. These have been addressed:

1. Show the Railroad Avenue right-of-way width on the plat for the portion adjacent to the west property line.
2. The property's west boundary encroaches on a drainage bar ditch. A 10 foot drainage easement adjacent to the west property line for drainage ditch maintenance and possible future improvements must be dedicated.
3. Reference the recorded instrument as well as the original abstract in the plat legal

description.

ATTACHMENTS

- Final Plat of Lot 1, Block 1, Kennedy Addition

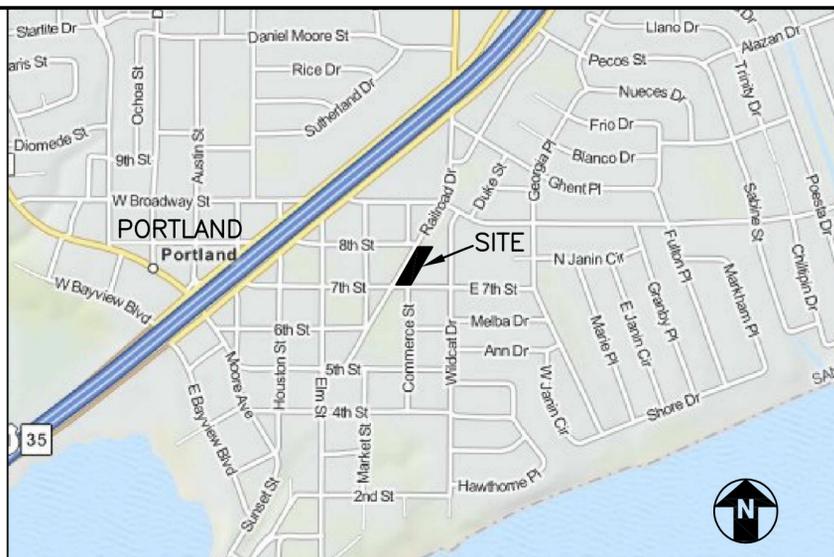
RECOMMENDED ACTION

Adopt a motion that approves the final plat of Lot 1, Block 1, Kennedy Addition, subject to the following conditions:

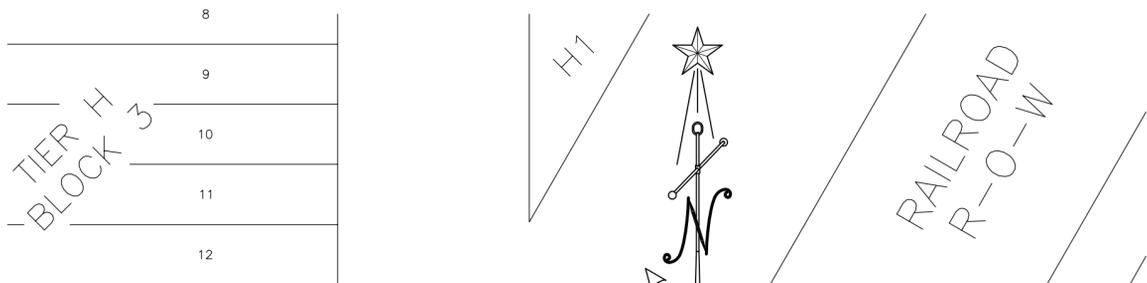
- (1)** Compliance with all City of Portland ordinances, rules, and regulations
- (2)** Payment of all platting fees and review fees

