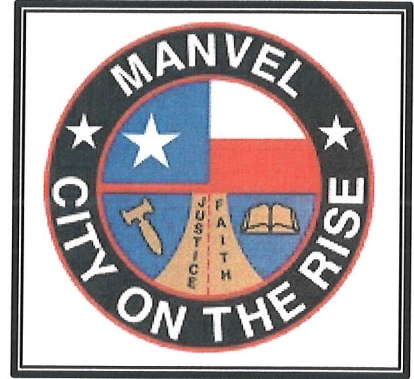


THE STATE OF TEXAS §
COUNTY OF BRAZORIA §
CITY OF MANVEL §



**MANVEL PLANNING DEVELOPMENT AND ZONING COMMISSION
NOTICE IS HEREBY GIVEN
6:00 P.M.**

MINUTES 10/14/2025

Regular Session

Call to Order

PDZ Member Ryan Miller called the meeting of the PDZ to order at 6:00 p.m.

Those in attendance were:

Present: Ryan Miller
Kyle Marasckin
Kenneth Haynes
Christy Kennard
Delores Martin

Absent: William Richardson
MaryAnn Atkinson

Also Present: Jose Abraham, Director of Development Services
Tammy Bell, City Secretary
Elaheh Roohbakhsh, Senior Planner
Matt De La Rosa, Assistant City Engineer

Pledge

Public Comments: "Comment Card" Required

Staff Presentation on Public Hearing Item(s)

Elaheh Roohbakhsh, Senior Planner, provided the presentation.

Public Hearing

TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 0.5651-ACRE TRACT CURRENTLY, DEVELOPED AS A RETAIL CENTER WITH ASSOCIATED PARKING, LOCATED AT 20226 MORRIS AVENUE/HIGHWAY 6 (PID: 227994) FROM LIGHT COMMERCIAL DISTRICT / STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL DISTRICT/ 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 621310 "OFFICES OF CHIROPRACTORS" WITHIN THE LEASE SPACE "SUITE C;" 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.

Ryan Miller opened the Public Hearing at 6:04 p.m.

1st call for comments - None / 2nd call for comments - None / 3rd call for comments - None

Ryan Miller closed the Public Hearing at 6:05 p.m.

Consent PDZ

- A. Approve the meeting minutes to date.
- B. Approve Meridiana Section 16 Preliminary Plat;
BEING ASUBDIVISION OF 15.12 ACRES, OUT OF THE H.T.& B.R.R. CO. SURVEY, SECTION 62, A-484, BEING PORTIONS OF LOTS 134 AND 135 OF THE DR. A.A. LUTHER LANDS IN THE TOWN OF MANVEL VOLUME, 1 PAGE 71-72 OF THE BRAZORIA COUNTY PLAT RECORDS, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.
- C. Approve Final Plat for Meridiana Greenbelt Park;
BEING A SUBDIVISION OF 3.883 ACRES OUT OF THE OLIVER HALL SURVEY, ABSTRACT 203; CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

PDZ Member Kyle Marasckin made the motion to approve the Consent Agenda. PDZ Member Christy Kennard seconded the motion.

The motion carried with a vote: 5/0

Yes:	Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No:	None
Absent:	William Richardson, MaryAnn Atkinson
Abstained:	None

Regular Agenda

- A. Consideration and possible action to approve Meridiana Cadence Drive Phase 1 Preliminary Plat; BEING A SUBDIVISION OF 1.29 ACRES, OUT OF THE OLIVER HALL SURVEY, A-203, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.
- B. Consideration and possible action to approve Meridiana Detention Reserve E-2 Preliminary Plat; BEING A SUBDIVISION OF 7.55 ACRES, OUT OF THE OLIVER HALL SURVEY, A-203, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Regular Agenda Items A and B were combined.

Staff recommends approval with the following conditions:

A

- 1. Please ensure the drainage areas shown on the table and on the plan view of the drainage exhibit match (Section 62-38 (a)(12)).
- 2. Please verify that the detention ledger is the most up to date. Some values show to be different than those on the As-Builts for D-2 (Section 62-38 (a)(12)).

B

- 1. Please ensure the drainage areas shown on the table and on the plan view of the drainage exhibit match (Section 62-38 (a)(12)).
- 2. Please verify that the detention ledger is the most up to date. Some values show to be different than those on the As-Builts for D-2 (Section 62-38 (a)(12)).

PDZ Member Christy Kennard made the motion to approve Regular Agenda Items A and B with Conditions. PDZ Member Delores Martin seconded the motion.

