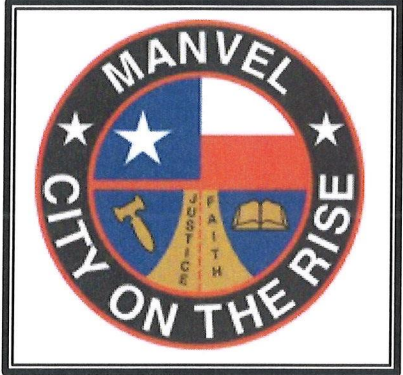


**THE STATE OF TEXAS §
COUNTY OF BRAZORIA §
CITY OF MANVEL §**



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

MINUTES 5/11/2026

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
MaryAnn Atkinson
Kenneth Haynes
Delores Martin
Benterah Morton
- Absent:** Christy Kennard
- Also Present:** Robert Gervais, City Attorney
Tammy Bell, City Secretary
Jose Abraham, Director of Development Services
Elaheh Roohbakhsh, Senior Planner

Pledge

Public Comments: "Comment Card" Required

Staff Presentation on Public Hearing Item(s)

Public Hearing

TO HEAR INPUT FROM THE PUBLIC REGARDING A REQUEST FOR A MINOR PLAT OF KREUZER VILLAS, INCLUDING A REPLAT OF TRISTAN ADDITION (A 2.066 ACRE SUBDIVISION), BEING A SUBDIVISION OF 4.0578 ACRES OF LAND BEING LOT 1, BLOCK 1, TRISTAN ADDITION, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED UNDER BRAZORIA COUNTY CLERK FILE (B.C.C.F.) NO. 2019018026 AND BEING PART OF AND OUT OF OUTLOT 136 OF THE DR. A.A. LUTHER SUBDIVISION IN THE TOWN OF MANVEL, BRAZORIA COUNTY, TEXAS, ACCORDING TO THE PLAT RECORDED IN VOLUME 1, PAGE 71-72, PLAT RECORDS OF BRAZORIA COUNTY, TEXAS.

PURPOSE OF THE REPLAT IS TO COMBINE ALL OF TRISTAN ADDITION WITH UNPLATTED ACREAGE TO CREATE TWO (2) LOTS, AND ONE (1) BLOCK.

Ryan Miller opened the public hearing at 6:04 p.m.
Ryan Miller read comment submitted via email - Cynthia, in opposition to the replat.
1st call for comments -
Rick Garam, wanted clarification on what they're wanting to do
Veronica, spoke in opposition, wanted clarification
Cynthia - spoke in opposition, wanted clarification
2nd call for comments - None
3rd call for comments - None
Ryan Miller closed the public hearing at 6:11 p.m.

Consent PDZ

- A. Approve the meeting minutes to date.

PDZ Member Delores Martin made the motion to approve. PDZ Member Kyle Marasckin seconded the motion.

The motion carried with a vote: 6/0

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

Regular Agenda

- A. Consideration and possible action to approve Meridiana Section 8B Preliminary Plat;
A SUBDIVISION OF 22.42 ACRES, BEING A PARTIAL REPLAT OF LOTS 1-5, BLOCK 1 OF LULLING STONE SECTION 1, A PLAT OR MAP THEREOF AS RECORDED AT VOLUME 21, PAGES 267-270, BRAZORIA COUNTY PLAT RECORDS, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Staff recommends approval of the proposed plat.

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

The motion carried with a vote: 6/0

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

- B. Consideration and possible action to approve Meridiana Section 8A Final Plat;
BEING A SUBDIVISION OF 16.89 ACRES OUT OF THE OLIVER HALL SURVEY, ABSTRACT 203; ALSO BEING A PARTIAL REPLAT OF A PORTION OF LOTS 4 THROUGH 10 OF LULLING STONE SECTION ONE, AS RECORDED IN VOL. 21, PGS. 267-270 OF THE BRAZORIA COUNTY PLAT RECORDS, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Staff recommends denial of the plat until the ongoing easement issue is resolved.

PDZ Member Ryan Miller made the motion to approve. PDZ Member Mary Ann Atkinson seconded the motion.

