

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



LARRY AKERY, COUNCIL PLACE 1  
DAVID LANDS, COUNCIL PLACE 2  
HARRY OPLIGER, COUNCIL PLACE 3  
ED PERRY, COUNCIL PLACE 4  
CRYSTAL SARMIENTO, COUNCIL PLACE 5  
JEROME HUDSON, COUNCIL PLACE 6

DAN DAVIS, MAYOR  
KYLE JUNG, CITY MANAGER  
TAMMY BELL, CITY SECRETARY

**NOTICE OF A CITY COUNCIL MEETING  
OF THE CITY OF MANVEL  
June 20, 2023**

**NOTICE IS HEREBY GIVEN  
5:15 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 accommodations or interpreter services must be made 48 hours prior to this meeting. Please contact the City Secretary at 281-489-0630 x6 for further information.**

**Workshop Session 5:15 p.m.**

Discussion on FY 2023-2024 Budget

Discussion on any subject listed on the agenda dated June 20, 2023.

**Regular Session - 6:00 p.m.**

**Call To Order**

**Ceremonial Swearing In**

David Lands, Councilmember Place 2

**Inspirational Reading - Councilmember Akery**

**Invocation**

**Pledge**

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

## **Public Hearing**

TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF 0.8616 ACRES LOCATED AT 7218 NORTH MASTERS ROAD, MANVEL, TEXAS, FROM LIGHT COMMERCIAL DISTRICT (LC) TO LIGHT COMMERCIAL DISTRICT WITH SPECIFIC USE PERMIT (LC-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE EXISTING USE OF PROPERTY FOR 621210 "OFFICES OF DENTISTS"; 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. Meeting Minutes
2. Acceptance of infrastructure improvements for MUD 56 Lift Station #2 to begin the two-year maintenance period.

## **Items Removed from the Consent Agenda**

## **Executive Session**

City Council will convene into Executive Session pursuant to Texas Government Code, Sec. 551.074. "Personnel Matters - to deliberate the appointment, employment, evaluation, and duties of a public officer or employee".

*Kyle J. Jung, City Manager*

## **Regular Agenda**

1. Consideration and possible action to approve Ordinance 2023-O-22;  
An Ordinance amending the Fiscal Year 2023 General Fund Budget to account for expenses in the administration budget for a separation agreement between the City and the City Manager.

*AN ORDINANCE AMENDING ORDINANCE NO. 2022-O-24 AMENDING THE CITY FISCAL YEAR 2023 BUDGET ENDING SEPTEMBER 30, 2023, BY AMENDING THE GENERAL FUND BUDGET TO ACCOUNT FOR EXPENSES IN THE ADMINISTRATION BUDGET FOR AN EMPLOYMENT SEPARATION AGREEMENT. DIRECTING THE BUDGET OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET WITH THE CITY SECRETARY AND WITH THE OFFICE OF THE BRAZORIA COUNTY CLERK AND PROVIDING THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.*



2. Consideration and possible action to approve and authorize the Mayor to execute the Employment Separation Agreement between the City and City Manager, Kyle Jung.
3. Consideration and possible action on the appointment of a Mayor Pro-Tem to serve for one year.
4. Consideration and possible action to approve a request for a modification to the Design Criteria Manual for the property located on the south side of highway 6, approximately 1200 feet west of the intersection with SH 288.  
*Design Criteria Modification request from Scott R. Sheridan, PE, RPLS, CFM, on behalf of the property owner, HJR Hwy 6, to the City of Manvel Design Criteria Manual, Section 5, Drainage, 1.04. G. 5.a. and Section 5, Drainage, 2.02 F. for 3.76 acres located on the south side of Highway 6, approximately 1,200 feet west from the intersection with SH 288. (Favorable Recommendation by PD&Z failed with a 2-4 vote).*
5. Consideration and possible action to approve the first of two readings of Ordinance No. 2023-O-19;  
An ordinance amending the zoning classification of 0.8616 acres located at 7218 North Masters Road, Manvel, Texas, from Light Commercial District (LC) to Light Commercial District with Specific Use Permit (LC-SUP) to authorize the existing use of property for 621210 "Offices of Dentists";  
*AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF 0.8616 ACRES LOCATED AT 7218 NORTH MASTERS ROAD, MANVEL, TEXAS, FROM LIGHT COMMERCIAL DISTRICT (LC) TO LIGHT COMMERCIAL DISTRICT WITH SPECIFIC USE PERMIT (LC-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE EXISTING USE OF PROPERTY FOR 621210 "OFFICES OF DENTISTS"; 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 6/0)*
6. Consideration and possible action to approve a Subdivision variance request for an approximate 0.9470 acres of land located at 19429 Hwy 6, seeking to vary Chapter 62, Section 62-113 Sidewalks.
7. Discussion/update on the Jordan Drainage Project and other drainage issues in the city. (Requested by Councilmember Akery and Councilmember Opliger).
8. Discussion/update on The Gardens at Croix Park.
9. Consideration and possible action to direct staff on a budget amendment transferring \$400,000.00 out of the fund balance into the general fund.
10. Consideration and possible action to direct staff on creating a Business Advisory Committee.
11. Consideration and possible action to direct staff on creating a Development Advisory Committee.
12. Consideration and possible action to direct staff on amending the Capital Improvement Advisory Committee.

13. Consideration and possible action to reactivate the Parks and Recreation Board and the Events Board and direct staff to advertise for board applicants.
14. Consideration and possible action to direct staff on changes to the sign ordinance.
15. Update on the status of a community survey.

### **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.

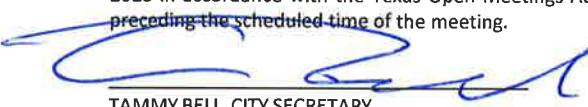
Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory 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 salutory 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 June 16, 2023 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



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

LARRY AKERY, COUNCIL PLACE 1  
LORRAINE HEHN, COUNCIL PLACE 2  
HARRY OPLIGER, COUNCIL PLACE 3  
ED PERRY, COUNCIL PLACE 4  
CRYSTAL SARMIENTO, COUNCIL PLACE 5  
JEROME HUDSON, COUNCIL PLACE 6



DAN DAVIS, MAYOR  
KYLE JUNG, CITY MANAGER  
TAMMY BELL, CITY SECRETARY

## MINUTES 6/5/2023

### Workshop Session -5:00 p.m.

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 Larry Akery  
City Councilmember Place 3 Harry Opliger  
City Councilmember Place 4 Ed Perry  
City Councilmember Place 5 Crystal Sarmiento  
City Councilmember Place 6 Jerome Hudson

**Absent:** City Councilmember Place 2 Lorraine Hehn

**Also Present:** Kyle Jung, City Manager  
Daniel Johnson, Assistant City Manager/City Engineer  
Robert Gervais, City Attorney  
Tammy Bell, City Secretary  
Keith Traylor, Chief of Police  
Jessica Rodriguez, Director of Development Services  
Brooke Cyphers, Public Information Officer  
Joe Murray, Fire Marshal  
Jose Abraham, City Planner

### Budget Discussion:

- \*Discussion on target tax rate, areas of focus, desired programs, preferred purchases, debt tolerance, etc.
- \*Update from staff, identifying department needs

Kyle Jung, City Manager - update on property values; estimated value is at \$2,171,195,012, up 1.4 billion from last year

Councilmember Opliger would like to see a budget focus on paving, striping, police pay (possibly a 6% increase), benefits for family coverage, equipment allowance, and library.

Councilmember Perry would like a realistic survey done to see what it is that the citizens of Manvel want. Review historical data and rate of growth to see what would be best to include in the survey.

Councilmember Sarmiento wants to help and not only wants to hear from the community, but from staff as well.

Mayor Davis directs Councilmember Perry and Councilmember Sarmiento to work with Kyle and Brooke to come up with a plan of action on this.

Kyle shares that the Council needs to provide the list of what they want in the budget sooner, rather than later, and strongly advises against waiting for survey data to come back.

Mayor Davis wants to place a theme on each budget cycle. He suggests this year as Back to the Basics. Shares that we need to be able to fund our essential services and that we're able to do the simple things in excellence and focus on the details.

He wants each department head to give a 15-minute budget presentation at the next meetings during workshop and then be available for questions after.

Mayor Davis does not want a tax increase this year. Wants a budget Town Hall in September. Suggests a homestead exemption increase as one possible avenue.

Councilmember Perry would like us to take an opportunity to educate the citizens on where exactly their taxes are going, i.e. what percentage goes to what entities.

Mayor Davis stresses the importance of seeing things from staff's perspective.

Discussion on any subject listed on the agenda dated June 5, 2023.

General Discussion on agenda items:

Agenda Items 1,3, 4, 5, 6, 7

Kyle - item #1 - with 35 million debt issuance, this would take the revenue, account for it, then move it into the capital projects fund.

Additionally, the City Attorney has worked on reselling temporary water which will offset cost to BWA. In 2029 we will start needing surface water, so in the meantime, we can sell it.

Kyle shares that Judge Culling would like to hit his 50-year mark of being a judge despite retiring, so that is how they came up with the emeritus idea. He will be here a couple times a month to meet with people who have received citations.

Mayor Davis adjourned the workshop at 5:45 p.m.

### **Regular Session - 6:00 p.m.**

#### **Call To Order**

Mayor Davison called the meeting of the Manvel City Council to order at 6:00 p.m. Those in attendance were:

**Present:** Mayor Dan Davis  
City Councilmember Place 1 Larry Akery  
City Councilmember Place 3 Harry Opliger  
City Councilmember Place 4 Ed Perry  
City Councilmember Place 5 Crystal Sarmiento  
City Councilmember Place 6 Jerome Hudson

**Absent:** City Councilmember Place 2 Lorraine Hehn

## **June 5, 2023 MANVEL CITY COUNCIL MEETING MINUTES**

**Also Present:** Kyle Jung, City Manager  
Daniel Johnson, Assistant City Manager/City Engineer  
Robert Gervais, City Attorney  
Tammy Bell, City Secretary  
Keith Traylor, Chief of Police  
Jessica Rodriguez, Director of Development Services  
Brooke Cyphers, Public Information Officer  
Joe Murray, Fire Marshal  
Jose Abraham, City Planner

**Invocation – Pastor Jason Lee from the Church on Masters Road**

**Inspirational Reading - Council Member Hudson**

**Pledge**

**Presentations**

### **Proclamations**

Juneteenth - June 19th

### **Public Comments: "Comment Card" Required**

Robina Spruill - In regards to a photo of Mayor Davis and Council Elect Lands, very disappointed and hopes that that was not a sign of what is to come in the future. A mayor should not be endorsing someone before the election is over.

### **City Manager Update**

Election Day for runoff is Saturday, June 10th.

Police Department is working to put on the Teen Citizen's Police Academy. June 19-23 from 8 am to 12 pm. Anyone 9-12th grade can sign up.

### **Consent Agenda**

A. Acceptance of infrastructure improvements for **Pursley Boulevard Phase 4 and 5** to begin the two-year maintenance period.

B. Approve Resolution 2023-R-12;

*A RESOLUTION OF THE CITY OF MANVEL, TEXAS, ADOPTING RULES OF PROCEDURE FOR MEETINGS OF THE CITY COUNCIL; PROVIDING THAT ALL OTHER RESOLUTIONS INCONSISTENT OR IN CONFLICT HERewith ARE HEREBY REPEALED.*

C. Approve Resolution 2023-R-13;

*A RESOLUTION UPDATING THE SIGNATURE CARDS DESIGNATING CITY OFFICIALS AS SIGNATORIES AT FIRST STATE BANK FOR THE CITY'S BANK ACCOUNTS; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.*

D. Acceptance of Meeting Minutes to date.

Councilmember Hudson made the motion to approve. Councilmember Sarmiento seconded the motion.

**The motion carried with a vote: 6/0**



## **June 5, 2023 MANVEL CITY COUNCIL MEETING MINUTES**

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 4 Ed Perry, City Councilmember Place 6 Jerome Hudson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 3 Harry Opliger

No: None

Absent: City Councilmember Place 2 Lorraine Hehn

Abstained: None

### **Regular Agenda**

\*Items 3, 4, and 5 were voting on at the beginning of the Regular Agenda.

1. Consideration and possible action on Ordinance 2023-O-20;  
An Ordinance amending the Fiscal Year 2023 Budget ending September 30, 2023.  
*AN ORDINANCE AMENDING ORDINANCE NO. 2022-O-24 AMENDING THE CITY FISCAL YEAR 2023 BUDGET ENDING SEPTEMBER 30, 2023, BY AMENDING THE CAPITAL PROJECTS FUND BUDGET TO ACCOUNT FOR BOND PROCEEDS AND UPDATES TO VARIOUS CAPITAL PROJECT LINE ITEMS. DIRECTING THE BUDGET OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET WITH THE CITY SECRETARY AND WITH THE OFFICE OF THE BRAZORIA COUNTY CLERK AND PROVIDING THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.*

Councilmember Perry made the motion to approve. Councilmember Hudson seconded the motion.

#### **The motion carried with a vote: 6/0**

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 4 Ed Perry, City Councilmember Place 6 Jerome Hudson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 3 Harry Opliger

No: None

Absent: City Councilmember Place 2 Lorraine Hehn

Abstained: None

2. Consideration and possible action to direct staff on a budget amendment transferring \$400,000.00 out of the fund balance into the general fund.

Councilmember Akery made the motion to move the funds to the Jordan Detention Project. Councilmember Opliger seconded the motion.

#### **The motion FAILED with a vote: 3/3**

Yes: City Councilmember Place 1 Larry Akery, City Councilmember Place 6 Jerome Hudson, City Councilmember Place 3 Harry Opliger

No: Mayor Dan Davis, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento

Absent: City Councilmember Place 2 Lorraine Hehn

Abstained: None

Mayor Davis shares that more than 50% of our hourly employees are not making a livable wage and wants to allocate the funds to get the employee's pay where it needs to be.

Kyle reminds council that this money is one-time money and by increasing salaries, that's something you're going to have to account for moving forward.

Councilmember Perry has a concern that by draining the fund and putting it in an area we can't sustain, it could potentially have an impact on our credit rating.

Mayor Davis desires us to do something. We need to invest in our people. They're our most

important asset. Agrees that we need to consider the full impact of this. Asks Council to consider what they would like this to be allocated towards, whether drainage or employee pay, and for a decision to be made at the next meeting.

Councilmember Opliger thinks the best opportunity is to start moving dirt on the detention project.

Councilmember Sarmiento wants more data to support making a decision.

Councilmember Perry stresses being careful with taking surpluses and allocating it.

Councilmember Hudson says moving the money over once for increasing salaries will not solve the problem.

Councilmember Akery says the drainage project is stalled and the drainage district has pulled out on help and now it's up to us. People forget drainage projects when it's dry.

Mayor Davis understands that it's not a one-time allocation. It's a commitment that these funds will be used and then allocated appropriately moving forward. It's about taking action now. Asks staff to look into how we can address drainage and salaries and present facts at the next meeting.

3. Consideration and possible action to appoint Catherine Samaan as Presiding Judge of the Municipal Court for a term of 3 years.
4. Consideration and possible action to appoint Syed Imam and Pat Monks as Associate Judges of the Municipal Court for a term of 3 years.
5. Consideration and possible action to appoint Michael Culling as Emeritus Judge of the Municipal Court for a term of 3 years.

Councilmember Opliger made the motion to approve items 3, 4, and 5. Councilmember Hudson seconded the motion.

**The motion carried with a vote: 5/0 with 1 abstention**

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 6 Jerome Hudson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 3 Harry Opliger

No: None

Absent: City Councilmember Place 2 Lorraine Hehn

Abstained: City Councilmember Place 4 Ed Perry

6. Discussion on the following;
  - A) Scheduling community listening sessions over a 6-month period from June 2023 to December 2023.
  - B) Current city boards and the creation of new boards/committees to include but not limited to;
    - \*Business Advisory Committee
    - \*Development Advisory Committee
    - \*Parks & Recreation Board
    - \*Events

Discussion on 6a

Mayor Davis would like feedback and have community meetings taken to the community. Councilmember Hudson - Where would these be?

Mayor Davis - We would have to identify the locations. Churches, HOAs, etc.

Councilmember Perry - Concerns about effectively getting the word out. What is the plan to effectively get this information out?

Councilmember Sarmiento - Loves the idea. If the listening sessions are created, then all the council can do is just show up and know we have done our best.

Councilmember Hudson - On board with the idea.

Councilmember Opliger - Are we just talking about a town hall? Mayor - Similar to that but more of an opportunity to hear from the community. Councilmember Opliger is in favor if the

presentation is the same across the board. This would need to be standardized.

Councilmember Sarmiento - Why not approach this where we can ask all the residents if they want to "opt in" to increase engagement?

Brooke - We have a generous online presence. We send out notices in utility bills, publish in the paper, and mailings. Identify what means they feel are most effective and what makes sense economically.

Tammy Bell - Shares that citizens can subscribe to the calendar as well as Blackboard Connect.

6b

Capital improvement advisory committee - 26 capital projects being managed. We need a more involved and engaged group in the community and the council needs to be given more updates.

Business Advisory Committee - Local business owners

A Development Advisory Committee would review city codes/ordinances, and health codes.

Parks and Rec- Need to take a comprehensive look at parks.

Events - Bringing in outside community to help with events.

Councilmember Perry - Important with the growth, we should have a diversity, equity and inclusion board.

Councilmember Opliger - We need to have these in the charter with guidelines that define the roles and responsibilities for each of these committees.

Council will work with staff to form the committees.

Crystal - Loves the business advisory board and parks and recreation board. I would like to see the business advisory committee be a board where new businesses wanting to come to Manvel can get assistance on what they need to do to do business here. Wants to build trust.

Mayor Davis - Over the next two weeks, elected officials get with the City Manager to sort through this who will then get with the City Secretary.

7. Update from the City Staff on the following:

- \*Library Leasing Space

- \*Street Maintenance Program

- \*Sign Ordinance

Library Space -

Kyle provided an update.

Councilmember Perry - Could the library staff provide input on what the needs are?

Librarian Carolynn - The majority of the space would be used as meeting space. The current meeting space is too small. This would allow access for meetings after hours. Would also like to increase the children's book area and expand the student programs and could have more space.

Councilmember Sarmiento - If we are able to make this extra space happen, how much space is needed?

Would the space be used year around?

Councilmember Opliger - Library has been a leading facility in the community. It is a cornerstone for the community. Anything we can do to enhance the library he is in.

Mayor Davis requests time to work with the library and city staff to come up with something. Kyle - If the library is a priority to council, why not go and build something?

Councilmember Sarmiento - Agrees with the City Manager. Would like to see what it would take to build a library? What are the numbers?

Councilmember Perry - In many cases, it is more fiscally responsible to build a facility over continuing to try to retrofit.

Will be discussed in more detail - possibly have a conversation with the county, since this is a county library housed in Manvel.

Street Maintenance Program

Daniel Johnson - The city consulted with Fugro last year to complete a comprehensive plan. A pavement condition index was put together. The average road ranking was 45. One option would be to get all roads up to a good level at an estimated cost of \$35,000,000.00. To get the roads into a fair status, it would be approximately \$2,000,000 per year over 5 years. This would be a great place to spend funds.

Councilmember Perry - Can we put something out that summarizes what streets the city is responsible for, the county is responsible for, TXDOT, etc.

Daniel Johnson - Staff could create a GIS layer showing this.

Councilmember Sarmiento - Asks for clarification between the 35 million- and 2-million-dollar difference.

Daniel Johnson - That was a strategy to try to methodically bring the roads at least up to fair status and an easier amount to try to sell to Council.

Kyle Jung - The most frequently used and worst condition would take priority.

Mayor Davis - To maintain the status quo is \$440,000. With that, would like to know what streets are going to be done when asked to budget dollars. We need to get ahead of what we're doing and when we're doing it.

Kyle Jung - We're trying to use the money in the right way. It's just expensive. Even just to do asphalt. This is where Council priority comes in. If you want us to pave a road, then tell us and we'll do it.

Mayor Davis - Encourages Council to read through the street maintenance program leading up to budget and also need to apply pressure to the County to catch up on their end.

Sign Ordinance - "attention getting device"

Mayor Davis - Aug 18, 2022, the first conversation came up from Council Member Tyson. March 6, 2023 Councilmember Albert brought this up

In April, Council member Albert asked for an update and it was stated that Jessica was working on it. Why has it taken 3 months after council gave clear directions?

Kyle Jung - Says that staff doesn't have any additional changes or suggestions. If Council wants changes, then we can make them and approve them at the next Council meeting.

Mayor Davis - Was the definition for attention getting device drafted by staff or through another city?

Jessica Rodriguez- These were defined through another ordinance and staff. Reached out to previous boss and staff.

Mayor Davis - Signs are meant to get your attention. He would like to see a proposal come to the next meeting to repeal the definition from the sign ordinance.

Councilmember Perry - What is the goal we are trying to achieve? One concern brought out was safety. Another concern was declining property values from unsightly signs.

Councilmember Sarmiento - Signs are designed to attract people. Businesses need to be able to advertise. Businesses are being hurt. Why was this specific device deemed unacceptable? Council needs to know the logic and data behind why we don't allow attention getting signs.

Councilmember Perry - Still wonders about the concern that was raised about restrictions or time limits, rather than completely allowing them.

Jessica Rodriguez - For clarification, this wasn't allowed before under the definition of wind signs. This wasn't just brought up in 2022. Staff would be open to bringing something back to council for signs on a temporary basis for new businesses. It was her understanding that Council did not want to see Manvel to look like some of the other cities that are littered with signs.

Business Owner - Clint Weekley

Shared the history of going back and forth with staff and code enforcement on their wacky waving inflatable tube man, Willy. Still trying to figure out the "Celebration" exception to the sign ordinance.

## **June 5, 2023 MANVEL CITY COUNCIL MEETING MINUTES**

Mayor Davis - Clarification of celebration in the ordinance  
Expand the allowances in the ordinance  
See the repeal of the definition of attention-getting devices

Crystal - Allow attention getting signs within a boundary. Would like to see something fair that allows businesses to advertise but also protects the community from looking ugly.

Councilmember Perry - Has concerns with this pending case with the Weekley's that has not been resolved. This needs to be resolved.

Mayor Davis - Wind devices was a suitable definition previously. All device signs are meant to be attention getting. By striking that, reverting back to wind devices, by clarifying celebration, by expanding some of the allowances, that keeps the guardlanes on the bowling lane.

Kyle Jung - it needs to be removed from the prohibited sign list, not just striking the attention getting definition.

Jessica Rodriguez - Suggests to council that they need to permit it, and then place the requirements and parameters around it.

Suggestion is for staff to bring back bullet points for discussion by the next council meeting.

### **Executive Session**

City Council will convene into Executive Session pursuant to Texas Government Code, Sec. 551.074. "Personnel Matters - to deliberate the appointment, employment, evaluation, and duties of a public officer or employee".

Kyle J. Jung, City Manager

Mayor Dan Davis convened the meeting into Executive Session at 8:16 p.m.

Mayor Dan Davis reconvened the meeting out of Executive Session at 10:18 p.m.

No action was taken.

### **Mayor and Council Comments**

### **Adjourn**

Councilmember Ed Perry made the motion to adjourn the meeting at 10:19 p.m. Councilmember Hudson seconded the motion.

### **The motion carried with a vote: 5/0**

Yes: Mayor Dan Davis, City Councilmember Place 4 Ed Perry, City Councilmember Place 6 Jerome Hudson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 3 Harry Opliger

No: None

Absent: City Councilmember Place 1 Larry Akery, City Councilmember Place 2 Lorraine Hehn

Abstained: None

### **CERTIFICATION**

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TAMMY BELL, CITY SECRETARY  
CITY OF MANVEL, TEXAS

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DAN DAVIS, MAYOR  
CITY OF MANVEL, TEXAS

**From:** [Dan Johnson](#)  
**To:** [Kyle Jung](#); [Tammy Bell](#)  
**Cc:** [Jessica Rodriguez](#); [Robbie Hall](#); [Ray Word](#); [Alyssa Deaton](#); [Elaine Graham](#)  
**Subject:** 06/20/2023 Consent Agenda - MUD 56 Lift Station #2  
**Date:** Monday, June 12, 2023 10:50:32 AM  
**Attachments:** [image003.png](#)

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Kyle and Tammy,

In order to begin the **two-year** maintenance period, a final inspection walk-through has been conducted for:

### **MUD 56 Lift Station #2**

The Maintenance Bonds have been submitted to the City Secretary's Office, and the As-Built Construction Plans have been submitted to the Development Coordinator's Office.

In short, we recommend that City Council accept the infrastructure improvements for this project to begin the Maintenance Period.

Please let me know if you need any further information.  
~Dan

**Daniel S. Johnson, P.E., CFM**  
Assistant City Manager  
City Engineer  
20025 Highway 6  
Manvel, Texas 77578  
(832) 336-4049

[www.cityofmanvel.com](http://www.cityofmanvel.com)



#22-000228





Manvel Town Center Site

Morris Ave

S Highway 6

Morris Ave

Morris Ave

Alvin Sugarland Rd

Burlington Northern Santa Fe

Highway 288

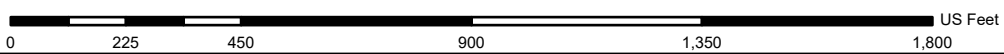
Burlington Northern Santa Fe

# S HIGHWAY 6 PID:167704



PID167704 City of Manvel ETJ City of Manvel City Limits Railroad

This map is made available for reference purposes only and should not be substituted for a survey product. The City of Manvel will not accept liability of any kind in conjunction with its use.



Date: June 2023  
Reference: 2023039  
Data Source: City of Manvel,  
Brazoria County Open Data



**CITY OF MANVEL  
DESIGN CRITERIA MANUAL  
SECTION 7 - MODIFICATION FORM**

Variations to technical standards identified in the Design Criteria Manual may be permitted by the City of Manvel City Engineer. The modification proposal must be submitted by a registered Professional Engineer following generally accepted engineering standards and such proposal contains the following information and substantiates the findings in paragraph four (4) below. If an appeal to the City of Manvel City Engineer decision is requested, the Planning Development & Zoning (PD&Z) will review that appeal and make a recommendation to City Council. City Council will have final authority on the approval or denial of the Appeal.

**PROJECT NAME:** 3.76 Acre HWY 6 Development

**PROJECT ENGINEER:** Scott R. Sheridan, PE, RPLS, CFM

**SUBMITTAL  
DATE:**

**This entire form must be completed in its entirety. If form is submitted  
incomplete, it will be administratively rejected.**

**SUBDIVISION NAME:** Not platted at this time.

**MODIFICATION LOCATION:**

The location of this site is approximately 0.56 miles west of State Highway 288 along Highway 6  
and on the south side of the highway. Across Highway 6 from the HEB anchored Manvel Town  
Center.

1. Set forth the proposed deviation to the technical standard.

Per Section 5. Drainage. 1.04. G. 5.a; Pumped detention or floodplain mitigation facilities are not  
allowed. Due to site constraints (lack of depth for the receiving channel, SH6 roadside ditch), a  
typical gravity detention pond or system will not allow enough surface area to develop this site.

2. Set forth the impact such deviation has on speed differential and street capacity, the likelihood of accidents, the long-term maintenance and operation effect, the degree of functionality and efficiency, the technological advancements involved, and other relevant matters.

No impact will be made to speed differential or street capacity and the likelihood of accidents are  
the same whether the detention pond is gravity only or a combination of pumped/gravity system.  
The only other long term maintenance constraint will be the operation of the pump system. A  
duplex system will be installed to insure that at least one pump functions at all times.

3. Show a comparison of the technical standard to the proposed deviation with respect to overall safety and quality, speed differential, street capacity, existing and projected accidents, long-term maintenance and operation, degree of functionality, degree of efficiency, technological advancements, and other relevant matters.

No impact will be made to speed differential or street capacity and the likelihood of accidents are  
the same whether the detention pond is gravity only or a combination of pumped/gravity system.  
The only other long term maintenance constraint will be the operation of the pump system. A  
duplex system will be installed to insure that at least one pump functions at all times.



4. Describe all mitigating improvements that reduce the negative impact of the proposed deviation on overall safety and quality, speed differential, street capacity, accident occurrences, long-term maintenance and operation, degree of functionality, degree of efficiency and demonstrating the degree to which the proposed deviation detrimentally affects the foregoing. Other relevant factors, including technological advances, should be explained by describing how they will affect the proposed development. Mitigating improvements can include but are not limited to, traffic control devices, pavement improvements, added acceleration or deceleration lanes or reservoirs, and other on-site improvements.

No impact will be made to speed differential or street capacity and the likelihood of accidents are the same whether the detention pond is gravity only or a combination of pumped/gravity system.  
The only other long term maintenance constraint will be the operation of the pump system. A duplex system will be installed to insure that at least one pump functions at all times.

**SUMMARY & CONCLUSION/RECOMMENDATION FOR MODIFICATION:**

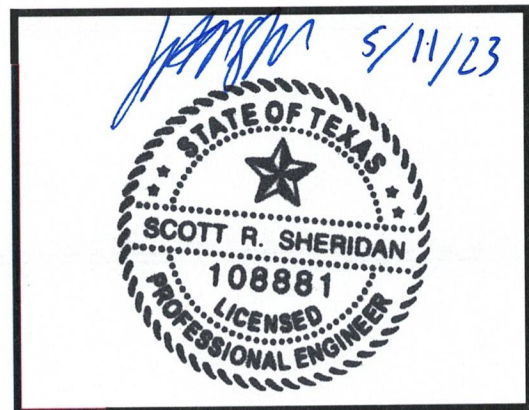
I believe that if the City approves this request that no negative impact to the current storm water system will take place. We will propose a combined pump/gravity system, the pumps will only discharge water when it is not raining, and the receiving system has capacity. Once the water surface elevation in the pond reaches the gravity outfall pipe elevation, the pump will turn off and allow the pond to gravity discharge.

List of Supporting Documentation Attached?

Yes ☒

No ☐

Seal of Professional Engineer:



**City of Manvel Use ONLY**

1. Modification Request:

Approved

Denied

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

2. Planning Development & Zoning:

Recommended

Not Recommended

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

3. City Council:

Approved

Denied

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



| CURRENT TAXES                |                |               |             |             |
|------------------------------|----------------|---------------|-------------|-------------|
| Taxing Unit                  | Assessed Value | Taxable Value | Tax Rate    | Tax         |
| Brazoria County              | \$719,340.00   | \$719,340.00  | 0.29110600% | \$2,094.04  |
| Special Road & Bridge        | \$719,340.00   | \$719,340.00  | 0.05000000% | \$359.67    |
| Alvin ISD                    | \$719,340.00   | \$719,340.00  | 1.37770000% | \$9,910.35  |
| BC Emergency Services #3     | \$719,340.00   | \$719,340.00  | 0.09774500% | \$703.12    |
| Alvin Community College      | \$719,340.00   | \$719,340.00  | 0.16414500% | \$1,180.76  |
| Brazoria Drainage District 4 | \$719,340.00   | \$719,340.00  | 0.13800000% | \$992.69    |
| City of Manvel               | \$719,340.00   | \$719,340.00  | 0.57000000% | \$4,100.24  |
|                              |                |               | 2.68869600% | \$19,340.87 |

40' R.O.W. per Iowa Colony Plat filed of record August 28, 1912.

R.O.W. should be abandoned as the R.O.W. does NOT align with Kirby Drive north of Highway 6.

If R.O.W. is not abandoned, City of Manvel will take 10 feet from the Property for additional R.O.W.

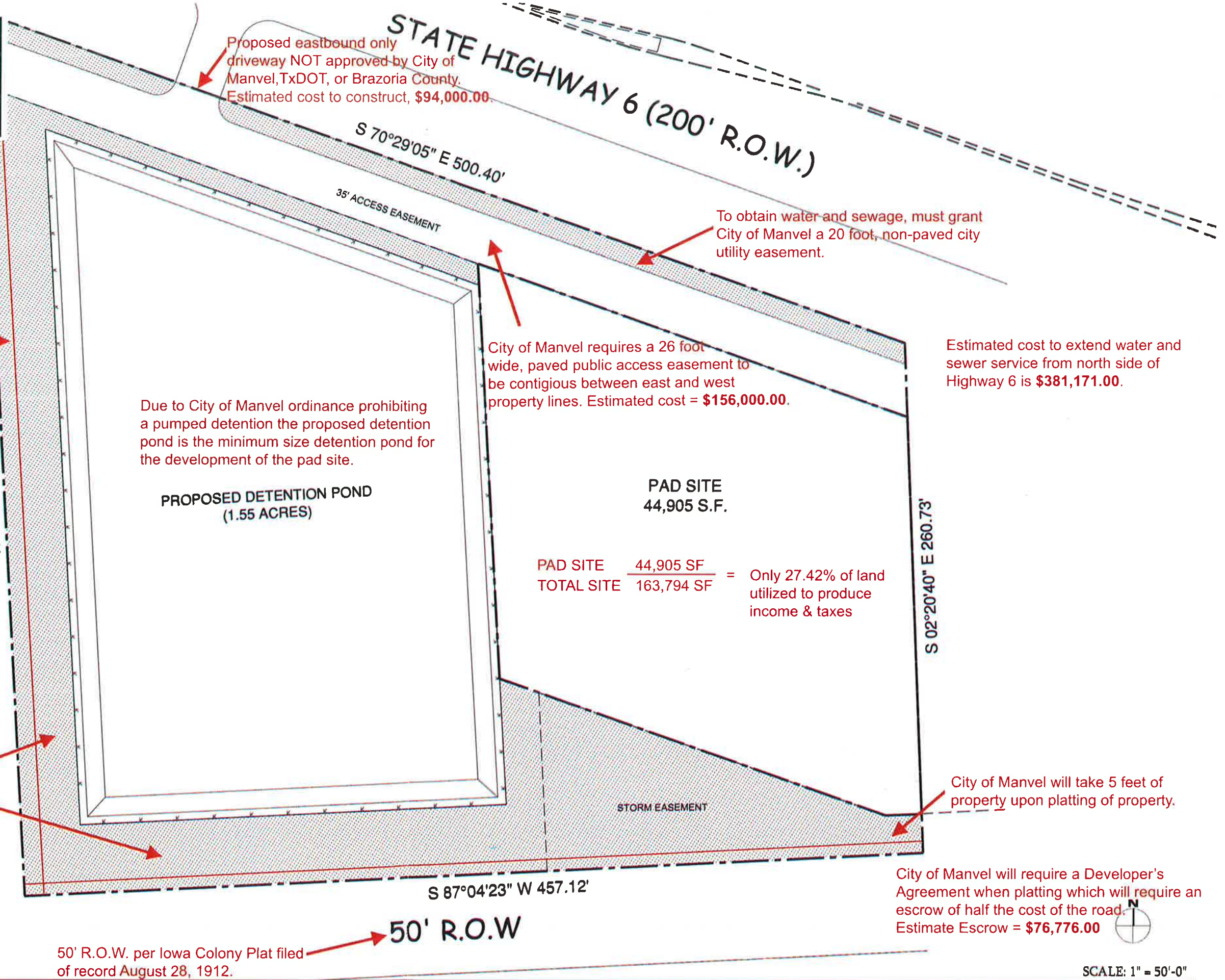
City of Manvel will require a Developer's Agreement when platting which will require an escrow of half the cost of the road. Estimated escrow = \$75,768.00.

It is not logical for a road to be constructed in this R.O.W.

Brazoria County Drainage District #4 require a 30 foot maintenance berm between any R.O.W. and detention pond. We will seek a variance from BCDD #4. A 15 foot maintenance berm is customary.

TOTAL LAND: 163,794 S.F.  
TOTAL DETENTION: 1.55 AC  
PAD SITE: 44,905 S.F.

3.76 ACRES  
HWY 6, MANVEL, TEXAS

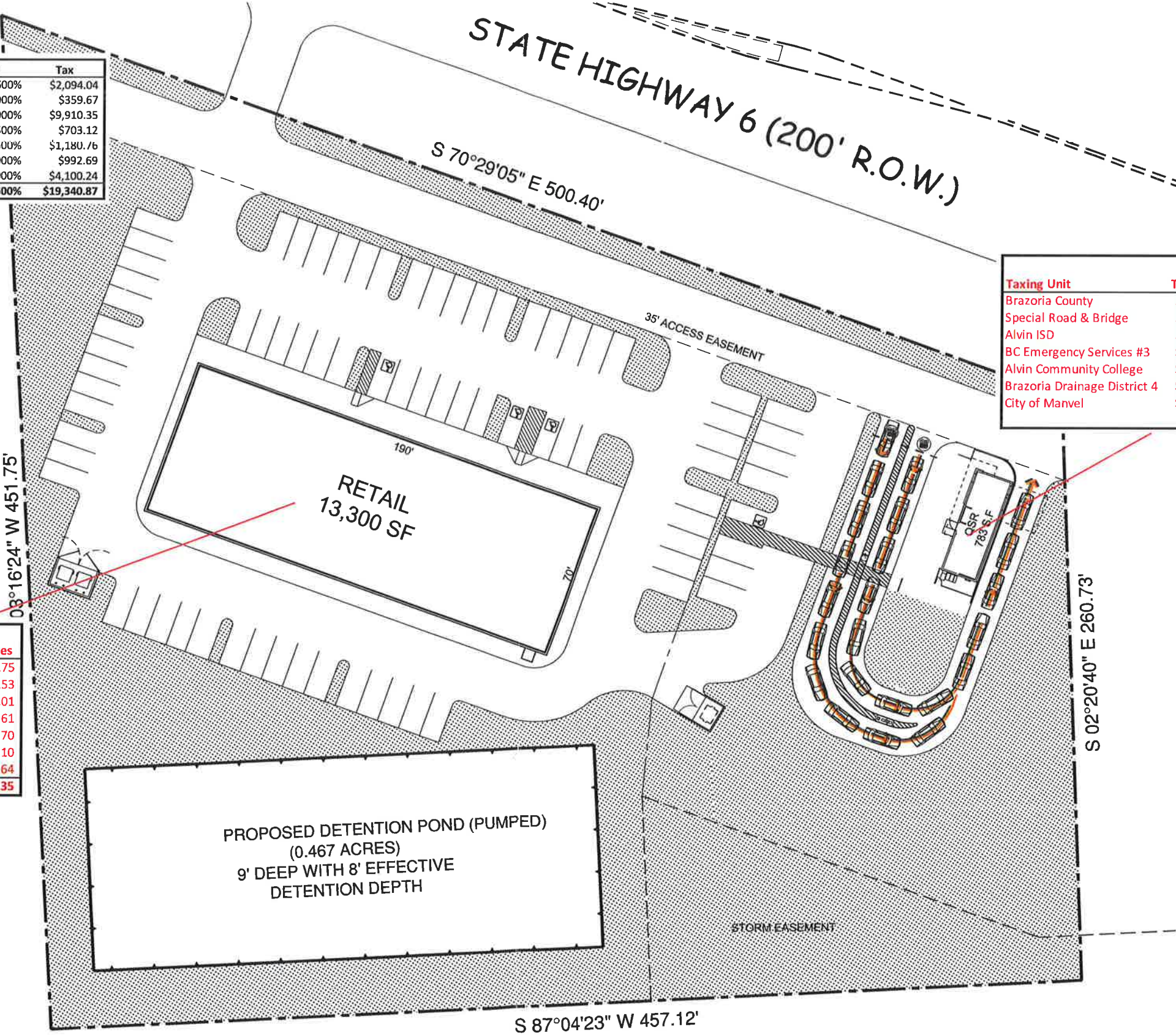




| CURRENT TAXES                |                |               |             |             |
|------------------------------|----------------|---------------|-------------|-------------|
| Taxing Unit                  | Assessed Value | Taxable Value | Tax Rate    | Tax         |
| Brazoria County              | \$719,340.00   | \$719,340.00  | 0.29110600% | \$2,094.04  |
| Special Road & Bridge        | \$719,340.00   | \$719,340.00  | 0.05000000% | \$359.67    |
| Alvin ISD                    | \$719,340.00   | \$719,340.00  | 1.37770000% | \$9,910.35  |
| BC Emergency Services #3     | \$719,340.00   | \$719,340.00  | 0.09774500% | \$703.12    |
| Alvin Community College      | \$719,340.00   | \$719,340.00  | 0.16414500% | \$1,180.76  |
| Brazoria Drainage District 4 | \$719,340.00   | \$719,340.00  | 0.13800000% | \$992.69    |
| City of Manvel               | \$719,340.00   | \$719,340.00  | 0.57000000% | \$4,100.24  |
|                              |                |               | 2.68869600% | \$19,340.87 |

| Projected                    |               |             |                 |
|------------------------------|---------------|-------------|-----------------|
| Taxing Unit                  | Taxable Value | Tax Rate    | Projected Taxes |
| Brazoria County              | \$990,000.00  | 0.29110600% | \$2,881.95      |
| Special Road & Bridge        | \$990,000.00  | 0.05000000% | \$495.00        |
| Alvin ISD                    | \$990,000.00  | 1.37770000% | \$13,639.23     |
| BC Emergency Services #3     | \$990,000.00  | 0.09774500% | \$967.68        |
| Alvin Community College      | \$990,000.00  | 0.16414500% | \$1,625.04      |
| Brazoria Drainage District 4 | \$990,000.00  | 0.13800000% | \$1,366.20      |
| City of Manvel               | \$990,000.00  | 0.57000000% | \$5,643.00      |
|                              |               | 2.68869600% | \$26,618.09     |

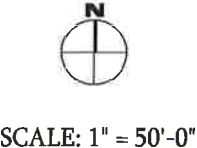
| Projected                    |                |             |                 |
|------------------------------|----------------|-------------|-----------------|
| Taxing Unit                  | Taxable Value  | Tax Rate    | Projected Taxes |
| Brazoria County              | \$3,479,060.00 | 0.29110600% | \$10,127.75     |
| Special Road & Bridge        | \$3,479,060.00 | 0.05000000% | \$1,739.53      |
| Alvin ISD                    | \$3,479,060.00 | 1.37770000% | \$47,931.01     |
| BC Emergency Services #3     | \$3,479,060.00 | 0.09774500% | \$3,400.61      |
| Alvin Community College      | \$3,479,060.00 | 0.16414500% | \$5,710.70      |
| Brazoria Drainage District 4 | \$3,479,060.00 | 0.13800000% | \$4,801.10      |
| City of Manvel               | \$3,479,060.00 | 0.57000000% | \$19,830.64     |
|                              |                | 2.68869600% | \$93,541.35     |



COMMERCIAL DEVELOPMENT - SCHEME "B"

SITE PLAN  
HWY 6  
MANVEL, TEXAS

OSBORN & VANE ARCHITECTS INC  
22088  
20 SEPTEMBER 2022  
DRAWN BY: ER





| CURRENT TAXES                |                |               |                    |                    |
|------------------------------|----------------|---------------|--------------------|--------------------|
| Taxing Unit                  | Assessed Value | Taxable Value | Tax Rate           | Tax                |
| Brazoria County              | \$719,340.00   | \$719,340.00  | 0.29110600%        | \$2,094.04         |
| Special Road & Bridge        | \$719,340.00   | \$719,340.00  | 0.05000000%        | \$359.67           |
| Alvin ISD                    | \$719,340.00   | \$719,340.00  | 1.37770000%        | \$9,910.35         |
| BC Emergency Services #3     | \$719,340.00   | \$719,340.00  | 0.09774500%        | \$703.12           |
| Alvin Community College      | \$719,340.00   | \$719,340.00  | 0.16414500%        | \$1,180.76         |
| Brazoria Drainage District 4 | \$719,340.00   | \$719,340.00  | 0.13800000%        | \$992.69           |
| City of Manvel               | \$719,340.00   | \$719,340.00  | 0.57000000%        | \$4,100.24         |
|                              |                |               | <b>2.68869600%</b> | <b>\$19,340.87</b> |

| Taxing Unit                  | Projected Taxable Value | Tax Rate           | Projected Taxes    |
|------------------------------|-------------------------|--------------------|--------------------|
| Brazoria County              | \$1,923,076.92          | 0.29110600%        | \$5,598.19         |
| Special Road & Bridge        | \$1,923,076.92          | 0.05000000%        | \$961.54           |
| Alvin ISD                    | \$1,923,076.92          | 1.37770000%        | \$26,494.23        |
| BC Emergency Services #3     | \$1,923,076.92          | 0.09774500%        | \$1,879.71         |
| Alvin Community College      | \$1,923,076.92          | 0.16414500%        | \$3,156.63         |
| Brazoria Drainage District 4 | \$1,923,076.92          | 0.13800000%        | \$2,653.85         |
| City of Manvel               | \$1,923,076.92          | 0.57000000%        | \$10,961.54        |
|                              |                         | <b>2.68869600%</b> | <b>\$51,705.69</b> |

| Taxing Unit                  | Projected Taxable Value | Tax Rate           | Projected Taxes    |
|------------------------------|-------------------------|--------------------|--------------------|
| Brazoria County              | \$990,000.00            | 0.29110600%        | \$2,881.95         |
| Special Road & Bridge        | \$990,000.00            | 0.05000000%        | \$495.00           |
| Alvin ISD                    | \$990,000.00            | 1.37770000%        | \$13,639.23        |
| BC Emergency Services #3     | \$990,000.00            | 0.09774500%        | \$967.68           |
| Alvin Community College      | \$990,000.00            | 0.16414500%        | \$1,625.04         |
| Brazoria Drainage District 4 | \$990,000.00            | 0.13800000%        | \$1,366.20         |
| City of Manvel               | \$990,000.00            | 0.57000000%        | \$5,643.00         |
|                              |                         | <b>2.68869600%</b> | <b>\$26,618.09</b> |

| Taxing Unit                  | Projected Taxable Value | Tax Rate           | Projected Taxes    |
|------------------------------|-------------------------|--------------------|--------------------|
| Brazoria County              | \$1,538,461.54          | 0.29110600%        | \$4,478.55         |
| Special Road & Bridge        | \$1,538,461.54          | 0.05000000%        | \$769.23           |
| Alvin ISD                    | \$1,538,461.54          | 1.37770000%        | \$21,195.38        |
| BC Emergency Services #3     | \$1,538,461.54          | 0.09774500%        | \$1,503.77         |
| Alvin Community College      | \$1,538,461.54          | 0.16414500%        | \$2,525.31         |
| Brazoria Drainage District 4 | \$1,538,461.54          | 0.13800000%        | \$2,123.08         |
| City of Manvel               | \$1,538,461.54          | 0.57000000%        | \$8,769.23         |
|                              |                         | <b>2.68869600%</b> | <b>\$41,364.55</b> |

COMMERCIAL DEVELOPMENT - SCHEME "C"

SITE PLAN  
HWY 6  
MANVEL, TEXAS

OSBORN & VANE ARCHITECTS, P.C.  
22088  
07 OCTOBER 2022  
DRAWN BY: BR



**CITY OF MANVEL  
DESIGN CRITERIA MANUAL  
SECTION 7 - MODIFICATION FORM**

Variations to technical standards identified in the Design Criteria Manual may be permitted by the City of Manvel City Engineer. The modification proposal must be submitted by a registered Professional Engineer following generally accepted engineering standards and such proposal contains the following information and substantiates the findings in paragraph four (4) below. If an appeal to the City of Manvel City Engineer decision is requested, the Planning Development & Zoning (PD&Z) will review that appeal and make a recommendation to City Council. City Council will have final authority on the approval or denial of the Appeal.

**PROJECT NAME:** 3.76 Acre HWY 6 Development

**PROJECT ENGINEER:** Scott R. Sheridan, PE, RPLS, CFM

**SUBMITTAL  
DATE:**

**This entire form must be completed in its entirety. If form is submitted  
incomplete, it will be administratively rejected.**

**SUBDIVISION NAME:** Not platted at this time.

**MODIFICATION LOCATION:**

The location of this site is approximately 0.56 miles west of State Highway 288 along Highway 6  
and on the south side of the highway. Across Highway 6 from the HEB anchored Manvel Town  
Center.

1. Set forth the proposed deviation to the technical standard.

Per Section 5. Drainage. 1.04. G. 5.a; Pumped detention or floodplain mitigation facilities are not  
allowed. Due to site constraints (lack of depth for the receiving channel, SH6 roadside ditch), a  
typical gravity detention pond or system will not allow enough surface area to develop this site.

2. Set forth the impact such deviation has on speed differential and street capacity, the likelihood of accidents, the long-term maintenance and operation effect, the degree of functionality and efficiency, the technological advancements involved, and other relevant matters.

No impact will be made to speed differential or street capacity and the likelihood of accidents are  
the same whether the detention pond is gravity only or a combination of pumped/gravity system.  
The only other long term maintenance constraint will be the operation of the pump system. A  
duplex system will be installed to insure that at least one pump functions at all times.

3. Show a comparison of the technical standard to the proposed deviation with respect to overall safety and quality, speed differential, street capacity, existing and projected accidents, long-term maintenance and operation, degree of functionality, degree of efficiency, technological advancements, and other relevant matters.

No impact will be made to speed differential or street capacity and the likelihood of accidents are  
the same whether the detention pond is gravity only or a combination of pumped/gravity system.  
The only other long term maintenance constraint will be the operation of the pump system. A  
duplex system will be installed to insure that at least one pump functions at all times.



4. Describe all mitigating improvements that reduce the negative impact of the proposed deviation on overall safety and quality, speed differential, street capacity, accident occurrences, long-term maintenance and operation, degree of functionality, degree of efficiency and demonstrating the degree to which the proposed deviation detrimentally affects the foregoing. Other relevant factors, including technological advances, should be explained by describing how they will affect the proposed development. Mitigating improvements can include but are not limited to, traffic control devices, pavement improvements, added acceleration or deceleration lanes or reservoirs, and other on-site improvements.

No impact will be made to speed differential or street capacity and the likelihood of accidents are the same whether the detention pond is gravity only or a combination of pumped/gravity system. The only other long term maintenance constraint will be the operation of the pump system. A duplex system will be installed to insure that at least one pump functions at all times.

**SUMMARY & CONCLUSION/RECOMMENDATION FOR MODIFICATION:**

I believe that if the City approves this request that no negative impact to the current storm water system will take place. We will propose a combined pump/gravity system, the pumps will only discharge water when it is not raining, and the receiving system has capacity. Once the water surface elevation in the pond reaches the gravity outfall pipe elevation, the pump will turn off and allow the pond to gravity discharge.

List of Supporting Documentation Attached?

Yes ☒

No ☐

Seal of Professional Engineer:



1000 E. 14th St.  
P.O. Box 1040, Austin, TX 78767  
254-251-8530  
scott@danelscottengineering.com



**City of Manvel Use ONLY**

1. Modification Request:

Approved

Denied

  
City Engineer

05/12/2023  
Date

2. Planning Development & Zoning:

Recommended

Not Recommended

  
Chair

6/12/2023  
Date

3. City Council:

Approved

Denied

Mayor

Date



# MANVEL CITY COUNCIL DATA SHEET

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**MEETING DATE: June 20, 2023**

**TOPIC:** The applicant, Scott Sheridan, on behalf of the property owner, HJR Hwy 6, is requesting a design criteria modification from the City's Design Criteria Manual (DCM) to allow pumped detention for a proposed 3.76-acre development.

**BACKGROUND:**

- The subject site is an approximate 3.76 acre tract located approximately 0.56 miles west of State Highway 288 along the south side of State Highway 6, across from the Manvel Town Center site (Vicinity Map attached).
- The subject site is designated as Flood Zone X (unshaded)
- Zoned Light Commercial /State Highway 6 Overlay District (LC/SH6)
- The applicant intends a commercial development for the subject site, however, has not provided a proposed land use with this application.
- Access from a Major Thoroughfare, State Highway 6
- Due to the site constraints (lack of depth for receiving channel and SH 6 roadside ditch), applicant states a typical gravity detention pond or system will not allow enough surface area to develop this site. City of Manvel under the *Design Criteria Manual*, Section 5, Drainage. 1.04. G. 5.a, states pumped detention or floodplain mitigation facilities are not allowed. Additionally, the Design Criteria Manual, Section 5, Drainage. 2.02. F. states "Pumped systems (for detention or floodplain mitigation) are not allowed.
- On May 12, 2023 the modification request was denied by the City Engineer and the applicant has requested an appeal to be considered by the Planning, Development, and Zoning Commission and the City Council.

**CITY STAFF REPORT:**

- In the City's approved drainage criteria, on-site stormwater will drain (by gravity flow) into an on-site detention facility, and then be released (by gravity flow) from the detention facility at a restricted rate.
- A pumped detention system relies on power and mechanical devices to function. Power outages do occur frequently during storm events, and mechanical failure is always a possibility.
- The City risks the malfunction of pumped detention due to poor maintenance by the owner. As stated by the applicant, the proposed pump detention system will be maintained privately by the property owner. The City has no ordinance to enforce



routine maintenance schedules for pumps since pumped detention is not permitted. Routine maintenance schedules could include, but are not limited to quarterly inspections, weekly testing, etc.

- Everything man-made, such as a pump, has a life-span. Shortage and/or transport of replacement parts could arise when weather in South Texas is very unpredictable.
- A failed pump could cause damage not only for the property owner, but neighboring properties or areas throughout the City. This could cause conflict (or even flooding) between adjacent property owners.
- Pumps rely on several components that have to work at the right timeframe to be efficient for any rainfall event. The City of Manvel has no way of ensuring pumps have not been altered by the owner once it has been installed.
- There is a risk of physical failure if access to pumps are blocked during a storm event. There are many factors, such as communication devices and road conditions, that can prevent an operator (private, not City employee) from monitoring and gaining access to the site during and after a storm event.
- If a pumped system is ultimately allowed by City Council, a Natural Gas Emergency Backup Generator with an Automatic Transfer Switch should be a condition of that approval, due to the availability of diesel or gasoline during and after a storm event.
- If a pumped system is ultimately allowed by City Council, another condition of that approval should be the requirement for a perimeter berm around the property at the same height as the finished floor of the building(s) on the property it serves.
- The City has no way of ensuring that property owners are committed to this long term and costly maintenance of a pump system that functions at all times (24hrs, 7 days/week, 365 days a year). If the pump detention system fails, it could result in City indemnification by other property owners.
- If pumped detention is granted to the property in question, this modification could cause other proposed developments in the City to follow suit. This could potentially result in multiple pump failures throughout the City of Manvel in a given storm event.

**CITY STAFF RECOMMENDATION:** The City Staff does not recommend the use of pumped detention. The City of Manvel Design Criteria Manual (DCM) does not allow pumped detention under any circumstances due to the reasons listed above.

**PD&Z DISCUSSION:** Staff presented this request to the Planning, Development, and Zoning Commission (PD&Z) with a recommendation of denial at their regular meeting on June 12, 2023. PD&Z Commission member's discussion with staff and applicant included the following highlights:

- One of the Commission members asked if pumped detention should be allowed with necessary fail-safe measures, considering limited acreage of commercial properties along SH 6 and within City of Manvel in general. It was also asked whether, not allowing pumped detention based on extreme rain events like Harvey was necessary.
- In response to a question about the reasoning for not allowing pumped detention, City Engineer indicated that gravity doesn't fail but pump system being a mechanical device could fail, especially during extreme events. He further clarified that during



extreme events failure of the pump system is possible in spite of all fail-safe measures.

- Commission members generally discussed how fail-safe measures are important and asked about maintenance responsibility for the overall system, as well as, the ability of City staff to regularly monitor the system after installation. Additionally, the Commission also had questions about what the applicant had in mind in terms of emergency plan and other best practices.
- Commission members also noted that if a receiving ditch reaches capacity, neither gravity not pumped detention will allow more water to flow.
- Commission members also acknowledged that City doesn't have the infrastructure or any ordinance to enforce maintenance and upkeep of any pumped detention facility.
- The applicant explained that Brazoria County Drainage District #4 (BDD4) as well as Texas Department of Transportation allow pumped detention. He added that BDD4 requires installation of a control panel capable of recording pump operation related readings and submittal of quarterly reports.
- The applicant explained that the proposed detention will include a certain amount of gravity flow after which a dual pump system will take over.
- In response to maintenance related questions, the applicant indicated that BDD4 requires a one-time payment into an escrow account for repairs, should, for some reason, property owner cannot make repairs. He also added that BDD4 has dedicated staff for inspections.
- It was also mentioned by the applicant that BDD4 requires that if property is sold, the title for the new owner must reflect any existing pumped detention
- The applicant responded to the Commission's discussion about detention volume and clarified that the volume of detention required for the development will be the same irrespective of the type of detention. Referring to extreme events, the applicant stated that properties could flood if a great amount of rainfall occurs in a short period of time, irrespective of pumped detention or gravity flow-based detention.
- Staff suggested the following conditions to be applied if allowing pumped detention was to be considered: (1) Natural Gas Emergency Backup Generator with an Automatic Transfer Switch {in an emergency situation, diesel or gasoline may or may not be available, and access to the site might not be possible}; (2) A perimeter berm around the property (at the same height as the Finished Floor); and (3) Indemnification for the City from any damages in the event of failure.
- The applicant stated that a perimeter berm at the same height as the finished floor was not best engineering practice and requested that it not be considered as a condition.

**PD&Z RECOMMENDATION:** A motion was made to recommend approval of the requested variance to the City Council to allow pumped detention with the following two conditions: (a) Installation of a Natural Gas Emergency Backup Generator with an Automatic Transfer Switch; and (b) indemnity agreement for the City from all liabilities. The motion failed with a vote of two (2) "Yeas" to four (4) "Nays."





**ATTACHMENTS:** City of Manvel DCM Modification Request form, Vicinity Map, Detention Exhibit, Schematic Site Plan B, and Schematic Site Plan C.

**FUNDING ISSUES**

- ☒ Not applicable  
☐ Not budgeted  
☐ Full amount already budgeted  
☐ Funds to be transferred from Acct.#

**SUBMITTING STAFF MEMBER**  
Percy Ben, Associate Engineer

**FINANCE DIRECTOR APPROVAL** \_\_\_\_\_

**CITY MANAGER APPROVAL** \_\_\_\_\_





# MANVEL CITY COUNCIL DATA SHEET

---

**MEETING DATE:** June 20, 2023

**TOPIC:** Public hearing regarding amending the zoning ordinance by changing the zoning classification of 0.8616-acre tract of land located at 7218 North Masters Road, Manvel, Texas (Across the street from E.C. Mason Elementary School), from Light Commercial District (LC) to Light Commercial District with Specific Use Permit (LC-SUP); providing for the granting of a Specific Use Permit with conditions to authorize the use of property for NAICS use 621210 "Offices of Dentists".

**BACKGROUND:** The subject site is located at 7218 North Masters Road, Manvel, Texas (across the street from E.C. Mason Elementary School). The subject site is an approximate, 0.8616-acre tract of land and is currently zoned Light Commercial District (LC). The owner, Tri Thien Tran is intending to develop the subject site for dental office use (Tran Masters Project). In 2020, Zoning ordinance was amended to include SUP requirement for all land uses under NAICS use Category No. 621, *Ambulatory health care services*. Section 77-50 of the zoning ordinance requires a Specific Use Permit for NAICS use No. 621210 "Offices of Dentists".

The applicant has submitted construction plans (at their own risk) for a proposed commercial building with associated site improvements and intends to establish a dental office use at the subject site. The applicant has indicated that the proposed dental clinic will provide general dentistry services including restorations (crowns, bridges, fillings), extractions, and root canal therapies. He has also clarified that his services will not require the use of general anesthesia or sedation of any type. The applicant met with staff for a pre-development meeting in January 2023 to discuss the proposed project. This site included a non-conforming structure on the subject site which was demolished recently. The civil site and infrastructure construction plans for the proposed development have been submitted for Texas Department of Transportation (TxDOT) and City of Manvel approval. A detailed review of site and building construction plans is ongoing and shall continue as part of the platting and permitting process. The proposed development will connect to City of Manvel's water and wastewater system.

The proposed use being a low intensity medical office type use is not anticipated to have any negative impact on the nearby properties, considering, (a) location along a major thoroughfare and (b) surrounding properties zoned LC district. The proposed dental office use will be similar to other general office or retail sales and service use in terms of its operation and traffic patterns. The proposed use meets all the criteria of approval provided in Section 77-50 (e) of the code of ordinances, which focus on

ensuring that the proposed use will be in harmony with the adjacent property and will not have a detrimental impact on the general area.

The subject site being located along a major thoroughfare, makes it an appropriate location for the proposed use and hence aligns with the Comprehensive plan goals. The proposed use is not anticipated to be injurious to the use and enjoyment of neighboring property, nor significantly diminish or impair property values in the vicinity. Section 77-50 (g) (4) of the zoning ordinance provides the following predetermined conditions for NAICS use Category No. 621, *Ambulatory health care services* upon approval of the SUP.

1. The facility is only permitted to operate during the hours of 8:00 a.m. to 10:00 p.m. each day, unless authorized by an approved SUP;
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.

**STAFF RECOMMENDATION:** City staff recommends approval with ten (10) conditions as proposed and listed in the Staff Report.

**PD&Z DISCUSSION:** At the June 12, 2023, Planning, Development and Zoning Commission held a public hearing at which no public input was received. The Commission generally discussed the project and verified that drainage related requirements shall be met. Staff clarified that the construction plans are in review and that all adopted codes and ordinances of the City of Manvel would apply to the project. The applicant spoke at the meeting and explained that his team has been in communication with City staff and that they intend to meet all the requirements of City of Manvel. He also indicated that if the requested SUP is not approved, he has plans to use the proposed building for a commercial use permitted within LC district.

**PD&Z RECOMMENDATION:** The Planning, Development, and Zoning Commission recommended approval of Ordinance No. 2023-O-019 with a vote of six (6) "Yeas" to zero (0) "Nays" at their June 12, 2023, meeting.

**ATTACHMENTS:** Staff Report and Ordinance No. 2023-O-19

#### **FUNDING ISSUES**

- ☒ Not applicable  
☐ Not budgeted  
☐ Full amount already budgeted  
☐ Funds to be transferred from Acct.#

**SUBMITTING STAFF MEMBER**  
Jose Abraham

**FINANCE DIRECTOR APPROVAL** \_\_\_\_\_

**CITY MANAGER APPROVAL** \_\_\_\_\_





## City Council Specific Use Permit Request

|                    |                      |                      |                                                |
|--------------------|----------------------|----------------------|------------------------------------------------|
| <b>Agenda of:</b>  | June 20, 2023        | <b>Initiated By:</b> | Jose Abraham<br>City Planner                   |
| <b>Department:</b> | Development Services | <b>Presented By:</b> | Jessica Rodriguez<br>Dir. Development Services |

### Subject/Proceeding

Specific Use Permit (SUP) request to establish a dental office on an approximate 0.8616-acre tract of land located at 7218 North Masters Road, Manvel, Texas, in the Light Commercial District (LC).

### Exhibits

Zoning Vicinity Map, Aerial Vicinity Map, Major Thoroughfare Plan Map, Property Survey, Proposed Site Plan (Landscaping Plan), Proposed Building Elevations, Grading and Drainage Plan, Application, Letter of Authorization, Letter of Request, and Public Hearing Notice.

### Recommended Action

A Public Hearing followed by consideration and action from the City Council to approve Ordinance No. 2023-O-19.

### Executive Summary

The subject site is located at 7218 North Masters Road, Manvel, Texas (across the street from E.C. Mason Elementary School). The subject site with approximately 0.8616 acres is currently zoned Light Commercial District (LC).

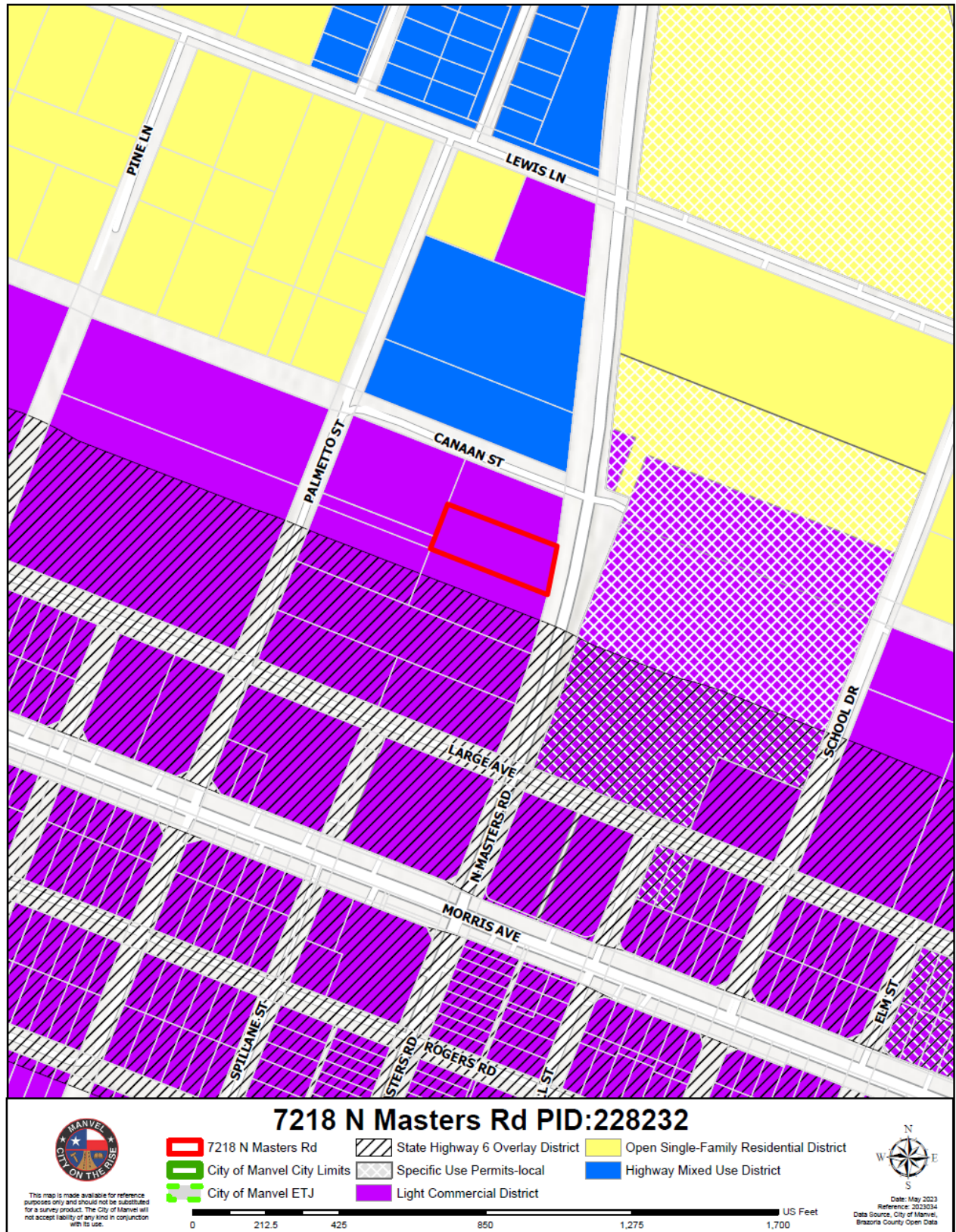
The owner, Tri Thien Tran, is requesting a SUP to allow NAICS Use No. 621210 "Offices of Dentists" at the subject site. The applicant has met with staff for a pre-development meeting to discuss the proposed site plan and construction plan for the site is under review. Staff overview of the proposed SUP is contained in the attached Staff Report section.

## Aerial Vicinity Map





## Zoning Vicinity Map





## Staff Report

### **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. Because, however, 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 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.”

### **General Site Information**

The following is a summary of general site information.

|                                    |                                                                                                                                                                                                                                                                                                   |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Surrounding Property Zoning</b> | <b>North:</b> Light Commercial District (LC)<br><b>South:</b> Light Commercial District /State Highway 6 Overlay District (LC/SH6)<br><b>East:</b> Light Commercial District / State Highway 6 Overlay District / Specific Use Permit (LC/SH6/SUP)<br><b>West:</b> Light Commercial District (LC) |
| <b>Surrounding Land Use</b>        | <b>North:</b> Residential<br><b>South:</b> Residential<br><b>East:</b> E.C. Mason Elementary School<br><b>West:</b> Residential & Undeveloped land                                                                                                                                                |

### **Overview**

The subject site is an approximately 0.8616-acre tract of land located at 7218 North Masters Road, Manvel, Texas. The subject site is situated along the west side of North Masters Road, and across from E.C. Mason Elementary School. The subject site is currently vacant and is accessed from North Masters Road. The City’s Major Thoroughfare Plan classifies North Masters Road as a “parkway” with an ultimate right-of-way width of 120 feet. Properties in immediate vicinity of the subject site, on the north, south, west and east (across from N. Masters Rd) sides are zoned Light Commercial District

(LC). However, abutting properties on the north, south, and west include residential structures, and E.C. Mason Elementary School is located on the east side across from N. Masters Road.

The applicant has submitted construction plans (at their own risk) for a proposed commercial building with associated site improvements and intends to establish a dental office use at the subject site. In 2020, Zoning Ordinance was amended to include SUP requirement for all land uses under NAICS use Category No. 621, *Ambulatory health care services*. NAICS Use No. 621210 "Offices of Dentists" is within this category, therefore, the applicant is requesting a SUP for the proposed dental office use at the subject site. Section 77-50 (e) of the Zoning Ordinance provides the criteria for SUP approval which is discussed in the following sections.

The applicant has indicated that the proposed dental clinic will provide general dentistry services including restorations (crowns, bridges, fillings), extractions, and root canal therapies. He has also clarified that his services will not require the use of general anesthesia or sedation of any type. The applicant met with staff for a pre-development meeting in January 2023 to discuss the proposed project. This site included a non-conforming structure on the subject site which was demolished recently. The civil site and infrastructure construction plans for the proposed development have been submitted for Texas Department of Transportation (TxDOT) and City of Manvel approval. A detailed review of site and building construction plans is ongoing and shall continue as part of the platting and permitting process. The proposed development will connect to City of Manvel's water and wastewater system.

The proposed use being a low intensity medical office type use is not anticipated to have any negative impact on the nearby properties, considering, (a) location along a major thoroughfare and (b) surrounding properties zoned LC district. The proposed dental office use will be similar to other general office or retail sales and service use in terms of its operation and traffic patterns. Adjoining properties include non-conforming residential use due to inclusion of fences along rear and side property lines for the proposed development will be beneficial. The proposed use meets all the criteria of approval provided in Section 77-50 (e) of the code of ordinances, which focus on ensuring that the proposed use will be in harmony with the adjacent property and will not have a detrimental impact on the general area. Section 77-50 (g) (4) of the zoning ordinance provides the following predetermined conditions for NAICS use Category No. 621, *Ambulatory health care services* upon approval of the SUP.

1. The facility is only permitted to operate during the hours of 8:00 a.m. to 10:00 p.m. each day, unless authorized by an approved SUP;
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.

### **Comprehensive Plan**

The vision statement in the 2015 Comprehensive Plan seeks to maintain its rural character and small-town values while managing its growth by: "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". The subject site being located along a major thoroughfare, makes it an appropriate location for the proposed use and hence aligns with the Comprehensive plan goals. The proposed use is not anticipated to be injurious to the use and enjoyment of neighboring property, nor significantly diminish or impair property values in the vicinity.

### **Staff Recommendation**

Based on the above discussion, staff recommends approval of this SUP request for the subject site to allow NAICS Use No. 621210 "Offices of Dentists" with the following conditions:

1. A plat shall be prepared and approved in conformance with Chapter 62 – *Subdivisions*, prior to developing the subject site for the proposed dental office;
2. The proposed dental office on the subject site shall be in conformance with Section 77-31, *Light-commercial (LC) district* requirements;
3. A minimum six-foot-high wooden or masonry fence shall be constructed and retained in conformance with Section 77-43, *Fences* where the proposed dental office abuts a vacant land or residentially used/zoned property.
4. 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;
5. 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;
6. Any changes to the presented concept site development plan needed to conform to adopted City of Manvel codes and ordinances shall be made as part of the construction plan and building permit review process.
7. Parking shall be provided at the rate of 1 space per 250 gross square feet.
8. The facility is only permitted to operate during the hours of 8:00 a.m. to 10:00 p.m. each day;
9. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
10. All doors shall remain unlocked and accessible during normal business hours.

### **Planning, Development and Zoning Commission Public Hearing**

The Notice of Public Hearing at the Planning Development and Zoning (PD&Z) Commission was published in the newspaper of general circulation. All property owners within 200 feet of the property were notified. No one spoke in favor or opposition of the proposed SUP at the Public Hearing held on June 12, 2023 at the PD&Z Commission regular meeting.

### **Planning, Development and Zoning Commission Discussion**

The PD&Z Commission generally discussed the project and verified that drainage related requirements shall be met. Staff clarified that the construction plans are in review and that all adopted codes and ordinances of the City of Manvel would apply to the project. The applicant spoke at the meeting and explained that his team has been in communication with City staff and that they intend to meet all the requirements of City of Manvel. He also indicated that if the requested SUP is not approved, he has plans to use the building for a commercial use permitted within LC district.

### **Planning, Development and Zoning Commission Recommendation**

The PD&Z Commission recommended approval of Ordinance No. 2023-O-019 with a vote of six (6) "Yeas" to zero (0) "Nays" at their June 12, 2023, meeting.



**Public Hearing**

The Notice of Public Hearings to receive public input regarding this request 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 no informational inquiry and is not aware of any opposition to the request. Staff received an email expressing support from Dianne Day who is the owner of the property located at 7146 Masters Road.

## Site Photographs



*Viewing subject site from East along N Masters Rd*



*Viewing subject site from property across the street (E.C. Mason Elementary School)  
along N Masters Rd*



## Site Photographs



*Adjoining property to the North of subject site (7204 N Masters Rd)*



*Adjoining property to the South of subject site (7226 N Masters Rd)*



## Site Photographs



*Viewing from subject site to property across the street (E.C. Mason Elementary School)  
along N Masters Rd*



*Viewing N Masters Rd from west entrance of E.C. Mason Elementary School to South*



## Site Photographs



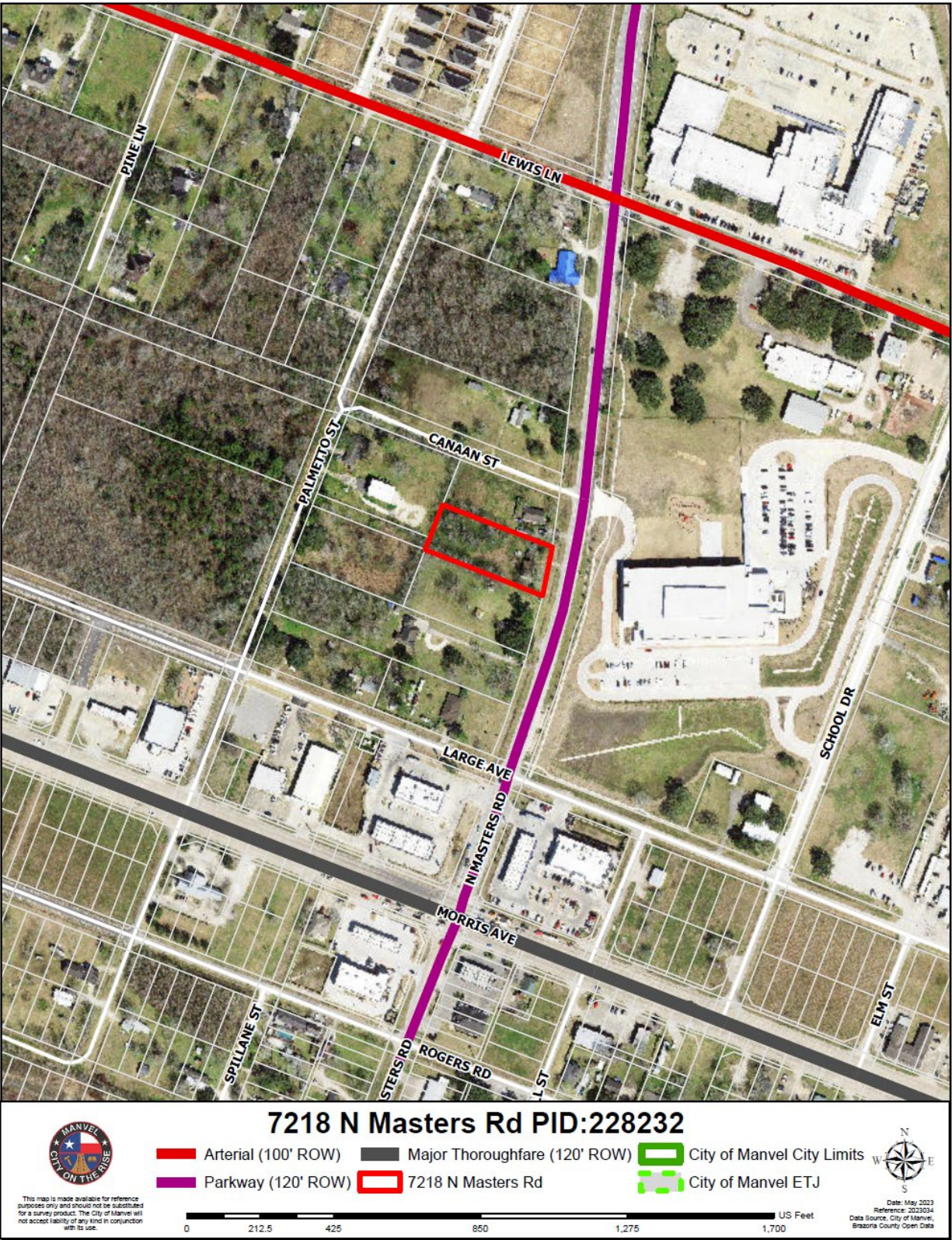
*Adjoining property to the West of subject site (7202 Palmetto St)*



*Adjoining property to the West of subject site (7227 Palmetto St)*

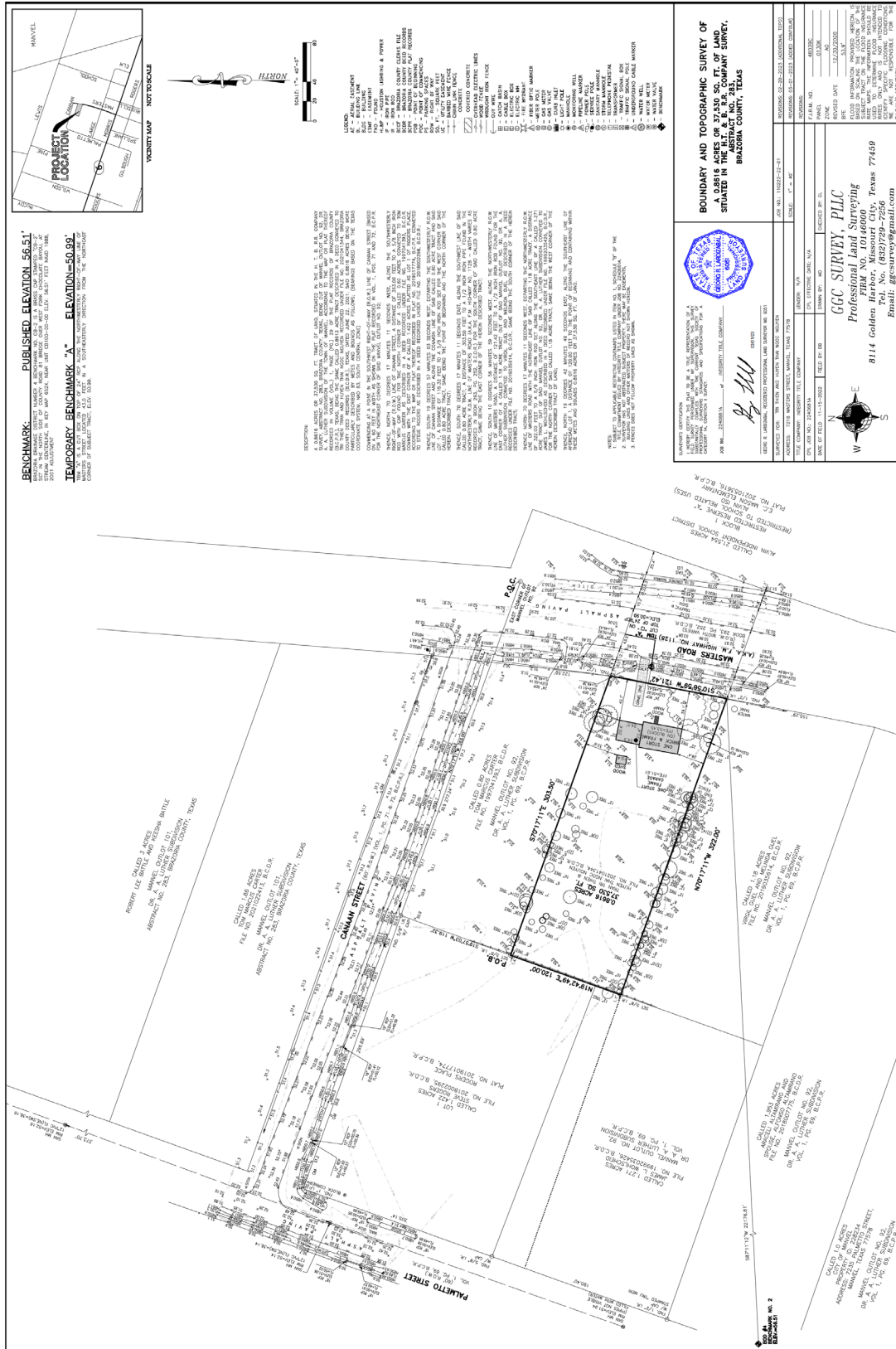


Major Thoroughfare Plan Map





## Property Survey



**PROPOSED SITE PLAN**

**LEGEND:**

- PROPOSED STREET TREES (2" MIN CALIPER (TYP))
- PROPOSED PARKING LOT TREES (2" MIN CALIPER (TYP))
- PROPOSED SHRUBS

**PARKING LOT CALCULATION:**

FLOOR AREA: 3,500 SF DENTAL OFFICE BLDG  
PARKING REQUIRED: 4,000  
TYPE OF CONSTRUCTION: 118  
PARKING SPACES: 40  
OCCUPANCY LOAD: 3500/100 = 35 OCCUPANTS

**LANDSCAPE ANALYSIS:**

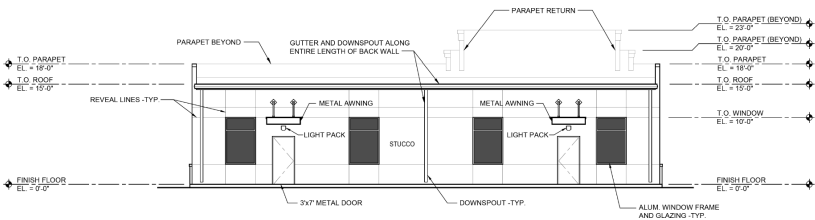
REQUIRED NO. OF STREET TREES: 120/30 = 4 (LARGE TREE 2 CANOPY OAK)  
REQUIRED NO. OF PARKING LOT TREES: 40/10 = 4 (2 MANEAST)  
REQUIRED NO. OF SHRUBS: 4 x 10 = 40 YUCCA/PRITTE

**NOTES:**

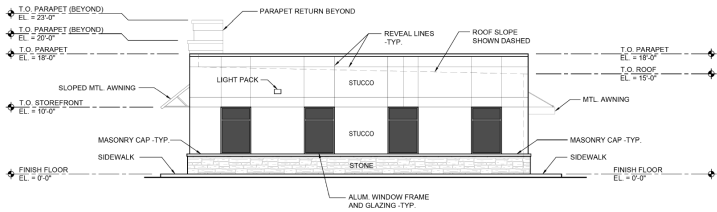
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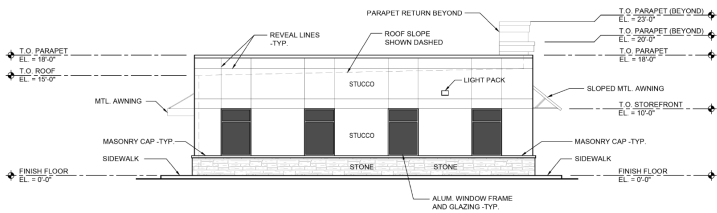
Proposed Building Elevation



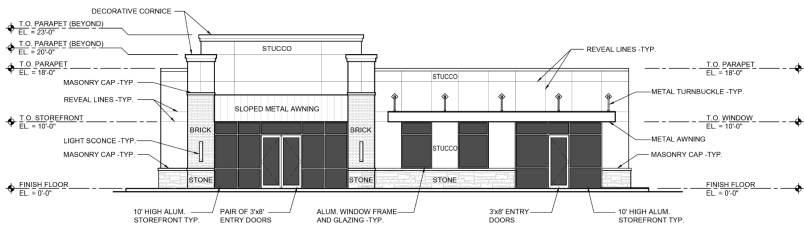
04 ELEVATION (BACK)  
SCALE 1/8"=1'-0"



03 ELEVATION (RIGHT SIDE)  
SCALE 1/8"=1'-0"



02 ELEVATION (LEFT SIDE)  
SCALE 1/8"=1'-0"



01 ELEVATION (FRONT)  
SCALE 1/8"=1'-0"

|            |      |
|------------|------|
| SD 35%     | DATE |
| DD 65%     | DATE |
| DD 75%     | DATE |
| PERMIT     | DATE |
| REVISION 1 | DATE |
| REVISION 2 | DATE |
| REVISION 3 | DATE |

SHELL BUILDING

7218 MASTERS ROAD  
MARVEL, TX 77578

SCHEMATIC DESIGN  
EXTERIOR ELEVATIONS  
03/29/23

V3

# 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: Tran Masters Project  
Project Location/Address: 7218 Masters Rd, Manvel, TX 77578  
Legal Description: MANVEL LOT OL 92A ACRES 0.86  
Current Zoning: 3/21/16 CJC Proposed Land Use: Dental Office NAICS No.: 621210  
Parcel/Tax ID# (s): 228232 Total Acreage: 0.86

#### APPLICANT INFORMATION

Applicant Name: Tri Thien Tran  
Company Name: Tri Tran DMD P.C.  
Address: 2731 Lake Villa Dr City: Missouri City State: TX Zip: 77459  
Phone #: 714-609-7687 Email: tritran58810@gmail.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.*

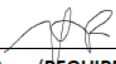
 04/18/2023  
Applicant Signature (REQUIRED) Date

#### PROPERTY OWNER INFORMATION

Owner(s) Name: Tri Thien Tran  
Address: 2731 Lake Villa Dr City: Missouri City State: TX Zip: 77459  
Phone #: 714-609-7687 Email: tritran58810@gmail.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.*

 04/18/2023  
Owner's Signature (REQUIRED) Date

## Application



### 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<br>CHECKLIST ITEMS                                     | REQUIRED<br>(PLEASE<br>CHECK) |
|--------------------------------------------------------------------------------------|-------------------------------|
| Completed Specific Use Permit Application (with all signatures)                      | ✓                             |
| Two (2) Copies of a Conceptual Plan (building, parking, landscaping, etc. locations) | ✓                             |
| Two (2) Legal Descriptions of Property (metes & bounds description if not platted)   | ✓                             |
| 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.

  
\_\_\_\_\_  
Applicant Signature

04/18/2023  
\_\_\_\_\_  
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.

Tri Thien Tran

Owner Name

2731 Lake Villa Dr

Owner Address

Missouri City, TX 77459

Owner City, State Zip

04/18/2023

Date

Building and Inspections

20025 Highway 6

Manvel, TX 77578

Dear City of Manvel Permits and Inspections,

I, Tri Thien Tran, certify that I am the owner of the project property located at 7218 Masters Rd, 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 Peter Truong and Hoat (Henry) Nguyen with the company GOLDLAND ENGINEERS LLC (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 714-609-7687 or tritran58810@gmail.com if you have any questions.

Sincerely,

Owner Name Tri Tran

Owner Signature 

## Letter Of Request

### Letter of Request to Build a Dental Clinic

Tri Thien Tran  
Tri Tran D.M.D P.C  
2731 Lake Villa Dr  
Missouri City, TX 77459  
Cell: 714-609-7687

04/19/2023

Development Services of City of Manvel  
20025 Highway 6  
Manvel, TX 77578  
P: 281-489-0630  
F: 281-489-0634

Dear City of Manvel,

My name is Tri Tran. I am a general dentist licensed in the state of Texas and it has come to the point of my career I would like to build a commercial building to open my dental clinic inside of it. I have purchased a piece of land located at 7218 N Masters Rd, Manvel, TX 77578 and have hired my architect team, led by Peter Truong and Hoat (Henry) Nguyen, to design and build my dental clinic.

The rough design of the building will be 3500 sqft with 12 parking lot and my dental clinic will be mainly about general dentistry which includes but not limited to restorations (crowns, bridges, fillings), extractions, and root canal therapies. I will not participate in general anesthesia or sedation of any type for the patients on the property

I hope my dental clinic will bring valuable healthcare service to the residents of City of Manvel that focuses on ease of access, comfort, and convenience. I sincerely ask for the help of City of Manvel to process my application of Special Use Permit so I can start the process of building my dental clinic.

If there is any questions, please feel free to contact me at 714-609-7687 and/or

[tritrans58810@gmail.com](mailto:tritrans58810@gmail.com)

Sincerely,

A handwritten signature in black ink, appearing to be 'Tri Tran', with a stylized, flowing script.

Tri Tran D.M.D  
Lic#: 36163

## **Public Hearing Notice**

Public Hearing Notice to run on Sunday 05/28/2023

**A PUBLIC HEARING WILL BE HELD AT MANVEL CITY HALL, 20031 HWY 6, MANVEL, TX, 77578 AT 6:00 P.M. ON MONDAY, JUNE 12, 2023, BEFORE THE MANVEL PLANNING, DEVELOPMENT, AND ZONING COMMISSION AND AT 6:00 P.M. ON TUESDAY, JUNE 20, 2023, 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 0.8616 ACRE TRACT OF LAND LOCATED AT 7218 NORTH MASTERS ROAD, MANVEL, TEXAS (ACROSS THE STREET FROM E.C. MASON ELEMENTARY SCHOOL), FROM LIGHT COMMERCIAL DISTRICT (LC) TO LIGHT COMMERCIAL DISTRICT WITH SPECIFIC USE PERMIT (LC-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR NAICS USE 621210 "OFFICES OF DENTISTS"; 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.**



**ORDINANCE NO. 2023-O-19**

**AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF 0.8616 ACRES LOCATED AT 7218 NORTH MASTERS ROAD, MANVEL, TEXAS, FROM LIGHT COMMERCIAL DISTRICT (LC) TO LIGHT COMMERCIAL DISTRICT WITH SPECIFIC USE PERMIT (LC-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE EXISTING USE OF PROPERTY FOR 621210 “OFFICES OF DENTISTS”; 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**, Mr. Tri Thien Tran, is the owner (the “Owner”) of a certain 0.8616-acre tract of land located at 7218 North Masters Road, Manvel, Texas, such tract situated in the H.T. & B.R.R. CO. Survey, Abstract No. 283, Brazoria County, Texas, a map and description of which is attached hereto as Exhibit “A”; and

**WHEREAS**, the 0.8616-acre tract is currently zoned Light Commercial (LC) District; and

**WHEREAS**, the owner, Tri Thien Tran, Tran Masters Project, has filed an application to change the zoning classification of the 0.8616-acre tract to Light Commercial District, with a Specific Use Permit (LC-SUP) allowing the existing use of the property for NAICS use 621210 “Offices of Dentists;” 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 0.8616-acre tract of land located at 7218 North Masters Road, Manvel, Texas, such tract situated in the H.T. & B.R.R. CO. Survey, Abstract No. 283, Brazoria County, Texas, as more particularly described in Exhibit “A” attached hereto, shall be changed from Light Commercial District (LC) to Light Commercial District with Specific Use Permit (LC-SUP), for uses as permitted within such zone classification, subject to the regulations, regulations, and conditions hereinafter set forth:

1. Offices Of Dentists – (NAICS 621210)

**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 additional 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 “B”, attached hereto and incorporated herein as if set out in full. Use and Development of the

Property shall comply with the conditions and with the site plan as shown in Exhibit “C”, attached hereto. The uses and site 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.

