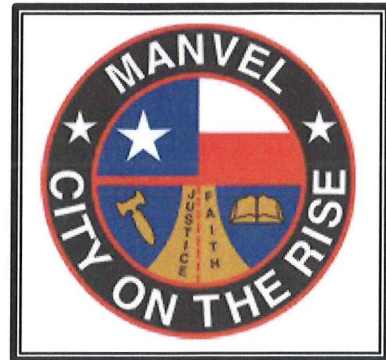


THE STATE OF TEXAS §  
COUNTY OF BRAZORIA §  
CITY OF MANVEL §



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

MINUTES 2/9/2026

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  
William Richardson  
MaryAnn Atkinson

**Absent:** None

**Also Present:** Robert Gervais, City Attorney  
Alyssa Deaton, Assistant City Secretary  
James McClain, Police Admin Captain  
Jose Abraham, Director of Development Services  
Elaheh Roohbakhsh, Senior Planner  
Jessica Portie, Associate Planner  
Marilyn Jacob, Engineer I

PD&Z applicants present: Kenya Lewis, Bentareh Morton

Pledge

Public Comments: "Comment Card" Required

Consent PDZ

A. Approve the meeting minutes to date.

PDZ Member Kyle Marasckin made the motion to approve. PDZ Member Kenneth Haynes seconded the motion.

**The motion carried with a vote: 7/0**

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin, William Richardson, MaryAnn Atkinson

No: None  
Absent: None  
Abstained: None

**Regular Agenda**

- A. Consideration and possible action to approve Meridiana Section 15B Phase 1 Preliminary Plat; BEING A SUBDIVISION OF 11.76 ACRES OUT OF THE OLIVER HALL SURVEY, A-203, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Elaheh Roohbakhsh provided the overview.

PDZ Member Delores Martin made the motion to approve a 30-day extension. PDZ Member Christy Kennard seconded the motion.

**The motion carried with a vote: 7/0**

Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin, William Richardson, MaryAnn Atkinson

No: None

Absent: None

Abstained: None

- B. Consideration and possible action to approve the Minor Plat of HJR Retail Center; BEING 3.661 ACRES (159,470 SQUARE FEET) OF LAND SITUATED IN THE H.T. & B.R.R. CO. SURVEY, ABSTRACT NO. 291, BRAZORIA COUNTY, TEXAS; BEING OUT OF TRACT 37, SECTION 71, EMIGRATION LAND COMPANY'S SUBDIVISION, RECORDED IN PLAT BOOK NO. 2, PAGE 81, BRAZORIA COUNTY PLAT RECORDS.

Jesica Portie provided the overview.

The City staff recommends approval of the HJR Retail Center Minor Plat with the following conditions:

1. Revise to show the City Limit Line and City Extra Territorial Jurisdiction (ETJ) area accurately and clearly on 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. Provide property owner’s signature and associated notary signatures on the face of the plat (Mylar and electronic copies) (Section 62-41 (b) (6)).
4. Please verify that the dimensions along the Southern Boundary are reflected accurately. Please see mark ups for reference (Section 62 - 41(b) (10)).
5. Since the ordinance only requires building setback lines from all adjacent streets, please show building setback lines only along adjacent streets, remove all other building setback lines, and add a note stating that side and rear setbacks will be determined in accordance with the Zoning Ordinance (Section 62- 41 (b) (13)).
6. Based on the conditions of the approved subdivision variance, the plat shall establish a minimum building setback of 40 feet measured from the center line of the ROW along the southern side of the subject site. Please revise the plat accordingly (Section 62-41 (b) (13)).
7. Please add STM SE for the pipe runs carrying flows from adjacent properties (Section 62- 41 (b) (13)).
8. Please verify if the proposed 20’ WLE and adjacent WME are needed as the plans show the taps and meters being placed within the proposed WSE (Section 62-41 (b) (13)).
9. In note 4 of the general notes, there is a mention of a recorded easement. Please clarify what this is and if it is not applicable, please remove (Section 62-41 (b) (13)).
10. Since a Development Agreement associated with the subdivision variance has not yet been signed or recorded, the recordation number provided in Note 17 is not correct and will need to be revised (Section 62-41 (b) (13)).