Final Plat
 Lot 1, Block 1
 Kennedy Addition

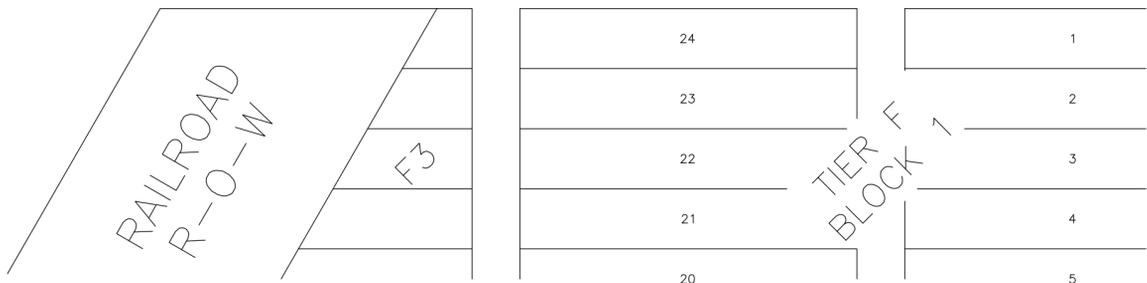
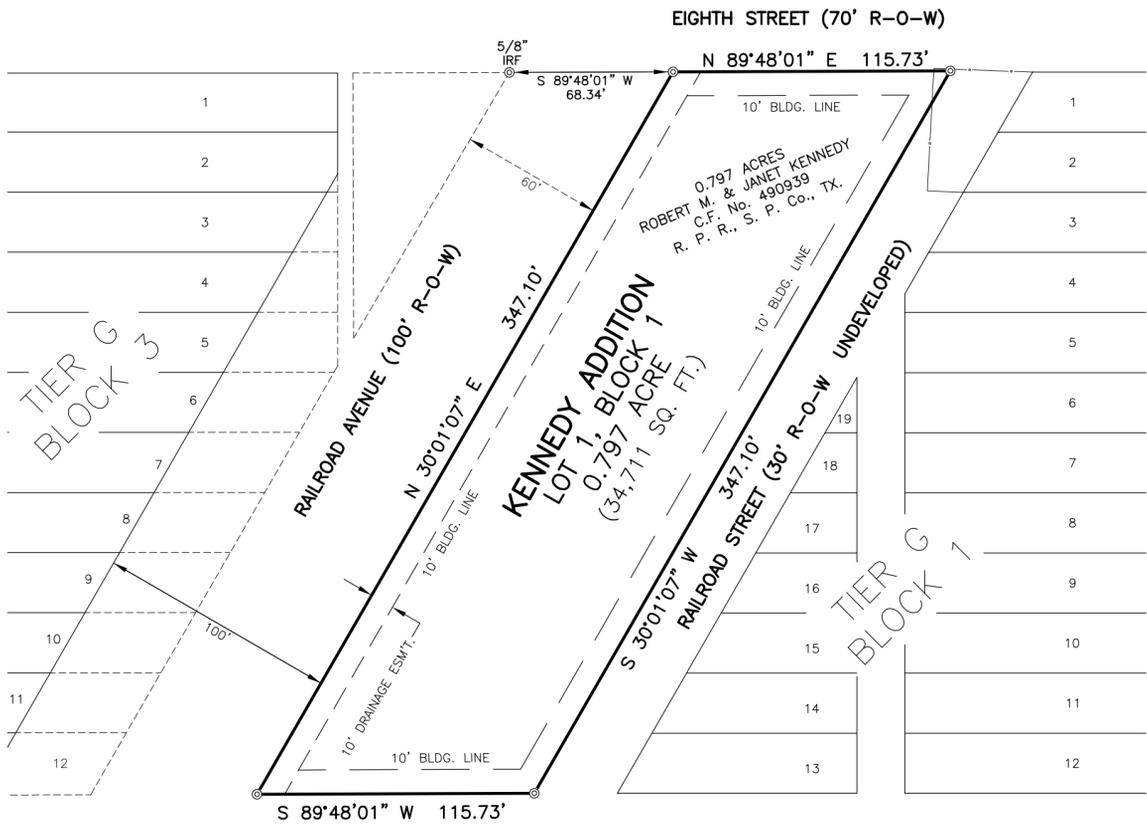
0.797 Acres
 C. F. No. 490939
 R. P. R., S. P. Co., TX.
 M. J. McLean Survey, Abstract 203
 City Of Portland
 San Patricio County, Texas



PORTLAND, TX VICINITY MAP
 (N.T.S.)



