

# Memo

То:	Thomas M Carter, P.E. Pape-Dawson Engineers, Inc.
From:	Martha E Bernal, Planner II
Date:	June 2, 2023
Re:	Review Comments – Collection at Boerne Major Subdivision Plat

The above referenced application is found to be Technically Incompliant for the following reasons listed below:

#### **Planning Comments:**

a. See attached redline comments and Plat Technical Review Checklist – revise and resubmit as indicated in the checklist.

#### **Development Services & Utilities Comments:**

a. See redline plat comments - revise and resubmit

#### **Fire Department Comments:**

a. See redline comments- revise and resubmit.

#### Parks & Recreation Comments:

a. See redline comments - revise and resubmit

# Checklist Plat Technical Review

City

Planning and Community Development 447 N. Main St. Boerne, TX 78006 830-248-1501 www.boerne-tx.gov



Plat Name:	Colle	Let.	in at	Boeine	
File No:					
Administrative Completeness Date:	5	22	23		

N/A	Technical Compliance		UDC 2.6.A.11.a.
	Yes	No	
	Ø		i. A completed plat application form Comment:
	Ø		ii. Payment of application fees Comment:
	Ø		<ul> <li>iii. Certificate of agent or power of attorney if the application is made by someone other than the owner</li> <li>Comment:</li> </ul>
	Z		iv. Five eighteen inch (18") by twenty-four inch (24") printed plat paper copies Comment:
	Z		v. Digital copy of all plat submittal items Comment:
	Ø		vi. Digital map file either .dwg or .shp file type or other digital file format approved by the Planning Director Comment:
	ø		vii. Addressing plan including street number, building number, suite or unit number, and street name for each lot being platted Comment:
N/A	Yes	No	UDC 2.6.A.11.b.i. Development Information
	ø		(a) Title block on each page of the plat Comment:
	P		(b) Location map indicating the location of the area being platted and relation to well known streets and thoroughfares Comment:
	Ø		(c) Total acreage Comment:
	Þ		(d) Total number of lots and type of lot being platted Comment:
	Ø		(e) Total acreage of right-of-way being platted Comment:
			(f) Total acreage of parkland or open space being dedicated to the City Comment:
	Ø		(g) Name and address of owner of record Comment:
	ø		(h) The location of the City limit lines and the outer border of the City's ETJ if either traverse the platted area or are contiguous to the plat boundary Comment:
N/A	Yes	No	UDC 2.6.A.11.b.ii. Survey Information
	Æ		(a) Legal description of the boundaries of the plat area Comment:
	P		(b) Property survey prepared by a professional land surveyor with two points identified by State Plane Coordinates, the basis of bearings used and a north point Comment:
	ø		(c) Limits of the area being platted in heavy lines Comment:

			(d) Date of preparation Comment:
	Ø		(e) Graphic and written scale of the drawing Comment:
			(f) Basis of bearing used and north arrow
		_	Comment: (g) Name and property lines of adjacent additions or subdivisions or the name of
	ø	D	the owners of record and recording information for adjacent parcels of unplatted land, including parcels on each side of an adjoining road, creek, easement or the like Comment:
	6		(h) Location, arrangement, and dimensions of all proposed lots Comment:
	ø		(i) Acreage of each lot Comment:
	ø		<ul> <li>(j) Lot and block numbers, as assigned by the applicant and approved by the City of Boerne Comment:</li> </ul>
	ø	D	(k) Sufficient data to determine readily and reproduce accurately on the ground, or to ascertain by physical inspection of the property, the location, bearing and length of every street and alley line, lot line, building line and easement, as well as every boundary line of reserved or dedication areas. Where curving boundaries are used, sufficient data to establish the boundary on the ground shall be given; including the curve's radius, central angle, and arc length Comment:
	þ	٥	<ul> <li>(1) All monuments erected and corners established in the field shall be identified noting the material of which the monuments, corners and other points are made. Lot corners need not be shown</li> <li>Comment:</li> </ul>
N/A	Yes	No	UDC 2.6.A.11.b.iii. Streets and Easements
	ø		(a) Adjacent existing streets indicating the street name, functional classification, right-of-way width, dimension across the right-of-way, and dimension to the centerline of the right-of-way before and after any right-of-way dedication Comment:
	Þ		(b) Proposed streets within the plat boundary indicating the name, functional classification, right-of-way width, dimension across the right-of-way, and dimension to the centerline of the right-of-way Comment:
	Ţr	ø	(c) Location, dimension, and purpose of all existing easements and easements to be established by plat Comment: Label Fasement on Detail "C".
N/A	Yes	No	UDC 2.6.A.11.b.iv. Natural Features
0	ø		(a) Centerline of watercourses, creeks and existing drainage structures within and adjacent to the development Comment:
	ø		(b) Pertinent drainage data and the limits of areas subject to flooding shall be shown, delineating the 25-year and the 100- year flood limits if applicable Comment:
Þ			(c) Minimum slab elevations shown on each lot that fall within the 100 year flood plain Comment:
	ø		(d) Centerline and width of any drainageway protection zones Comment:
ø			(e) A note as to whether any part of the development is located within a drainage basin which is upstream from a City water supply lake, and if so, a map at a convenient scale showing the location of the entire development in relation to the drainage basin Comment:
7			(f) If the development is located within a drainage basin which is upstream from a City water supply lake, calculations showing the maximum allowable area covered by impervious surfaces in the area of the subdivision Comment:

N/A	Yes	No	UDC 2.6.A.11.b.v. Certifications
	ø		<ul> <li>(a) Owner's certification to dedicate to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public</li> <li>Comment:</li> </ul>
	ø		(b) Surveyor's certificate and seal Comment:
	Ø		(c) Engineer's certificate and seal, if applicable Comment:
			(d) Applicable approval certification block Comment:
N/A	Yes	No	UDC 2.6.A.11.b.vi. Notes
	ОК		<ul> <li>(a) Applicable notes required under this chapter or by the City or other reviewing agency</li> <li><u>Comment:</u> <u>I for a comparent of the City or other reviewing</u></li> <li>(b) Note any approved Plat Waivers, Administrative Exceptions or Zoning</li> </ul>
Ø			Variances Comment:
	Ø		(c) If the plat is more than one sheet, provide an index sheet Comment:
N/A	Yes	No	Minor Development Plats UDC 2.6.F.1.b. Plat Application Submittal Requirements
D			i. Each existing or proposed building, structure, or improvement or proposed modification of the external configuration of the building, structure, or improvement involving a change of the building, structure, or improvement Comment:
			ii.(a) existing easements Comment:
			ii.(b) burial grounds Comment:
			ii.(c) railroad rights of way Comment:
			ii.(d) rivers, lakes, and other watercourses Comment:
			ii.(e) oil and gas lines, wells and pad sites Comment:
			<ul> <li>ii.(f) any other easement or constraining use that influences the development of the proposed subdivision</li> <li>Comment:</li> </ul>
	D		iii.(a). Letters of Certification (LOCs) from Utility providers (water, sanitary sewer, electric) other than the City of Boerne Comment:
			iii.(b) Letters of Certification (LOCs) from Kendall County if County right-of-way is affected or on-site sewage facility (OSSF) is to be utilized on the site; Comment:
		9	Mi.(c) Letters of Certification (LOCs) from Cow Creek Ground Water Conservation District, if utilizing a well on the site; and Comment:
	₽		iii.(d) Letters of Certification (LOCs) from Any pertinent state or local agency including the Texas Department of Transportation (TxDOT), if applicable. Comment:
ø			iv. Any other information staff requires, as identified at the pre-application conference. Comment:
N/A	Yes	No	UDC 2.6.F.2. Minor Subdivision Plats
			b.i.(a). Letters of Certification (LOCs) from Utility providers (water, sanitary sewer, electric) other than the City of Boerne Comment:
0	Ð		<ul> <li>b.1.(b) Letters of Certification (LOCs) from Kendall County if County right-of-way is affected or on-site sewage facility (OSSF) is to be utilized on the site; Comment:</li> </ul>

			b.i.(c) Letters of Certification (LOCs) from Cow Creek Ground Water Conservation District, if utilizing a well on the site; and Comment:
			b.i.(d) Letters of Certification (LOCs) from Any pertinent state or local agency including the Texas Department of Transportation (TxDOT), if applicable. Comment:
			c.ii. The proposed plat conforms to the City's Comprehensive Master Plan and adopted plans. Comment:
			c. iii. The proposed plat conforms to the standards and provisions of the Unified Development Code. Comment:
N/A	Yes	No	UDC 2.6.F.3. Major Subdivision Plats
	ø		b.ii.(a). Letters of Certification (LOCs) from Utility providers (water, sanitary sewer, electric) other than the City of Boerne Comment:
Ø			b.ii.(b) Letters of Certification (LOCs) from Kendall County if County right-of-way is affected or on-site sewage facility (OSSF) is to be utilized on the site; Comment:
	ø		b.ii.(c) Letters of Certification (LOCs) from Cow Creek Ground Water Conservation District, if utilizing a well on the site; and Comment:
	ø		b.ii.(d) Letters of Certification (LOCs) from any pertinent state or local agency including the Texas Department of Transportation (TxDOT), if applicable. Comment:
ø			b.v. The Major Subdivision Plat shall substantially conform to the approved Master Development Plan. Comment:
Ø			d.i.(a) Tax certificates, indicating that all taxes on the land being subdivided have been paid to the current year for the proposed subdivision Comment: Defected to floor
Ø			Comment: Defected to record in the second se
		٥	d.ii.(a) Parkland Dedication - The applicant shall identify parks and trails, demonstrating consistency with the allocations included in the Subdivision Plat submittal. The location, dimensions, type and area of all parcels of land set aside for parks and open space, or for public spaces for uses of the residents of the proposed development, shall be identified. Comment:
R	D		d.ii.(b) Traffic Mitigation - The applicant shall demonstrate mitigation of traffic impacts identified in the Traffic Impact Analysis and approved as part of the Subdivision Plat submittal. Comment:
	P		d.ii.(c) Tree Preservation - The applicant shall demonstrate employment of preservation measures identified in the Tree Preservation Plan as approved as part of the Subdivision Plat submittal. Comment:
	Ø		<ul> <li>d.ii.(d) Stormwater Management - The applicant shall demonstrate execution of any and all measures for stormwater management identified in the Stormwater Management Plan submitted and approved as part of the Subdivision Plat Submittal.</li> <li>Comment:</li> </ul>
P			d.iii. Plan Tabulation - Any modifications to the plan tabulation presented in the Major Subdivision Plat shall be noted in this section of the subdivision plat application, according to those same categories addressed in the Major Subdivision Plat Application. If no modifications are present, a page shall be included indicated that the final counts are equal to the preliminary counts. Comment:
Ø			d.iv. Any approved Plat Waivers, Administrative Exceptions or Zoning Variances must be submitted with the Major Subdivision Plat application. Comment:
			e.i. The subdivision plat complies with the approved Master Development Plan Comment:

			<ul> <li>e. ii. The proposed subdivision conforms to all relevant requirements of the Unified Development Code and variances have been requested for any nonconformance.</li> <li>Comment:</li> </ul>
Ŕ			e.iii. In no way does the subdivision plat create a violation of any applicable regulations of the City or of state or federal law. Comment:
	7		e.iv. The vehicular and pedestrian system is consistent with adopted transportation plans, including the Master Thoroughfare Plan and the street layout standards set forth in the Unified Development Code Comment:
	ø		e.v. The proposed subdivision will not have detrimental impacts on the safety or exercise of permitted uses on adjacent properties. Comment:
	ø		e.vi. The subdivision name and numbering on all subdivision plats shall be consistent with the approved Master Development Plan. Block numbers shall run consecutively throughout the entire subdivision, even though such subdivision may be finally approved in sections. Comment:
	Ŕ		e.vii. Any land located within 100 year local or FEMA floodplain, as shown on the currently adopted flood boundary and floodway maps of the flood insurance study, is determined to be suitable for its intended use, and the proposed subdivision adequately mitigates the risks of flooding, inadequate drainage, soil and rock formations with severe limitations for development, severe erosion potential, or any other floodplain-related risks to the health, safety, or welfare of the future residents of the proposed subdivision in a manner consistent with The Unified Development Code Comment:
N/A	Yes	No	UDC 2.6.F.4. Major Development Plats
			b.iv.(a). Letters of Certification (LOCs) from Utility providers (water, sanitary sewer, electric) other than the City of Boerne Comment:
			b.iv.(b) Letters of Certification (LOCs) from Kendall County if County right-of-way is affected or on-site sewage facility (OSSF) is to be utilized on the site; Comment:
			b.iv.(c) Letters of Certification (LOCs) from Cow Creek Ground Water Conservation District, if utilizing a well on the site; and Comment:
			b.iv.(d) Letters of Certification (LOCs) from Any pertinent state or local agency including the Texas Department of Transportation (TxDOT), if applicable. Comment:
		۵	<ul> <li>d.v. Illumination plan <ul> <li>(a) If in the city limits, a Illumination Plan shall be submitted with the plat.</li> <li>(b) If in the ETJ and if required by the County, a County approved Illumination Plan shall be submitted with the plat.</li> </ul> </li> </ul>
			Comment: d.vi. Parkland Dedication - A Parkland Dedication Plan, if applicable, including the location and proposed area of all public or common open spaces, including a table of requirements based on the proposed development and typical service areas for each Type. Comment:
			<ul> <li>d.vii.Tree Preservation         <ul> <li>(a) Identify on the plat the location and species of all Protected trees.</li> <li>(b) A tree survey for all property subject to the application that documents the presence of all Protected Trees.</li> </ul> </li> <li>Comment:</li> </ul>
			d.viii. Drainage – A minimum of two (2) copies of the drainage study per City standards. Comment:
₽			<ul> <li>d.ix. Steep Slopes – If a steep slope is present on the site, provide a Slope Map. If no steep slope is present, the applicant may provide a letter stating there is no steep slope on the property.</li> <li>Comment:</li> </ul>