The motion FAILED with a vote: 0/6 Yes: None

No: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

Absent: Christy Kennard

Abstained: None

- C. Consideration and possible action to approve Meridiana Detention Reserve E-2 Final Plat; BEING A SUBDIVISION OF 6.135 ACRES OUT OF THE OLIVER HALL SURVEY, ABSTRACT 203; CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Staff recommends approval with the following conditions;

1. Provide signature of the Registered Professional Land Surveyor on the face of the plat (Mylar and electronic copies) (Section 62-41 (b)(4)).
2. Easements shown on the CPL cannot be identified on the plat. Please ensure that all easements listed on the CPL are clearly shown on the plat. If they are not applicable, please remove them from the CPL (Section 62-41 (b)(5) & (b)(21)).
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 revise the date format on the plat by replacing the period with a comma (Section 62-41 (b)(9)).
5. Please label Future Section 15B Phase 1, Section 17, and Section 18 in accordance with the approved GDP (Section 62-41 (b)(1)).
6. Please provide a certificate of approval, signed by the applicable drainage district, to be included on the face of the plat, as the drainage district requires this for compliance (Mylar and electronic copies) (Section 62-41 (b)(19)).
7. Please revise Note 16 from "... within ..." to "... which..." (Section 62-41 (b)(23)).

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

The motion carried with a vote: 6/0

Yes: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

No: None

Absent: Christy Kennard

Abstained: None

- D. Consideration and possible action to approve Brazoria County MUD No. 57 Water Plant No. 2 Final Plat; BEING A SUBDIVISION OF 1.063 ACRES OUT OF THE OLIVER HALL SURVEY, A-203, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.

Staff recommends approval with the following conditions:

1. Provide signature of the Registered Professional Land Surveyor on the face of the plat (Mylar and electronic copies) (section 62-41(b)(4)).
2. The CPL metes and bounds description, field notes, and title block must all match. Please revise for consistency and accuracy (section 62-41(b)(5) & (b)(7) & (b)(21)).
3. Easements shown on the CPL cannot be identified on the plat. Please ensure that all easements listed on the CPL are clearly shown on the plat. If they are not applicable, please remove them from the CPL (section 62-41(b)(5) & (b)(21)).
4. Provide property owner's signature and associated notary signatures on the face of the plat (Mylar and electronic

copies) (section 62-41(b)(6)).

5. Please fill in the blanks of the recording information on the plat (section 62-41(b)(18)).

6. Please revise Note 7 to update the ordinance reference from “2009-O-04” to “2024-O-13” (Section 62-41(b)(22)).

7. Please remove Note 18, as it applies to residential subdivisions and this site is not residential. If the note is to remain, revise it to remove the phrase “...if any...” (Section 62-41(b)(23)).

PDZ Member Delores Martin made the motion to approve with conditions. PDZ Member Benterah Morton seconded the motion.

The motion carried with a vote: 6/0

Yes: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

No: None

Absent: Christy Kennard

Abstained: None

- E. Consideration and possible action to approve the Pomona Commercial Tract Minor Plat; BEING A SUBDIVISION OF 13.122 ACRES OF LAND LOCATED IN THE H.T. & B.R.R. CO. SURVEY, SECTION 78 (A.K.A.) J.S. TALMAGE SURVEY, ABSTRACT 563, BRAZORIA COUNTY, TEXAS, ALSO BEING A PORTION OF LOT 59 AND 60 OF SECTION 78, OF THE ALLISON RICHEY GULF COAST HOME COMPANY PART OF SUBURBAN GARDENS, A SUBDIVISION OF RECORD IN VOLUME 2, PAGE 98, PLAT RECORDS OF BRAZORIA COUNTY, TEXAS.

Staff recommends approval with the following conditions:

1. Please revise the City limit lines on the vicinity map (Section 62-41(b)(2)).
2. Provide signature of owner and Registered Professional Land Surveyor on the face of the plat (Mylar and electronic copies) (Section 62-41(b)(4) & (b)(6)).
3. Please verify boundaries of the CR58 clearly on the plat (Section 62-41(b)(10))
4. Please show the subdivisions and property owners located south of County Road 58, including all recording information, and ensure that all data is current and accurate. Additionally, include the GCWA canal on the plat (Section 62-41(b)(11)).
5. Please show Centerline of County Road 58 and the Distance from the Centerline to the Property Line (Section 62-41(b)(13)).
6. The total acreage shown on the both tax certificates is less than the acreage of the proposed plat. Please address this discrepancy. (Section 62-41(b)(17)).
7. Please label the City limits along the west boundary and identify all unlabeled lines on the plat. The City limit line along the south boundary appears incorrect—please revise. Also, verify that all flood zones are labeled correctly (Section 62-41(b)(18)).
8. Please provide a LONO from the County for the proposed development (Section 62-41(b)(18)).
9. Provide Drainage District signatures on the face of the plat (Mylar and electronic copies) (Section 62-41(b)(19)).
10. Please provide construction plans approved by the City engineer (Section 62-41(b)(25) & (b)(26) & (b)(28)).

PDZ Member Delores Martin made the motion to approve with conditions. PDZ Member Benterah Morton seconded the motion.

The motion carried with a vote: 6/0

Yes: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

No: None

Absent: Christy Kennard

Abstained: None

- F. Consideration and possible action to approve the Kreuzer Villas Minor Plat;
 BEING A SUBDIVISION OF 4.0578 ACRES OUT OF LOT 1, BLOCK 1, TRISTAN ADDITION ACCORDING TO THE MAP OF PLAT THEREOF RECORDED UNDER BRAZORIA COUNTY CLERK FILE NO. 2019018026 AND BEING TRACT 136B 2.0294 ACRES OUT OF TRACT 136 OF THE DR A A LUTHER SUBDIVISION OF MANVEL, TEXAS ACCORDING TO THE MAP OR PLAT THEREOF RECORDED UNDER VOLUME 1, PAGE 71 OF THE MAP RECORDS OF BRAZORIA COUNTY, TEXAS.

The Commission discussed a request to approve the Kreuzer Villas Minor Plat, which would combine acreage from one platted lot and one unplatted tract to adjust the lot lines and create two lots of approximately equal size. Staff clarified that the plat only addressed the lot configuration and did not involve construction permits or certificates of occupancy. Staff also stated there was no multifamily development proposed on the property based on current reviews. Questions were raised regarding the purpose of the replat, proximity of the new home to adjacent property lines, and the public hearing notification process. The applicant's representative explained that the replat was intended to convey a small portion of land between neighboring properties to provide additional spacing between a house and the lot line, while both lots would remain above the minimum required lot size. The representative also stated the project involved a single-family residence, drainage plans had been approved, and the proposal would not negatively impact surrounding properties.

Staff recommends approval with the following conditions:

1. Please revise the title block from "Minor Plat of Kreuzer Villas, a subdivision of 4.0578 ..." to "Minor Plat of Kreuzer Villas, including a replat of Tristan Addition, being a subdivision of 4.0578 ..." (Section 62-41(b)(1)).
2. Please add the following reason to replat: "The purpose of this replat is to combine all of Tristan Addition with unplatted acreage to create two (2) lots and one (1) block." (Section 62-41(b)(1)).
3. Please revise the vicinity map to be drawn to a scale of 1" = 2,640' and show the property boundaries within the map (Section 62-41(b)(2)).
4. Please provide owner phone number on the plat (Section 62-41(b)(3)).
5. Provide signature of the Registered Professional Land Surveyor on the face of the plat (Mylar and electronic copies) (Section 62-41(b)(4)).
6. Provide property owner's signature and associated notary signatures on the face of the plat (Mylar and electronic copies) (Section 62-41(b)(6)).
7. Please verify all boundary lines and ensure the drawing scale is accurate (Section 62-41(b)(10)).
8. Please label all adjacent subdivisions and/or the names of owners correctly and ensure it is not placed on top of the line (Section 62-41(b)(11)).
9. Please provide the following:
 - a. Show the centerline of Kreuzer and its distance to the property line.
 - b. Provide Point of Beginning, including Northing and Easting.
 - c. Label Meridiana Section 82 Detention Reserve and include the recording information (2025048674).
 - d. Remove the reference to corner, side, and rear yard setbacks on the plat, as Note 25 already addresses the setback requirements and only the front setback is required to be shown (Section 62-41(b)(13)).
10. Please remove ground elevation numbers from plat. Add Note stating the plat lies within the City of Manvel, Alvin ISD, and Brazoria County Conservation and Reclamation District #3 (BCCR 3). Additionally, please add drainage district notes on the plat (Section 62-41(b)(18)).
11. 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)).
12. Please provide LONOs from applicable utility companies (ATT/CPE/Comcast/etc.) (Section 62-41(b)(20)).
13. Revise note 13 to remove "by city manager" (Section 62-41(b)(24) & (b)(27)).
14. Provide a tree survey to show trees within the plat boundary to ensure that creation of new lots will not impact preservation of protected trees. (Section 77-44 - Tree Preservation, Landscaping, and Screening)
 - a. 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)
 - b. If there are protected trees, please add a note stating, "All existing protected trees intended to be part of the

proposed development shall be protected during construction activities in accordance with the Zoning Ordinance as amended (Section 77-44(b))”.

c. If there are protected trees, and permit issued to remove it, please add a note stating, “Replacement trees shall be installed as part of site development” (Section 77-44(b)(10)).

15. Please remove Notes 21 and 23, since they are not required to be included in the plat notes.

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

The motion carried with a vote: 6/0

Yes: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

No: None

Absent: Christy Kennard

Abstained: None

G. Consideration and possible action to approve Manvel Town Center Section One Partial Replat No. 2;

BEING A SUBDIVISION OF 19.8698 ACRES (865,527 SQUARE FEET) OUT OF LAND SITUATED IN THE H.T. & B.R.R. CO. SURVEY, SECTION 71, ABSTRACT NUMBER 291, CITY OF MANVEL, BRAZORIA COUNTY, TEXAS BEING A REPLAT OF RESERVE "B", BLOCK 1, MANVEL TOWN CENTER SECTION ONE RECORDED IN PLAT NUMBER 2022042761 B.C.P.R.

Staff recommends approval with the following conditions:

1. Please show the City/ETJ boundaries in the vicinity map. Additionally, include the full date on the plat (Section 62-41(b)(2)).
2. Provide signature of the owner and Registered Professional Land Surveyor on the face of the plat (Mylar and electronic copies) (Sections 62-41 (b)(4) & (b)(6)).
3. Please provide a CPL including acreage and legal description. Also include a field note description on the plat. Ensure consistency among the CPL, field notes, and title block (Sections 62-41(b)(5), (b)(9), & (b)(21)).
4. Please label Point of Beginning, including Northing and Easting. Additionally, correct the arrows for the 25' access easement located along the north boundary and ensure they are accurately shown in accordance with the previously recorded plat (Section 62-41 (b)(13)).
5. Please City limits, ETJ boundaries, and MUD boundary on the plat. Revise the number of blocks in the title block from 2 to 3. Add a reserve table and indicate the responsible maintenance entity (Section 62-41 (b)(18)).
6. Please include a note indicating the absence/ existence of pipeline within the plat boundary (Sections 62-41 (b)(18) & 62-41).
7. Please provide letters from all applicable utility companies indicating that their required easements are correctly shown on the plat and verifying availability of utility service (Sections 62-41 (b)(20)).
8. Please add notation that sidewalks shall be constructed as part of the issuance of a building permit for each tract (Sections 62-41 (b)(22)).
9. Please add a note that the development regulations and City permits are required on all property (Sections 62-41 (b)(29)).

PDZ Member Delores Martin made the motion to approve with conditions. PDZ Member Mary Ann Atkinson seconded the motion.

The motion carried with a vote: 6/0

Yes: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

No: None

Absent: Christy Kennard

Abstained: None

- H. 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: 6/0

Yes: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

No: None

Absent: Christy Kennard

Abstained: None

Adjourn

PDZ Member Ryan Miller made the motion to adjourn the meeting at 6:38 p.m. PDZ Member Kyle Marasckin seconded the motion.

The motion carried with a vote: 6/0

Yes: Ryan Miller, Kyle Marasckin, MaryAnn Atkinson, Kenneth Haynes, Delores Martin, Benterah Morton

No: None

Absent: Christy Kennard

Abstained: None

CERTIFICATION



TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS