



**MINUTES  
PLANNING AND ZONING COMMISSION  
CITY OF MISSOURI CITY, TEXAS  
September 11, 2019**

**1. CALL TO ORDER**

The Notice of the Special Meeting and Agenda having been duly posted in accordance with the legal requirements and a quorum being present, the meeting was called to order by Chair Brown-Marshall, at 8:35 PM.

**2. ROLL CALL**

**Commissioners Present:**

Sonya Brown-Marshall  
Tim Haney  
John O'Malley  
Monica L. Rasmus  
James G. Norcom III  
Gloria Lucas

**Commissioners Absent:** James R. Bailey, Courtney Johnson Rose, Hugh Brightwell

**Councilmembers Present:** None

**Staff Present:**

Otis T. Spriggs, Director of Development Services  
Jennifer Gomez, Planning Manager  
Jamilah Way, First Assistant City Attorney  
James Santangelo, Assistant City Attorney  
Thomas White, Planner II  
Gretchen Pyle, Interim Planning Specialist  
Glen Martel, Assistant City Manager

**Others Present:** None

**3. PRESENTATION**

86<sup>TH</sup> Texas Legislative Session Update:

Planning Manager, Jennifer Thomas Gomez, presented this item. Ms. Gomez informed that the focus is the recently passed legislative bill regarding land development applications, which took effect on September 1<sup>st</sup>.

On September 3, 2019, City Council adopted an emergency ordinance that provided an interim procedure for land development applications and certain plans, as well as the adopted "Platting Manual".

Ms. Gomez informed that the interim procedures became effective on September 3, 2019 through October 7, 2019. It applies to certain plans and plats. Plans include any subdivision construction plans (i.e. the infrastructure construction for subdivisions, roadway networks, and utility layouts); commercial civil permit applications; ground-up construction including civil plans; utility plans; grading plans; and landscaping plans, while excluding vertical construction.

Ms. Gomez informed that the interim procedures establish submittals for plats (3<sup>rd</sup> week of every month) and establishes submittal dates for plans as well. For September, plans can be submitted on Mondays of each week. Applications submitted on any day other than the specified days will be disapproved, and a new application and fee would have to be resubmitted.

Ms. Gomez informed that with these new procedures, we are not anticipating a change to the P & Z Commission's regular meeting schedule. In the event that we have to do a special meeting, we will allow for that in the schedule.

Commissioner Lucas asked if the initial application has to be submitted every Monday? Ms. Gomez explained that for plans, any responses for resubmittals to any "approval conditions" have to be submitted within this schedule.

One of the biggest change is regarding plat responses to conditions on approvals, under the new procedure, the applicants will have to submit such responses to the Commission. Staff is trying to structure staggered submissions dates in line with the current meeting cycle.

Ms. Gomez informed that the language and formatting changes were implemented on the current agenda reports. Staff is trying to remove some of the minor changes/comments and clear them before the Commission takes final action, to avoid future scheduling.

Commissioner Lucas asked about incomplete application submissions, and whether staff has come up with strategies to handle that.

Ms. Gomez informed that checklists and quality control are the methods being considered and continued. Staff hopes to handle and remove some of the minor items, such as typographical errors prior to an item being placed on the agenda.

Ms. Gomez informed that Staff is working on final changes to the Subdivision Ordinance (Chapter 82), the Platting Manual, and the Infrastructure Design Manual, which are to be rolled out in a more permanent process. That will go before Council on October 7<sup>th</sup> as another emergency ordinance.

Ms. Gomez informed that Staff is incorporating some of the check list items during the pre-development meeting, which is required at the start of the development process.

Chair Brown-Marshall asked how many applicants have to potentially submit by September 27, 2019.

Commissioner John O'Malley asked that we work out a process for when a special meeting is called. Ms. Gomez informed that staff will look at the rules and procedure language to determine the feasible "day" of the week, or on an "as-needed basis". Consideration of holiday schedules was also recognized. Staff will

bring a proposal at a later date.

Commissioner Haney asked if there were any updates or discussions on the building material's bill.

Ms. Gomez informed that staff sent the link to the webinar to the Commission. Staff met with different engineering firms and groups regarding property design restrictions, which can be enforced by the developer. Standards established by associations and HOA's are protected.

**Motion:** To adjourn

**Made By:** Commissioner Haney

**Second:** Commissioner Norcom

**AYES:** Commissioner Brown-Marshall, Commissioner Haney, Commissioner O'Malley, Commissioner Bailey, Commissioner Norcom III, Commissioner Rasmus, Commissioner Lucas, Commissioner Johnson Rose, Commissioner Brightwell

**NAYES:** None

**ABSTENTIONS:** None

The motion passed

**4. CLOSED EXECUTIVE SESSION**

*The Planning and Zoning Commission may go into Executive Session regarding any item posted on the Agenda as authorized by Chapter 551 of the Texas Government Code.*

**5. RECONVENE**

Reconvene into Regular Session and Consider Action, if any, on items discussed in executive session.

**6. ADJOURN**



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Egima Edwards  
Planning Technician