**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 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 \$2,000.00. 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 of 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 \_\_\_\_\_, 2023.

**PASSED, APPROVED, AND ADOPTED on second and final reading this**  
**\_\_\_\_\_ day of \_\_\_\_\_, 2023.**

\_\_\_\_\_

\_\_\_\_\_

Dan Davis, Mayor

ATTEST:

\_\_\_\_\_

Tammy Bell, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_

Robert Gervais, City Attorney

Situated in the H.T. & B.R.R. CO. Survey, Abstract No. 283, Brazoria County, Texas.

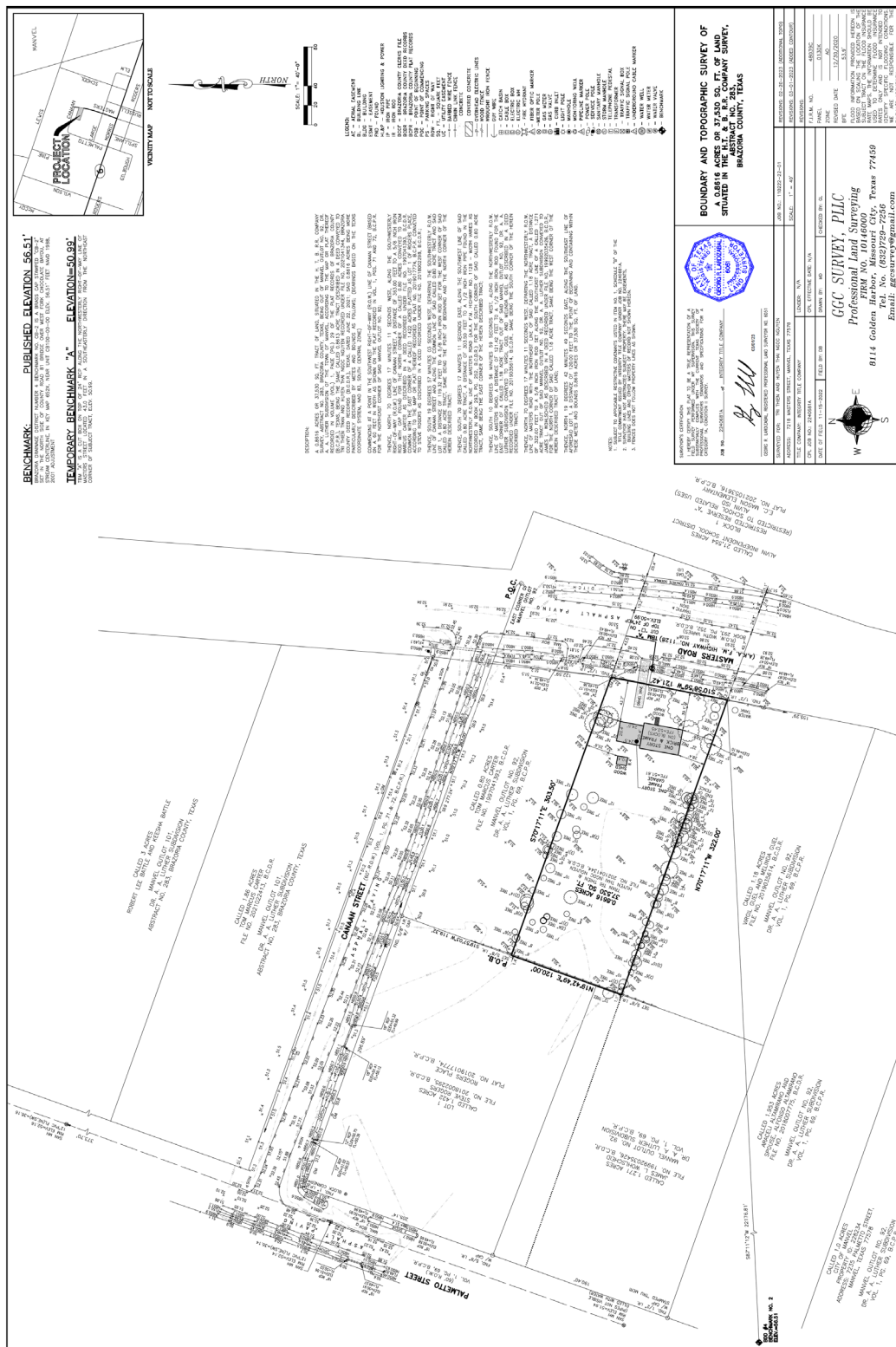




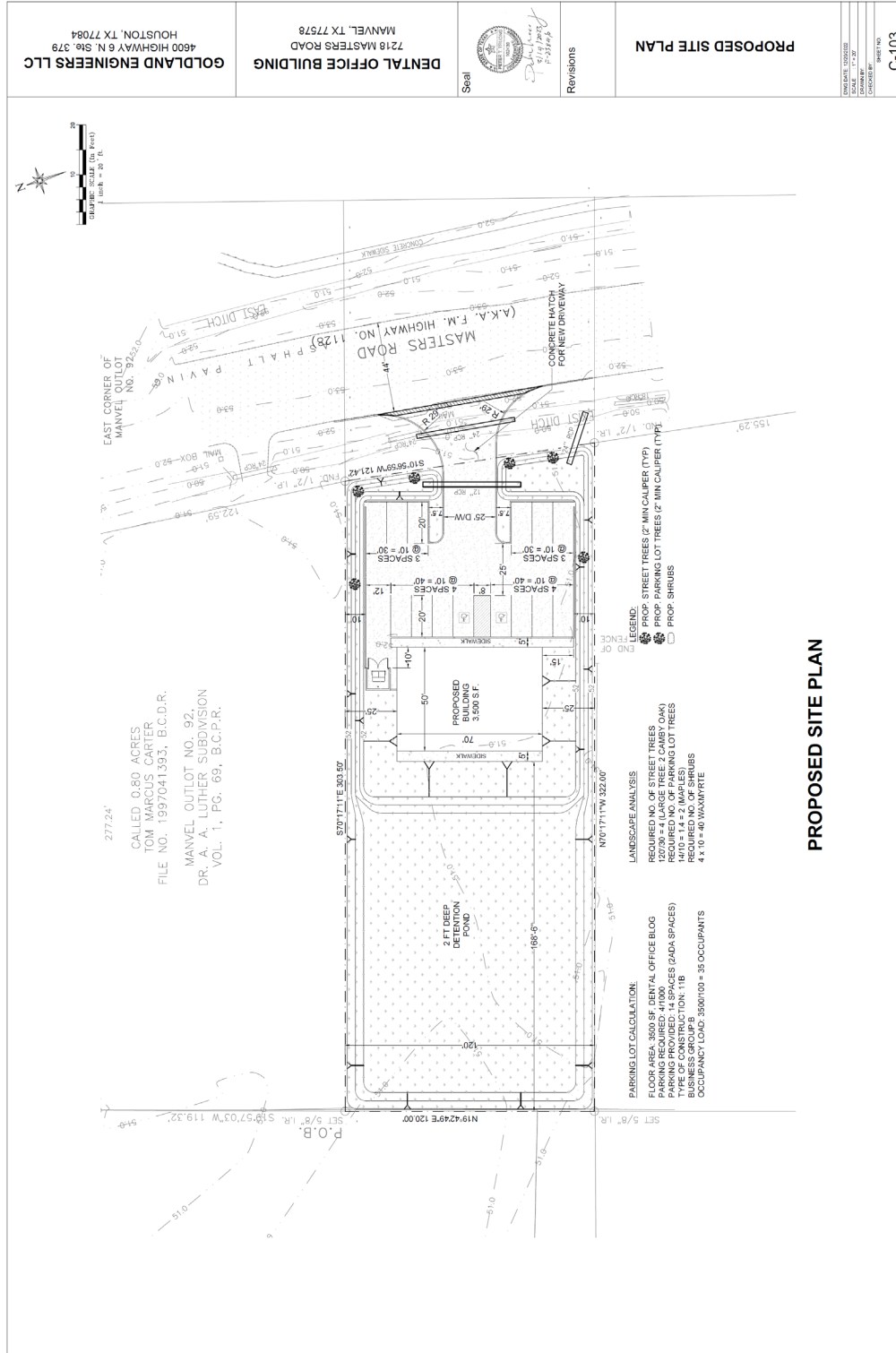
Exhibit B

CONDITIONS FOR 7218 N MASTERS ROAD (OFFICES OF DENTISTS)

1. A plat shall be prepared and approved in conformance with Chapter 62 – *Subdivisions*, prior to developing the subject site for the proposed dental office;
2. The proposed dental office on the subject site shall be in conformance with Section 77-31, *Light-commercial (LC) district* requirements;
3. A minimum six-foot-high wooden or masonry fence shall be constructed and retained in conformance with Section 77-43, *Fences* where the proposed dental office abuts a vacant land or residentially used/zoned property.
4. 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;
5. 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;
6. Any changes to the presented concept site development plan needed to conform to adopted City of Manvel codes and ordinances shall be made as part of the construction plan and building permit review process.
7. Parking shall be provided at the rate of 1 space per 250 gross square feet.
8. The facility is only permitted to operate during the hours of 8:00 a.m. to 10:00 p.m. each day;
9. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
10. All doors shall remain unlocked and accessible during normal business hours.

# Exhibit C

## 7218 N MASTERS ROAD SITE PLAN





# MANVEL CITY COUNCIL

## DATA SHEET

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**MEETING DATE:** June 20, 2023

**TOPIC:** Subdivision variance request for an approximate 0.9470-acres of land located at 19429 Highway 6 (along the north side of Highway 6 abutting east side of O'Reilly Auto Parts), seeking to vary Chapter 62, Section 62-113, *Sidewalks*.

**BACKGROUND:** The 0.9470-acres subject site owned by Kohn Enterprise 1, LLC and is proposed to be developed as Shipley Do-nut Shop. The subject site is located along the north side of Highway 6 abutting east side of O'Reilly Auto Parts at 19429 Highway 6. The subject site is zoned Light Commercial/ State Highway 6 Overlay District (LC/SH6) (Vicinity Map attached).

The applicant Dong Nguyen P.E., is the design engineer for the proposed development. The applicant submitted construction plans for the proposed development in May 2022, which was approved in January 2023. However, the plans were resubmitted in April 2023, as the applicant revised the approved site layout. Please note that the subject site was part of a replat approved in September 2020 and the proposed development was not conceived at that time. Additionally, the recorded plat for the subject site includes a note stating: "Sidewalks shall be constructed as part of the issuance of a building permit for each tract, if required." As part of the civil construction plan review, staff provided a comment that a sidewalk is required for the proposed development. City of Manvel's sidewalk requirement is derived from the Subdivision Ordinance, Major Thoroughfare Plan, and the Design Criteria Manual (DCM).

Section 62-113 of the subdivision ordinance establishes the requirement and states, "*Sidewalks shall be constructed at a minimum of four feet wide or as determined by the city's thoroughfare plan and in accordance with the city's design criteria profile. Sidewalks shall be installed in accordance with the city's design criteria manual.*" Up until October 2022, the Design Criteria Manual requirement stated, "*Sidewalks are required along all curb and gutter streets...*" In October 2022, the DCM sidewalk requirement was amended to state, "*Sidewalks are required along all streets.*" Upon receiving the sidewalk-related comment, the applicant has challenged the sidewalk requirement and has indicated that the requirement will be a burden on the property owner and would increase the cost of the project. The applicant's reasoning is that the adjoining properties and several other properties along Highway 6 also do not have a sidewalk. Therefore, the applicant on behalf of the property owner is requesting a variance to Section 62-113 of the subdivision ordinance.

The applicant has had several email communications regarding this topic and it culminated into this request for variance and a meeting with staff to discuss the request. Staff would also like to highlight that the application of sidewalk requirement had been challenging prior to some of the recent amendments to the DCM. This was primarily because the language in the DCM "*Sidewalks are required along all curb and gutter streets*" could potentially be read as; "Sidewalks are required ONLY along curb and gutter streets." However, when read in combination with the subdivision regulation and the Major Thoroughfare Plan it is evident that sidewalks are required along all streets and any exception should be considered only through a variance mechanism.

With respect to Section 62-5, *Variance*., Staff finds the following:

- Satisfying the first criterion requires existence of any special circumstances affecting the



property. The applicant has indicated on the application form that the special circumstance affecting this property is that Highway 6 does not have sidewalks currently. He has further elaborated that sidewalk requirement will result in additional cost to the owner (application form attached). Staff finds that location of the subject site along Highway 6 can be considered a special circumstance, however, in a different manner. Highway 6 right-of-way includes segments that are curb and gutter and segments that have an open ditch drainage system. Therefore, application of sidewalk requirements may have varied in the past. Additionally, the subject site is near Manvel High School which generates foot-traffic, thereby, justifying the need for sidewalks in the area. Properties along Highway 6 have developed over a span of time with varying development standards and enforcement. Therefore, it is true that several commercial developments do not have a sidewalk; however, the applicant's claim that Highway 6 does not have any sidewalks is not accurate. Recent developments such as Starbucks, Stripes, Dollar General, Wendy's, and Redeemer church have installed sidewalks.

- The strict enforcement of the requirement will not deprive the applicant of a substantial property right. The proposed development project can continue as planned if a sidewalk is constructed. Staff has already provided input to the applicant regarding placement and location of sidewalk. The sidewalk requirement will result in additional cost, however, will also add value to the project as well as to the community by providing a safe and convenient pedestrian experience.
- The applicant is claiming that granting of the variance will not be materially detrimental to the public welfare or injurious to other property or property rights in the vicinity. Sidewalks provide many benefits including safety, mobility, and healthier communities. Even though currently, Highway 6 has lesser pedestrians compared to some other streets, the value of sidewalk in terms of pedestrian safety cannot be ignored, especially considering proximity to Manvel High School. It is true that adjoining properties do not have a sidewalk currently, however, not having a sidewalk along the subject site will only make the situation worse in terms of pedestrian safety and is against the intent of the requirement. Also, the applicant's claim (in the application form) that nobody uses the sidewalk is not accurate. When taking pictures to include in the agenda packet, staff witnessed two students walking in the ditch. Even though this is anecdotal, it points towards a need for sidewalks in the area.

**RECOMMENDATION:** The City staff is recommending denial of this variance request to Chapter 62, Section 62-113, *Sidewalks.*, based on the above discussion.

**ATTACHMENTS:** Application Form, Vicinity Aerial Map, Vicinity Zoning Map, and Major Thoroughfare Plan Map, Recorded Plat, Proposed Site Plan, and Site Pictures.

## FUNDING ISSUES

- ☒ **Not applicable**  
☐ **Not budgeted**  
☐ **Full amount already budgeted**  
☐ **Funds to be transferred from Acct.#**

**SUBMITTING STAFF MEMBER**  
 Jose Abraham, City Planner

**FINANCE DIRECTOR APPROVAL** \_\_\_\_\_

**CITY MANAGER APPROVAL** \_\_\_\_\_

# CITY OF MANVEL

<http://www.cityofmanvel.com>

PO Box 187  
Manvel, Texas 77578

Phone: (281) 489-0630  
Fax: (281) 489-0634

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## Subdivision Variance Application

### Applicant Information

Applicant (if not owner): Dong Nguyen  
Phone: 979-264-3510 e-mail: albengineering@entouch.net  
Owner: Konh Enterprise 1, LLC. Manager by Tharith Konh  
Owner Address: 5225 Bellaire Blvd. City Bellaire State TX Zip 77401  
Phone: 281-760-6811 e-mail: tkarithkonh@gmail.com

### Property Information

Site Address: 19429 SH 6, Manvel, TX 77578  
Legal description (from deed): Mary V. O'Donnell Survey, A-483  
(Property must be legally subdivided or be lot of record)  
Brazoria County Identification Number: \_\_\_\_\_

### Description of Subdivision Variance Request

Sec. 62-113 - Sidewalks - Sidewalks shall be constructed at a minimum of  
four feet wide or as determined by the City's thoroughfare plan and in  
accordance with the city's design criteria profile

### Detailed Explanation of Subdivision Variance Request

Please answer, on a separate sheet of paper if necessary, the following questions:

- o What are the special circumstances or conditions affecting the land involved such that the strict application of the provisions of the subdivision code would require a variance to the city's subdivision ordinance?

There is no sidewalk along state highway 6 now. The required 5'  
sidewalk will create additional cost of project construction and no  
one uses the sidewalk since it cannot connect to any existing sidewalk.

o How is the variance necessary for the preservation and enjoyment of a substantial property right of the applicant?

The variance will reduce the construction cost and make the project to agree with existing landscape condition.

o Describe how the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area.

There is no adverse impact on the public health and safety per variance request.

o Describe how the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of the subdivision ordinance.

The variance will not have adverse impact of orderly subdivision of other land in the area due to the unique condition of state highway 6 without the existitng sidewalk.

#### **Applicant Authorization**

I authorize the City of Manvel to conduct any site visits necessary to evaluate this subdivision variance application.

I hereby state that I have prepared this application and that, to the best of my knowledge, the information contained herein is complete, accurate, and a true representation of the subdivision variance request. I further attest that I have the authority to submit this application and agree to comply with any and all conditions of subdivision variance approval. I agree to provide any additional information requested by the City of Manvel as they deem necessary for the processing of this application.

Dong Nguyen

Applicant Signature

June 1, 2023

Date

Submit variance request material to the Permit Department, City of Manvel, 20025 Highway 6 Manvel, Texas 77578 with the plat application. Failure to pay the required application fees or provide the information, drawings, or attachments in the form as requested by the City shall automatically mark the application as 'incomplete' and such application shall not be placed on the agenda for consideration until all information, fees, drawings, or attachments are deemed to be complete and in proper form by city staff.





Twin Lakes RV Resort

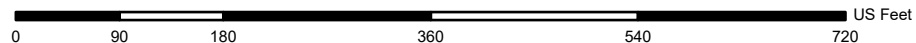
# 19429 Highway 6 PID: 553806



 City of Manvel ETJ  City of Manvel City Limits  PID553806

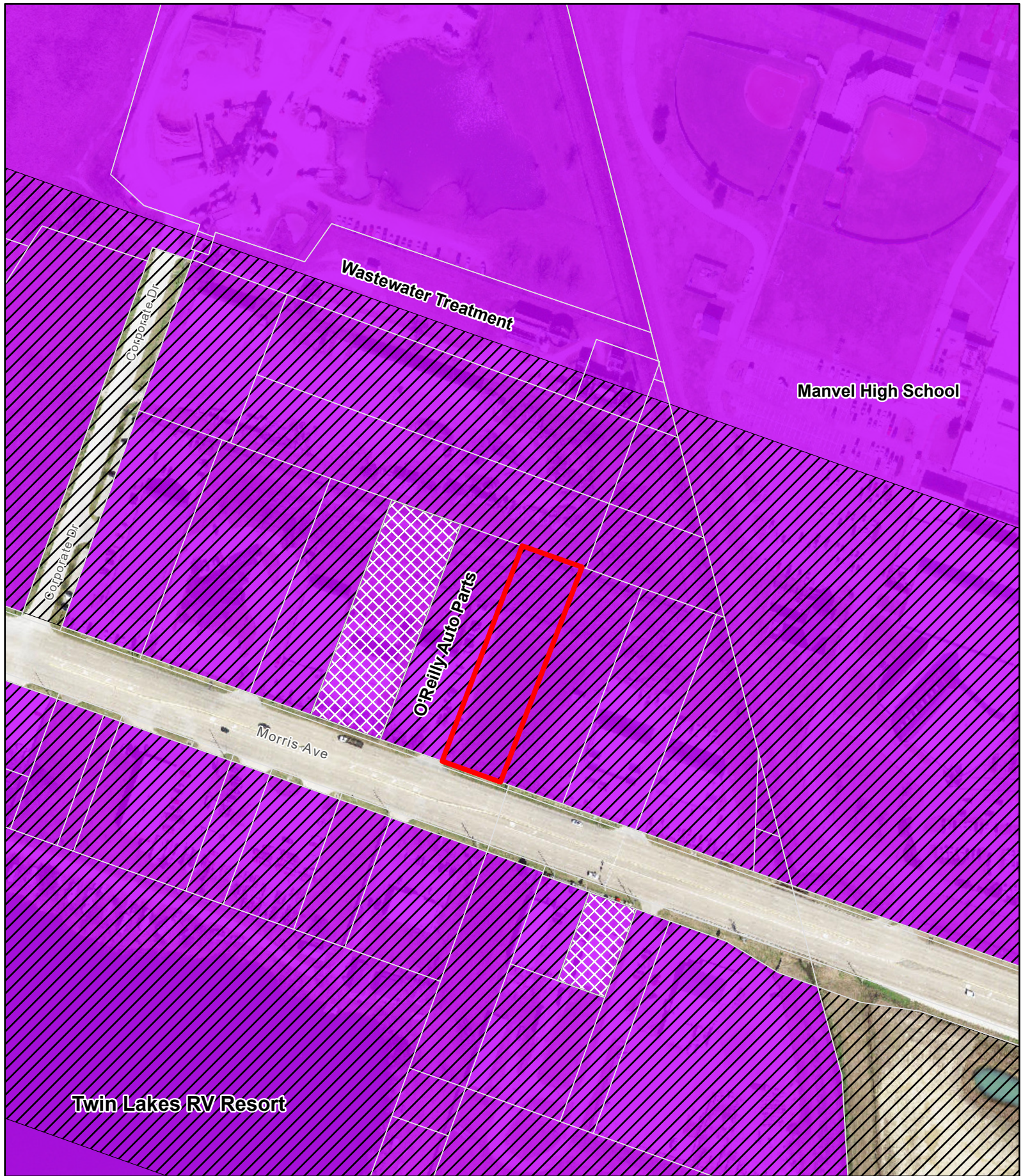


This map is made available for reference purposes only and should not be substituted for a survey product. The City of Manvel will not accept liability of any kind in conjunction with its use.



Date: June 2023  
Reference: 2023041  
Data Source: City of Manvel,  
Brazoria County Open Data





## 19429 Highway 6 PID: 553806



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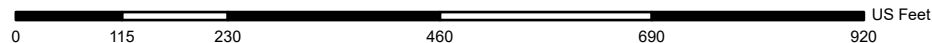
City of Manvel ETJ  
City of Manvel City Limits



PID553806  
Specific Use Permits



State Highway 6 Overlay District  
Light Commercial District



Date: June 2023  
Reference: 2023041  
Data Source: City of Manvel,  
Brazoria County Open Data





Twin Lakes RV Resort

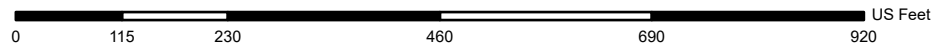
# 19429 Highway 6 PID: 553806



-  City of Manvel ETJ
-  PID553806
-  City of Manvel City Limits
-  Major Thoroughfare (120' ROW)



This map is made available for reference purposes only and should not be substituted for a survey product. The City of Manvel will not accept liability of any kind in conjunction with its use.



Date: June 2023  
Reference: 2023041  
Data Source: City of Manvel,  
Brazoria County Open Data



STATE OF TEXAS  
COUNTY OF BRAZORIA

WE, MANVEL DEVELOPMENT COMPANY, INC., OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED THERETO AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT DEDICATED TO THE PUBLIC FOREVER, ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION HEREIN EXPRESSED. THE OWNER DOES HEREBY WAIVE ALL CLAIMS FOR DAMAGES OCCASIONED BY THE ESTABLISHMENT OF GRADES AS APPROVED FOR THE STREETS AND DRAINAGE EASEMENTS DEDICATED OR OCCASIONED BY US THE ALTERATION ON THE SURFACE, OR ANY PORTION OF THE STREETS OR DRAINAGE EASEMENTS TO CONFORM TO SUCH GRADES, AND DO HEREBY BIND MYSELF, MY HEIRS, SUCCESSORS AND ASSIGNS, TO WARRANT AND DEFEND THE TITLE TO THE LAND SO DEDICATED.

WITNESSE OUR HANDS IN MANVEL, BRAZORIA COUNTY, TEXAS, THIS 27 DAY OF April, 2020.

MARK LOWE, PRESIDENT

STATE OF Brazoria  
COUNTY OF Brazoria

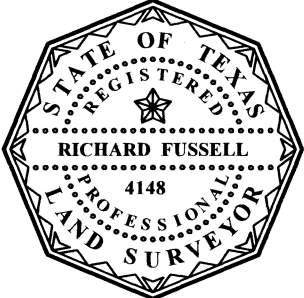
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED MARK LOWE, KNOWN TO ME TO BE THE PERSON, WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN AND HEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS 27 OF April, 2020.

Cathy Fontenot  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS  
MY COMMISSION EXPIRES ON 11/12/2020



THIS IS TO CERTIFY THAT I, RICHARD FUSSELL, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4148, OF THE STATE OF TEXAS, HAVE PLATTED THE ABOVE SUBDIVISION FROM AN ACTUAL SURVEY ON THE GROUND, AND THAT ALL BLOCK CORNERS, LOT CORNERS, AND PERMANENT REFERENCED MONUMENTS HAVE BEEN SET, THAT PERMANENT CONTROL POINTS WILL BE SET AT THE COMPLETION OF CONSTRUCTION AND THAT THIS PLAT CORRECTLY REPRESENTS THAT SURVEY MADE BY ME.

Richard Fussell  
REGISTERED PROFESSIONAL LAND SURVEYOR #4148



CITY OF MANVEL APPROVAL THIS 14th OF September, 2020.

GEORGE GRIFFITH,  
PLANNING, DEVELOPMENT, & ZONING COMMISSION

Christy Newberry  
PLANNING, DEVELOPMENT, & ZONING COMMISSION

Nicole Liston-Tyson  
PLANNING, DEVELOPMENT, & ZONING COMMISSION

Alvin Rogers  
PLANNING, DEVELOPMENT, & ZONING COMMISSION

Kyle Maraschkin  
VICE CHAIRPERSON  
PLANNING, DEVELOPMENT, & ZONING COMMISSION

Dorothy Wynne  
CHAIRPERSON  
PLANNING, DEVELOPMENT, & ZONING COMMISSION

Muhammed Alam  
PLANNING, DEVELOPMENT, & ZONING COMMISSION

STATE OF TEXAS  
COUNTY OF BRAZORIA  
I, JOYCE HUDMAN, COUNTY CLERK, BRAZORIA COUNTY, TEXAS DO HEREBY CERTIFY THAT THE WRITTEN INSTRUMENT WITH ITS AUTHENTICATION WAS FILED FOR REGISTRATION IN MY OFFICE ON 20 AT 0 O'CLOCK M IN DOCUMENT NUMBER 2012001334 BRAZORIA COUNTY MAP RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE, AT ANGLETON, BRAZORIA COUNTY, TEXAS, THE DAY AND DATE LAST WRITTEN ABOVE.

JOYCE HUDMAN  
COUNTY CLERK  
BRAZORIA COUNTY, TEXAS

BY: Deputy

THIS IS TO CERTIFY THAT BRAZORIA COUNTY CONSERVATION AND RECLAMATION DISTRICT NO. 3 HAS APPROVED THE PLAT OF AMENDING PLAT OF REPLAT OF RESERVE "A" CORPORATE CENTER AS SHOWN HEREON THE 5 DAY OF May, 2020.

Jacky Kubeck  
COMMISSIONER

Jody Schib  
COMMISSIONER

Alfred Froberg, Jr.  
COMMISSIONER

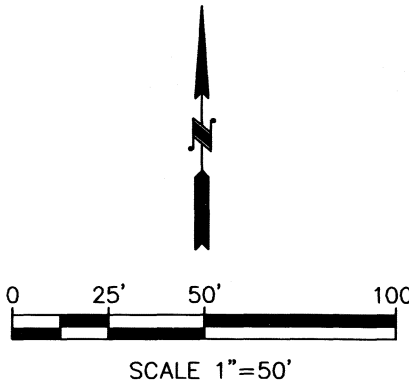
Dong Nguyen, P.E., C.F.M.  
DISTRICT ENGINEER

BRAZORIA COUNTY CONSERVATION AND RECLAMATION DISTRICT NO. 3 NOTES

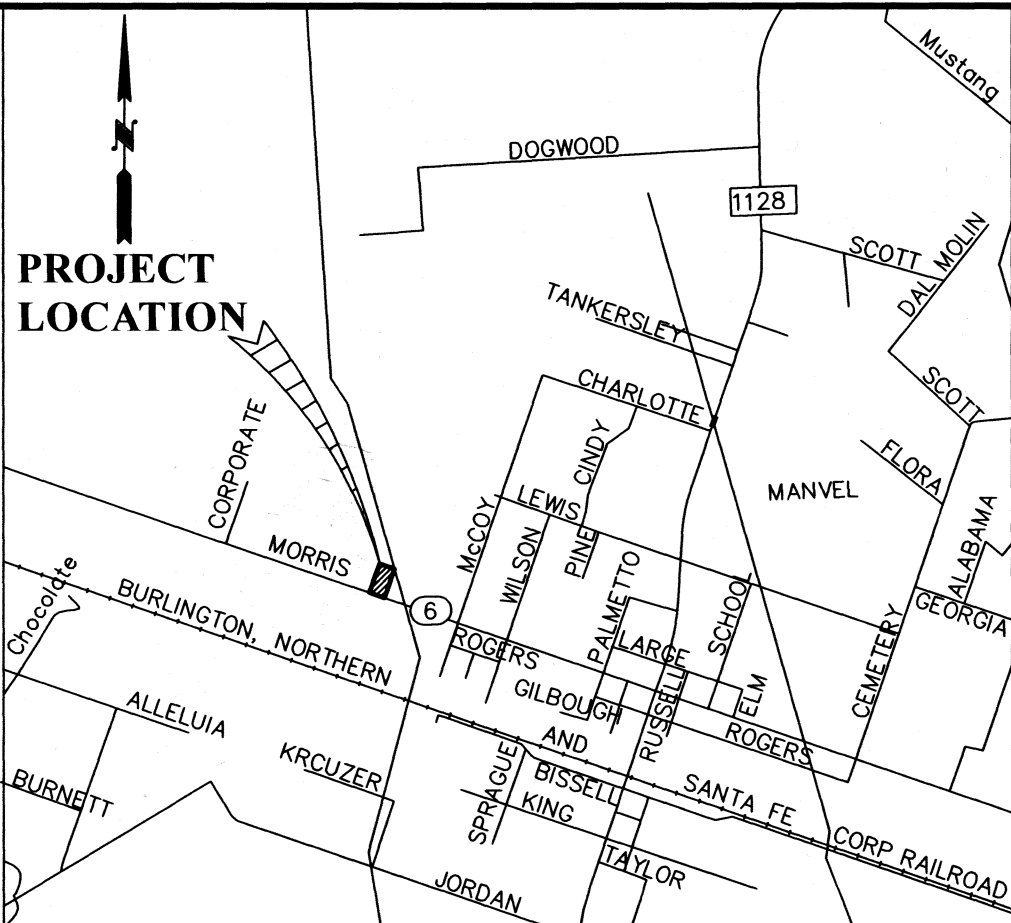
- DRAINAGE EASEMENTS MAY BE USED BY ANY GOVERNMENT BODY FOR THE PURPOSES OF DRAINAGE WORK, PROVIDED BRAZORIA COUNTY CONSERVATION AND RECLAMATION DISTRICT NO. 3 (B.C.C.R.D. #3) IS PROPERLY NOTIFIED.
- ALL DRAINAGE EASEMENTS SHOWN HEREON SHALL BE KEPT CLEAR OF FENCES, BUILDING, FOUNDATIONS, PLANTINGS AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF DRAINAGE FACILITIES. LANDSCAPING SHALL BE PERMITTED WITHIN THE DETENTION PONDS LOCATED WITHIN THIS SUBDIVISION.
- MAINTENANCE OF DETENTION FACILITIES SHALL BE THE SOLE RESPONSIBILITY OF THE OWNER OF THE PROPERTY. B.C.C.R.D. #3 SHALL PROVIDE MAINTENANCE OF REGIONAL FACILITIES OWNED AND CONSTRUCTED BY B.C.C.R.D. #3 OR SUB-REGIONAL FACILITIES CONSTRUCTED BY DEVELOPER(S) FOR WHICH OWNERSHIP HAS BEEN TRANSFERRED TO B.C.C.R.D. #3 WITH THEIR APPROVAL. B.C.C.R.D. #3 SHALL BE RESPONSIBLE ONLY FOR THE MAINTENANCE OF FACILITIES OWNED BY THEM, UNLESS B.C.C.R.D. #3 SPECIFICALLY CONTACTS OR AGREES TO MAINTAIN OTHER FACILITIES.
- THE SIDES OF DRAINAGE CHANNELS AND DETENTION FACILITIES SHALL BE HYDROMULCH SEEDED.
- OUTFALL STRUCTURES AND CULVERTS SHALL COMPLY WITH SECTION LLL S. 2 OF THE BRAZORIA COUNTY CONSERVATION AND RECLAMATION DISTRICT NO. 3 REGULATIONS. BRAZORIA COUNTY CONSERVATION AND RECLAMATION DISTRICT NO. 3 HAS ADOPTED THE BRAZORIA COUNTY DRAINAGE DISTRICT CRITERIA MANUAL AS ITS GUIDE. EROSION PROTECTION FOR OUTFALL STRUCTURES MUST BE REINFORCED CONCRETE. CONCRETE RUBBLE IS NOT ALLOWED.
- B.C.C.R.D. #3 APPROVAL OF THE FINAL DRAINAGE PLANS AND FINAL PLAT (IF REQUIRED) DOES NOT AFFECT THE PROPERTY RIGHTS OF THIRD PARTIES. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING AND MAINTAINING ANY AND ALL EASEMENTS, FEE STRIPS AND/OR ANY OTHER RIGHT-OF-WAY ACROSS THIRD PARTY DRAINAGE FACILITIES AS CONTEMPLATED BY THE FINAL DRAINAGE PLANS AND THE FINAL PLAT.
- B.C.C.R.D. #3 PERSONNEL SHALL HAVE THE RIGHT TO ENTER UPON THE PROPERTY FOR INSPECTION AT ANY TIME DURING CONSTRUCTION OR AS MAY BE WARRANTED TO ENSURE THE DETENTION FACILITIES OPERATING PROPERLY.
- DETENTION IS REQUIRED BY B.C.C.R.D. #3 IN ORDER TO OFFSET ADDITIONAL STORM RUNOFF DUE TO THE INCREASED IMPERVIOUS COVER FROM THE DEVELOPMENT.

# LEGEND:

- B.L. = BUILDING LINE
- U.E. = UTILITY EASEMENT
- D.E. = DRAINAGE EASEMENT
- D.R.B.C. = DEED RECORDS OF BRAZORIA COUNTY
- P.R.B.C. = PLAT RECORDS OF BRAZORIA COUNTY
- O.R.B.C. = OFFICIAL RECORDS BRAZORIA COUNTY
- R.O.W. = RIGHT OF WAY
- VOL. = VOLUME
- P.G. = PAGE
- = SET 1/2" IR W/CAP MARKED "SURVEY 1"
- P.O.B. = POINT OF BEGINNING
- I.R. = IRON ROD
- I.P. = IRON PIPE
- ① = BLOCK NUMBER
- = APPROXIMATE HIGH BANK



## PROJECT LOCATION



## VICINITY MAP

SCALE: 1"=1/2 MILE

## KEY MAP

NO. 653Y

### GENERAL NOTES:

- THE BEARINGS AND COORDINATES SHOWN HEREON ARE BASED ON TEXAS SOUTH CENTRAL ZONE 4204 (NAD 83). COORDINATES ARE GRID AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING COMBINED SCALE FACTOR 0.99986369972035. POINTS (A) & (B) WERE HELD FOR HORIZONTAL CONTROL.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) MAP NO. 48339C0130H, WITH THE EFFECTIVE DATE OF JUNE 5, 1989, THE PROPERTY IS LOCATED IN ZONE "AO".
- ALL FLOODPLAIN INFORMATION NOTED IN THE PLAT REFLECTS THE STATUS PER THE FEMA FIRM MAP THAT IS EFFECTIVE AT THE TIME THAT THE PLAT IS RECORDED. FLOODPLAIN STATUS IS SUBJECT TO CHANGE AS FEMA FIRM MAPS ARE UPDATED.
- PERMANENT STRUCTURES, INCLUDING FENCES AND PERMANENT LANDSCAPING, SHALL NOT BE ERECTED IN A DRAINAGE EASEMENT OF FEE STRIPS.
- BUILDING PERMITS WILL NOT BE ISSUED UNTIL ALL STORM DRAINAGE IMPROVEMENTS, WHICH MAY INCLUDE DETENTION PONDS, HAVE BEEN CONSTRUCTED.
- THIS FINAL PLAT WILL EXPIRE TWO (2) YEARS AFTER FINAL APPROVAL BY THE PD&Z, IF CONSTRUCTION OF THE IMPROVEMENTS HAS NOT COMMENCED WITHIN THE TWO-YEAR INITIAL PERIOD OR THE ONE-YEAR EXTENSION PERIOD GRANTED BY COUNCIL.
- SIDEWALKS SHALL BE CONSTRUCTED AS PART OF THE ISSUANCE OF A BUILDING PERMIT FOR EACH TRACT, IF REQUIRED.
- THIS PLAT CLOSES WITHIN THE ALLOTTED AREA (1:15,000).
- DEVELOPMENT REGULATIONS AND CITY PERMITS ARE REQUIRED ON ALL PROPERTY.
- THIS PROPERTY LIES IN THE CITY OF MANVEL, ALVIN ISD, BRAZORIA COUNTY CONSERVATION AND RECLAMATION DISTRICT NO. 3, AND BRAZORIA COUNTY, TEXAS.
- PROJECT BENCHMARK: NGS AW 5684. ELEV: 47.21 (NGVD 1929, 1978 ADJ)  
FLOODPLAIN REFERENCE MARK NUMBER AW 5684 AT RR TRACKS AND MASTERS ROAD (FM 1128) UNDER LOGO CAP WEST OF SMALL BUILDING, (NAVD 1988, 2001 ADJ)  
TEMPORARY BENCHMARK: ELEV: 54.19 (NAVD 1988, 2001 ADJ)  
BOX CUT IN CURB BEARING S 38°46' E, A DISTANCE OF 14.13' FROM A "V" CUT IN CONCRETE FOR THE SOUTHEAST CORNER OF THE SUBJECT PROPERTY.

DESCRIPTION OF A TRACT OF LAND CONTAINING  
1.8940 ACRES (82,502 SQUARE FEET) SITUATED  
IN THE MARY V. O'DONNELL SURVEY, ABSTRACT 483  
BRAZORIA COUNTY, TEXAS

BEING A TRACT OF LAND CONTAINING 1.8940 ACRES (82,502 SQUARE FEET), SITUATED IN THE MARY V. O'DONNELL SURVEY, ABSTRACT 483, SECTION 64, BRAZORIA COUNTY, TEXAS, BEING A PART OF RESERVE "A" OF FINAL PLAT OF A PARTIAL RE-PLAT OF RESERVE "A" CORPORATE CENTER AS RECORDED IN CLERK'S FILE NO. 2005035059 OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS. SAID 1.8940-ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING AT A FOUND "X" IN CONCRETE AT THE SOUTHEAST CORNER OF RESERVE "A" OF THE FINAL PLAT OF A PARTIAL RE-PLAT OF RESERVE "A" CORPORATE CENTER, A SUBDIVISION PLAT RECORDED IN COUNTY CLERK'S FILE NO. 2005035059 OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, SAID POINT BEING IN THE NORTH RIGHT-OF-WAY LINE OF STATE HIGHWAY 6 (120.00 FEET WIDE):

THENCE NORTH 70°26'37" WEST, ALONG SAID NORTH RIGHT-OF-WAY LINE OF STATE HIGHWAY 6 AND THE SOUTH LINE OF SAID RESERVE "A", A DISTANCE OF 130.00 FEET TO A SET 1/2-INCH IRON ROD WITH CAP MARKED "SURVEY 1" FOR THE SOUTHWEST CORNER OF SAID RESERVE "A-1", AND BEING THE SOUTHEAST CORNER AND POINT OF BEGINNING OF THE TRACT HEREIN DESCRIBED;

THENCE NORTH 70°26'37" WEST, CONTINUING ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID STATE HIGHWAY 6, A DISTANCE OF 218.15 FEET TO A SET 1/2-INCH IRON ROD WITH CAP MARKED "SURVEY 1" FOR THE SOUTHEAST CORNER OF RESERVE "A-2"; OF THE FINAL PLAT OF OREILLY AUTO PARTS, A SUBDIVISION PLAT RECORDED IN COUNTY CLERK'S FILE NO. 2012001334 OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS, AND THE SOUTHWEST CORNER OF THE SAID TRACT HEREIN DESCRIBED;

THENCE NORTH 19°33'23" EAST, WITH THE EAST LINE OF SAID RESERVE "A-2", A DISTANCE OF 378.16 FEET TO A SET 1/2-INCH IRON ROD WITH CAP MARKED "SURVEY 1" FOR THE NORTHEAST CORNER OF SAID RESERVE "A-2" AND THE NORTHWEST CORNER OF THE SAID TRACT HEREIN DESCRIBED;

THENCE SOUTH 70°7'20" EAST, WITH THE NORTH LINE OF SAID RESERVE "A", A DISTANCE OF 218.15 FEET TO A SET 1/2-INCH IRON ROD WITH CAP MARKED "SURVEY 1" FOR THE NORTHWEST CORNER OF SAID RESERVE "A" AND THE NORTHEAST CORNER OF THE SAID TRACT HEREIN DESCRIBED;

THENCE SOUTH 19°33'23" WEST, WITH THE EAST LINE OF SAID RESERVE "A", A DISTANCE OF 378.20 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.8940 ACRES (82,502 SQUARE FEET), MORE OR LESS.

## REPLAT OF REPLAT OF RESERVE "A" CORPORATE CENTER

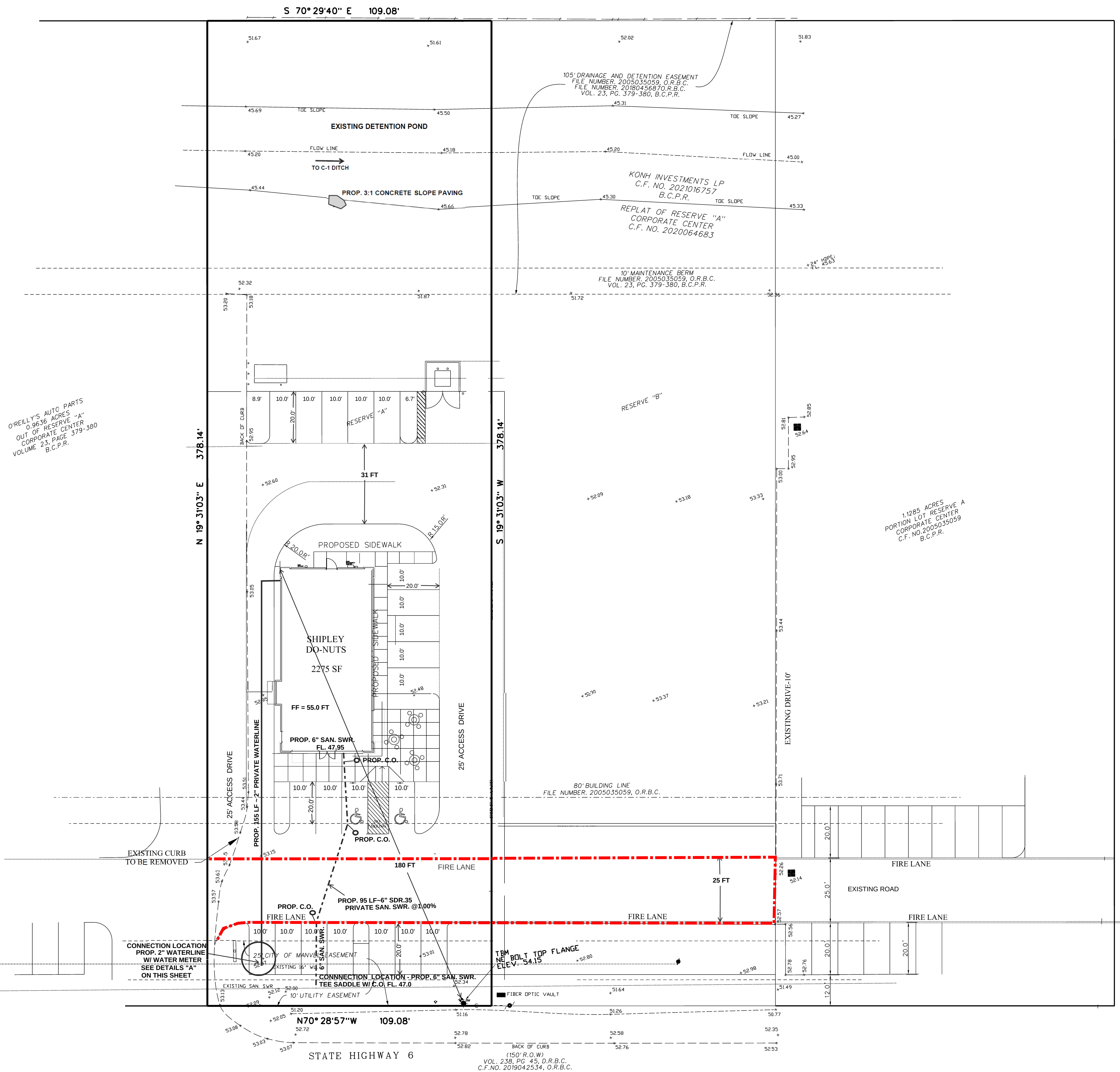
A SUBDIVISION OF 1.8940 ACRES (82,502 SQ FT) IN THE MARY V. O'DONNELL SURVEY, A-483, ALSO BEING A PARTIAL REPLAT OF RESERVE "A" OF THE FINAL PLAT OF A PARTIAL RE-PLAT OF RESERVE "A" CORPORATE CENTER AS RECORDED IN FILE NO. 2005035059 OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS

2 RESERVES  
APRIL 27, 2020

OWNER:  
MANVEL DEVELOPMENT COMPANY, INC.  
PO BOX 155  
MANVEL, TX 77578  
281-489-9444

www.survey1inc.com  
survey1@survey1inc.com  
**Survey 1, Inc.**  
Your Land Survey Company  
27m Registration No. 100758-03  
P.O. Box 2543 | Alvin, TX 77512 | (281)393-1382  
PROJECT NO. 1-80738-20







**SITE PICTURES (19429 HWY 6 SIDEWALK VARIANCE)**



*View of the HWY 6 Right-of-way along the subject site and adjoining property*



*View of the HWY 6 Right-of-way along the subject site and adjoining property*





*View of Subject site from Highway 6 (from abutting property to the East)*



# MANVEL CITY COUNCIL DATA SHEET

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**MEETING DATE:** June 20, 2023

**TOPIC:** Update and Discussion on The Gardens at Croix Park project.

**BACKGROUND:** The focus property is Croix Memorial Park, 4623 Croix Parkway, located south of the Pomona Development and north of County Road 58. The property was purchased from the Croix Family in the late 80s who ultimately desired a botanical garden. The latest iteration of the Master Park Plan breaks out line items and highlights the budget balance since 2016. Numerous past discussions covered a multitude of items such as a 60'X60' pavilion, additional parking, and landscaping improvements. In 2018 The Croix Park Task Force was assembled and by 2022 GoNative was hired to design around a new directive that focused on a sanctuary for people and wildlife. The Croix Park renovation project plan was put out for bid multiple times between October of 2022 and February of 2023 and bidders expressed very little interest. With the assistance of the Croix Park Task Force, qualified contractors have been examined and have submitted proposals to deliver plan designs. The City received five submissions and only three possessed all the qualifications mentioned in the Request for Proposal (RFP). The current project budget is \$250,000.00 and is less than any of the bids submitted. Rankings of the three completed submissions are based off the RFP criteria and evaluated with scorecards found in the attachments. The rankings from highest to lowest are;

- 1) Landscape Art with a total bid of \$409,274.88,
- 2) Paige Management Group with a total bid of \$259,024.00, and
- 3) Horticare with a total bid of \$342,087.60.

Since all the bids have come in over the \$250,000.00 budgeted amount, City staff would like to address the likelihood of advancing the project with City Council.

**STAFF RECOMMENDATION:** Staff is requesting City Council review the scope of work and determine project feasibility. If City Council would like to continue, a determination will need to be made to revise scope or suggest a budget amendment to award project.

**ATTACHMENTS:** Scorecards and Evaluation Criteria, Bid Tabulation Summary, Request for Proposal (RFP#FY2022-03) Landscaping Services for The Gardens of Croix Park, Master Parks Plan - Croix Park

## FUNDING ISSUES

- ☐ Not applicable  
☒ Not budgeted (All bids exceed current budget)  
☐ Full amount already budgeted  
☐ Funds to be transferred from Acct.#

**SUBMITTING STAFF MEMBER**  
Adewale Taiwo – Capital Projects Manager

**FINANCE DIRECTOR APPROVAL** \_\_\_\_\_

**CITY MANAGER APPROVAL** \_\_\_\_\_



# Croix Memorial Park Renovation

Investment Per Household:  
\$30 to \$75 per year  
(depending on property valuation)  
  
Project Cost: \$1,480,000 to \$1,780,000)

Estimated Annual Maintenance and  
Operation Costs:  
Mowing Fields - \$5,200/yr  
Mowing Commons - \$6,700/yr  
Landscape and Irriation - \$1,500/yr  
Restrooms, Trash - \$1,500/yr  
Total Annual Maintenance Costs - \$14,900

City of Manvel - Croix Park Budget  
30-Sep-16

| Qty.   | Unit  | Description               | Unit Cost | Subtotal  |
|--------|-------|---------------------------|-----------|-----------|
|        |       |                           |           |           |
| 3,600  | sf    | Pavilion (60' x 60')      | \$80      | \$288,000 |
| 1,125  | sf    | Restrooms                 | \$250     | \$281,250 |
| 12,400 | sf    | Parking Expansion         | \$7       | \$86,800  |
| 4,000  | lf    | Decomposed Granite Trails | \$20      | \$80,000  |
| 1,035  | lf    | Concrete Walks            | \$31.50   | \$32,603  |
| 1      | Allow | Playgrounds               | \$150,000 | \$150,000 |
|        |       |                           |           |           |
| 1      | Allow | Dog Park                  | \$40,000  | \$40,000  |
| 1      | Allow | Landscape Improvements    | \$45,000  | \$45,000  |
| 1      | Allow | Site Furniture            | \$80,000  | \$80,000  |
|        |       |                           |           |           |
| 1      | Allow | Site Lighting             | \$30,000  | \$30,000  |
| 1      | Allow | Utilities Extension       | \$25,000  | \$25,000  |

|                                           |             |
|-------------------------------------------|-------------|
| Subtotal                                  | \$1,138,653 |
| 5% Contingency                            | \$56,933    |
| Subtotal                                  | \$1,195,585 |
| 15% GC markup                             | \$179,338   |
| Total Construction Cost                   | \$1,374,923 |
| 8% Professional Design and Management Fee | \$109,994   |
| PROBABLE COST RANGE                       | \$1,484,917 |
| Round                                     | \$1,480,000 |

Low Estimate

High Estimate

Priority Projects 06

Concept drawing for renovations to Croix Memorial Park. The concept retains the existing Azalea Garden, expands parking, and adds a dog park, trail, new restrooms, and other improvements. An alternate location for the dog park to be considered during design development would be at the northwest corner of the property which would provide direct access to the dog park from the parking lot rather than by walking through other activity areas.



**CITY OF MANVEL, TEXAS**  
**REQUEST FOR PROPOSAL**  
**LANDSCAPING SERVICES FOR**  
**The Gardens at Croix Park**

**RFP#FY2022-03**

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**Important Dates**

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>RFP Issue Date:</b>          | <b>10/25/2022</b>                |
| <b>RFP Publication Date:</b>    | <b>12/04/2022 and 12/11/2022</b> |
| <b>Pre-Proposal Conference:</b> | <b>10:00 AM on 12/20/2022</b>    |
| <b>Pre-Proposal Site Visit:</b> | <b>11:00 AM on 12/20/2022</b>    |
| <b>Questions Deadline:</b>      | <b>5:00 PM on 12/21/2022</b>     |
| <b>Proposal Deadline:</b>       | <b>10:00 AM on 2/9/2023</b>      |

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**INTRODUCTION**

The City of Manvel is requesting proposals from qualified Landscaping firms to provide Landscaping services necessary for The Gardens at Croix Park. It is the intent of the City to select a landscaper using a one-step selection process.

Notice is hereby given that all proposals must be received by the City at City Hall until **10:00 AM on 2/9/2023**. An original proposal and three copies shall be submitted in a envelope or package to:

City of Manvel  
Attn: City Manager  
20031 Morris Ave  
Manvel, TX 77578

Submissions shall be clearly marked on the front of the envelope or package as follows:

RFP # FY2022-03 Landscaping Services  
City of Manvel The Gardens at Croix Park  
Do not open until **10:00 AM on 2/9/2023**

Additional instructions for preparing a response are provided herein. All forms included herein must be completed, signed, and returned with the proposal.



A list of firms submitting proposals will be available the following business day by contacting the following Proposal Contact:

Adewale Taiwo  
Capital Projects Manager  
Adewale.taiwo@cityofmanvel.com  
832-336-4075

Copies of this RFP may be obtained at City Hall, 20031 Morris Ave, Manvel, Texas 77578, by contacting the Proposal Contact listed above, or at the City's website found at [www.cityofmanvel.com](http://www.cityofmanvel.com)

The City of Manvel reserves the right to reject any and all proposals and to waive defects in proposals. No officer, official, or employee of the City of Manvel shall have a financial interest, direct or indirect, in this or any contract with the City of Manvel. Minority and small business vendors are encouraged to submit a proposal on any and all City of Manvel projects.

The City of Manvel does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program, or activity of the City of Manvel should be directed to the Proposal Contact listed above.

Proposals must be received by the due date and time shown above. Proposals received later than the date and time above will be returned unopened and will not be considered in the evaluation process. No telephone, facsimile, or electronic proposals will be accepted. Proposals will be accepted only if delivered in person, by the U.S. Postal Service, or by delivery service such as UPS or Federal Express. The City of Manvel will not be responsible for, and will not consider, missing, lost, or late proposals.

### **PRE-PROPOSAL SITE VISIT**

A site visit can be requested at Croix Memorial Park, 4623 County Rd 84, Manvel, TX. All Firms submitting proposals are encouraged to attend the site visit.

### **PROJECT DESCRIPTION**

The goal is to create a park that supports birds and pollinators, one that will meet the requirements for certification as a "Monarch Waystation" and as a "Wildlife Habitat" by National Wildlife Federation. The goal throughout all areas is a "natural look" rather than an "engineered" or "manufactured" appearance (typified by all straight lines, 45- or 90-degree angles, perfectly flat or smooth surfaces, etc.). To achieve this "natural look"

requires a different approach than the traditional construction process. This project calls for a blend of the traditional construction process (for example, a mostly flat, smooth trail will be needed) and a bit of the “art of nature.” Consequently, alongside these detailed plans, there is some flexibility. Some adjustments can be made to actual final dimensions to achieve that “natural look.”

## **SCOPE OF SERVICES**

The Contractor shall furnish all labor, material, tools, equipment, transportation, insurance, incidentals, and other facilities to perform all work for the said Landscaping and develop a Grounds Maintenance Service plan for The Gardens of Croix Park. Work to be performed comprises general grounds keeping, horticultural maintenance, irrigation and cleanup of landscape areas as designated in each service area and the list of locations. The scope of work is to align with Exhibit A and summary as follows. The Gardens of Croix Park is designed to be a sanctuary for people and wildlife. Its installation involves six components:

- Removal of exotic, non-beneficial plants and planting of six themed garden beds with native plants.
- Installation of a trail connecting all areas.
- Installation of three small landscaped water features (a bird drip, an in-ground bird bath, and a bird pond) and irrigation systems.
- Installation of two wooden structures; a trellis at Entrance and a Nook sitting area.
- Installation of a stone bench in Woodland Retreat and three additional benches; one facing Hummingbird Garden, one facing Bird Pond, and one facing Bird Bath.
- Installation of educational signage.

Components to include in bid can also be found in Exhibit A.

## **EVALUATION CRITERIA**

The City has established specific, weighted criteria for selection. Below is the evaluation criteria and the relative weight assigned to each (100 points maximum):

| <b>Criteria No.</b>                          | <b>Description</b>                                      | <b>Weighted Value</b> |
|----------------------------------------------|---------------------------------------------------------|-----------------------|
| 1                                            | General Company Information and History                 | 10 points             |
| 2                                            | Project Personnel, Staffing, and Experience             | 15 points             |
| 3                                            | Narrative, Testimonials and References                  | 15 points             |
| 4                                            | Bid Tabulation, Time, and Contract Terms and Conditions | 50 points             |
| 5                                            | RFP Questionnaire                                       | 10 points             |
| <b>Total of Weighted Value for Selection</b> |                                                         | <b>100 points</b>     |

## **RFP QUESTIONNAIRE**

NOTE TO BIDDERS: COMPLETENESS AND DEGREE OF EXPLANATION AND/OR DETAIL IN RESPONSES TO EACH OF THESE QUESTIONS IS ESSENTIAL FOR YOUR PROPOSAL TO RECEIVE A THOROUGH EXAMINATION BY BID EVALUATORS. Failure to provide a thorough response to EACH item listed below may result in the disqualification of your bid. If your response is provided in another section of this RFP Response, please note where the information may be located.

### **1. PRICING**

Provide a detailed explanation as to how you arrived at the proposed final amount.

### **2. PERSONNEL**

In order to assist the City in evaluating the quality and stability of your work force, bidders must furnish the following information on attachments submitted with their bids.

- a. Explain your intended staffing levels.
- b. Explain your company's turnover rate for hourly workers for the last two years in the state of Texas.
- c. Explain your company's
  - i. training practices for new employees and
  - ii. reinforcement training for experienced workers.
- d. Describe your company's employee safety training program.
- e. Explain your company's policies regarding employee uniforms.
- f. Name the person(s) to serve as your day-to-day account or project manager and submit with your bid a resume for each named individual or a description of their experience and capabilities.

### **3. RESOURCES**

- a. Explain your company's reserve labor capacity to handle this project.
- b. Is your company Green Seal Certified?

### **4. OPERATIONAL**

- a. Provide a description of the operational procedures, processes and policies you propose to use if awarded a contract. Include a specific description of the customer services to be provided.
- b. Provide a tentative schedule and transition plan for implementation of services, based on contract commencement.
- c. Is your company in transition of management or ownership?

### **5. INSURANCE**

- a. Please provide name of insurance carrier or carriers.
- b. Please provide a Certificate of Insurance for all coverages.
- c. Please provide total amount of excess liability insurance coverage in place.
- d. Please provide your general liability insurance rate.



# Exhibit A

## The Gardens at Croix Park Installation Plans

## EVALUATION CRITERIA

The City has established specific, weighted criteria for selection. Below is the evaluation criteria and the relative weight assigned to each (100 points maximum):

| Criteria No.                                 | Description                                             | Weighted Value    |
|----------------------------------------------|---------------------------------------------------------|-------------------|
| 1                                            | General Company Information and History                 | 10 points         |
| 2                                            | Project Personnel, Staffing, and Experience             | 15 points         |
| 3                                            | Narrative, Testimonials and References                  | 15 points         |
| 4                                            | Bid Tabulation, Time, and Contract Terms and Conditions | 50 points         |
| 5                                            | RFP Questionnaire                                       | 10 points         |
| <b>Total of Weighted Value for Selection</b> |                                                         | <b>100 points</b> |

|                                     | Criteria<br>1 (10) | Criteria<br>2 (15) | Criteria<br>3 (15) | Criteria<br>4 (50) | Criteria<br>5 (10) | TOTAL |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------|
| A & B Landscaping<br>Solutions      | 5                  | 10                 | 5                  | 30                 | 5                  | 55    |
| Greater Houston<br>Landscaping, LLC |                    |                    |                    |                    |                    |       |
| Paige Management,<br>LLC            | 8                  | 12                 | 12                 | 45                 | 8                  | 85    |
| Landscape Art                       | 10                 | 15                 | 15                 | 48                 | 10                 | 98    |
| Horticare                           | 10                 | 13                 | 15                 | 45                 | 8                  | 91    |
|                                     |                    |                    |                    |                    |                    |       |

## EVALUATION CRITERIA

The City has established specific, weighted criteria for selection. Below is the evaluation criteria and the relative weight assigned to each (100 points maximum):

| Criteria No. | Description                                             | Weighted Value    |
|--------------|---------------------------------------------------------|-------------------|
| 1            | General Company Information and History                 | 10 points         |
| 2            | Project Personnel, Staffing, and Experience             | 15 points         |
| 3            | Narrative, Testimonials and References                  | 15 points         |
| 4            | Bid Tabulation, Time, and Contract Terms and Conditions | 50 points         |
| 5            | RFP Questionnaire                                       | 10 points         |
|              | <b>Total of Weighted Value for Selection</b>            | <b>100 points</b> |

|                                     | Criteria<br>1 (10) | Criteria<br>2 (15) | Criteria<br>3 (15) | Criteria<br>4 (50) | Criteria<br>5 (10) | TOTAL |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------|
| A & B Landscaping<br>Solutions      | 0<br>None          | 0                  | 0                  | 25                 | 0                  | 25    |
| Greater Houston<br>Landscaping, LLC | 10                 | 15                 | 10                 | 20                 | 0                  | 55    |
| Paige Management,<br>LLC            | 10                 | 15                 | 10                 | 25                 | 0                  | 60    |
| Landscape Art                       | 10                 | 15                 | 15                 | 20                 | 0                  | 60    |
| Horticare                           | 10                 | 15                 | 15                 | 20                 | 0                  | 60    |
|                                     |                    |                    |                    |                    |                    |       |



SUBMITTED BY PAUL SOFKA APR 11, 2023

### EVALUATION CRITERIA

The City has established specific, weighted criteria for selection. Below is the evaluation criteria and the relative weight assigned to each (100 points maximum):

| Criteria No.                                 | Description                                             | Weighted Value    |
|----------------------------------------------|---------------------------------------------------------|-------------------|
| 1                                            | General Company Information and History                 | 10 points         |
| 2                                            | Project Personnel, Staffing, and Experience             | 15 points         |
| 3                                            | Narrative, Testimonials and References                  | 15 points         |
| 4                                            | Bid Tabulation, Time, and Contract Terms and Conditions | 50 points         |
| 5                                            | RFP Questionnaire                                       | 10 points         |
| <b>Total of Weighted Value for Selection</b> |                                                         | <b>100 points</b> |

|                                     | Criteria<br>1 (10) | Criteria<br>2 (15) | Criteria<br>3 (15) | Criteria<br>4 (50) | Criteria<br>5 (10) | TOTAL |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------|
| A & B Landscaping<br>Solutions      | 3                  | 10                 | 8                  | 35                 | 5                  | 61    |
| Greater Houston<br>Landscaping, LLC | 6                  | 10                 | 12                 | 40                 | 8                  | 76    |
| Paige Management,<br>LLC            | 3                  | 12                 | 10                 | 50                 | 10                 | 85    |
| Landscape Art                       | 10                 | 15                 | 15                 | 45                 | 10                 | 95    |
| Horticare                           | 7                  | 5                  | 12                 | 40                 | 8                  | 72    |
|                                     |                    |                    |                    |                    |                    |       |

| Description                         | Paige         | Horticare     | Landscape Art |
|-------------------------------------|---------------|---------------|---------------|
| General Conditions and Mobilization | \$ 15,380.00  | \$ 6,025.00   | \$ 9,147.00   |
| Bonds, Insurance, and Permits       | \$ 500.00     | \$ 6,748.00   | \$ 7,975.00   |
| Site Preparation                    | \$ 2,117.00   | \$ 14,851.61  | \$ 23,071.85  |
| Hardscape                           | \$ 23,359.00  | \$ 57,092.90  | \$ 91,518.50  |
| Site Furnishings                    | \$ 33,591.00  | \$ 16,267.50  | \$ 20,786.32  |
| Signage                             | \$ 6,854.00   | \$ 30,143.08  | \$ 18,177.25  |
| Lawn Planting                       | \$ 71,356.00  | \$ 10,724.50  | \$ 4,334.64   |
| Entrance                            | \$ 5,220.20   | \$ 20,334.38  | \$ 7,618.80   |
| Hummingbird Beds                    | \$ 4,906.99   | \$ 22,774.50  | \$ 4,350.69   |
| Butterfly Garden                    | \$ 4,959.19   | \$ 27,233.00  | \$ 6,654.08   |
| Nook                                | \$ 5,115.80   | \$ 24,401.25  | \$ 37,453.26  |
| Bee Garden                          | \$ 6,264.24   | \$ 14,942.00  | \$ 7,690.05   |
| Woodland Retreat                    | \$ 6,786.26   | \$ 27,715.00  | \$ 6,697.96   |
| Sunflower Field                     | \$ 5,846.62   | \$ 2,651.00   | \$ 4,456.54   |
| Bird Bath                           | \$ 6,577.45   | \$ 7,561.38   | \$ 5,864.12   |
| Bird Pond                           | \$ 6,525.25   | \$ 22,377.00  | \$ 17,943.82  |
| Irrigation                          | \$ 43,165.00  | \$ 26,028.00  | \$ 120,919.00 |
| 90-Day Maintenance                  | \$ 10,500.00  | \$ 4,217.50   | \$ 14,616.00  |
| TOTAL                               | \$ 259,024.00 | \$ 342,087.60 | \$ 409,274.88 |

More than 25% ABOVE average

~Average

More than 25% BELOW average

**CAPITAL IMPROVMEENTS ADVISORY COMMITTEE**

|        |                 |
|--------|-----------------|
| Member | Ryan Miller     |
| Member | Kyle Marasckin  |
| Member | Christine Diaz  |
| Member | Alina Rogers    |
| Member | Christy Kennard |
| Member | Dorothy Wynne   |
| Member | Muhammad Alam   |



## Texas Local Government Code

Sec. 395.058. ADVISORY COMMITTEE. (a) On or before the date on which the order, ordinance, or resolution is adopted under Section [395.042](#), the political subdivision shall appoint a capital improvements advisory committee.

(b) The advisory committee is composed of not less than five members who shall be appointed by a majority vote of the governing body of the political subdivision. Not less than 40 percent of the membership of the advisory committee must be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity. If the political subdivision has a planning and zoning commission, the commission may act as the advisory committee if the commission includes at least one representative of the real estate, development, or building industry who is not an employee or official of a political subdivision or governmental entity. If no such representative is a member of the planning and zoning commission, the commission may still act as the advisory committee if at least one such representative is appointed by the political subdivision as an ad hoc voting member of the planning and zoning commission when it acts as the advisory committee. If the impact fee is to be applied in the extraterritorial jurisdiction of the political subdivision, the membership must include a representative from that area.

(c) The advisory committee serves in an advisory capacity and is established to:

(1) advise and assist the political subdivision in adopting land use assumptions;

(2) review the capital improvements plan and file written comments;

(3) monitor and evaluate implementation of the capital improvements plan;

(4) file semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and

(5) advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

(d) The political subdivision shall make available to the advisory committee any professional reports with respect to developing and implementing the capital improvements plan.

(e) The governing body of the political subdivision shall adopt procedural rules for the advisory committee to follow in carrying out its duties.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 82(a), eff. Aug. 28, 1989.

**ORDINANCE NO. 2015-O-14**

**AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING CHAPTER 47. *PARKS AND RECREATION*, BY ADDING A NEW ARTICLE III. "PARKS AND RECREATION BOARD"; PROVIDING FOR THE COMPOSITION AND DUTIES OF THE PARKS AND RECREATION BOARD; PROVIDING FOR SEVERABILITY; AND PROVIDING A SEVERANCE CLAUSE AND EFFECTIVE DATE.**

---

**WHEREAS**, the City Council deems it in the best interest of the City of Manvel to create a Parks and Recreation Board and to provide for its composition and duties; **now, therefore**,

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

**Section 1.** Chapter 47. *Parks and Recreation* of the **Code of Ordinances of the City of Manvel** is hereby amended by adding a new Article III. "Parks and Recreation Board", to read and provide as follows:

**"CHAPTER 47. PARKS AND RECREATION**

**...**

**ARTICLE III.- PARKS AND RECREATION BOARD**

**Sec. 47-50. Created.**

There is hereby created an advisory board for the City of Manvel to assist in park and recreation matters. The advisory board shall be called the "Parks and Recreation Board."

**Sec. 47-51. - Members.**

(a) The Parks and Recreation Board shall consist of seven (7) regular members, two (2) alternate members, and a nonvoting ex-officio council member, all of whom shall be actively interested in parks and public recreation. Members may serve on other board, commissions, or committees of the City. The City Manager and/or designee shall also attend and participate in the meetings. Staff shall not vote on any matter.

(b) All members shall serve without compensation.

(c) All members of the Board shall be appointed by the city council for a term of two (2) years. Alternates shall be appointed for a term of two (2) years and shall participate in and vote on issues considered by the Board in the event a regular member is not present. The Chair shall select the alternate(s) to participate in any meeting where a regular member is not present.

(d) Appointments to fill vacancies shall be made by the city council and in every case shall be for the unexpired term only of the member whose position has been vacated.

**Sec. 47-52. – Quorum and meetings**

A simple majority of the members of the Board shall constitute a quorum of the Board for the transaction of its business. The affirmative vote of four (4) of the members of the Board shall be needed to pass or approve any item. Meetings of the Board shall be as needed or as may be called by the Mayor or city manager.

**Sec. 47-53. - Officers and bylaws.**

The Board shall elect a chairman. The city secretary shall serve as secretary to the board, but shall not have the right to vote on the Board. The Board shall adopt bylaws to govern its operation in cooperation with the city manager and the bylaws shall be approved by the city council.

**Sec. 47-54. - Duties.**

The Parks and Recreation Board shall act in an advisory capacity to the city manager and the city council in developing and enhancing the overall program for parks and recreation for the city. Specifically, the Board shall be empowered to do any or all of the following:

(a) Act in an advisory capacity in all matters pertaining to public parks and recreational and tourism facilities operated by the city;

(b) Make recommendations to the city manager and the city council on the annual parks and recreation budget of the city;

(c) Make recommendations to the city council concerning the acquisition, development, improvement, equipment and maintenance of all parks and public playgrounds owned or controlled by the city within and without the corporate limits;

(d) Oversee and advise the city council on Master Park Plans and the future development of public parks, playgrounds and recreational facilities for the city, as well as landscaping, roads, trails, buildings and equipment;

(e) Study and make a recommendation on any anticipated purchase of additional lands and sites for parks, playgrounds and recreational facilities;



(f) Make recommendations to city council for names for parks, ball fields, and other recreational facilities;

(g) Advise the city council concerning improvements in the maintenance, operation and general welfare of existing public parks, playgrounds and recreational facilities and the use of the same by the public;

(h) Recommend and advise city council on programs and activities such as outdoor movies, concerts, exercise classes, kids programs, fun runs, and parades;

(i) With proper authorization from the City Council, seek grants and sponsorships for above activities from public and private sources and donors;

(j) Review the safety records of parks, trails and recreation facilities, and recommend changes based on safety inspections and reports;

(k) Advise city council on the size, scope, and form of a future Parks Department as a department of the city

(l) Develop and periodically review recommendations for a special events policy for the City, for large public events on public or private land;

(m) Perform any other duties or tasks as may be assigned by the City Council.”

**Section 2.**     **Repealer.** All ordinances or parts of ordinances inconsistent or in conflict herewith, are, to the extent of such inconsistency or conflict, hereby repealed.

**Section 3.**     **Severability.** In the event any 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 such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED on first reading this 23 day of March,  
2015.

PASSED, APPROVED, AND ADOPTED on second and final reading this 13 day of  
April, 2015.

Delores M. Martin  
Delores Martin, Mayor

Attest:

Tammy Bell  
Tammy Bell, City Secretary

APPROVED AS TO FORM:

Robert Gervais  
Robert Gervais, City Attorney







# CITY OF MANVEL

M A S T E R   P A R K S   P L A N  
2 0 1 7 - 2 0 2 7





Master Parks Plan





## Master Parks Plan

### City Council

Delores Martin, Mayor  
Adrian Gaspar, Council Place 1  
Lorraine Hehn, Council Place 2  
John Cox, Council Place 3, Mayor Pro-Tem  
Melissa SiFuentes, Council Place 4  
Larry Akery, Council Place 5  
Jerome Hudson, Council Place 6

### City Manager

Kyle Jung

### Parks and Recreation Board

|                                   |        |
|-----------------------------------|--------|
| Pos #1 John Bridges               | 9/2017 |
| Pos #2 Mack Ivy, Chair            | 9/2017 |
| Pos #3 Derek Hehn                 | 9/2017 |
| Pos #4 Angela Vickerman, V. Chair | 9/2017 |
| Pos #5 Jessica Wheeler            | 9/2017 |
| Pos #6 Brian Wilmer               | 9/2017 |
| Pos #7 Dorothy Wynne              | 9/2017 |

#### ALTERNATES

None

#### EX-OFFICIO

Jerome Hudson

#### PAST BOARD MEMBERS

Ex-Officio - Melody Hanson  
Jerod Kendrick  
Alternate - Patrick Wiley

### Production Team

Charles Burditt, Resource Planner  
Paul Howard, Planner/GIS, Project Manager  
Brannyn McDougal, Planner  
Leroy Collins RLA, LI  
Claudia T Walker, PLA, LI, SEG, ASLA  
Eric Geppelt, AIA, Architect  
J. Shane Howard, Strategic Vision

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# Table of Contents



|                                    |           |                                         |           |                                        |           |
|------------------------------------|-----------|-----------------------------------------|-----------|----------------------------------------|-----------|
| <b>01 Inventory &amp; Analysis</b> | <b>10</b> | <b>03 Walkability</b>                   | <b>36</b> | <b>06 Priority Projects</b>            | <b>58</b> |
| Project Methodology                |           | Planning for Walkability                |           | Croix Memorial Park Renovation         |           |
| Growth and Demographics            |           | Proposed Off-Street Trails & Bike Lanes |           | Police Station Park Renovation         |           |
| Standards Analysis                 |           |                                         |           | Manvel City Center Concept             |           |
| Parks and Facilities Inventory     |           | <b>04 Programs &amp; Events</b>         | <b>46</b> | Almost Heaven Park                     |           |
|                                    |           | Community Events and Programs           |           | Prototypical Neighborhood Park         |           |
| <b>02 Demand Assessment</b>        | <b>26</b> | <b>05 Natural Resources</b>             | <b>50</b> | Prototypical Community Park            |           |
| Public Workshop                    |           | Low Impact Design                       |           | Municipal Gun Range                    |           |
| Online Survey                      |           | Preserving Manvel’s Natural Heritage    |           | <b>07 Implementation</b>               | <b>74</b> |
|                                    |           |                                         |           | Building a Parks and Recreation System |           |
|                                    |           |                                         |           | Project Prioritization                 |           |





# MANVEL

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## MASTER PARKS PLAN

“A society grows great when old men plant trees whose shade they know they shall never sit in.” - a Greek Proverb



# Executive Summary

## Sense of Place

Creating a community is more than just roads and buildings, parks and trails. A livable, authentic community is one with character and identity – a sense of place. In his article, “The Distinctive City” for UrbanLand magazine, Ed McMahon defines sense of place as, “...a unique collection of qualities and characteristics – visual, social, and environmental – that provide meaning to a location. Sense of place is what makes one city or town different from another, but sense of place is also what makes our physical surroundings worth caring about.” McMahon goes on to say that “to foster distinctiveness, cities must plan for built environments and settlement patterns that are both uplifting and memorable and that foster a sense of belonging and stewardship by residents.”

“When it comes to 21st century development, a key concept is community differentiation. If you can’t differentiate your community from any other, you have no competitive advantage.” (McMahon, UrbanLand) In the age of anonymous suburban sprawl, Manvel can differentiate itself as a city of parks, as city with ‘room to breathe’, as a city committed to nature and natural resources.

Throughout the planning process, residents shared that they moved to Manvel to get away from the crowds and bustle of Houston – they were seeking, and found, room to breathe. As Manvel builds-out, and it inevitably will, care should be taken to preserve and enhance the community’s strongest assets – the natural resources that provide ‘room to breathe’ and opportunities to be in nature. It is with this spirit that the City embarked on a park master planning process in order to identify a vision for Manvel’s future parks system and a path to reach it.

## Introduction

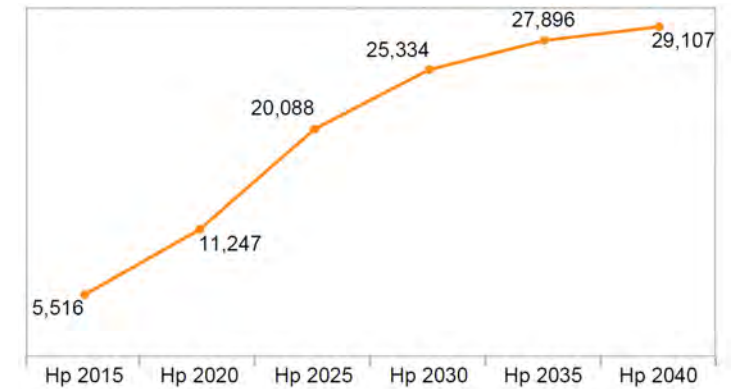
In December of 2015, the City of Manvel advertised a Request for Qualifications to engage a planning team to develop a Master Parks Plan. This planning effort aims to evaluate existing parks and recreation facilities to determine opportunities for improvements and additions, as well as identify new park and facility opportunities to support the recreation needs of residents as Manvel continues to grow and develop. Burditt Consultants, LLC was engaged by the City to develop a plan that would serve as a guiding document for future capital projects and any developer-driven initiatives. The following approaches were implemented in the development of the master plan:

- Standards-Based Approach - utilizing traditional park standards and evaluation of current trends.
- Demand-Based Approach - utilizing input from staff, Council, working groups, sports leagues, and the residents to identify current and future needs and desires.
- Resource-Based Approach - leverage of available land, natural features, rights-of-way, and city facilities to enhance park and recreation opportunities.

The following studies were undertaken in the development of the master plan:

- Inventory of existing parks and facilities.
- Evaluation of available growth and demographic data, trends and projections.
- Stakeholder involvement including ongoing staff and Parks and Recreation Board guidance, a public meeting, an online survey, social media, and City Council input.

The resulting plan outlines the findings and recommendations for existing parks and facilities and provides concepts for new facilities where opportunities have been found that align with the



*HGAC projects a household population of 29,107 in the City of Manvel by the year 2040 <sup>4</sup>*

demand and input provide by residents and other stakeholders. Each proposed improvement and addition is accompanied by statements of probable costs and annual operation cost estimates for use in City budgeting.

## Growth and Demographic

The City of Manvel, located approximately 20 miles south of downtown Houston in Brazoria County, Texas; is historically a small rural community with agricultural roots. Manvel is currently home to an estimated 7,950 residents in 2,074 households<sup>1</sup>, with growth expected as Houston and the surrounding area continues to develop. The Houston Area Council (HGAC) projected an approximate population of 29,107 residents in Manvel by the year 2040 in its *Regional Growth Forecast* <sup>4</sup>.

## Existing Parks and Facilities

Manvel currently maintains and operates two City parks for sports, passive recreation, picnics, and other activities. Recently dedicated and acquired lands for park space include the former Almost Heaven RV Resort and the adjacent sand quarry property.

# Executive Summary



Project Cost Estimate (avg. low-high)

Annual Cost per Property Valuation

| Capital Project                            | low          | high         |  | Annual Debt Svc | I&S Rate per \$100 Value | \$100,000 | \$150,000 | \$200,000 | \$250,000 |
|--------------------------------------------|--------------|--------------|--|-----------------|--------------------------|-----------|-----------|-----------|-----------|
| Croix Memorial Park Renovation             | \$1,480,000  | \$1,780,000  |  | \$142,587       | 0.030                    | \$30      | \$45      | \$60      | \$75      |
| Police Station Park Renovation             | \$3,640,000  | \$4,360,000  |  | \$385,369       | 0.081                    | \$81      | \$122     | \$162     | \$203     |
| Multi-Purpose Trail System                 | \$18,100,000 | \$21,720,000 |  | \$1,743,795     | 0.367                    | \$367     | \$551     | \$735     | \$918     |
| Almost Heaven Park Improvements            | \$360,000    | \$430,000    |  | \$38,055        | 0.008                    | \$8       | \$12      | \$16      | \$20      |
| Sand Pit Park Improvements                 | \$1,650,000  | \$1,980,000  |  | \$158,965       | 0.033                    | \$33      | \$50      | \$67      | \$84      |
| Neighborhood Park Prototype 1.5 to 2 acres | \$450,000    | \$550,000    |  | \$43,354        | 0.009                    | \$9       | \$14      | \$18      | \$23      |
| Neighborhood Park Prototype 4 to 6 acres   | \$1,510,000  | \$1,820,000  |  | \$160,410       | 0.034                    | \$34      | \$51      | \$68      | \$84      |

\*annual cost per property valuation based on 2015 City tax rates and total property valuation

\*assumes 5% debt service and 15-year bond

*\*The table above represents probable costs per property valuation for projects identified in this plan. The Multi-Purpose Trail System figure represents the costs if all proposed alignments were implemented at once. See the table of proposed trail alignments for individual trail costs. The Neighborhood Park Prototypes are included for reference as to the general costs, however it is the City's intent to work with developers utilizing the Park Dedication Ordinance to secure future neighborhood park space in Manvel.*

## Priority Projects

The following Priority Projects have been identified in this plan:

- Develop city-wide trail system
- Concept for a City Center with municipal buildings, recreation center and large gathering spaces.
- Renovations to Croix Memorial Park
- Renovation and Expansion of the Police Station Park
- Further development of Almost Heaven Park and the sand quarry.

## Additional Considerations

In addition to Priority Projects, additional consideration was made for future community and neighborhood parks and guidelines to consider for development of shoot sports facilities.

Prototypical layouts of neighborhood and community parks, with common amenities and probable costs, were developed for use in future budget development.

## Cost Per Property Valuation Explanation

The cost per property valuation (household) for each project was determined by the total 2015 property valuation within Manvel City Limits. Under this scenario, the total cost for a given project is averaged between high and low estimates and then calculated at a 5% debt service rate for a 15-year bond.

The cost per valuation is based on 2015 property value, and therefore it does not consider growth of the City over the next 15 years. This means that residents will bear a higher cost per household for projects that are implemented soon, whereas the same cost will be distributed across more households in the future.

# Inventory & **Analysis**





01

Inventory &  
Analysis

02

Demand  
Assessment

03

Walkability

04

Programs &  
Events

05

Natural  
Resources

06

Priority  
Projects

07

Implementation



# Inventory and Analysis

## Project Methodology

The Master Parks Plan was developed using a three-fold technique that follows general methodologies accepted by TPWD for local park master plans and by the Department of the Interior for local park system Recovery Action Plans (RAP). The following approaches were implemented:

**1. Standards-Based Approach** – uses standards established by the local jurisdiction (Manvel) to determine the quantity of park facilities required to meet the City’s needs for a given population. Standards are usually expressed as the quantity of park facilities needed to adequately serve every 1,000 citizens of the City.

Standards are established to provide the level of service that the particular jurisdiction believes is most responsive to the amount of use and interests of its citizens. This plan establishes individual standards for the City.

**2. Demand-Based Approach** – uses a public meeting, staff and committee input, social media outreach and an online survey to determine how much the population uses and desires certain types of parks and recreation facilities and programs.

**3. Resource-Based Approach** – is based on the usefulness of available physical resources to provide recreation opportunities. For example, the City’s street rights-of-way, floodplains, and drainage corridors provide opportunities for trail connections.

All three methods are important in their own manner, but individually do not represent the entire picture. The assessment component of the project utilizes all three methods to determine what types of recreation facilities and park requirements are needed.

Typical assessments evaluate Level of Service (LOS). While this is important, we believe it is also critical to understand and evaluate the specific needs of residents through community involvement to identify how the facility or park amenity is performing according to the expectations of citizens overall. This Quality of Service is most easily identified through conversation. Engaging park users is the most direct method of understanding the user experience for a given facility.

As national guidelines and standards are based on demographic trends rather than specific local desires, they must be fine-tuned to meet local conditions. It is important to recognize that national standards are simply guidelines or benchmarks that are intended to serve as a starting point for park planning. Each city has its own unique geographic, demographic, and socio-economic composition, and as such, the arbitrary application of national standards, as is often done, would not necessarily meet the needs of Manvel.

## Inventory and Analysis

The inventory phase includes inspection of the City’s existing parks and recreation facilities to determine overall condition, maintenance needs, and opportunities for additions/improvements. Observations of site, equipment and facility conditions are noted.

In addition to the City’s facilities, recreational facilities provided by other entities are noted to identify service gaps, duplication of service and to gather a complete picture of recreation in Manvel.

## Demographics, Growth and Trends

A key component of any master plan is understanding patterns of growth in the community and region. Manvel is growing faster than the U.S. Census Bureau can keep up with. Anecdotal assessments

“People are moving to our area, and they want parks and trails. It’s up to us to accomplish their goals and needs.” – *Delores Martin, Mayor*

of the City’s growth in population, combined with data from Alvin ISD enrollment, local business observations and other sources provide a more realistic understanding of the size of population and potential recreation needs.

Regional, state and national trends in recreation are also considered, as the types of facilities and activities desired by the public are ever-changing.

## Priority Projects and Implementation

The results of data collection, analysis and stakeholder input result in the identification of priority projects for enhancement of Manvel’s parks and recreation system. Some of these projects are recommended to provide upgrades and improvements to existing facilities, whereas others are opportunities to add new features to the parks system that address growing needs for recreation. Projects have been studied to determine feasibility and probable costs to the level of detail appropriate at the conceptual level. Further study during a “design development” phase with a planning and design consultant will be needed to further vet the details, programming and costs for a given project.

Some of the identified “priority projects” within this plan are defined in terms of program (i.e.: the number and types of facilities needed), but do not identify specific locations for development. The planning of land acquisition for City projects requires savvy on the part of decision makers in order to avoid negatively influencing the prices of land and inhibiting acquisition opportunities.

## Growth and Demographics

### Planning for the Future

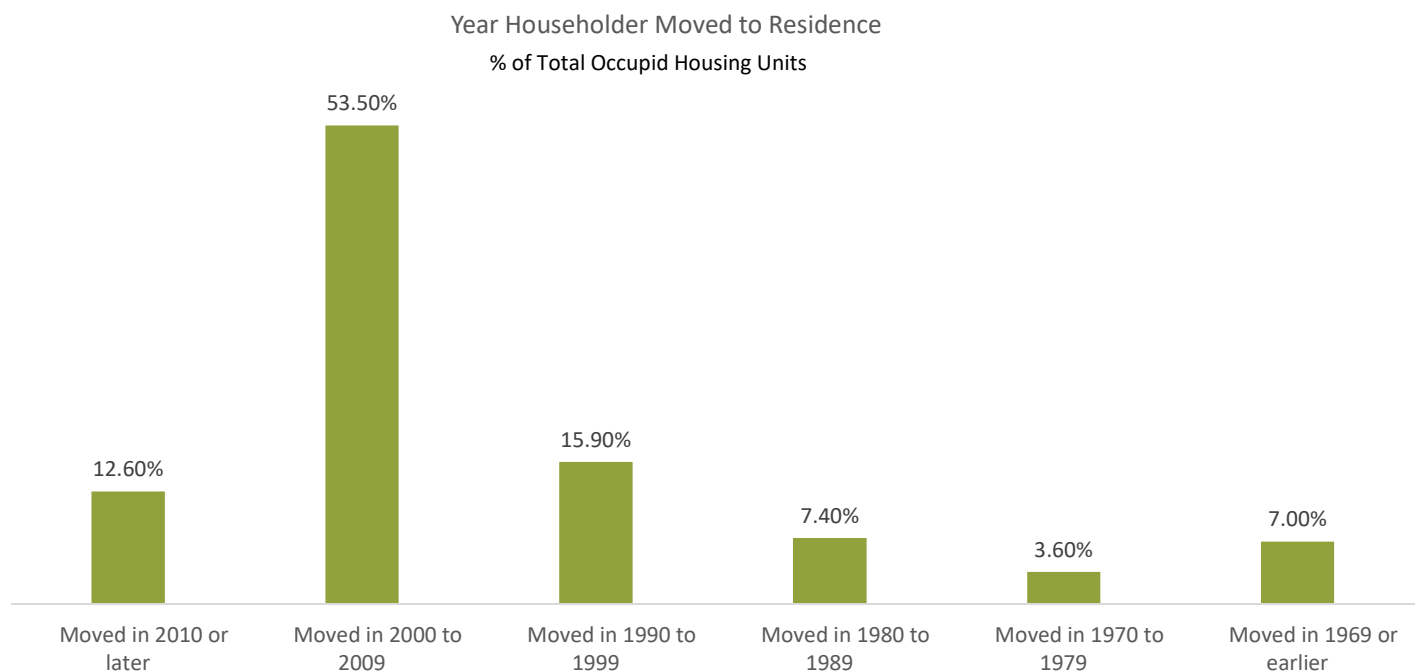
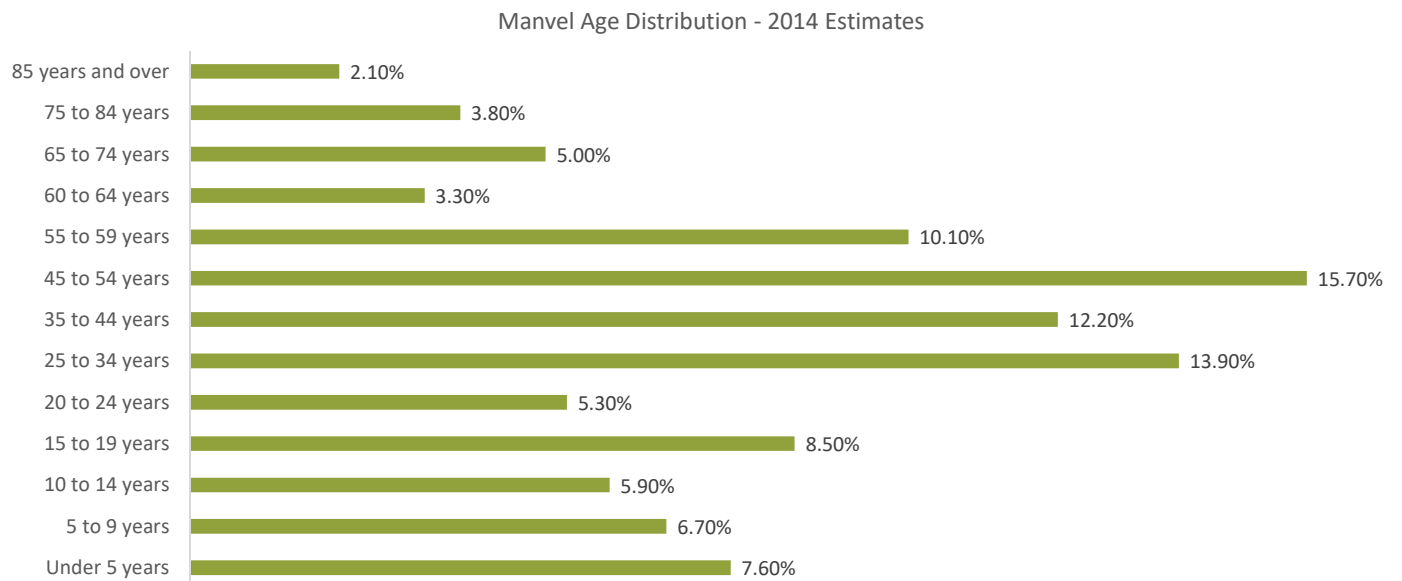
The City of Manvel has experienced significant growth in recent years. The U.S. Census 2010 reported 5,179 residents in Manvel and reported 2015 population estimate of 7,950. The growth in population since 2010 represents an approximate 53.5% increase that is largely influenced by the development of the surrounding Houston Metropolitan Region and local neighbors such as Alvin and Pearland.

Age distribution in Manvel is balanced with the largest cohort in the age group of 45–54 years. Age distribution is an important consideration for parks and recreation planning to determine where tax dollars and effort is best spent when considering additional parks, facilities and programs. Where small neighborhood parks are important for younger children, indoor swimming, senior centers, and programs for adults are often sought after by older age groups. It should be noted that older populations represent a significant portion of the users of recreation centers and trails in communities, and demand for these resources is likely to increase.

The Houston Galveston Area Council (HGAC) conducts comprehensive studies of growth in the region on a periodic basis. The most recent Regional Growth Forecast, published in 2016, projects a future household population of approximately 29,107 in Manvel by 2040. This estimate represents 266% growth over 25 years. Other predictions vary widely; but may not account for a balanced distribution of land use, including commercial and industrial in addition to residential.

#### Key Message:

- Manvel is projected to grow significantly.
- Age distribution in Manvel suggests the need to plan for a wide range of recreation needs for all age groups.

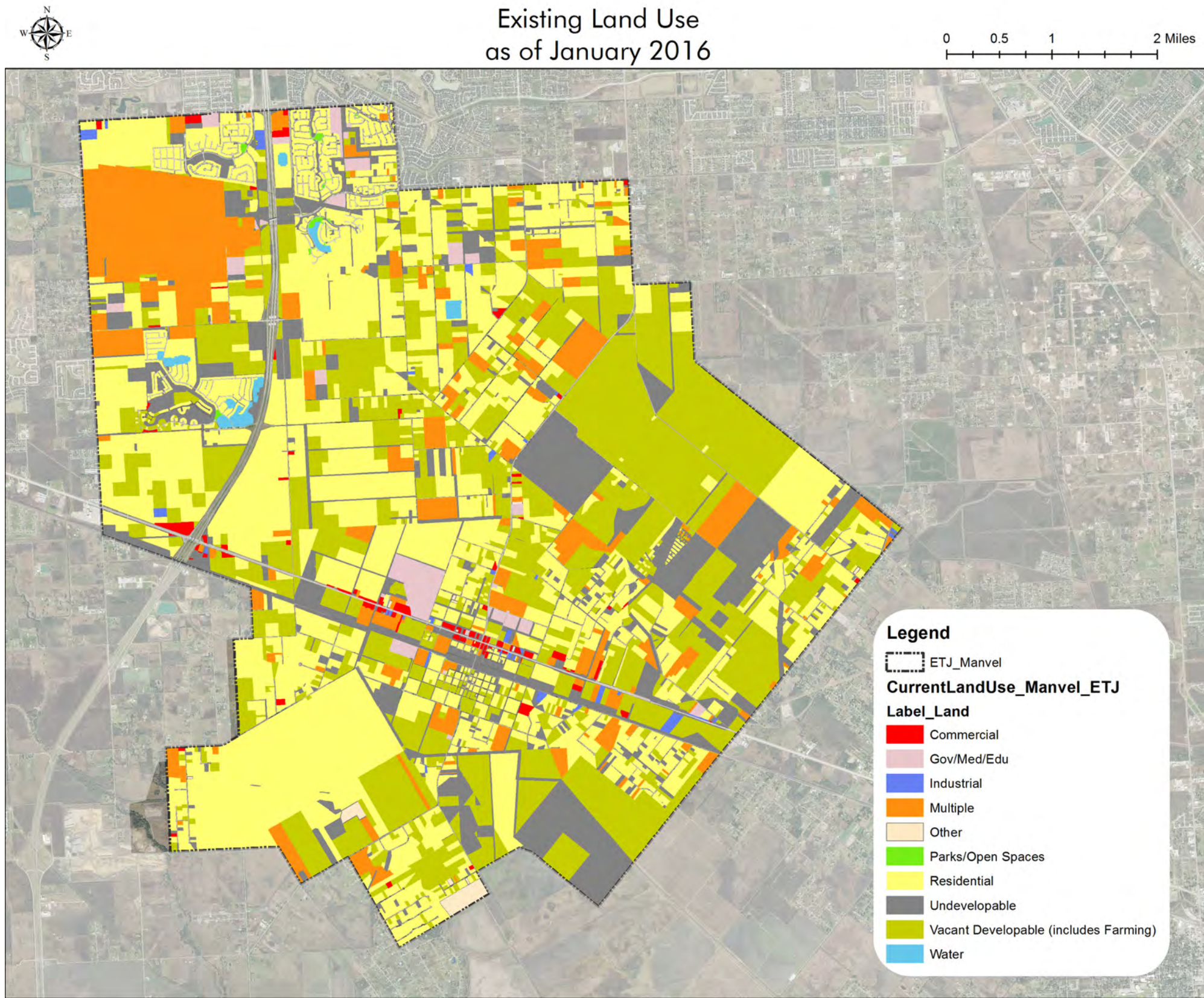


**“MANVEL IS PRESENTLY A SMALL CITY IN A POPULOUS REGIONAL CONTEXT, BUT WILL NOT STAY THAT WAY FOR LONG, AND WILL HAVE TO QUICKLY RESPOND TO AND PREPARE FOR THE GROWTH PRESSURES OF THE REGION”**

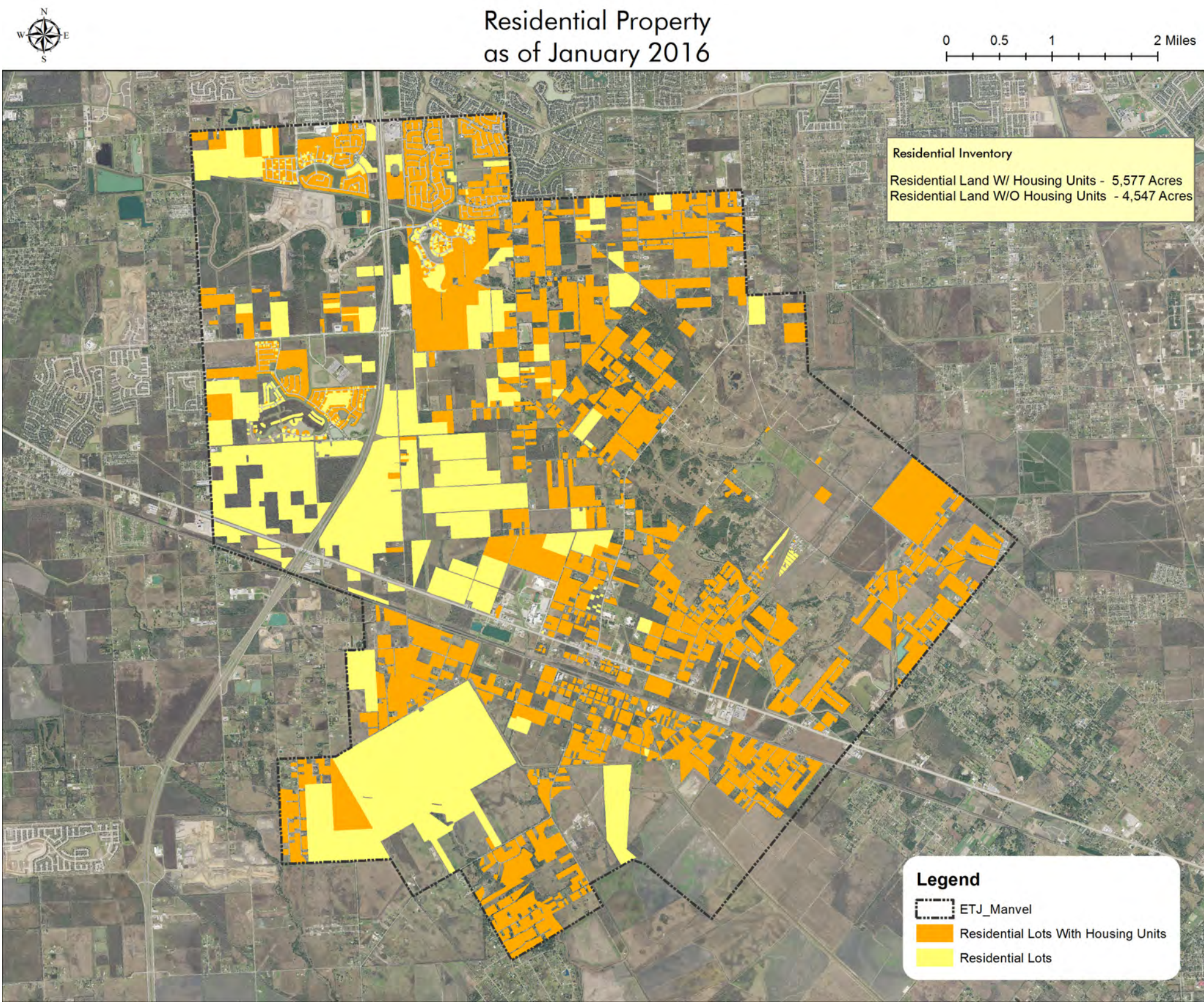
*- Manvel Comprehensive Plan 2015*



# Growth and Demographics









# Standards Analysis

## National Standards and Level-of-Service

The National Recreation and Park Association (NRPA) published *Recreation, Park and Open Space Standards and Guidelines* which includes criteria for the provision of parks and recreation facilities and open space. The criteria are based on a national survey of municipalities of all sizes and geographic regions.

These standards offer guidance to municipalities for parks and recreation planning. The NRPA offers these standards and guidelines as a starting point and benchmark for communities to plan from. As with all communities, Manvel has unique characteristics that require consideration of local demand for parks and recreation facilities that reflects the values and interests of residents in addition to the recognized standards.

The National Recreation and Park Association (NRPA) recommends creating a park classification system that categorizes parks based on use, size, and service area. Examples include neighborhood parks with 1/4 mile service areas (5-10 minute walk) versus community parks with 1 mile or more in service area.

The City of Manvel is unique in that there are only two developed parks that are servicing a relatively small city. Both parks serve as community parks. Due to the small size of Manvel, evaluating the parks based on a 1/4 mile service area allows for determination of “service gaps” where pedestrian users do not have adequate access to recreation facilities.

### Park Space

Traditional park and recreation planning techniques have used standards established by the NRPA to determine the quantity and type of amenities a city should provide. An example of such standards is the overall recommendation for park acreage by population.

The NRPA suggests a minimum of 6.25 to 10.5 acres of park land per 1,000 population. This standard would suggest that the City of Manvel should provide 49.7 to 83.5 acres of park land for its current residents. A reasonable estimated build-out population of Manvel is approximately 50,000 residents. Utilizing the above standard, Manvel would need between 312 and 525 acres of

Future Park Space Needs  
Build-Out Population: 50,000  
Minimum Developed Park Acreage: 312 to 525 acres

developed park space. Currently the City provides two parks with a total of approximately 39.4 acres (4.96 acres/1,000 residents) of developed park land. The park land dedicated by subdivisions under the Park Dedication Ordinance adds a total of 102.2 acres of recreation space to the parks system for an effective total of 141.6 acres of park land. Traditionally the NRPA has recommended a set of standards for minimum numbers of specific park facilities according to population (e.g.: 1 soccer field per 1,000 population), however they recognize that communities have unique needs and standards need to be used as benchmarks rather than firm rules for determining the number of facilities needed.

| Level of Service Compared to Other Cities (in order of population) |                        |                           |                 |
|--------------------------------------------------------------------|------------------------|---------------------------|-----------------|
| City                                                               | Developed Park Acreage | Acres per 1,000 Residents | Population 2015 |
| GALVESTON                                                          | 1010.67                | 20.14                     | 50,180          |
| GEORGETOWN                                                         | 756                    | 11.87                     | 63,716          |
| PFLUGERVILLE                                                       | 500                    | 8.75                      | 57,122          |
| CEDAR PARK                                                         | 500                    | 7.58                      | 65,945          |
| FRIENDSWOOD                                                        | 234                    | 6.03                      | 38,800          |
| ALVIN                                                              | 127.85                 | 5.28                      | 24,236          |
| LA PORTE                                                           | 178                    | 5.06                      | 35,148          |
| Manvel                                                             | 39.4                   | 4.96                      | 7,950           |
| CONROE                                                             | 325                    | 4.74                      | 68,602          |
| DEER PARK                                                          | 139.36                 | 4.35                      | 33,806          |
| PEARLAND                                                           | 458.4                  | 4.21                      | 108,821         |
| SAN MARCOS                                                         | 246                    | 4.05                      | 60,684          |
| STAFFORD                                                           | 32.63                  | 1.77                      | 18,459          |

*The Level of Service of a city’s parks system is traditionally measured by the ratio of developed park land to population. This metric allows for comparison to other communities. when considering land acquisition to provide adequate park space for future growth.*



# Inventory & Analysis 01

NRPA Standards for Facilities - Comparison of Manvel's Facilities

Manvel Facilities (# of courts, fields, etc.)

| Facility                      | NRPA Recommended Units per Population                         | Service Area Radius         | Location                                                                                                                                                                                                        | Current Inventory | Current Need | Need at Buildout (50,000 pop.) |
|-------------------------------|---------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|--------------------------------|
| Basketball                    | 1 court per 5,000                                             | 1/4 to 1/2 mile             | Community park                                                                                                                                                                                                  | 0                 | 1.6          | 10.0                           |
| Baseball                      | 1 game field per 5,000                                        | 1/4 to 1/2 mile             | Community park with lights                                                                                                                                                                                      | 0                 | 1.6          | 10.0                           |
| Soccer                        | 1 game field per 5,000                                        | 1 - 2 miles                 | Number of units depends on popularity. Youth soccer on small fields adjacent to schools or neighborhood parks.                                                                                                  | 3                 | 1.6          | 10.0                           |
| Softball                      | 1 game field per 5,000                                        | 1/4 to 1/2 mile             | Slight differences in dimensions for 16" slow pitch. May also be used for youth baseball                                                                                                                        | 0                 | 1.6          | 10.0                           |
| Swimming Pool                 | 1 pool per 20,000, Room for 3 to 5% of population at one time | 15 to 30 minute travel time | Pools for general community use should be planned for teaching, competitive and recreational purposes with enough depth (3.4m) to accommodate 1m and 3m divingboards. Located in community park or school site. | 0                 | 1.0          | 2.5                            |
| Volleyball                    | 1 court per 5,000                                             | 1/4 to 1/2 mile             | Recreation facility                                                                                                                                                                                             | 0                 | 1.6          | 10.0                           |
| Outdoor Volleyball            | 1 court per 5,000                                             | 1 - 2 miles                 | Community park                                                                                                                                                                                                  | 0                 | 1.6          | 10.0                           |
| Play Structures               | 1 per 1,500 (No NRPA Standard)                                | 1/4 mile                    | Community park                                                                                                                                                                                                  | 2                 | 5.3          | 33.3                           |
| Smooth Surfaced Walking Paths | 1 mile per 3,000 (No NRPA Standard)                           | 1 - 2 miles                 | Community park or public rights-of-way                                                                                                                                                                          | 0                 | 2.7          | 16.7                           |
| Covered Picnic Shelters       | 1 shelter per 4,000 (No NRPA Standard)                        |                             | Community park                                                                                                                                                                                                  | 1                 | 2.0          | 12.5                           |

*The standards established by the NRPA were once the primary factor in determining adequate park space for a community. Current recommendations are to use these standards only as a benchmark while determining the appropriate amount of park facilities/amenities for Manvel.*

# Parks and Facilities Inventory

## Sports Complex Considerations

### Demand-Based Perspective

The majority of organized team sports programming for Manvel residents are satisfied by existing leagues and facilities in other communities surrounding Manvel. Feedback from residents as to access to these facilities and programs was reported to be satisfactory, however there is always the option to “bring home” organized team sports such as soccer, baseball, and softball with the development of sports facilities in town if it is seen as a priority.

Community and city leadership feedback indicate strong preferences for prioritization of a recreation/community center construction, a City Center with ample community gathering space, trails and associated greenspace mini-parks, and future development of the quarry and Almost Heaven public space areas. Also of high priority is the need to upgrade and improve the City’s two existing parks.

### Resource-Based Perspective

Manvel must undertake a highly-aggressive capital improvement campaign to address a multitude of community improvement needs. Community gathering places, new municipal buildings, common green space, a recreation/community center, and trail connectivity between existing and future neighborhoods will require substantial investment over the next 5-10 years. Construction of a City Center, quarry/sand pit, and Almost Heaven Park development, redevelopment of Croix Park and the Police Station Park in addition to essential trailhead and trail construction represent significant financial prioritization during the 10 years contemplated by this Master Plan.

Sports complexes in this region must compete in an already saturated marketplace. A community seeking to enter this particular regional market must be able to provide an offering of quality and amenities that are as significant as competitor communities surrounding Manvel thereby necessitating an investment of capital monies so large as to represent a debilitating opportunity cost as relates other city capital needs.

Finally, the “payback” dynamics usually associated with a sports complex do not exist for Manvel at this time and on the 1-7 year horizon. Often, sports complexes are treated as economic development projects focused on increasing sales tax and, to a lesser extent, Hotel Occupancy Taxes (HOT).

Manvel’s retail needs are largely solved by surrounding communities well within a 10-mile reach to the north of the community. Brand diversity and volume in retail and hotel offerings in these communities are already positioned to handle most of the demand in the immediate area plus on-going growth over the next few years.

The capacity to spin up sufficient retail and hotel operations to capture any new demand a sports complex could potentially bring is limited and again, comes with a substantially deleterious opportunity cost which undermines more important and immediate goals both for trails, community space, parks, and municipal infrastructure.

## Recreation by Others

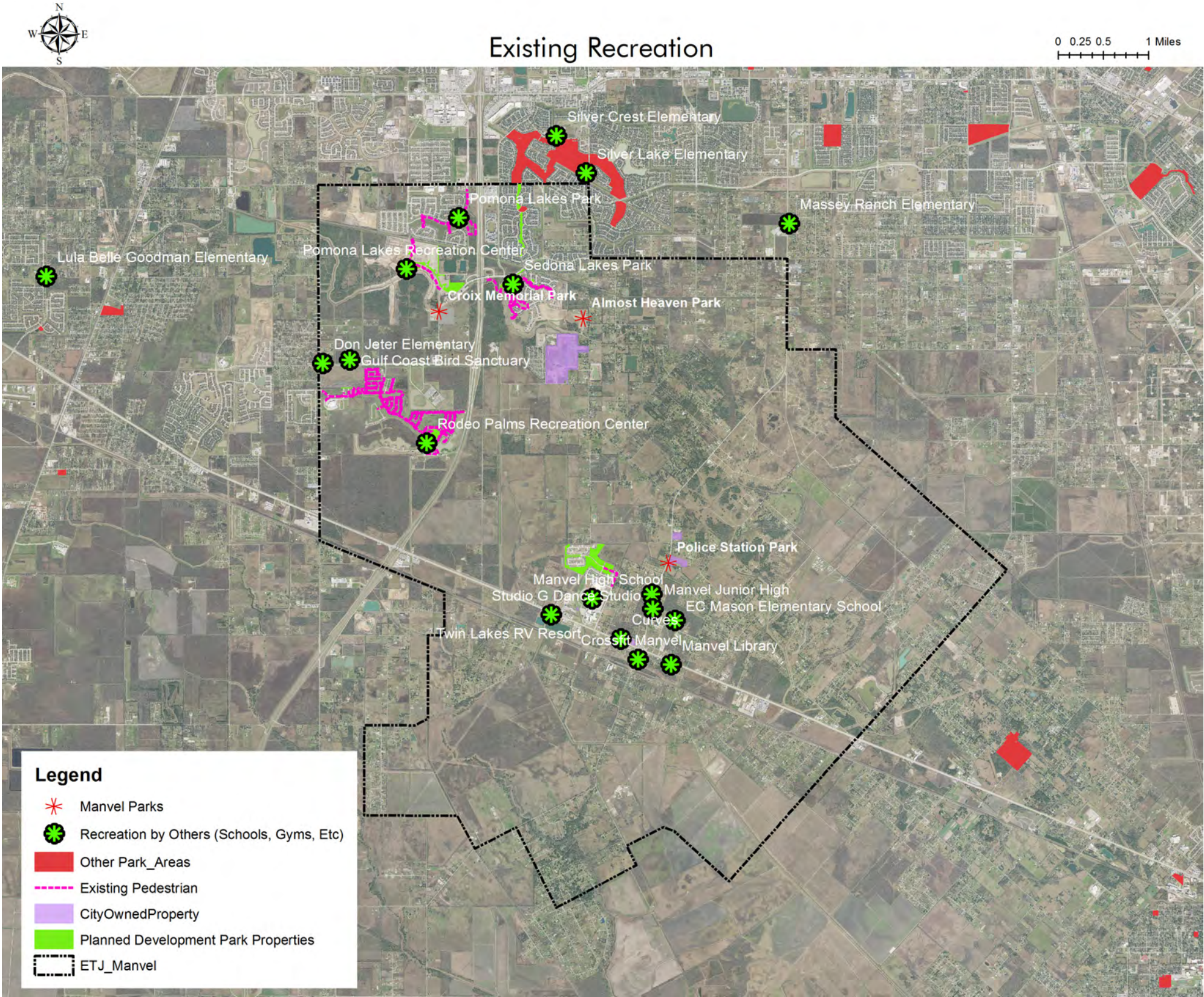
Manvel residents have grown accustomed to seeking recreation opportunities in a wide variety of places. Some recreation is currently being provided by other communities such as Little League baseball, public pools, hiking at state parks, splash pads in

Pearland, and much more. Being so close to Houston and surrounding areas offers Manvel residents an incredible amount of choice for recreation. The following cities and entities were identified in the Parks and Recreation Survey as providers of recreation for Manvel residents:

- Alvin
- Houston
- Galveston
- Angleton
- Friendswood
- Pearland
- Alvin ISD

Manvel residents are willing to travel to find recreation, usually by car. The average distance travelled by survey participants for recreation was 53 miles/44 minutes, with a median trip 30 miles/25 minutes. Some of this travel for recreation is likely out of necessity due to the limited offerings in Manvel. It is important for residents to continue to communicate with City officials regarding recreation needs and any desire for providing specific programs and facilities in the future.







# Parks and Facilities Inventory

## Principles for Addressing Growth <sup>16</sup> *16. Journal of Park and Recreation Administration*

“New development generates a need for additional park amenities. The people responsible for creating that need should bear the cost of providing the new amenities.

- Three options for paying for growth:
  - Existing residents subsidize new park development
  - Lower the level of service (i.e., reduce the number of parks/quality of life)
  - Require new growth to pay for itself”

## Neighborhood Parks - Partnership with Developers

Neighborhood parks provide an opportunity for residents to gather and play in places near their home and are an important component of the overall park system. They are often accessed by sidewalks or trails and are safe, convenient places for families to play.

The City of Manvel has adopted a Park Land Dedication Ordinance (Se. 47-6 - Park land and trail dedication requirements) that provides for added park space and trails as residential subdivisions develop. The purpose of the ordinance is to provide usable recreational areas in the form of neighborhood parks. Requirements for park land under this code are as follows:

General requirements for single-family, duplex, and multi-family residential developments:

- One acre per 100 homes set as dedicated park land
- Payment of money in lieu of land; or
- Pledge of security guaranteeing future dedication of park land.

Up to fifty percent of requirement may be met by:

- Provision of private neighborhood park land
- Land use for trails

Trails:

When trails are developed under the ordinance, credit is given for the following:

- All weather hike/bike trails and or equestrian paths
- Having multiple access points to a city-wide trail system
- Being connected to recreational areas and schools as part of an open space system
- Having a average minimum width of 20-30 feet

The current language in the code provides for giving the developer credit when certain conditions are met. However, creating some standards for what park features will be included can be useful.

Land dedicated by developers for park use should be not only preserved for parks, but actually developed into usable park space with a variety of amenities typical of neighborhood parks.

A basic neighborhood park should include open space for passive recreation, picnic areas, walking trails, playgrounds and other amenities. The site and proximity to other park areas will determine which amenities are needed most.

The following table provides some basic standards for how many park features should be included for a given community. The table utilizes “Dwelling Units” rather than population to aid developers in scaling their park space and improvements appropriately.

Review and revision of this ordinance is recommended to ensure that the parks and recreation amenities included in new neighborhoods meet the immediate and long-term goals of the community.

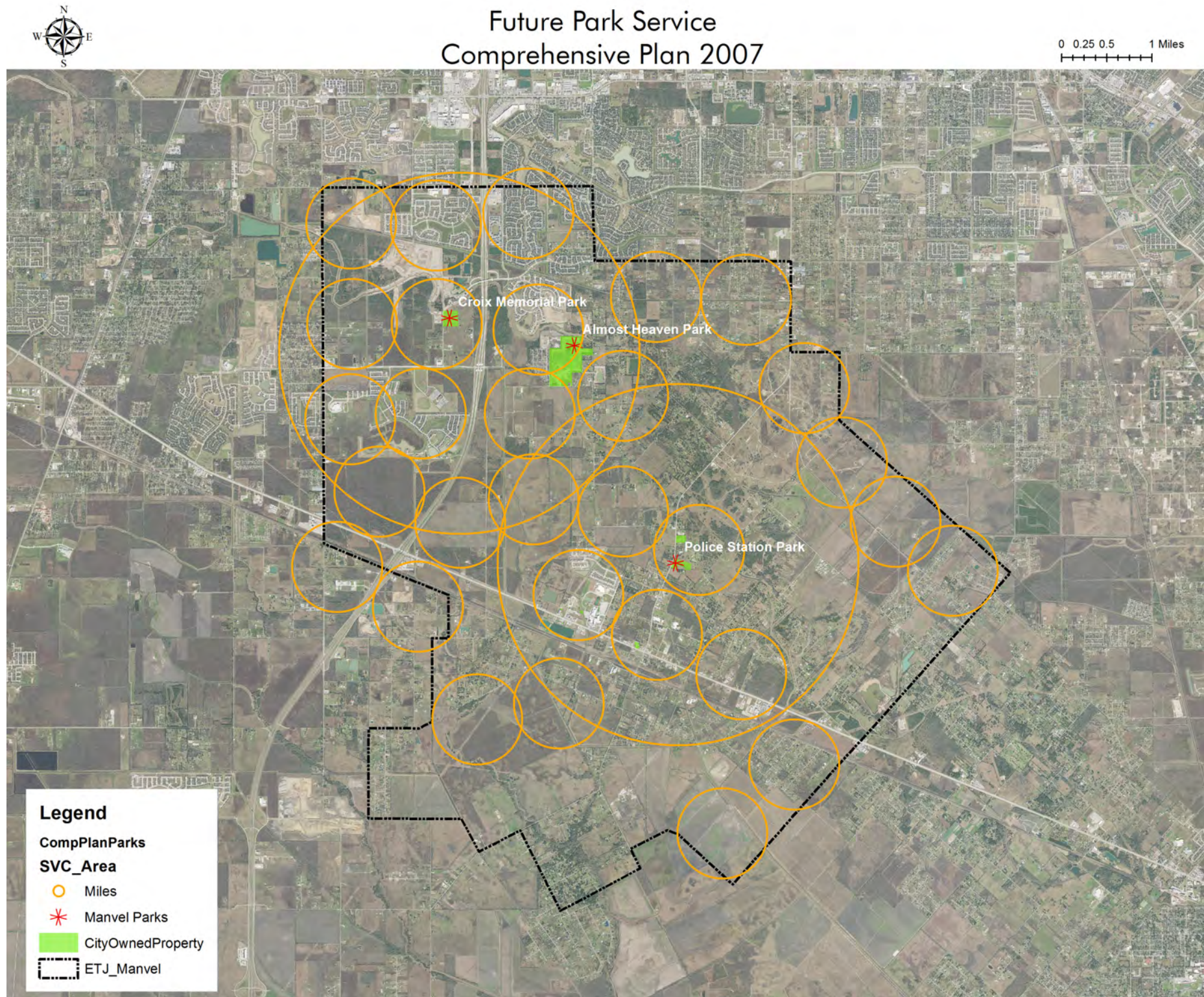
Any review to the ordinance should ensure that the cost of construction and maintenance of neighborhood parks should continue to be borne by developers. This standard or an equivalent should be adopted by reference as a component of the Park Land Dedication Ordinance to ensure developer compliance.

## Recommended Park Standards for Dedicated Park Land

| Facility                       | Recommended Units per # of Dwelling Units |
|--------------------------------|-------------------------------------------|
| Basketball or Volleyball Court | 1 per 2,000 DU                            |
| Play Structures                | 1 per 600 DU                              |
| Smooth Surfaced Walking Paths  | 1 per 1,200 DU                            |
| Covered Picnic Shelters        | 1 per 1,600 DU                            |
| Park Bench                     | 2 per acre                                |
| Grill/Barbecue Pits            | 1 per 2 acres                             |
| Trash Cans                     | 1 per acre                                |

*Standards adopted from NRPA population standards for use with a Dwelling Unit calculation of 2.5 persons per DU.*





*Park service areas identify a general distance that a given sized park will served. Service areas for neighborhood parks are usually 1/4 to 1/5 mile radius, the equivalent of a 10 minute walk. In the Comprehensive Plan, service areas for future neighborhood parks are shown at 1/2 mile. These will largely be developed by subdivisions under the requirements of the Park Land Dedication Ordinance.*



# Parks and Facilities Inventory

## Croix Memorial Park Inspection and Observations

Croix Memorial Park is an approximately 17 acre community park that serves a variety of recreational needs. The park is situated on the west side of State Highway 288 and is adjacent to Mustang Bayou. The park provides the following features:

- Soccer Fields
- Baseball Backstops
- Restrooms
- Picnic Areas
- Gazebo
- Azalea Garden
- Parking
- Playground

Croix park is in overall good condition, and is the largest of the two parks in the system. Some features, such as the restrooms, are ready for upgrades. The park offers beautiful shade trees with picnic areas and a gazebo. Residents and the Parks Board have indicated that Croix Park should remain focused on community wide service, providing features for all residents. New residential subdivisions in Manvel have been providing their own neighborhood parks, pools and other amenities, therefore Croix Park should provide features that aren't available within subdivisions.

### Observations:

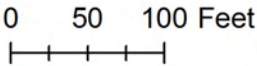
- Restrooms should be replaced
- Walking paths are needed
- Larger covered pavilion needed
- Great location for a dog park







Croix Memorial Park





# Parks and Facilities Inventory

## Police Station Park Inspection and Observations

The park at the police station on Masters Road is a small neighborhood park with a playground and open space. The park provides a safe place to play or enjoy some passive use of the open lawn. Specimen-quality Live Oak trees provide exquisite shade near the playground and park entrance.

The park provides the following features:

- Play module
- Passive lawn area
- Parking (shared with Police Dept.)

The park is in overall good condition and serves well as a community park. The City owns approximately 7 acres adjacent to the north boundary of the property that significantly increases the opportunities for additional features.

### Observations:

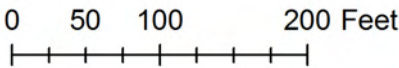
- Parking is limited, any expansion will require an increase.
- Existing Live Oak trees are irreplaceable. Care should be taken to preserve them during any redevelopment projects.
- No current access to drinking fountains or restrooms.







Police Station Park





# Demand **Assessment**





Live Oaks at Police Station Park

01

Inventory &  
Analysis

02

Demand  
**Assessment**

03

**Walkability**

04

Programs &  
**Events**

05

Natural  
**Resources**

06

Priority  
**Projects**

07

**Implementation**



# Stakeholder Input

## Public Workshop - 6/23/2016

The City of Manvel held a public workshop to gather much-needed input regarding residents' values, interests and needs for parks and recreation facilities and programs in the community. The meeting was held at the Church of the Harvest on June 23, 2016 at 6:00 p.m..

Community members attended and participated in round table discussions about the future of parks, trails, recreation, and community spaces in Manvel.

As participants entered they were asked to share their thoughts through a series of brainstorming questions. The following comments were written by Manvel residents:

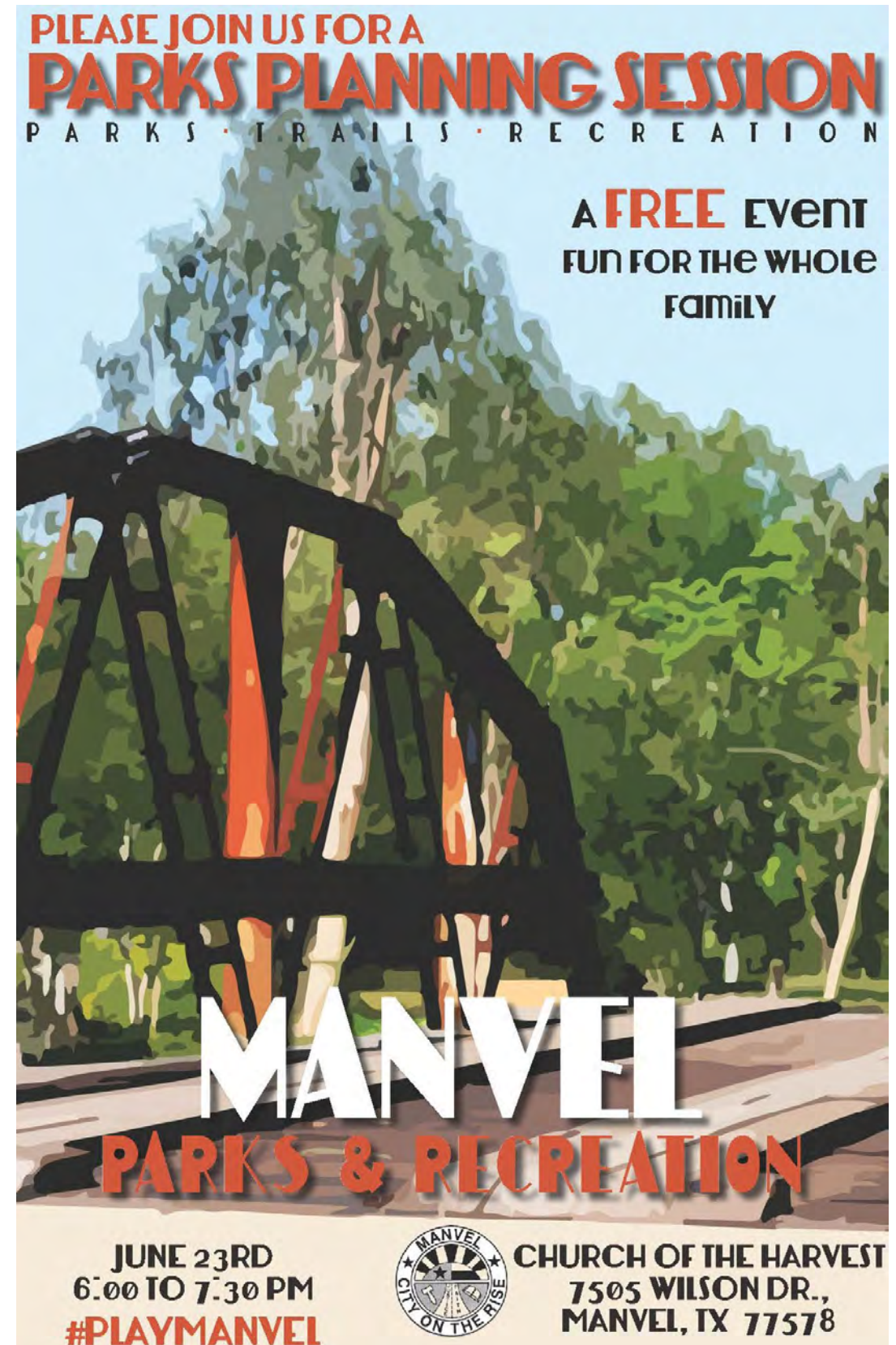
### Written Comments from Residents:

#### WHAT DOES MANVEL MEAN TO YOU?

- *My life and my future*
- *Home, community and family*
- *A nice place to live*
- *Hoka Hey! Family*
- *Family*

#### TO ME PARKS MEAN....

- *A life line for our community*
- *Family time*
- *Sense of community, healthy living*
- *Fun, good clean fun, picnics, ball games*
- *Open space, kids free-for-all, Serenity*
- *Outdoor fun*
- *A place to gather outdoors*
- *Trees*
- *Family, food, fun*
- *Being outdoors*



**PLEASE JOIN US FOR A  
PARKS PLANNING SESSION**  
P A R K S • T R A I L S • R E C R E A T I O N

**A FREE EVENT  
FUN FOR THE WHOLE  
FAMILY**

**MANVEL  
PARKS & RECREATION**

**JUNE 23RD  
6:00 TO 7:30 PM  
#PLAYMANVEL**

 **CHURCH OF THE HARVEST  
7505 WILSON DR.,  
MANVEL, TX 77578**



## TO ME MANVEL IS....

- *A city of our future*
- *Good place to live*
- *Peace & quite*
- *Great place to raise a family*
- *Home, 39 years*
- *Peace & quiet*
- *Home*
- *A clean slate for development*

## WHAT ARE YOUR DREAMS FOR MANVEL PARKS?

- *Awesome Splash Pads*
- *Large Gazebo*
- *Butterfly Gardens*
- *Meeting places*
- *Community Center*
- *Library*
- *Picnic tables*
- *Fishing Ponds*
- *Walking trails*
- *Outdoor pools so kids can swim*
- *Bands*
- *Public Pool*
- *Sports Arena*
- *Equestrian Trails*
- *Shelters for shade*
- *Community Centers*
- *Dog Parks*
- *Playground equipment*
- *Gatherings*
- *Connectivity*
- *Walking trails*
- *Places where people can come and find peace and enjoyment*
- *Large trees*
- *Farmers Market*



*Participants in the public meeting were organized into small working groups. Each group worked through a series of topics to determine their priorities for parks and recreation. At the end of the meeting, each working group presented a summary of their priorities, interests and concerns to the larger audience.*

# Public Meeting

## Comments from Public Workshop - 6/23/2016

The small group discussions focused around the following themes: Path, Shelter, Play, and Place. The discussions were lively and resulted in some great ideas for the future of Manvel. Common themes found in the online survey and public workshop include:

1. A large park that can serve as a community gathering place and provide an identity/sense of place unique to Manvel – a city center. This space could include green space for play and festivals/events, a pavilion/amphitheater, library, community center, food trucks, a place for a farmers' market,
2. Connectivity: trails, cycling, equestrian. The bayous are a great starting point for trails.
3. We should think of our roads as parks and connectors.
4. A connection to nature: bayous, prairie, oak trees, birds, butterflies.

### PLACE

The discussion theme “Place” provides a lens through which to evaluate parks and public spaces, not for their features and amenities, but as locations for activity in the public realm. Meeting participants discussed a wide variety of topics within this theme, including such as ideas as Farmer’s Markets, Community Event Space, Dining Opportunities, Nature Experiences and Museums. Other comments, took a pragmatic approach with consideration for Land Acquisition, Utilization of Rights-of-Way, and Infrastructure Needs. One common trend in the discussion was the conclusion that there is not enough public space in Manvel for recreation activities and events.

### PLAY

The “Play” discussion them is a general category to guide conversation about desired recreation activities within parks and public spaces in Manvel. The desired activities and amenities desired by residents varied greatly, including Aquatics Facilities, Water Sports, Disc Golf, Playgrounds, Dog Park, Equestrian Activities, Shooting Sports and Team Sports, and many more. The most frequently discussed activities were Aquatics, Teams Sports and Water Activities (kayaking, fishing, etc.)

Team sports were discussed ten times within the “Play” theme of dialogue. Residents discussed a desire for tournament opportunities, a multi-use sports complex, softball-specific sports complex, and Little League fields. One comment indicated a need to wait for sufficient population to support a sports complex. There is a clear desire by some residents to bring team sports home to Manvel, when the timing, resources and land are available.

### PATH

The “Path” theme encompasses recreation activities such as walking, jogging, and hiking, as well as considerations such as access and proximity to recreation spaces, parking and overall community connectivity. Meeting participants clearly stated their desire to have multi-purpose trails throughout the community, with the second highest frequency of comments at the public meeting. Details of discussion included the need for connectivity, cycling opportunities, hiking, equestrian trails, nature trails and use of drainage-ways for connection.



*Comments from the round table discussions were coded by subject to look for patterns in the comments. The chart on the right shows the frequency of comments for each categories.*



SHELTER

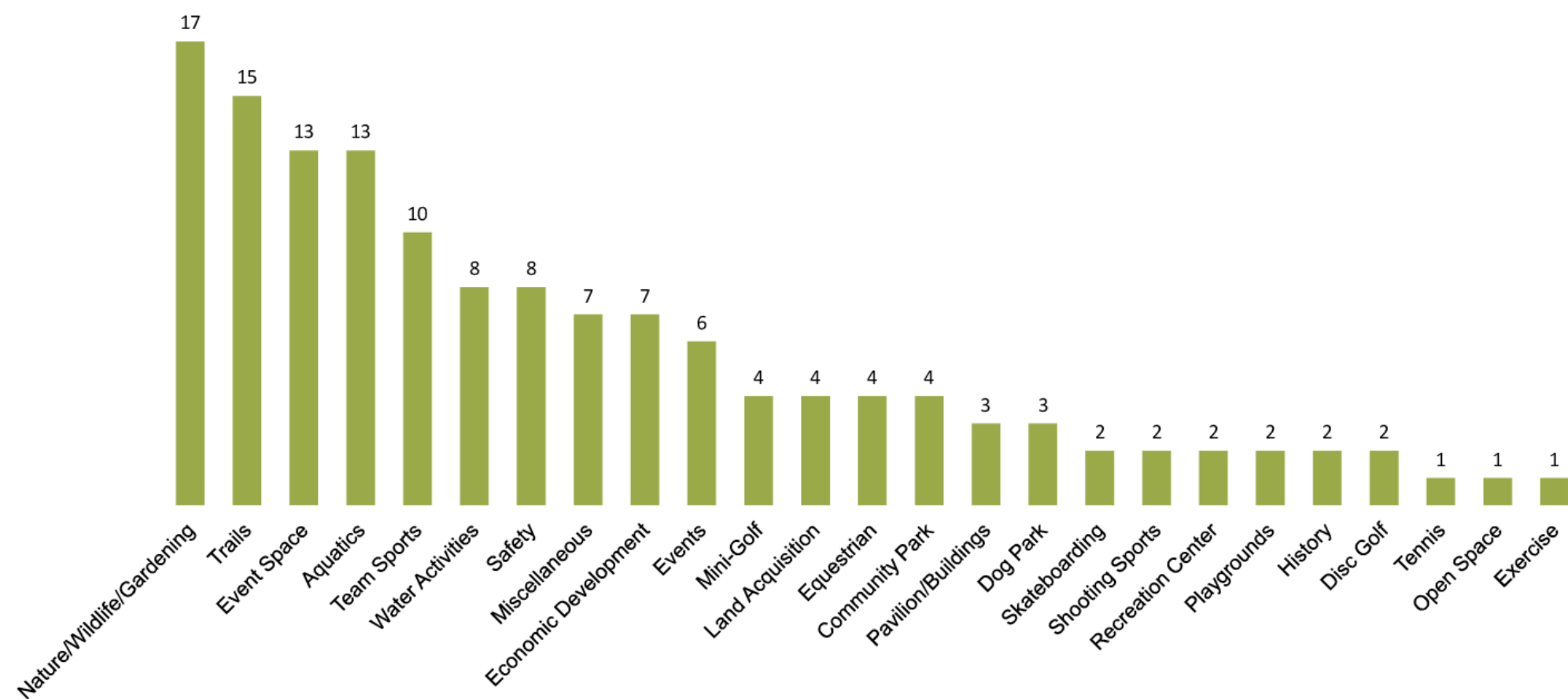
The “Shelter” discussion theme is focused on topics and ideas related to buildings, pavilions, and other built structures for recreation purposes. Meeting participants expressed an need for meeting and gathering spaces for events, such as an amphitheater, a recreation center, pavilions, and possible rental facilities for events such as parties and reunions.

PEOPLE

Discussion about events and activities focused on the community gathering together were categorized under the discussion theme of “PEOPLE”. While a master plan has limited control over future events and programs, the discussion yields insight into the types of events that Manvel residents value. Events mentioned during the meeting included a desire for a trail ride, Independence Day fireworks, and parades. There was a general agreement that Manvel needed a location for events to take place.

On the Topic of Safety

While not a formal theme of discussion for the public meeting, the topic of “Safety” was mentioned several times and warrants notice. Meeting participants mentioned safety, mostly with regard to walking activities. A lack of trails and roads without shoulders mentioned, as well as an expressed desire to have safe routes for bicycles as well. Masters Road was mentioned several times as a primary route with a need for safer shoulders and potentially a trail.



# Online Survey

## Parks and Recreation Survey Results

The City of Manvel conducted an online Parks and Recreation Survey beginning in May 2016 and running through the end of July 2016. A total of 227 respondents completed the 13 question form, providing insight into current recreational activities that Manvel residents participate in, as well as the desired parks, facilities and activities that they would like to see in the future parks system.

The most important question asked of survey participants is what their top priorities are for parks, recreation and outdoors in Manvel. The top 3 priorities identified are as follows:

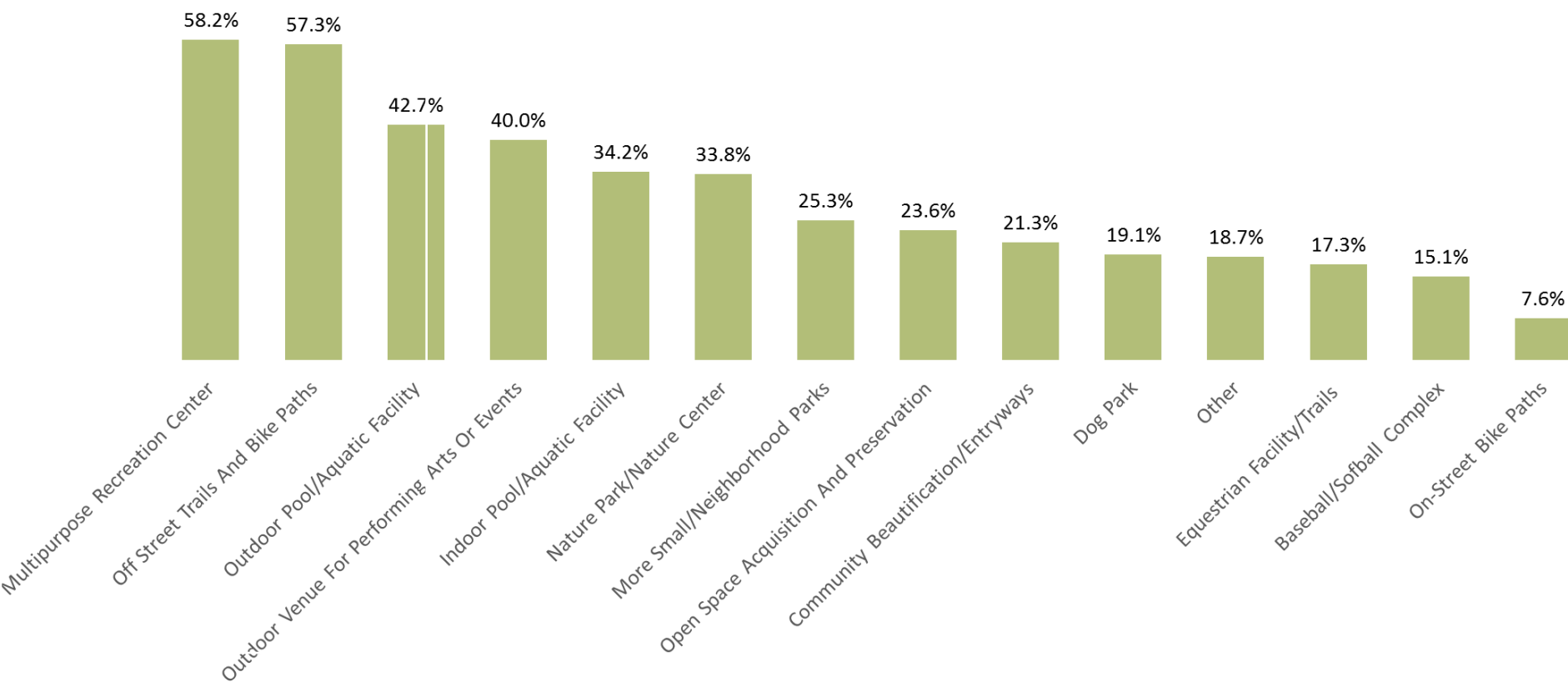
### Top 3 Priorities

- 1. Multi-Purpose Recreation Center
- 2. Off-Street Trails and Bike Paths
- 3. Outdoor Pool/Aquatic Facility

Survey participants were asked a number of open ended questions about how they spend their recreation time and money. Manvel residents participate in a wide variety of activities at a wide number of locations. The median distance travelled for recreation activities is approximately 25 miles with an average monthly expenditure of \$269. The greatest number of participants reported spending recreation time in Pearland followed by Houston, Alvin and Galveston. As Manvel continues to grow, a time will come to decide which of those recreation activities they would like to bring “in-house”, and which ones are best served by other entities.

*The online survey sample produced results with an approximate 6.41% margin of error and a confidence level of 87.3%.*

What are your top priorities for parks, recreation, and outdoors in Manvel?





# Demand Assessment 02

“Where do you and members of your family go for recreation?”



“How much Money would you estimate you spend when traveling to other cities for recreation purposes ie.. Gas, Restaurants, Retail Shopping, etc? ”

Average Monthly: \$269

Median Monthly: \$200

“How far do you travel for recreation?”

Median Trip: 30 minutes/25 miles

# Online Survey

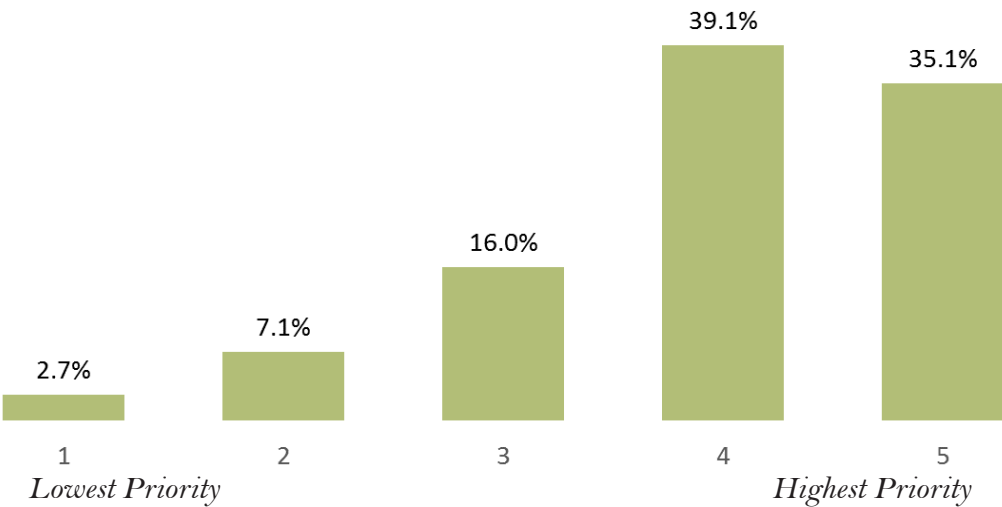
## Parks and Recreation Survey Results

Fundamental to any consideration of new parks/ recreation facilities and programs in Manvel is the question of funding. Survey participants were asked the following:

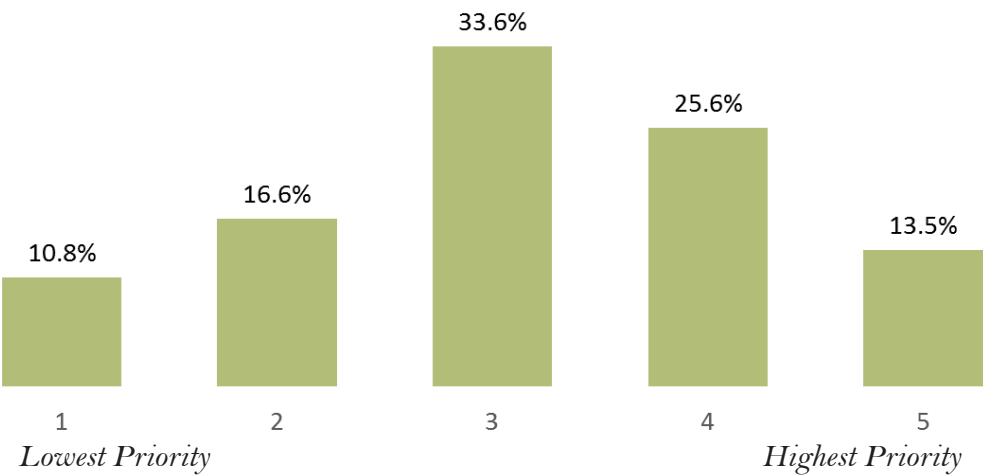
“Can money be raised to build, maintain, and operate facilities and programs?” If so, how much and through what funding mechanisms?”

The results indicate a general willingness to expand funding for trails, recreation and parks programs and open space acquisition. These results displayed a similar level of priority as that of roads, infrastructure and maintenance.

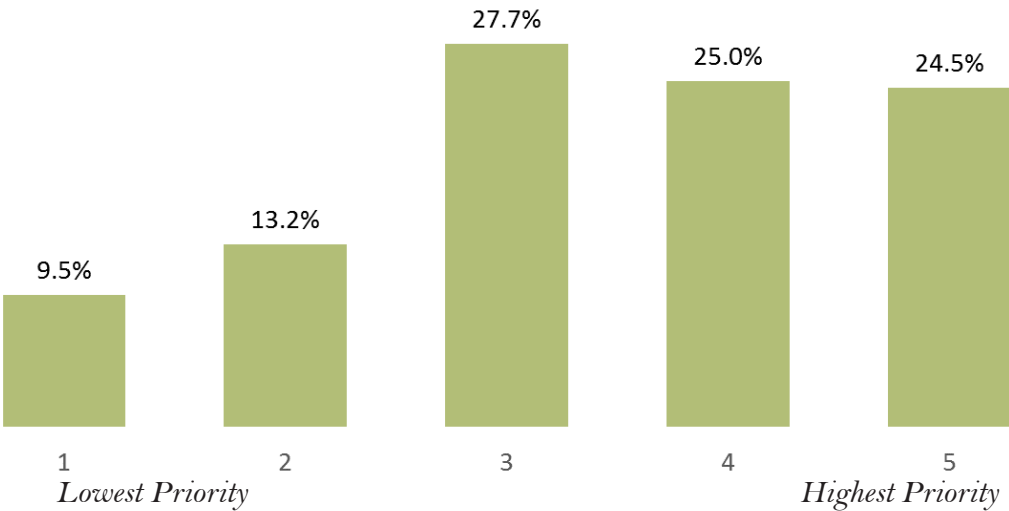
Recreation and Parks Programs



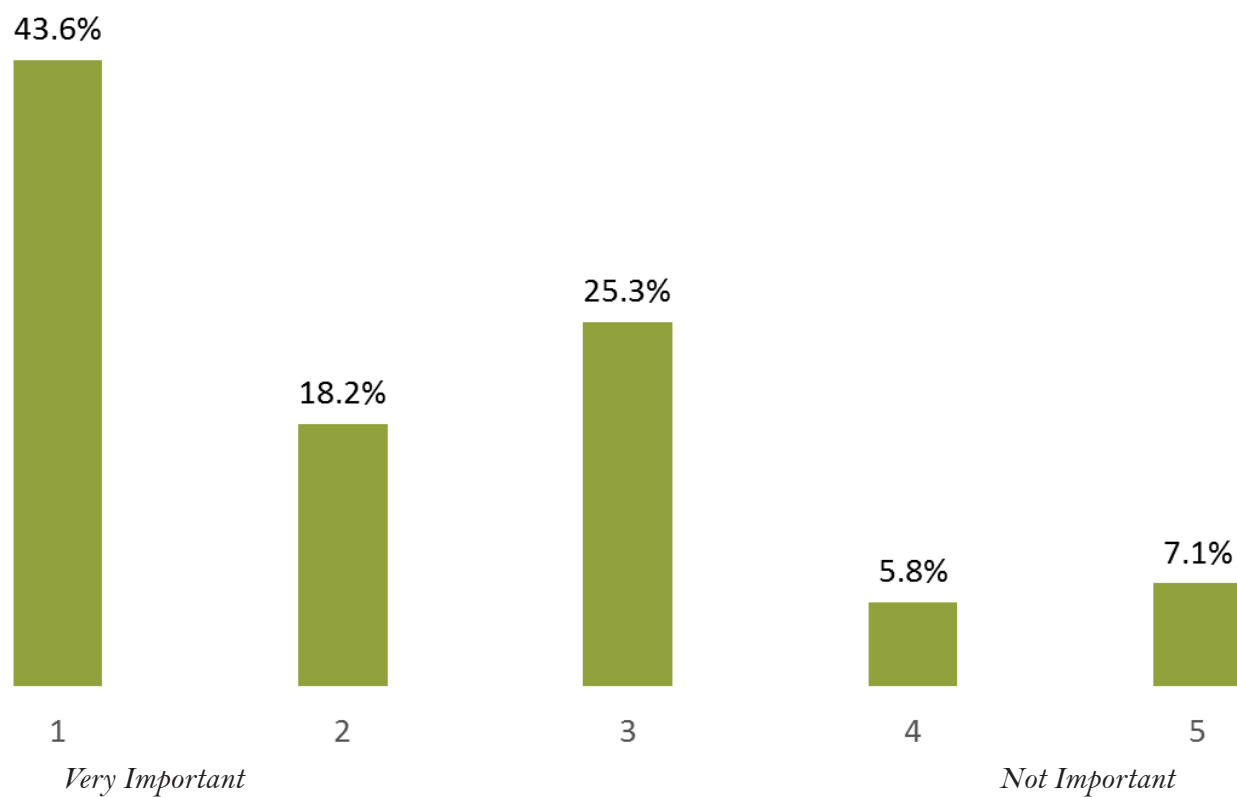
Open Space Acquisition and Preservation



Development of New Trails and Paths



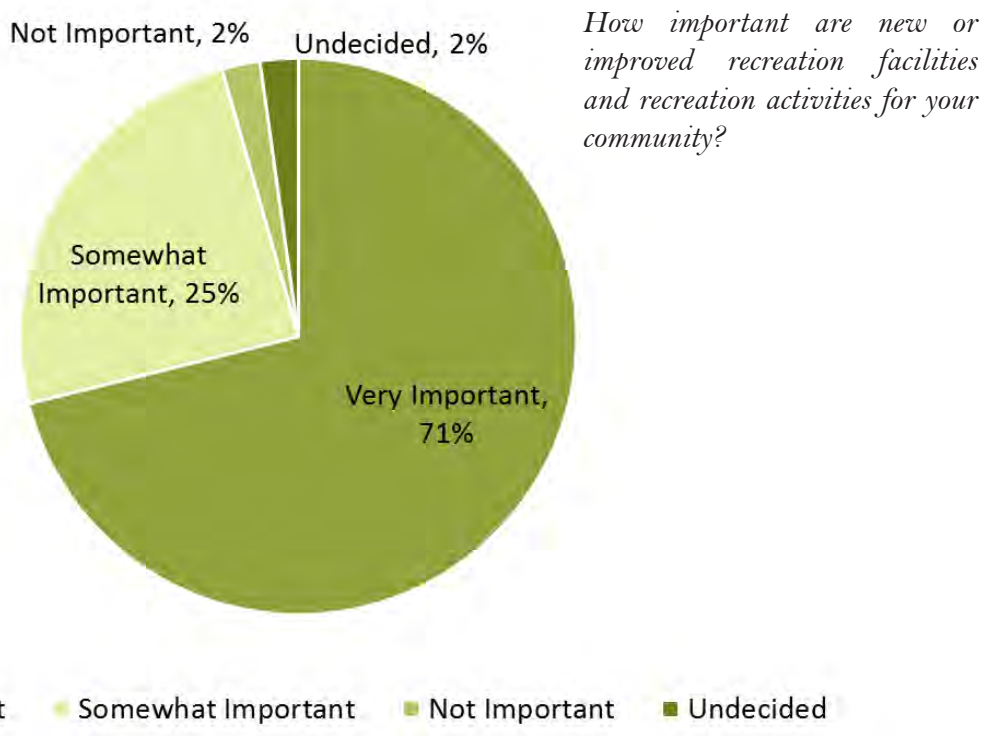




*“How important are greenways (which include trails for walking, biking, and running) that would interconnect neighborhoods, parks schools and other areas within Manvel?”*

When asked about the importance of greenways and trails for walking biking and related activities. A total of 61% of the responses rated the priority of greenways as either “Important” or “Very Important”.

When survey respondents were asked how important new and improved recreation facilities and activities are, a resounding 71% responded that they are “Very Important”.



**Walkability**





01

Inventory &  
Analysis

02

Demand  
Assessment

03

**Walkability**

04

Programs &  
Events

05

Natural  
Resources

06

Priority  
Projects

07

Implementation



# Planning for Walkability

## Pedestrian Paths and Trails

### Defining Walkability

Walkability is defined in many ways, but is almost always based on three principles:

- Physical Access
- Places
- Proximity

“**Physical Access**” refers to the infrastructure available to facilitate safe pedestrian travel to a destination. This can take the form of sidewalks, trails, open space and corridors.

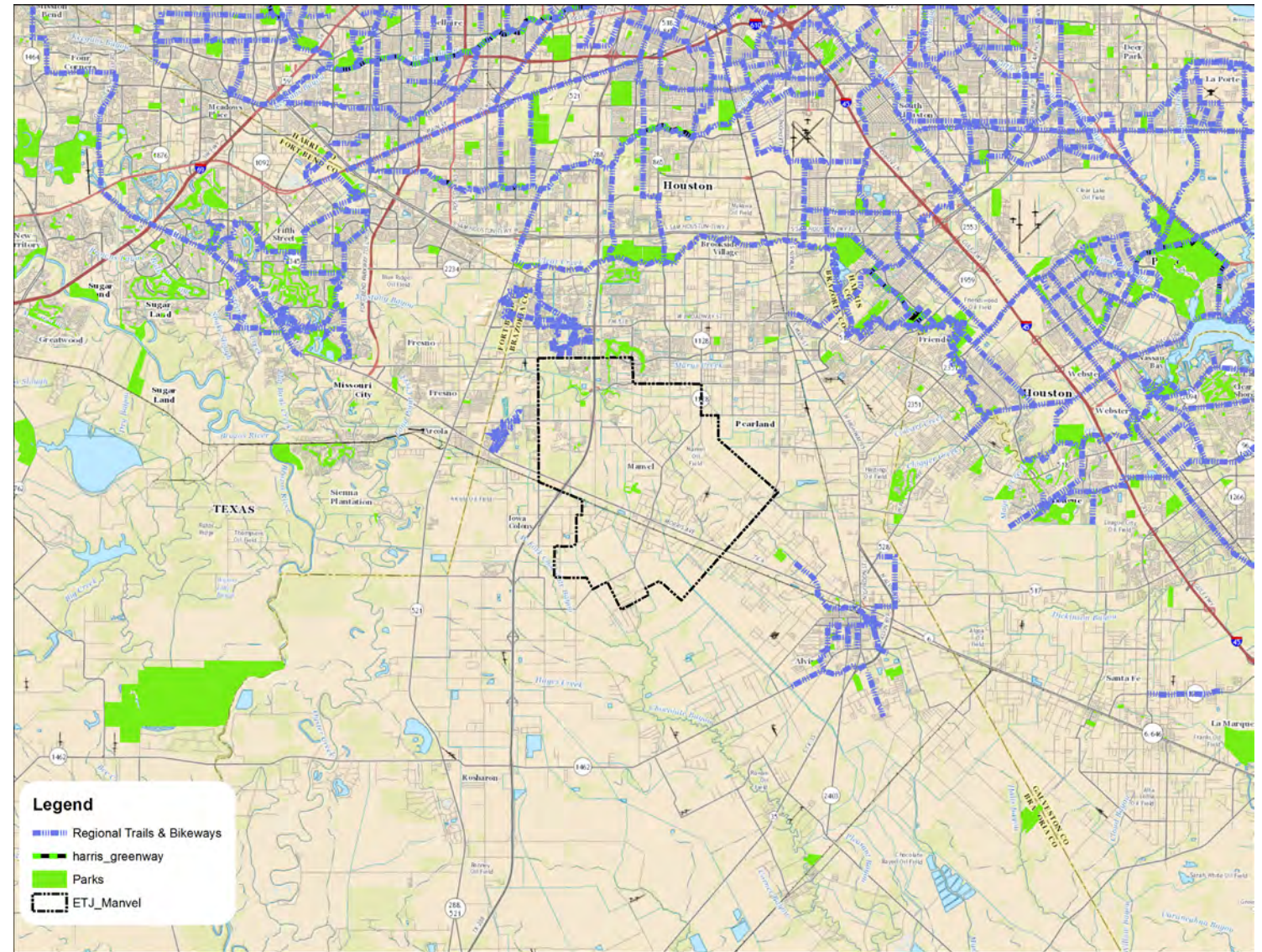
“**Places**” refers to the presence of public destinations such as schools, work, shopping, food service, parks and other recreational activities.

“**Proximity**” refers to the walk-able distance to destinations. An acceptable distance to a variety of destinations would be approximately one mile or 10 to 15 minute walk from a given location.

### The Need

The City of Manvel has very limited area dedicated to pedestrian and other non-vehicular transportation. Currently there are sidewalks within newer residential developments in the community, however no city-wide system of pedestrian facilities exists. The online Parks and Recreation Survey indicated that 56.6% of respondents considered off-street trails and bike paths to be a priority. A total of 76.8% of responses rated development of new trails and paths as a moderate to high priority for funding.

Opportunities for creating trails and sidewalks in Manvel are mostly found in the street rights-of-way. Other areas where trails may be implemented include city-owned land along the bayous and along utility corridors through interlocal agreements.



Regional Non-Motorized Transportation  
Greenways, Trails and Bikeways

*Trails and bikeways are a key component of a parks and recreation system in addition to facilitating non-motorized means of transportation. Trails and bikeways are abundant throughout Houston and many surrounding communities but have not been developed in Manvel. Manvel has a great opportunity to capture space for trails prior to becoming a “built out” community.*



## Priority Routes

Developing a non-motorized transportation network is no small task. Cities are limited to working within property that is under their control such as street rights-of-way, drainage corridors and by working with other entities through interlocal agreements.

Prioritization of trail and bike lane development will largely rely on funding, real estate development patterns, and availability of space. For instance, the 2015 Thoroughfare Plan defines the character and type of non-motorized routes for each classification of roadway. The development of proposed trails and bike lanes along these corridors would therefore be coordinated with the construction or reconstruction of associated roadways, rather than a standalone project.

The City has expressed a desire to consider the public rights-of-way as a key component of the parks and recreation system. This concept embraces the design intention of utilizing the entire non-road part of the right-of-way as linear park space, complete with trails and landscaping and, where appropriate other amenities.

## Off-Street Trails

The largest component of the proposed non-motorized transportation network will be off-street trails. As stated above, these will primarily be pedestrian pathways along major roadways throughout the City.

Available right-of-way space will vary with each roadway, and some existing roadways may be even more limited, therefore the widths of pathways will vary. Ideally, each pedestrian route would be 12' wide, paved, with buffers of landscaping between adjacent roadways. In some areas the maximum width may be limited to 5' sidewalks. The 12' pathways will allow for a striped centerline to designate two-way traffic along the path. Two-way paths are the optimum design for inclusion of bicycle traffic and pedestrian traffic on the same path.

## Routes along Drainage Corridors

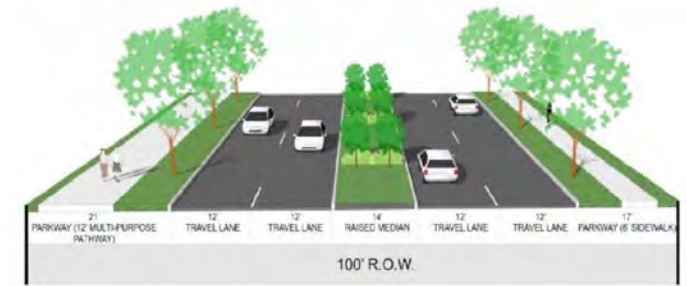
Proposed trail routes along drainage corridors such as Mustang Bayou and Chocolate Bayou are ready for development upon securing the necessary funding. The drainage corridors should be considered as the highest priority routes for new trail development. Right-of-way along drainages is acquired by the City of Manvel upon platting of subdivisions along the waterways. These routes were selected based on the following factors:

- project opportunity is triggered upon availability of rights-of-way along the corridors; (see Right of Way Map on the following pages)
- ability to connect areas of the community;
- opportunity for recreation in more natural environments.

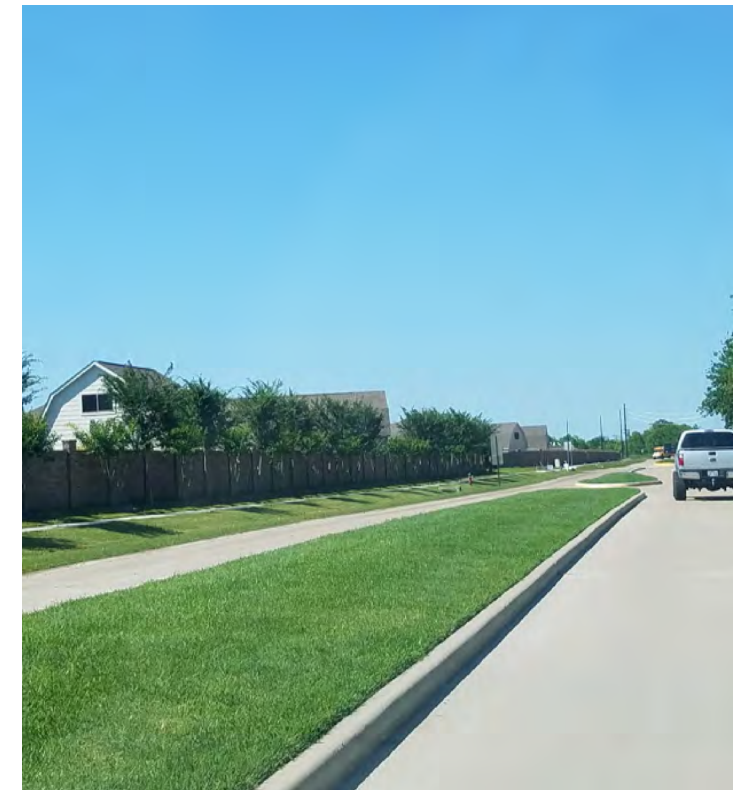
## Equestrian Opportunities

Citizens who participated in the online Parks and Recreation Survey mentioned the desire to include equestrian trails a total of 4 times. Within 2 of the questions, approximately 13 to 17% of responses indicated a desire to make trails a priority. Being relatively rural in character, Manvel has the opportunity to create a equestrian routes alongside proposed trail routes in select areas of the community. The bayous represent the best location for horseback riding, as they have less noise and vehicle traffic and ample space for equestrian trails to coexist with pedestrian trails.

**The rights-of-way in Manvel should be a key component of the City's parks and recreation system.**



*Proposed street section from the 2015 Thoroughfare Plan. Standards for development of each roadway type illustrate the desired layout of pedestrian facilities within the streetscape.*

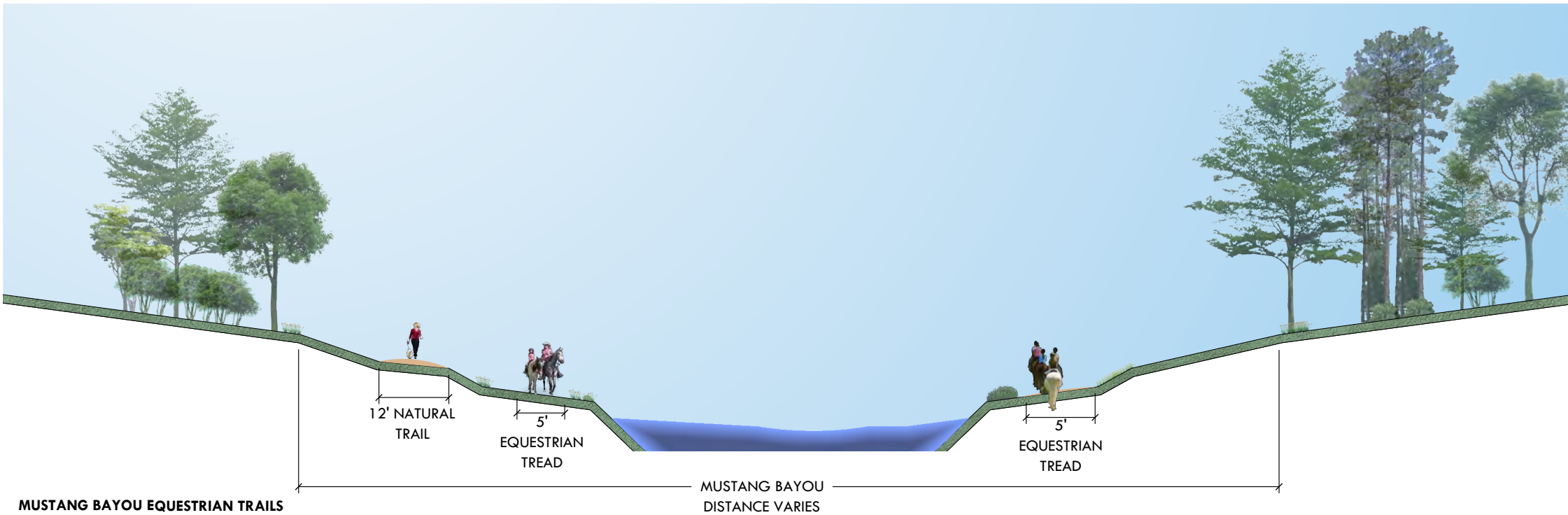
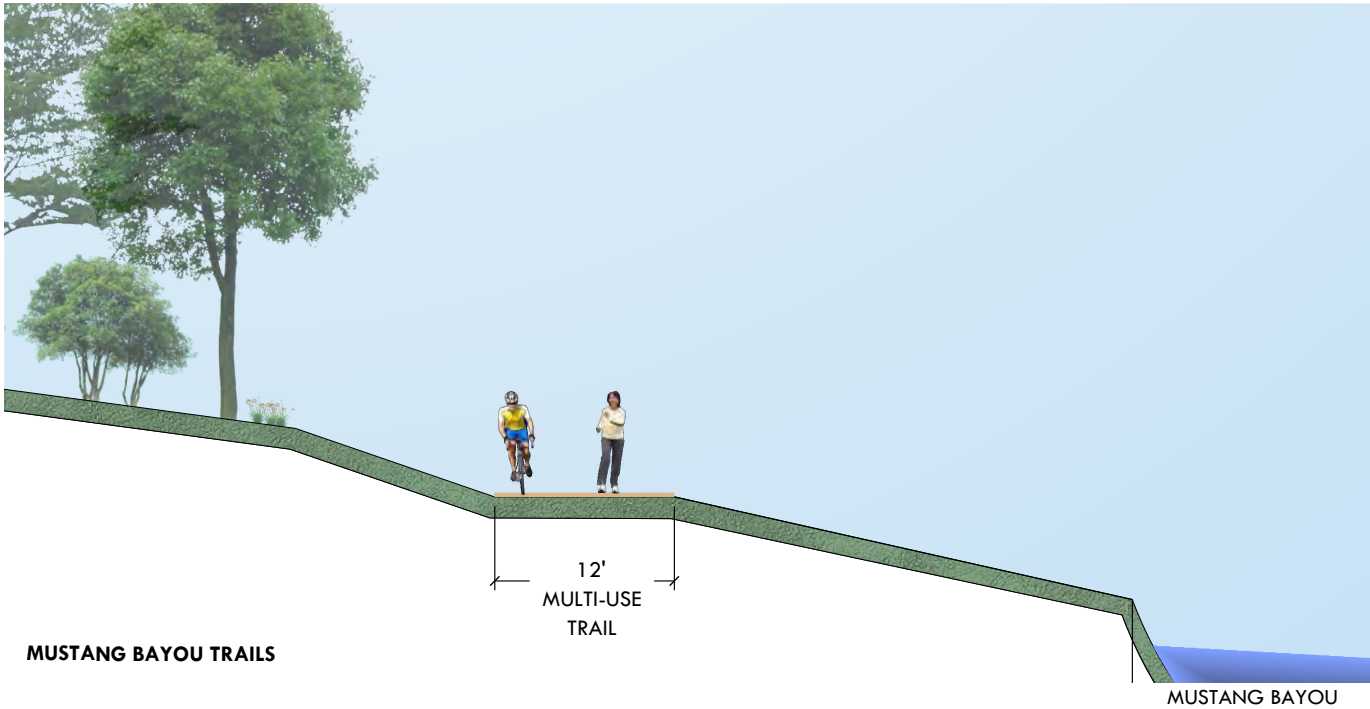


*Sidewalks along major arterial and collector roads have already been developed within newer subdivisions. McCoy Road shown above.*



# Planning for Walkability

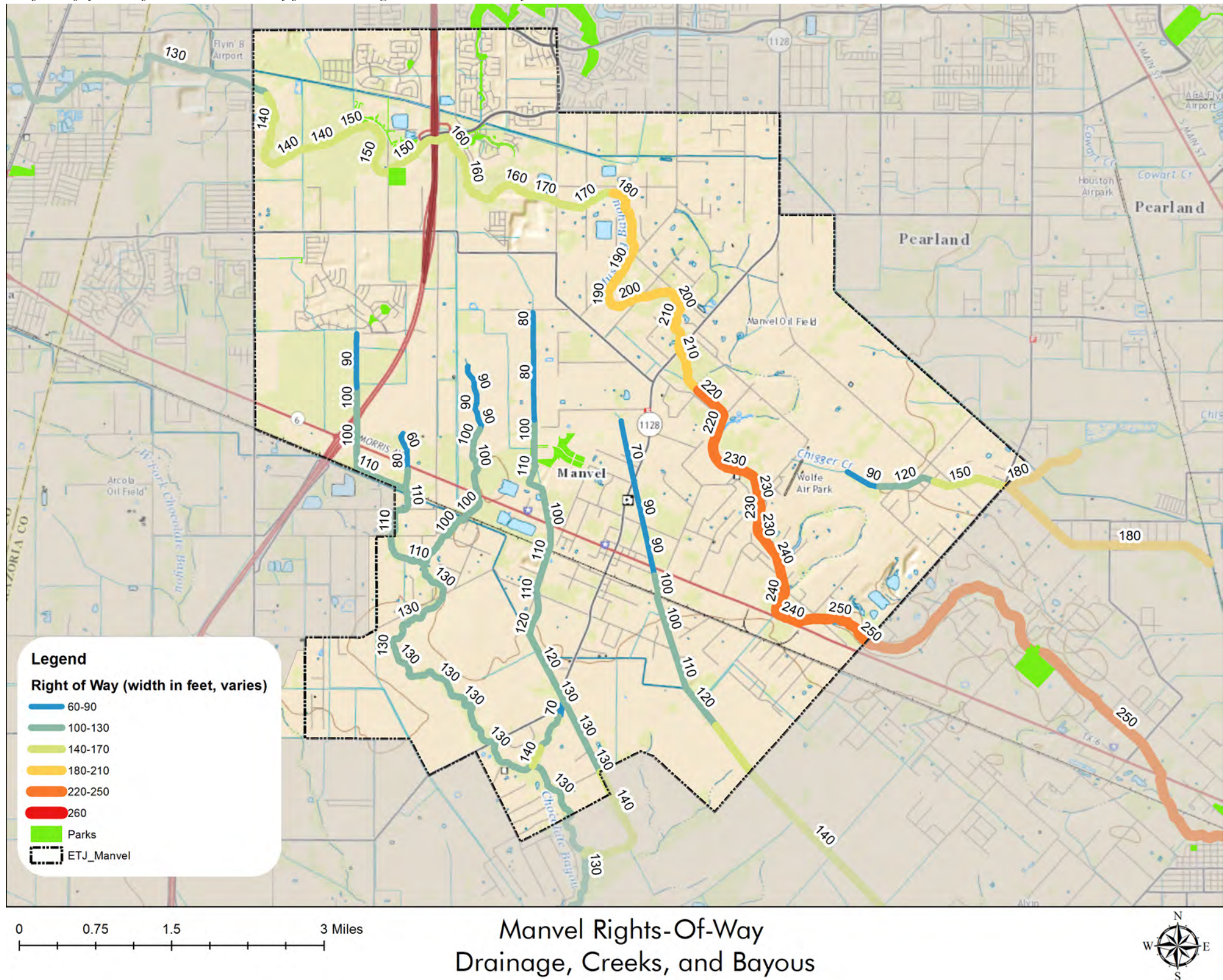
## Pedestrian Paths and Trails





# Walkability 03

*Manvel's Master Drainage Plan provides for the acquisition of right-of-way along a number of creeks, drainages and bayous within the City Limits and ETJ upon platting of subdivisions that contain these waterways. These corridors offer some of the greatest opportunities for expanding recreation in Manvel and providing for enjoyment of the natural beauty found throughout the community.*





# Planning for Walkability



*Mustang Bayou runs along the north end of Croix Memorial Park, offering connections between neighborhoods and the park. State Highway 288 would limit connections to the east due to the low overhead clearance under the bridge. However, connections to Kirby Drive and Croix Parkway will serve a number of neighborhoods.*



# Walkability 03



*Man-made irrigation canals in Manvel could offer additional trail connection opportunities. The Gulf Coast Water Authority (GCWA) currently manages access to these canals, therefore collaboration between GCWA and the City would be required.*



*The future rights-of-way along major drainage corridors such as Mustang Bayou (shown above) offer ideal opportunities for pedestrian and equestrian connections across the community and a chance to experience recreation in more natural environments.*



1st Priority Route  
2nd Priority Route

Planning for Walkability

Proposed Off-Street Trails and Bike Lanes

Proposed Trail System Statement of Probable Costs 12-5-2016

| Route    | Route Name                         | Proposed Width | Length (Ft) | Length (Mi) | Square Feet | Unit Cost | Base Cost    |
|----------|------------------------------------|----------------|-------------|-------------|-------------|-----------|--------------|
| A        | ALMOST HEAVEN/SAND QUARRY          | 12             | 12,219      | 2.31        | 146,632     | \$4.50    | \$659,842    |
| B        | BAILEY ROAD                        | 12             | 1,821       | 0.34        | 21,852      | \$4.50    | \$98,334     |
| C        | BISSELL ROAD                       | 12             | 4,547       | 0.86        | 54,563      | \$4.50    | \$245,532    |
| D        | CHOCOLATE BAYOU                    | 12             | 13,088      | 2.48        | 157,061     | \$4.50    | \$706,774    |
| E        | CLARK ROAD                         | 12             | 3,607       | 0.68        | 43,288      | \$4.50    | \$194,795    |
| F        | COUNTY ROAD 98 EXTENDED            | 12             | 18,432      | 3.49        | 221,180     | \$4.50    | \$995,312    |
| G        | CROIX ROAD                         | 12             | 22,113      | 4.19        | 265,355     | \$4.50    | \$1,194,097  |
| H        | CROIX PARKWAY                      | 6              | 4,361       | 0.83        | 26,168      | \$4.50    | \$117,758    |
| I        | DRAINAGE                           | 12             | 4,561       | 0.86        | 54,731      | \$4.50    | \$246,291    |
| J        | DRAINAGE CANAL WEST                | 12             | 4,303       | 0.81        | 51,637      | \$4.50    | \$232,368    |
| K        | DEL BELLO BLVD.                    | 12             | 13,392      | 2.54        | 160,709     | \$4.50    | \$723,190    |
| L        | KIRBY DRIVE                        | 12             | 22,299      | 4.22        | 267,592     | \$4.50    | \$1,204,165  |
| M        | MARKHAM ROAD                       | 12             | 18,800      | 3.56        | 225,605     | \$4.50    | \$1,015,222  |
| N        | PETERS ROAD                        | 12             | 1,049       | 0.20        | 12,582      | \$4.50    | \$56,620     |
| O        | PETERS ROAD CONNECT                | 5              | 13,134      | 2.49        | 65,669      | \$4.50    | \$295,508    |
| P        | JORDAN ROAD                        | 12             | 2,003       | 0.38        | 24,040      | \$4.50    | \$108,179    |
| Q        | MASTERS ROAD                       | 12             | 12,599      | 2.39        | 151,184     | \$4.50    | \$680,329    |
| R        | MUSTANG BAYOU                      | 12             | 45,710      | 8.66        | 548,517     | \$4.50    | \$2,468,325  |
| S        | RODEO PALMS DETENTION              | 12             | 5,835       | 1.11        | 70,025      | \$4.50    | \$315,112    |
| T        | RODEO PALMS PARKWAY                | 12             | 2,412       | 0.46        | 28,943      | \$4.50    | \$130,243    |
| U        | STATE HIGHWAY 288                  | 12             | 1,676       | 0.32        | 20,110      | \$4.50    | \$90,493     |
| V        | STATE HIGHWAY 6                    | 12             | 26,641      | 5.05        | 319,691     | \$4.50    | \$1,438,609  |
| W        | UNNAMED THOROUGHFARE<br>PLAN ROUTE | 12             | 9,259       | 1.75        | 111,108     | \$4.50    | \$499,986    |
| X        | CROIX PARK TRAIL                   | 12             | 3,057       | 0.58        | 36,685      | \$4.50    | \$165,081    |
| Subtotal |                                    |                | 266,919     | 50.55       | 3,084,925   |           | \$13,882,165 |

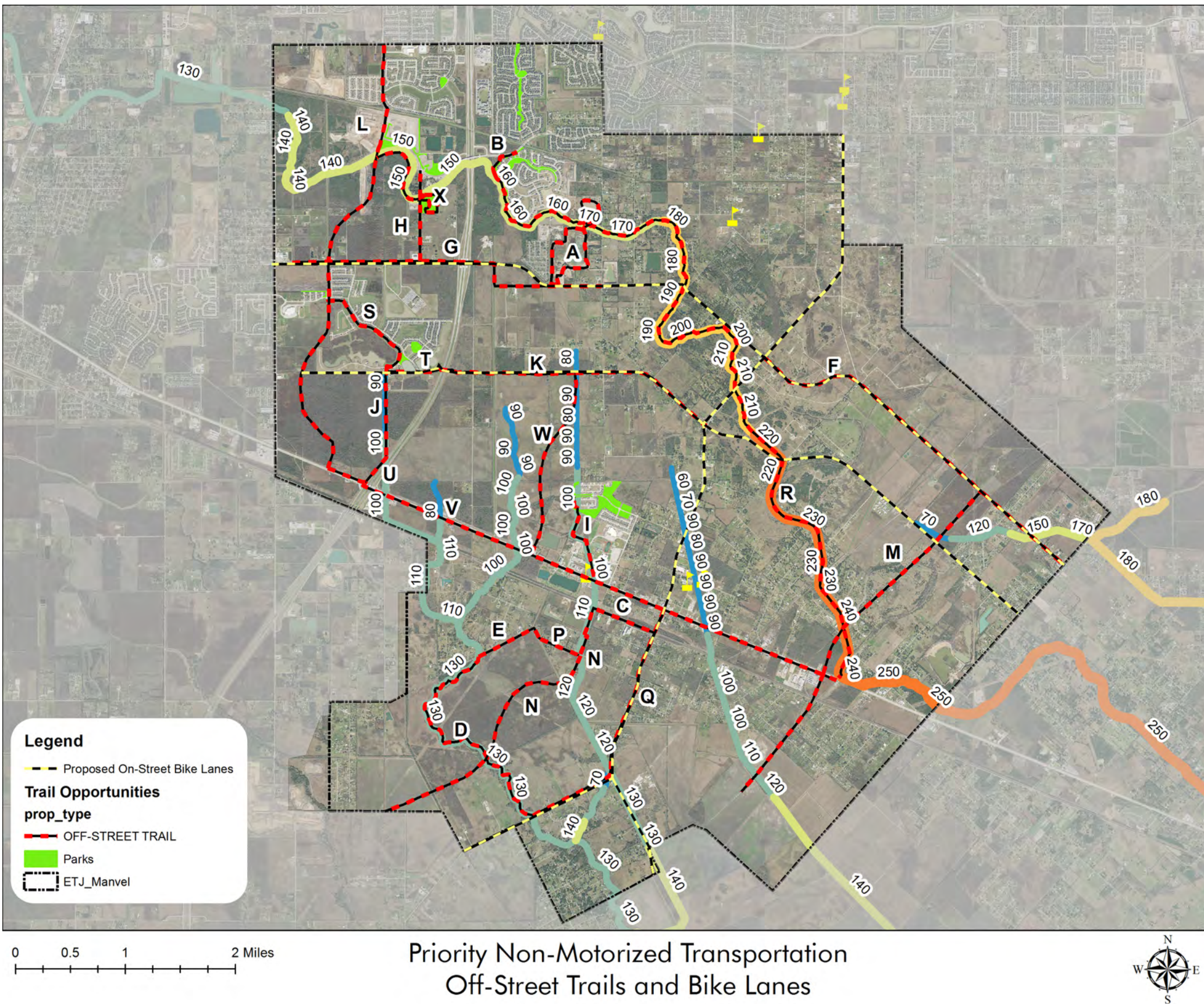
|                               |              |
|-------------------------------|--------------|
| 5% Contingency                | \$694,108    |
| Subtotal                      | \$14,576,273 |
| 15% GC Markup                 | \$2,186,441  |
| Total Construction Cost       | \$16,762,714 |
| 8% Professional Design & Mgmt | \$1,341,017  |
| Probable Cost Range           | \$18,103,731 |
|                               | \$21,724,477 |

|       |              |               |
|-------|--------------|---------------|
| Round | \$18,100,000 | \$21,720,000  |
|       | Low Estimate | High Estimate |

Most trail segments costs were estimated on a 12’ wide pathway. Some economy can be achieved by lessening the width to 8 feet, resulting in a total estimated cost for the trail system of \$14,720,000



# Walkability 03





# Programs & **Events**



01

Inventory &  
Analysis

02

Demand  
Assessment

03

Walkability

04

Programs &  
Events

05

Natural  
Resources

06

Priority  
Projects

07

Implementation



# Community Events and Programs

Manvel has a limited number of community-sponsored events each year. The City hosts the annual Christmas Celebration, but other events are generally sponsored by a variety of public and private organization in the area. The following are just a few of the events held in Brazoria County:

- Fall Festival (Church)
- Rodeo Trail Ride
- Independence Day Fireworks
- Food Truck Festival (Pearland)
- Alvin Music Festival
- Pearland International Festival
- Froberg Farms - Corn Maze, Pumpkin Patch and Fall Festival
- Brazoria County Crawfish Festival
- Alvin Rotary Novemberfest

Community events and programs in Manvel are currently limited in large part due to a lack of space for hosting such activities. The City currently has very little public space, with no area that is truly considered a “City Center” for people to gather in.

The stakeholder input gathered from the public meeting and the online survey indicate that citizens want a space for community events. Some of the types of events mentioned include:

- Festivals
- Farmer’s Markets
- Fourth of July Celebration
- Parades
- Concerts
- Food Truck Events



## Creating a City Center

What Manvel needs most is a central gathering place. A place for events to be held, a modern take on a downtown, would provide residents with a true sense of a hometown. By working with developers to reach mutually beneficial agreements for land, infrastructure and other development costs, a public-private venture could allow Manvel to create a new home for its City Hall and other municipal offices as well as provide open space with formal landscapes to host community events. An amphitheatre, water features and other amenities would heighten the experience for visitors.



The drawing on the right is a concept of what the event space at a city center development might look like.



# Programs & Events 04



*A City Center concept illustrating how such a development could serve as a centralized location for City facilities such as City Hall and the Police Department, but also to provide recreation space for large community events. Citizens have asked for a venue for more formal gatherings that is attractive and flexible for a variety of uses.*



# Natural **Resources**



By www.Wallcoo.com | May 2008

01

Inventory &  
Analysis

02

Demand  
Assessment

03

Walkability

04

Programs &  
Events

05

Natural  
Resources

06

Priority  
Projects

07

Implementation



# Natural Resources

## Low Impact Design

Manvel's history is rooted in agriculture and living in balance with the natural resources available in the coastal plains of Brazoria County. The relatively flat landscape is home to numerous bayous and creeks as well as man-made irrigation canals that continue to serve the still thriving agricultural industry. The land in Manvel is rich in floodplain and wetland ecosystems as well as native grasslands and prairie. It will be important to preserve and enhance these lands as the City continues to develop along with the rest of the region.

### Water Conservation

Manvel experiences an average rainfall of 54 inches per year, but also experiences dry conditions like the rest of the region. Water is likely to be one of the most limiting factors in development in the future and will continue to influence how we manage land in the public realm. It is important to become pro-active in water conservation efforts during the development and management of parks and recreation facilities in Manvel through proactive conservation measures as well as design considerations.

### Low Impact Design (LID)

In a world of ever-decreasing natural resources and increasing development, it becomes important for the City to consider and adopt Low Impact Development (LID) techniques during design and construction of parks and facilities. Issues such as stormwater management, water quality, heat islands, and water conservation can be addressed through sound design principles.

Tools such as bio-retention of stormwater, bio-swales, use of drought-tolerant native plant materials, and rainwater harvesting can effectively be implemented in park and facility designs. Use of

such tools are rapidly becoming a standard practice, and in some cases a requirement, in communities nationwide.

In addition to being a matter of good environmental stewardship, design and implementation of LID techniques in the City's projects can also improve the City's overall rating with the Federal Emergency Management Agency's (FEMA) Community Rating System. Improving the City's score with this system can result in discounted insurance rates city-wide.

### LED Lighting

An important consideration with the replacement or installation of lighting and both parks and facilities is the use of LED lighting. LED light fixtures use remarkably less energy compared to incandescent bulbs and provide costs savings as well as promote sound environmental stewardship.

### Environmental Tourism and Education

A powerful tool for garnering support and appreciation of conservation efforts is education. Each introduction of a LID design component such as rainwater harvesting, bio-swales, and native plantings present opportunities to educate park visitors about the benefits those features provide the environment. Interpretive signage is a simple way to enhance the park experience while educating visitors.

Croix Memorial Park has an Air Quality Monitoring Station located in the heart of the park. This monitoring station was established by the Texas Commission on Environmental Quality (TCEQ) in 2001 to study air pollution levels across the region. Collaboration with TCEQ to create educational signage that explains the purpose and value of the monitoring station will transform the facility from an eyesore into a park feature.



*Use of native plants within landscape areas of parking lots can aid in removal of contaminants and sediments from stormwater prior to drainage into the watershed.*



*Bio-swales, similar to drainage ditches, utilize selected vegetation to filter and slow down stormwater runoff prior to its drainage into the watershed. These bio-swales can be designed using native vegetation adapted to the area, requiring minimal maintenance.*





*The TCEQ Air Quality Monitoring Station at Croix Memorial Park continuously measures the following air quality data and along with camera views:*

- Nitric Oxide, Nitrogen Dioxide, Nitrogen Ozone
- Wind Speed, Wind Direction, Maximum Wind
- Outside Temperature

*Improving the appearance of the monitoring station could easily be accomplished through the use of landscaping and improved fence materials. Incorporating educational signage that explains the importance and purpose of the facility will enhance park user experiences.*



*Rainwater harvesting technologies can be incorporated into the design of park facilities. The pavilion shown above was built at John Burge Park in Conroe, Texas utilizing a design that collects stormwater from the rooftop into a 5,000 gallon storage tank for irrigation of the park's landscaping.*



*LED lighting is available for replacement of existing bulbs in parks or as a complete solution when choosing light standards for new facilities. Cost savings over the long-term are significant given the low energy requirement and long lifespan of the bulbs.*



# Natural Resources

## Preserving Manvel's Natural Heritage

### Urban Wildlife

Wildlife is an important component of the urban/suburban environment. Wildlife, especially songbirds, add color, movement, and sound to the landscape, and thus can contribute much to the human habitability of cities.

Managing habitat protects the ecological values that wildlife provides in maintaining healthy, viable and functioning ecosystems.

Healthy ecosystems support a greater diversity of species populations, which are more stable and more likely to recover when disturbed, whether from humans or natural occurrence. Therefore, preserving and maintaining a variety of habitats in the City for wildlife ensures that ecosystem health is maintained for people, as well as wildlife.

### Backyard Wildlife

Habitat is a combination of food, water, shelter, and space arranged to meet the needs of wildlife. Backyard habitat for smaller parcels can be developed initially, through the ongoing efforts of a community education program.

Even a small backyard can be landscaped to attract birds, butterflies, beneficial insects, and small animals. Planting a variety of native wildflowers, trees, shrubs, vines or cultivated flowers around a yard is an excellent and easy way to attract butterflies, hummingbirds, and songbirds. Concentrate on plants native to the area that produce seeds, nuts, berries, or nectar to supply important food sources. Deciduous plantings generally bear the most fruit, nuts and seeds for wildlife.

Evergreens, which hold their leaves throughout the year, offer a good source of berries and seed-filled cones. In addition, they offer year-round shelter, protection, and breeding sites. Native plants

require less maintenance, since they have a natural resistance to disease and insect damage and require less supplemental water. The more varieties planted, the greater diversity of the habitat.

Provide layered vegetation, from trees to shrubs to ground covers, with as much variety as possible. The plant layers provide food, cover, travel corridors, and possible nesting sites. Wildflowers, which furnish nectar for butterflies while blooming, also provide seed sources for birds, long after the flowers have stopped blooming. Planting Lantana, Phlox, Morning Glories and Butterfly Weed can attract butterflies and hummingbirds.

Many small mammals will also be attracted to the backyard habitat; therefore consideration must be given to the amount and type of wildlife desired. Squirrels will often inhabit a yard with mature hardwood trees such as oaks, elms, pecans, hickories, etc. These particular trees provide excellent nesting and food sources.

Many species of birds can be attracted by a variety of feed in different styles of feeders. There are many styles of bird feeders available, from window-mounted feeders to those that hang from branches and stands. Many birds will readily eat right off the ground. Bird feed comes in a variety of choices; however, sunflower seeds appeal to many birds, as well as small mammals. Woodpeckers, nuthatches, and chickadees are especially attracted to suet. Citrus fruit, chopped apples, bananas, and raisins will be eaten by numerous species, including robins, titmouse, nuthatches, woodpeckers, and mockingbirds.

Attracting hummingbirds is easy and provides viewing pleasure throughout the Spring and Summer months. Unlike many other species of birds, hummingbirds rely on nectar as their source

of food. They are typically attracted to red and yellow tubular flowers, although they frequently visit others.

Plantings of Blue Salvia (*Salvia farinacea*), Autumn Sage (*Salvia greggii*), or other flowers will attract hummingbirds and butterflies as well. Set up liquid, seed and free choice feeding stations for resident and migratory birds. Hummingbird feeders can be purchased and filled with a sugar-water solution, consisting of 1 part sugar to 4 parts water. Erect feeders in late February and early March.

Keep feeders filled throughout the summer months until the first cool weather in late September or early October. During hot weather, feeders should be cleaned out and refilled with fresh liquid every 3 to 4 days to reduce bacterial growth and prevent spoiling which may be harmful to hummingbirds.



Community education programs teach residents how to implement small scale improvements to wildlife habitat. Installation of bird boxes in parks and on private property is an easy way to enhance habitat.



## Using Stormwater Management Facilities for Recreation

As Manvel's growth and development continues, the continued need to manage stormwater runoff will only increase. The City values the idea of maximizing resources through the use of shared or regional stormwater management facilities. Such regional detention and retention facilities can serve dual purposes when used for recreation.

*This Detention pond in northwest Houston serves a second duty as a neighborhood park. The all-weather trails circle the park and cross through a retention pond component by way of pedestrian bridges. The park is well used and prevents a stormwater facility from becoming an eyesore in the landscape.*

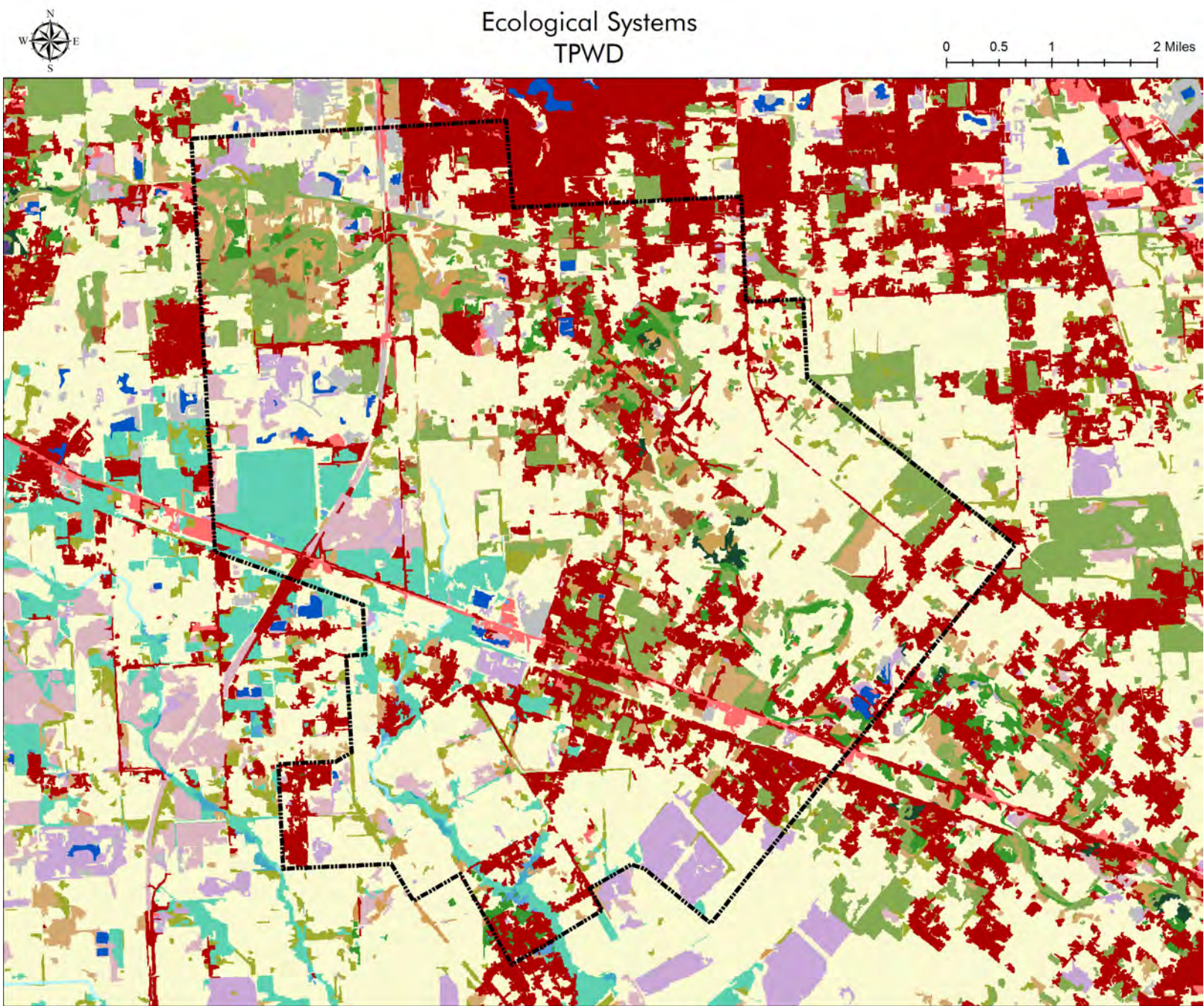


This stormwater management property utilizes dry land detention areas and retention ponds to create a multi-purpose site. Flat areas within the property are used for soccer fields. Additional amenities include parking, trails and picnic areas.



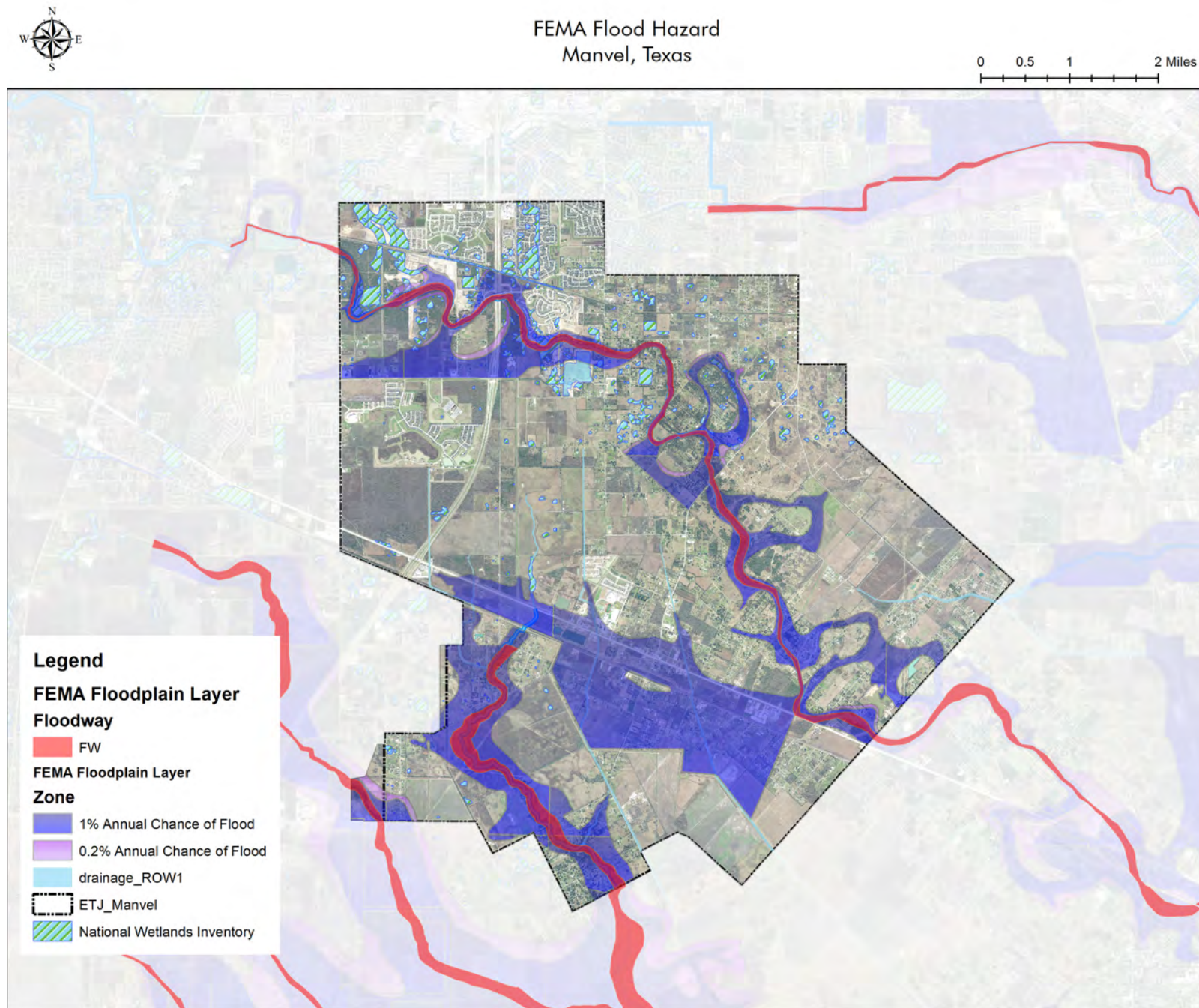


# Natural Resources



Manvel is located in a transition zone between the Pineywoods and Coastal Prairie ecoregions with scattered areas of the Columbia Bottomlands. Additional ecoregions include a variety of floodplain-based areas with plant communities that thrive in the range of soil, climate and topographic conditions found. The core of Manvel has been urbanized, but the many areas are either composed of shrublands, native grasses or improved pasture and agricultural land.





Floodplain areas throughout Brazoria County provide important ecological benefits to the plants, wildlife and people of the area. Primary flood zones identified by the Federal Emergency Management Agency (FEMA) are located along the Mustang and Chocolate Bayous and areas immediately south of the railroad. In addition to being within the floodplain, some areas are in the immediate “Floodway” and may be unavailable to for development. Floodplain areas warrant consideration of the type of constructed features within park properties. Constructed features will need to be tolerant of occasional inundation and mitigation requirements may apply.



# Priority **Projects**



Almost Heaven Park  
- Est. 2016

01

Inventory &  
Analysis

02

Demand  
Assessment

03

Walkability

04

Programs &  
Events

05

Natural  
Resources

06

Priority  
Projects

07

Implementation



# Croix Memorial Park Renovation

Investment Per Household:  
\$30 to \$75 per year  
(depending on property valuation)  
  
Project Cost: \$1,480,000 to \$1,780,000)

Estimated Annual Maintenance and  
Operation Costs:  
Mowing Fields - \$5,200/yr  
Mowing Commons - \$6,700/yr  
Landscape and Irriation - \$1,500/yr  
Restrooms, Trash - \$1,500/yr  
Total Annual Maintenance Costs - \$14,900

City of Manvel - Croix Park Budget  
30-Sep-16

| Qty.   | Unit  | Description               | Unit Cost | Subtotal  |
|--------|-------|---------------------------|-----------|-----------|
|        |       |                           |           |           |
| 3,600  | sf    | Pavilion (60' x 60')      | \$80      | \$288,000 |
| 1,125  | sf    | Restrooms                 | \$250     | \$281,250 |
| 12,400 | sf    | Parking Expansion         | \$7       | \$86,800  |
| 4,000  | lf    | Decomposed Granite Trails | \$20      | \$80,000  |
| 1,035  | lf    | Concrete Walks            | \$31.50   | \$32,603  |
| 1      | Allow | Playgrounds               | \$150,000 | \$150,000 |
|        |       |                           |           |           |
| 1      | Allow | Dog Park                  | \$40,000  | \$40,000  |
| 1      | Allow | Landscape Improvements    | \$45,000  | \$45,000  |
| 1      | Allow | Site Furniture            | \$80,000  | \$80,000  |
|        |       |                           |           |           |
| 1      | Allow | Site Lighting             | \$30,000  | \$30,000  |
| 1      | Allow | Utilities Extension       | \$25,000  | \$25,000  |

|                                           |             |
|-------------------------------------------|-------------|
| Subtotal                                  | \$1,138,653 |
| 5% Contingency                            | \$56,933    |
| Subtotal                                  | \$1,195,585 |
| 15% GC markup                             | \$179,338   |
| Total Construction Cost                   | \$1,374,923 |
| 8% Professional Design and Management Fee | \$109,994   |
| PROBABLE COST RANGE                       | \$1,484,917 |
| Round                                     | \$1,480,000 |

Low Estimate

High Estimate

Priority Projects 06

Concept drawing for renovations to Croix Memorial Park. The concept retains the existing Azalea Garden, expands parking, and adds a dog park, trail, new restrooms, and other improvements. An alternate location for the dog park to be considered during design development would be at the northwest corner of the property which would provide direct access to the dog park from the parking lot rather than by walking through other activity areas.





# Police Station Park Renovation



**Police Park Renovation & Expansion**  
**Investment Per Household:**  
**\$81 to \$203 per year**  
**(depending on property valuation)**  
**Project Cost: \$3,640,000 to \$4,360,000**  
**(all phases)**

*Concept drawing for renovation and expansion of the Police Station Park. The concept includes the additional 7 acres of land to the north of the existing park, which significantly increases the recreation opportunities on site.*

*Phasing of construction is the most likely scenario for renovation of the park. The pool and restroom/concession building are likely to be constructed in a second phase. Expanded parking will be primarily to address increased parking needs for the proposed pool, and is therefore shown as a phased expansion with half of the parking lot being developed in each phase.*

Priority Projects 06

City of Manvel - Park at Police Station Budget  
Phase 1 Development

| Qty.   | Unit  | Description                                  | Unit Cost    | Subtotal  |
|--------|-------|----------------------------------------------|--------------|-----------|
| 1      | Allow | Group Picnic Pavilion                        | \$120,000.00 | \$120,000 |
| 5      | Allow | Picnic Pavilion                              | \$12,000.00  | \$60,000  |
| 25,000 | sf    | Existing Parking Expansion & New Parking Lot | \$7.00       | \$175,000 |
| 2,000  | lf    | Decomposed Granite Trails                    | \$20.00      | \$40,000  |
| 990    | lf    | Concrete Walks                               | \$31.50      | \$31,185  |
| 1      | Allow | Playgrounds                                  | \$150,000    | \$150,000 |
| 1      | Allow | Dog Park                                     | \$14,000     | \$14,000  |
| 1      | Allow | Landscape Improvements                       | \$25,000     | \$25,000  |
| 1      | Allow | Site Furniture                               | \$25,000     | \$25,000  |
| 1      | Allow | Site Lighting                                | \$10,000     | \$10,000  |
| 1      | Allow | Utilities Extension                          | \$10,000     | \$10,000  |

|                                           |           |
|-------------------------------------------|-----------|
| Subtotal                                  | \$660,185 |
| 5% Contingency                            | \$33,009  |
| Subtotal                                  | \$693,194 |
| 15% GC markup                             | \$103,979 |
| Total Construction Cost                   | \$797,173 |
| 8% Professional Design and Management Fee | \$63,774  |
| PROBABLE COST RANGE                       | \$860,947 |
| Round                                     | \$860,000 |

Low Estimate

High Estimate

Optional Larger Pavilion  
(same as proposed at Croix Park)  
60' x 60', 3,600 Square Feet  
Estimated Cost: \$288,000

City of Manvel - Park at Police Station Budget  
Phase 2 Development

| Qty.   | Unit  | Description                                                                                                           | Unit Cost   | Subtotal    |
|--------|-------|-----------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 24,380 | sf    | Existing Parking Expansion & New Parking Lot                                                                          | \$7.00      | \$170,660   |
| 1      | Allow | Restroom/Concession                                                                                                   | \$360,000   | \$360,000   |
| 1      | Allow | Municipal Pool/Splash - high capacity filtration & chlorination & pump, gunite with plaster finish, stainless gutters | \$1,600,000 | \$1,600,000 |

|                                           |             |
|-------------------------------------------|-------------|
| Subtotal                                  | \$2,130,660 |
| 5% Contingency                            | \$106,533   |
| Subtotal                                  | \$2,237,193 |
| 15% GC markup                             | \$335,579   |
| Total Construction Cost                   | \$2,572,772 |
| 8% Professional Design and Management Fee | \$205,822   |
| PROBABLE COST RANGE                       | \$2,778,594 |
|                                           | \$2,780,000 |

Low Estimate

High Estimate

Estimated Annual Maintenance and  
Operation Costs:  
Mowing - \$4,000/yr  
Landscape and Irrigation - \$1,500/yr  
Restrooms, Trash - \$1,500/yr  
Pool Operation - \$12,000/yr  
Total Annual Maintenance Costs - \$19,000



# Manvel City Center Concept

## Concept for Creating a City Center In Manvel

Manvel is rapidly developing into a suburban community while hoping to retain the character of a small town. The history of the community is tied to agriculture and open space. Bayous, pastures, and oak trees are some of the most recognizable community features and are some of the things residents call to mind when describing their home. Residents new and old have identified open spaces and “room to breathe” as some of the most desirable traits of the community. The 2015 Comprehensive Plan Vision Statement underscores this commitment to place and identity:

Manvel is “A City on the Rise” located at the strategic crossroads of Brazoria County. Manvel seeks to maintain its rural character and small town values while managing its growth by:

- 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;
- Preserving our rural characteristics by providing open space for recreation and protecting our natural environment;
- Promoting a strong and diverse economic base that supports efficient high-quality public infrastructure, municipal services, education, and collaborative governance;
- Offering a variety of housing choices that reinforce our small town values;
- Preserving and protecting links to our past; and,
- Establishing our reputation as the ‘home’ of country living in Brazoria County.

The City Center reaffirms this commitment to providing a lifestyle rich with small-town charm and sense of community by offering a place for residents, friends, and neighbors to come together for special events and for day-to-day interactions. The City Center becomes a place that serves as the heart and hub of the community. The City Center is an opportunity for Manvel to set itself apart as a community with identity and sense of place and not just another stereotypical bedroom community.

The City Center can host municipal functions – City Hall, Library, Community Center, alongside a mix of residential, commercial, and retail uses, anchored by a Town Green – greenspace for picnics, special events, and gathering, all connected to the trail network.

### Chapter 380 Agreements

Chapters 380 and 381 of the Texas Local Government Code are short, broad statutes that give municipal and county governments the authority to provide a grant of funds to a developer or other entity completing development which supports: development and diversification of the economy of the state, elimination of unemployment or underemployment in the state, or development or expansion of commerce in the state.

By utilizing 380 Agreements, the City can work with developers to build a project that provides for retail and commercial tenants as well as municipal facilities. Items for negotiation include but are not limited to:

1. Land acquisition
2. Utilities and road infrastructure
3. Stormwater and grading

# Priority Projects 06



Concept drawing for a proposed City Center development. The concept seeks to utilize undeveloped land that is centrally located and adjacent to proposed thoroughfares. Such a development would likely be a public-private partnership that utilizes Chapter 380 agreements with developers towards a mutually beneficial project.



# Almost Heaven Park

The former site of the Almost Heaven RV Resort has been conveyed as park property to the City of Manvel. This addition to the park system offers amenities to provide for recreation for residents in the new neighborhoods being constructed nearby. The property has a large, beautiful lake that is a true asset to the parks system.

## Sand Quarry

Adjacent property on the south side of Mustang Bayou has also been acquired by the City. The property is the site of a former sand quarry and is in the process of being converted from its former use and is being filled with rainwater and natural spring water from below. The site will have a large lake that comprises the majority of the land.

An additional 107 combined acres will be available for recreation with the development of the Almost Heaven site and the adjacent sand quarry site. A pedestrian bridge would be necessary to link the two properties together.



### City of Manvel - Almost Heaven Park Budget 29-Sep-16

| Qty.                                      | Unit  | Description               | Unit Cost        | Subtotal         |
|-------------------------------------------|-------|---------------------------|------------------|------------------|
| 18,200                                    | sf    | Parking Lot               | \$7.00           | \$127,400        |
| 3,500                                     | lf    | Decomposed Granite Trails | \$20.00          | \$70,000         |
| 1                                         | Allow | Landscape Improvements    | \$25,000         | \$25,000         |
| 1                                         | Allow | Site Furniture            | \$15,000         | \$15,000         |
| 1                                         | Allow | Site Lighting             | \$30,000         | \$30,000         |
| 1                                         | Allow | Utilities Extension       | \$10,000         | \$10,000         |
| Subtotal                                  |       |                           |                  | \$277,400        |
| 5% Contingency                            |       |                           |                  | \$13,870         |
| Subtotal                                  |       |                           |                  | \$291,270        |
| 15% GC markup                             |       |                           |                  | \$43,691         |
| Total Construction Cost                   |       |                           |                  | \$334,961        |
| 8% Professional Design and Management Fee |       |                           |                  | \$26,797         |
| PROBABLE COST RANGE                       |       |                           | \$361,757        | \$434,109        |
| Round                                     |       |                           | <b>\$360,000</b> | <b>\$430,000</b> |
|                                           |       |                           | Low Estimate     | High Estimate    |

### City of Manvel - Sand Quarry Park Budget February 13, 2017

| Qty.                                      | Unit  | Description               | Unit Cost          | Subtotal           |
|-------------------------------------------|-------|---------------------------|--------------------|--------------------|
| 1                                         | Allow | Restrooms                 | \$360,000          | \$360,000          |
| 2                                         | Allow | Group Picnic Pavilion     | \$120,000          | \$240,000          |
| 6                                         | Allow | Picnic Pavilion           | \$12,000           | \$72,000           |
| 18,200                                    | sf    | Parking Lot               | \$7.00             | \$127,400          |
| 8,900                                     | lf    | Decomposed Granite Trails | \$20.00            | \$178,000          |
| 3,500                                     | sf    | Concrete Walks            | \$5.00             | \$17,500           |
| 1                                         | Allow | Playgrounds               | \$150,000          | \$150,000          |
| 2                                         | Allow | Sand Volleyball           | \$8,000            | \$16,000           |
| 1                                         | Allow | Landscape Improvements    | \$25,000           | \$25,000           |
| 1                                         | Allow | Site Furniture            | \$40,000           | \$40,000           |
| 1                                         | Allow | Site Lighting             | \$30,000           | \$30,000           |
| 1                                         | Allow | Utilities Extension       | \$10,000           | \$10,000           |
| Subtotal                                  |       |                           |                    | \$1,265,900        |
| 5% Contingency                            |       |                           |                    | \$63,295           |
| Subtotal                                  |       |                           |                    | \$1,329,195        |
| 15% GC markup                             |       |                           |                    | \$199,379          |
| Total Construction Cost                   |       |                           |                    | \$1,528,574        |
| 8% Professional Design and Management Fee |       |                           |                    | \$122,286          |
| PROBABLE COST RANGE                       |       |                           | \$1,650,860        | \$1,981,032        |
| Round                                     |       |                           | <b>\$1,650,000</b> | <b>\$1,980,000</b> |
|                                           |       |                           | Low Estimate       | High Estimate      |



# Priority Projects 06

Almost Heaven Park & Sand Quarry  
Investment Per Household:  
\$8 to \$20 per year (Almost Heaven)  
\$33 to \$84 per year (Sand Quarry)  
(depending on property valuation)

Project Cost: \$2,010,000 to \$2,410,000

Additional Considerations:  
1. Pedestrian Bridge Needed



Estimated Annual Maintenance and  
Operation Costs (both properties):  
Mowing - \$20,000/yr  
Landscape and Irrigation - \$1,000/yr  
Restrooms, Trash- \$5,000/yr  
Total Annual Maintenance Costs - \$26,000

*Concept drawing of improvements to the recently acquired Almost Heaven Park and Sand Quarry properties. These projects could be developed independently, or as a single effort. Also for consideration is the need for a pedestrian bridge connecting the two parcels, and additional parking may be needed for the Almost Heaven Park property.*



# New Park Opportunities

## Prototypical Neighborhood Park

**Size:** 1 ½ - 2 acres

**Primary User:** Young children ages 3 – 12

**Secondary User:** Adults

### Development Character:

Strong orientation towards young children with emphasis on the relationship of play equipment and open space to the young user. Minor passive areas are provided for adult use and may include seating areas and picnic and shade structures/gazebos. The landscape character will consist of large, free-play, open turf areas modulated by canopy trees for shade around play equipment. Typically, an architectural element (gazebo) is the focal point of each of these parks.

### Standard Facilities:

- Tot equipment, pre-school (1 – 2)
- Young child play equipment (ages 2 – 5 years old)
- Older child equipment (ages 5 – 12 years old)
- Benches (1 – 2)
- Picnic settings (1 – 2)
- Open turf area (irrigated) 100' X 150' minimum
- Shade structure/gazebo (seating for 4 – 6)
- Bike rack
- Pathway connection
- Parking (3 cars)
- Activities: Day use, general play Supervised group/individual play, neighborhood gathering point

*\*Neighborhood parks typically have little or no off-street parking. Decision related to parking should be made on a per-project basis during the design process.*

1.5 to 2 Acre Park  
Investment Per Household:  
\$9 to \$23 per year  
(depending on property valuation)  
Project Cost: \$450,000 to \$550,000



*Concept drawing of a prototypical neighborhood park.*

# Priority Projects 06

City of Manvel - 1.5-2 Acre Park Budget  
7-Sep-16

| Qty.  | Unit  | Description            | Unit Cost | Subtotal  |
|-------|-------|------------------------|-----------|-----------|
| 800   | sf    | Pavilion               | \$80      | \$64,000  |
| 500   | sf    | Parking Expansion      | \$7       | \$3,500   |
| 4,200 | sf    | Concrete Walks         | \$5       | \$21,000  |
| 1     | Allow | Playgrounds            | \$185,000 | \$185,000 |
| 1     | Allow | Landscape Improvements | \$30,000  | \$30,000  |
| 1     | Allow | Site Furniture         | \$20,000  | \$20,000  |
| 1     | Allow | Utilities Extension    | \$25,000  | \$25,000  |

|                                           |                     |                      |
|-------------------------------------------|---------------------|----------------------|
| Subtotal                                  |                     | \$348,500            |
| 5% Contingency                            |                     | \$17,425             |
| Subtotal                                  |                     | \$365,925            |
| 15% GC markup                             |                     | \$54,889             |
| Total Construction Cost                   |                     | \$420,814            |
| 8% Professional Design and Management Fee |                     | \$33,665             |
| PROBABLE COST RANGE                       | \$454,479           | \$545,375            |
| Round                                     | <b>\$450,000</b>    | <b>\$550,000</b>     |
|                                           | <b>Low Estimate</b> | <b>High Estimate</b> |



Estimated Annual Maintenance and  
Operation Costs:  
Mowing - \$6,000/yr  
Landscape and Irrigation - \$1,000/yr  
Total Annual Maintenance Costs - \$7,000



# New Park Opportunities

## Prototypical Community Park

**Size: 4-6 Acres**  
**Primary User: Older children**  
**Secondary User: Adults**

**Development Character:**  
This park’s development has a special emphasis on play equipment for older children, including large openings in the landscape to provide opportunities for organized field sport practice. Several areas for court sports and an area for passive recreation, passive picnic, and barbecue areas will be shaded by canopy trees.

- Standard Facilities:**
- Tennis courts (2) (unlighted with option to light in the future)
  - Basketball (1/2 – 1)
  - Open irrigated field (large enough for youth soccer 45 X 75 yards)
  - Parking lot (10-15 cars)
  - Young child play equipment (geared to ages two to five years old.)
  - Older child equipment (geared to ages five to twelve years old )
  - Benches
  - Drinking fountain
  - Bike racks
  - Pathway connection
  - Picnic settings (3-5)
  - Shade structure pavilion (20-30) seats
  - Activities: Soccer practice
  - Pick-up softball
  - Basketball
  - Tennis
  - Family picnicking
  - Day use, general play

City of Manvel - 5-6 Acre Park Budget  
30-Sep-16

| Qty.   | Unit  | Description                         | Unit Cost | Subtotal  |
|--------|-------|-------------------------------------|-----------|-----------|
| 3,000  | sf    | Pavilion                            | \$80      | \$240,000 |
| 800    | sf    | Restrooms                           | \$250     | \$200,000 |
| 14,920 | sf    | Parking                             | \$7       | \$104,440 |
| 1,900  | lf    | Decomposed Granite Trails           | \$20      | \$38,000  |
| 7,500  | sf    | Concrete Walks                      | \$5       | \$37,500  |
| 1      | Allow | Playgrounds                         | \$180,000 | \$180,000 |
| 2      | EA    | Tennis Courts                       | \$42,000  | \$84,000  |
| 2      | EA    | Basketball Courts                   | \$40,000  | \$80,000  |
| 1      | Allow | Soccer Field                        | \$10,000  | \$10,000  |
| 1      | Allow | Community Garden                    | \$10,000  | \$10,000  |
| 1      | Allow | Wildflower Meadow/Butterfly Reserve | \$25,000  | \$25,000  |
| 1      | Allow | Educational Signage                 | \$12,000  | \$12,000  |
| 1      | Allow | Landscape Improvements              | \$45,000  | \$45,000  |
| 1      | Allow | Site Furniture                      | \$40,000  | \$40,000  |
| 1      | Allow | Site Lighting                       | \$30,000  | \$30,000  |
| 1      | Allow | Utilities Extension                 | \$25,000  | \$25,000  |

|                                           |                     |                      |
|-------------------------------------------|---------------------|----------------------|
| Subtotal                                  |                     | \$1,160,940          |
| 5% Contingency                            |                     | \$58,047             |
| Subtotal                                  |                     | \$1,218,987          |
| 15% GC markup                             |                     | \$182,848            |
| Total Construction Cost                   |                     | \$1,401,835          |
| 8% Professional Design and Management Fee |                     | \$112,147            |
| PROBABLE COST RANGE                       | \$1,513,982         | \$1,816,778          |
| Round                                     | <b>\$1,510,000</b>  | <b>\$1,820,000</b>   |
|                                           | <b>Low Estimate</b> | <b>High Estimate</b> |

4 to 6 Acre Community Park  
Investment Per Household:  
\$34 to \$84 per year  
(depending on property valuation)  
Project Cost: \$1,510,000 to \$1,820,000)

Estimated Annual Maintenance and  
Operation Costs:  
Mowing Field - \$2,500/yr  
Mowing Commons - \$1,700/yr  
Landscape and Irrigation - \$2,000/yr  
Restrooms, Trash - \$2,000/yr  
Total Annual Maintenance Costs - \$8,200

# Priority Projects 06



*This illustration shows a layout for a prototypical community park. The key takeaway from this exercise is to show the types of features commonly included, and the amount of space required. Specific details such as number of parking spaces or types of play structures would be determined during the design phase of the project.*



# Shooting Sports Opportunities

## Municipal Gun Range

The online survey of parks and recreation needs showed a total of 30 comments indicating a desire to bring shooting sports into Manvel. The topic of gun ranges was discussed with City officials and the Parks Board for consideration as a potential amenity in Manvel.

### Local Precedent

The City of Texas City, Texas has successfully developed a municipal shooting range that serves residents and visitors alike. The approximate 13 acre site offers 28 rifle and 23 pistol stations, along with skeet and trap fields. The range is available to the public with special pricing for residents and seasonal membership options.

Creating a municipal shooting range could offer a relatively uncommon amenity to the parks systems that provides opportunities for a popular pastime in the area. Such a facility has the potential to be a revenue generator and could be scaled from the moderate to the high-quality in terms of quality of features, buildings and other amenities.

### Considerations

Development of a municipal shooting range will require careful consideration of the appropriate location. The site should be of adequate size to accommodate parking, berms, and the desired range distances.

#### Site Selection

- (1) environmental restrictions; e.g., Endangered Species Act, Wilderness Act, and air and water pollution criteria;
- (2) access; e.g., is it adequate or should a roadway be constructed to the site;
- (3) construction cost; e.g., berms, baffles, barriers, earth moving;
- (4) other restrictive Federal or State statutes and local ordinances; and

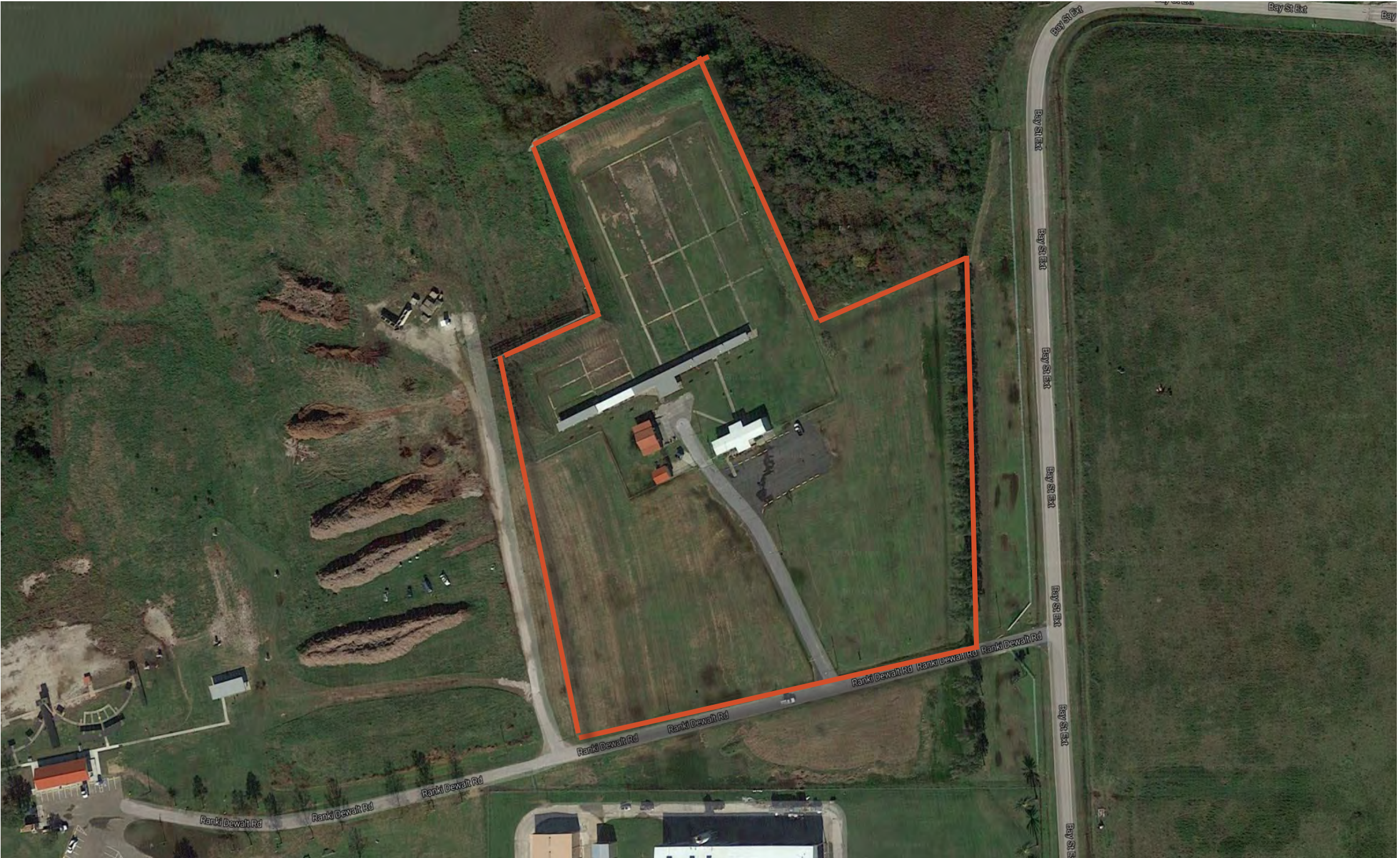
(5) community growth, especially in areas where urban growth is rapid. Escalating property values may make it unwise to construct in a particular area.

\* site selection criteria provided by the U.S. Department of Energy. A complete volume on Range Design Criteria is available at the following web address:

[https://energy.gov/sites/prod/files/2013/05/f1/Range\\_Design\\_Criteria.pdf](https://energy.gov/sites/prod/files/2013/05/f1/Range_Design_Criteria.pdf)







The Texas City Municipal Shooting Range is an approximate 13 acre site that offers 28 rifle stations and 23 handgun stations for residents and visitors. Targets are available for rifles out to 100 yards and pistols out to 25 yards. Additionally, shotgun activities are available with 2 regulation skeet fields, and a trap field.



# Implementation



01

Inventory &  
Analysis

02

Demand  
**Assessment**

03

**Walkability**

04

Programs &  
**Events**

05

Natural  
**Resources**

06

Priority  
**Projects**

07

**Implementation**



# Where to Begin

## Building a Parks and Recreation System

### Developing a Parks Department

As Manvel continues to develop its parks system, the maintenance and operation needs will exceed the capacity of current staff. At this time, the City must consider creating a parks and recreation department to handle not only maintenance, but also the operation of parks, facilities and programs. Some considerations that must be made for a parks department's physical and administrative needs are as follows:

Logistical Requirements:

Physical components needed for a fully functioning parks department include the following:

1. Office space within a future city hall complex
2. A Central Maintenance Facility
3. Equipment
4. Personnel
5. City Hall Office

Eventually, the City will require space to house the Parks Department management, Recreation management, and marketing personnel. Parks Department management will oversee the operation and report to the City Manager. Recreation management will rent and repair fields, and supervise all recreation related activities. Marketing Department will schedule, plan, and hold events.

### A Central Maintenance Facility

- Should be near the geographic center of town, not necessarily near City Hall
- Should be an approximately five-acre site
- Must have enclosed and secure garages for trucks and equipment
- Must have a roll off dumpster
- Must have a secure, lockable, well-ventilated chemical storage room
- Must have a dry holding space for the temporary storage of fertilizers
- Must have a shade cloth covered area for the temporary holding of live plants

- Must have a break room, lockers and a first aid station
- Must have ease of egress and exit. Must have lockable gates and be fenced

### Equipment and Personnel

Equipment and personnel will be added as needed.

### Parks Department Management Responsibilities

- Employee training and development
- Inspect for contract compliance
- Biodiversity / conservation / water management
- Volunteer coordinator
- Waste management / recycling / sustainability programs
- Coordinate with police, park rangers, security officers and EMS

### There should be a Safety Committee. It will do the following:

- Review accidents or injuries and make corrective recommendations.
- Inspect playgrounds, water features and other equipment.
- Inspections should be performed at regular intervals.
- All inspections are public records.
- Planning for storm damage and other emergencies.
- Mock training or preparedness drills.

### Parks and Recreation Management Philosophy

The parks department will be the keeper of the city's sense of place and the glue that binds a collection of homes and businesses into a vibrant, thriving community. It will maintain the green areas that residents drive through daily. It will maintain public assets that citizens use not just to relax, recreate, and exercise, but also to celebrate, to be entertained, and to learn. It will be the keeper of public art and the promoter of cultural events. It will foster positive childhood experiences and encourage an active lifestyle for the aging members of our community.

### Parks Department Goals

#### 1. Safety First, Safety Always.

This must always be the first goal, to ensure that the parks are safe, clean and attractive places for citizens to enjoy.

#### 2. Sense of Place.

A strong identity can give residents pride in their town: attract better businesses, better retail, and help promote the city at community events. As one travels down State Highway 6, where every town along the way looks just like the last, our goal should be that when you arrive in Manvel you will know you are in a special place with a unique identity.

#### 3. The City should aggressively promote the town, parks, and events.

To encourage a sense of place, build pride in the community, boost attendance at events, and make Manvel a leader in the surrounding community, it should implement a plan to promote our community to spread the word about this special place.

#### 4. Whenever Possible, events should be free to residents.

In order to provide free events the City should aggressively seek grants and corporate sponsorship of events, and use this capital along with funds

generated by popular programs to help provide programs for the elderly or citizens with special needs at no cost.

## 5. Provide programs and offer services for all.

All programs and services the City implements should be offered to all of residents, and everyone should be invited to participate regardless of age, income, background, ability, or mobility.

## 6. Become a recognized leader in the region for parks and activities.

The City should cooperate with other regional parks and recreation entities and foster a win/win attitude within the parks system. The City should work with the county, the school district and others. The City should take care not to hold events that are similar to or competitive with neighboring community's events.

## 7. Be a destination for recreation.

Instead of citizens traveling to other towns to exercise and recreate, the goal should be to reverse the flow so that Manvel is the destination of choice for surrounding communities.

## 8. Anticipate the needs of a changing community and structure programs and activities accordingly.

Keep in touch with demographics and keep a finger on the pulse of what's popular (and what's not). Continue to adapt and think outside the box.

## 9. The Parks Department should be the keeper and promoter of the City's public art.

The City should work to enhance the City's arts, cultural, and historical assets; to promote public art, music and dance; and to enrich the lives of residents and build an inspired creative community.

## 10. Use capital wisely.

Public tax dollars and revenue generated by operations are a precious commodity. The City should use this capital to improve, replace, or phase out aging equipment or infrastructure, and to encourage volunteerism.

## 11. Plan and organize, and whenever possible, encourage family participation.

In order to create positive childhood and family-oriented experiences, the City should offer activities for all ages, including aging members of the community, to promote a healthy and active lifestyle.

## 12. Acquire land in advance of an expanding population

The City should continue to expand recreational, cultural, and athletic activities so that availability is never a problem. The City should aim to have enough land to balance the natural and man-made park environments in Manvel.



# Where to Begin

## Project Prioritization

The City has identified the following priority improvements and additions to the parks and recreation system. Improvements to existing parks are listed as the highest priority, under the philosophy that a city should maintain existing facilities prior to building new ones. The trail system will be built over time, with the City choosing individual segments for implementation. Priority trail segments have been identified in the *Walkability* section.

- 1. Croix Memorial Park Renovation
- 2. Police Station Park Renovation
- 3. Multi-Purpose Trail System
- 4. Almost Heaven Park/Sand Quarry Improvements
- 5. City Center Concept

City Council will likely use municipal bonds to fund any major improvements to the parks and recreation system. The system-wide goals for improvements include significant expenditures if all proposed

projects were to be implemented. Given that not all items can be reasonably developed at one time, it is important to focus on the highest priority components listed above for implementation. Below is a summary table of probable costs and projected investment by the community. An annual debt service rate was calculated using 2015 taxable property values and City rates for guidance. With an assumption of 15 year bond periods and an annual debt service of 5%, the table below illustrates the level of investment per household projected for key property value categories.

The 5% debt service rate is considered very conservative (safe) considering current rates in the low 2.x% range. This could result in even lower impacts to residents for the life of the bond period. It should be noted that the cost impacts per household are measured using Manvel’s current population. As the number of households increases, the cost per household for a project decreases.

## Options and Alternatives

The list of proposed projects for the parks and recreation system offer individual opportunities for addressing current and future demand of recreation facilities. Some projects can be combined into a single effort, such as multiple trail segments or development of Almost Heaven and Sand Quarry improvements. Combining projects helps provide some economy during design, construction and land acquisition. It is expected that some projects will require phasing in order to be completed as funding becomes available. Probable costs outlined in this plan, are shown for complete costs, however individual components can be phased for construction over time.

## Project Design and Construction

When it comes to parks and recreation planning, identifying the needs of residents and developing a vision for the future parks system are important first steps. Once a project has been identified and approved for further study, the process of funding, design and construction can begin.

| Capital Project                            | Project Cost Estimate (avg. low-high) |              | Annual Cost per Property Valuation |                 |                          |           |           |           |           |
|--------------------------------------------|---------------------------------------|--------------|------------------------------------|-----------------|--------------------------|-----------|-----------|-----------|-----------|
|                                            | low                                   | high         |                                    | Annual Debt Svc | I&S Rate per \$100 Value | \$100,000 | \$150,000 | \$200,000 | \$250,000 |
| Croix Memorial Park Renovation             | \$1,480,000                           | \$1,780,000  |                                    | \$142,587       | 0.030                    | \$30      | \$45      | \$60      | \$75      |
| Police Station Park Renovation             | \$3,640,000                           | \$4,360,000  |                                    | \$385,369       | 0.081                    | \$81      | \$122     | \$162     | \$203     |
| Multi-Purpose Trail System                 | \$18,100,000                          | \$21,720,000 |                                    | \$1,743,795     | 0.367                    | \$367     | \$551     | \$735     | \$918     |
| Almost Heaven Park Improvements            | \$360,000                             | \$430,000    |                                    | \$38,055        | 0.008                    | \$8       | \$12      | \$16      | \$20      |
| Sand Pit Park Improvements                 | \$1,650,000                           | \$1,980,000  |                                    | \$158,965       | 0.033                    | \$33      | \$50      | \$67      | \$84      |
| Neighborhood Park Prototype 1.5 to 2 acres | \$450,000                             | \$550,000    |                                    | \$43,354        | 0.009                    | \$9       | \$14      | \$18      | \$23      |
| Neighborhood Park Prototype 4 to 6 acres   | \$1,510,000                           | \$1,820,000  |                                    | \$160,410       | 0.034                    | \$34      | \$51      | \$68      | \$84      |

\*annual cost per valuation based on 2015 City tax rates and total property valuation  
\*assumes 5% debt service and 15-year bond

*\*The table above represents probable costs per property valuation (household) for projects identified in this plan. The Multi-Purpose Trail System figure represents the costs if all proposed alignments were implemented at once. See the table of proposed trail alignments for individual trail costs. The Neighborhood Park Prototypes are included for reference as to the general costs, however it is the City’s intent to work with developers utilizing the Park Dedication Ordinance to secure future neighborhood park space in Manvel.*

# Implementation 07

The City has stated that proposed parks projects would likely be funded through a public debt, while also exploring other mechanisms. Following a decision to move forward on a priority project, the City will need to engage a qualified design team to further program the details of the project.

The Design Development Phase of this process will allow the City to further refine the important details that bring the park and recreation project to life. This process will include several iterations of projected costs, revisions and refinements that ultimately will be turned into construction documents. It is important to continue to gather input from stakeholders during this process to ensure that key details are not left out.

Construction documentation, bidding and construction of the project is the phase where it will be important to have the right team for the job. Quality construction documents followed by strict adherence to the drawings during construction administration will ultimately determine the quality of the end result. All too often great projects are turned over to a general contractor to be completed with insufficient supervision, resulting in poor performance, change orders and added costs. The City will need the designer to act as an advocate for the City throughout the construction process to ensure success.

## Getting Started

The Master Parks Plan serves as a guidebook and vision for the future parks system desired by the City; detailing priority projects and probable costs for use in planning of budgets. It is expected that goals for parks will evolve over time and projects described herein may look significantly different once they are designed and constructed. The following considerations are offered for development of park projects:

### 1. Selecting a Project

The obvious first step to moving forward with implementation of the Master Parks Plan seems

simple, however it can be overwhelming to address large construction budgets, politics and myriad other perceived barriers to success. As the saying goes about eating an elephant..."you do it one bite at a time". Some considerations to be made when deciding which project to build include: cost of design and construction, political will to fund a project, and in some cases where to build a project.

### 2. Acquire more Land

Some of the projects in this plan have been developed for existing park properties such as: Croix Park and Police Station Park renovations and development of the Almost Heaven property and Sand Quarry property. However, growth of Manvel is going to require more park land in order to provide sufficient recreation opportunities that residents desire. Land in Texas and generally the entire Country, only gets more valuable thereby creating a need to consider acquisition of additional property sooner rather than later. Some property can be acquired through park land dedication requirements within City Ordinances, but additional land purchases and/or donations will be needed for larger projects in the future.

### 3. Trail Development

The off-street multi-purpose trails alignments identified in this plan take advantage of existing and future rights-of-way within the City. Some alignments, such as the Mustang Bayou Trail, will become feasible upon subdivision and develop of adjacent properties, but right-of-way isn't available at this time. Other trail routes are planned along roadways (e.g.: Kirby Drive) and should be considered during the funding, design, and construction of road improvements projects. Looking at the total cost of all proposed trail alignments is overwhelming and seemingly possible to implement, but the goal of the plan was to identify all trail route opportunities so that one can be implemented when the right combination of factors come together such as: funding, land availability, timing of street reconstruction, and land development.

## Funding of Projects

As the City continues with improvements and additions to the parks system, funding is often the key player in the decision making process. The following are a variety of State and Federal grant programs available to aid cities in the enhancement of parks and recreation facilities and other public space projects.

### Community Development Block Grants

**-potential funding: up to 80% of project cost or maximum of \$200,000**

The Department of Housing and Urban Development (HUD) provides assistance to communities across the nation for a wide range of activities through the Community Development Block Grants Program. These funds are often distributed to individual communities by the state as match-grants to fund projects supporting economic development and improved quality of life. Texas Parks and Wildlife Department awards grants from this program annually to develop and enhance parks and open space.

### Transportation Equity Act (SAFETEA-LU) - Recreation Trails Program

The Transportation Safety Act, also known as the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU), provides for the distribution of funds from the Federal Highway Administration (FHWA). The Federal Highway Administration is the largest source of **funding for shared use paths, trails and related projects. The Recreational Trails Program, an assistance program to FHWA, distributes funds for a range of activities including:**

- Maintenance and restoration of existing trails.
- Development and rehabilitation of trail-side and trailhead facilities and trail linkages.
- Purchase and lease of trail construction and maintenance equipment.
- Construction of new trails (with restrictions for



# Where to Begin

new trails on Federal lands).

- Acquisition of easements or property for trails.
- Assessment of trail conditions for accessibility and maintenance.
- Development and dissemination of publications and operation of educational programs to promote safety and environmental protection related to trails (including supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training) (limited to 5 percent of a State's funds).
- State administrative costs related to this program (limited to 7 percent of a State's funds).

## TRPA Grants Program

**-potential funding: \$400,000 (match grant)**

The Texas Recreation and Parks Account (TRPA) is funded by a portion of Texas sales tax received on select sporting goods. These grants are awarded to applicants annually at varied levels depending on project type and available resources for the funding cycle. These funds are administered by the Texas Parks and Wildlife Department's Recreation Grants Branch for five programs including the following:

1. Outdoor Recreation
2. Indoor Recreation (facility)
3. Small Community
4. Regional
5. Community Outdoor Outreach Program

## Land and Water Conservation Fund

**-\$2.4 million apportioned to Texas in 2014**

The Land and Water Conservation Fund (LWCF) is a program of the National Park Service that provides matching grants to local governments for acquisition of park **land and development of park facilities**. An example project in Texas is the *Wimberley Blue Hole Regional Park Hays County*, which received \$1,909,500 in funding from the LWCF.

for parks can be applied for online. For example, the Recreation Grants Program through the Texas Recreation and Parks Account offers a variety of different grants that can be applied for each year by visiting their website.

Tips for successful grant writing include:

1. Have a Parks Master Plan (completed)(submit to agency prior/during application process)
2. Have a plan for your project, including estimated costs, proposed funding for City contribution, and schedule for implementation.
3. Apply early and don't be afraid to call your agency representatives to discuss details of the application.

## Applying for Grants

Each grant opportunity has its own unique system

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6. City of Stafford, Texas - Park Amenities, <http://www.staffordtx.gov/departments/public-works/park-amenities.html>
7. [http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/fs\\_publications/07232816/page05.cfm](http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232816/page05.cfm)
8. Designing Shared-Use Trails to Include Equestrians, Anne M. O'Dell , <http://atfiles.org/files/pdf/ODellequesTrails.pdf>
9. Safe Routes to Parks: Improving Access to Parks through Walkability, NRPA
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11. Outdoor Recreation Participation - Topline Report 2011, Outdoor Foundation
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13. Parks and Recreation: A Look at Trends in Parks and Recreation, Emily Tipping, [recmanagement.com](http://recmanagement.com)
14. Texas Vegetation Classification Project: Interpretive Booklet for Phase 3, Texas Parks and Wildlife and Texas Natural Resource Information System
15. Texas Statutes - Civil Practices and Remedies Code: Chapter 75. Limitations of Landowners' Liability
16. An Analysis of Parkland Dedication Ordinances in Texas; Journal of Parks and Recreation Administration, Vol. 28: No.1, pp. 70-102 - John L. Crompton

# Implementation 07



**Resolution No. 2018-R-18**

**A RESOLUTION OF THE CITY OF MANVEL, TEXAS AMENDING  
RESOLUTION NO. 2017-R-14 CREATING THE EVENTS TASK FORCE.**

\* \* \* \* \*

**WHEREAS**, the City Council desires to amend the resolution creating and governing the Events Task Force, to expressly provide that it is an ad hoc advisory committee of the City of Manvel; **NOW, THEREFORE**,

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

**Section 1. Findings.** The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct and are adopted as part of this Resolution for all purposes. Resolution No. 2017-R-14 remains in full force and effect, except as amended herein, as shown by underline and/or strikethrough.

**Section 2. Creation.** The City Council of the City of Manvel hereby creates the “Events Task Force” as an ad hoc advisory committee of the City. The committee shall continue until as may be disbanded by the City Council, or by inactivity, as the case may be. The committee shall be charged with researching and exploring various opportunities for events in the City of Manvel. The committee shall be purely advisory in nature, and shall have no power to make any expenditure or enter into any contract or make any obligation on behalf of the city, except through the city purchasing process.

**Section 2. Members.** The City Council creates the membership of the committee as a seven (7) member committee, with two (2) alternates. The Council shall make the appointments and in making the appointments shall decide which members shall be alternates.

**Section 3. Chairman.** The committee shall elect a chair and vice chair at its first meeting. The chair may select an alternate or alternates if not all members are in attendance.

**Section 4. Terms of Office.** The City Council hereby declares that the committee members will serve for two-year terms ending after the expiration of two years from date of appointment. Committee members serve at the pleasure of the city council and may be removed at any time for any reason.

**Section 5. Meetings.** The committee shall attempt to meet monthly, at City Hall, at a date and time selected by the committee. As a purely advisory committee, the committee shall not be subject to the Texas Open Meetings Act.

**Section 6. Open meetings.** It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas

Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

**PASSED AND ADOPTED** this 5 day of November, 2018.

**CITY OF MANVEL, TEXAS**

  
\_\_\_\_\_  
Debra Davison, Mayor

ATTEST:

  
\_\_\_\_\_  
Tammy Bell, City Secretary





## Sec. 53-2. Definitions.

### AMENDING DEFINITION OF "SIGN"

"Sign means any writing (including letter, word, or numeral), pictorial representation (including illustration or decoration), emblem (including device, symbol, or trademark), flag (including banner or pennant), symbol, design, or any other figure of similar character which is a structure or a part thereof, or is attached to, painted on, or in any manner represented on a building or other structure, is placed out of doors in view of the general public from public rights-of-ways or abutting property, and is used for purposes of advertisement, announcement, declaration, demonstration, display, or identification. ~~[-direct attention or expression]~~. The term "sign" shall include the sign structure."

### REPEALING THE DEFINITION: "ATTENTION-GETTING DEVICE SIGN"

~~"[Attention-getting device sign means devices that are erected, placed, or maintained outdoors so as to attract attention to any business, or any goods, products, or services available on the premises of a business, including but not limited to the following items or devices: banners, cut out figures; discs; festooning, including tinsel, strings of ribbons, and pinwheels; inflatable objects or inflatable characters, including balloons; air animated objects, non-governmental flags; pennants; propellers; steam or smoke-producing devices; streamers, whirligigs; wind devices; blinking, rotating, moving, chasing, flashing, glaring, strobe, scintillating, search, flood or spot lights; or similar devices or items, and of which are located or employed in connection with the conduct of business.]"~~

### AMENDING SECTION 53-11

## "Sec. 53-11. Prohibited signs.

Signs prohibited in all districts by this chapter include, but are not limited to, the following:

- (1) Signs which are inadequately maintained so as to show evidence of deterioration, including peeling, rust, dirt, fading, discoloration, loss of illumination, or holes. Damaged signs shall be repaired or removed within 30 days of receipt of notice from the city;
- (2) Signs which advertise a business or product, which is no longer in existence. Abandoned or outdated signs shall be replaced or removed within 30 days of receipt of notice from the city;
- (3) Signs which are erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window, or fire escape. No sign of any kind shall be attached to a stand pipe or fire escape;
- (4) Signs which obstruct free and clear vision at any street intersection;
- (5) Signs which interfere with, obstruct the view of, or may be confused with any authorized traffic sign, signal, or device because of its position, shape, or color;
- (6) Signs which use the words "stop," "look," "go slow," "caution," "danger," "warning," or any other word, phrase, symbol or character in a manner that interferes with, misleads, or confuses traffic;

- (7) Signs which constitute a hazard to safety or health by reason of inadequate design, construction, repair, or maintenance;
- (8) Signs which are illuminated with lights that cause a glare into or upon the surrounding area or any property used for residential purposes or which distract operators of vehicles or pedestrians on a public right-of-way;
- (9) Signs which contain reflectors or lights or illuminations or messages that flash, move, rotate, scintillate, blink, flicker, vary in intensity or color, or use intermittent electrical pulsation;
- (10) Signs which display any matter in which the dominant theme of the material taken as a whole appeals to a prurient interest in sex, or is patently offensive because it affronts contemporary community standards relating to the description or representation of sexual matters, and is utterly without redeeming social value;
- (11) Signs which are painted on or attached to a motor vehicle used primarily for the display of such sign. This section shall not prohibit the identification of a business or its products or services on a vehicle operated and parked in a manner appropriate to the normal course of business;
- ~~[(12) Signs which have visible moving, revolving, or rotating parts or visible mechanical movement of any kind, achieved by electrical or mechanical means, except for time-temperature-date signs;]~~
- ~~(12)~~ ~~[(13)]~~ Signs attached to or located upon outdoor exposed amenities such as trees, street signs, utility poles, or fences, which are visible from any street;
- ~~(13)~~ ~~[(14)]~~ Signs which are off-premises signs;
- ~~(14)~~ ~~[(15)]~~ Signs or portions thereof which are located on, or project or extend over, any public right-of-way, any public sidewalk, street, alley, or other public property;
- ~~[(16) Attention-getting device signs;]~~
- ~~(15)~~ ~~[(17)]~~ Snipe signs or bandit signs except as pre-permitted between the hours of 5:00 p.m. on Friday and 7:00 a.m. on Monday, provided no such sign shall be located less than 100 feet from another such sign; and
- ~~(16)~~ ~~[(18)]~~ Pole signs.”

#### ADDING SECTION 53-21 AND AMENDING CULPABILITY REQUIREMENTS

### **“Sec. 53-21. Business Impact Study.**

In an effort to promote an enforcement environment that gives consideration to existing business establishments, the city shall conduct a Business Impact Study prior to proposing any changes to this chapter. The study shall be conducted by the sign administrator or his/her designee.

1. A Business Impact Study required under this section shall consist of, at a minimum, the following items and procedures:
  - a. a written summary detailing the purpose and reason for the proposed change;
  - b. a good faith estimate of the total number of existing violations or expected violations related to the proposed change;



- c. a graphical representation, photograph, or animation that visually depicts the proposed change or its intended effect;
  - d. identification of all existing business establishments affected by the proposed change;
  - e. notification in writing to all business establishments affected by the proposed change, including a written copy of the draft amendments; and
  - f. a survey, captured in paper form or electronically, that provides business establishments the ability to state their position on the change (“For”, “Against”, or “Neutral”).
2. In the event the city establishes a business advisory committee or similar body, a Business Impact Study required under this section shall be presented to the committee for review.”

**Sec. 53-~~22~~ [~~21~~]. Reserved.**

**Sec. 53-~~23~~ [~~22~~]. Penalty.**

Any person who shall intentionally, knowingly, or recklessly[, ~~or with criminal negligence~~] violate any provision of this chapter shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.”

## Resident Survey Questions

**INTRO:** Thank you for agreeing to participate in our survey. Your input is very valuable to the City of Manvel. The survey will take approximately **5-10 minutes** to complete.

1. Where do you live?

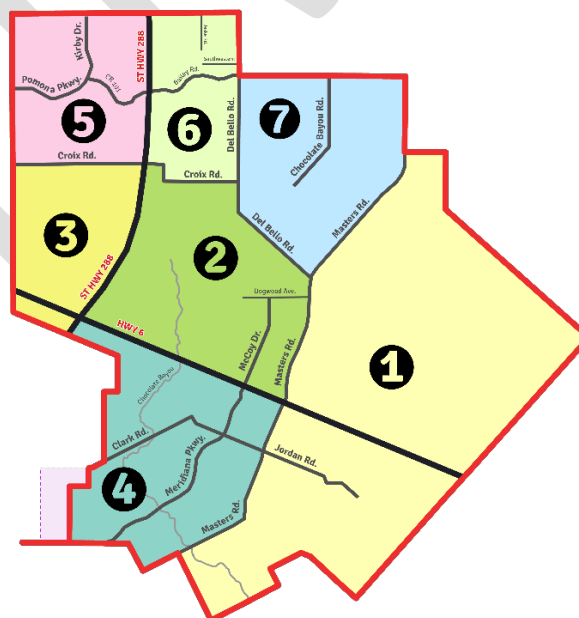
|             |  |  |
|-------------|--|--|
| Manvel      |  |  |
| Alvin       |  |  |
| Pearland    |  |  |
| Iowa Colony |  |  |
| Rosharon    |  |  |
| Other       |  |  |

2. What is your zip code? \_ \_ \_ \_ \_

3. What is your age

|                      |  |  |
|----------------------|--|--|
| 17 or younger        |  |  |
| 18-24                |  |  |
| 25-34                |  |  |
| 35-44                |  |  |
| 45-54                |  |  |
| 55-64                |  |  |
| 65 or older          |  |  |
| Prefer not to answer |  |  |

4. View the map below. Indicate the zone or area you live in.





What zone or area do you live in?

If you are unsure which zone you reside in, visit [cityofmanvel.com/GIS](http://cityofmanvel.com/GIS), type your address into the “Find Address” bar in the top righthand corner of the window, and hit the Enter key to view your location.

**SINGLE RESPONSE**

|        |  |
|--------|--|
| Zone 1 |  |
| Zone 2 |  |
| Zone 3 |  |
| Zone 4 |  |
| Zone 5 |  |
| Zone 6 |  |
| Zone 7 |  |

5. Look over proposed CITY FACILITIES below. Which 2 are MOST important to you? (Select 2)

**MULTIPLE RESPONSE**

|  |                                                       |  |
|--|-------------------------------------------------------|--|
|  | Manvel Public Library                                 |  |
|  | City parks and open spaces                            |  |
|  | Fitness Complex                                       |  |
|  | Tennis/Pickleball Courts, Community Sport Fields      |  |
|  | Senior Center                                         |  |
|  | Dog Parks                                             |  |
|  | Community Centers (e.g. Biodiversity Education Center |  |
|  | Other                                                 |  |

6. Look over the CITY QUALITIES or BENEFITS. Which are MOST important to you? (Select 2)

Definition: City Benefits are things the city encourages or maintains or supports, but does not specifically offer as a service to promote a better quality of life in the city. It may be a county offering or a natural feature of the area.

**MULTIPLE RESPONSE**

|  |                                                  |  |
|--|--------------------------------------------------|--|
|  | Quality schools                                  |  |
|  | Restaurants/retail                               |  |
|  | City gathering spaces/facilities                 |  |
|  | City programs/events                             |  |
|  | City greenscapes                                 |  |
|  | Bike and pedestrian trails                       |  |
|  | Proximity to medical center and downtown Houston |  |
|  | Community inclusiveness and sense of belonging   |  |
|  | Access to workforce/senior and para transit      |  |
|  | Overall city appearance                          |  |

7. Look over DEVELOPMENT/GROWTH issues below. Which are MOST important to you? (Select 2)

**MULTIPLE RESPONSE**

|  |                                                                                                      |  |
|--|------------------------------------------------------------------------------------------------------|--|
|  | Subdivisions and neighborhoods                                                                       |  |
|  | Ensure maintenance of public infrastructure (streets, drainage, etc.)                                |  |
|  | Minimize traffic congestion                                                                          |  |
|  | Maintain/develop destination business districts (Local/Small Business 'Downtown', Town Center, etc.) |  |
|  | Access to public transportation                                                                      |  |
|  | Attract new retail business                                                                          |  |
|  | Attract new restaurant business                                                                      |  |

8. Look over the SAFETY AND SECURITY issues below. Which 2 are MOST important to you? (Select 2)

**MULTIPLE RESPONSE**

|  |                                                                    |  |
|--|--------------------------------------------------------------------|--|
|  | Vehicle and pedestrian traffic safety                              |  |
|  | City preparedness for/response to emergencies                      |  |
|  | Community policing (COPs program, coffee with cops, Teen CPA etc.) |  |
|  | Safety classes for adults & children                               |  |
|  | Repair to sidewalks and alley ways                                 |  |
|  | Vacation watch (neighborhood patrolling)                           |  |
|  | Senior and Disabled Outreach                                       |  |

9. Look over the OPERATIONAL issues below. Which 2 are MOST important to you? (Select 2)

**MULTIPLE RESPONSE**

|  |                                                    |  |
|--|----------------------------------------------------|--|
|  | Maintain / repair streets                          |  |
|  | Designate and maintain parks                       |  |
|  | Manage city code compliance                        |  |
|  | Maintain water and sewer                           |  |
|  | Enhance the community appearance                   |  |
|  | City communications (sharing news and information) |  |
|  | Designate walking and biking trails                |  |
|  | Establish bike lanes                               |  |

10. Of the events and programs below, which ones interest you and your family? (Select all that apply)

**MULTIPLE RESPONSE**

|                              |  |
|------------------------------|--|
| NONE OF THESE                |  |
| Independence Day Celebration |  |
| Concerts/Movies in the Park  |  |
| Farmers Market               |  |
| National Night Out           |  |



|                                                             |  |
|-------------------------------------------------------------|--|
| Seasonal events (Tree lighting, Christmas Lights, Parades)  |  |
| A Celebration of Cultures Event                             |  |
| Library programs                                            |  |
| Pop-up Events (Easter egg hunts, food trucks, art contests) |  |
| Other                                                       |  |

11. This list now combines all of the issues you selected as being MOST important for the city to provide. Evaluate each of them from highest priority to lowest priority.

**MULTIPLE RESPONSE – Collected from Previous Answers**

|  |                          |  |
|--|--------------------------|--|
|  | Top 2 Facilities/Events  |  |
|  | Top 2 Facilities/Events  |  |
|  | Top 2 Benefits           |  |
|  | Top 2 Benefits           |  |
|  | Top 2 Growth/Development |  |
|  | Top 2 Growth/Development |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Operations         |  |
|  | Top 2 Operations         |  |

12. From the same list of your MOST important issues, which 3 are MOST important to YOU? (Select 3)

**MULTIPLE RESPONSE - Collected from Previous Answers**

|  |                          |  |
|--|--------------------------|--|
|  | Top 2 Facilities/Events  |  |
|  | Top 2 Facilities/Events  |  |
|  | Top 2 Benefits           |  |
|  | Top 2 Benefits           |  |
|  | Top 2 Growth/Development |  |
|  | Top 2 Growth/Development |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Operations         |  |
|  | Top 2 Operations         |  |

13. If these projects exceed what the City of Manvel is able to fund, would you be comfortable with City Council approving a tax rate INCREASE to establish these projects?

**SINGLE RESPONSE**

|     |  |
|-----|--|
| Yes |  |
| No  |  |

14. What is your gender?

**SINGLE RESPONSE**

|        |  |
|--------|--|
| Female |  |
|--------|--|

|            |  |
|------------|--|
| Male       |  |
| Non-binary |  |

15. How long have you lived in the City of Manvel?

**SINGLE RESPONSE**

|                   |  |
|-------------------|--|
| Less than 1 year  |  |
| 1 -4 years        |  |
| 5-9 years         |  |
| 10-14 years       |  |
| 15-19 years       |  |
| 20+ years or more |  |

16. Tell us about children in your household.

**SINGLE RESPONSE**

|                                        |  |
|----------------------------------------|--|
| No children in household               |  |
| Children age 0-12 living in household  |  |
| Children age 13-17 living in household |  |
| Children age 18-25 living in household |  |

17. Please describe your residence.

**SINGLE RESPONSE**

|                      |  |
|----------------------|--|
| Own or buying a home |  |
| Rent / lease home    |  |
| Other                |  |

18. To ensure proper ethnic representation, which option best describes your ethnic background?

**SINGLE RESPONSE**

|                        |  |
|------------------------|--|
| Asian                  |  |
| Black/African American |  |
| Hispanic or Latino     |  |
| Native American        |  |
| White                  |  |
| Other                  |  |

19. If there is anything more you would like to say to the leaders of the City of Manvel to help us improve the services we provide, please do so below.

**OPEN END**

Contact



**Name**  
**Address**  
**Email/Phone Number**

**COMPLETION MESSAGE:** Thank you for taking the time to share your experience and opinions about the City of Manvel.

DRAFT

## Resident Survey Questions

**INTRO:** Thank you for agreeing to participate in our survey. Your input is very valuable to the City of Manvel. The survey will take approximately **10 minutes** to complete.

1. Where do you live?

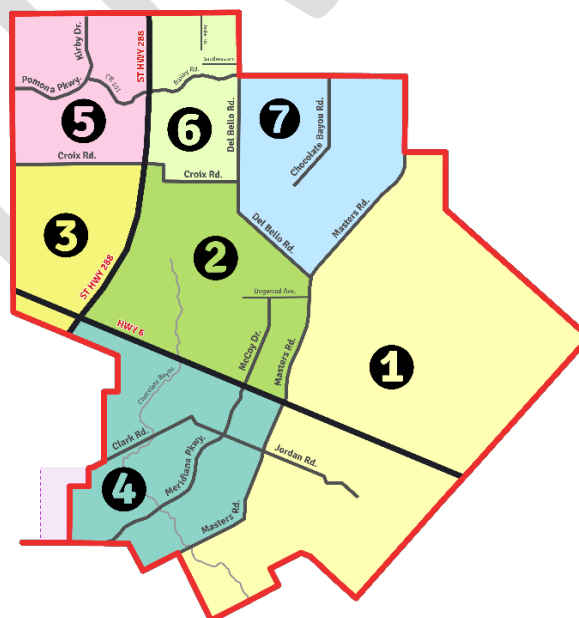
|             |  |  |
|-------------|--|--|
| Manvel      |  |  |
| Alvin       |  |  |
| Pearland    |  |  |
| Iowa Colony |  |  |
| Rosharon    |  |  |
| Other       |  |  |

2. What is your zip code? \_ \_ \_ \_ \_

3. What is your age

|                      |  |  |
|----------------------|--|--|
| 17 or younger        |  |  |
| 18-24                |  |  |
| 25-34                |  |  |
| 35-44                |  |  |
| 45-54                |  |  |
| 55-64                |  |  |
| 65 or older          |  |  |
| Prefer not to answer |  |  |

4. View the map below. Indicate the zone or area you live in.





What zone or area do you live in?

If you are unsure which zone you reside in, visit [cityofmanvel.com/GIS](http://cityofmanvel.com/GIS), type your address into the “Find Address” bar in the top righthand corner of the window, and hit the Enter key to view your location.

**SINGLE RESPONSE**

|        |  |
|--------|--|
| Zone 1 |  |
| Zone 2 |  |
| Zone 3 |  |
| Zone 4 |  |
| Zone 5 |  |
| Zone 6 |  |
| Zone 7 |  |

5. On a scale from 0 to 10, how likely are you to recommend Manvel to a friend or family member as a good place to live?

**SINGLE RESPONSE**

0 1 2 3 4 5 6 7 8 9 10  
Not likely at all Extremely Likely

6. Why did you give that rating for the City of Manvel?

**OPEN END**

7. In your opinion, has the City of Manvel improved, stayed the same, or declined during the time you have lived here?

**SINGLE RESPONSE**

|                 |  |
|-----------------|--|
| Improved        |  |
| Stayed the same |  |
| Declined        |  |

8. Overall, as a community in which to live, would you say that Manvel is headed in the right direction or wrong direction?

**SINGLE RESPONSE**

|                 |  |
|-----------------|--|
| Right direction |  |
| Wrong direction |  |

9. Compared with other cities in your area, or region, which statement below best captures your feelings about the City of Manvel?

**SINGLE RESPONSE**

|                   |  |
|-------------------|--|
| It is much better |  |
|-------------------|--|

|                       |  |  |
|-----------------------|--|--|
| It is somewhat better |  |  |
| It is about the same  |  |  |
| It is somewhat worse  |  |  |
| It is much worse      |  |  |

10. Look over proposed CITY FACILITIES below. Which 2 are MOST important to you? (Select 2)

**MULTIPLE RESPONSE**

|  |                                                       |  |
|--|-------------------------------------------------------|--|
|  | Manvel Public Library                                 |  |
|  | City parks and open spaces                            |  |
|  | Fitness Complex                                       |  |
|  | Tennis/Pickleball Courts, Community Sport Fields      |  |
|  | Senior Center                                         |  |
|  | Dog Parks                                             |  |
|  | Community Centers (e.g. Biodiversity Education Center |  |
|  | Other                                                 |  |

11. Look over the CITY QUALITIES or BENEFITS. Which are MOST important to you? (Select 2)

Definition: City Benefits are things the city encourages or maintains or supports, but does not specifically offer as a service to promote a better quality of life in the city. It may be a county offering or a natural feature of the area.

**MULTIPLE RESPONSE**

|  |                                                  |  |
|--|--------------------------------------------------|--|
|  | Quality schools                                  |  |
|  | Restaurants/retail                               |  |
|  | City gathering spaces/facilities                 |  |
|  | City programs/events                             |  |
|  | City greenscapes                                 |  |
|  | Bike and pedestrian trails                       |  |
|  | Proximity to medical center and downtown Houston |  |
|  | Community inclusiveness and sense of belonging   |  |
|  | Access to workforce/senior and para transit      |  |
|  | Overall city appearance                          |  |

12. Look over DEVELOPMENT/GROWTH issues below. Which are MOST important to you? (Select 2)

**MULTIPLE RESPONSE**

|  |                                                                                                      |  |
|--|------------------------------------------------------------------------------------------------------|--|
|  | Subdivisions and neighborhoods                                                                       |  |
|  | Ensure maintenance of public infrastructure (streets, drainage, etc.)                                |  |
|  | Minimize traffic congestion                                                                          |  |
|  | Maintain/develop destination business districts (Local/Small Business 'Downtown', Town Center, etc.) |  |
|  | Access to public transportation                                                                      |  |
|  | Attract new retail business                                                                          |  |
|  | Attract new restaurant business                                                                      |  |



13. Look over the SAFETY AND SECURITY issues below. Which 2 are MOST important to you?  
(Select 2)

**MULTIPLE RESPONSE**

|  |                                                                    |  |
|--|--------------------------------------------------------------------|--|
|  | Vehicle and pedestrian traffic safety                              |  |
|  | City preparedness for/response to emergencies                      |  |
|  | Community policing (COPs program, coffee with cops, Teen CPA etc.) |  |
|  | Safety classes for adults & children                               |  |
|  | Repair to sidewalks and alley ways                                 |  |
|  | Vacation watch (neighborhood patrolling)                           |  |
|  | Senior and Disabled Outreach                                       |  |

14. Look over the OPERATIONAL issues below. Which 2 are MOST important to you? (Select 2)

**MULTIPLE RESPONSE**

|  |                                                    |  |
|--|----------------------------------------------------|--|
|  | Maintain / repair streets                          |  |
|  | Designate and maintain parks                       |  |
|  | Manage city code compliance                        |  |
|  | Maintain water and sewer                           |  |
|  | Enhance the community appearance                   |  |
|  | City communications (sharing news and information) |  |
|  | Designate walking and biking trails                |  |
|  | Establish bike lanes                               |  |

15. This list now combines all of the issues you selected as being MOST important for the city to provide.  
Evaluate each of them from highest priority to lowest priority.

**MULTIPLE RESPONSE – Collected from Previous Answers**

|  |                          |  |
|--|--------------------------|--|
|  | Top 2 Facilities/Events  |  |
|  | Top 2 Facilities/Events  |  |
|  | Top 2 Benefits           |  |
|  | Top 2 Benefits           |  |
|  | Top 2 Growth/Development |  |
|  | Top 2 Growth/Development |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Operations         |  |
|  | Top 2 Operations         |  |

16. From the same list of your MOST important issues, which 3 are MOST important to YOU? (Select 3)

**MULTIPLE RESPONSE - Collected from Previous Answers**

|  |                         |  |
|--|-------------------------|--|
|  | Top 2 Facilities/Events |  |
|  | Top 2 Facilities/Events |  |
|  | Top 2 Benefits          |  |
|  | Top 2 Benefits          |  |

|  |                          |  |
|--|--------------------------|--|
|  | Top 2 Growth/Development |  |
|  | Top 2 Growth/Development |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Safety/Security    |  |
|  | Top 2 Operations         |  |
|  | Top 2 Operations         |  |

17. If these projects exceed what the City of Manvel is able to fund, would you be comfortable with City Council approving a tax rate INCREASE to establish these projects?

**SINGLE RESPONSE**

|     |  |
|-----|--|
| Yes |  |
| No  |  |

18. BASIC SERVICES are necessary for most cities. How is the City of Manvel doing on these issues? Evaluate each of them from “Very good” to “Very poor.”

Definition: Basic issues are those that are required of all cities. They are not optional. Other items can be added, if required, but generally not.

|     |                                    | Very good | Good | Poor | Very poor | Not Applic. |
|-----|------------------------------------|-----------|------|------|-----------|-------------|
| 601 | Animal Control services            |           |      |      |           |             |
| 602 | Water/Sewer service                |           |      |      |           |             |
| 603 | Garbage / recycling collection     |           |      |      |           |             |
| 604 | Communications                     |           |      |      |           |             |
| 605 | Utility billing / Customer Service |           |      |      |           |             |
| 606 | Building inspections/Permitting    |           |      |      |           |             |
| 607 | Street/infrastructure maintenance  |           |      |      |           |             |

19. Are you interested in the City of Manvel allowing multifamily homes to be built within city limits? (Apartment complexes, mother-in-law suites, etc.)

**SINGLE RESPONSE**

|     |  |
|-----|--|
| Yes |  |
| No  |  |

20. In the past 6 months, have you had CONTACT with city employees or employees of city-run services?

**SINGLE RESPONSE**

|     |  |
|-----|--|
| Yes |  |
| No  |  |

21. Which city departments or services have you contacted in the past 6 months?

**MULTIPLE RESPONSE**



|                            |  |
|----------------------------|--|
| Animal Services            |  |
| City Manager's Office      |  |
| City Secretary's Office    |  |
| Code Compliance            |  |
| Development Services       |  |
| Finance Department         |  |
| Fire Department            |  |
| Municipal Court            |  |
| Planning and Zoning        |  |
| Permits Department         |  |
| Police Department          |  |
| Public Information Office  |  |
| Public Library             |  |
| Public Works / Engineering |  |
| Utility Billing            |  |

22. For each of the departments you interacted with, overall, how would you rate the service you received?

|                            | Very good | Good | Poor | Very poor |
|----------------------------|-----------|------|------|-----------|
| Animal Services            |           |      |      |           |
| City Manager's Office      |           |      |      |           |
| City Secretary's Office    |           |      |      |           |
| Code Compliance            |           |      |      |           |
| Development Services       |           |      |      |           |
| Finance Department         |           |      |      |           |
| Fire Department            |           |      |      |           |
| Municipal Court            |           |      |      |           |
| Planning and Zoning        |           |      |      |           |
| Permits Department         |           |      |      |           |
| Police Department          |           |      |      |           |
| Public Information Office  |           |      |      |           |
| Public Library             |           |      |      |           |
| Public Works / Engineering |           |      |      |           |
| Utility Billing            |           |      |      |           |

23. The City of Manvel has a variety of special events and programs. Of the events below, which ones are "very important" to your family? (Select all that apply)

**MULTIPLE RESPONSE**

|                                                            |  |
|------------------------------------------------------------|--|
| NONE OF THESE                                              |  |
| Independence Day Celebration                               |  |
| Concerts/Movies in the Park                                |  |
| Farmers Market                                             |  |
| National Night Out                                         |  |
| Seasonal events (Tree lighting, Christmas Lights, Parades) |  |

|                                                             |  |
|-------------------------------------------------------------|--|
| A Celebration of Cultures Event                             |  |
| Library programs                                            |  |
| Pop-up Events (Easter egg hunts, food trucks, art contests) |  |
| Other                                                       |  |

24. What are the main reasons you have chosen to live in or stay in the City of Manvel?

**MULTIPLE RESPONSE**

|                                                  |  |  |
|--------------------------------------------------|--|--|
| Work or employment                               |  |  |
| Family atmosphere                                |  |  |
| Better cost of living                            |  |  |
| Lower crime rate                                 |  |  |
| Near family or friends                           |  |  |
| Weather                                          |  |  |
| The local culture                                |  |  |
| School / education system                        |  |  |
| Proximity to medical center and downtown Houston |  |  |
| Community inclusiveness and sense of belonging   |  |  |
| Overall city appearance                          |  |  |
| City growth                                      |  |  |

25. What are your housing plans in the City of Manvel over the next 5-10 years?

**SINGLE RESPONSE**

|                                                           |  |  |
|-----------------------------------------------------------|--|--|
| Will leave Manvel for next home                           |  |  |
| Will stay in same home                                    |  |  |
| Will downsize in Manvel                                   |  |  |
| Will upsize in Manvel                                     |  |  |
| Will move to 55+ active adult community outside of Manvel |  |  |
| None of these                                             |  |  |

26. What kind of information would you like to receive from the City? (Select all that apply)

**MULTIPLE RESPONSE**

|                                                                                  |  |  |
|----------------------------------------------------------------------------------|--|--|
| General city news                                                                |  |  |
| Public safety notices                                                            |  |  |
| Emergency alerts                                                                 |  |  |
| Information about special events and activities                                  |  |  |
| Neighborhood and travel related notices such as road closures and water shutoffs |  |  |
| Volunteer and engagement opportunities                                           |  |  |
| None of these                                                                    |  |  |

27. How would you prefer to receive information from the city? (Choose all that your household would use)



**MULTIPLE RESPONSE**

|                                             |  |  |
|---------------------------------------------|--|--|
| Newspaper                                   |  |  |
| Direct mail                                 |  |  |
| E-mail (e-news)                             |  |  |
| Text message                                |  |  |
| The City's website                          |  |  |
| The City's Facebook page                    |  |  |
| A water bill insert (printed insert)        |  |  |
| The message portion of the water bill       |  |  |
| The City's Twitter page                     |  |  |
| The City's LinkedIn page                    |  |  |
| The City's Instagram page                   |  |  |
| The City's Nextdoor page                    |  |  |
| Talking with City staff (word of mouth)     |  |  |
| The City Council speaking at events         |  |  |
| Watching a City YouTube video               |  |  |
| Flyers or brochures available from the City |  |  |
| Digital signs in City facilities            |  |  |
| None of these                               |  |  |

28. Which of the following things have you done on the City website in the past 12 months? (Select all that apply)

**MULTIPLE RESPONSE**

|                                             |  |  |
|---------------------------------------------|--|--|
| Request services or documents from the City |  |  |
| Register for a City recreation program      |  |  |
| Access the Library's online catalog         |  |  |
| Read City news                              |  |  |
| Pay fees or bills for City services         |  |  |
| Do something else (specify)                 |  |  |
| None of these                               |  |  |

29. What is your gender?

**SINGLE RESPONSE**

|            |  |
|------------|--|
| Female     |  |
| Male       |  |
| Non-binary |  |

30. How long have you lived in the City of Manvel?

**SINGLE RESPONSE**

|                  |  |  |
|------------------|--|--|
| Less than 1 year |  |  |
| 1 -4 years       |  |  |
| 5-9 years        |  |  |
| 10-14 years      |  |  |

|                   |  |  |
|-------------------|--|--|
| 15-19 years       |  |  |
| 20+ years or more |  |  |

31. Tell us about children in your household.

**SINGLE RESPONSE**

|                                        |  |  |
|----------------------------------------|--|--|
| No children in household               |  |  |
| Children age 0-12 living in household  |  |  |
| Children age 13-17 living in household |  |  |
| Children age 18-25 living in household |  |  |

32. Please describe your residence.

**SINGLE RESPONSE**

|                      |  |
|----------------------|--|
| Own or buying a home |  |
| Rent / lease home    |  |
| Other                |  |

33. To ensure proper ethnic representation, which option best describes your ethnic background?

**SINGLE RESPONSE**

|                        |  |
|------------------------|--|
| Asian                  |  |
| Black/African American |  |
| Hispanic or Latino     |  |
| Native American        |  |
| White                  |  |
| Other                  |  |

34. If there is anything more you would like to say to the leaders of the City of Manvel to help us improve the services we provide, please do so below.

**OPEN END**

Contact

**Name**  
**Email/Phone Number**

**COMPLETION MESSAGE:** Thank you for taking the time to share your experience and opinions about the City of Manvel.