SCALE: 1" = 50'



NOTES:

- TOTAL PLATTED AREA CONTAINS 34,711 SQ. FT. (0.797 ACRES) OF LAND.
- BY GRAPHICAL PLOTTING ONLY OF FEMA FLOOD INSURANCE RISK MAP, COMMUNITY PANEL 4805596 0028, CITY OF PORTLAND, TEXAS, DATED JULY 3, 1985, THIS PROPERTY IS IN ZONE "C", AN AREA OF MINIMAL FLOODING. CONTACT LOCAL FLOODPLAIN ADMINISTRATOR FOR BASE FLOOD ELEVATIONS.
- BEARINGS ARE GRID, TEXAS COORDINATE SYSTEM OF 1927, BASED ON A GPS SURVEY.
- 5/8" IRON RODS FOUND AT ALL PROPERTY CORNERS UNLESS OTHERWISE NOTED.
- YARD REQUIREMENTS AND EASEMENTS DEPICTED ARE PER CITY OF PORTLAND UNIFIED DEVELOPMENT ORDINANCE, SEC. 409 A.

STATE OF TEXAS
 COUNTY OF SAN PATRICIO

THIS FINAL PLAT OF THE HEREIN DESCRIBED PROPERTY APPROVED BY THE CITY PLANNING AND ZONING COMMISSION OF THE CITY OF PORTLAND, PROVIDED, HOWEVER, THIS APPROVAL SHALL BE INVALID AND NULL UNLESS THIS PLAT BE FILED WITH THE COUNTY CLERK WITHIN SIX (6) MONTHS HEREAFTER.

THIS THE ___ DAY OF _____, 2015.

STATE OF TEXAS
 COUNTY OF SAN PATRICIO

I, GRACIE ALANIZ-GONZALES, CLERK OF THE COUNTY COURT IN AND FOR SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT DATED THE ___ DAY OF _____, 2015, WITH ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE THIS ___ DAY OF _____, 2015 AT ___ O'CLOCK ___ M AND DULY RECORDED IN ENVELOPE ___, TUBE ___, (M.R.S.P.C.T.).

WITNESS MY HAND AND SEAL OF THE COUNTY COURT, IN AND FOR SAID COUNTY AT OFFICE IN SINTON, TEXAS, THE DAY AND YEAR LAST WRITTEN.

GRACIE ALANIZ-GONZALES, COUNTY CLERK BY: DEPUTY

CLERK'S FILE NO.

STATE OF TEXAS
 COUNTY OF SAN PATRICIO

I, ROBERT KENNEDY, CERTIFY THAT I AM THE OWNER OF THE TRACT OF THE LAND DEPICTED HEREON AND HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON, THAT ALL EASEMENTS AND/OR DEDICATIONS SHOWN ON THIS PLAT ARE DEDICATED TO THE PUBLIC USE FOREVER, AND THAT THIS PLAT IS MADE FOR THE PURPOSE OF DESCRIPTION AND DEDICATION.

THIS ___ DAY OF _____, 2015.

ROBERT KENNEDY

STATE OF TEXAS
 COUNTY OF SAN PATRICIO

BEFORE ME THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED ROBERT KENNEDY, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED HERETO AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

WITNESS MY HAND AND SEAL OF THIS OFFICE THIS ___ DAY OF _____, 2015.

NOTARY PUBLIC - SAN PATRICIO COUNTY, TEXAS

STATE OF TEXAS
 COUNTY OF SAN PATRICIO

I, GREGORY A. HAUGER, A REGISTERED PROFESSIONAL LAND SURVEYOR FOR THE STATE OF TEXAS, OF KING & PETRUS, INC., HEREBY CERTIFY THAT THE FOREGOING PLAT WAS PREPARED FROM A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND IS TRUE AND CORRECT AND THAT ALL CORNERS WERE FOUND OR SET AS SHOWN.

THIS THE ___ DAY OF _____, 2015.

GREGORY A HAUGER
 REGISTERED PROFESSIONAL LAND SURVEYOR
 TEXAS REGISTRATION NO. 5639