



**MINUTES
PLANNING AND ZONING COMMISSION
CITY OF MISSOURI CITY, TEXAS
September 8, 2021**

1. CALL TO ORDER

The Notice of the 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 Chairman Brown-Marshall, at 7:00 PM.

2. ROLL CALL

Commissioners Present:

Tim Haney
Gloria Lucas
Karen Overton
Daniel Silva
John O'Malley
Rodney Griffin
James Bailey

Commissioners Absent: Sonya Brown-Marshall, Hugh Brightwell

Councilmembers Present: None.

Staff Present:

Jennifer Gomez, Director of Development Services
Mason Garcia, Planner II
Stori Nuri, Planner I
Gretchen Pyle, Development Review Coordinator
Egima Edwards, Planning Technician
Jeremy Davis, Assistant City Engineer
Joseph Quintal, Assistant City Attorney
Glen Martel, Assistant City Manager

Others Present: Geoff Freeman, LJA; Laurie Chapa, LJA

3. READING OF MINUTES

Vice Chair Haney called for a motion to accept the August 11, 2021 Planning and Zoning Commission meeting minutes.

Motion: Approval of the August 11, 2021 meeting minutes.

Made By: Commissioner O'Malley
Second: Commissioner Griffin

AYES: Commissioner Haney, Commissioner Lucas, Commissioner Silva, Commissioner Overton, Commissioner Griffin, Commissioner O'Malley, Commissioner Bailey

NAYES: None.
ABSTENTIONS: None.

The motion passed.

4. REPORTS

A. COMMISSION REPORTS

- (1) Chairman of the Planning and Zoning Commission
None.
- (2) Planning and Zoning Commissioners
None.

B. STAFF REPORTS

- (1) Development Services
 - a. Director - APC3-21, American Planning Association, Texas Chapter annual conference

Jennifer Thomas Gomez, Director, Development Services, reported that a flyer for the APC3-21 American Planning Association, Texas Chapter annual conference was provided to the Commission. Commissioners who were interested in attending virtually should contact staff in the following week to confirm. Early registration ended at the end of September. Conference dates are November 1st – 3rd. By attending remotely, possibly more Commissioners could join APC3-21.

Commissioner Lucas inquired if they would be joining from their home or the City Hall complex.

Ms. Gomez replied, that staff can make accommodations at City Hall, if needed and if enough Commissioners are wanting to attend. Commissioners may also connect remotely.

Commissioner Griffin stated the City Hall complex sounded good.

Commissioner Overton inquired if Commissioners have attended in the past.

Ms. Gomez replied that yes, some Commissioners have attended. Typically conferences are held onsite; last year it was held remotely. When held onsite, it is a little more challenging logistically depending on where in Texas the event is held and if funds are available to send people to it.

Commissioner Overton inquired if APA conferences are held quarterly.

Ms. Gomez replied, yearly. The benefit of attending / participating is the opportunity to interact with other Commissioners in adjoining cities to hear their perspectives and experiences as a Commissioner.

- (2) Engineering
 - a. Assistant City Engineer – Missouri City Drainage Master Plan update

Jeremy Davis, Assistant City Engineer, reported that there hasn't been a holistic update to the Watershed Master Plan since the original plan was adopted in the 1980's. Since then, individual watersheds completed their own updates, as well as some Municipal Utility District (MUDs) and Levee Improvement District (LIDs).

Mr. Davis summarized the major goals of this update are to (1) understand the city's roles and responsibilities; (2) complete other on-going studies including with Fort Bend County; (3) provide a high level update of watershed master plans; (4) provide for the Brazos River backwater impacts and inundation mapping; and (5) evaluate the Atlas 14 updates to city's design criteria.

Mr. Davis provided the completed timeline of significant events including; the April 2020 project start date; a virtual stakeholders workshop held on August 25, 2020; the compiling of responses from a public survey in February 2021; the provision of a GIS inundation mapping tool to the public in May 2021; and the receipt of a draft report in July 2021.

Mr. Davis summarized the plan's references to the city's roles and responsibilities when the emergency operations center is activated. These responsibilities include the management of street closures; potential high-water rescue; coordination of resource requests; communication and outreach. Additional responsibilities were presented and are available via video on the city's website.

Mr. Davis summarized the stakeholders who were invited to participate in the workshop included the Fort Bend County Drainage District; Harris County Flood Control District; representatives from the area MUDs and LIDs. A one page questionnaire was provided to each entity requesting information of how they manage their systems when it comes to drainage and other items.

Mr. Davis summarized MUD / LID responsibilities. The MUDs responsibility consists of maintaining local drainage; storm drainage; ditches; and detention ponds. The responsibility of LIDs is to reclaim flood hazard areas

for development; construct and maintain flood protection levees; maintain pump stations and other related facilities; and develop and implement emergency action plans.

Mr. Davis presented a slide showing the online plan update pages. The public was allowed to view the updates through a link on the city's main website. A total of twelve comments\concerns were received through the webpage before it was closed in February 2021. Some of the public feedback received was in regards to backwater impacts from the Brazos River, street ponding, and drainage off of the golf course in Quail Valley.

Commissioner Lucas inquired about the low number of comments received in relation to the total size of the Missouri City community.

Commissioner Overton inquired about how the webpage was shared with the community.

Mr. Davis replied that messages were available from the city's webpage; advertised at public events, City Council and Planning & Zoning meetings; and the Communication department did an outreach and stories on MCTV.

Commissioner Lucas inquired about what information was sent out through homeowner associations (HOAs).

Ms. Gomez replied that staff will continue to look into how communication is provided to the public. The Engineering division partnered with the city's Communications team on providing the information. The city's Communications team does an excellent job in getting the message out to the community.

Mr. Davis shared that additional opportunities to engage with the community will be provided in the future for the master mobility and Intelligent Transportation System (ITS) master plans. The city's Engineering division will continue to encourage community input and will seek better opportunities to reach out to the community.

Commissioner Overton inquired about which MUD representatives attended the stakeholders workshop.

Mr. Davis replied that he would provide a list to the commissioner.

Commissioner Overton stated that if MUDs are notified, their directors can reach out to customers to give notice on their websites since not everyone visits the city's website every day. With the size of Missouri City, twelve comments\concerns is not the best representation of the city.

Commissioner Griffin stated that HOAs can assist with getting information out through newsletters.

Mr. Davis reported that the drainage for the golf course in Quail Valley needs improvement. A detention pond may be a solution.

Commissioner Griffin inquired if the watershed master plan was presented to the Bond committee.

Mr. Davis replied, the proposals provided to the Bond Committee are different in nature to what is being presented with this update.

Mr. Davis summarized that the plan provides for a high level update of watershed master plans. Missouri City has a total of eleven watersheds; Willow Waterhole; Cangelosi Ditch; Blue Ridge West; Stafford Run; Long Point Creek; Mustang Bayou and Diversion; Flat Bank Creek; Steep Bank Creek; Oyster Creek; Lower Oyster Creek; and Sienna Plantation Diversion.

Commissioner Lucas inquired about the purpose of the watersheds.

Mr. Davis replied that watersheds are a more essential way to plan how drainage in an area works.

Mr. Davis reported on the inundation mapping tool.

Commissioner Overton inquired if the GIS system was only available to city staff.

Mr. Davis replied that it is available to city staff who work on the emergency operations system.

Commissioner Bailey inquired if the GIS system was available to the public.

Mr. Davis replied that, no, the information can be shared with MUDs however is not available generally to the public.

Mr. Davis reported on the Brazos River backwater inundation mapping system.

Mr. Davis summarized updates of the Atlas 14 requirements.

Commissioner Lucas inquired about steps taken when retention ponds overflow.

Mr. Davis replied that when detention ponds do not work right, a lot of times it is due to poor maintenance. Detention ponds are not designed to hold water forever. At a certain rate, water should be released.

Commissioner Lucas inquired about timing of water release.

Mr. Davis replied, it depends on the development. Some developments have pump stations that allow for a release of water over time. Pumps will be scheduled to release water by a certain time. If it is a detention pond, the design is a factor due to drainage not being drained by pumps, but by gravity.

Commissioner Overton inquired about MUDs purchasing pumps, asking if they do so to elevate overflows of retention ponds.

Commissioner Lucas inquired about who is responsible if areas are not in MUDs.

Mr. Davis replied, typically pump stations are implemented by MUDs. The City tries not to have pump stations. New developments are required to go through MUDs if they seek to have pump stations so proper maintenance is provided.

Mr. Davis reported that there are pending updates to the city's Infrastructure Design Manual. A couple of the updates are to use the Atlas 14 rainfall criteria in the design of new developmental projects\drainage infrastructure, and consider upgrading existing drainage infrastructure to new criteria where feasible.

Commissioner Griffin inquired if money would need to be borrowed.

Mr. Davis replied that none of the project's discussed have proposed yet. It is a proposal from the study for some time in the future. The Northeast Regional drainage plan is also being studied for possible upgrades.

Commissioner Overton inquired if the Commission would have privy to the studies prior to Commissioners voting.

Mr. Davis replied, yes, a full final report will be provided to the Commission for review.

Commissioner Overton inquired if it will be presented to the Commission or if it will be online. Street flooding is a major concern.

Mr. Davis replied, street flooding is being studied. MUDs are responsible for drainage.

Commissioner Bailey stated that the publication of the inundation mapping, and the rainfall events based on Atlas 14 would be very informative.