- 11. Please show the drainage easement that follows the alignment of the stormwater facilities as shown in the construction plans. In addition, please indicate all drainage easements along the south and west right-of-way boundaries of the plat, as shown in the construction plans and identify the entity responsible for maintenance (Section 62-41(b)(13)).
- 12. The CPL includes an easement recorded under B.C.C.F. No. 2025059654; however, the corresponding easement boundary cannot be identified on the plat. Please ensure that the easements referenced on the CPL and shown on the plat match in both description and documentation (Section 62-41(b)(13)).
- 13. Provide a copy of the document referenced in plat note 15 (2025010977) (Section 62-41 (b) (18)).
- 14. Please indicate the detention berms on the plat (Section 62-41 (b) (18)).
- 15. Please remove the FF elevations from the Reserve Table and revise the FF note to read that “FF elevations shall meet the criteria in place at the time of development.” (Section 62-41 (b) (18)).
- 16. The city manager has elected to present the plat for approval to the PD&Z Commission. Please revise to replace City Manager’s signature block with that of PD&Z Commission as shown below. “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)).

17. Provide Drainage District signatures on the face of the plat (Mylar and electronic copies) (Section 62-38 (b) (19)).

18. Revise Note 3 to reference the correct date (Section 62-41(b)(21)).

19. 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)

**PDZ Member Ryan Miller made the motion to approve with conditions, removing condition #14. PDZ Member Mary Ann Atkinson seconded the motion.**

**The motion carried with a vote: 7/0**

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

- C. Consideration and possible action to approve the Preliminary Plat of Massey Ranch Horizons; BEING A 10.000 ACRE, 7 LOTS, 1 BLOCK SUBDIVISION; BEING ALL OF A CALLED 10.002 ACRE TRACT C.C.F.N. 2024032207 O.P.R.B.C.T., E. LITTLE SURVEY, ABSTRACT 320, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Elaheh Roohbakhsh presented.

The City staff recommends approval of the Massey Ranch Horizons Preliminary Plat with the following conditions:

- 1. This plat must be revised to a preliminary plat, as the construction and drainage plans have not yet been approved by the City (Section 62-38 (a)(1)).
- 2. Please revise the Vicinity Map to include a north arrow, show the scale at 1” = ½ mile, and clearly identify the ETJ and City boundaries (Section 62-38(a)(2)).
- 3. Please add the address of the Property Owner to their section (Section 62-38 (a)(3))
- 4. Please revise the plat to remove “to be abandoned by this plat”s from the 20’ road easement and drainage easement. Please note any abandonment must be complete prior to approval of the final plat (Section 62-38 (a)(6)).
- 5. Please verify Note 7 in the General Notes, as the provided CPL shows a pipeline easement. Additionally, show the pipeline easement on the plat (Section 62-38 (a)(7)).

- 6. Please show the centerline of both ROWs, and its distance to the property line (Section 62-38 (a)(8)).
- 7. The proposed layout differs from the layout used to get the lot width variance approval. The variance was approved for the specific Lot 4 on the concept plan provided. Revise the plat layout and other plans to reflect the approved variance correctly. Additionally, add a note in the General Notes on the plat referencing the approved variance (Section 62-38 (a)(10)).
- 8. Please show the building setback line along the west boundary, as it is adjacent to County Road 89. Additionally, revise note 13 from “Chapter 62. Subdivision” to “Chapter 77. Zoning” (Section 62-38 (a)(10)).
- 9. Please include city limit line and flood zone designation on the plat (Section 62-38 (a)(11)).
- 10. The drainage plan layout must be revised to accurately reflect the approved variance. Please provide clarification regarding the overall drainage plan, including maintenance responsibility and ownership, as this may require the dedication of a separate drainage reserve. Please note that all civil plans must be approved by the City Engineer prior to final plat submittal (Section 62-38 (a)(12) & 62-40).
- 11. Please verify the BFE used in Note 12. From FEMA’s GIS Map, it appears to be somewhere around 57’ at the minimum (Section 62-38 (a)(12)).
- 12. 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)
- 13. Revise note 6 to “Approval of the preliminary plat does not constitute acceptance of the subdivision, but is merely an authorization to proceed with the preparation of the final plat. Approval of the preliminary plat shall expire 12 months after planning commission approval, unless the final plat has been submitted to the planning commission for final approval during that time. Upon written request of the subdivider, an extension of time may be given, at the discretion of the planning commission, for a single extension period of six months, provided the subdivider has shown good faith in proceeding to complete the work necessary prior to filing the final plat (Section 62-38 (f)).

