



# PLANNING AND ZONING COMMISSION AGENDA

**Regular Meeting**  
**Tuesday, August 13, 2013**  
**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 NAISER
2. **MINUTES:** THE PLANNING AND ZONING COMMISSION WILL CONSIDER APPROVING THE MINUTES OF ITS JUNE 11, 2013 REGULAR MEETING - CHAIRPERSON NAISER
3. **SUBDIVISION PRELIMINARY PLAT:** THE PLANNING AND ZONING COMMISSION WILL CONSIDER THE PRELIMINARY PLAT OF NORTSHORE UNIT 3, BLOCK 14, LOTS 11R, 12R, AND 13R – DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT
4. **ADJOURNMENT:** CHAIRPERSON NAISER

## **RULES OF PARTICIPATION FOR ATTENDEES**

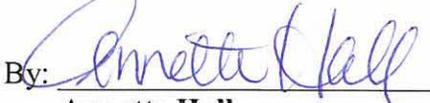
- a. Persons who wish to speak must fill out and turn in a speaker card before the meeting is convened (The Chairperson will notify you when it's your turn speak and direct you to the podium).
- b. Persons who wish to speak must identify themselves and their places of residence.
- c. All comments, requests 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](mailto: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: August 9, 2013 by 5 p.m.  
City Hall

By:   
**Annette Hall**  
**City Secretary**

# MINUTES

## PLANNING AND ZONING COMMISSION

### June 11, 2013 REGULAR MEETING

The Planning and Zoning Commission conducted a June 11, 2013 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

Marcus Naiser (Chairman)  
Craig Forsythe (Vice Chairman)  
Pete Stricker  
Theresa Nix  
Coco Wendland

#### MEMBERS ABSENT

John Rooney

#### STAFF PRESENT

Randy Wright (Assistant City Manager)  
Brian DeLatte (Director of Public Works and Development)  
Michel Weaver (Assistant to the City Manager)

#### OTHERS PRESENT

Thomas Tiffin, P.E., Naismith Engineering, Inc.  
Allen Beyer, P.E., Naismith Engineering, Inc.

#### 1. CALL TO ORDER: CHAIRMAN MARCUS NAISER

Chairman Naiser called the meeting to order at 7:00 p.m.

#### 2. MINUTES: THE PLANNING AND ZONING COMMISSION WILL CONSIDER APPROVING THE MINUTES OF ITS MAY 14, 2013 REGULAR MEETING - CHAIRPERSON NAISER

Ms. Theresa Nix made a motion to accept the minutes of the May 14, 2013 Regular Meeting. Mr. Stricker seconded the motion.

The motion passed (4-0) with Coco Wendland abstaining and John Rooney absent.

#### 3. SUBDIVISION FINAL PLAT: THE PLANNING AND ZONING COMMISSION WILL CONSIDER THE FINAL PLAT BAY LANDING SUBDIVISION UNIT 1 - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Brian DeLatte, Director of Public Works and Development, presented the Commission the following:

A final plat application was submitted to the City of Portland on May 14, 2013, for the following property:

<u>Property Location:</u>	Generally located at the southwest corner of Akins Drive and Lang Road
<u>Legal Description:</u>	Remainder of Tract 1 as recorded in File #547750, Rural Public Records of San Patricio County, 14.17 Acres
<u>Applicant/Owner:</u>	Palm Land Investments, Inc. via Southside Ventures, LLP
<u>Engineer/Surveyor:</u>	Naismith Engineering

Location and General Description: Bay Landing is generally bounded by Lang Road, Akins Drive, Westwood Subdivision, and WC Andrews Elementary. Unit 1 is 14.17 acres and is undeveloped.

Lot Layout and District Regulations: The final plat conforms to the preliminary plat approved at the March 12, 2013 meeting. This plat proposes 64 lots, all of which meet the District's 60-foot minimum width standards.

Access: The proposed street designs generally comply with the Comprehensive Plan and Unified Development Ordinance Section 607. The pavement is a 30 foot back to back section centered in the 50 foot right of way. The development has three access points—Akins Drive, Lang Road, and Cottonwood Drive. Staff has determined that these access points are appropriate and meet the requirements of the UDO. A temporary access easement for the purposes of a temporary cul-se-sac is proposed on Cottonwood Drive to meet block length requirements.

There is currently no connection between the proposed Bay Landing units and the Westwood units via Cottonwood Drive. Westwood Owners, LLC, and Palm Land Investments, Inc. have entered into an agreement for the sale of the 1.093 acre tract to make this connection. Approval of this final plat is recommended to be contingent on the final acquisition of this property, as well as the dedication of the off-site easement and right-of-way. The final plat will not be recorded until this acquisition is completed and the Cottonwood Drive connection is constructed.

Utilities: Water service for this unit is proposed to loop through the property and connect to the Westwood unit via Cottonwood Drive. The Fire Department and the Consulting City Utilities Engineer have reviewed the waterline layout and found it to be acceptable. The wastewater collection system for the property is proposed to flow to Cottonwood Drive to the lift station adjacent to Bridge Pointe Landing. The lift station at Bridge Pointe Landing requires upgrades to meet the increased flow. The upgrade is part of this Unit 1 construction.

Drainage: The applicant has noted that the property lies within FEMA FIRM Zone "C". Finished floor elevations will be based on adjacent curb elevations in conformance with City codes. The property is proposed to drain to the Lang/Doyle Outfall through the Cottonwood Drive storm drain line. The San Patricio County Drainage District engineer has reviewed the plans and found them to be acceptable.

Comments and Conclusion: The following entities have reviewed the plat and find no objections other than the conditions listed above:

City of Portland Fire Department  
Consulting City Utilities Engineer  
San Patricio County Drainage District  
City Engineer/Public Works Department

A motion was made by Theresa Nix, and seconded by Craig Forsythe to approve the final plat for Bay Landing Subdivision Unit 1, subject to the following conditions:

- 1) compliance with all City of Portland ordinances, rules, and regulations
- 2) payment of all platting fees, filing fees, review fees, and impact fees
- 3) recordation of the off-site temporary access easement
- 4) final purchase of the 1.093 acre tract, dedication of the Cottonwood Drive utility easement and right-of-way, and construction of the Cottonwood Drive connection, and
- 5) upgrades to the Bridge Pointe Landing lift station as determined by the Consulting City Utilities Engineer

The motion passed (5-0) with John Rooney absent.

**5. ADJOURNMENT: CHAIRPERSON MARCUS NAISER**

Chairperson Naiser adjourned the meeting at 7:10 p.m.

APPROVED:

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Chairman Marcus Naiser

ATTEST:

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Brian DeLatte, P.E.  
Director of Public Works and Development



## REGULAR MEETING AGENDA BILL

**AGENDA ITEM:** SUBDIVISION PRELIMINARY PLAT: THE PLANNING AND ZONING COMMISSION WILL CONSIDER THE PRELIMINARY PLAT OF NORTHSHORE UNIT 3, BLOCK 14, LOTS 11R, 12R, AND 13R – DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

**SUBMITTED BY:** Brian DeLatte, Director of Public Works and Development

**DATE:** August 13, 2013

**DATE SUBMITTED:** August 7, 2013

**ATTACHMENTS:** Northshore Unit 3, Block 14, Lots 11R, 12R, 13R Preliminary Plat

**SUMMARY STATEMENT:** A preliminary plat application was submitted to the City of Portland on July 18, 2013, for the following property:

Property Location: Generally located at the southeast corner of US 181 and Esplanade Drive  
Legal Description: Northshore Unit 3, Block 14, Lots 11R, 12R, 13R  
Applicant/Owner: Northshore Properties II, LLC  
Engineer/Surveyor: J. Schwarz and Associates

Lot Layout and District Regulations: The proposed lots are located in the C-R - Retail Commercial District. The C-R district has the following regulations:

District	Min. Lot Area (SF)	Min. Average Lot Width and Required Yards (FT)				Max. Bldg. Height Feet
		Width	Front	Side	Rear	
<b>C-R, Retail Commercial</b>	7,500	--	50	20	0	--

Review of the preliminary plat shows that the dimensions proposed meet the district's requirements.

Access: TxDOT driveway spacing requirements would generally prohibit driveway cuts onto the US 181 access road for Lot 11R—there will likely be a single driveway cut on Lot 12R. Three driveway cuts will be allowed off of Esplanade Drive—one for Lot 11R and two for Lot 13R. During Staff's review process, an access easement was requested to be placed on the plat to facilitate traffic flow through the three lots. This is required to allow Lot 12R access from Esplanade Drive.

Utilities: Water service runs through Lots 11R and 12R, similar to the water service connection that McAlister's Deli utilizes. In order for Lot 13R to be provided water service for both domestic and fire protection demands, a waterline loop must be constructed in compliance with Unified Development Ordinance Sections 614 and 615. This proposed waterline will create a loop around all three lots.

Wastewater service for the lots will require extension of the main east of Centerpointe Drive. The proposed line will run between Lots 11R, 12R, and 13R. It should be noted that the depth of cover over the wastewater line is at its most shallow acceptable depth. Further development of the unplatted remainder of Lot 2R will require a lift station to be constructed.

Drainage: The applicant has noted that the property lies within FEMA FIRM Zone "C". Finished floor elevations will be based on adjacent curb elevations in conformance with City codes. The applicant is proposing that the existing drainage ditch, commonly referred to as the "Wal-Mart ditch", be extended west along Pipeline Alley to its intersection with the waterline easements parallel with the US 181 frontage road. A temporary HDPE pipe will be constructed to drain the three lots. This line could be re-routed during development of the remainder of Lot 2R. The San Patricio County Drainage District engineer has reviewed the plans and found them to be acceptable.

The plat is subject to the Northshore Drainage Impact Fee (\$14,484/acre x 4.8806 ac = \$70,690.61).

Comments and Conclusion: The Site Plan for Non-Residential Use (UDO Section 311) must be submitted and approved prior to final plat submission.

The following entities have reviewed the plat and find no objections other than the conditions listed below:

City of Portland Fire Department  
Consulting City Utilities Engineer  
San Patricio County Drainage District  
City Engineer/Public Works Department

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**RECOMMENDATION:** Adopt a motion that approves the preliminary plat of Northshore Unit 3, Block 14, Lots 11R, 12R, 13R, subject to the following conditions:

- (1) compliance with all City of Portland ordinances, rules, and regulations
- (2) payment of all platting fees, review fees, and impact fees
- (3) the Site Plan for Non-Residential Use (UDO Section 311) must be submitted and approved prior to final plat submission.