Mr. Davis stated all are available in the inundation mapping even though it was not added to the presentation.

Commissioner Bailey stated publication on the City's website would be beneficial.

Ms. Gomez stated that the full report will be added to the Planning & Zoning Commissioner's FTP link. Printed copies can be made available upon request.

5. PUBLIC COMMENT
None.

6. PLATS

A. CONSENT AGENDA

- (1) Consider an application for a preliminary plat for Parkway Crossing
- (2) Consider an application for a preliminary plat for Vicksburg Single Family Rentals
- (3) Consider an application for a preliminary plat for Industrial Business Park at Pike & Gessner
- (4) Consider an application for a final plat for Sienna Section 44
- (5) Consider an application for a final plat for Sienna Section 46
- (6) Consider an application for a final plat for Sienna Section 49
- (7) Consider an application for a final plat for Sienna Section 52
- (8) Consider an application for a final plat for Sienna Section 53
- (9) Consider an application for a final plat for Crescent Spring Drive Street Dedication
- (10) Consider an application for a final plat for Waters Lake Boulevard Street Dedication Phase 5
- (11) Consider an application for a preliminary plat for Greyden Estates

Motion: To approve consent agenda

Made By: Commissioner Griffin
Second: Commissioner Overton

AYES: Commissioner Haney, Commissioner Lucas, Commissioner Silva, Commissioner Overton, Commissioner Griffin, Commissioner O'Malley, Commissioner Bailey

NAYES: None.

ABSTENTIONS: None.

The motion passed.

B. SIENNA

- (1) Consider an application for a preliminary plat for Sienna Section 48

Stori Nuri, Planner I, presented this item. Ms. Nuri provided a point of clarification on the staff report of Section D. An approved concept plan is available and was approved on July 14, 2021; the applicant is not required to submit it as mentioned on the staff report. For the proposed street names, proper names are included for the plat. One proper name is originated from the developer's daughter; other names do not have a specific origin.

Commissioner Lucas inquired if Emma Lake was conducive with other street names.

Ms. Gomez replied that there are no connections between the street name in other sections.

Staff recommends approval.

Motion: To approve agenda item 6.B.(1)

Made By: Commissioner O'Malley
Second: Commissioner Bailey

AYES: Commissioner Haney, Commissioner Silva, Commissioner Overton, Commissioner Griffin, Commissioner O'Malley, Commissioner Bailey

NAYES: Commissioner Lucas

ABSTENTIONS: None.

The motion passed.

C. PARKLAND DEDICATION

(1) Consider an application for a parkland dedication for Arcadia

Therron W. Dieckmann, Assistant Director, Parks and Recreations, presented the agenda item. Mr. Dieckmann stated Arcadia is a proposed single-family residential community, proposed to include 113 lots. If parkland was to be provided, it would only amount to 1.13 acres. In lieu of providing parkland, the applicant is proposing to give cash in the amount of \$158, 200.

Mr. Dieckmann stated the proposal was presented before the Parks Board and that they forward a recommendation to accept the developer's proposal. The Parks Board does not generally accept parkland if the amount is less than 2 acres, unless there was a special circumstance where perhaps the area did not have any parkland. This is not the case for the area in which this development would be located. There are several nearby parks exists.

Commissioner Lucas inquired about the distance of parks to the proposed development.

Mr. Dieckmann replied that the proposed subdivision is roughly at Cartwright Road and Texas Parkway. Independence Park is located to the immediate west, Roane Park and Community Park are to the south; each within a mile or less of the development. To the north, Quail Valley West as well as Hunters Glen parks are nearby as well.

Commissioner Lucas inquired what the monies would be used for.

Mr. Dieckmann replied that since the Arcadia project is within Park Zone 5. Monies received would be placed in a fund specifically for Park Zone 5 to allow for future park improvements / developments. Sometimes monies sit for a while if there are not any immediate needs.

Commissioner Lucas inquired if funds would only be used for Arcadia area.

Mr. Dieckmann replied yes for Park Zone 5 only.

Jennifer Thomas Gomez, Director, Development Services, stated that Park Zone 5 is larger than just the Arcadia subdivision. A copy of the park zone map was provided to the Commissioners.

Motion: To forward a positive recommendation for agenda item 6.C.(1) to City Council

Made By: Commissioner O'Malley
Second: Commissioner Bailey

Commissioner Lucas inquired about the distance of nearby parks.

Mr. Dieckmann replied that he did not have exact distances however, there are parks nearby.

AYES: Commissioner Haney, Commissioner Silva,
Commissioner Overton, Commissioner Griffin,
Commissioner O'Malley, Commissioner Bailey

NAYES: Commissioner Lucas
ABSTENTIONS: None.

The motion passed.