			d.x. Fire Protection – (a) If in the city limits, a Fire Protection Plan shall be submitted with the plat.
			(b) If in the ETJ, a County approved Fire Protection Plan shall be submitted with the plat.
			Comment:
			e.ii.(a) Each existing or proposed building, structure, or improvement or proposed modification of the external configuration of the building, structure, or improvement involving a change of the building, structure, or improvement Comment:
			e.ii.(b) Two-foot contour interval surveys tied to City Control Monuments or USGS
			Benchmarks. Where conditions exist that make the use of two-foot contours impractical, alternate intervals may be used upon approval of the City Manager or his designee. Comment:
			e.ii.(c) If applicable, areas identified as steep slope with a slope of 15% or greater
			Comment:
			f. Applicable Notes required upder this Chapter or by the City including by not limited to impervious cover note, traffic impact note, and overlay district note. Comment:
			f.i. The proposed development conforms to all standards and requirements of the Unified Development Code and variances have been requested for any nonconformance. Comment:
	1		f.ii. In no way does the development plat create a violation of any applicable
			regulations of the City or of state or federal law.
			Comment: fii. The vehicular and pedestrian system is consistent with adopted transportation
			plans, including the Master Thoroughfare Plan and the street layout standards
		9	set forth in The Unified Development Code
-			Comment:
			f.iv. The proposed development will not have detrimental impacts on the safety or
			exercise of permitted uses on adjacent properties.
			f.v. All required securities and guarantees have been paid, and all applicable
D			agreements with the City have been executed.
			Comment:
N/A	Yes	No	UDC 2.6.H.1. Amending Plats
		_	a.iii. The owners of both impacted lots jointly file the application for plat amendment
			Comment:
			a.v. No recorded covenant or restriction is removed
			Comment:
		-	a.vi. The amendment does not have materially adverse effects on the property
			rights of owners of other parcels within the plat in question Comment:
-			a.vii.(a) Amendment does not create a new lot
			Comment:
			a.vii.(b) Amendment does not changes the uses that are permitted in the plat Comment:
			a.vii.(c) Amendment does not increase the number of dwelling units
			Comment:
		_	a.vii.(d) Amendment does not increase the total square footage of non-residential
			building area, including all expressions of commercial and industrial uses Comment:
		-	a.vii.(e) Amendment does not increase the demand for public utilities
			Comment:
			a.vii.(f) Amendment does not decrease the total area of parks and open spaces Comment:
		· · · · ·	a.vii.(g) Amendment does not increase the volume or velocity of stormwater runoff
			from the development
			Comment:

			d. The amending plat shall include an "as platted" diagram and an "as amended" diagram to show how the plat was recorded and what amendments are taking affect in the amending plat. Comment:
			d.iv. The amendment does not alter the density, design, boundaries, street types, public facilities or right of way assignments of the previously approved plat. Comment:
			f.i. If the plat being amended has been previously recorded, the amending plat shall be clearly marked as follows: This plat amends the plat previously recorded in the plat records of Kendall County, Document Number Comment:
	P		1.iii. If the plat being amended has not been previously recorded, the approved plat shall be annotated with the following statement: "This plat includes amendments approved by the Planning Director." Comment:
N/A	Yes	No	Other Miscellaneous
	ź		Addressing plan including street number, building number, suite or unit number, and street name for each lot being platted UDC 2.6.A11.a.vii. Comment:
	A		Consistent with the Comprehensive Master Plan UDC 1.7 Comment:
	6		Compliance with zoning classification <i>UDC 2.5.A.2.a.</i> Comment:
	6		Approved subdivision name UDC 2.6.A.5. Comment:
Ø			Plat application complies with the approved Master Development Plan <i>UDC</i> 2.6.D.1.e. Comment:
			Parkland dedication UDC 2.8.B. Comment:
			Other:
			Other:
			Other:

## **Determination of Technical Compliance**

## Compliant Incompliant

#### If revisions are required, please submit the following:

Plat, 5 copies
 Addressing plan and table
 Digital map file
 Digital files

 □ Utility provider LOC
 □ Kendall County LOC
 □ TxDOT LOC
 □ Cow Creek Ground Water Conservation District LOC Dother LOC: \_\_\_\_\_\_ Highlighted/Clouded copies Other: \_\_\_\_\_\_ PARKLAND DEDICATION PLAN

**Reviewer:** 

Date of 05/30/23 **Review:**