July 21, 2025 CITY COUNCIL MEETING AGENDA

THE STATE OF TEXAS §
COUNTY OF BRAZORIA §
CITY OF MANVEL §

KEITH BONNER, COUNCIL PLACE 1
DAVID LANDS, COUNCIL PLACE 2
HARRY OPLIGER, COUNCIL PLACE 3
CARMYN ROBEY-ROBINSON, COUNCIL PLACE 4
CRYSTAL SARMIENTO, COUNCIL PLACE 5
GARRETT ROSSI KNOX, COUNCIL PLACE 6

DAN DAVIS, MAYOR
DAN JOHNSON, CITY MANAGER
TAMMY BELL, CITY SECRETARY

NOTICE OF A CITY COUNCIL MEETING OF THE CITY OF MANVEL
July 21, 2025

NOTICE IS HEREBY GIVEN
5:00 P.M. WORKSHOP – 6:00 P.M. REGULAR SESSION

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meetings Act, notice is hereby given that the Manvel City Council will convene a regular meeting at the Manvel City Hall, located at **20031 Hwy 6, Manvel Tx 77578** for the purpose of discussing and if appropriate, take action with respect to the following items:

NOTE: The City Council of the City of Manvel reserves the right to discuss any items in Closed Session whenever authorized under the Texas Open Meetings Act, Chapter 551, of the Texas Government Code. The City Council may discuss the items on this agenda in any order.

This facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodation or interpreter services must be made 48 hours prior to the meeting. Please contact the City Secretary at 281-489-0630 x6 for further information.

CITY OF MANVEL MISSION STATEMENT

The City of Manvel is a safe and responsible community, embracing the values of our past, present, and future citizens.

Workshop Session

Presentation on proposed commercial development at the NW corner of Kirby and Highway 6.

Budget Presentation - Personnel Department.

Budget Presentation - Finance Department.

Discussion on any topic as listed on the current agenda.

Regular Session

Call To Order

Invocation

Inspirational Reading - Council Member Sarmiento

Pledge

Pledge of Allegiance and Texas Pledge: "Honor the Texas flag; I pledge allegiance to thee Texas, one state under God, one and indivisible.

Presentations

Staff Tenure Recognition;

Dan Johnson - 5 Years
Brianna Bobb - 5 Years

Staff Presentation(s)

Animal Control update by Director of Public Safety.

Phase 3 Road Project Update by Director of Public Works.

Staff Presentation on Public Hearing Item(s)

Public Hearing

TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 0.547 ACRES TRACT OF LAND AT 19200 MORRIS AVE, MANVEL, TX (PID: 499589), SITUATED IN THE HOUSTON TAP AND BRAZORIA RAILROAD COMPANY SURVEY, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING OUT OF OUTLOT 184, OF THE DR. A.A. LUTHER SUBDIVISION OF THE TOWN OF MANVEL AS RECORDED IN VOLUME 1, PAGE 71, OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, AND BEING THE SAME TRACT AS RECORDED IN BRAZORIA COUNTY CLERK'S FILE NUMBER 2024034817, GENERALLY LOCATED ALONG SOUTH SIDE OF MORRIS AVENUE / HIGHWAY 6, WEST OF THE UNDER-CONSTRUCTION CARWASH, FROM LIGHT COMMERCIAL DISTRICT / STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL / STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (LC/SH6-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR NAICS USE 621111 "OFFICES OF PHYSICIANS (EXCEPT MENTAL HEALTH SPECIALISTS)"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Public Comments: "Comment Card" Required

o Members of the public with business before the board, NOT scheduled on the agenda as a public hearing (that have submitted a public comment card) may have three (3) minutes to address the board. o The board may not participate in any discussion and cannot vote on the subject you present unless it is listed on the agenda as an action item.

City Manager Update

Update on current events and city issues.

Consent Agenda

1. Acceptance of the meeting minutes to date.

2. Acceptance of infrastructure improvements for Water Distribution, Wastewater Collection, Storm Water Facilities, and Paving to serve Meridiana Section 6 East for Brazoria County Municipal Utility District 57, Brazoria County, Texas, to begin the Two-Year Maintenance Period.

3. Acceptance of infrastructure improvements for Water Distribution, Wastewater Collection, and Paving to serve Meridiana Section 26B for Brazoria County Municipal Utility District 57 and City of Manvel, Texas, to begin the Two-Year Maintenance Period.

4. Final acceptance of infrastructure improvements for "Lake D, Phase 4" to serve Pomona for Brazoria County Municipal Utility District 39, Brazoria County, Texas, and release the associated maintenance bond.

Items Removed from Consent Agenda

Regular Agenda

1. Consideration and possible action to approve the first of two readings of Ordinance 2025-O-23; AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY BY AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 0.547 ACRES TRACT OF LAND LOCATED AT 19200 MORRIS AVE, MANVEL, TX (PID: 499589), SAID TRACT BEING SITUATED IN THE HOUSTON TAP AND BRAZORIA RAILROAD COMPANY SURVEY, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING OUT OF OUTLOT 184, OF THE DR. A.A. LUTHER SUBDIVISION OF THE TOWN OF MANVEL AS RECORDED IN VOLUME 1, PAGE 71, OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, AND BEING THE SAME TRACT AS RECORDED IN BRAZORIA COUNTY CLERK'S FILE NUMBER 2024034817, (GENERALLY LOCATED ALONG SOUTH SIDE OF MORRIS AVENUE / HIGHWAY 6, WEST OF THE UNDER-CONSTRUCTION CARWASH), FROM LIGHT COMMERCIAL DISTRICT / STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL / STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (LC/SH6-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR NAICS USE 621111 "OFFICES OF PHYSICIANS (EXCEPT MENTAL HEALTH SPECIALISTS)"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF. (Forwarded with favorable recommendation by PD&Z with a 5/0 vote).

2. Consideration and possible action to approve Resolution 2025-R-23; A RESOLUTION OF THE CITY OF MANVEL, TEXAS, AMENDING THE CITY COUNCIL RULES OF PROCEDURE TO PROVIDE A WRITTEN PROCEDURE FOR THE APPOINTMENT OF THE MAYOR PRO TEM; PROVIDING THAT ALL OTHER RESOLUTIONS INCONSISTENT OR IN CONFLICT HEREWITH ARE HEREBY REPEALED.

3. Discussion on the Facility Naming Recommendations as submitted by the Facility Naming Committee.

4. Consideration and possible action to approve Resolution 2025-R-24;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B", "C.L. MCDANIEL BUILDING"; AND PROVIDING FOR AN EFFECTIVE DATE.

5. Consideration and possible action to approve Resolution 2025-R-25;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE POND AT THE PROPERTY DESCRIBED IN EXHIBIT "B", "GUARDIAN'S REFLECTION POND"; AND PROVIDING FOR AN EFFECTIVE DATE.

6. Consideration and possible action to approve Resolution 2025-R-26;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B", "JUDGE MICHAEL CULLING MUNICIPAL COURT"; AND PROVIDING FOR AN EFFECTIVE DATE.

Executive Session

City Council will convene into Executive Session pursuant to Texas Government Code, Section 551.071: "Consultation with Attorney" to discuss the following:

- *Legal issues regarding the construction of the Manvel Public Works Facility.*

The City Council will convene into Executive Session pursuant to Texas Government Code, Section 551.074, "Personnel Matters" to discuss the following:

- *Deliberate appointment of Alternate Judge of the Municipal Court.*

Regular Agenda

7. Consideration and possible action regarding appointment of Alternate Municipal Court Judge.

8. Discussion on FY 2025-2026 Budget.

Mayor and Council Comments

Update on current events and city issues.
Additionally, pursuant to Texas Government Code § 551.0415, City Council Members and city staff may make a report about items of community interest during a meeting of the governing body without having given notice of the report.
Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

Adjourn

CERTIFICATION

I, Tammy Bell, City Secretary for the City of Manvel, do hereby certify that the foregoing Agenda of the Manvel City Council is true and correct and that I posted such notice on the bulletin board at the Manvel City Hall; a place convenient and readily accessible to the public on July 18, 2025 in accordance with the Texas Open Meetings Act (Tex. Gov't. Code §551.001 et.seq). Said notice remained posted for at least 72 hours preceding the scheduled time of the meeting.

TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS

City of Manvel Meeting

July 2025

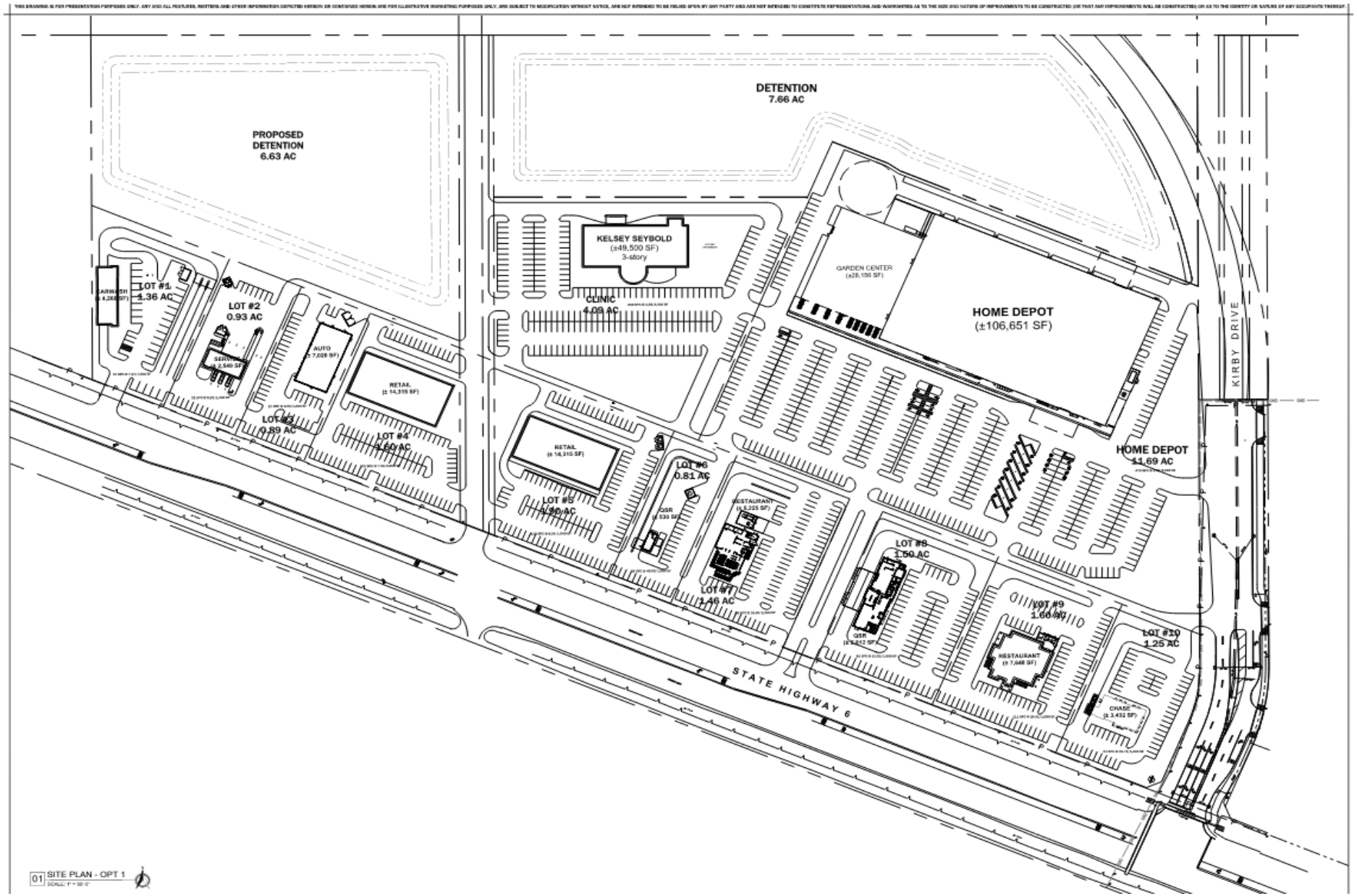
Impacts to City Revenue Streams (Home Depot Site Plan)

Impacts to the City of Manvel Revenue Streams at Stabilization and 15 Years After				
Rate Used	**Revenue Streams**	**Stabilized Value**	**Stabilized Revenue**	**Year 16 Value**	**Year 16 Revenue**
0.56%	Property Tax	$31,059,351	$173,932	$46,980,055	$263,088
1.50%	Sales Tax	$126,780,550	$1,901,708	$191,766,957	$2,876,504
	Totals	**$157,839,901**	**$2,075,641**	**$238,747,012**	**$3,139,593**
	Property Tax and Sales Revenue Grown at 3% annually				

Parcels	Tax Collection Type (Sales/Property)	Use Type	Size (Tract)	Size/Units	Taxable Value	Total Sales
Home Depot	Both	Retail	11.69ac	106,651	$10,150,195	$75,000,000
Kelsey Seybold	Property Tax	Medical	4.09ac	49,500	$5,261,066	–
Carwash (Lot 1)	Both	Retail	1.36ac	4,260	$1,182,944	$4,260,000
Valvoline (Lot 2)	Both	Retail	0.93ac	2,549	$936,394	$2,549,000
Discount Tire (Lot 3)	Both	Retail	0.89ac	7,020	$851,404	$4,563,000
Retail Outparcel (Lot 4)	Property Tax	Retail	1.60ac	14,315	$1,999,556	$5,726,000
Retail Outparcel (Lot 5)	Both	Retail	1.90ac	14,315	$1,931,602	$5,726,000
QSR 1 (Lot 6)	Both	Restaurant	0.81ac	530	$876,525	$2,475,100
In n Out (Lot 7)	Both	Restaurant	1.46ac	5,225	$2,281,792	$6,008,750
Chic fil a (Lot 8)	Both	Restaurant	1.50ac	5,812	$2,566,232	$12,059,900
Texas Roadhouse (Lot 9)	Both	Restaurant	1.60ac	7,648	$1,931,981	$8,412,800
Chase Bank (Lot 10)	Property Tax	Financial	1.25ac	3,432	$1,089,660	–
Totals			**35.71ac**	**221,257 sf**	**$31,059,351**	**$126,780,550**

BCS

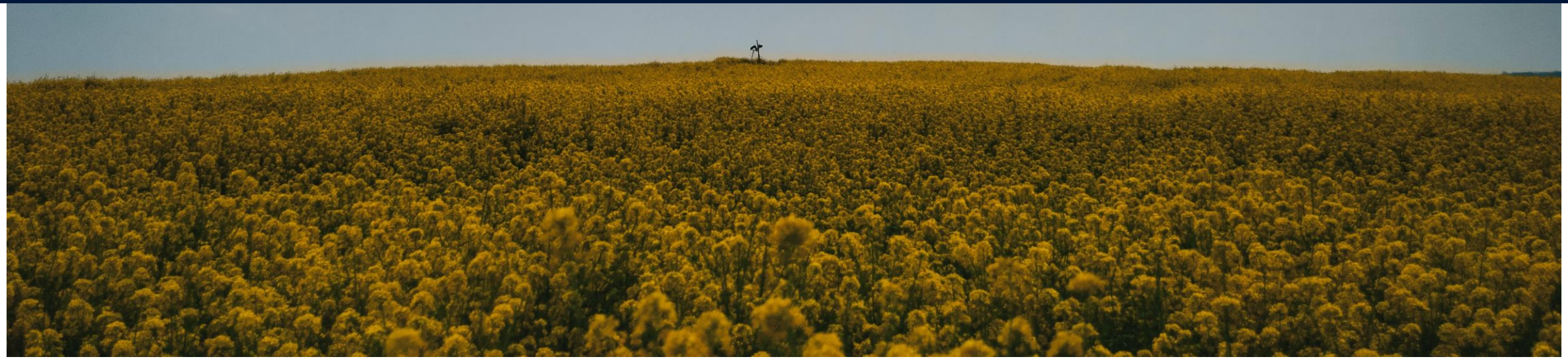
Commercial Site Plan (Home Depot)



Example Target Tenants

BCS

Current Projects and Example Developments



Magnolia Site Plan

BCS

Montgomery Site Plan

BCS

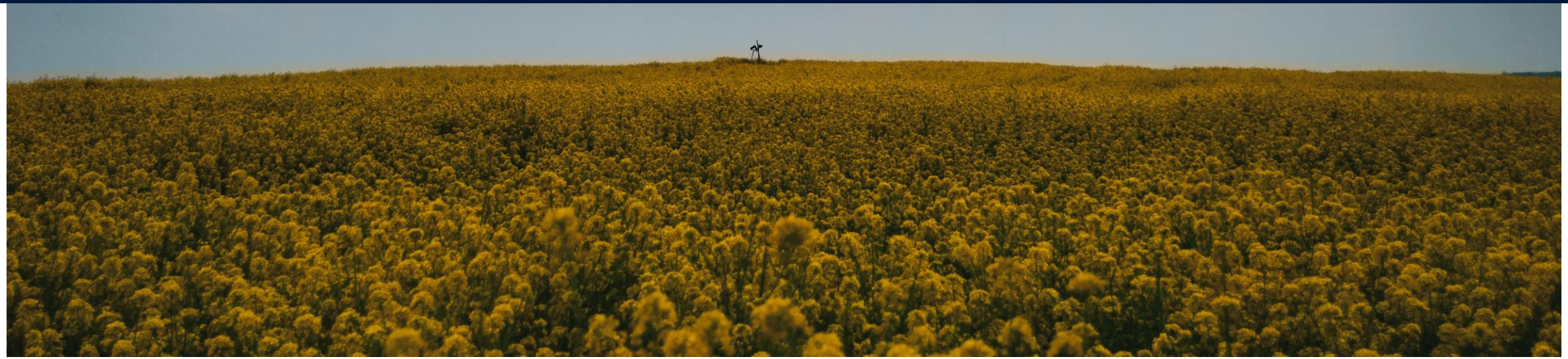
Example Retail Developments

BCS

Example Retail Developments – Target Tenants

BCS

BCS Overview



BCS Overview

BCS is a vertically integrated real estate development and investment firm.

Commercial Development

Multi-tenant and single tenant development with primary focus on net lease retail and industrial. Value creation prior to close through site planning, development preparation, and pre-leasing

Land Acquisition and Entitlement

Acquire larger land tracts in growing markets with attractive basis for long term in-house development or partner/monetize depending on end use. Work through entitlements and municipality requirements, develop required horizontal infrastructure

Blend & Extend / Sale Leaseback

Work with tenants prior to acquisition to (re)structure lease in mutually advantageous way, with focus on strong unit level economics, below market rents, and attractive locations

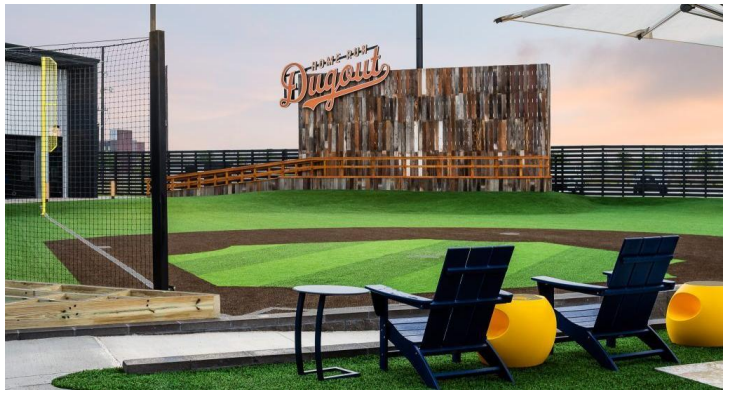
Brokerage

Represent and advise national and regional tenants in site selection, acquisition, and disposition

Alternative

As entrepreneurs at heart, we actively seek to invest in and partner with visionary leaders who are redefining their industries. We are committed to supporting bold ideas and transformative innovations that push boundaries and create lasting impact.

BCS has a successful track record creating value with attractive risk-reward profile for our investors
$300+mm of Development and Value Add Transactions to Date



BCS Leadership

Jack Burgher
Partner

Jack is responsible for strategic decisions and leading the development team along with capital, tenant and community relationships. Since 2009, Jack has focused on the niche asset class of retail real estate investment, development and brokerage. More specifically, he has specialized in cultivating relationships, site selection, land entitlement, and tenant partnerships. These deep tenant relationships provide BCS with arbitrage opportunities on both the single and multi-tenant developments. Jack graduated from The University of Georgia Honors Program with a BBA in Finance from the Terry College of Business.

Robert Cannon
Partner

Robert is responsible for investment evaluation, structuring, and execution. Robert focuses on managing relationships with BCS's capital partners and ensuring sound financial strategies for maximum returns. His financial analysis and succinct project execution create strategic efficiencies and allow BCS to yield outsized returns for its capital partners. His proven expertise in navigating financial and deal structures provide positive results for tenants and partners. Robert graduated from The University of Texas at Austin with a BBA in Finance from the McCombs School of Business.

Ryan Sweeney
Partner

Ryan is responsible for land acquisition, entitlement, development planning, and municipality communication for the company's mixed-use development platform. Since 2005, Ryan has been an industry leader in land brokerage and development, representing publicly traded companies, large and small corporations, commercial land development companies, individuals, and estates with the purchase, sale, development, and entitlement of land properties. Ryan holds a BBA in Finance from the McCombs School of Business at the University of Texas.

BCS Team

Jack Burgher
Partner

Robert Cannon
Partner

Ryan Sweeney
Partner

Development/Acquisitions

Lindsay Adams
Director, Development

James Todd
Director, Development

Bobby Magness
Director, Acquisitions

Keith Woodruff
Data Scientist

Leasing

David Kreston
Director, Brokerage

Harrison Mohn
Director, Brokerage

Operations

Emily Reid
Director, Finance

Laura Shepherd
Marketing Analyst

Marnie Blanco
Accounting Associate

BCS

City of Manvel
Personnel Department

Budget Presentation
2025/2026

Mission Statement:

The City of Manvel is a safe and responsible community, embracing the values of our past, present, and future citizens.

Divisions of the Personnel Department

Human Resources

IT

Personnel Department Staff

- Personnel Director: Chad Dumont 4 years
- HR Generalist: Brianna Bobb 5 years
- IT Manager: Patrick Bochard 3 years
- System Administrator: Bibin George 2 years
- Cybersecurity Tech: Joey Derbonne 4 years
- IT Tech: Saul Alejo 6 months
- Facilities Tech: Sean Martinez 6 months

Human Resources Division

The Human Resources Division Provides

Recruiting and staffing, training and development, employee relations, compensation and benefits, performance management, compliance, workplace safety, diversity and inclusion.

IT Division

The IT Division Provides

- Manage and support of information technology infrastructure, systems, and services that enable the organization to operate efficiently and securely.

KEY FUNCTIONS:

- Infrastructure Management
- Public Services Technology
- Cybersecurity
- Data Management
- Technical Support
- Project Management

Accomplishments in 2025

- Processed 22 new hires for this fiscal year
- Lowered the number of terminations by 33%
- Implemented 2 additional employee wellness days to enhance employee awareness
- Planning and migration of core PD infrastructure to new PD Station
- Onboarding cybersecurity team which has improved our cybersecurity awareness and implementation
- Expansion of 2FA system to further secure city resources

Challenges Faced in 2025
Growth of the City

- Reevaluation of cybersecurity stance and training.
- Ongoing employee retention and recruitment post-covid.

FY 25-26 Personnel Requests
Personnel Department

HRIS System for $22,000 per year for 3 years

FY 25-26 Systems Requests

1. Remote Management and Monitoring Suite

1. System will be used for central management system for all workstations and remote support tools. Enhances cyber security. Increase of $35,250 for implementation and a $25,200 for yearly recurring increase to dues and subscriptions.

WILL NOT BE REQUESTING

Personnel Department not requiring any zero turns or vehicles this year.

THANK YOU!

Personnel Department

Finance Departme

Budget Presentation

Fiscal Year 2025-2026

Department Overview

The Finance Department safeguards and accounts for the City's financial assets.

Divisions of the Department

Payroll

Brenda

01

Accounts Payable and Purchasing

Brenda & Tristian

02

Financials, Grants and Budgets

Rosie

03

Utility Billing and Collections

Tristian, Brenda, & Natalie

04

Services of the Department

Utility Billing and Collections – import meter readings, verify them, create and mailout bills and collect payments. Customer service to our residents and utility department employees.

Budget and Financials – Enter required journal entries, review work done by team members, reconcile bank accounts and general ledger accounts, and create financials as needed. Customer Service to our employees, and different financial and governmental institutes.

Accounts Payable and Purchasing - add vendors, process purchase orders, enter invoices and create payments to vendors. Customer service to our vendors and employees

Payroll – verify timecards are correct, process payroll, quarterlies, and w-2s. Customer service to our employees and different governmental entities.

Last Year in Numbers

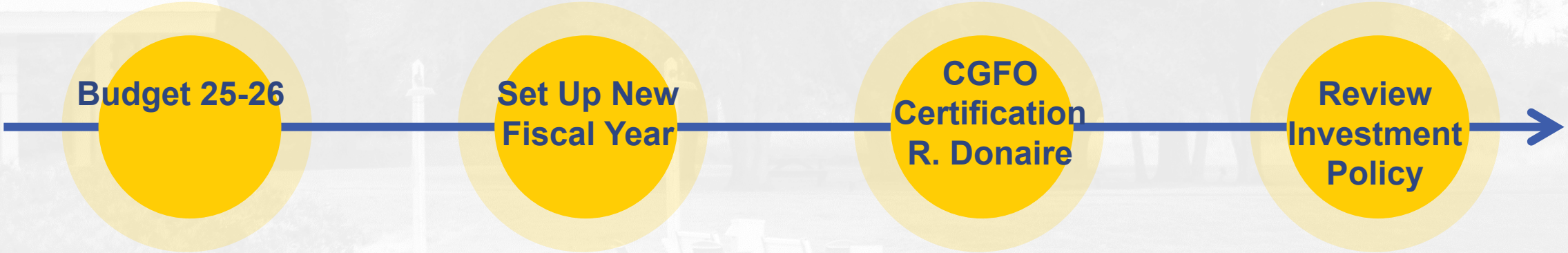
While finance, does not have a good metric on how to measure growth in their duties. We can see increases in water, payroll counts and vendor payments.

	2021-2022	2022-2023	2023-2024	2024-2025 YTD
Payments	1,845	2,261	2,042	1,673
Invoices		3,369	4,329	3,950
Employees	92	88	100	114
Utility Accts	1,508	1,568	1,882	2,024
Credit Card Fees	27,982	35,392	93,079	122,730

Accomplistments for 2024-2025

- Completed 2023-2024 Fiscal Audit.
- GFOA Award for 2023-2024 Budget
- Updated Vendor Policy
- Completed Leadership Academy
- Attended Texas GFOA Conference

Goals to Complete in 2025



Goals to Complete in 2026

- Improve Finance Policies and procedures
- Fixed Assets In house
- Continue Excellent Customer Service

Needs and Wants for 2025-2026

- Fixed Asset module $5,000 1st year, $600 recurring
- Mail Folding Machine - $4,000
- Staff Accountant - $70,000 + benefits
- Grant Coordinator – $52,000 + benefits

Tax and Budget Adoption Date

THANK YOU!

Finance Department

Phase 3: Streets, Sidewalks, Signals and Drainage

	Item	Feet	Unit Cost	Quote	Date	Estimate
	Sidewalks					
1	Lewis Lane Sidewalk	2,100	$ 100			$ 210,000
2	Large Avenue Sidewalk	2,800	$ 100			$ 280,000
3	Palmetto St Sidewalk	1,400	$ 100			$ 140,000
4	Charlotte St Sidewalk	2,400	$ 100			$ 240,000
5	Tankersley Rd Sidewalk	2,400	$ 100			$ 240,000
	Total Estimate - Sidewalks					**$ 1,110,000**
	Traffic Improvements					
6	Left Turn Lane: Newport Lake Estates	1	$ 300,000			$ 300,000
7	Traffic Signal: Croix & Rodeo Drive	1	$ 500,000			$ 500,000
8	Traffic Signal: FM1128 & Del Bello	1	$ 500,000			$ 500,000
	Total Estimate - Traffic Improvements					**$ 1,300,000**
	Street Extensions					
9	Petry St Asphalt Extension	1,000	$ 200			$ 200,000
10	Large Avenue Extension	1,400	$ 200			$ 280,000
11	Large Avenue Bridge over C1	1	$ 500,000			$ 500,000
12	Canaan: McCoy to Palmetto	2,100	$ 200			$ 420,000
13	Del Bello Blvd: Pollard Blvd to Pollard Dr	2,400	$ 200	+ ROW Acquisition		$ 1,480,000
14	Del Bello Blvd: Pollard Dr to Del Bello Rd	1,500	$ 200			$ 300,000
15	Lira Extension to Chocolate Bayou Rd	4,100	$ 200			$ 820,000
	Total Estimate - Extensions					**$ 4,000,000**
	Total Phase 3					**$ 6,410,000**

Certificate of Obligation	$	10,000,000
Phase 1 Estimate	$	1,700,000
Phase 2 Estimate	$	1,700,000
Remaining for Phase 3	$	6,600,000

FINAL REPORT TO CITYCOUNCIL

Specific Use Permit

Agenda of:	July 21, 2025	**Initiated By:**	Jose Abraham Director, Development Services
Subject:	Rezoning, LC/SH-6 to LC/SH-6-SUP	**Presented By:**	Ellie Roohbakhsh Senior Planner
Recommended Action:	A Public Hearing followed by Consideration and Possible Action to Approve Ordinance No. 2025-O-23		

SUMMARY

The applicant, Raymond W. Stone, on behalf of the property owner Charles Huang, is requesting a zoning classification change for an approximate 0.547-acre tract of land located at 19200 Morris Avenue/Highway 6 (PID: 499589), along the southern side of Morris Avenue/Highway 6, abutting the under-construction Carwash to the east and Twin Lakes RV Park to the south. The applicant intends to develop the subject site into a Medical Clinic. The current zone is Light Commercial District/State Highway 6 Overlay District (LC/SH6). The proposed Medical Clinic is classified as NAICS use 621111 "Offices of Physicians (Except Mental Health Specialists)", which is allowed within the LC District upon approval of a Specific Use Permit (SUP). The applicant met with staff for a pre-development meeting in April 2025, to discuss the proposed project.

Staff Recommendation: Approval with conditions
PD&Z Recommendation: Approval with conditions

EXHIBITS

Aerial Vicinity Map, Zoning Map, Major Thoroughfare Plan Map, Application, Letter of Authorization, Letter of Request, Survey, Proposed Site Plan, Proposed Drainage Plan, Proposed Utility Plan, Proposed Elevations, Proposed Landscaping Plan, Proposed Floor Plan, Public Hearing Notice, and Site Photos.

GENERAL SITE INFORMATION

The following is a summary of general site information.

Surrounding Property Zoning	**North:** Light Commercial District /State Highway 6 Overlay District (LC/SH-6) **South:** Light Commercial District /State Highway 6 Overlay District (LC/SH-6) **East:** Light Commercial District /State Highway 6 Overlay District Specific Use Permit (LC/SH6/SUP) – (Carwash) **West:** Light Commercial District /State Highway 6 Overlay District (LC/SH-6)
Surrounding Land Use	**North:** Commercial (Starbucks and AutoZone) **South:** Twin Lakes RV Park **East:** Carwash (Under Construction) **West:** Vacant/Undeveloped

AERIAL VICINITY MAP

ZONING VICINITY MAP

Label No	Address	Specific Use Description	Ordinance No	Effective Date	Zoning Classification
37	State Highway 6/ Morris Ave and Bluewater Street	NAICS USE 811192 "CAR WASHES"	2023-O-09	2/21/2023	LC/SH6-SUP
41	19201 Morris Ave	NAICS USE 441310 "Automotive Parts and Accessories Stores"	2024-O-01	2/5/2024	LC/SH6-SUP

ZONING ORDINANCE PROVISIONS FOR SPECIFIC USE PERMITS

In Section 77-50 (a) *Uses Requiring Specific Use Permit*, of the Zoning Ordinance it states *"certain uses of land, buildings or structures may not be appropriate under all circumstances in any given zoning district but may be appropriate where adequate precautions can be taken to assure compatibility with surrounding uses, public need, and the orderly development of the city as a whole. This section provides City Council and Planning, Development, and Zoning the opportunity to deny or to conditionally approve those uses for which specific use permits are required. These uses generally have unusual characteristics or are of a public or semipublic character often essential or desirable for the general convenience and welfare of the community. However, because of the nature of use, the importance of the use's relationship to the comprehensive plan, or possible adverse impact on neighboring properties of the use, review, evaluation, and exercise of planning judgement relative to the location and site plan of the proposed use are required."*

In Section 77-50 (b) of the Zoning Ordinance it further states, *"the City Council, after receiving the recommendation of the planning, development and zoning commission, may by ordinance, grant a specific use permit for the permitted uses, as herein qualified by the permitted use table, in locations and zoning districts to permit a use where they are not otherwise permitted by this article, and may impose any appropriate conditions and safeguards to protect property and property values, and in the interest of health, safety or welfare."*

PROJECT DETAILS

The subject site is a 0.547-acre vacant tract located along the southern side of the State Highway 6 (SH6), abutting the under-construction Carwash to the east and Twin Lakes RV Park to the south. It is currently zoned Light Commercial District/State Highway 6 Overlay District (LC/SH6). The applicant intends to develop the subject site for a Medical Clinic. The proposed Medical Clinic is classified as NAICS use 621111 "Offices of Physicians (Except Mental Health Specialists)", which is allowed within the LC District upon approval of a Specific Use Permit (SUP). The applicant met with staff for a pre-development meeting in April 2025, to discuss the proposed project. The proposed facility will offer services such as general family medicine, preventive care, wellness visits, chronic disease management, diagnostic ultrasound imaging, and patient stabilization. Hours of operation are proposed to be Monday through Friday from 8:00 AM to 6:00 PM, with potential weekend hours depending on patient demand. As part of the SUP application, the applicant has provided concept plans for the proposed development. The submitted plans (attached as exhibits) require revisions to ensure conformance with the City of Manvel's site development standards. Please note that a detailed review of site and building construction plans shall take place as part of the platting and permitting process.

The subject site currently does not have direct driveway access from Morris Avenue/Highway 6. However, the applicant has submitted documentation confirming that TxDOT has approved a permit to construct a driveway within the Highway 6 right-of-way for the proposed project. Per the City's ordinance for properties within the SH6 zoning district, the development must dedicate a Public Access Easement (PAE) to allow reciprocal access between adjacent parcels. The proposed site plan does not include this easement. Additionally, the applicant must extend the existing sidewalk along SH6, as required by Section 62-113. *Sidewalks*, of the City's Subdivision Ordinance. The submitted site plan does not show a detention pond on the property. In its existing condition, the northern portion of the site drains toward Morris Avenue/Highway 6, while the southern portion drains into an adjacent RV park. The applicant proposes to maintain this existing drainage pattern (refer to

attached exhibits). According to documentation from TxDOT, the Hydraulic Division approved the proposed plan without requiring detention—provided there are no issues with draining the southern half of the site into the RV park. If drainage concerns arise, a revised drainage plan will be required and must be reviewed by TxDOT. To date, the applicant has not submitted documentation confirming drainage capacity or agreements with the RV park.

The subject site must be platted, and all infrastructure requirements—including vehicular access, the PAE, drainage approval, and sidewalk construction—must be addressed as part of the development process.

PREDETERMINED CONDITIONS FOR THE PROPOSED USE (Section77-50. (g)).

Section 77-50(g) of the Zoning Ordinance provides the following predetermined conditions that apply to the proposed use:

a. Unless otherwise required by state law or regulation, the facility is only permitted to operate during the hours of 7:00 a.m. to 10:00 p.m. each day.
b. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
c. All doors shall remain unlocked and accessible during normal business hours.

Please note that the proposed use meets the predetermined conditions applicable to medical clinics.

SUP CRITERIA FOR APPROVAL AND STAFF ANALYSIS

Section 77-50(e) of the Zoning Ordinance provides the following approval criteria for SUP requests. These criteria help in determining whether the proposed use is in harmony with existing surrounding uses and zoning districts.

1. *Conformance to Comprehensive Plan*: The proposed SUP is supported by the *City of Manvel's 2015 Comprehensive Plan*, which emphasizes preserving the city's rural character and small-town values while managing growth. This request aligns with several key vision statements, including:
   - "Benefiting from our strategic location by encouraging well-planned quality retail, commercial, and residential development that reflects and enhances our small-town quality of life."
   - "Promoting a strong and diverse economic base that supports efficient high-quality public infrastructure, municipal services, education, and collaborative governance."

   The subject site being located in close proximity to Highway 6, makes it an appropriate location for the proposed use and suggests general alignment with the Comprehensive plan goals. Additionally, the proposed development will result in improvement of infrastructure in the area. Together, these actions will contribute to Manvel's long-term vision of balanced growth, economic vitality, and enhanced quality of life.

2. *Compatibility with the character of the neighborhood:* The site is within a Light Commercial District / State Highway 6 Overlay District (LC/SH6), making it well-suited for medical and commercial uses. The proposed Medical Clinic is compatible with nearby retail and service-oriented businesses and aligns with the existing commercial corridor. However, since the subject site abuts the RV Park on the south side, site design, screening, and buffering should be carefully considered.

3. *The suitability of the property for the uses permitted by right*: The subject site is zoned Light Commercial (LC), which allows a variety of commercial uses, including office space, retail, and dining establishments. Given the commercial nature of the Highway 6 corridor, the area is suitable for service-based uses such as Medical Clinics. The 0.547-acre vacant tract is well-positioned for this type of development, offering adequate size, high visibility, and convenient access along a major roadway.

4. *Detrimental impact on nearby property:* The proposed use will not have detrimental impact on nearby properties considering the commercial nature of Highway 6 corridor. However, proper buffering, lighting, and landscaping must be considered to minimize noise, visual, and operational impacts on the adjacent RV Park.

5. *Traffic and Parking issues:* The proposed clinic is anticipated to generate moderate traffic primarily associated with staff and patient visits. Located along Morris Avenue/Highway 6, a Major Thoroughfare, the development must ensure safe and efficient ingress and egress. Access is planned directly from Morris Avenue/Highway 6, and PAE shall be provided in accordance with the City's ordinance to allow reciprocal access between adjacent parcels. On-site parking shall be provided in compliance with zoning requirements, ensuring sufficient spaces for patients, staff, and emergency vehicles. Due to the site's location near other commercial developments and the nature of the clinic's operations, no significant traffic congestion or parking deficiencies are expected.

6. *Harm to the value of nearby properties:* The surrounding properties are zoned LC/SH6 or consist of vacant land. Given this context, the proposed use is not expected to have a negative impact on nearby property values. Additionally, the presence of LC/SH6 zoning in the area supports the appropriateness of the use.

7. *Impedance to orderly development surrounding vacant property:* Surrounding properties are zoned LC/SH-6, indicating that the proposed use will not impede the orderly development of nearby vacant land.

8. *Utility Provisions:* The proposed use is not anticipated to significantly impact utility provisions. However, regarding drainage, the applicant must provide documentation or an agreement confirming that the adjacent RV Park has sufficient capacity to accommodate drainage from the southern portion of the subject site. If such documentation is not provided, submitted site plan shall be amended and revised drainage plan shall be submitted to TxDOT for review and approval. Regardless of TxDOT's requirements, a drainage plan approved by the applicable drainage district and the City must be submitted as part of the platting and permitting process.

9. *Safe site development and layout:* The subject site layout must ensure safe and efficient internal circulation, including adequate access for emergency vehicles, compliance with ADA requirements, and provisions for pedestrian connectivity. The Medical Clinic must also be designed and constructed in accordance with applicable building and fire codes to ensure the safety of staff and patients.

10. *Lighting:* Site lighting should be designed to enhance safety while minimizing disturbance to adjacent properties. All exterior lighting must comply with city regulations, utilizing shielded and directional fixtures to prevent light pollution affecting neighboring areas.

11. *Landscaping and screening:* The proposed development should comply with Section 77-44 – Trees, Landscaping, Fencing, and Screening of the City of Manvel Code of Ordinances. Street frontage landscaping along Morris Avenue/Highway 6 should include trees and shrubs per Overlay District requirements. Perimeter landscaping should screen parking areas, and the existing wooden fence separates the site from the RV Park. All landscaping should meet tree planting, screening, and irrigation standards to enhance site aesthetics and compliance.

12. *Other appropriate conditions and safeguards in the interest of health, safety or welfare:* The proposed use should comply with all applicable building and safety codes, ensuring that it does not pose risks to public health, safety, or welfare. Adequate parking and lighting should be provided to enhance safety for visitors and employees. Noise mitigation measures should be implemented to minimize potential disturbances to nearby RV Park. Additionally, landscaping and buffering along the southern boundary should provide a visual and noise barrier between the facility and adjacent RV Park. The site layout should prioritize efficient traffic circulation, ensure clear emergency access routes along with providing PAE to allow reciprocal access between the subject site and adjacent parcels. Any additional conditions required by city ordinances should be incorporated to further enhance public safety and operational efficiency.

STAFF RECOMMENDATION

Based on the above discussion, staff recommends approval of this SUP request for the subject site to allow NAICS use 621111 "Offices of Physicians (Except Mental Health Specialists)" with the following conditions:

1. Unless otherwise required by state law or regulation, the facility is only permitted to operate during the hours of 7:00 a.m. to 10:00 p.m. each day;
2. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
3. All doors shall remain unlocked and accessible during normal business hours;
4. A plat shall be prepared and approved in conformance with Chapter 62 – *Subdivisions*, prior to developing the subject site for the proposed Manvel Medical Clinic;
5. A recorded copy of a document or agreement confirming that the RV Park has sufficient capacity to accommodate drainage from the southern portion of the subject site, shall be provided prior to plat approval and referenced on the plat. If such documentation is not provided, submitted site plan shall be amended and revised drainage plan shall be submitted to TxDOT for review and approval. Regardless of TxDOT's requirements, a drainage plan approved by the applicable drainage district and the City must be submitted as part of the platting and permitting process;
6. The site development shall follow the attached site plan. However, a revised site plan, subsequent plat, and drainage plans—reflecting any necessary changes related to the Public Access Easement (PAE) and drainage to comply with all applicable City of Manvel codes and ordinances—shall be submitted as part of the construction plan and building permit review process.
7. A minimum 10-foot-wide landscape buffer yard, including landscaping, with one (1) evergreen tree planted every 30 feet along the property line abutting the RV Park;

8. If there is no existing fence along the rear property line, a minimum 6-foot-tall wooden fence shall be installed in accordance with Section 77-43, *Fences*, of the City of Manvel Code of Ordinances*;*
9. Outdoor lighting shall be shielded and shall conform with the Illuminating Engineering Society of North America ("IES") criteria for full cut-off fixtures, which is 100 percent of light output below 90 degrees, and 90 percent of light output below 80 degrees from a vertical line through the fixture;
10. Outdoor lighting shall be deflected, shaded, and focused away from abutting properties and shall not be a nuisance to abutting properties, and shall be designed so that any overspill of lighting onto abutting properties shall not exceed three-tenths foot-candles, measured vertically and horizontally;
11. No Outdoor lighting shall be greater than 25-feet in height;
12. A photometric survey shall be submitted for approval prior to issuing Certificate of Occupancy;
13. Buildings shall be designed in conformance with all adopted technical codes, including Building and Fire Codes.

PD&Z DISCUSSION AND RECOMMENDATION

At the July 14, 2025, Planning, Development, and Zoning (PD&Z) Commission meeting, a public hearing was held to receive input on this request. The applicant made a presentation detailing their services and no members of the public spoke in support or opposition. The Commission generally discussed their concerns and questions related to drainage. Staff clarified that the proposed site layout may need revision to meet drainage and other site development standards.

The PD&Z Commission is recommending approval of this request with conditions provided by staff. The motion to approve passed with a vote of five (5) “Yeas” to zero (0) “Nays.” Therefore, the Planning, Development, and Zoning Commission is recommending approval of proposed Ordinance No. 2025-O-23

PUBLIC HEARING

The Notice of Public Hearing was published in the newspaper of general circulation. All property owners within 200 feet of the property were notified. At the time of writing this report, staff has received one informational inquiry and is not aware of any opposition to the request.

MAJOR THOROUGHFARE PLAN MAP

APPLICATION

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

SPECIFIC USE PERMIT APPLICATION

PROJECT INFORMATION

Project Name: Manvel Medical Clinic

Project Location/Address: 19200 Highway 6, Manvel, Tx. 77578

Legal Description: MANVEL LOT OL184D3A

Current Zoning: CG2 Proposed Land Use: MEDICAL CLINIC NAICS No.: 62

Parcel/Tax ID# (s): 499589 Total Acreage: 0.547

APPLICANT INFORMATION

Applicant Name: CHARLES HUANG

Company Name: Manvel Medical Clinic

Address: 9889 Bellaire Blvd. City: Houston State: Tx Zip: 77036

Phone #: (281) 904-2678 Email: csh1122@live.com

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT, and I, the undersigned, am authorized to make this application on behalf of the owner(s). I understand that this application will expire one year from the date submitted.

Raymond W. Stone 04/11/25

Applicant Signature (**REQUIRED**) Date

PROPERTY OWNER INFORMATION

Owner(s) Name: Charles Huang

Address: 9889 Bellaire Blvd. City: Houston State: Tx Zip: 77036

Phone #: (281) 904-2678 Email: csh1122@live.com

PROPERTY OWNER'S AUTHORIZATION **(Required – If owner is also the applicant, must sign as both)**:

I am the owner of the property for which this application is being made. I authorize the above person (Applicant) to submit this application and to correspond with the City of Manvel regarding this application on my behalf.

04/11/2025

Owner's Signature (**REQUIRED**) Date

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

SUBMITTAL CHECKLIST

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. One or more of the required documents may be waived due to the nature of the development; however, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Answers to specific use permit applications can be obtained by attending a pre-development meeting with our Development Review Committee (DRC) prior to submitting a formal application. Please call the phone number on the application to schedule an appointment. Submit application and accompanying documents to the Permits and Inspections at the address above Monday through Thursday between the hours of 7:30 a.m. and 5:30 p.m. and Friday between the hours of 7:30 a.m. and 11:30 a.m.

SPECIFIC USE PERMIT SUBMITTAL CHECKLIST ITEMS	REQUIRED (PLEASE CHECK)
Completed Specific Use Permit Application (with all signatures)	X
Two (2) Copies of a Conceptual Plan (building, parking, landscaping, etc. locations)	X
Two (2) Legal Descriptions of Property (metes & bounds description if not platted)	X
Two (2) Copies of Recorded Plat (if platted)	
Two (2) Applicant Letters of Request	
Traffic Impact Analysis, (if applicable)	
Paid Application Fee	

APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Raymond W. Stone — 04/11/25

Applicant Signature — Date

LETTER OF AUTHORIZATION

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.

Charles Huang
Owner Name

9889 Bellaire Blvd. Houstion, Tx. 77036
Owner Address

Houston, Tx. 77036
Owner City, State Zip

04/11/25
Date

Building and Inspections
20025 Highway 6
Manvel, TX 77578

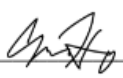
Dear City of Manvel Permits and Inspections,

I, Charles Huang, certify that I am the owner of the project property located at 19200 Highway 6, Manvel, Tx. 77578 and that the forgoing statements and answers made and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint Raymond W. Stone with the company R.W. Stone, Engineer, PLLC (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the City of Manvel related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at (281) 904-2678 if you have any questions.

Sincerely,

Owner Name Charles Huang

Owner Signature 

REQUEST LETTER

To Whom It May Concern:

I am submitting this letter in support of our request for a **Special Use Permit** to develop and operate a **general family practice and outpatient diagnostic clinic** at 19200 Highway 6, located within the City of Manvel.

Our proposed facility will deliver **comprehensive outpatient services** with a focus on **continuity of care, chronic disease management, and preventive services**, helping to meet the growing healthcare needs of Manvel's rapidly expanding population.

Project Summary

Type of Facility: General family practice and outpatient diagnostic clinic
Total Building Size: Approximately [4990] sq. ft.
Lot Size: [0.55 Acre]
Services Offered:

- General family medicine
- Preventive care and wellness visits
- Chronic disease management
- Diagnostic ultrasound imaging

Operating Hours: Monday–Friday, 8:00 AM to 6:00 PM (optional weekend hours depending on demand)

Public Benefit

The proposed medical clinic will:

- **Increase access to routine and preventive care** within Manvel city limits
- **Reduce strain** on nearby urgent care centers and hospital emergency departments
- **Offer convenient, family-oriented services** to local residents
- **Create local employment opportunities** in both clinical and administrative roles
- **Contribute to the city's long-term growth and healthcare infrastructure**

This project has been carefully designed to **complement existing development patterns** in the area and is expected to be fully compatible with adjacent properties in terms of use,

REQUEST LETTER

scale, traffic volume, and visual appearance. We are committed to complying with **all city regulations**, including applicable design guidelines, site requirements, and landscape standards.

We respectfully request your favorable consideration of this Special Use Permit application. Should you have any questions or require additional documentation, I am available to provide any information needed.

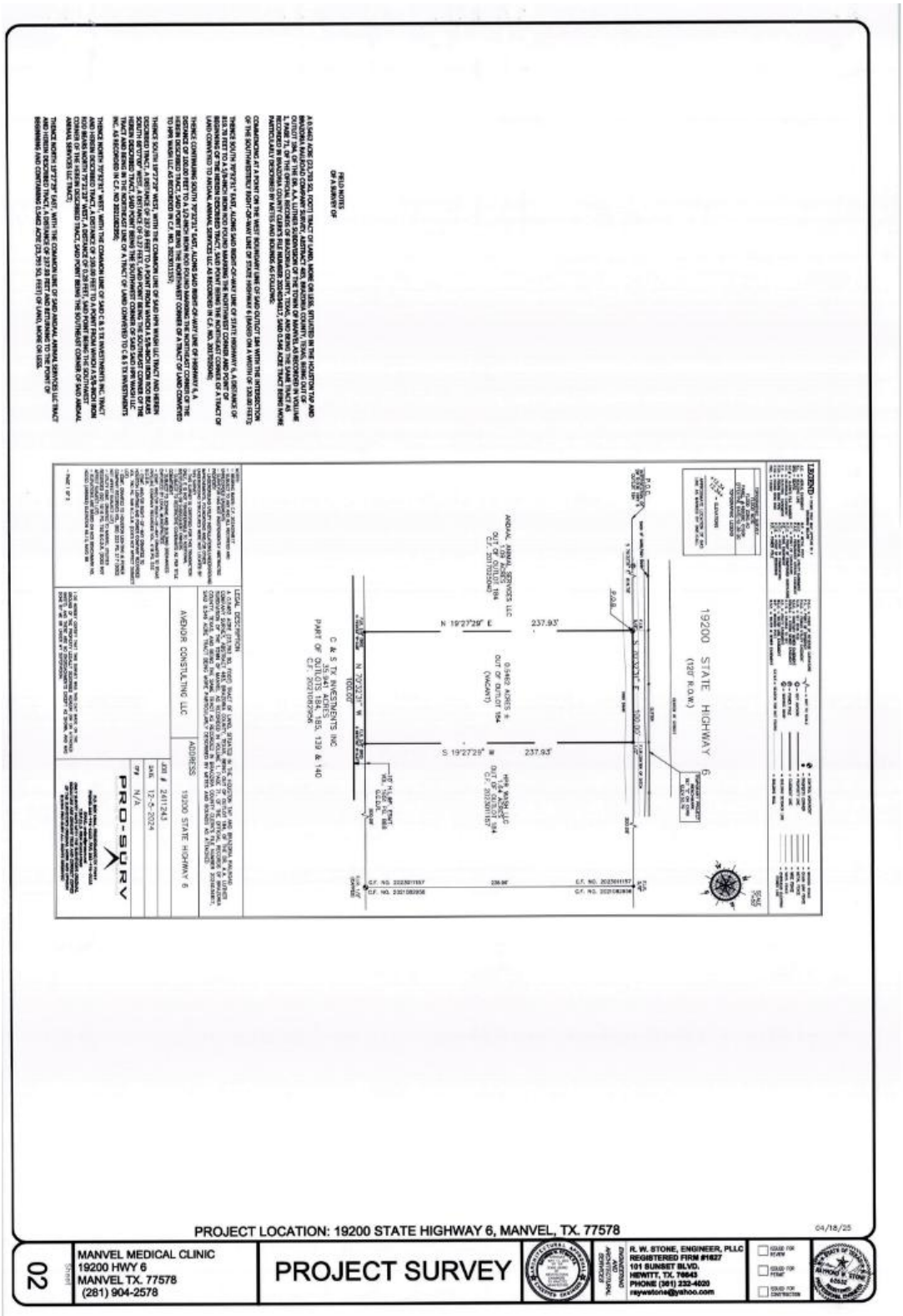
Thank you for your time and support.

Sincerely,

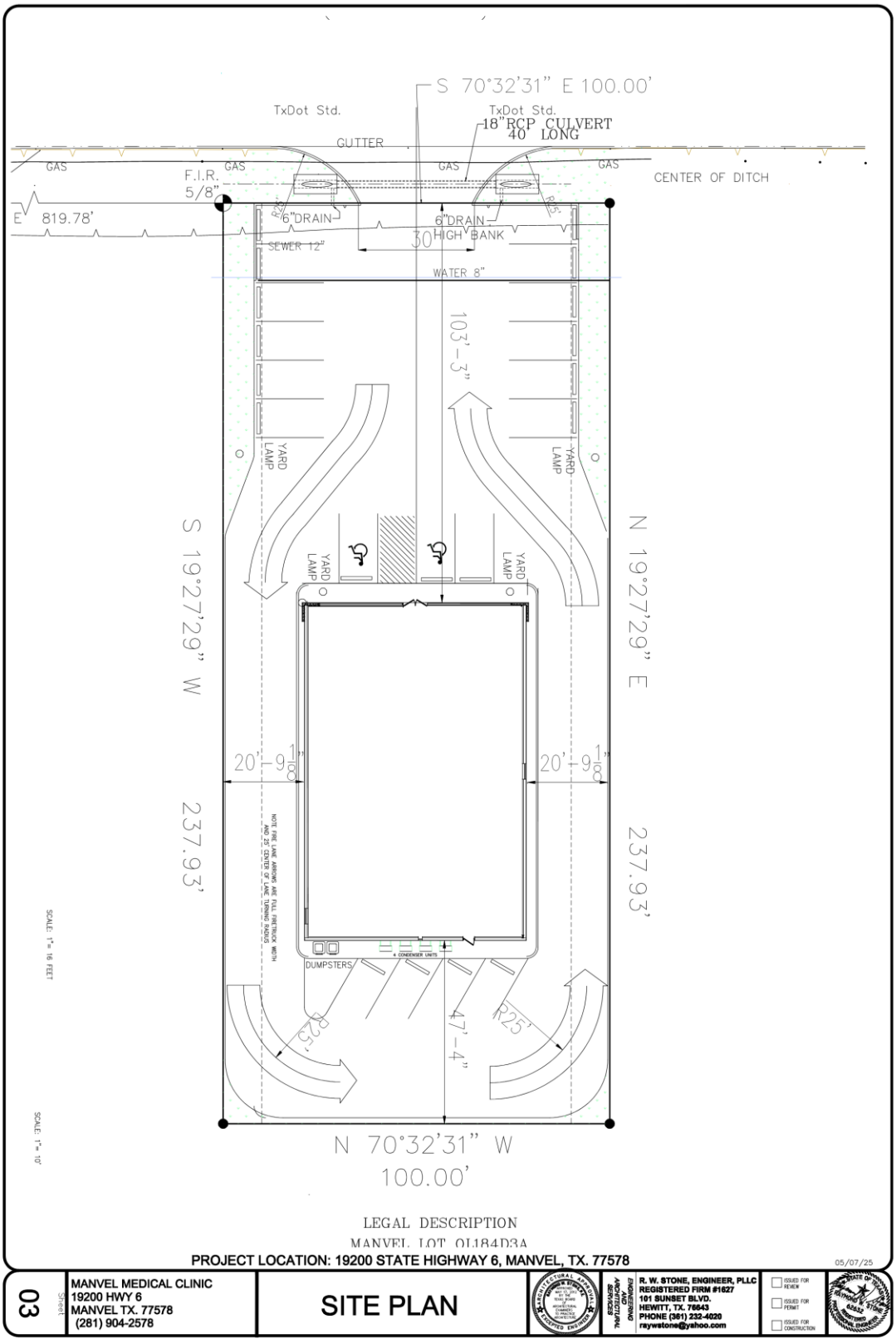
/s/

Charles Huang

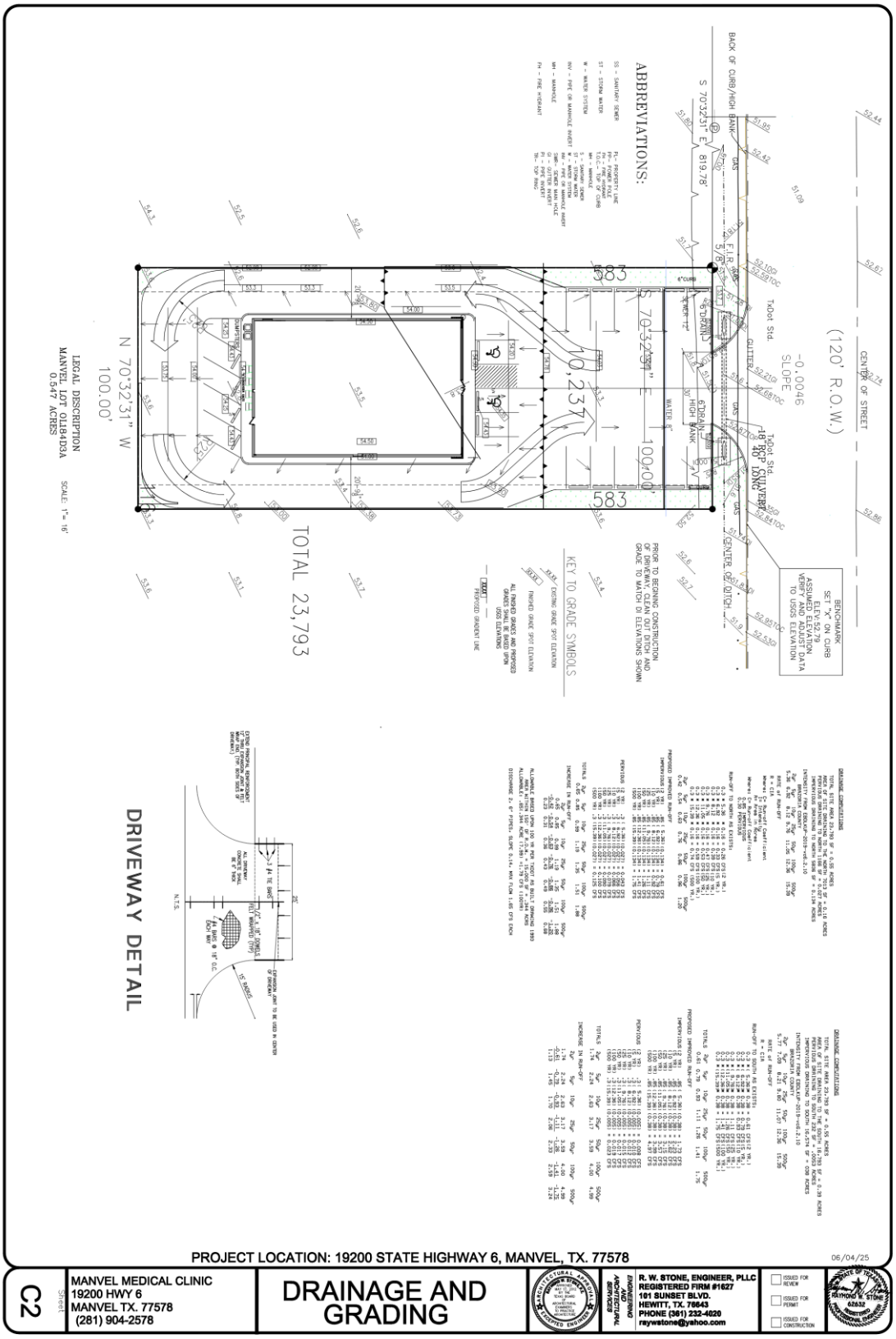
SURVEY


FIELD NOTES
OF A SURVEY OF
19200 STATE HIGHWAY 6
(120' R.O.W.)
N 19°27'28" E
237.93'
S 19°27'28" W
237.93'
100.00'
0.5492 ACRES ±
OUT OF OUTLOT 194
(VACANT)
C & S TX INVESTMENTS INC
35.541 ACRES
PART OF OUTLOTS 135, 139 & 140
C.F. 2021082506
ANDAL ARRAVAL SERVICES LLC
OUT OF OUTLOT 194
C.F. 2017025043
HPA WASH LLC
1.54 ± ACRES
OUT OF OUTLOT 194
C.F. 2023011157
LEGEND
AVENOR CONSULTING LLC
ADDRESS 19200 STATE HIGHWAY 6
JOB # 2411243
DATE 12-5-2024
BY N/A
PRO-SURV
PROJECT LOCATION: 19200 STATE HIGHWAY 6, MANVEL, TX. 77578
04/18/25
02
MANVEL MEDICAL CLINIC
19200 HWY 6
MANVEL TX. 77578
(281) 904-2578
PROJECT SURVEY
R. W. STONE, ENGINEER, PLLC
REGISTERED FIRM #1627
101 SUNSET BLVD.
HEWITT, TX. 76643
PHONE (281) 232-4020
reywstone@yahoo.com

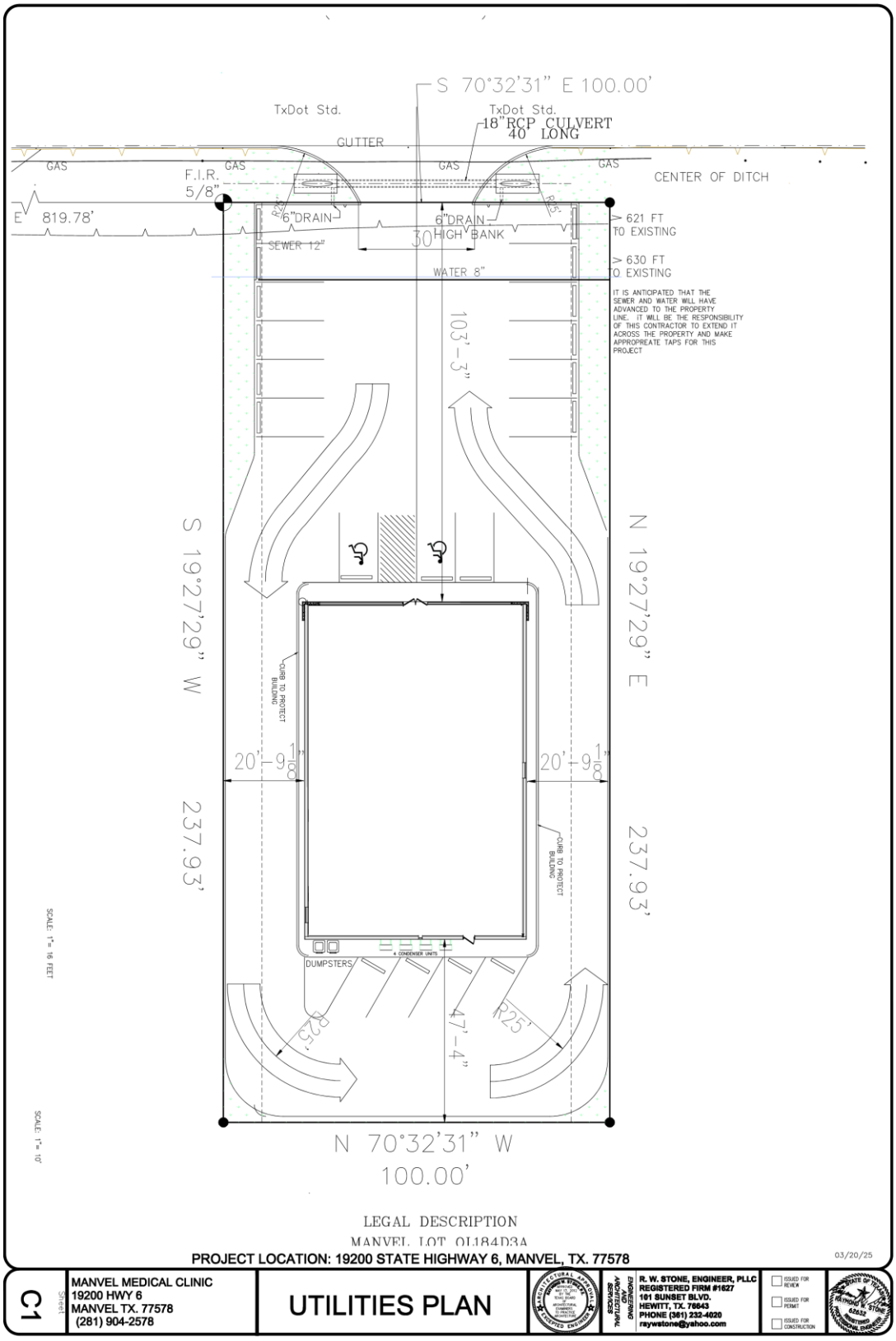
PROPOSED SITE PLAN



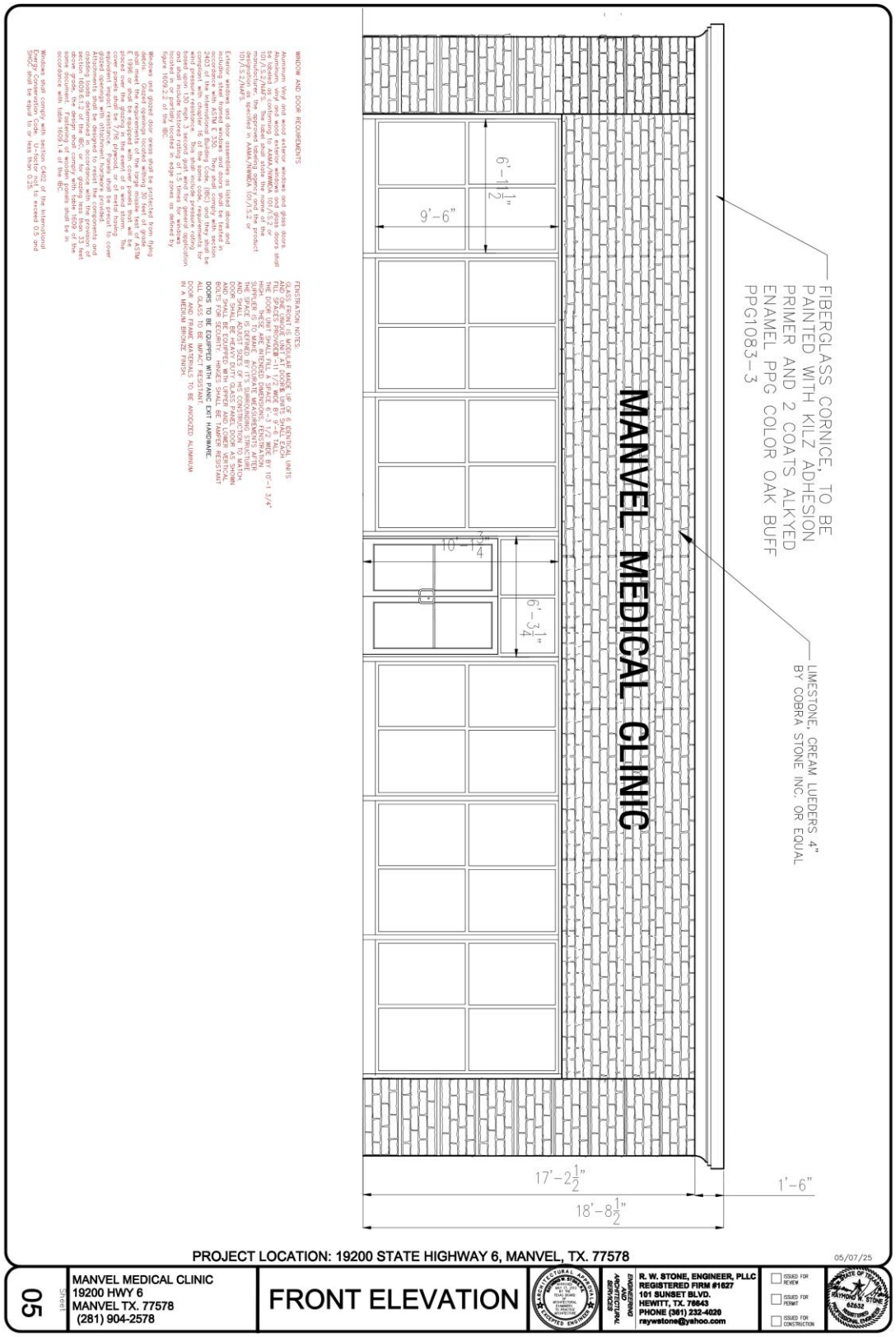
PROPOSED DERAINAGE PLAN



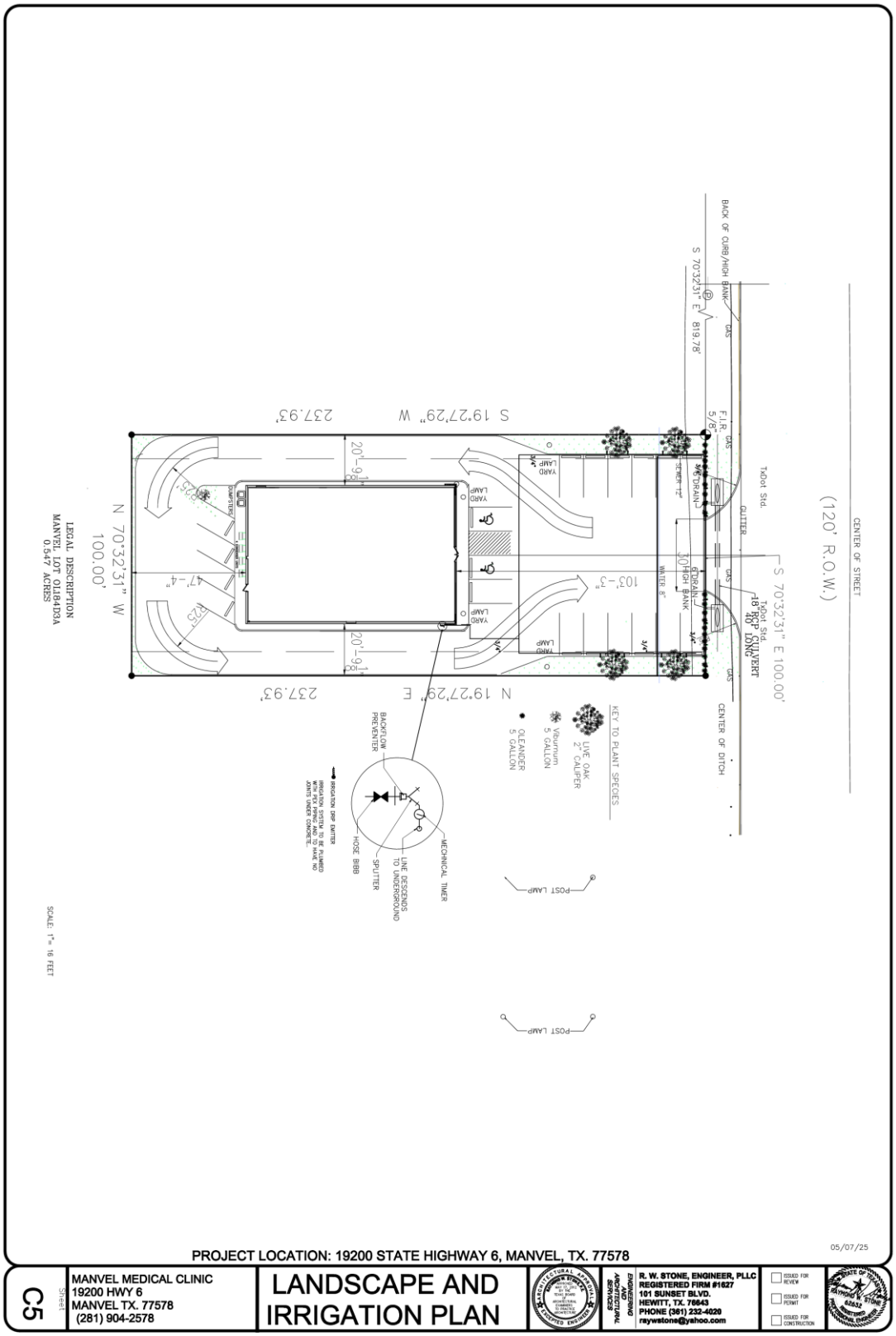
PROPOSED UTILITY PLAN



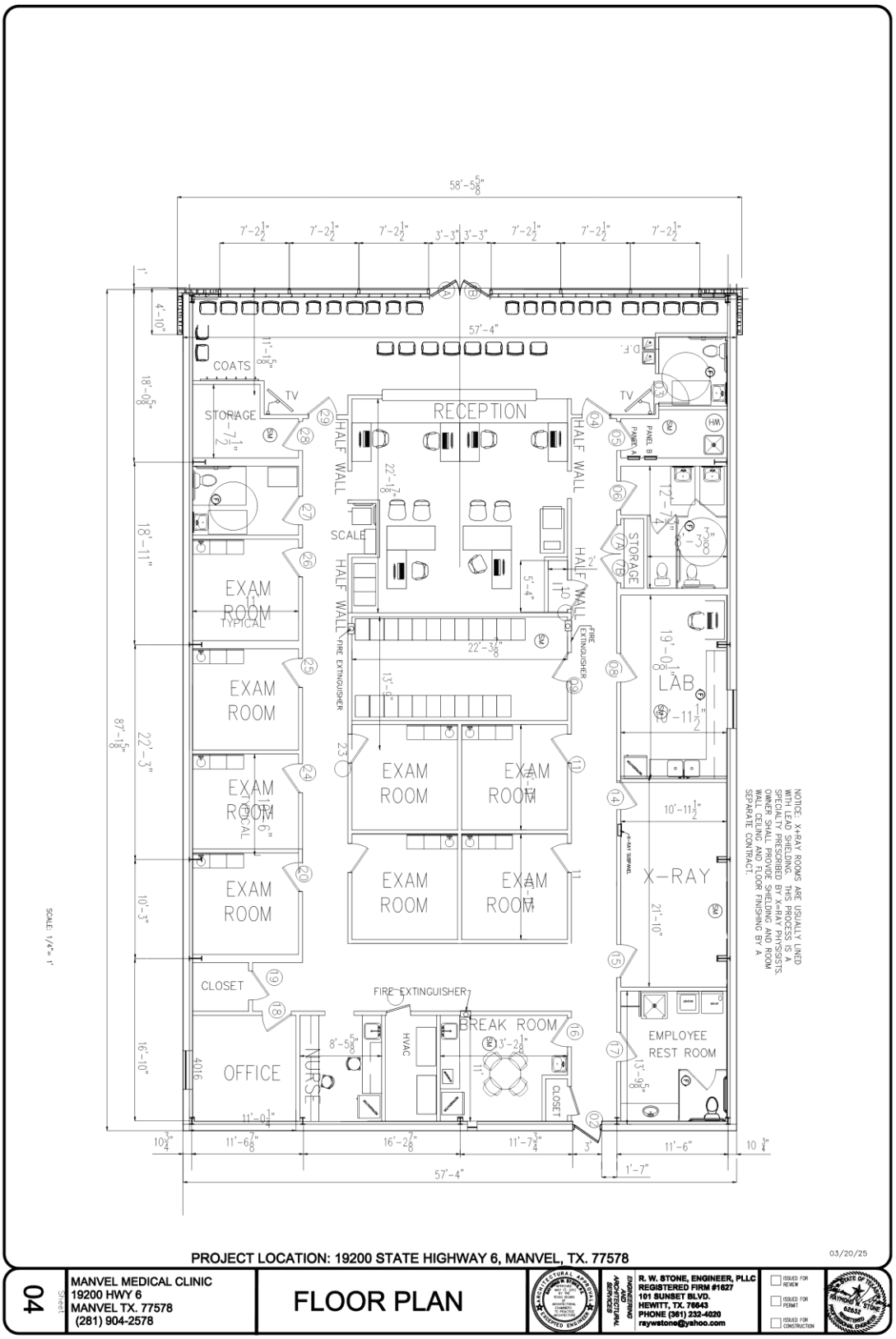
PROPOSED ELEVATION



PROPOSED LANDSCAPE PLAN



PROPOSED FLOOR PLAN



PUBLIC HEARING NOTICE PUBLISHED ON 06/29/2025

A PUBLIC HEARING WILL BE HELD AT MANVEL CITY HALL, 20031 HWY 6, MANVEL, TX, 77578 AT 6:00 P.M. ON MONDAY, JULY 14, 2025, BEFORE THE MANVEL PLANNING, DEVELOPMENT, AND ZONING COMMISSION AND AT 6:00 P.M. ON MONDAY, JULY 21, 2025, BEFORE THE MANVEL CITY COUNCIL TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 0.547 ACRES TRACT OF LAND AT 19200 MORRIS AVE, MANVEL, TX (PID: 499589), SITUATED IN THE HOUSTON TAP AND BRAZORIA RAILROAD COMPANY SURVEY, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING OUT OF OUTLOT 184, OF THE DR. A.A. LUTHER SUBDIVISION OF THE TOWN OF MANVEL AS RECORDED IN VOLUME 1, PAGE 71, OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, AND BEING THE SAME TRACT AS RECORDED IN BRAZORIA COUNTY CLERK'S FILE NUMBER 2024034817, GENERALLY LOCATED ALONG SOUTH SIDE OF MORRIS AVENUE / HIGHWAY 6, WEST OF THE UNDER-CONSTRUCTION CARWASH, FROM LIGHT COMMERCIAL DISTRICT / STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL / STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (LC/SH6-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR NAICS USE 621111 "OFFICES OF PHYSICIANS (EXCEPT MENTAL HEALTH SPECIALISTS)"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF. /S/TAMMY BELL, CITY SECRETARY.

SITE PICTURES

View of the subject site from Morris Avenue/SH6, looking south.

View of adjacent property to the east, Carwash currently under construction.

SITE PICTURES

View of adjacent property to the west, vacant property.

View of the property to the northeast from Morris Avenue/SH6 (AutoZone)

MANVEL
CITY COUNCIL
DATA SHEET

MEETING DATE: July 21, 2025

TOPIC: Public Hearing followed by consideration of a request to change the zoning classification of an approximate 0.547 acre tract of land, located at 19200 Morris Ave, Manvel, TX (PID: 499589), from Light Commercial District / State Highway 6 Overlay District (LC/SH6) to Light Commercial / State Highway 6 Overlay District With Specific Use Permit (LC/SH6-SUP); providing for the granting of a Specific Use Permit with conditions to authorize the use of the subject site for NAICS use 621111 “Offices of Physicians (Except Mental Health Specialists).”

BACKGROUND:

- The subject site is a 0.547-acre vacant tract located on the south side of State Highway 6, abutting the carwash under construction on the east side and the Twin Lakes RV Park. It is currently zoned Light Commercial State Highway 6 Overlay District.
- The applicant, Raymond W. Stone with Manvel Medical Clinic, representing property owner Charles Huang, is requesting a Specific Use Permit (SUP) to allow the development of a general family practice and outpatient diagnostic clinic. The proposed clinic will provide services such as general family medicine, preventive care and wellness visits, chronic disease management, diagnostic ultrasound imaging, and patient stabilization. According to the applicant, the facility will operate Monday through Friday from 8:00 AM to 6:00 PM, with possible weekend hours based on demand.
- The applicant has submitted concept plans that will need revisions to comply with city standards. TxDOT has approved a driveway connection to State Highway 6, but the site plan does not include a required Public Access Easement or the sidewalk extension along the highway. The current drainage pattern directs runoff to State Highway 6 and to the adjacent RV park. TxDOT has approved this drainage approach; however, confirmation of capacity or drainage agreements with the RV park has not been provided. The property must be platted, and all infrastructure requirements including access, drainage, sidewalk, and easements must be addressed and approved by the City through the development process.
- The Notice of Public Hearing was published in the newspaper of general circulation and all property owners within 200 feet of the property were notified. At the time of writing this report, no information inquiries have been received, and staff is not aware of any opposition.
- Additional details and staff analysis are included in the attached staff report.

STAFF RECOMMENDATION: City staff recommends approval of the requested SUP with the conditions listed in the Final Report.

PD&Z PUBLIC HEARING (July 14, 2025): There were no public comments made on the proposed project. The applicant made a presentation and provided details about the proposed use and answered the Commission’s questions regarding drainage, operation, and services to be provided.

PD&Z RECOMMENDATION: The PD&Z Commission is recommending approval of the requested SUP with conditions listed in the Final Report with a vote of five (5) “Yeas” to zero (0) “Nays” at their July 14, 2025, meeting.

ATTACHMENTS: Final Report and Proposed Ordinance No. 2025-O-23

FUNDING ISSUES

_X_ Not applicable
___ Not budgeted
___ Full amount already budgeted
___ Funds to be transferred from Acct.#

SUBMITTING STAFF MEMBER	**FINANCE DIRECTOR APPROVAL** __NA___
Ellie Roohbakhsh, Senior Planner	**CITY MANAGER APPROVAL** ___YES___

THE STATE OF TEXAS §
COUNTY OF BRAZORIA §
CITY OF MANVEL §

KEITH BONNER, COUNCIL PLACE 1
DAVID LANDS, COUNCIL PLACE 2
HARRY OPLIGER, COUNCIL PLACE 3
CARMYN ROBEY-ROBINSON, COUNCIL PLACE 4
CRYSTAL SARMIENTO, COUNCIL PLACE 5
GARRETT ROSSI KNOX, COUNCIL PLACE 6

DAN DAVIS, MAYOR
DAN JOHNSON, CITY MANAGER
TAMMY BELL, CITY SECRETARY

MISSION STATEMENT:
"The City of Manvel is a safe and responsible community, embracing the values of our past, present, and future citizens."

MINUTES 7/7/2025

Workshop Session

Mayor Davis called the workshop of the Manvel City Council to order at 5:00 p.m.
Those in attendance were:

Present: Mayor Dan Davis
City Councilmember Place 1 Keith Bonner
City Councilmember Place 2 David Lands
City Councilmember Place 3 Harry Opliger
City Councilmember Place 4 Carmyn Robey-Robinson
City Councilmember Place 5 Crystal Sarmiento
City Councilmember Place 4 Garrett Knox

Absent: None

Also Present: Dan Johnson, City Manager
Robert Gervais, City Attorney
Tammy Bell, City Secretary
Jose Abraham, Director of Development Services
Keith Traylor, Chief of Police
Rosa Donaire, Director of Finance
Robbie Hall, Director of Public Works
Chad Dumont, Director of Personnel

Budget Presentation - Public Works

Robbie Hall provided the presentation with assistance from Ernie Means, Patrick Plata, and Adewale Taiwo.

Discussion on the FY 2025-2026 Budget

Discussion on any topic as listed on the current agenda.

Regular Session
Call To Order
Mayor Davis called the meeting of the Manvel City Council to order at 6:20 p.m. Those in attendance were:

Present:	Mayor Dan Davis City Councilmember Place 1 Keith Bonner City Councilmember Place 2 David Lands City Councilmember Place 3 Harry Opliger City Councilmember Place 4 Carmyn Robey-Robinson City Councilmember Place 5 Crystal Sarmiento City Councilmember Place 4 Garrett Knox
Absent:	None
Also Present:	Dan Johnson, City Manager Robert Gervais, City Attorney Tammy Bell, City Secretary Jose Abraham, Director of Development Services Keith Traylor, Chief of Police Rosa Donaire, Director of Finance Robbie Hall, Director of Public Works Chad Dumont, Director of Personnel

Invocation

Inspirational Reading - Council Member Robey-Robinson

Pledge

Presentations

Recognition of the Finance Department for receiving the GFOA Distinguished Budget Presentation Award.

Recognition of Outgoing Council Members;
Jerome Hudson 2016-2025
Ed Perry 2022-2025

Staff Presentation on Public Hearing Item(s)

Jose Abraham provided the presentation.

Public Hearing

TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING ORDINANCE NO. 2024-O-35, PERTAINING TO DEL BELLO LAKES PLANNED UNIT DEVELOPEMNT (PUD) TO INCLUDE AN APPROXIMATE 106.8 ACRES OF LAND LOCATED IN THE MARY V. O'DONNELL SURVEY, ABSTRACT 469, OF BRAZORIA COUNTY, TEXAS, BEING A PORTION OF LOTS 1, 2, 7, AND 16, AND ALL OF LOTS 3, 4, 8, 9, 10, 13, 14, 15, 19, AND 20, OF DIVISION "O" OF THE ALLISION RICHEY GULF COAST HOME COMPANY PART OF SUBURBAN GARDENS, A SUBDIVISION OF RECORD IN VOLUME 2, PAGES 91, AND 92, OF THE PLAT RECORDS OF THE BRAZORIA COUNTY, TEXAS (B.C.O.R); CURRENTLY ZONED OPEN SINGLE-FAMILY RESIDENTIAL DISTRICT (O-SFR), INTO THE DEL BELLO LAKES PUD AND GENERALLY LOCATED EAST OF MANVEL PKWY, SOUTH OF CROIX RD, AND NORTH OF DEL BELLO LN; AND PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Mayor Davis opened the public hearing at 6:50 p.m.
First call for comments - None
Second call for comments - None
Third call for comments - None
Mayor Davis closed the public hearing at 6:50 p.m.

Staff Update/Presentations

Development update by Director of Development Services
Animal Control update by Director of Public Safety

Public Comments: "Comment Card" Required

Captain Robert McClain read a letter from the Manvel Police Association on behalf of Captain Chris Day recommending that the new Police Department be named the Keith Traylor Justice Center.
Delbert Burleson spoke in favor of the new Public Works facility being named after Karen Kinlaw.
Melody Hanson spoke in favor of the new Public Works facility being named after Karen Kinlaw.
Cindy Guire read a statement regarding animal control on behalf of Cynthia Cortinas.
Julie Bradley spoke on Animal Control.

City Manager Update

Pork Chop removed
Citizen Police Academy starting
Special Council next Monday at 5pm
PD Ribbon Cutting next Friday
BCCA Meeting 7/16
On this date 7/7 - Dan's Grandmother was born.

Consent Agenda

1. Acceptance of the meeting minutes to date.

2. Acceptance of infrastructure improvements for Water, Sanitary Sewer and Drainage Facilities and Paving and Appurtenances to serve Charlotte Street – Segment B&C for Brazoria County Municipal Utility District 83 and City of Manvel, Texas to begin the Two-Year Maintenance Period.

Councilmember Bonner made the motion to approve. Councilmember Lands seconded the motion.
The motion carried with a vote: 7/0

Yes:	Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No:	None
Absent:	None
Abstained:	None

Items Removed from Consent Agenda – None

Regular Agenda

1. Consideration and possible action to approve the second and final reading of Ordinance 2025-O-18;
AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING CLASSIFICATION OF 35.3 ACRES OF LAND GENERALLY LOCATED AT 9825 S MASTERS (PIDS: 537539 & 619349), SITUATED WEST OF CHOCOLATE BAYOU AND AT

THE NORTHEAST CORNER OF INTERSECTION OF CUMULUS DRIVE AND MASTERS ROAD, FROM OPEN SINGLE-FAMILY RESIDENTIAL (O-SFR) DISTRICT TO PLANNED UNIT DEVELOPMENT (PUD) DISTRICT FOR INCLUSION IN THE MERIDIANA PLANNED UNIT DEVELOPMENT (Motion to forward with favorable recommendation by PD&Z failed with a 2-3 vote. Motion to approve first reading of the ordinance passed by the city council with a 7/0 vote on 6-2-2025. Action postponed at the 6/16/25 Council Meeting).

Matt Lawson spoke in favor of the item on behalf of the development. Key points discussed were drainage and traffic.
Mayor Davis asks if we can secure additional capacity upstream with the 10% excess capacity in ponds W and U2. City Manager Dan Johnson shares that this is what it is naturally designed to do, but we can look into a way of officially memorializing it. The Mayor also asked that the striping be done for the dedicated north and south turn lanes. He also made a request to Matt that they name something in the development after Sundance Ranch to memorialize what was there before.

Councilmember Opliger made the motion to approve. Councilmember Robey-Robinson seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

Executive Session

The City Council will convene into Executive Session pursuant to **Texas Government Code, Section 551.074**, **Personnel Matters**, to deliberate the appointment of an individual to fill the unexpired term of the **Alternate Judge of the Municipal Court**.

Mayor Davis convened the meeting into Executive Session at 7:55 p.m.
Mayor Davis reconvened the meeting out of Executive Session at 8:47 p.m.
There was no action taken during the Executive Session.

Regular Agenda

2. Consideration and possible action regarding the appointment to fill the unexpired term of the Alternate Municipal Court Judge.

Mayor Davis made the motion to approve the appointment of Mr. French and to open a fourth Alternate Municipal Court Judge position. Councilmember Bonner seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

3. Consideration and possible action to approve payment for the following and authorize the City Manager to execute the agreement/estimate, as required by City of Manvel purchasing policy, Section B, Standard Purchasing Requirements/Procedures, subsection 6. Signature Authority of

City Manager. Purchases requiring an expenditure exceeding the current mandated statutory limit must be presented to Council for approval;

1. Expenditure to Signworx for three City of Manvel Monument Signs.
2. Expenditure to BGE for engineering services for a Traffic Signal at Croix Road and Rodeo Drive - (Amount not to exceed $100k)

Mayor Davis made the motion to approve the expenditure to Signworx for three signs, and made the finding that this signage directs tourists to sites and attractions that are frequently visited by hotel guests. Councilmember Sarmiento seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

Mayor Davis asks for Phase 3 of the Streets and Sidewalks to be on the next agenda for discussion.

Councilmember Sarmiento made the motion to approve. Councilmember Robey-Robinson seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

4. Discussion on the Facility Naming Recommendations as submitted by the Facility Naming Committee.

Alyssa Deaton, Assistant City Secretary, provided the overview on behalf of the committee.

5. Consideration and possible action to approve Resolution 2025-R-16;
A RESOLUTION OF THE CITY OF MANVEL, TEXAS, APPROVING A MASTER PLAN AND A PHASING PLAN FOR THE PRIMROSE DEVELOPMENT, (PREVIOUSLY NAMED OAKWOOD TRAILS), A SUBDIVISION OF 175.5 ACRES OUT OF THE H.T.& B.R.R. CO. SURVEY, SECTION 71, A-291, LOCATED IN BRAZORIA COUNTY MUD 47.

*Moved the before Regular Agenda item 4.

Jose Abraham provided the overview.

Councilmember Bonner made the motion to approve. Councilmember Lands seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

6. Consideration and possible action to approve Resolution 2025-R-17;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B" "HERITAGE PARK"; AND THAT THE AREAS WITHIN BE NAMED "LENARDUZZI DOG PARK", "RUTH DIETZ PAVILION", "PAUL KREUZER JR. GAZEBO", AND "JOSEPHINE MALONE PLAYGROUND"; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Rossi Knox made the motion to approve. Councilmember Bonner seconded the motion.
The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

7. Consideration and possible action to approve Resolution 2025-R-18;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B" "KAREN KINLAW PUBLIC WORKS FACILITY"; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Davis made the motion to approve. Councilmember Opliger seconded the motion. **The motion carried with a vote: 7/0**

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

8. Consideration and possible action to approve Resolution 2025-R-19;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B" "BOOTH WATER TOWER"; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Lands made the motion to approve. Councilmember Sarmiento seconded the motion.
The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

9. Consideration and possible action to approve Resolution 2025-R-20;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B" "MANVEL WATER RECLAMATION FACILITY"; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Sarmiento made the motion to approve. Councilmember Rossi Knox seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

10. Consideration and possible action to approve Resolution 2025-R-21;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B" "C.L. MCDANIEL POLICE STATION"; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Lands made the motion to amend to name the Police Station the "Keith Traylor Criminal Justice Center". Councilmember Opliger seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

Mayor Davis made the motion to amend the address to read 6605 N Masters. Councilmember Sarmiento seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

Mayor Davis made the motion to approve as amended. Councilmember Bonner seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

11. Consideration and possible action to direct staff on a policy for the appointment of the Mayor Pro-Tem.

Councilmember Rossi Knox made the motion to direct staff to draft a policy for the rotational approach. Councilmember Lands seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

Mayor and Council Comments

Adjourn

Councilmember Bonner made the motion to adjourn the meeting at 10:06 p.m. Councilmember Robey-Robinson seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 4 Garrett Knox
No: None
Absent: None
Abstained: None

CERTIFICATION

_____
TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS

_____
DAN DAVIS, MAYOR
CITY OF MANVEL, TEXAS

MANVEL
CITY COUNCIL
DATA SHEET

MEETING DATE: June 21, 2025

TOPIC: Acceptance of infrastructure improvements for Water Distribution, Wastewater Collection, Storm Water Facilities and Paving to serve Meridiana Section 6 East for Brazoria County Municipal Utility District 57, Brazoria County, Texas to begin the Two-Year Maintenance Period.

BACKGROUND: City Staff has approved the final walk through on this project for the civil site work. The applicant has submitted the Two-Year Maintenance Bond with the City Secretary's Office and the As-Built Construction Plans have been submitted to Development Services Department.

STAFF RECOMMENDATION: Staff recommends City Council accept the infrastructure improvements for this project to begin the Two-Year Maintenance Period.

ATTACHMENTS: N/A

FUNDING ISSUES

_X_ Not applicable
___ Not budgeted
___ Full amount already budgeted
___ Funds to be transferred from Acct.#

SUBMITTING STAFF MEMBER Robbie Hall	**FINANCE DIRECTOR APPROVAL Yes____** **CITY MANAGER APPROVAL Yes____**

MANVEL
CITY COUNCIL
DATA SHEET

MEETING DATE: July 21, 2025

TOPIC: Acceptance of infrastructure improvements for Water Distribution, Wastewater Collection and Paving to serve Meridiana Section 26B for Brazoria County Municipal Utility District 57 and City of Manvel, Texas to begin the Two-Year Maintenance Period.

BACKGROUND: City Staff has approved the final walk through on this project for the civil site work. The applicant has submitted the Two-Year Maintenance Bond with the City Secretary's Office and the As-Built Construction Plans have been submitted to Development Services Department.

STAFF RECOMMENDATION: Staff recommends City Council accept the infrastructure improvements for this project to begin the Two-Year Maintenance Period.

ATTACHMENTS: N/A

FUNDING ISSUES

_X_ Not applicable
___ Not budgeted
___ Full amount already budgeted
___ Funds to be transferred from Acct.#

SUBMITTING STAFF MEMBER Robbie Hall	**FINANCE DIRECTOR APPROVAL Yes____** **CITY MANAGER APPROVAL Yes____**

MANVEL
CITY COUNCIL
DATA SHEET

MEETING DATE: July 21, 2025

TOPIC: Final acceptance of infrastructure improvements for “Lake D, Phase 4” to serve Pomona for Brazoria County Municipal Utility District 39, Brazoria County, Texas” and release the associated maintenance bond.

BACKGROUND: City Staff has conducted a final acceptance walk-through for “Lake D, Phase 4” to serve Pomona for Brazoria County Municipal Utility District 39, Brazoria County, Texas. All punch list items have been addressed.

STAFF RECOMMENDATION: Staff recommends City Council accept the infrastructure improvements for this project and release the associated maintenance bonds.

ATTACHMENTS: N/A

FUNDING ISSUES

_X_ Not applicable
___ Not budgeted
___ Full amount already budgeted
___ Funds to be transferred from Acct.#

SUBMITTING STAFF MEMBER Robbie Hall	**FINANCE DIRECTOR APPROVAL** Yes **CITY MANAGER APPROVAL** Yes

MANVEL
CITY COUNCIL
DATA SHEET

MEETING DATE: July 21, 2025

TOPIC: Public Hearing followed by consideration of a request to change the zoning classification of an approximate 0.547 acre tract of land, located at 19200 Morris Ave, Manvel, TX (PID: 499589), from Light Commercial District / State Highway 6 Overlay District (LC/SH6) to Light Commercial / State Highway 6 Overlay District With Specific Use Permit (LC/SH6-SUP); providing for the granting of a Specific Use Permit with conditions to authorize the use of the subject site for NAICS use 621111 “Offices of Physicians (Except Mental Health Specialists).”

BACKGROUND:

- The subject site is a 0.547-acre vacant tract located on the south side of State Highway 6, abutting the carwash under construction on the east side and the Twin Lakes RV Park. It is currently zoned Light Commercial State Highway 6 Overlay District.
- The applicant, Raymond W. Stone with Manvel Medical Clinic, representing property owner Charles Huang, is requesting a Specific Use Permit (SUP) to allow the development of a general family practice and outpatient diagnostic clinic. The proposed clinic will provide services such as general family medicine, preventive care and wellness visits, chronic disease management, diagnostic ultrasound imaging, and patient stabilization. According to the applicant, the facility will operate Monday through Friday from 8:00 AM to 6:00 PM, with possible weekend hours based on demand.
- The applicant has submitted concept plans that will need revisions to comply with city standards. TxDOT has approved a driveway connection to State Highway 6, but the site plan does not include a required Public Access Easement or the sidewalk extension along the highway. The current drainage pattern directs runoff to State Highway 6 and to the adjacent RV park. TxDOT has approved this drainage approach; however, confirmation of capacity or drainage agreements with the RV park has not been provided. The property must be platted, and all infrastructure requirements including access, drainage, sidewalk, and easements must be addressed and approved by the City through the development process.
- The Notice of Public Hearing was published in the newspaper of general circulation and all property owners within 200 feet of the property were notified. At the time of writing this report, no information inquiries have been received, and staff is not aware of any opposition.
- Additional details and staff analysis are included in the attached staff report.

STAFF RECOMMENDATION: City staff recommends approval of the requested SUP with the conditions listed in the Final Report.

PD&Z PUBLIC HEARING (July 14, 2025): There were no public comments made on the proposed project. The applicant made a presentation and provided details about the proposed use and answered the Commission’s questions regarding drainage, operation, and services to be provided.

PD&Z RECOMMENDATION: The PD&Z Commission is recommending approval of the requested SUP with conditions listed in the Final Report with a vote of five (5) “Yeas” to zero (0) “Nays” at their July 14, 2025, meeting.

ATTACHMENTS: Final Report and Proposed Ordinance No. 2025-O-23

FUNDING ISSUES

_X_ Not applicable
___ Not budgeted
___ Full amount already budgeted
___ Funds to be transferred from Acct.#

SUBMITTING STAFF MEMBER	**FINANCE DIRECTOR APPROVAL** __NA___
Ellie Roohbakhsh, Senior Planner	**CITY MANAGER APPROVAL** ___YES___

FINAL REPORT TO CITYCOUNCIL

Specific Use Permit

Agenda of:	July 21, 2025	**Initiated By:**	Jose Abraham Director, Development Services
Subject:	Rezoning, LC/SH-6 to LC/SH-6-SUP	**Presented By:**	Ellie Roohbakhsh Senior Planner
Recommended Action:	A Public Hearing followed by Consideration and Possible Action to Approve Ordinance No. 2025-O-23		

SUMMARY

The applicant, Raymond W. Stone, on behalf of the property owner Charles Huang, is requesting a zoning classification change for an approximate 0.547-acre tract of land located at 19200 Morris Avenue/Highway 6 (PID: 499589), along the southern side of Morris Avenue/Highway 6, abutting the under-construction Carwash to the east and Twin Lakes RV Park to the south. The applicant intends to develop the subject site into a Medical Clinic. The current zone is Light Commercial District/State Highway 6 Overlay District (LC/SH6). The proposed Medical Clinic is classified as NAICS use 621111 "Offices of Physicians (Except Mental Health Specialists)", which is allowed within the LC District upon approval of a Specific Use Permit (SUP). The applicant met with staff for a pre-development meeting in April 2025, to discuss the proposed project.

Staff Recommendation: Approval with conditions
PD&Z Recommendation: Approval with conditions

EXHIBITS

Aerial Vicinity Map, Zoning Map, Major Thoroughfare Plan Map, Application, Letter of Authorization, Letter of Request, Survey, Proposed Site Plan, Proposed Drainage Plan, Proposed Utility Plan, Proposed Elevations, Proposed Landscaping Plan, Proposed Floor Plan, Public Hearing Notice, and Site Photos.

GENERAL SITE INFORMATION

The following is a summary of general site information.

Surrounding Property Zoning	**North:** Light Commercial District /State Highway 6 Overlay District (LC/SH-6) **South:** Light Commercial District /State Highway 6 Overlay District (LC/SH-6) **East:** Light Commercial District /State Highway 6 Overlay District Specific Use Permit (LC/SH6/SUP) – (Carwash) **West:** Light Commercial District /State Highway 6 Overlay District (LC/SH-6)
Surrounding Land Use	**North:** Commercial (Starbucks and AutoZone) **South:** Twin Lakes RV Park **East:** Carwash (Under Construction) **West:** Vacant/Undeveloped

AERIAL VICINITY MAP

ZONING VICINITY MAP

Label No	Address	Specific Use Description	Ordinance No	Effective Date	Zoning Classification
37	State Highway 6/ Morris Ave and Bluewater Street	NAICS USE 811192 "CAR WASHES"	2023-O-09	2/21/2023	LC/SH6-SUP
41	19201 Morris Ave	NAICS USE 441310 "Automotive Parts and Accessories Stores"	2024-O-01	2/5/2024	LC/SH6-SUP

ZONING ORDINANCE PROVISIONS FOR SPECIFIC USE PERMITS

In Section 77-50 (a) *Uses Requiring Specific Use Permit*, of the Zoning Ordinance it states *"certain uses of land, buildings or structures may not be appropriate under all circumstances in any given zoning district but may be appropriate where adequate precautions can be taken to assure compatibility with surrounding uses, public need, and the orderly development of the city as a whole. This section provides City Council and Planning, Development, and Zoning the opportunity to deny or to conditionally approve those uses for which specific use permits are required. These uses generally have unusual characteristics or are of a public or semipublic character often essential or desirable for the general convenience and welfare of the community. However, because of the nature of use, the importance of the use's relationship to the comprehensive plan, or possible adverse impact on neighboring properties of the use, review, evaluation, and exercise of planning judgement relative to the location and site plan of the proposed use are required."*

In Section 77-50 (b) of the Zoning Ordinance it further states, *"the City Council, after receiving the recommendation of the planning, development and zoning commission, may by ordinance, grant a specific use permit for the permitted uses, as herein qualified by the permitted use table, in locations and zoning districts to permit a use where they are not otherwise permitted by this article, and may impose any appropriate conditions and safeguards to protect property and property values, and in the interest of health, safety or welfare."*

PROJECT DETAILS

The subject site is a 0.547-acre vacant tract located along the southern side of the State Highway 6 (SH6), abutting the under-construction Carwash to the east and Twin Lakes RV Park to the south. It is currently zoned Light Commercial District/State Highway 6 Overlay District (LC/SH6). The applicant intends to develop the subject site for a Medical Clinic. The proposed Medical Clinic is classified as NAICS use 621111 "Offices of Physicians (Except Mental Health Specialists)", which is allowed within the LC District upon approval of a Specific Use Permit (SUP). The applicant met with staff for a pre-development meeting in April 2025, to discuss the proposed project. The proposed facility will offer services such as general family medicine, preventive care, wellness visits, chronic disease management, diagnostic ultrasound imaging, and patient stabilization. Hours of operation are proposed to be Monday through Friday from 8:00 AM to 6:00 PM, with potential weekend hours depending on patient demand. As part of the SUP application, the applicant has provided concept plans for the proposed development. The submitted plans (attached as exhibits) require revisions to ensure conformance with the City of Manvel's site development standards. Please note that a detailed review of site and building construction plans shall take place as part of the platting and permitting process.

The subject site currently does not have direct driveway access from Morris Avenue/Highway 6. However, the applicant has submitted documentation confirming that TxDOT has approved a permit to construct a driveway within the Highway 6 right-of-way for the proposed project. Per the City's ordinance for properties within the SH6 zoning district, the development must dedicate a Public Access Easement (PAE) to allow reciprocal access between adjacent parcels. The proposed site plan does not include this easement. Additionally, the applicant must extend the existing sidewalk along SH6, as required by Section 62-113. *Sidewalks*, of the City's Subdivision Ordinance. The submitted site plan does not show a detention pond on the property. In its existing condition, the northern portion of the site drains toward Morris Avenue/Highway 6, while the southern portion drains into an adjacent RV park. The applicant proposes to maintain this existing drainage pattern (refer to

attached exhibits). According to documentation from TxDOT, the Hydraulic Division approved the proposed plan without requiring detention—provided there are no issues with draining the southern half of the site into the RV park. If drainage concerns arise, a revised drainage plan will be required and must be reviewed by TxDOT. To date, the applicant has not submitted documentation confirming drainage capacity or agreements with the RV park.

The subject site must be platted, and all infrastructure requirements—including vehicular access, the PAE, drainage approval, and sidewalk construction—must be addressed as part of the development process.

PREDETERMINED CONDITIONS FOR THE PROPOSED USE (Section77-50. (g)).

Section 77-50(g) of the Zoning Ordinance provides the following predetermined conditions that apply to the proposed use:

a. Unless otherwise required by state law or regulation, the facility is only permitted to operate during the hours of 7:00 a.m. to 10:00 p.m. each day.
b. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
c. All doors shall remain unlocked and accessible during normal business hours.

Please note that the proposed use meets the predetermined conditions applicable to medical clinics.

SUP CRITERIA FOR APPROVAL AND STAFF ANALYSIS

Section 77-50(e) of the Zoning Ordinance provides the following approval criteria for SUP requests. These criteria help in determining whether the proposed use is in harmony with existing surrounding uses and zoning districts.

1. *Conformance to Comprehensive Plan*: The proposed SUP is supported by the *City of Manvel's 2015 Comprehensive Plan*, which emphasizes preserving the city's rural character and small-town values while managing growth. This request aligns with several key vision statements, including:
   - "Benefiting from our strategic location by encouraging well-planned quality retail, commercial, and residential development that reflects and enhances our small-town quality of life."
   - "Promoting a strong and diverse economic base that supports efficient high-quality public infrastructure, municipal services, education, and collaborative governance."

   The subject site being located in close proximity to Highway 6, makes it an appropriate location for the proposed use and suggests general alignment with the Comprehensive plan goals. Additionally, the proposed development will result in improvement of infrastructure in the area. Together, these actions will contribute to Manvel's long-term vision of balanced growth, economic vitality, and enhanced quality of life.

2. *Compatibility with the character of the neighborhood:* The site is within a Light Commercial District / State Highway 6 Overlay District (LC/SH6), making it well-suited for medical and commercial uses. The proposed Medical Clinic is compatible with nearby retail and service-oriented businesses and aligns with the existing commercial corridor. However, since the subject site abuts the RV Park on the south side, site design, screening, and buffering should be carefully considered.

3. *The suitability of the property for the uses permitted by right*: The subject site is zoned Light Commercial (LC), which allows a variety of commercial uses, including office space, retail, and dining establishments. Given the commercial nature of the Highway 6 corridor, the area is suitable for service-based uses such as Medical Clinics. The 0.547-acre vacant tract is well-positioned for this type of development, offering adequate size, high visibility, and convenient access along a major roadway.

4. *Detrimental impact on nearby property:* The proposed use will not have detrimental impact on nearby properties considering the commercial nature of Highway 6 corridor. However, proper buffering, lighting, and landscaping must be considered to minimize noise, visual, and operational impacts on the adjacent RV Park.

5. *Traffic and Parking issues:* The proposed clinic is anticipated to generate moderate traffic primarily associated with staff and patient visits. Located along Morris Avenue/Highway 6, a Major Thoroughfare, the development must ensure safe and efficient ingress and egress. Access is planned directly from Morris Avenue/Highway 6, and PAE shall be provided in accordance with the City's ordinance to allow reciprocal access between adjacent parcels. On-site parking shall be provided in compliance with zoning requirements, ensuring sufficient spaces for patients, staff, and emergency vehicles. Due to the site's location near other commercial developments and the nature of the clinic's operations, no significant traffic congestion or parking deficiencies are expected.

6. *Harm to the value of nearby properties:* The surrounding properties are zoned LC/SH6 or consist of vacant land. Given this context, the proposed use is not expected to have a negative impact on nearby property values. Additionally, the presence of LC/SH6 zoning in the area supports the appropriateness of the use.

7. *Impedance to orderly development surrounding vacant property:* Surrounding properties are zoned LC/SH-6, indicating that the proposed use will not impede the orderly development of nearby vacant land.

8. *Utility Provisions:* The proposed use is not anticipated to significantly impact utility provisions. However, regarding drainage, the applicant must provide documentation or an agreement confirming that the adjacent RV Park has sufficient capacity to accommodate drainage from the southern portion of the subject site. If such documentation is not provided, submitted site plan shall be amended and revised drainage plan shall be submitted to TxDOT for review and approval. Regardless of TxDOT's requirements, a drainage plan approved by the applicable drainage district and the City must be submitted as part of the platting and permitting process.

9. *Safe site development and layout:* The subject site layout must ensure safe and efficient internal circulation, including adequate access for emergency vehicles, compliance with ADA requirements, and provisions for pedestrian connectivity. The Medical Clinic must also be designed and constructed in accordance with applicable building and fire codes to ensure the safety of staff and patients.

10. *Lighting:* Site lighting should be designed to enhance safety while minimizing disturbance to adjacent properties. All exterior lighting must comply with city regulations, utilizing shielded and directional fixtures to prevent light pollution affecting neighboring areas.

11. *Landscaping and screening:* The proposed development should comply with Section 77-44 – Trees, Landscaping, Fencing, and Screening of the City of Manvel Code of Ordinances. Street frontage landscaping along Morris Avenue/Highway 6 should include trees and shrubs per Overlay District requirements. Perimeter landscaping should screen parking areas, and the existing wooden fence separates the site from the RV Park. All landscaping should meet tree planting, screening, and irrigation standards to enhance site aesthetics and compliance.

12. *Other appropriate conditions and safeguards in the interest of health, safety or welfare:* The proposed use should comply with all applicable building and safety codes, ensuring that it does not pose risks to public health, safety, or welfare. Adequate parking and lighting should be provided to enhance safety for visitors and employees. Noise mitigation measures should be implemented to minimize potential disturbances to nearby RV Park. Additionally, landscaping and buffering along the southern boundary should provide a visual and noise barrier between the facility and adjacent RV Park. The site layout should prioritize efficient traffic circulation, ensure clear emergency access routes along with providing PAE to allow reciprocal access between the subject site and adjacent parcels. Any additional conditions required by city ordinances should be incorporated to further enhance public safety and operational efficiency.

STAFF RECOMMENDATION

Based on the above discussion, staff recommends approval of this SUP request for the subject site to allow NAICS use 621111 "Offices of Physicians (Except Mental Health Specialists)" with the following conditions:

1. Unless otherwise required by state law or regulation, the facility is only permitted to operate during the hours of 7:00 a.m. to 10:00 p.m. each day;
2. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
3. All doors shall remain unlocked and accessible during normal business hours;
4. A plat shall be prepared and approved in conformance with Chapter 62 – *Subdivisions*, prior to developing the subject site for the proposed Manvel Medical Clinic;
5. A recorded copy of a document or agreement confirming that the RV Park has sufficient capacity to accommodate drainage from the southern portion of the subject site, shall be provided prior to plat approval and referenced on the plat. If such documentation is not provided, submitted site plan shall be amended and revised drainage plan shall be submitted to TxDOT for review and approval. Regardless of TxDOT's requirements, a drainage plan approved by the applicable drainage district and the City must be submitted as part of the platting and permitting process;
6. The site development shall follow the attached site plan. However, a revised site plan, subsequent plat, and drainage plans—reflecting any necessary changes related to the Public Access Easement (PAE) and drainage to comply with all applicable City of Manvel codes and ordinances—shall be submitted as part of the construction plan and building permit review process.
7. A minimum 10-foot-wide landscape buffer yard, including landscaping, with one (1) evergreen tree planted every 30 feet along the property line abutting the RV Park;

8. If there is no existing fence along the rear property line, a minimum 6-foot-tall wooden fence shall be installed in accordance with Section 77-43, *Fences*, of the City of Manvel Code of Ordinances*;*
9. Outdoor lighting shall be shielded and shall conform with the Illuminating Engineering Society of North America ("IES") criteria for full cut-off fixtures, which is 100 percent of light output below 90 degrees, and 90 percent of light output below 80 degrees from a vertical line through the fixture;
10. Outdoor lighting shall be deflected, shaded, and focused away from abutting properties and shall not be a nuisance to abutting properties, and shall be designed so that any overspill of lighting onto abutting properties shall not exceed three-tenths foot-candles, measured vertically and horizontally;
11. No Outdoor lighting shall be greater than 25-feet in height;
12. A photometric survey shall be submitted for approval prior to issuing Certificate of Occupancy;
13. Buildings shall be designed in conformance with all adopted technical codes, including Building and Fire Codes.

PD&Z DISCUSSION AND RECOMMENDATION

At the July 14, 2025, Planning, Development, and Zoning (PD&Z) Commission meeting, a public hearing was held to receive input on this request. The applicant made a presentation detailing their services and no members of the public spoke in support or opposition. The Commission generally discussed their concerns and questions related to drainage. Staff clarified that the proposed site layout may need revision to meet drainage and other site development standards.

The PD&Z Commission is recommending approval of this request with conditions provided by staff. The motion to approve passed with a vote of five (5) “Yeas” to zero (0) “Nays.” Therefore, the Planning, Development, and Zoning Commission is recommending approval of proposed Ordinance No. 2025-O-23

PUBLIC HEARING

The Notice of Public Hearing was published in the newspaper of general circulation. All property owners within 200 feet of the property were notified. At the time of writing this report, staff has received one informational inquiry and is not aware of any opposition to the request.

MAJOR THOROUGHFARE PLAN MAP

APPLICATION

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

SPECIFIC USE PERMIT APPLICATION

PROJECT INFORMATION

Project Name: Manvel Medical Clinic

Project Location/Address: 19200 Highway 6, Manvel, Tx. 77578

Legal Description: MANVEL LOT OL184D3A

Current Zoning: CG2 Proposed Land Use: MEDICAL CLINIC NAICS No.: 62

Parcel/Tax ID# (s): 499589 Total Acreage: 0.547

APPLICANT INFORMATION

Applicant Name: CHARLES HUANG

Company Name: Manvel Medical Clinic

Address: 9889 Bellaire Blvd. City: Houston State: Tx Zip: 77036

Phone #: (281) 904-2678 Email: csh1122@live.com

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT, and I, the undersigned, am authorized to make this application on behalf of the owner(s). I understand that this application will expire one year from the date submitted.

Raymond W. Stone 04/11/25

Applicant Signature (**REQUIRED**) Date

PROPERTY OWNER INFORMATION

Owner(s) Name: Charles Huang

Address: 9889 Bellaire Blvd. City: Houston State: Tx Zip: 77036

Phone #: (281) 904-2678 Email: csh1122@live.com

PROPERTY OWNER'S AUTHORIZATION **(Required – If owner is also the applicant, must sign as both)**:

I am the owner of the property for which this application is being made. I authorize the above person (Applicant) to submit this application and to correspond with the City of Manvel regarding this application on my behalf.

04/11/2025

Owner's Signature (**REQUIRED**) Date

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

SUBMITTAL CHECKLIST

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. One or more of the required documents may be waived due to the nature of the development; however, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Answers to specific use permit applications can be obtained by attending a pre-development meeting with our Development Review Committee (DRC) prior to submitting a formal application. Please call the phone number on the application to schedule an appointment. Submit application and accompanying documents to the Permits and Inspections at the address above Monday through Thursday between the hours of 7:30 a.m. and 5:30 p.m. and Friday between the hours of 7:30 a.m. and 11:30 a.m.

SPECIFIC USE PERMIT SUBMITTAL CHECKLIST ITEMS	REQUIRED (PLEASE CHECK)
Completed Specific Use Permit Application (with all signatures)	X
Two (2) Copies of a Conceptual Plan (building, parking, landscaping, etc. locations)	X
Two (2) Legal Descriptions of Property (metes & bounds description if not platted)	X
Two (2) Copies of Recorded Plat (if platted)	
Two (2) Applicant Letters of Request	
Traffic Impact Analysis, (if applicable)	
Paid Application Fee	

APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Raymond W. Stone — 04/11/25

Applicant Signature — Date

LETTER OF AUTHORIZATION

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.

Charles Huang
Owner Name

9889 Bellaire Blvd. Houstion, Tx. 77036
Owner Address

Houston, Tx. 77036
Owner City, State Zip

04/11/25
Date

Building and Inspections
20025 Highway 6
Manvel, TX 77578

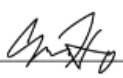
Dear City of Manvel Permits and Inspections,

I, Charles Huang, certify that I am the owner of the project property located at 19200 Highway 6, Manvel, Tx. 77578 and that the forgoing statements and answers made and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint Raymond W. Stone with the company R.W. Stone, Engineer, PLLC (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the City of Manvel related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at (281) 904-2678 if you have any questions.

Sincerely,

Owner Name Charles Huang

Owner Signature 

REQUEST LETTER

To Whom It May Concern:

I am submitting this letter in support of our request for a **Special Use Permit** to develop and operate a **general family practice and outpatient diagnostic clinic** at 19200 Highway 6, located within the City of Manvel.

Our proposed facility will deliver **comprehensive outpatient services** with a focus on **continuity of care, chronic disease management, and preventive services**, helping to meet the growing healthcare needs of Manvel's rapidly expanding population.

Project Summary

Type of Facility: General family practice and outpatient diagnostic clinic
Total Building Size: Approximately [4990] sq. ft.
Lot Size: [0.55 Acre]
Services Offered:

- General family medicine
- Preventive care and wellness visits
- Chronic disease management
- Diagnostic ultrasound imaging

Operating Hours: Monday–Friday, 8:00 AM to 6:00 PM (optional weekend hours depending on demand)

Public Benefit

The proposed medical clinic will:

- **Increase access to routine and preventive care** within Manvel city limits
- **Reduce strain** on nearby urgent care centers and hospital emergency departments
- **Offer convenient, family-oriented services** to local residents
- **Create local employment opportunities** in both clinical and administrative roles
- **Contribute to the city's long-term growth and healthcare infrastructure**

This project has been carefully designed to **complement existing development patterns** in the area and is expected to be fully compatible with adjacent properties in terms of use,

REQUEST LETTER

scale, traffic volume, and visual appearance. We are committed to complying with **all city regulations**, including applicable design guidelines, site requirements, and landscape standards.

We respectfully request your favorable consideration of this Special Use Permit application. Should you have any questions or require additional documentation, I am available to provide any information needed.

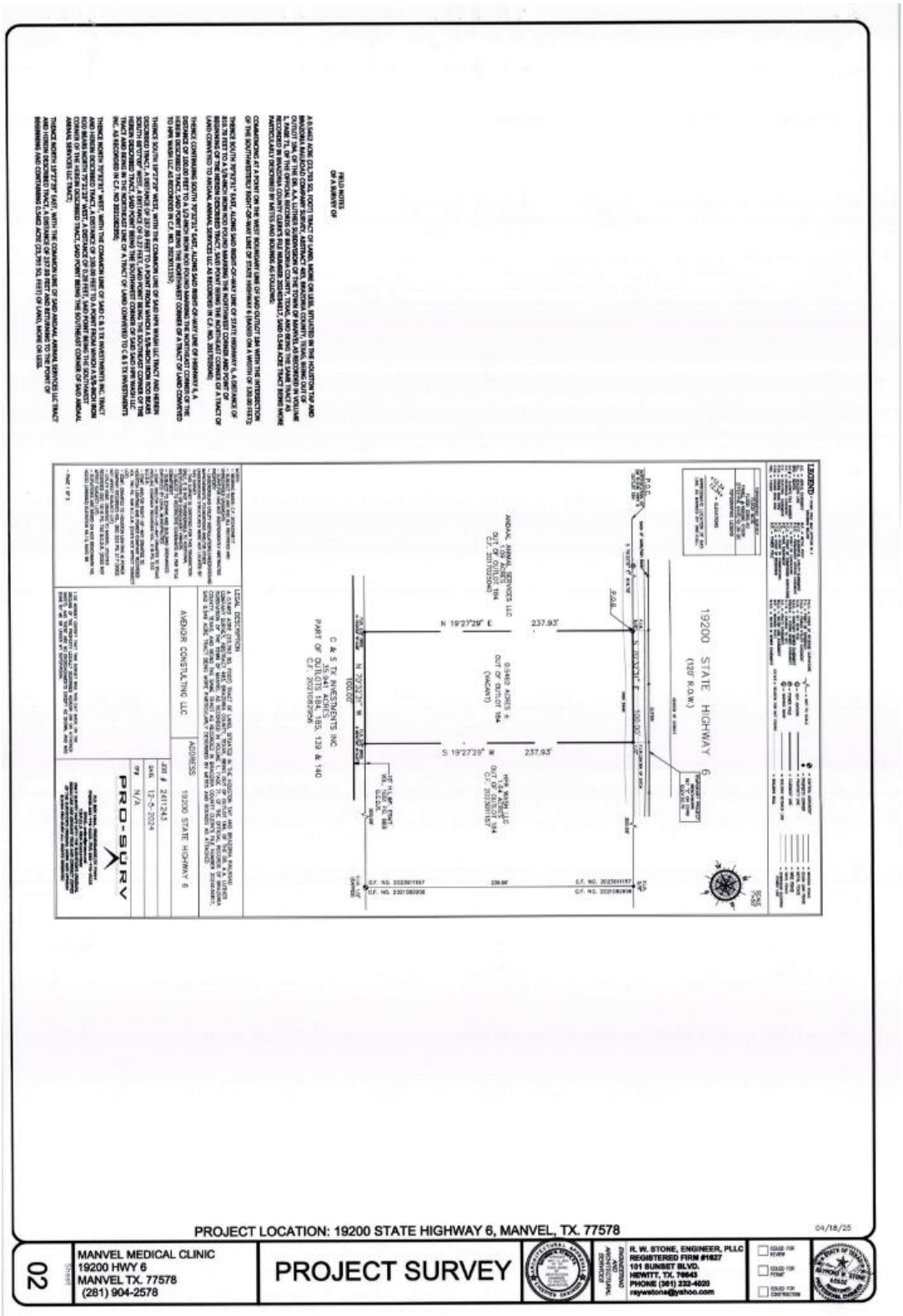
Thank you for your time and support.

Sincerely,

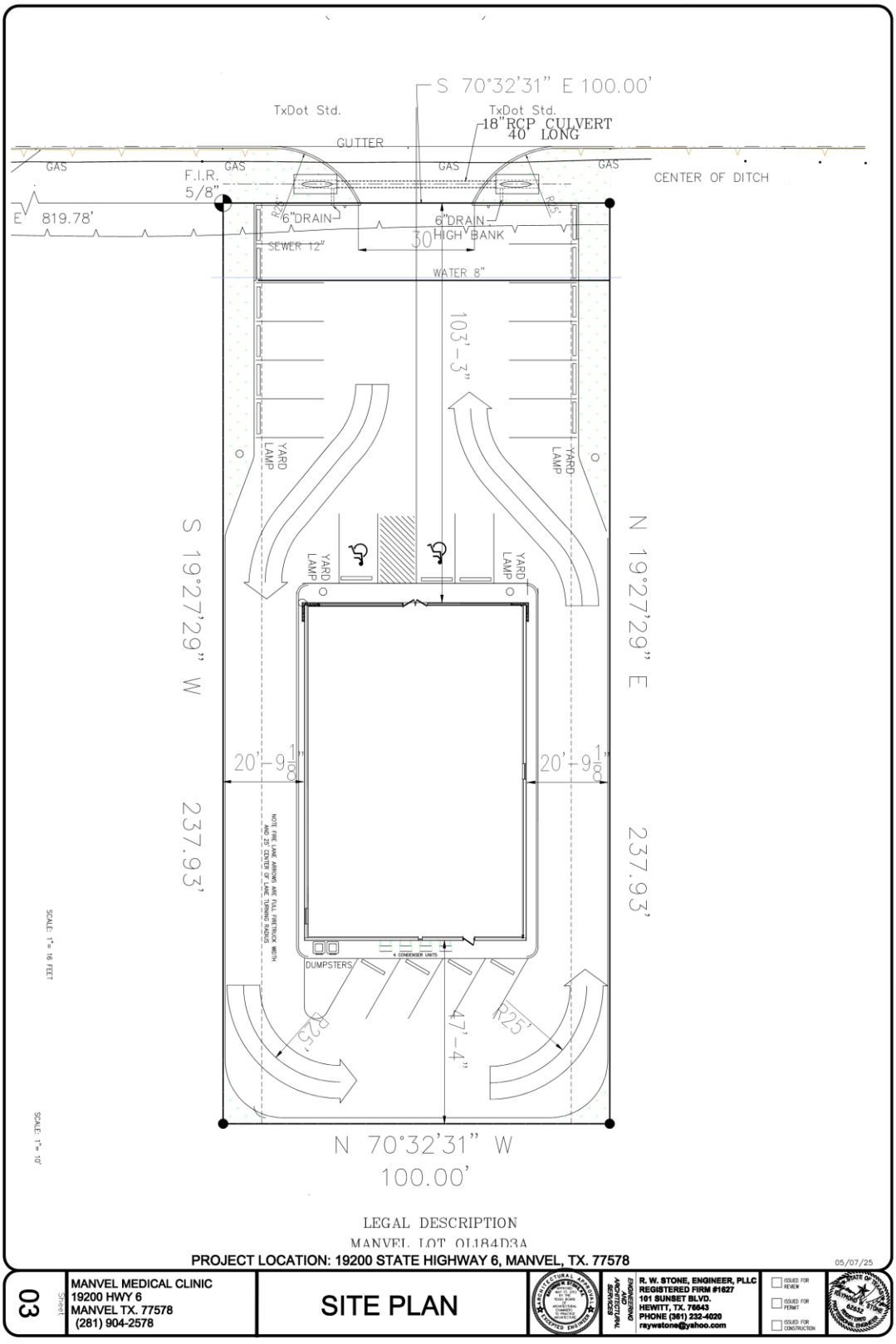
/s/

Charles Huang

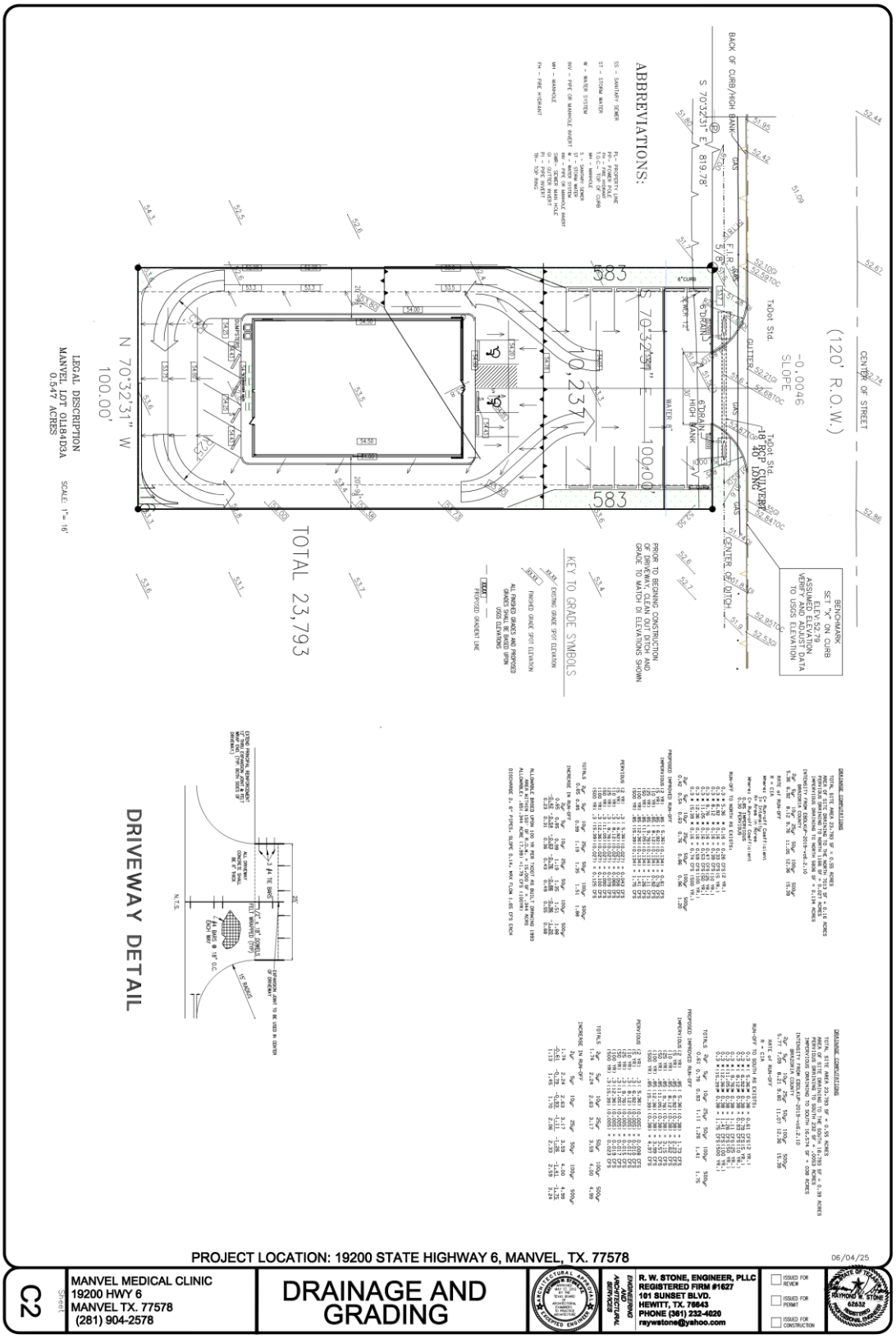
SURVEY


FIELD NOTES
OF A SURVEY OF
19200 STATE HIGHWAY 6
(120' R.O.W.)
N 19°27'28" E
237.93'
S 19°27'28" W
237.93'
100.00'
0.5492 ACRES ±
OUT OF OUTLOT 194
(VACANT)
C & S TX INVESTMENTS INC
35.541 ACRES
PART OF OUTLOTS 135, 139 & 140
C.F. 2021082506
ANDAL ARRAVAL SERVICES LLC
OUT OF OUTLOT 194
C.F. 2017025043
HPA WASH LLC
1.54 ± ACRES
OUT OF OUTLOT 194
C.F. 2023011157
LEGEND
AVENOR CONSULTING LLC
ADDRESS 19200 STATE HIGHWAY 6
JOB # 2411243
DATE 12-5-2024
BY N/A
PRO-SURV
PROJECT LOCATION: 19200 STATE HIGHWAY 6, MANVEL, TX. 77578
04/18/25
02
MANVEL MEDICAL CLINIC
19200 HWY 6
MANVEL TX. 77578
(281) 904-2578
PROJECT SURVEY
R. W. STONE, ENGINEER, PLLC
REGISTERED FIRM #1627
101 SUNSET BLVD.
HEWITT, TX. 76643
PHONE (281) 232-4020
reywstone@yahoo.com

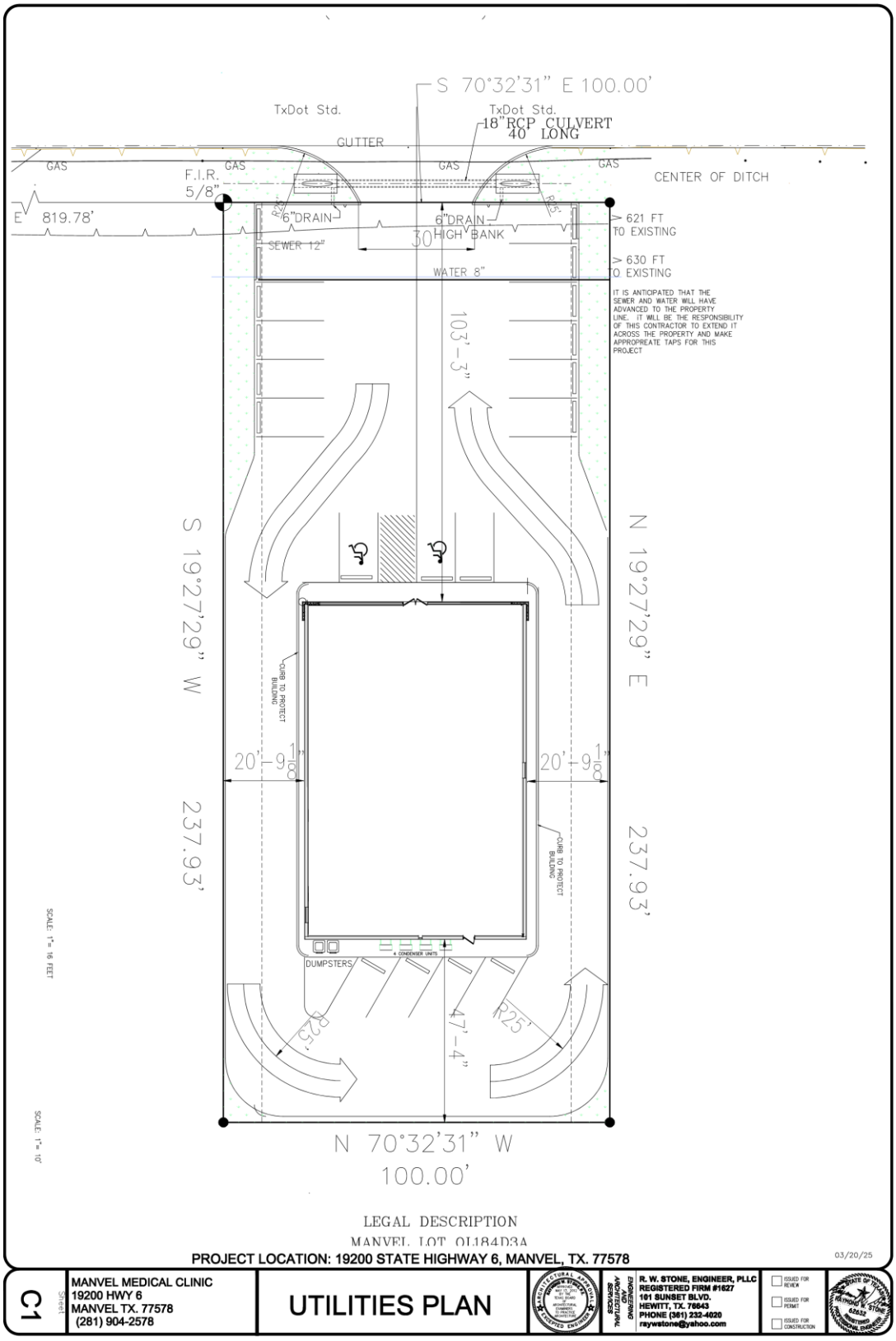
PROPOSED SITE PLAN



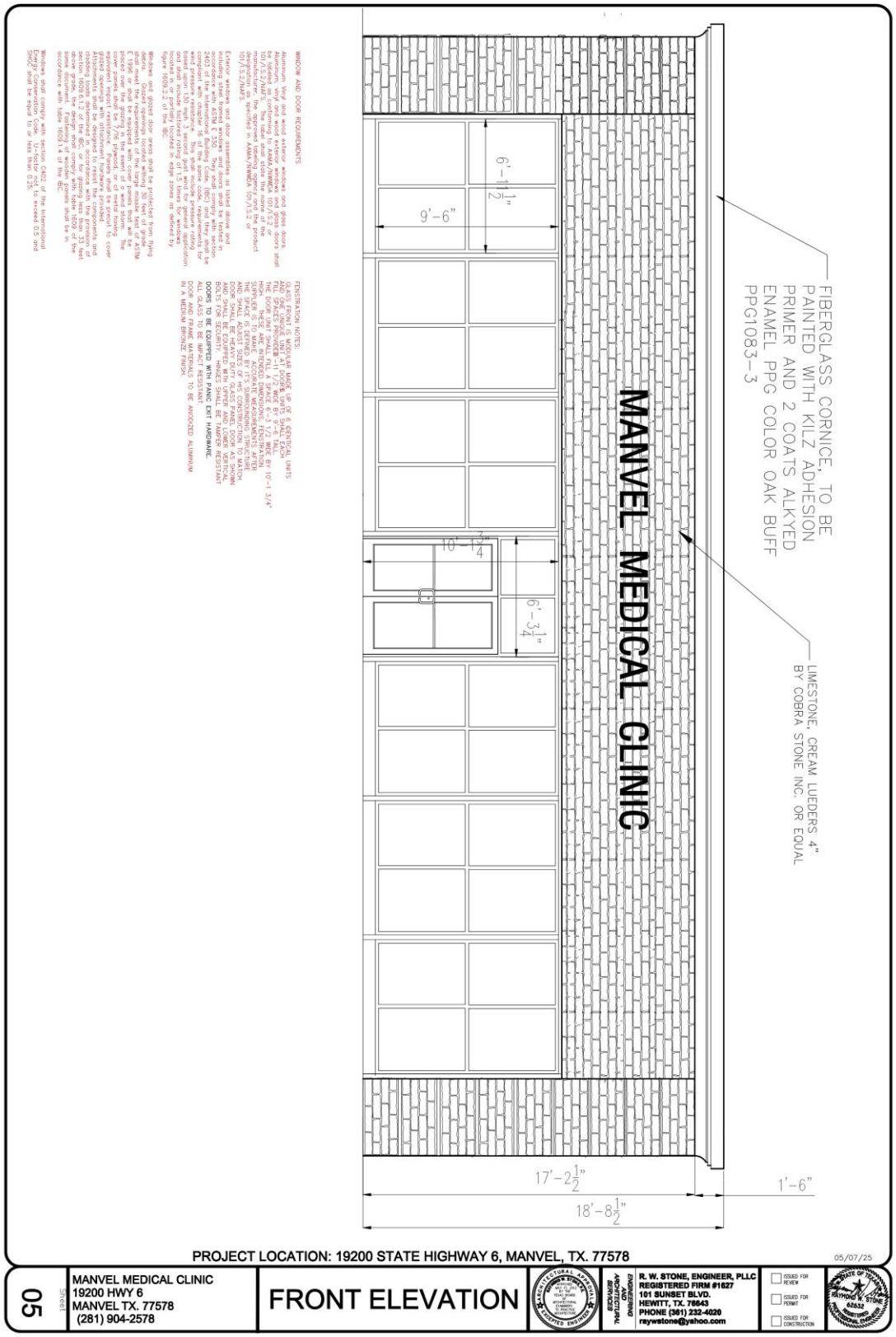
PROPOSED DERAINAGE PLAN



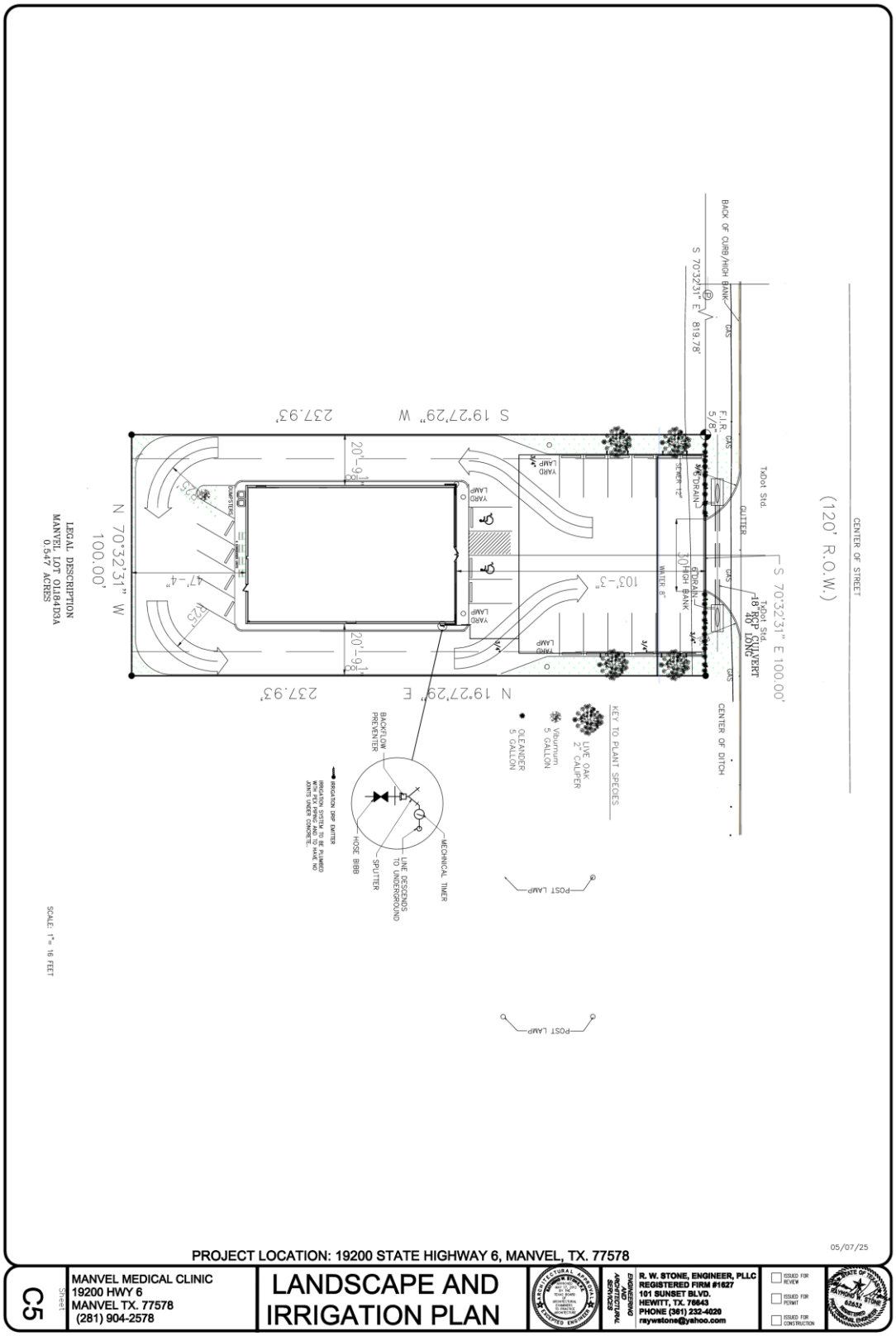
PROPOSED UTILITY PLAN



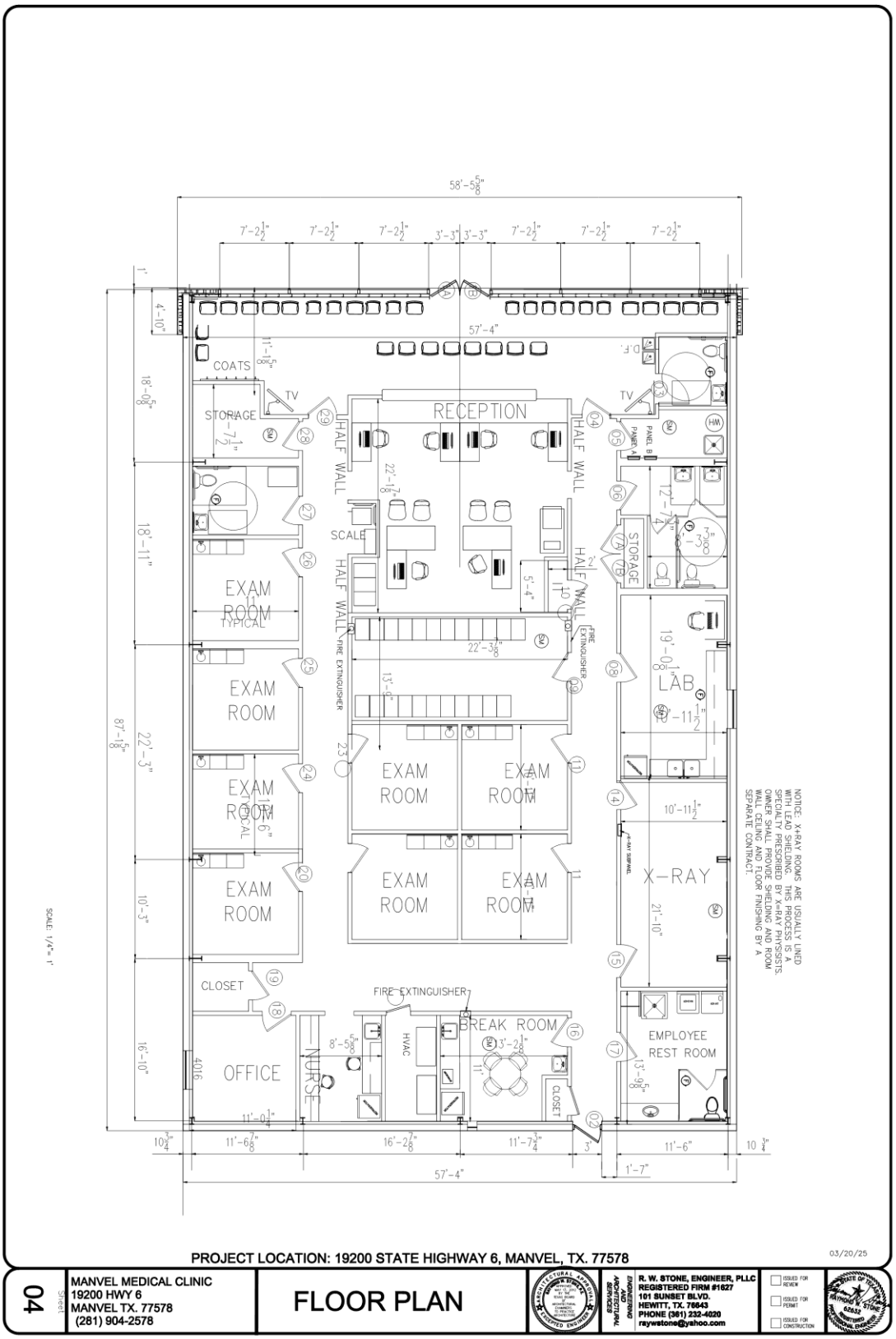
PROPOSED ELEVATION



PROPOSED LANDSCAPE PLAN



PROPOSED FLOOR PLAN



PUBLIC HEARING NOTICE PUBLISHED ON 06/29/2025

A PUBLIC HEARING WILL BE HELD AT MANVEL CITY HALL, 20031 HWY 6, MANVEL, TX, 77578 AT 6:00 P.M. ON MONDAY, JULY 14, 2025, BEFORE THE MANVEL PLANNING, DEVELOPMENT, AND ZONING COMMISSION AND AT 6:00 P.M. ON MONDAY, JULY 21, 2025, BEFORE THE MANVEL CITY COUNCIL TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 0.547 ACRES TRACT OF LAND AT 19200 MORRIS AVE, MANVEL, TX (PID: 499589), SITUATED IN THE HOUSTON TAP AND BRAZORIA RAILROAD COMPANY SURVEY, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING OUT OF OUTLOT 184, OF THE DR. A.A. LUTHER SUBDIVISION OF THE TOWN OF MANVEL AS RECORDED IN VOLUME 1, PAGE 71, OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, AND BEING THE SAME TRACT AS RECORDED IN BRAZORIA COUNTY CLERK'S FILE NUMBER 2024034817, GENERALLY LOCATED ALONG SOUTH SIDE OF MORRIS AVENUE / HIGHWAY 6, WEST OF THE UNDER-CONSTRUCTION CARWASH, FROM LIGHT COMMERCIAL DISTRICT / STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL / STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (LC/SH6-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR NAICS USE 621111 "OFFICES OF PHYSICIANS (EXCEPT MENTAL HEALTH SPECIALISTS)"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF. /S/TAMMY BELL, CITY SECRETARY.

SITE PICTURES

View of the subject site from Morris Avenue/SH6, looking south.

View of adjacent property to the east, Carwash currently under construction.

SITE PICTURES

View of adjacent property to the west, vacant property.

View of the property to the northeast from Morris Avenue/SH6 (AutoZone)

ORDINANCE NO. 2025-O-23

AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY BY AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 0.547 ACRES TRACT OF LAND LOCATED AT 19200 MORRIS AVE, MANVEL, TX (PID: 499589), SAID TRACT BEING SITUATED IN THE HOUSTON TAP AND BRAZORIA RAILROAD COMPANY SURVEY, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING OUT OF OUTLOT 184, OF THE DR. A.A. LUTHER SUBDIVISION OF THE TOWN OF MANVEL AS RECORDED IN VOLUME 1, PAGE 71, OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, AND BEING THE SAME TRACT AS RECORDED IN BRAZORIA COUNTY CLERK'S FILE NUMBER 2024034817, (GENERALLY LOCATED ALONG SOUTH SIDE OF MORRIS AVENUE / HIGHWAY 6, WEST OF THE UNDER-CONSTRUCTION CARWASH), FROM LIGHT COMMERCIAL DISTRICT / STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL / STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (LC/SH6-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR NAICS USE 621111 "OFFICES OF PHYSICIANS (EXCEPT MENTAL HEALTH SPECIALISTS)"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

* * * * * * * * *

WHEREAS, Raymond W. Stone with R.W. Stone, Engineer, PLLC (the "Applicant"), representing Charles Huang, (the "Owner") of a certain 0.547-acre tract of land located at 19200 Morris Avenue (SH 6), Manvel, Texas, filed an application for rezoning of a tract of land situated in the Houston Tap and Brazoria Railroad Company Survey, Abstract 483, Brazoria County, Texas, being out of Outlot 184, of the DR. A.A. Luther Subdivision of the Town of Manvel as recorded in Volume 1, Page 71, of the Official Records of Brazoria County, Texas, and being the same tract as recorded in Brazoria County Clerk's File Number 2024034817, and being the same land described in

a map and description of which is attached hereto as Exhibit "A"; and

WHEREAS, the 0.547-acre tract is currently zoned Light Commercial District and Highway 6 Overlay District (LC-SH6); and

WHEREAS, the Applicant, has filed an application to change the zoning classification of the 0.547-acre tract to Light Commercial District and Highway 6 Overlay District with a Specific Use Permit (LC-SH6-SUP) allowing the proposed use of the property for NAICS use 621111 "Offices of Physicians (Except Mental Health Specialists)" with a site layout as depicted on Exhibit "B"; and

WHEREAS, the Planning, Development, and Zoning Commission and the City Council have conducted, in the time and manner required by law and the Zoning Ordinance of the City, a public hearing on such request; and

WHEREAS, the Planning, Development, and Zoning Commission has recommended in its report the approval of such request, and the City Council deems it appropriate to approve said amendment to the zoning and specific use permit; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The zoning classification of a certain 0.547-acre tract of land located at 19200 Morris Avenue (SH 6), Manvel, Texas, being situated in the Houston Tap and Brazoria Railroad Company Survey, Abstract 483, Brazoria County, Texas, being out of Outlot 184, of the DR. A.A. Luther Subdivision of the Town of Manvel as recorded in Volume 1, Page 71, of the Official Records of Brazoria County, Texas, and being the same

tract as recorded in Brazoria County Clerk's File Number 2024034817, and being the same land described in a map and description of which is attached hereto as Exhibit "A", shall be changed from Light Commercial and State Highway 6 Overlay District (LC-SH6) to Light Commercial and State Highway 6 Overlay District with a Specific Use Permit (LC-SH6-SUP)), for uses as permitted within such zoning classification, subject to the regulations, and conditions hereinafter set forth:

1. "Offices of Physicians (Except Mental Health Specialists)" – (NAICS 621111)

Section 3. The request meets the criteria set forth in Section 77-50 of the City of Manvel Zoning Ordinance for a Specific Use Permit. The City of Manvel Zoning Ordinance is hereby further amended by granting a Specific Use Permit authorizing use of the Property for the NAICS use listed in Section 2, above.

Section 4. The City Council hereby finds it appropriate to impose the conditions to the granting of the Specific Use Permit as shown in Exhibit "C", attached hereto and incorporated herein as if set out in full. This proposed use of an "Offices of Physicians (Except Mental Health Specialists)" and approved site plan may not be changed or expanded except by amendment of this Specific Use Permit.

Section 5. The Specific Use Permit issued under this ordinance, or a specific use listed herein, shall expire one year after its date of issuance if construction or if the listed use authorized hereunder is not substantially under way or in use prior to the expiration of said one- year period. If, prior to the expiration of such one-year period, the owner of the property to which the Specific Use Permit applies in writing, for an extension, the City Council may, after recommendation from the Planning, Development, and Zoning Commission, grant such extension for one additional year. If the Specific Use Permit

expires, the underlying zoning [Light Commercial and State Highway 6 Overlay District (LC-SH6)] shall apply.

Section 6. The Zoning District Map of the City of Manvel shall be revised and amended to show the designation of said tract, as described and as provided in Section 2, above, with the appropriate reference thereon to the number and effective date of this Ordinance and a brief description of the nature of the change.

Section 7. The City Council hereby finds and determines that said rezoning comports to the City's Comprehensive Land Use Plan. This Ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City of Manvel, save and except the change in zoning classification of said tract(s) as described above.

Section 8. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 9. Any person who shall intentionally, knowingly, recklessly or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed $2,000. Each day of violation shall constitute a separate offense.

Section 10. Revocation. This Specific Use Permit may be revoked or modified by the City Council, in whole or in part, after notice and hearing, for either of the following reasons:

(1) The Specific Use Permit was obtained or extended by misrepresentation, fraud or deception: or

(2) That one or more of the conditions imposed by the permit has not been met or has been violated.

PASSED AND APPROVED on first reading this _____ day of _____, 2025.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _____, 2025.

_____

_____

Dan Davis, Mayor

ATTEST:

_____

Tammy Bell, City Secretary

APPROVED AS TO FORM:

_____

Robert Gervais, City Attorney

Exhibit A

Certain 0.547-acre tract of land located at 19200 Morris Avenue (SH 6), Manvel, Texas, being situated in the Houston Tap and Brazoria Railroad Company Survey, Abstract 483, Brazoria County, Texas, being out of outlot 184, of the DR. A.A. Luther Subdivision of the Town of Manvel as recorded in Volume 1, Page 71, of the Official Records of Brazoria County, Texas, and being the same tract as recorded in Brazoria County Clerk's File Number 2024034817.

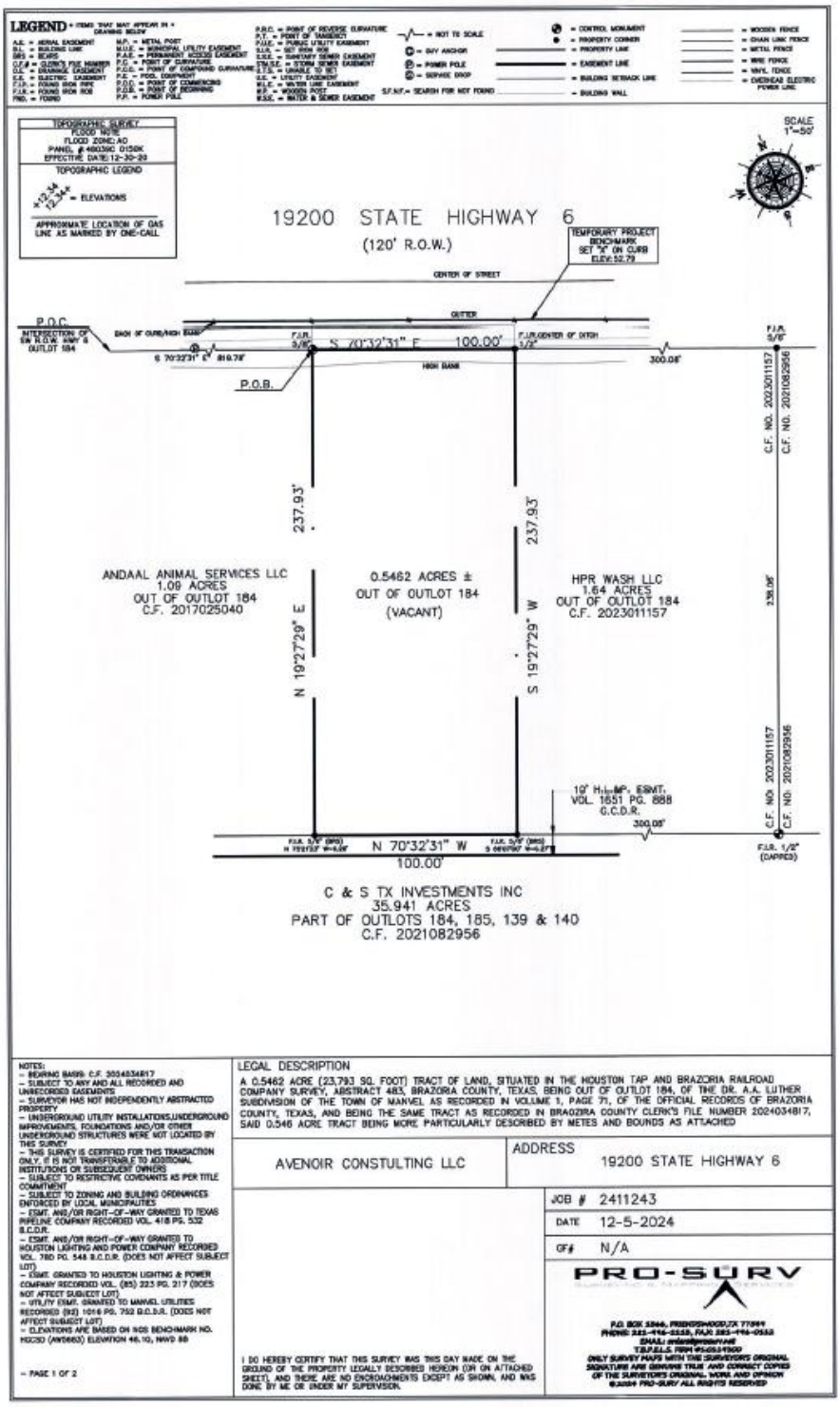


Exhibit A (Contd.)

FIELD NOTES
OF A SURVEY OF

A 0.5462 ACRE (23,793 SQ. FOOT) TRACT OF LAND, MORE OR LESS, SITUATED IN THE HOUSTON TAP AND BRAZORIA RAILROAD COMPANY SURVEY, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING OUT OF OUTLOT 184, OF THE DR. A.A. LUTHER SUBDIVISION OF THE TOWN OF MANVEL AS RECORDED IN VOLUME 1, PAGE 71, OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, AND BEING THE SAME TRACT AS RECORDED IN BRAZORIA COUNTY CLERK'S FILE NUMBER 2024034817, SAID 0.546 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING AT A POINT ON THE WEST BOUNDARY LINE OF SAID OUTLOT 184 WITH THE INTERSECTION OF THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF STATE HIGHWAY 6 (BASED ON A WIDTH OF 120.00 FEET);

THENCE SOUTH 70°32'31" EAST, ALONG SAID RIGHT-OF-WAY LINE OF STATE HIGHWAY 6, A DISTANCE OF 819.78 FEET TO A 5/8-INCH IRON ROD FOUND MARKING THE NORTHWEST CORNER AND POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT, SAID POINT BEING THE NORTHEAST CORNER OF A TRACT OF LAND CONVEYED TO ANDAAL ANIMAL SERVICES LLC AS RECORDED IN C.F. NO. 2017025040;

THENCE CONTINUING SOUTH 70°32'31" EAST, ALONG SAID RIGHT-OF-WAY LINE OF HIGHWAY 6, A DISTANCE OF 100.00 FEET TO A 1/2-INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT, SAID POINT BEING THE NORTHWEST CORNER OF A TRACT OF LAND CONVEYED TO HPR WASH LLC AS RECORDED IN C.F. NO. 2023011157;

THENCE SOUTH 19°27'29" WEST, WITH THE COMMON LINE OF SAID HPR WASH LLC TRACT AND HEREIN DESCRIBED TRACT, A DISTANCE OF 237.93 FEET TO A POINT FROM WHICH A 5/8-INCH IRON ROD BEARS SOIUTH 66°07'00" WEST, A DISTANCE OF 0.27 FEET, SAID POINT BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT, SAID POINT BEING THE SOUTHWEST CORNER OF SAID SAID HPR WASH LLC TRACT AND BEING IN THE NORTHEAST LINE OF A TRACT OF LAND CONVEYED TO C & S TX INVESTMENTS INC. AS RECORDED IN C.F. NO 2021082956;

THENCE NORTH 70°32'31" WEST, WITH THE COMMON LINE OF SAID C & S TX INVESTMENTS INC. TRACT AND HEREIN DESCRIBED TRACT, A DISTANCE OF 100.00 FEET TO A POINT FROM WHICH A 5/8-INCH IRON ROD BEARS NORTH 75°21'23" WEST, A DISTANCE OF 0.28 FEET, SAID POINT BEING THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT, SAID POINT BEING THE SOUTHEAST CORNER OF SAID ANDAAL ANIMAL SERVICES LLC TRACT;

THENCE NORTH 19°27'29" EAST, WITH THE COMMON LINE OF SAID ANDAAL ANIMAL SERVICES LLC TRACT AND HEREIN DESCRIBED TRACT, A DISTANCE OF 237.93 FEET AND RETURNING TO THE POINT OF BEGINNING AND CONTAINING 0.5462 ACRE (23,793 SQ. FEET) OF LAND, MORE OR LESS.

Exhibit B

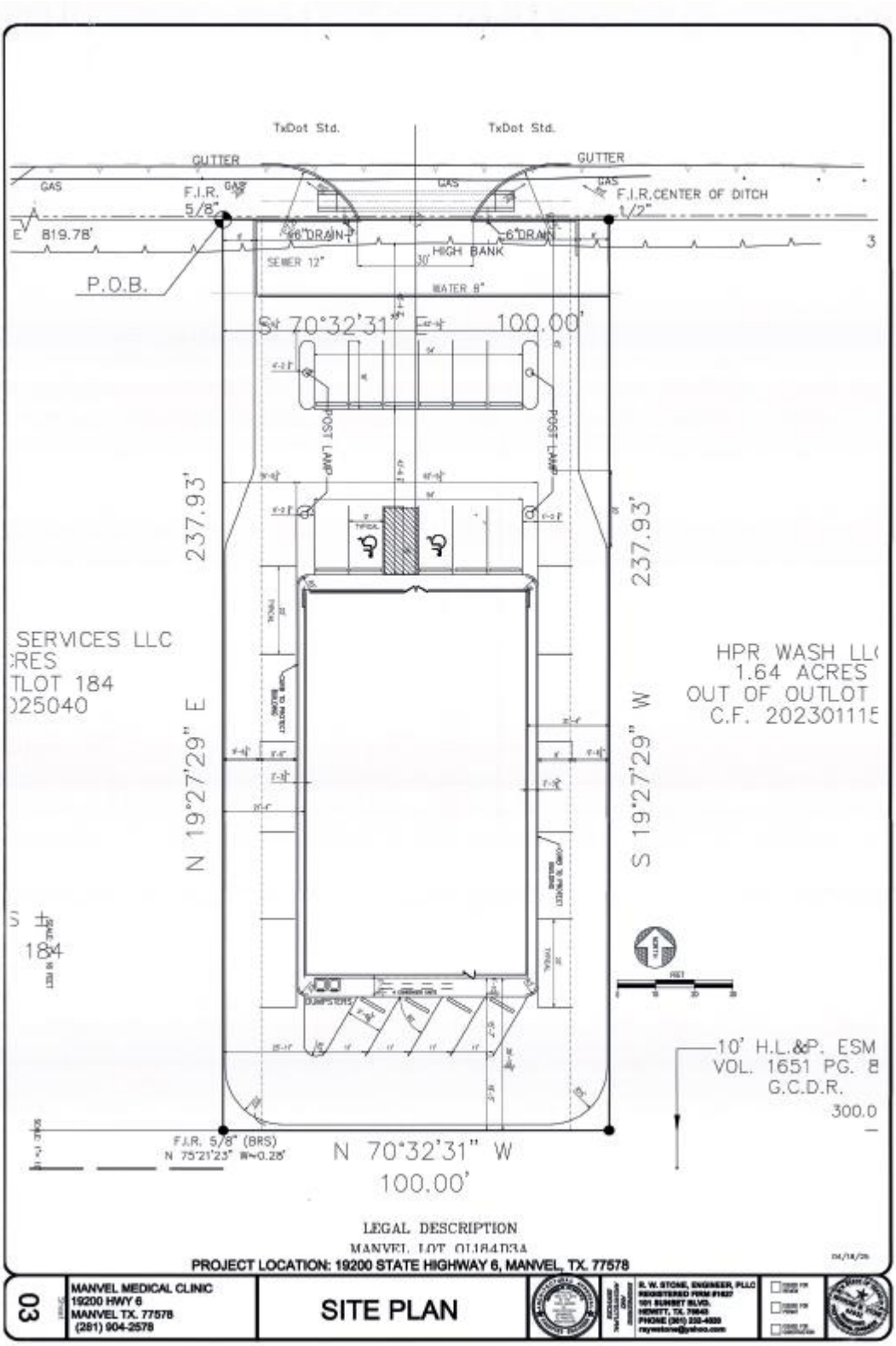

TxDot Std.
TxDot Std.
GUTTER
GUTTER
GAS
F.I.R. 5/8"
F.I.R.CENTER OF DITCH 1/2"
819.78'
6"DRAIN
6"DRAIN
HIGH BANK
SEWER 12"
WATER 8"
P.O.B.
S 70°32'31" E 100.00'
POST LAMP
POST LAMP
237.93'
237.93'
N 19°27'29" E
S 19°27'29" W
SERVICES LLC
RES
TLOT 184
025040
HPR WASH LL
1.64 ACRES
OUT OF OUTLOT
C.F. 20230111
10' H.L.&P. ESM
VOL. 1651 PG. 8
G.C.D.R.
300.0
F.I.R. 5/8" (BRS)
N 75°21'23" W-0.28'
N 70°32'31" W
100.00'
LEGAL DESCRIPTION
MANVEL LOT 01184D3A
PROJECT LOCATION: 19200 STATE HIGHWAY 6, MANVEL, TX. 77578
03
MANVEL MEDICAL CLINIC
19200 HWY 6
MANVEL TX. 77578
(281) 904-2578
SITE PLAN

Exhibit C

Conditions of Approval:

1. Unless otherwise required by state law or regulation, the facility is only permitted to operate during the hours of 7:00 a.m. to 10:00 p.m. each day;
2. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
3. All doors shall remain unlocked and accessible during normal business hours;
4. A plat shall be prepared and approved in conformance with Chapter 62 – *Subdivisions*, prior to developing the subject site for the proposed Manvel Medical Clinic;
5. A recorded copy of a document or agreement confirming that the RV Park has sufficient capacity to accommodate drainage from the southern portion of the subject site, shall be provided prior to plat approval and referenced on the plat. If such documentation is not provided, the submitted site plan shall be amended and revised drainage plan shall be submitted to TxDOT for review and approval. Regardless of TxDOT's requirements, a drainage plan approved by the applicable drainage district and the City must be submitted as part of the platting and permitting process;
6. The site development shall follow the attached site plan. However, a revised site plan, subsequent plat, and drainage plans—reflecting any necessary changes related to the Public Access Easement (PAE) and drainage to comply with all applicable City of Manvel codes and ordinances—shall be submitted as part of the construction plan and building permit review process.
7. A minimum 10-foot-wide landscape buffer yard, including landscaping, with one (1) evergreen tree planted every 30 feet along the property line abutting the RV Park;
8. If there is no existing fence along the rear property line, a minimum 6-foot-tall wooden fence shall be installed in accordance with Section 77-43, *Fences*, of the City of Manvel Code of Ordinances*;*
9. Outdoor lighting shall be shielded and shall conform with the Illuminating Engineering Society of North America ("IES") criteria for full cut-off fixtures, which is 100 percent of light output below 90 degrees, and 90 percent of light output below 80 degrees from a vertical line through the fixture;
10. Outdoor lighting shall be deflected, shaded, and focused away from abutting properties and shall not be a nuisance to abutting properties, and shall be designed so that any overspill of lighting onto abutting properties shall not exceed three-tenths foot-candles, measured vertically and horizontally;
11. No Outdoor lighting shall be greater than 25-feet in height;
12. A photometric survey shall be submitted for approval prior to issuing Certificate of Occupancy;
13. Buildings shall be designed in conformance with all adopted technical codes, including Building and Fire Code.

RESOLUTION NO. 2025-R-23

A RESOLUTION OF THE CITY OF MANVEL, TEXAS, AMENDING THE CITY COUNCIL RULES OF PROCEDURE TO PROVIDE A WRITTEN PROCEDURE FOR THE APPOINTMENT OF THE MAYOR PRO TEM; PROVIDING THAT ALL OTHER RESOLUTIONS INCONSISTENT OR IN CONFLICT HEREWITH ARE HEREBY REPEALED.

* * * * *

WHEREAS, section 3.10 of The City Charter provides that the city council shall, by resolution, determine its own rules and order of business; and

WHEREAS, section 3.07 provides for the appointment of a Mayor Pro Tem for a one-year term, but does not provide the procedure for council to make the appointment; and

WHEREAS, the City Council deems it in the best interest of the City to amend the City Council Rules of Procedure herein to adopt a new section providing for the procedure for council to make the annual appointment of the Mayor Pro Tem; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY MANVEL, TEXAS:

Section 1. The following rules of procedure shall govern all meetings and proceedings of the City Council of the City of Manvel, and the conduct of all members and other persons in attendance at such meetings.

Rule 1. Meetings, Regular and Special

(A) The city council shall hold at least one (1) regular meeting each month and as many additional special meetings as the Council deems necessary to transact the business of the city. Generally, the City Council shall meet in the Council chambers of the City Hall on the first and third Mondays of each month, commencing at 6:00 p.m. In the event Monday falls on a holiday, the meeting for that day shall occur on the next open business following the holiday or other day as may be determined by Council. Any meeting of City Council may be recessed from hour to hour for a period of time not to exceed 24 hours, by an affirmative vote of 4 or more members of Council present at such meeting, and such recessed meeting shall be held without further posted notice.

(B) Other special meetings shall be held on the call of the Mayor or four Councilmembers. The agenda for such meetings shall be established at the discretion of those calling the meeting. Special meetings shall be posted according to state law prior to the called meeting, except where permitted by state law for emergency meetings.

(C) All meetings shall be held at City Hall or at such other public place as may be approved by city council, and all meetings of the city council shall be open to the public, except as authorized by state law.

(D) Four members of the City Council shall constitute a quorum for the transaction of business.

(E) The City Council may retire into Executive Session at any time as authorized by the Texas Open Meetings Act (Texas Government Code, Chapter 551). These Rules of Procedure shall apply to the conduct of Councilmembers in an Executive Session, provided they do not conflict with the provisions of the Open Meetings Act or other law.

Rule 2. Chairman and call to order

The Mayor or in his/her absence, the Mayor Pro Tem, shall preside at all meetings of the City Council. If the Mayor and the Mayor Pro Temare absent, any Councilmember may be appointed by a majority of the Council to preside. At the hour of the meeting, the Mayor shall assume the chair, call the Council to order, and the City Secretary shall record the roll.

Rule 3. Handling of agenda subjects

The City Council is the sole judge of its own procedure and in full control of the business before it. Neither the Mayor, the Mayor Pro Tem, nor any Councilmember appointed to preside shall have any power to either recess a meeting or adjourn a meeting or prevent the City Council from considering an agenda item or lay the same out for consideration except in strict accordance with Texas open meetings act, and as enacted herein. If, notwithstanding the positive provisions of this rule, the presiding, officer whether Mayor, Mayor Pro Tem, or Council member presiding, shall attempt to prevent City Council from taking any action on any agenda item brought before it, any Councilmember present may call for a vote of the City Council to consider the matter.

Rule 4. Conduct of Mayor and Councilmembers

Any member of the City Council including the Mayor, who fails to observe decorous and orderly behavior during a meeting or who disturbs a meeting of Council with such disorderly conduct is subject to being expelled from such meeting upon motion passed by 2/3 vote of the Council present at this meeting. Any member reprimanded by motion or expelled from a meeting by motion who thereafter commits another breach of decorous and disorderly behavior during a subsequent meeting and again disturbs any meeting of the Council by such disorderly conduct shall be subject to the same power of Council to reprimand him/her, expel him/her from the meeting, or subject such member to complaint, investigation, and conviction of official misconduct. Disorderly Conduct is defined under the Texas Penal Code, Section 42.01.

Rule 5. Non-interruption

Each member of the City Council shall be permitted to address the chair while either seated or standing, and after recognition shall not be interrupted while speaking without his/her consent.

Rule 6. Handling of question of order

All questions of order shall be decided by the presiding officer with the right of appeal of his/her decision by the City Council, and a majority of the Councilmembers present may overrule the decision of the chair. When the chair makes a ruling on a point of order and one of the Councilmembers states, "I appeal the ruling of the chair", or words to such effect, no other business shall be transacted until the question, "shall the ruling of the chair be sustained?" is voted on. The presiding officer shall immediately put such question to vote without debate, and, if he/she fails to do so immediately, any member of the City Council may put the question to a vote.

Rule 7. Procedure for submitting agenda items

Any and all ordinances, resolutions or other matters, including all written data, except emergency items, to be brought before the City Council for its consideration by the Mayor, or by any two members of the Council, or the City Manager, shall be submitted to the City Secretary not later than noon of the Tuesday preceding the meeting at which the same is to be considered.

Rule 8. Motion to table

Since the City Council of the City of Manvel will always have regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an ordinance, resolution, motion, or other measure. If such ordinance, resolution, motion, or other measure is tabled by a majority vote of the City Council, such ordinance, resolution, motion, or other measure, if not sooner removed from the table, must be removed at the third meeting, and acted upon, even if only to place the item on the table again.

Rule 9. Procedure to debate

Upon any ordinance, resolution or other measure being laid out, or any motion being made, any Councilmember present, before there is any debate opened on the subject, may make a parliamentary objection to the consideration of the subject which need not be seconded. No debate shall then be permitted, and the presiding officer shall immediately put the question, "shall the objection be sustained"? If the objection is sustained by a vote of two-thirds of the Councilmembers present the ordinance, resolution, motion, or other measure is permanently defeated for that meeting and shall not be debated (except in accordance with Rule 11).

Rule 10. Closing of debate

If, during debate upon any ordinance, resolution, motion or other matter before the Council, any member moves that the subject under discussion be put to a vote without further debate (and such a motion need not be seconded), the presiding officer shall immediately ask the Council, "is there any objection to proceeding to a vote on the ordinance, resolution, motion, or other measure before the Council being taken immediately?" If any member objects, the presiding officer shall immediately and without debate put the question, "shall the subject being discussed be put to a vote, without debate?" To a vote of the Council, and if two thirds of the Councilmembers present vote in

favor of ordering the vote, debate on the question shall be closed and a vote on the ordinance, resolution, motion or other measure taken immediately.

Rule 11. Reconsideration of a subject

When an ordinance, resolution, motion, or other measure of any sort has been placed before the City Council and defeated, the same identical question shall not again be considered by the City Council until at least ninety (90) days have elapsed.

Rule 12. Reducing motion to writing

All oral motions must be seconded before being put to vote by the chair (except where otherwise provided in these rules), and upon request of any other member of the Council, or Mayor, the party making any such oral motion (except a motion to order a vote on a subject being considered per rule 10 or to table, or other such procedural matter) shall reduce the same to writing, or request the City Secretary to so the same. If a motion be made by any member of the Council in writing and filed with the presiding office, it shall still require a second.

Rule 13. Secretarial procedure

The City Secretary shall be the Secretary of the Council and shall act as reading and recording clerk to the Council. By his or her signature, the Secretary shall certify the correctness of the minutes and journals, shall record all actions taken by the Council, shall record the vote upon each measure when taken by the ayes and nays, and shall schedule and place on Council agendas, public hearings at the earliest practicable dates and shall perform such other duties as may be required of the City Secretary by the Mayor and the City Council. The City Secretary shall mark the absence of the Mayor or any other member of Council. The City Secretary shall test and attest to the satisfactory operation of the recorder, and maintain proper functioning as needed throughout the meeting. In the absence of the City Secretary, any suitable person may be appointed by the City Secretary or Mayor to serve as acting City Secretary of any meeting. The City Secretary shall ensure that a recording or certified agenda of any executive session shall be made and shall secure such following each meeting. The City Secretary shall keep a copy of these rules in the Council chamber, available for reference.

Rule 14. Voting

No action of the city council shall be valid or binding unless approved by the affirmative vote of a majority of the entire city council. Each member of city council, if present, shall vote upon all matters before the city council, except when the matter involves the consideration of that member's own official conduct or where that member's participation in the vote is prohibited by state law.

Rule 15. Public's right to be heard

Members of the public shall have a reasonable opportunity to be heard at any and all regular meetings of the City Council in regard to any and all matters to be considered at any such meeting, or such other matters as they may wish to bring to Council's attention; provided, however, any matter not posted on the agenda may not be discussed by Council, nor shall any action be taken by Council, except to indicate that the matter may be placed on a later agenda. A time shall be set aside during each Council meeting for the Council to hear from the public, such designated time not to exceed three (3) minutes per person. The Mayor shall retain the discretion to further limit or increase this time for public comments on agenda items. Members of the public attending any regularly scheduled meeting may speak before Council by completing a form and presenting it to the City Secretary prior to the beginning of such meeting.

No member of the public shall be heard until recognized by the presiding officer. It is not necessary, however, for a member of the public to prepare and submit a card requesting the right to address the Council for public hearings. Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing the City Council, shall be deemed guilty of disrupting a meeting (Section 42.05 of the Texas Penal Code, Class B Misdemeanor) and, at the direction of the presiding officer, shall be removed from Council Chambers by the sergeant-at-arms or other agent designated by City Council.

Rule 16. Order of Business

Unless agreed to otherwise by majority vote of Council, the normal order of business before the City Council in any meeting shall be as follows:

(1) Call to Order.
(2) Invocation and/or Inspirational Reading.
(3) Pledge of Allegiance and Texas Pledge.
(4) Special Recognitions, Acknowledgements, and Proclamations.
(5) Public Hearings.
(6) Public Comment - The Council shall hear from members of the public as provided in Rule 15.
(7) City Manager Update.
(8) Consent Agenda – including, but not limited to: bids, appointments, routine items, items for approval, minutes, etc.
(9) Items Removed from Consent Agenda.
(10) Regular Agenda – including, but not limited to: discussion and/or action items, resolutions, ordinances, and tabled items, etc.
(11) Communications from the Mayor and Council.
(12) Adjourn.

If a meeting does not include any of the items above (i.e. no special recognitions, proclamations, public hearings, etc.), that item will be excluded from the Order of Business and the posted meeting agenda.

Rule 17. Suspension of rules of procedure

Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate state law, and provided that not less than two-thirds Council members vote in favor of such suspension. Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended. The requirement of two thirds to suspend a rule shall not apply to Rule 16 but the order of business may be suspended by a majority vote.

Rule 18. Rules of Procedure

Except where in conflict with any state law, City ordinance or the rules of procedure adopted by this resolution, the rules of procedure laid down in *Robert's Rules of Order*, 75th Anniversary Edition, shall govern the proceedings of the City Council.

Rule19. Sergeant at Arms

The highest-ranking police officer of the Manvel Police Department in attendance at any meeting of the City Council, weather regular or special, shall be, and is hereby, designated and appointed as the Sergeant at Arms for such meeting.

Rule 20. Appointment of Mayor Pro Tem

The City Council hereby adopts the following policy for the annual appointment of the Mayor Pro Tem:

(1). Rotational Order.

(a) The Mayor Pro Tem shall be selected each year based on the following rotational order of Council positions:

Position 6 → Position 5 → Position 4 → Position 3 → Position 2 → Position 1

(b) Once Position 1 has served, the rotation shall resume with Position 6.

(c) The rotation shall begin with the Position currently in place upon the adoption of this policy and then proceed with the rotational order stated above.

(2). Eligibility.

(a) A Councilmember must have served at least one full year on the City Council to be eligible for appointment.

(b) If a Councilmember is ineligible due to tenure or declines to serve, the appointment shall rotate to the next eligible position in the sequence and keep going in the rotational order stated above. If all Councilmembers are disqualified due to

the required tenure, the Council shall proceed with the next position on the Council rotation stated above, regardless of tenure.

(c) A Councilmember who declines the appointment may be considered again in a future cycle, based on their position in the rotation and meeting eligibility requirements.

(3). Appointment Process.

(a) The Mayor shall present the eligible Councilmember for appointment during the first regular meeting following the May general election. If there is a run-off election, the appointment shall occur during the first regular meeting following the run-off election, or as soon thereafter as practicable.

(b) The appointment shall be subject to confirmation by a majority vote of the City Council according to the City Charter, Section 3.07. The appointed Mayor Pro Tem shall serve a one-year term or until the next appointment is made, unless otherwise removed or vacated.

PASSED, APPROVED, AND RESOLVED by the City Council of the City of Manvel, Texas on this the _____th day of _____ , 2025.

_____
Dan Davis
Mayor

ATTEST:

_____
Tammy Bell
City Secretary

Facility Naming Committee
City of Manvel, Texas
7/15/2025

Mayor Dan Davis &
City Council Members
City of Manvel
20031 Morris Avenue
Manvel, TX 77578

RE: Facility Naming Recommendation

Dear Mayor Davis and Council Members,

On behalf of the Facility Naming Committee, we submit the following recommendations:

C.L. McDaniel Building
The committee would like to formally acknowledge and accept Council's suggestion to name the Fire Marshal's Office, to be located at the former Police Department building at 6615 N. Masters Road, the "C.L. McDaniel Building". We appreciate Council's thoughtful input and believe this name appropriately honors his years of service, which laid the foundation for the development of public safety in Manvel.

Guardian's Reflection Pond
We recommend naming the pond at the new Police Station "Guardian's Reflection Pond". This name draws inspiration from the words proudly displayed on the back of the Manvel Police Department's fleet: *Guardians of the Community*. The pond will serve as a symbolic and serene space, reflecting both the physical environment and the protective role our officers play in safeguarding our city.

Judge Michael Culling Municipal Court
We further recommend naming the future Municipal Court Building—currently referred to as the City Hall Annex—the "Judge Michael Culling Municipal Court". Judge Culling faithfully served as the City's judge for many years and, following his retirement from both the bench and his legal practice, has continued to participate in and support various City events. Naming the building in his honor recognizes not only his years of dedicated service but also his enduring presence in the civic life of Manvel.

We appreciate Council's consideration of these recommendations and remain grateful for the opportunity to support the preservation and recognition of Manvel's public service legacy through thoughtful facility naming.

Respectfully submitted,

Alyssa Deaton

Alyssa Deaton, Assistant City Secretary
Facility Naming Committee Member

RESOLUTION NO. 2025-R-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B", "C.L. MCDANIEL BUILDING"; AND PROVIDING FOR AN EFFECTIVE DATE.

* * * * *

WHEREAS, on June 17, 2025, the Facility Naming Committee approved the following recommendation for the naming of new and existing City of Manvel facilities as described in exhibit "A", and

WHEREAS, Manvel Fire Marshals Office, 6615 N Masters Rd., MANVEL BLK 1 LOT 1 (MANVEL CITY HALL COMPLEX)(OL 199) ACRES 8.64, and

WHEREAS, it is being recommended to the City Council that such property be named "C.L. McDaniel Building"; and

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:

Section 1. That the property described in Exhibit "B" shall be named and known as "C.L. McDaniel Building".

Section 2. That this Resolution shall become effective immediately from and after its passage.

PASSED, APPROVED, and RESOLVED this _____ day of _____ , 2025.

_____
Dan Davis
Mayor

ATTEST

_____
Tammy Bell
City Secretary

EXHIBIT A
Facility Naming Committee Recommendation Letter

Facility Naming Committee
City of Manvel, Texas
7/15/2025

Mayor Dan Davis &
City Council Members
City of Manvel
20031 Morris Avenue
Manvel, TX 77578

RE: Facility Naming Recommendation

Dear Mayor Davis and Council Members,

On behalf of the Facility Naming Committee, we submit the following recommendations:

C.L. McDaniel Building
The committee would like to formally acknowledge and accept Council's suggestion to name the Fire Marshal's Office, to be located at the former Police Department building at 6615 N. Masters Road, the "C.L. McDaniel Building". We appreciate Council's thoughtful input and believe this name appropriately honors his years of service, which laid the foundation for the development of public safety in Manvel.

Guardian's Reflection Pond
We recommend naming the pond at the new Police Station "Guardian's Reflection Pond". This name draws inspiration from the words proudly displayed on the back of the Manvel Police Department's fleet: *Guardians of the Community*. The pond will serve as a symbolic and serene space, reflecting both the physical environment and the protective role our officers play in safeguarding our city.

Judge Michael Culling Municipal Court
We further recommend naming the future Municipal Court Building—currently referred to as the City Hall Annex—the "Judge Michael Culling Municipal Court". Judge Culling faithfully served as the City's judge for many years and, following his retirement from both the bench and his legal practice, has continued to participate in and support various City events. Naming the building in his honor recognizes not only his years of dedicated service but also his enduring presence in the civic life of Manvel.

We appreciate Council's consideration of these recommendations and remain grateful for the opportunity to support the preservation and recognition of Manvel's public service legacy through thoughtful facility naming.

Respectfully submitted,

Alyssa Deaton

Alyssa Deaton, Assistant City Secretary
Facility Naming Committee Member

Exhibit B

6615 N Masters Rd., MANVEL BLK 1 LOT 1 (MANVEL CITY HALL COMPLEX)(OL 199) ACRES 8.64

RESOLUTION NO. 2025-R-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE POND AT THE PROPERTY DESCRIBED IN EXHIBIT "B", "GUARDIAN'S REFLECTION POND"; AND PROVIDING FOR AN EFFECTIVE DATE.

* * * * *

WHEREAS, on July 9, 2025, the Facility Naming Committee approved the following recommendation for the naming of new and existing City of Manvel facilities as described in exhibit "A", and

WHEREAS, Manvel Police Department Pond, 6605 N Masters Rd., MANVEL BLK 1 LOT 1 (MANVEL CITY HALL COMPLEX)(OL 199) ACRES 8.64, and

WHEREAS, it is being recommended to the City Council that such pond on the property be named "Guardian's Reflection Pond"; and

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:

Section 1. That the property described in Exhibit "B" shall be named and known as "Guardian's Reflection Pond".

Section 2. That this Resolution shall become effective immediately from and after its passage.

PASSED, APPROVED, and RESOLVED this _____ day of _____ , 2025.

_____
Dan Davis
Mayor

ATTEST

_____
Tammy Bell
City Secretary

EXHIBIT A
Facility Naming Committee Recommendation Letter

Facility Naming Committee
City of Manvel, Texas
7/15/2025

Mayor Dan Davis &
City Council Members
City of Manvel
20031 Morris Avenue
Manvel, TX 77578

RE: Facility Naming Recommendation

Dear Mayor Davis and Council Members,

On behalf of the Facility Naming Committee, we submit the following recommendations:

C.L. McDaniel Building
The committee would like to formally acknowledge and accept Council's suggestion to name the Fire Marshal's Office, to be located at the former Police Department building at 6615 N. Masters Road, the "C.L. McDaniel Building". We appreciate Council's thoughtful input and believe this name appropriately honors his years of service, which laid the foundation for the development of public safety in Manvel.

Guardian's Reflection Pond
We recommend naming the pond at the new Police Station "Guardian's Reflection Pond". This name draws inspiration from the words proudly displayed on the back of the Manvel Police Department's fleet: *Guardians of the Community*. The pond will serve as a symbolic and serene space, reflecting both the physical environment and the protective role our officers play in safeguarding our city.

Judge Michael Culling Municipal Court
We further recommend naming the future Municipal Court Building—currently referred to as the City Hall Annex—the "Judge Michael Culling Municipal Court". Judge Culling faithfully served as the City's judge for many years and, following his retirement from both the bench and his legal practice, has continued to participate in and support various City events. Naming the building in his honor recognizes not only his years of dedicated service but also his enduring presence in the civic life of Manvel.

We appreciate Council's consideration of these recommendations and remain grateful for the opportunity to support the preservation and recognition of Manvel's public service legacy through thoughtful facility naming.

Respectfully submitted,

Alyssa Deaton

Alyssa Deaton, Assistant City Secretary
Facility Naming Committee Member

Exhibit B

6605 N Masters Rd., MANVEL BLK 1 LOT 1 (MANVEL CITY HALL COMPLEX)(OL 199) ACRES 8.64

RESOLUTION NO. 2025-R-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, OFFICIALLY NAMING THE PROPERTY DESCRIBED IN EXHIBIT "B", "JUDGE MICHAEL CULLING MUNICIPAL COURT"; AND PROVIDING FOR AN EFFECTIVE DATE.

* * * * *

WHEREAS, on July 15, 2025, the Facility Naming Committee approved the following recommendation for the naming of new and existing City of Manvel facilities as described in exhibit "A", and

WHEREAS, Manvel Municipal Court, 20025 MORRIS AVE, MANVEL BLK 1 LOT RESERVE A (MANVEL CITY HALL STATE HWY 6) ACRES 1.99, and

WHEREAS, it is being recommended to the City Council that such property be named "Judge Michael Culling Municipal Court"; and

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:

Section 1. That the property described in Exhibit "B" shall be named and known as "Judge Michael Culling Municipal Court".

Section 2. That this Resolution shall become effective immediately from and after its passage.

PASSED, APPROVED, and RESOLVED this ____ day of _____ , 2025.

_____
Dan Davis
Mayor

ATTEST

_____
Tammy Bell
City Secretary

EXHIBIT A
Facility Naming Committee Recommendation Letter

Facility Naming Committee
City of Manvel, Texas
7/15/2025

Mayor Dan Davis &
City Council Members
City of Manvel
20031 Morris Avenue
Manvel, TX 77578

RE: Facility Naming Recommendation

Dear Mayor Davis and Council Members,

On behalf of the Facility Naming Committee, we submit the following recommendations:

C.L. McDaniel Building
The committee would like to formally acknowledge and accept Council's suggestion to name the Fire Marshal's Office, to be located at the former Police Department building at 6615 N. Masters Road, the "C.L. McDaniel Building". We appreciate Council's thoughtful input and believe this name appropriately honors his years of service, which laid the foundation for the development of public safety in Manvel.

Guardian's Reflection Pond
We recommend naming the pond at the new Police Station "Guardian's Reflection Pond". This name draws inspiration from the words proudly displayed on the back of the Manvel Police Department's fleet: *Guardians of the Community*. The pond will serve as a symbolic and serene space, reflecting both the physical environment and the protective role our officers play in safeguarding our city.

Judge Michael Culling Municipal Court
We further recommend naming the future Municipal Court Building—currently referred to as the City Hall Annex—the "Judge Michael Culling Municipal Court". Judge Culling faithfully served as the City's judge for many years and, following his retirement from both the bench and his legal practice, has continued to participate in and support various City events. Naming the building in his honor recognizes not only his years of dedicated service but also his enduring presence in the civic life of Manvel.

We appreciate Council's consideration of these recommendations and remain grateful for the opportunity to support the preservation and recognition of Manvel's public service legacy through thoughtful facility naming.

Respectfully submitted,

Alyssa Deaton

Alyssa Deaton, Assistant City Secretary
Facility Naming Committee Member

Exhibit B

20025 MORRIS AVE, MANVEL BLK 1 LOT RESERVE A (MANVEL CITY HALL STATE HWY 6) ACRES 1.99