(2) Consider an application for a parkland dedication for Greyden Estates

Therron W. Dieckmann, Assistant Director, Parks and Recreations, presented the agenda item. Mr. Dieckmann stated that Greyden Estates is a proposed single-family subdivision to consist of 15 lots. If parkland was provided it would only be .15 acres. Instead the applicant is proposing to provide cash in lieu of parkland for \$21,000. Monies will be for Park Zone 10.

The Parks Board recommends approval.

Commissioner O'Malley inquired if staff has latitude in spending the park zone funds or if Parks Board or anyone else would have to approve such spending.

Mr. Dieckmann replied there isn't necessarily a rule that they have to go before the Parks Board for approval to spend. Typically, however, for developing city owned parkland, staff will present these projects to the Parks Board and seek community input as well as direction from the City Council. Small projects may not have to be presented to Council due to a smaller cost.

Commissioner Lucas inquired if something is being added will it be added to an existing park.

Mr. Dieckmann replied that was correct for certain park improvements. Sometimes, funds are dedicated towards the development of a new parkland.

Commissioner O'Malley inquired if there was a way to have 90 percent of all funds go towards a Park Zone, and 10 percent would go towards a general fund for new parks that are not being developed in areas of town where no development would happen for a while.

Mr. Dieckmann replied that would need to be a separate discussion due to the current codes.

Commissioner Lucas inquired if Fondren Park could use the funds presented.

Mr. Dieckmann replied that no, these funds would go strictly towards the zone in which it was dedicated.

Commissioner Overton inquired if the Parks Board had to approve any of the proposals being presented.

Vice Chair Haney stated the Parks Board already approved both of them and recommended approval.

Motion:	To forward a positive recommendation for agenda item 6.C.(2) to City Council
Made By:	Commissioner O'Malley
Second:	Commissioner Bailey
AYES:	Commissioner Haney, Commissioner Silva, Commissioner Overton, Commissioner Griffin, Commissioner O'Malley, Commissioner Bailey
NAYES:	Commissioner Lucas
ABSTENTIONS:	None.

The motion passed.

7. ZONING MAP AMENDMENTS
None

8. ZONING TEXT AMENDMENTS
A. ZONING BOARD OF ADJUSTMENT

- (1) Public hearing to receive comments for or against amendments to Section 18, Board of Adjustment, of the City of Missouri City Zoning Ordinance.

James Santangelo, Assistant City Attorney, stated the proposal was presented during the July 14, 2021 Planning & Zoning meeting. The 2019 state legislative session required procedural changes to the Zoning Board of Adjustment & Appeals in how it operates. In early 2020 when City Council enacted those changes by ordinance, subsections regarding the granting of variances and special exceptions were inadvertently removed. Most is covered by state statute, the Zoning Board did not lose any rights or powers. The proposed ordinance basically restores those variances and special exceptions. The only change from what was previously stated is from 2021 when state legislative further defined what constitutes unnecessary

hardship for the purposes of granted variances; the language is included in the proposal for further clarity. The next public meeting will be the PZ Commission meeting on October 13, 2021. The ordinance will then go to City Council for the first reading sometime in November.

Commissioner Lucas requested clarity of “the Board” and “administration”.

Mr. Santangelo replied, “The Board” is the Zoning Board, and “administration” is City staff.

Commissioner Lucas inquired if applicants would know that they can appeal decisions.

Mr. Santangelo replied, he was not sure if that information is provided to applicant’s when the decision is made; it is available in the Zoning Ordinance.

- Motion:** To close the public hearing
- Made By:** Commissioner O’Malley
- Second:** Commissioner Silva
- AYES:** Commissioner Haney, Commissioner Lucas, Commissioner Silva, Commissioner Overton, Commissioner Griffin, Commissioner O’Malley, Commissioner Bailey
- NAYES:** None.
- ABSTENTIONS:** None.

The motion passed.

- (2) Consider a preliminary report on item 8.A.(1).

- Motion:** To approve a preliminary report
- Made By:** Commissioner O’Malley
- Second:** Commissioner Silva
- AYES:** Commissioner Haney, Commissioner Silva, Commissioner Brightwell, Commissioner O’Malley, Commissioner Bailey
- NAYES:** None.
- ABSTENTIONS:** None.

The motion passed.

9. OTHER MATTERS WITHIN THE JURISDICTION OF THE COMMISSION OR THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE.

None.

10. 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.

11. RECONVENE

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

12. ADJOURN

Motion: To adjourn

Made By: Commissioner Lucas

Second: Commissioner Overton

AYES: Commissioners Haney, Commissioner Lucas, Commissioner Silva, Commissioner Overton, Commissioner Griffin, Commissioner O'Malley, Commissioner Bailey

NAYES: None.

ABSTENTIONS: None.

The motion passed.

Egima Edwards
Planning Technician