The motion carried with a vote: 5/0

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No: None
Absent: William Richardson, MaryAnn Atkinson
Abstained: None

- C. Consideration and possible action to approve Valencia Charlotte Street Phase 2 Street Dedication Preliminary Plat;
BEING A SUBDIVISION OF 1.58 ACRES OF LAND LOCATED IN THE H.T. & B.R.R. COMPANY SURVEY, SECTION 64, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING A PART OF OUTLOT 181 IN THE DR. A.A. LUTHER SUBDIVISION OF THE TOWN OF MANVEL AND SURROUNDING ACREAGE PROPERTY, A SUBDIVISION RECORDED IN VOLUME 1, PAGES 71 & 72 AND VOLUME 3, PAGES 139 & 140, IN BRAZORIA COUNTY PUBLIC RECORDS (B.C.P.R.).

Elaheh Roohbakhsh, Senior Planner, provided the presentation.

City staff recommends approval of the - Valencia Charlotte St Ph 2 - Preliminary Plat with the following conditions:

1. Please show the existing pavement, sewers, water mains, culverts, or other underground structures adjacent to and within 200 feet of the tract, with pipe sizes, grades, and locations indicated (Section 62-38 (a) (7)).
2. Provide proof of notification to MUD 61 (Section 62-38 (a) (14)).

Note:

- Abandonment of the remainder 20' ROW along the western boundary must be complete prior to approval of the final plat (Section 62-38 (a) (6)).
- TIA needs to be approved prior to final plat submittal (Section 62-38 (a) (13)).

PDZ Member Delores Martin made the motion to approve with conditions and notes. PDZ Member Kyle Marasckin seconded the motion.

The motion carried with a vote: 5/0

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No: None
Absent: William Richardson, MaryAnn Atkinson
Abstained: None

- D. Consideration and possible action to approve Valencia Lake J Preliminary Plat;
BEING A SUBDIVISION OF 6.5 ACRES OF LAND LOCATED IN THE H.T. & B.R.R. COMPANY SURVEY, SECTION 64, ABSTRACT 483, BRAZORIA COUNTY, TEXAS, BEING A PART OF OUTLOT 181 IN THE DR. A.A. LUTHER SUBDIVISION OF MANVEL AND SURROUNDING ACREAGE PROPERTY, A SUBDIVISION RECORDED IN VOLUME 1, PAGES 71 & 72 AND VOLUME 3, PAGES 139 & 140, IN BRAZORIA COUNTY PUBLIC RECORDS (B.C.P.R.).

- E. Consideration and possible action to approve Valencia Section 17 Preliminary Plat;
BEING A SUBDIVISION OF 11.777 ACRES OF LAND LOCATED IN THE H.T. & B.R.R.
COMPANY SURVEY, SECTION 64, ABSTRACT 483, BRAZORIA COUNTY, TEXAS,
BEING A PART OF OUTLOT 181 IN THE DR. A.A. LUTHER SUBDIVISION OF THE
TOWN OF MANVEL AND SURROUNDING ACREAGE PROPERTY, A SUBDIVISION
RECORDED IN VOLUME 1, PAGES 71 & 72 AND VOLUME 3, PAGES 139 & 140, IN
BRAZORIA COUNTY PUBLIC RECORDS (B.C.P.R.).

Regular Agenda Items D and E were combined.

The City staff recommends approval of the Valencia Lake J - Preliminary Plat with the following conditions:

1. Please show the existing pavement, sewers, water mains, culverts, or other underground structures adjacent to and within 200 feet of the tract, with pipe sizes, grades, and locations indicated (Section 62-38 (a) (7)).
2. Please verify the maintenance responsibility of Reserve A (Section 62-38 (a) (8)).
3. Provide proof of notification to MUD 61 (Section 62-38 (a) (14)).

Note:

- Abandonment of the remainder 20' ROW along the western and northern boundary must be complete prior to approval of the final plat (Section 62-38 (a) (6)).
- TIA needs to be approved prior to final plat submittal (Section 62-38 (a) (13)).