PDZ Member Kenneth Haynes made the motion to approve with conditions. PDZ Member Mary Ann Atkinson seconded the motion.

The motion carried with a vote: 7/0

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

- D. Consideration and possible action to forward a recommendation of approval to City Council; A SUBDIVISION VARIANCE FOR A PROPERTY LOCATED AT 3702 CHOCOLATE BAYOU RD (PID 177022), SEEKING TO VARY CHAPTER 62, SECTION 62-113, SIDEWALKS, TO ALLOW DEVELOPMENT OF THE SUBJECT SITE WITHOUT THE CONSTRUCTION OF SIDEWALKS.

Jose Abraham presented.

The property, owned by Angeland Developers, LLC, is proposed for development as a gas station and convenience store.

The applicant requested a variance to allow development without sidewalks along the abutting streets. The Subdivision Ordinance requires sidewalks for non-residential development in the ETJ, including along county-maintained rights-of-way. Staff noted that Bailey Road and Old Chocolate Bayou Road are county-maintained with open ditches, and the county does not allow sidewalks within its right-of-way. A similar variance was approved by City Council in 2023 for a gas station at the southeast corner of the same intersection.

Staff explained that site construction began prior to City plat approval. A minor plat submitted in 2025 was denied for noncompliance, including unresolved sidewalk requirements. Civil plans were approved by Brazoria County and the drainage district in 2024 but were not reviewed by the City. Staff emphasized the City’s policy position that sidewalks are important for pedestrian safety, long-term connectivity, and consistency with recently updated five-foot sidewalk standards, and recommended denial of the variance.

Commission discussion focused on the unique ETJ circumstances, the lack of sidewalks on the south side of Bailey Road, prior Council approval of a similar variance, pedestrian safety at the intersection, and the applicant’s construction timeline and financial impact. The applicant stated that construction had begun with county approvals and that the sidewalk requirement arose later during the plat process.

After discussion, the Commission voted to recommend approval of the variance to City Council with the condition that the required sidewalk be installed at a later date pursuant to a development agreement establishing a deadline and enforcement mechanism.

PDZ Member Ryan Miller made the motion to recommend approval, with the condition that the sidewalk be added in the future, which will be done through a Development Agreement. PDZ Member William Richardson seconded the motion.

**The motion carried with a vote: 5/2**

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

E. Discussion on Meridiana PUD Townhome allowance.

Staff and PD&Z members are amenable to this proposed change.

No action taken.

F. 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: 7/0**

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

G. Development Services Staff Update.

Jose Abraham provided the update.

**Adjourn**

PDZ Member Ryan Miller made the motion to adjourn the meeting at 6:55 p.m. PDZ Member Delores Martin seconded the motion.

**The motion carried with a vote: 7/0**

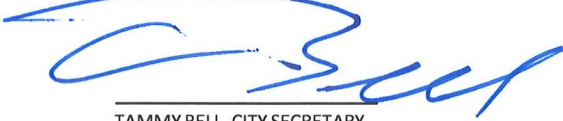
Yes: Ryan Miller, Kyle Marasckin, Kenneth Haynes, Christy Kennard, Delores Martin, William Richardson, MaryAnn Atkinson

No: None

Absent: None

Abstained: None

CERTIFICATION



TAMMY BELL, CITY SECRETARY  
CITY OF MANVEL, TEXAS