The City staff recommends approval of the Valencia Section 17 - Preliminary Plat with the following conditions:

1. Please show the existing pavement, sewers, water mains, culverts, or other underground structures adjacent to and within 200 feet of the tract, with pipe sizes, grades, and locations indicated (Section 62-38 (a) (7)).
2. Please add Drainage to Reserve B and Utilities to Reserve D in the Type Column of the Reserve Table. (Sec 62-38 (a)(8)).
3. Please show the utility easements on the plat and ensure the transitions are clear (Water to Sewer, etc.) (Section 62-38 (a) (9)).
4. Please verify accuracy of the MUD Boundary Lines on the Plat (Sec 62-38 (a)(11)).
5. Provide proof of notification to MUD 61 indicating that their required easements are correctly shown on the plat and verifying availability of utility service (Section 62-38 (a) (14)). Note:

- Abandonment of the remainder 20' ROW along the western and northern boundary must be complete prior to approval of the final plat (Section 62-38 (a) (6)).
- TIA needs to be approved prior to final plat submittal (Section 62-38 (a) (13)).

PDZ Member Delores Martin made the motion to approve Regular Agenda Items D and E with conditions and notes. PDZ Member Kenneth Haynes seconded the motion.

The motion carried with a vote: 5/0

Yes:	Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No:	None
Absent:	William Richardson, MaryAnn Atkinson
Abstained:	None

- F. Consideration and possible action to approve Hampton Business Park Preliminary Plat;
BEING A SUBDIVISION OF 13.82 ACRES / 602,164 SQ. FT. SITUATED IN THE H.T. &
B.R.R. CO. SURVEY, ABSTRACT NO. 298, CITY OF MANVEL, BRAZORIA COUNTY,
TEXAS.

City staff recommends approval of the Hampton Business Park Preliminary Plat with following conditions:

1. Please show existing pavement, sewers, water mains, culverts, or other underground structures adjacent to and within 200 feet of the tract, with pipe sizes, grades, and locations indicated (Section 62-38 (a) (7)).
2. Please clearly show the MUD Boundaries on the Plat. Please use a different line type if needed for clarity (Section 62-38 (a)(11)).
3. Provide a tree survey to show protected trees within the plat boundary. If there are no protected trees, please provide supporting documentation, such as photographs, report, or a tree survey and include a note on the plat stating that there are no protected trees requiring preservation as defined by Section 77-44 of the zoning ordinance within the proposed plat boundary. (Section 77-44 - Tree Preservation, Landscaping, and Screening)

Note:

- DCM modification request needs to be approved prior to final plat submittal (DCM Section 7).
- Please provide the CAD file for this plat.
- Please note that Preliminary plats will not be signed by the PD&Z Commission.

PDZ Member Delores Martin made the motion to approve with conditions and notes. PDZ Member Christy Kennard seconded the motion.

The motion carried with a vote: 5/0

Yes:	Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No:	None
Absent:	William Richardson, MaryAnn Atkinson
Abstained:	None

- G. Consideration and possible action to approve Akery Lake Minor Plat;
BEING A SUBDIVISION OF 116.899 ACRES, LOCATED IN THE M.V. O'DONNELL SURVEY, ABSTRACT NO. 479 AND THE H.T. & B.R.R. CO. SURVEY, ABSTRACT NO. 484, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Jose Abraham presented.

The City staff recommends approval of the Akery Lake Minor Plat with the following conditions:

1. Please add a North Arrow to the Vicinity Map (Section 62-41 (b) (2)).
2. Provide signature of the Registered Professional Land Surveyor on the face of the plat (Mylar and electronic copies) (Section 62-41 (b) (4)).
3. Please provide the full date on the Plat (Section 62-41 (b) (9)).
4. Please show the centerlines of Masters and Jordan Rd and their distance to the property line and shade in the dedicated ROW along Masters and Jordan for clarity (Section 62-41 (b) (10)).
5. Please either show the drainage easement mentioned in the CPL on the plat or remove it from the CPL if it is not applicable (Section 62-41 (b) (13)).
6. Please address the following items:
 - Provide a reserve table which outlines the party responsible for maintenance of the reserve;
 - Include a note referencing the abandonment information for 40' Road to be abandoned;
 - Provide a Letter of No Objection (LONO) from GCWA;
 - For the benchmark note, include the full location description and verify the elevation. The data sheet also indicates it is without sleeve—please confirm;
 - Provide a CAD file;
 - Show the floodplain limits on the Plat;
 - Revise the flood statement note and note 11 for accuracy. The property is in the AO (3) Zone and is part of Map 48039C0130K. It is also in the incorporated areas (480076)

(Section 62-41 (b) (18)).

7. Please provide the requested LONOs from the Utility Companies once received (Section 62-41 (b) (20)).

8. Please add a notation that the development regulations and City permits are required on all property (Section 62-41 (b) (29)).

PDZ Member Delores Martin made the motion to approve with conditions. PDZ Member Christy Kennard seconded the motion.

The motion carried with a vote: 5/0

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin

No: None

Absent: William Richardson, MaryAnn Atkinson

Abstained: None

- H. Consideration and possible action to approve The Church on Masters Road Replat;
BEING A SUBDIVISION OF 12.921 ACRES, BEING A REPLAT OF LOT 1, BLOCK 1 OF
THE CHURCH ON MASTERS ROAD RECORDED IN C.F. NO. 2018031038 OF THE
BRAZORIA COUNTY PLAT RECORDS.

City staff recommends approval of The Church on Masters Road - Replat with the following conditions:

1. Provide all signatures on the face of the plat (Mylar and electronic copies) (Section 62-41 (b) (4) & (b) (6)).
2. Revise note 1 to reference accurate date based on the provided City Planning Letter (CPL) (Section 62-41 (b)(5) & (b)(21)).
3. Please add a note stating that bearings and distances to the nearest established street lines or official monuments shall be accurately described on the plat using Lambert Grid Bearings (Section 62-41 (b) (12)).
4. Please address the following items:
 - Review and revise to show all easements indicated on the City Planning Letter (CPL). If the referenced easements are not part of the subdivision, revise the CPL accordingly;
 - Please verify the boundaries and locations of the 15-foot and 40-foot drainage easements (DEs), as they differ from those shown on the recorded plats; (Section 62-41 (b) (13)).
5. Provide boundary closure calculations, the minimum of which shall be 1:15,000 (Section 62-41 (b) (14)).
6. Please add a waiver claim for damage occasioned by the establishment of grades or alterations of the surface of any portion of the streets (Section 62-41 (b) (16)).
7. Please show the floodplain limits on the plat, add a note about the project benchmark used, and Provide a CAD file (Section 62-41 (b) (18)).
8. Revise the City Manager signature block to state "This is to certify that the Planning, Development, and Zoning Commission of the City of Manvel, Texas, has approved this plat of _____ in conformance with the laws of the State of Texas and the Ordinances of the City of Manvel as shown hereon and authorizes the recording of this plat this ____ day of ____, 20__" Planning, Development, and Zoning Commission (Section 62-41 (b) (19)).
9. Please submit proof of submittal to the drainage district or confirmation from the district that a review is not required (Section 62-41 (b) (19)).
10. Please provide letter of no objection from all applicable utility companies (Section 62-41 (b) (20)).

PDZ Member Christy Kennard made the motion to approve with conditions. PDZ Member Delores Martin seconded the motion.

The motion carried with a vote: 5/0

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No: None
Absent: William Richardson, MaryAnn Atkinson
Abstained: None

- I. Consideration and possible action to forward a final report recommending approval to City Council;
AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 0.5651-ACRE TRACT CURRENTLY, DEVELOPED AS A RETAIL CENTER WITH ASSOCIATED PARKING, LOCATED AT 20226 MORRIS AVENUE/HIGHWAY 6 (PID: 227994) FROM LIGHT COMMERCIAL DISTRICT / STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL DISTRICT/ 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 621310 "OFFICES OF CHIROPRACTORS" WITHIN THE LEASE SPACE "SUITE C". (PROPOSED ORDINANCE NO. 2025-0-30)

City staff recommends approval of this SUP request for the subject site to allow NAICS use 621310 "Offices of Chiropractors" with the following conditions:

1. The land use allowance of this Specific Use Permit is limited to 20226 Highway 6 / Morris Avenue, Suite C, with floor area not to exceed 1,000 square feet;
2. 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;
3. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
4. All doors shall remain unlocked and accessible during normal business hours.

PDZ Member Delores Martin made the motion to approve with conditions. PDZ Member Kenneth Haynes seconded the motion.

The motion carried with a vote: 5/0

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No: None
Absent: William Richardson, MaryAnn Atkinson
Abstained: None

- J. Consideration and possible action to direct staff to provide Applicants written statements of the conditions for any conditional approvals, and the reasons for disapproval of any plans or plats that were not approved, per Texas Local Government Code §212.0091.

PDZ Member Ryan Miller made the motion to approve. PDZ Member Delores Martin seconded the motion.

The motion carried with a vote: 5/0

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin

No: None
Absent: William Richardson, MaryAnn Atkinson
Abstained: None

K. Staff Update on National Community Planning Month.

Jose Abraham provided the update.

Adjourn

PDZ Member Ryan Miller made the motion to adjourn the meeting at 6:24 p.m. PDZ Member Christy Kennard seconded the motion.

The motion carried with a vote: 5/0

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin
No: None
Absent: William Richardson, MaryAnn Atkinson
Abstained: None

CERTIFICATION



TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS