

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
DAN JOHNSON, CITY MANAGER
TAMMY BELL, CITY SECRETARY

**NOTICE OF A CITY COUNCIL MEETING
OF THE CITY OF MANVEL
February 20, 2024**

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

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

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

This facility is wheelchair accessible and accessible parking spaces are available. Requests for 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.

CITY OF MANVEL MISSION STATEMENT

"The City of Manvel will continue to be a unique, vibrant, growth-managed community that will meet the needs of its citizens through the efforts of local government and civic-minded individuals by promoting well-planned development, cost-effective professional management, and competent and responsive municipal services."

Workshop Session 5:00 p.m.

EXECUTIVE SESSION

City Council will convene into Executive Session pursuant to Texas Government Code, section 551.072: "Deliberations regarding real property," to discuss the following:

Deliberate the possible purchase, exchange, lease, or value of real property

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

Valencia Development Agreement

Certificate of Obligation Publication

WORKSHOP Cont.

Discussion on any topic as listed on the current agenda.

Regular Session - 6:00 p.m.

Call To Order

Invocation

Inspirational Reading - Councilmember Opliger

Pledge

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

Presentations

Proclamation - Latrista Brown, S.C.A.R.F., Inc.

Public Hearing

TO HEAR INPUT FROM THE PUBLIC ON AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF 11.665 ACRES LOCATED AT 11800 MAGNOLIA PKWY, MANVEL, TEXAS, FROM LIGHT COMMERCIAL DISTRICT 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 611210 "JUNIOR COLLEGES"; 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.

*****CANCELED*****

TO HEAR INPUT FROM THE PUBLIC REGARDING A PROPOSED ORDINANCE (2024-O-09) OF THE CITY OF MANVEL, TEXAS, AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 4.0248 ACRE TRACT OF LAND, LOCATED AT 19804 MORRIS AVENUE SUITE 160, MANVEL, TX, FROM LIGHT COMMERCIAL DISTRICT 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 CODE 621493 "FREESTANDING AMBULATORY SURGICAL AND EMERGENCY CENTERS"; 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.

1. City Council May Election Update (City Secretary)
2. Wastewater Averaging Update (Finance)
3. March 4 – City Council Retreat – Mission, Vision, Values
4. Work Schedule Adjustment
5. Capital Projects Update

Consent Agenda

1. Acceptance of the meeting minutes to date.

February 20, 2024 CITY COUNCIL MEETING AGENDA

2. Approve Resolution 2024-R-02;
A RESOLUTION OF THE CITY OF MANVEL, TEXAS FINDING THAT THE STATEMENT OF INTENT OF CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TO CHANGE RATES FILING WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.
3. Approve Resolution 2024-R-05;
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.
4. Acceptance of infrastructure for Meridiana Section 14A to begin the 2-year maintenance period.
5. Acceptance of infrastructure for Valencia Lake "D" to begin the 2-year maintenance period.
6. Final acceptance of infrastructure for Pomona WWTP Phase 3 and release of Maintenance Bond.
7. Final acceptance of infrastructure for Pursley Boulevard Phase 7, and release of Maintenance Bond.

Items Removed from Consent Agenda

Regular Agenda

1. Consideration and possible action to approve the first of two readings of Ordinance 2024-O-08;
AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF 11.665 ACRES LOCATED AT 11800 MAGNOLIA PKWY, MANVEL, TEXAS, FROM LIGHT COMMERCIAL DISTRICT 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 611210 "JUNIOR COLLEGES"; 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 on 2/12/2024 with a vote of 5/0 with 1 abstention)
2. Consideration and possible action to approve a variance request seeking to vary Chapter 35, Section 35-22. Prohibited Sales, for a property located at 19710 Morris Avenue (State Highway 6) in Meridiana's Open-Planned Unit Development / State Highway 6 Overlay District (O-PUD/SH6).
3. Consideration and possible action to approve an Animal Transfer Agreement between the Houston Humane Society and the City of Manvel and authorize the City Manager to execute said agreement. (Tabled at the 2/5/2024 City Council Meeting)

February 20, 2024 CITY COUNCIL MEETING AGENDA

4. Consideration and possible action to approve the amended Planning Development and Zoning Commission Bylaws. (Forwarded with favorable recommendation by PD&Z on 2/12/2024 with a vote of 6/0)

Executive Session

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

- *Performance Review for Robert Gervais, City Attorney*
- *Discussion on applicants for the appointment of Planning Development and Zoning Commission Board Members*
- *Discussion on applicants for the appointment of Manvel Economic Development Corporation Board Members*

Regular Agenda

5. Consideration and possible action regarding compensation and terms of employment of the City Attorney.
6. Consideration and possible action on the appointments of the Manvel Economic Development Corporation Board Positions #1, #2, and #3 with a 2-year term to expire March 2026.
7. Consideration and possible action on the appointments of the Planning Development and Zoning Commission Board Positions #5, #6, and #7 with a 2-year term to expire in March 2026.

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 02/16/2024 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

NOTICE OF POSSIBLE QUORUM

A quorum of the Manvel Planning Development and Zoning Commission and/or the Manvel Economic Development Corporation may be in attendance at the 2/20/2024 meeting of the Manvel City Council. If such be the case, this notice shall serve as notice of meeting pursuant to the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. There will be no official City business or action of the aforementioned bodies taken during the meeting.

Proclamation

OFFICE OF THE MAYOR CITY OF MANVEL

Whereas, it is with great honor and recognition that we acknowledge the outstanding contributions and selfless dedication of Letrista Brown, founder of S.C.A.R.F. Inc., to the community she calls home; and

Whereas, S.C.A.R.F. Inc. was initiated during a challenging period in Letrista's life, reflecting her resilience and commitment to making a positive impact; and

Whereas, Letrista has tirelessly volunteered and led S.C.A.R.F. Inc. for two and a half years, with an unwavering commitment to the betterment of her community, embodying the spirit of altruism, and through her diligence, Letrista has discovered that her non-profit has become a beacon of support for City of Houston Employees residing in her community, providing essential assistance to those in need; and

Whereas, Letrista's dedication extends beyond the boundaries of her full-time job, as she diligently works to address the needs of the community, ensuring that requests for assistance are met with compassion and efficiency; and

Whereas, Letrista collaborates with the Lakes of Savannah community counselor to explore network opportunities for school uniforms and supplies, hosting back-to-school events that benefit local schools including Manvel High School, Manvel Jr High, Lakes of Savannah Elementary, and others, and her advocacy has resulted in the acquisition of over \$5,000 in gift cards for students, free hair services for school-aged individuals, and \$1,000 in donations during a single back-to-school event, showcasing her remarkable ability to bring positive change; and

Whereas, Letrista actively engages with local small and large business owners, fostering partnerships that support the financial endeavors of the community, exemplifying the spirit of collaboration; and

Whereas, Letrista's dedication and efforts have garnered recognition from the City of Pearland Mayor Cole and by former Houston Mayor Sylvester Turner and Chief Finner for her active involvement with the Houston Police Youth department.

Now, Therefore, I, Dan Davis, by virtue of the authority vested in me as Mayor of the City of Manvel, Texas, do hereby proclaim February 20, 2024 as



“S.C.A.R.F. Inc. Recognition Day”

in honor of her exceptional service, dedication, and positive impact on our community.

In witness thereof, I have hereunto set my hand and caused the seal of the City of Manvel to be affixed.

Dan Davis, Mayor
February 20, 2024

THE STATE OF TEXAS §
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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
DAN JOHNSON, CITY MANAGER
TAMMY BELL, CITY SECRETARY

MISSION STATEMENT: "The City of Manvel will continue to be a unique, vibrant, growth-managed community that will meet the needs of its citizens through the efforts of local government and civic-minded individuals by promoting well-planned development, cost-effective professional management, and competent and responsive municipal services."

MINUTES 2/5/2024

Workshop Session

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

Those in attendance were:

Present: Mayor Dan Davis
City Councilmember Place 1 Larry Akery
City Councilmember Place 2 David Lands
City Councilmember Place 4 Ed Perry
City Councilmember Place 5 Crystal Sarmiento
City Councilmember Place 6 Jerome Hudson

Absent: City Councilmember Place 3 Harry Opliger

Also Present: Dan Johnson, City Manager
Bobby Gervais, City Attorney
Keith Traylor, Chief of Police
Tammy Bell, City Secretary
Rosie Donaire, Finance Director
Robbie Hall, Director of Public Works
Chad Dumont, Director of Human Resources
Adwale Taiwo, Capital Projects Manager

Update by the Croix Park Task Force on the Gardens at Croix Park

Adewale Taiwo - Phase 2 came in under budget. Next is planting and irrigation.

Croix Park Task Force members, Paul Sofka, Ellen Naegeli & Glen Olson addressed the council.

Discussion on any topic as listed on the current agenda.

General Discussion on the following agenda items:

Regular Agenda Items 3, 4, 5, 6, 8; Consent Agenda Item 7

Mayor Davis adjourned the Workshop at 5:50 p.m.

Regular Session

Call To Order

Mayor Davis called the meeting of the Manvel City Council to order at 6:01 p.m.
Those in attendance were:

Present: Mayor Dan Davis
City Councilmember Place 2 David Lands
City Councilmember Place 4 Ed Perry
City Councilmember Place 6 Jerome Hudson
City Councilmember Place 5 Crystal Sarmiento
City Councilmember Place 1 Larry Akery

Absent: City Councilmember Place 3 Harry Opliger

Also Present: Dan Johnson, City Manager
Bobby Gervais, City Attorney
Keith Traylor, Chief of Police
Tammy Bell, City Secretary
Rosie Donaire, Finance Director
Robbie Hall, Director of Public Works
Chad Dumont, Director of Human Resources
Adwale Taiwo, Capital Projects Manager

Invocation

Inspirational Reading - Councilmember Lands

Pledge

Presentations

Proclamation
Black History Month - February 2024

Public Comments: "Comment Card" Required

Cynthia Cortina - Against the agreement with the Houston Humane Society
Julie Bradley - Against the agreement with the Houston Humane Society
Derek Hehn - Against the agreement with the Houston Humane Society
Lorraine Hehn - Against the agreement with the Houston Humane Society
Elisabeth Laprairie - Against the agreement with the Houston Humane Society (emailed)
Lauren Quinn - Against the agreement with the Houston Humane Society (emailed)
Christine Stephenson - Against the agreement with the Houston Humane Society
Rebecca Quinn - Against the agreement with the Houston Humane Society
Adrian Gaspar - In favor of the Houston Humane Society Agreement

City Manager Update

- Staffing
- Traffic Study CR 58 @ Rodeo Palms
- FY 2024 2025 Budget Calendar
- Wastewater Seasonal Average Billing
- Eggstravaganza Event

Consent Agenda

1. Approve the second and final reading of Ordinance 2024-O-01;
*AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING
ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF 0.7796*

February 5, 2024 MANVEL CITY COUNCIL MEETING MINUTES

ACRES LOCATED AT 19201 MORRIS AVE, MANVEL, TEXAS (ABUTTING STARBUCKS LOCATED AT 7326 BLUEWATER ST, MANVEL, TX), FROM LIGHT COMMERCIAL DISTRICT/ STATE HIGHWAY 6 OVERLAY DISTRICT (LC/SH6) TO LIGHT COMMERCIAL DISTRICT/STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (LC/SH6-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR 441310 "AUTOMOTIVE PARTS AND ACCESSORIES STORES"; 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 1/8/2024 - 6/0)

2. Acceptance of the meeting minutes to date.
3. Consideration and possible action to approve Resolution 2024-R-03;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, APPROVING AS A PROJECT OF THE MANVEL ECONOMIC DEVELOPMENT CORPORATION CERTAIN PROJECT NUMBER 2023-01 APPROVING AN EXPENDITURE OF UP TO \$7,213.75 TO BE PAID TO CO-APPLICANTS MANVEL RETAIL AND BILLY DANO'S DONUTS INC. to CONSTRUCT A NEW GREASE TRAP TO SERVE A RETAIL STRIP CENTER AT 19931 MORRIS AVENUE, A COMMERCIALY TARGETED AREA, WHICH WILL FURTHER ECONOMIC DEVELOPMENT AND RETAIN JOBS IN the CITY OF MANVEL; CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.
4. Acceptance of the Racial Profiling Report
5. Acceptance of infrastructure improvements for Meridiana Detention Basin A-2 and Detention Basin B-2 to begin the Two-Year Maintenance Period.
6. Final acceptance of infrastructure improvements for Manvel Town Center Waterline Interconnect and release the associated maintenance bond.
7. Acceptance of the Special Warranty Deed from Brazoria County MUD No. 43;
Being a 1.785 acre tract of land located in Brazoria County, Texas, described as Reserve D on the plat of Del Bello Lakes Section 8, recorded in the Official Public Records of Brazoria County, Texas, under Clerk's File Number 2023017218 ("Property").

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

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

Items Removed from Consent Agenda

None

Regular Agenda

1. Consideration and possible action to approve the contract for Planning Services - Comprehensive Plan, Thoroughfare Plan (Update), and Strategic Plan between Kendig Keast Collaborative (KKC) and the City of Manvel and authorize the City Manager to execute said contract.

Brooke Cyphers addressed the Council.

Gary, Representative from Kendig Keast, addressed the Council.

Mayor Davis 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 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

2. Consideration and possible action to approve an Animal Transfer Agreement between the Houston Humane Society and the City of Manvel and authorize the City Manager to execute said agreement.

Chief Traylor provided an overview to Council and introduced Christine, Animal Behavior Specialist, at Houston Humane Society who provided an overview of the services offered at the Houston Humane Society. She also addressed the euthanasia concerns.

Animal Control Officer John Sherman addressed the Council.

Councilmember Sarmiento made the motion to approve with condition to require reporting.

Mayor Davis seconded the motion.

The motion FAILED with a vote: 2/4

Yes: Mayor Dan Davis, City Councilmember Place 5 Crystal Sarmiento

No: City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 6 Jerome Hudson

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

Councilmember Lands made the motion to reconsider. 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 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

Mayor Davis made the motion to table. Councilmember Perry seconded the motion.

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

February 5, 2024 MANVEL CITY COUNCIL MEETING MINUTES

Absent: City Councilmember Place 3 Harry Opliger
Abstained: None

3. Consideration and possible action to appoint Evan DuVall as the city's *Zoning official*, to administer and enforce the zoning regulations of the city (section 77-3 of The City Code).

Mayor Davis made the motion to approve. Councilmember Akery seconded the motion.

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

4. Consideration and possible action to approve Resolution 2024-R- 04;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, ADOPTING PROCEDURES FOR POST-ISSUANCE COMPLIANCE (THE "POST-ISSUANCE REQUIREMENTS") CONTAINED IN SECTIONS 103 AND 141 THROUGH 150 OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, AND THE APPLICABLE TREASURY REGULATIONS PROMULGATED THEREUNDER.

Mayor Davis made the motion to approve. Councilmember Perry seconded the motion.

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

5. Consideration and possible action to approve Ordinance 2024-O-10;
AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, ORDERING THE HOLDING OF A GENERAL ELECTION ON MAY 4, 2024, FOR THE PURPOSE OF ELECTING TWO COUNCILMEMBERS: ONE EACH FOR, PLACE 1, AND PLACE 2; DESIGNATING THE CITY ELECTION PRECINCTS; DESIGNATING A POLLING PLACE; PROVIDING FOR THE APPOINTMENT OF A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; APPROVING A JOINT ELECTION CONTRACT AND AUTHORIZING THE MAYOR TO EXECUTE; ESTABLISHING OTHER PROCEDURES FOR CONDUCTING THE ELECTION; PROVIDING FOR THE INCORPORATION OF THE PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

Mayor Davis made the motion to approve. Councilmember Akery seconded the motion.

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

6. Consideration and possible action to approve Ordinance 2024-O-11;
AN ORDINANCE AMENDING ORDINANCE NO. 2023-O-32 AMENDING THE CITY FISCAL YEAR 2024 BUDGET ENDING SEPTEMBER 30, 2024, BY AMENDING THE CAPITAL PROJECTS FUND BUDGET TO ACCOUNT FOR ADDITIONAL FUNDS NEEDED FOR THE POLICE STATION CONSTRUCTION. 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.

Mayor Davis made the motion to approve. Councilmember Akery seconded the motion.

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

7. Consideration and possible action to award Flintco the contract for the construction of the Manvel Police Station in the amount of \$21,250,000 and authorize the City Manager to execute the contract.

Adewale Taiwo introduced the agenda item.

Mickey from Flintco addressed the Council. Approximate timeline for construction is 16 months.

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

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

8. Consideration and possible action on the acceptance of a Special Warranty Deeds from Brazoria County Municipal Utility District No. 42 transferring the water and wastewater plants to the City of Manvel, approving Utility Conveyance and Security agreements and related easement assignments, authorizing the Mayor to execute all documents needed for this transfer.

- MUD 42 Water Plant - Utility Conveyance and Security Agreement
- MUD 42 Water Plant - Special Warranty Deed
- MUD 42 WWTP - Utility Conveyance and Security Agreement
- MUD 42 WWTP - Special Warranty Deed
- Related easement assignments

***Moved to the beginning of the Regular Agenda before item 1**

JoBeth Prochaska addressed the council.

February 5, 2024 MANVEL CITY COUNCIL MEETING MINUTES

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

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Larry Akery, City Councilmember Place 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

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".

Daniel S Johnson, City Manager and Robert Gervais, City Attorney

Mayor Davis convened the meeting into Executive Session at 8:43 p.m.

Mayor Davis reconvened the meeting out of Executive Session at 11:15 p.m.

No action taken.

Regular Agenda

9. Consideration and possible action regarding compensation and terms of employment of the City Attorney.

Mayor Davis made the motion to table. 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 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

Mayor and Council Comments

Adjourn

Mayor Davis made the motion to adjourn the meeting at 11:16 p.m. 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 2 David Lands, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 3 Harry Opliger

Abstained: None

CERTIFICATION

TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS

DAN DAVIS, MAYOR
CITY OF MANVEL, TEXAS

RESOLUTION NO. 2024-R-02

A RESOLUTION OF THE CITY OF MANVEL, TEXAS FINDING THAT THE STATEMENT OF INTENT OF CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TO CHANGE RATES FILING WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Manvel, Texas ("City") is a gas utility customer of CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas ("CenterPoint" or "Company") within the unincorporated areas of the Houston, Texas Coast, Beaumont/East Texas, and South Texas Divisions, and a regulatory authority with an interest in the rates and charges of CenterPoint; and

WHEREAS, the City is a member of Cities Served by CenterPoint Gas ("Cities") (such participating cities are referred to herein as "Cities"), a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost effectively review and respond to natural gas issues affecting rates charged in the Houston, Texas Coast, Beaumont/East Texas, and South Texas Divisions; and

WHEREAS, on or about October 30, 2023, CenterPoint filed with the City a Statement of Intent to Increase Rates seeking to increase natural gas rates by \$37.4 million annually and to all customers residing in the City; and

WHEREAS, Cities is coordinating its review of CenterPoint's Statement of Intent filing with designated attorneys and consultants to resolve issues in the Company's filing; and

WHEREAS, through review of the application, Cities' consultants determined that CenterPoint's proposed rates are excessive; and

WHEREAS, the Cities' members and attorneys recommend that Cities members deny the Statement of Intent; and

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

Section 1. That the rates proposed by CenterPoint to be recovered through its gas rates charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the City.

Section 3. That the City's reasonable rate case expenses shall be reimbursed in full by CenterPoint within 30 days of the adoption of this Resolution.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. That a copy of this Resolution shall be sent to Keith L. Wall, CenterPoint Energy, at P.O. Box 2628, Houston, Texas 77252-2628, and to Jamie Mauldin, General Counsel to the Cities Served by CenterPoint Gas at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this _____ day of _____, 2024.

Dan Davis
Mayor

ATTEST:

Tammy Bell
City Secretary

APPROVED AS TO FORM:

Robert Gervais
City Attorney

RESOLUTION NO. 2024-R-05

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.

WHEREAS, the City of Manvel, Texas, needs to update the City's signature cards designating city officials to be signatories at First State Bank for the City's Bank accounts; and,

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

SECTION 1: That the City Council hereby approves the following changes to the signature cards designating city officials as authorized signatories at First State Bank for the City of Manvel bank accounts.

1. Dan Davis, Mayor
3. Daniel Johnson, City Manager
3. Rosa Donaire, Finance Manager

SECTION 2: That the City Council hereby authorizes the execution of any documentation necessary to implement said authorized changes of signatories on the City's bank accounts at First State Bank.

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this _____ day of February, 2024.

Dan Davis, Mayor
City of Manvel, Texas

ATTEST:

APPROVED AS TO FORM:

Tammy Bell
City Secretary

Robert Gervais
City Attorney



CITY COUNCIL DATA SHEET

MEETING DATE: February 20, 2024

Consent Agenda

TOPIC:

Acceptance for the infrastructure improvements for Meridiana Section 14A, for this project to being the Two-Year Maintenance Period.

BACKGROUND:

RECOMMENDATION:

Staff recommends City Council accept the infrastructure improvements for this project and begin the maintenance period.

ATTACHMENTS:

N/A

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Robbie Hall

FINANCE DIRECTOR APPROVAL N/A

CITY MANAGER APPROVAL: Yes



CITY COUNCIL DATA SHEET

MEETING DATE: February 20, 2024

Consent Agenda

TOPIC:

Acceptance for the infrastructure improvements for Valencia Lake "D", to begin the Two-Year Maintenance Period.

BACKGROUND:

RECOMMENDATION:

Staff recommends City Council accept the infrastructure improvements for this project and begin the 2-year maintenance period.

ATTACHMENTS:

N/A

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Robbie Hall

FINANCE DIRECTOR APPROVAL N/A

CITY MANAGER APPROVAL: Yes



CITY COUNCIL DATA SHEET

MEETING DATE: February 20, 2024

Consent Agenda

TOPIC:

Release of Bonds and Final Acceptance for the infrastructure improvements for Pursley Boulevard Phase 7, for this project to conclude the One-Year Maintenance Period.

BACKGROUND:

City Staff has approved the final walk through on this project for the civil site work, and all punch list items have been addressed.

RECOMMENDATION:

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

ATTACHMENTS:

N/A

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Robbie Hall

FINANCE DIRECTOR APPROVAL N/A

CITY MANAGER APPROVAL: Yes



City Council Specific Use Permit Request

Agenda of:	February 20, 2024	Initiated By:	Evan DuVall SAFEbuilt
Department:	Development Services	Presented By:	Evan DuVall SAFEbuilt

Subject/Proceeding

Specific Use Permit (SUP) request to establish a Junior College on an approximate 11.665-acre tract of land located at 11800 Magnolia Pkwy, Manvel, TX within the Light Commercial District.

Exhibits

Aerial Vicinity Map, Zoning Vicinity Map, Major Thoroughfare Plan Map, Plat, Floor Plan, Parking Plan, Site Photos, Application, Letter of Request, Letter of Authorization, Engineer Comments, Traffic Study Determination, and Public Hearing Notice.

Recommended Action

A public hearing followed by consideration and action from the City Council to approve ordinance No. 2024-O-08.

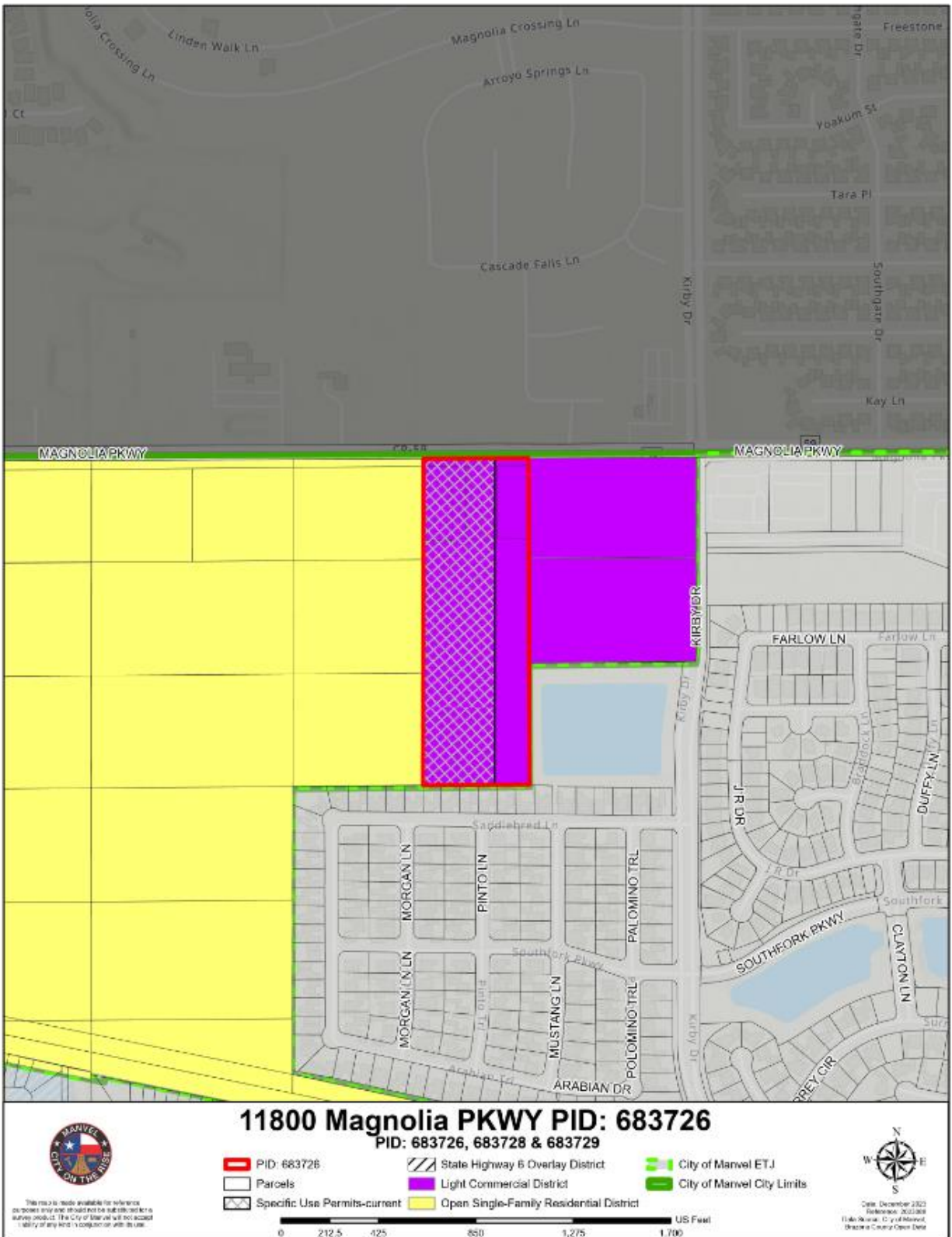
Executive Summary

The subject site is located at 11800 Magnolia Pkwy, along the south side of Magnolia Pkwy, west of Kirby Dr. The subject site, with approximately 11.665 acres, is located within the Light Commercial District (LC). The applicant, Alvin Community College, is requesting a Specific Use Permit (SUP) to open a community college on the second story of the existing building. A community college is classified as NAICS Use No. 611210, "Junior Colleges," which is allowed in LC District upon approval of a SUP.

Aerial Vicinity Map



Zoning Vicinity Map



Major Thoroughfare Plan 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. However, because of the nature of use, the importance of the use’s relationship to the comprehensive plan, or possible adverse impact on neighboring properties of the use, review, evaluation, and exercise of planning judgement relative to the location and site plan of the proposed use are required.”

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

General Site Information

The following is a summary of general site information.

Surrounding Property Zoning	North: City of Pearland South: Extraterritorial Jurisdiction East: Light Commercial District (LC) West: Open Single-Family Residential (OSFR)
Surrounding Land Use	North: Residential (Outside City Limits) South: Residential (Southfork) East: Vacant structure West: Vacant/Undeveloped

Overview

The applicant intends to develop an approximately 15,000 square-foot portion of the second story of the existing two-story building for 80 (eighty) students. The first story is intended to remain a Religious Organization and elementary and secondary school as approved by a separate SUP (2018-O-45), daycare and office/retail uses. The existing SUP will not be modified by this application and will remain as it was originally approved. Access is from the existing driveway located on Magnolia Parkway.

The proposed use being a low intensity community college with roughly 80 students daily is not anticipated to have any negative impact on the nearby properties, considering, (a) that the proposed use will not significantly change the traffic pattern on Magnolia Pkwy, (b) the current existence of the structure and no newly proposed structures, and (c) the scale of the building to site ratio with a large buffer from Southfork residential to the south. The proposed use meets all the criteria of approval provided in Section 77-50 (e) of the code of ordinances, which focuses 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, in comparison to other uses allowed within the LC district.

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.

Parking Analysis

This location has an existing church, daycare facility, and a combination of offices and personal service on the first floor. This site provides the required 168 parking spaces through a shared parking agreement. In particular, the office and daycare do not operate during the same hours as the existing first floor church that operates during nights and weekends. This proposal is to finish a roughly 15,000 square-foot portion of the second floor and to add an extension to Alvin’s Community College offerings. The remainder of the second floor is planned for office but is not part of this application.

Parking Analysis for 11800 Magnolia

Use	Area	Parking Required
Daycare Classroom	12 Adults @ 1/adults	12
Daycare Other	100 Students @ 1/20 student	5
Office/Retail (1 st floor) Combination	13,038 SF @ 1 per 200 SF for Office and 1 per 250 SF for Retail	56
Office (2 nd story – Currently Vacant)	10,984 SF @ 1 per 200 SF	55
Community College (2 nd Floor)	15,000 SF @ 1 per 2 students 80 students	40
Total Peak hours		168
Total Parking Provided		168
Shared Parking – Off Peak Hours		
Church – Off Peak hours and weekends	618 Auditorium Occupancy @ 1 per 4 people	155

Staff Recommendation

Based on the above discussion, staff recommend conditional approval of this SUP request for the subject site to allow NAICS Use No. 611210, "Junior Colleges," as this application satisfies the minimum approval requirements for a Specific Use Permit and will not negatively impact the area.

Recommended Conditions:

1. All building, fire, and engineering comments must be addressed during the permitting process.

Public Hearing

The Notice of Public Hearing was published in the newspaper of general circulation. All property owners within 200 feet of the property were notified. At the time of writing this report, staff has received no informational inquiry and is not aware of any opposition to the request.

Planning, Development and Zoning Commission Discussion

At the February 12, 2024, Planning, Development and Zoning Commission held a public hearing at which one representative of Alvin Community College Spoke. Dr. Exley, President of Alvin Community College, stated that Alvin Community College has been in the community for 76 years and has had the opportunity to serve thousands of students, and that this request was to further invest in the community. The PD&Z Commission generally discussed the project and asked for clarification of parking, students, and traffic impacts for this proposal. Staff explained that this site utilized shared parking, where differing uses have different peak times. In particular, the church operates primarily on the weekends, whereas the school, daycare, personal service, and proposed junior college would operate during the week. Staff explained that this Junior College application was shown not to significantly impact traffic. A representative of Alvin Community College mentioned that this proposal would have eighty (80) students, but this would be a combination of virtual and in person attendance. This would further decrease the traffic impact, as it is not expected that all eighty (80) students will be on campus at one time and that they will be staggered based on their program's requirements.

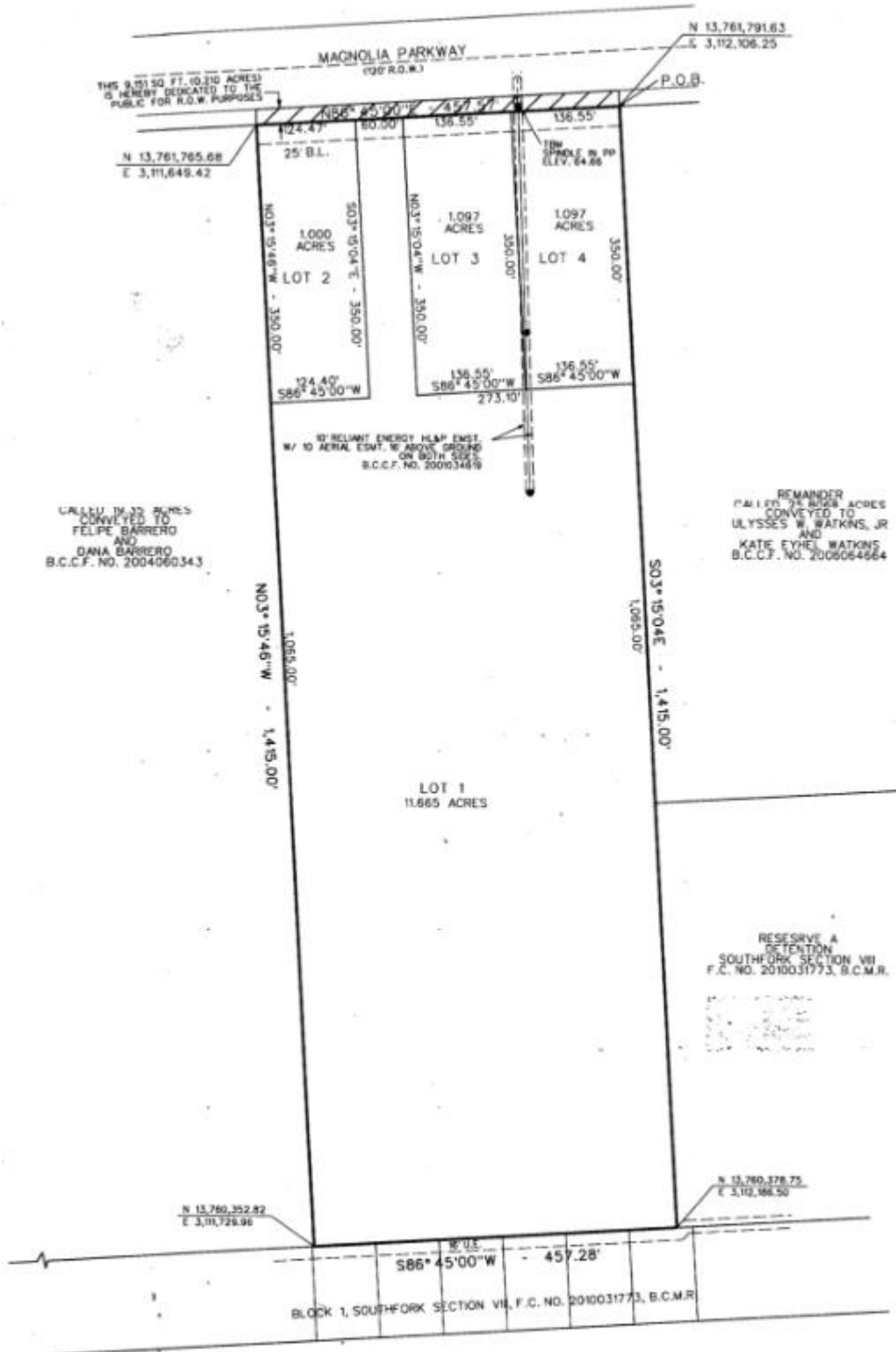
Planning, Development and Zoning Commission Recommendation

The PD&Z Commission recommended approval of Ordinance No. 2024-O-08 with a vote of five (5) "Yeas" to zero (0) "Nays" and one (1) Abstaining at their February 12, 2024, meeting.

City Council Public Hearing

The Notice of Public Hearing was published in the newspaper of general circulation. All property owners within 200 feet of the property were notified. At the time of writing this report, no information inquiries have been received and the staff is not aware of opposition.

Plat Map

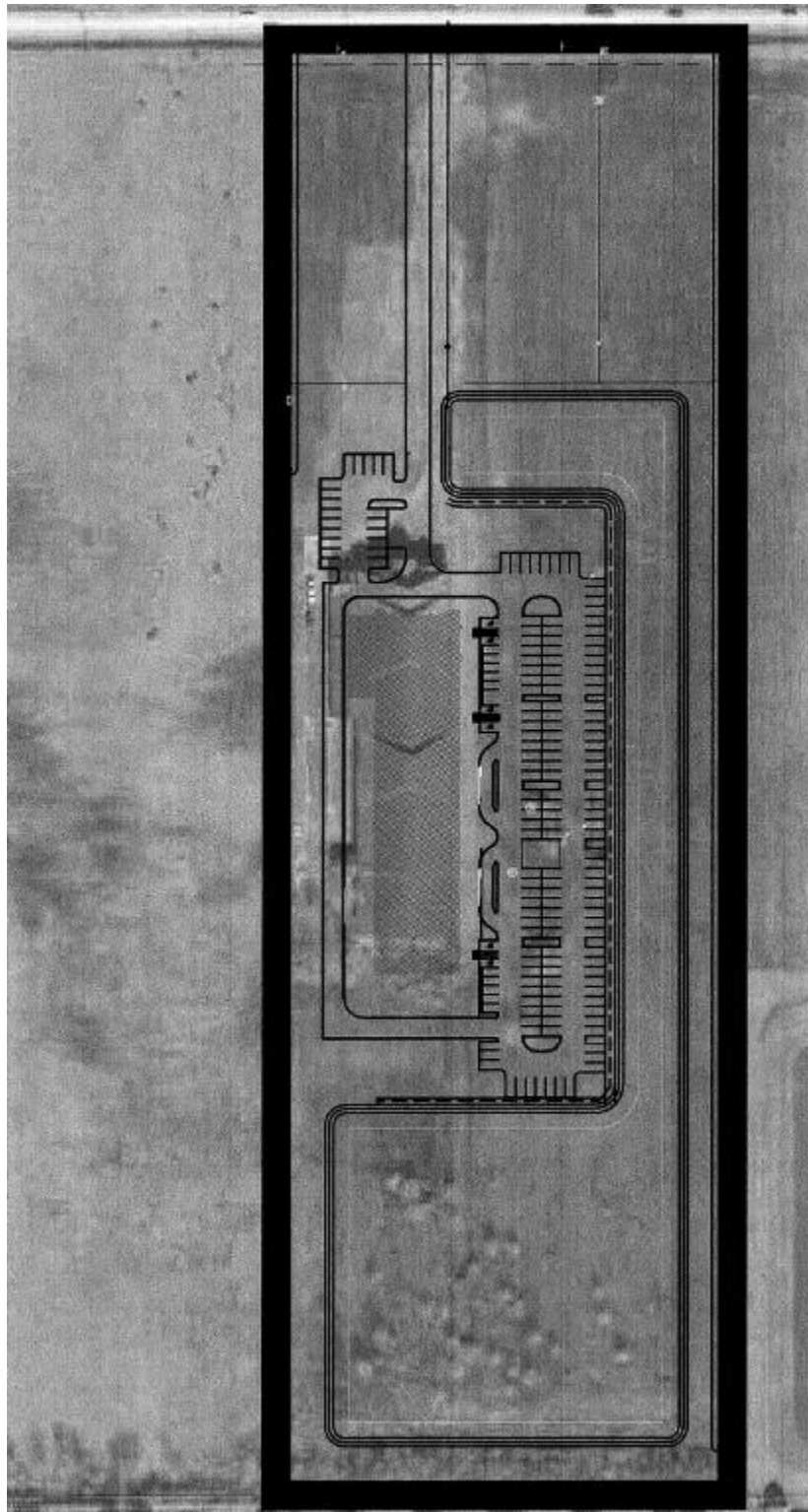


Floor Plan



~ 600 sq bathroom
Vending / lobby Area

Parking Plan



Site Photographs:
11800 Magnolia – Facing South



11800 Magnolia – Facing South – Building Front



11800 Magnolia – Facing Southeast in main parking lot.



11800 Magnolia – Facing South in main parking lot.



11800 Magnolia – Facing Northwest from main parking lot area.



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: Alvin Community College west side expansion
Project Location/Address: Manvel Mansion - 11800 Magnolia Pkwy, Manvel Tx 77578
Legal Description: _____
Current Zoning: LC-SUP Proposed Land Use: S NAICS No.: 611210
Parcel/Tax ID# (s): _____ Total Acreage: 11.665

APPLICANT INFORMATION

Applicant Name: Stacy Ebert
Company Name: Alvin Community College
Address: 3110 Mustang Road City: Alvin State: TX Zip: 77511
Phone #: _____ Email: _____

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.

Stacy Ebert

12/7/2023

Applicant Signature (REQUIRED)

Date

PROPERTY OWNER INFORMATION

Owner(s) Name: Bulldog Funding, LLC
Address: 2700 Cullen Blvd Unit 84803 City: Pearland State: Tx Zip: 77584
Phone #: _____ Email: _____

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.

James B. Youngblood

10/10/23

Owner's Signature (REQUIRED)

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.

Bulldog Funding, LLC
Owner Name

11800 Magnolia Parkway #210
Owner Address

Manvel, TX 77578
Owner City, State Zip

10/10/23
Date

Building and Inspections
20025 Highway 6
Manvel, TX 77578

Dear City of Manvel Permits and Inspections,

I, James Youngblood, certify that I am the owner of the project property located at 11800 Magnolia Parkway #210 and that the foregoing 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 myself with the company _____ (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 [REDACTED] if you have any questions.

Sincerely,

Owner Name James Youngblood

Owner Signature James Youngblood

Engineering Comments



CITY OF MANVEL

<http://www.cityofmanvel.com>

Engineering Department

engineering@cityofmanvel.com

Percy Ben

Associate Engineer

percy.ben@cityofmanvel.com

20031 Highway 6
Manvel, Texas 77578

Main: (281) 489-0630

Direct: (832) 295-1321

Fax: (281) 489-0634

SUP Submittal for Alvin Community College

Engineering Comments as of 12/22/2023

1. Provide source for rainfall intensity values used. The values used does not match City of Manvel values in the DCM
2. Provide 25 yr calculations also since draining less than 100 acres
3. Note that the property is in Floodzone X (Unshaded) in Floodplain Statement.
4. Provide detention calculations
5. Provide dimensions of the proposed detention with required maintenance berm found in the DCM
6. Provide parking stalls dimensions. City of Manvel requires 10x20 parking stalls
7. Provide drive aisle width of 25 ft

Fire Marshal Review Comments



CITY OF MANVEL
FIRE MARSHAL'S OFFICE
INSPECTIONS*INVESTIGATIONS
20025 Hwy 6 Manvel, TX 77578
(281) 489-0630 Fax (281)-498-0634



Fire Marshal's Review Comments

Date: 01/12/2023

Project Name: Alvin Community College West Expansion

Address: 11800 Magnolia Pkwy, Mavel, Texas 77578

Type of Plans/Application: SUP

Project Description: ACC intends to use vacant space to provide instructional services for education programs.

Submittal Company: Alvin Community College

Applicant Name: Stacy Ebert

Submittal Company Address: 3110 Mustang Road,
Alvin, TX 77511

Applicant Email: sebert@alvincollege.edu

☐ Approved ☐ Approved with conditions ☐ Disapproved ☒ No Objections ☐ Additional Information Required

Comments: *Parking Requirements*

- The number of designated parking spots were not conveyed on the submitted drawing. Does the current parking lot meet the parking space requirements for all occupancies within the building?

***DETAILS TO BE CONSIDERD:**

*The provided parking spaces are shared between several other mixed-use occupancies. Parking requirements must be met for all occupancies.

* Fire Lanes are not identified on the submitted drawings. An inadequate number of parking spaces could result in the enforcement of Fire Lane violations at the property owner and/or vehicle owner's expense.

* The current fire protection water supply tank and fire pump may not be sufficient in supporting the demands of the proposed occupancy use.

The Fire Marshal's Office has no objections to SUP. FMO comments are consideration only, no action required at this time.

Thank you,
Shonna



Shonna Bellow, Asst. Fire Marshal

City of Manvel

P.O. Box 187 Manvel, TX. 77578 | 20025 Highway 6 Manvel, TX 77578

P: 281.489.0630 | shonna.bellow@cityofmanvel.com

Traffic Study Determination

Traffic Study Memorandum
Alvin Community College
Manvel Branch Campus
Trip Distribution



The expected distribution of trips generated by the development was forecast based on the existing gravity of the intersection of Magnolia Parkway (CR 59) and Kirby Drive. **Figure 2** shows the trip distribution percentages used in the analysis for trips to and from the proposed site. **Attachment B** contains a more detailed breakdown of existing volumes, future background volumes, net new site trips, and future total volumes between the proposed development and the signalized intersection at Magnolia Parkway (CR 59) and Kirby Dr.



Figure 2: Proposed Traffic Distribution

Conclusion

Standard municipal state of the practice protocols recommends a minimum of 100 trips during peak hours or 1000 daily trips to warrant a traffic impact analysis (TIA) study. Neither the AM nor the PM trips exceed 100 trips, and only 496 trips are generated daily. Due to these low volumes of traffic, no further study is warranted to examine the traffic impact of the proposed branch campus development at 11800 Magnolia Parkway.

Sincerely,

Jared Edwards, P.E.

Cobb, Fendley & Associates Inc.



Public Hearing Notice

Public Hearing Notice ran on Sunday 1/28/2024

A PUBLIC HEARING WILL BE HELD AT MANVEL CITY HALL, 20031 HWY 6, MANVEL, TX 77578 AT 6:00 P.M. ON MONDAY, FEBRUARY 12, 2024 BEFORE THE MANVEL PLANNING, DEVELOPMENT, AND ZONING COMMISSION AND AT 6:00 P.M., ON TUESDAY, FEBRUARY 20, 2024 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 11.665 ACRE TRACT OF LAND, LOCATED AT 11800 MAGNOLIA PARKWAY, MANVEL, TX, FROM LIGHT COMMERCIAL DISTRICT 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 CODE 611210 "JUNIOR COLLEGE"; 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.



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: February 20, 2024

TOPIC: Public hearing regarding amending the zoning ordinance by changing the zoning classification of an 11.665-acre tract of land located at 11800 Magnolia Parkway Ave, Manvel, TX in the Light Commercial District (LC) to Light Commercial 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 611210 "Junior Colleges".

BACKGROUND: The subject site is located at 11800 Magnolia Pkwy, along the south side of Magnolia Pkwy, west of Kirby Dr. The subject site, with approximately 11.665 acres, is located within the Light Commercial District (LC). The applicant, Alvin Community College, is requesting a Specific Use Permit (SUP) to open a community college on the second story of the existing building. A community college is classified as NAICS Use No. 611210, "Junior Colleges," which is allowed in LC District upon approval of a SUP.

A SUP application with a proposed site plan was submitted for review, and comments were provided to the applicant by city staff. This proposal is for a maximum of eighty (80) students in approximately 15,000 square feet of the second story. After the initial submittal, the applicant addressed comments provided by staff. The submitted plans (*Attached as exhibits*) demonstrate general conformance to City of Manvel's site development standards. Please note a detailed review of site and building construction plans is ongoing and shall continue as part of the platting and permitting process.

The subject site has driveway access from Magnolia Parkway for the existing two-story building and parking areas. This proposal does not intend to make any exterior improvements to the property. If this Specific Use Permit is approved, Alvin Community College would be able to obtain a permit for Tenant Improvements for the second story.

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: City staff recommends approval with one (1) condition as proposed by staff and listed in the Staff Report.

PD&Z DISCUSSION: On February 12, 2024, the Planning, Development and Zoning Commission held a public hearing at which one representative of Alvin Community College spoke. Dr. Exley, President of Alvin Community College, stated that Alvin Community College has been in the community for 76 years and has had the opportunity to serve thousands of students, and that this request was to further invest in the community. The PD&Z Commission generally discussed the project and asked for clarification of parking, students, and traffic impacts for this proposal. Staff explained that this site utilizes shared parking, where differing uses have different peak times. In particular, the church operates primarily on the weekends, whereas the school, daycare, personal service, and proposed junior college would operate during the week. Staff explained that this Junior College application was shown to not significantly impact traffic. A representative of Alvin Community College mentioned that this proposal would have eighty (80) students, but this would be a combination of virtual and in-person attendance. This would further decrease the traffic impact, as it is not expected that all eighty (80) students will be on campus at one time and that they will be staggered based on their program's requirements.

PD&Z RECOMMENDATION: The PD&Z Commission recommended approval of Ordinance No. 2024-O-08 with a vote of five (5) "Yeas" to zero (0) "Nays" and one (1) Abstaining at their February 12, 2024, meeting.

ATTACHMENTS: Staff Report and Ordinance No. 2024-O-01

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Evan DuVall

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____

ORDINANCE NO. 2024-O-08

AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF 11.665 ACRES LOCATED AT 11800 MAGNOLIA PKWY, MANVEL, TEXAS, FROM LIGHT COMMERCIAL DISTRICT 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 611210 “JUNIOR COLLEGES”; 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, James Youngblood, Bulldog Funding, LLC., is the owner (the “Owner”) of a certain 11.665-acre tract of land located at 11800 Magnolia Pkwy, Manvel, Texas, such tract situated in the H.T. & B.R.R. CO. Survey, Abstract 298, Brazoria County, Texas, being a replat of a portion of the Allison Richey Gulf Coast Home Company Suburban Gardens Subdivision Records in Volume 2, Page 98 of the Plat Records of Brazoria County Texas, a map and description of which is attached hereto as Exhibit “A”; and

WHEREAS, the 11.665-acre tract is currently zoned Light Commercial District (LC) District; and

WHEREAS, the owner has filed an application to change the zoning classification of the 11.665-acre tract to Light Commercial District, with a Specific Use Permit (LC-SUP) allowing the proposed use of the property for NAICS use 611210 “Junior Colleges”; 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 11.665-acre tract of land located at located at 11800 Magnolia Pkwy, Manvel, Texas, such tract situated in the H.T. & B.R.R. CO. Survey, Abstract 298, Brazoria County, Texas, being a replat of a portion of the Allison Richey Gulf Coast Home Company Suburban Gardens Subdivision Records in Volume 2, Page 98 of the Plat Records of 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 two Specific Use Permits (LC-SUP), for uses as permitted within such zone classification, subject to the regulations, regulations, and conditions hereinafter set forth:

1. Junior Colleges– (NAICS 611210)
2. Religious Organizations – (NAICS 813110) - Ordinance 2018-O-45
3. Elementary and Secondary Schools (NAICS 6111) - Ordinance 2018-O-45

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. This proposed use of a “Junior College” and site may not be changed or expanded except by amendment of this Specific Use Permit. The existing Specific Use Permit approved by Ordinance 2018-O-45 will remain unchanged by 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 _____, 2024.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _____, 2024.

Dan Davis, Mayor

ATTEST:

Tammy Bell, City Secretary

APPROVED AS TO FORM:

Robert Gervais, City Attorney

6

TABLE OF LOT AREAS

LOT	AREA	AREA	AREA	AREA
1	100.00	100.00	100.00	100.00
2	100.00	100.00	100.00	100.00
3	100.00	100.00	100.00	100.00
4	100.00	100.00	100.00	100.00
5	100.00	100.00	100.00	100.00
6	100.00	100.00	100.00	100.00
7	100.00	100.00	100.00	100.00
8	100.00	100.00	100.00	100.00
9	100.00	100.00	100.00	100.00
10	100.00	100.00	100.00	100.00
11	100.00	100.00	100.00	100.00
12	100.00	100.00	100.00	100.00
13	100.00	100.00	100.00	100.00
14	100.00	100.00	100.00	100.00
15	100.00	100.00	100.00	100.00
16	100.00	100.00	100.00	100.00
17	100.00	100.00	100.00	100.00
18	100.00	100.00	100.00	100.00
19	100.00	100.00	100.00	100.00
20	100.00	100.00	100.00	100.00
21	100.00	100.00	100.00	100.00
22	100.00	100.00	100.00	100.00
23	100.00	100.00	100.00	100.00
24	100.00	100.00	100.00	100.00
25	100.00	100.00	100.00	100.00
26	100.00	100.00	100.00	100.00
27	100.00	100.00	100.00	100.00
28	100.00	100.00	100.00	100.00
29	100.00	100.00	100.00	100.00
30	100.00	100.00	100.00	100.00
31	100.00	100.00	100.00	100.00
32	100.00	100.00	100.00	100.00
33	100.00	100.00	100.00	100.00
34	100.00	100.00	100.00	100.00
35	100.00	100.00	100.00	100.00
36	100.00	100.00	100.00	100.00
37	100.00	100.00	100.00	100.00
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39	100.00	100.00	100.00	100.00
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41	100.00	100.00	100.00	100.00
42	100.00	100.00	100.00	100.00
43	100.00	100.00	100.00	100.00
44	100.00	100.00	100.00	100.00
45	100.00	100.00	100.00	100.00
46	100.00	100.00	100.00	100.00
47	100.00	100.00	100.00	100.00
48	100.00	100.00	100.00	100.00
49	100.00	100.00	100.00	100.00
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51	100.00	100.00	100.00	100.00
52	100.00	100.00	100.00	100.00
53	100.00	100.00	100.00	100.00
54	100.00	100.00	100.00	100.00
55	100.00	100.00	100.00	100.00
56	100.00	100.00	100.00	100.00
57	100.00	100.00	100.00	100.00
58	100.00	100.00	100.00	100.00
59	100.00	100.00	100.00	100.00
60	100.00	100.00	100.00	100.00
61	100.00	100.00	100.00	100.00
62	100.00	100.00	100.00	100.00
63	100.00			



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: February 20, 2024

TOPIC: A variance has been requested for the property located at 19710 Morris Avenue (State Highway 6). The applicant is seeking to vary Chapter 35, Section 35-22. *Prohibited sales*, which prohibits the sale of alcoholic beverages within 300 feet of a public school.

BACKGROUND: The subject site is located at 19710 Morris Avenue (State Highway 6), along the southern side of Morris Avenue, at the southeast corner of Meridiana Parkway and Morris Avenue. The subject site is located in the Open-Planned Unit Development (Meridiana)/State Highway 6 Overlay District (O-PUD/SH6).

The applicant, Gulf Coast Commercial Group, parent company of GC Manvel East LP, intends to develop the subject site for two (2) multi-suite commercial buildings. Per Sec. 35-22 of the Code of Ordinances (the "Code"), no beer and wine or mixed alcoholic beverages licenses may be issued within 300 feet (from property line to property line) of a public school. However, Sec. 35-24 authorizes city council to reduce the 300-foot distance requirement if it determines that enforcement of the distance requirements in a particular instance is not in the best interest of the public, constitutes waste or inefficient use of land or other resources, creates an undue hardship on an applicant for a permit, does not serve its intended purpose, is not effective or necessary, or for any other reason the council, after consideration of the health, safety and welfare of the public and the equities of the situation, determine is in the best interest of the city. Therefore, the applicant, with permission from the property owner, GC Manvel East LP, is requesting this Variance.

City staff recommends the conditional approval of this Variance. It is the opinion of city staff that allowing a restaurant to serve beer/wine and/or mixed beverages would not violate the intent of the approved O-PUD or create any issues for the public for the subject site. Moreover, the intent of the 300-foot separation distance requirement will remain satisfied, as the subject site is separated from the adjacent school by a four-lane highway.

STAFF RECOMMENDATION: City staff recommends approval of a variance to Chapter 35, Section 35-22. *Prohibited sales*, with the following one condition:

1. Variance is granted for restaurants with on-premises beer/wine and/or mixed beverages only.

ATTACHMENTS: Vicinity Map, 300-foot buffer map, Request for Variance

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER

Evan DuVall
Zoning Administrator

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____





Manvel High School

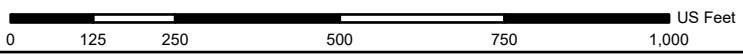
Approximately 170 ft.

19710 Morris Ave



- Railroad
- 19804 Morris Ave
- City of Manvel City Limits
- Parcels
- City of Manvel ETJ

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: February 2024
Reference: 2024008
Data Source: City of Manvel,
Brazoria County Open Data

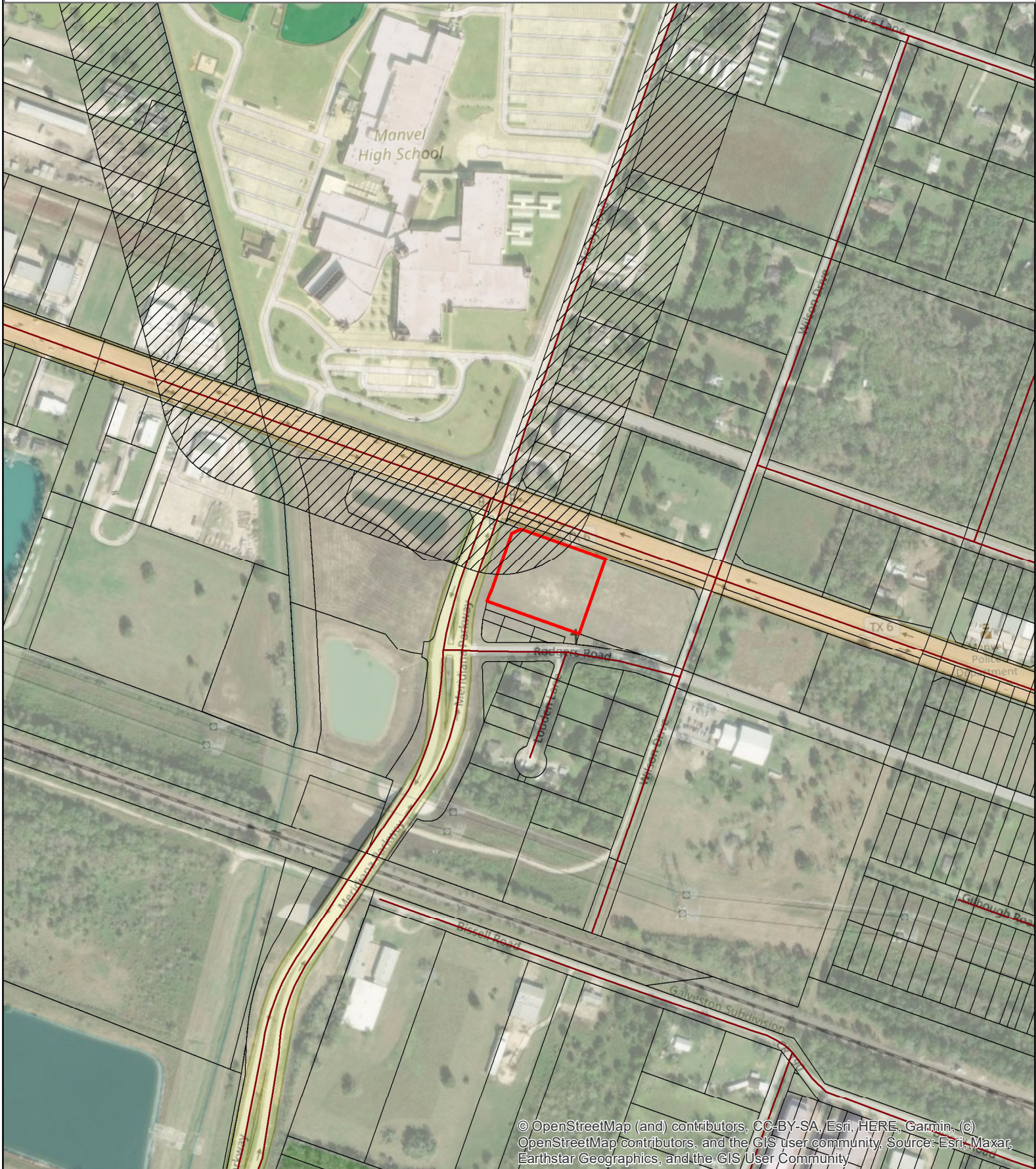
Legend

-  300-foot Buffer
-  19710 Morris Avenue
-  Parcels

City of Manvel 19710 Morris Avenue 300-foot Buffer from Public School



0 155 310 620 Feet





January 29, 2024

Via Email: tbell@cityofmanvel.com

Tammy Bell
City Secretary
City of Manvel
20031 Highway 6
Manvel, TX 77578

Re: Request for Waiver of Ordinance Sec. 35-22

Dear Ms. Bell,

Please accept this letter and supporting documents as application to Manvel City Council for a variance from the minimum distance restrictions set forth in Section 35-22 of Manvel's Code of Ordinances (the "Code"). This request is submitted by Gulf Coast Commercial Group, Inc. ("GCCG"), parent company of the property owner, GC Manvel East LP, for the property located at 19710 State Highway 6 and identified by Brazoria County Appraisal District as Property ID 228220 (the "Premises") shown in Exhibits A and B attached hereto in Manvel.

As shown in Exhibit A, the Premises is located approximately 180 feet measured in a direct line to the property line of a parcel owned by Alvin Independent School District (the "District") where Manvel High School and Manvel Junior High School (collectively, the "Schools") are located. GCCG is developing two (2) multi-suite commercial buildings (Retail Shops 1 & 2 on Exhibit A) at the Premises, which will include occupancy by tenants needing permits from the Texas Alcoholic Beverage Commission ("TABC"). GCCG is seeking a variance for the Premises as related to the Schools. There is a church to the east of the Premises, but it is over 300 feet from the Premises measured pursuant to Code Sec. 35-23(a).

Code Sec. 35-22 prohibits the sale of alcoholic beverages where the boundary lines of the property selling alcoholic beverages is within 300 feet of the boundary line of a public school measuring in a direct line from property line to property line. However, Code Section 35-24 provides Council may allow a variance to the regulation if Council determines enforcement of the regulation in a particular instance is either:

- not in the best interest of the public,
- constitutes waste or inefficient use of land or other resources,
- creates an undue hardship on an applicant for a license or permit,
- does not serve its intended purpose,
- is not effective or necessary, or
- for any other reason Council, after consideration of the health, safety, and welfare of the public and the equities of the situation, determines is in the best interest of the community.

It is unnecessary to prohibit alcoholic beverages sales at the Premises given the true proximity to the District's parcel. While the Premises is located within 300 feet of the District's parcel measured property line to property line, realistically, it's separated by a four lane highway and over 900 and 3,000 feet to closest entrances of the high school and junior high school, respectively, measuring along street fronts. GCCG's intent is to establish an open line of communication with Alvin ISD and the Schools and is available for any questions or concerns about proposed activities at the Premises.

Prohibiting alcoholic beverage sales at the Premises will place tenants at a competitive disadvantage to similar businesses able to sell alcoholic beverages in Manvel. Honore's Cajun Café at 19430 Highway 6, Suite B is within 300 feet of the District's parcel measured property line to property line and holds a TABC Wine and Malt Beverage Retailer's permit as of April 2017 (see Exhibit C). Additionally, while each are over 300 feet from the District's parcel, both Dollar Store and Manvel Seafood & Grill, located at 19419 and 19015 Highway 6, respectively, hold TABC permits and are in close proximity to the Schools and Premises.

The city of Manvel is "wet" only for TABC permits authorizing (i) sales of beer and wine for on and off-premises consumption and (ii) mixed beverages with a food and beverage certificate, which requires applicants qualify for and maintain a food and beverage certificate as a condition of holding a mixed beverage permit, meaning, effectively, only restaurants are allowed to hold mixed beverage permits in Manvel. The variance, if granted, will enable future tenants to apply with TABC for available permits at either retail building located on the Premises.

For the reasons set forth, GCCG respectfully requests City Council grant a variance from the Code's minimum distance regulations related to the sale of alcoholic beverages near a public school. GCCG requests placement of its variance request on the agenda for the City Council meeting scheduled for Monday, February 19, 2024, if available. Please let me know if you require any additional information for the variance application. I can be reached by phone at (713) 206-4016 or by e-mail at p.barry@gulfcoastcg.com.

Sincerely,



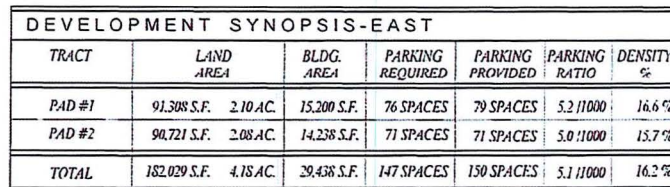
Patrick Barry, VP
Gulf Coast Commercial Group, Inc.

Enclosures

cc: Jose Abraham, City Planner
Via Email: Jose.Abraham@CityofManvel.com

Kyle V. Hill
Martin Frost & Hill, PC – Texas Liquor Lawyers
Via Email: khill@mfhliquorlaw.com

- MONUMENT TRACT
+/- 0.12 AC.



DO NOT WRITE IN THESE SPACES

MANVEL / MERIDIANA PADS
S.H. 6 AT MERIDIANA PARKWAY
MANVEL, TEXAS

SP-18

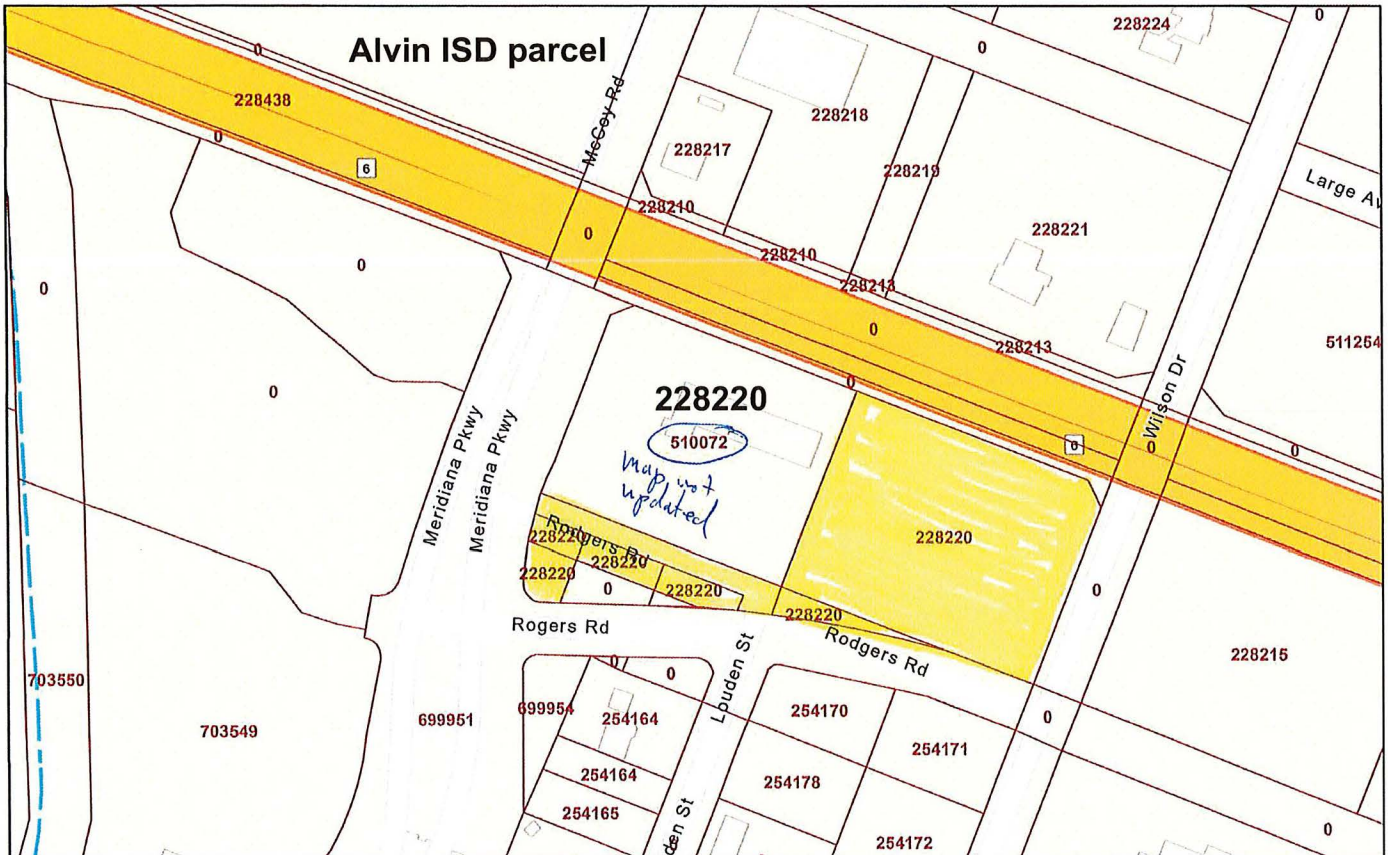


GULF COAST
Commercial Group, Inc.

CDA
Architects
Mexican American Institute of Architects
20441 Suite Hwy 247, 9th fl 200
Houston, Texas 77070
832/662-2013 Fax 832/662-2020

NOTICE
REGULATORY
APPROVAL
PERMITTING OR
CONSTRUCTION
EPA-A-PUB-14-AIA

EXHIBIT B - Brazoria CAD Web Map



1/23/2024, 1:05:21 PM

Parcels

Brazoria County Boundary

1:2,257
0 0.01 0.03 0.06 mi
0 0.03 0.05 0.1 km

Esri Community Maps Contributors, City of Alvin, Brazoria County, Texas
Parks & Wildlife, © OpenStreetMap, Microsoft, CONANP, Esri, TomTom,

Brazoria County Appraisal District, BIS Consulting - www.bisconsulting.com

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.

EXHIBIT C

Google Maps



EXHIBIT D

[Back](#)[Export to Excel](#)[Print Results](#)

Master File Id: 2100018604

Legacy CLP: BG978217

License Type: BG

License Id: 105190101

Trade Name: HONORE'S CAJUN CAFE

Owner: HONORE GROUP LLC

Location Address: 19430 HIGHWAY 6 STE B

MANVEL , TX

775783702

UNITED STATES

Mailing Address:

5401 STEVENS RD

MANVEL , TX 775784548

United States

County: Brazoria

Original Issue

Date:

4/6/2017

License Status: Active

Current Issued

Date:

4/10/2023

Wine Percent: Upto 17%

Location Phone
No.:

Status Change

Date:

4/10/2023

Gun Sign: BLUE

Expiration Date: 4/5/2025

Subordinates
(list): FB

MANVEL PLANNING, DEVELOPMENT AND ZONING COMMISSION - BY LAWS (AMENDED _____, 2024)

WHEREAS, the Planning Commission of the City of Manvel (the "commission" or a.k.a. the “Manvel Planning, Development, and Zoning Commission” and “PD&Z”) was created pursuant to the authority provided in V.T.C.A., Local Government Code § 211.007; and

WHEREAS, these bylaws are cumulative of state law, the City Charter, and The City Code; and

WHEREAS, specifically, the Planning Commission of the City of Manvel is affected by, and specifically references:

(1) The City Charter, section 3.11 - Code of Ethics and Conduct, and City Code, Chapter 2, Article IV. Ethics.

(2) The City Charter, section 4.02 - Appointment of members of boards and commissions.

(2) City Code, Chapter 2, Sec. 2-170. - Appointments of planning, development and zoning and MEDC board members.

(3) City Code, Chapter 77, Sec. 77-72. - Planning commission.

(4) Texas Local Gov’t Code, chapter 211 and chapter 212, especially § 211.007. Zoning Commission, et seq.;

NOW THEREFORE, the Planning Commission of the City of Manvel hereby adopts these bylaws as follows:

ARTICLE 1 – MEMBERSHIP AND TERM OF OFFICE

(a) The commission shall be composed of seven members. Each member of the commission shall be a resident of the city and shall have no outstanding debts owed to the city.

(b) New PD&Z members will be required to attend two consecutive PD&Z meetings with documentation of attendance, have no felonies, be a registered voter, and have been a resident of Manvel for at least twelve (12) months prior to applying, submit an application to the city secretary, and allow for a background check.

(c) Each member of the commission shall serve for a period of two consecutive years. A member of the PD&Z commission may serve more than one term, provided that the member is nominated/appointed in the same manner set forth in this subsection. After expiration of a member’s term, that commissioner shall holdover in the position until their successor is appointed and duly sworn.

(d) Initially, upon the effective date of this section, the members of the commission shall remain in effect as they are prior to the approval of this section and subject to the staggering of terms as required.

(e) Removal; compensation.

(i) Each member of the commission may be removed by a majority vote of the Council; each such removed member shall be notified in writing of council's action.

(ii) Upon a member missing three consecutive PD&Z meetings, workshops, or joint workshops with City Council, it shall trigger an automatic removal from PD&Z. The removal shall be automatic unless a majority of PD&Z votes to not trigger this provision at the next regularly scheduled meeting, with a majority of City Council concurring at the Council's next scheduled City Council meeting. In the scenario that City Council does not concur with the removal, the member in question shall continue to serve in their current capacity.

(f) Members of the commission shall serve without compensation.

(g) Vacancies (including filling of removed commission members). Vacancies on the commission, and filling the positions of removed members, shall be filled subject to provisions established under subsection (b). Any member of the commission appointed in the manner prescribed in this paragraph shall serve until the end of the term of the PD&Z member to whom the replacement position is made.

ARTICLE 2 – OFFICERS AND COMMITTEES OF THE COMMISSION

(a) The Chairman shall be the executive officer and presiding officer of the Planning, Development, and Zoning ~~and Development~~ Commission and shall conduct all meetings.

(b) The Vice Chairman shall act in place of the Chairman at all times in the absence of the Chairman.

(c) The Secretary shall act in place of the Chairman and/or Vice Chairman at all times in the absence of the Chairman and/or Vice Chairman.

(d) The Chairman, Vice Chairman and Secretary shall serve as the Officers of the Commission, and be elected at and serve from the first regular meeting of March.

(e) Planning, Development and Zoning officers have ~~(2)~~one (1) year terms of office.

(f) Committee and Subcommittee chairpersons of standing committees and subcommittees, if any, shall be appointed by the Chairman of the Planning Development and Zoning Commission at the first meeting of March each year.

(g) The City of Manvel City Secretary, or their designee, shall be responsible for recording minutes at all meetings and maintaining all records and papers pertaining thereto, ~~and shall forward all necessary information to the Secretary.~~

ARTICLE 3 – MEETINGS DATES

(a) The meetings of the Commission shall be held on the Second and Fourth Monday of each month, ~~or the following business day if that Monday falls on a City-recognized holiday.~~

(b) Special called meetings shall be by the Mayor, the Chairman, three Commission members, or by request of the City Manager, with the concurrence of the Chairman.

(c) Joint Workshops may be called by the Mayor at any time.

ARTICLE 4 – ORDER OF BUSINESS; MOTIONS

(a) The order of business for each regular meeting shall be as follows:

1. Opening
2. Roll Call
3. ~~Pledge~~Approve minutes
4. ~~Public Comments~~Presentations and Comments from Applicants and questions from Commission Members
5. ~~Citizens Input~~
- 6.5. _____ Public Hearings (if applicable)
- 7.6. _____ Consent AgendaReports
- 8.7. _____ Regular AgendaOld Business
9. ~~New Business~~
- 10.8. _____ Adjournment

(b) All regular meetings shall be conducted under these Rules of Procedure and Roberts Rules of Order. The Chairman and all other officers are entitled to vote.

(c) Positive motions are preferred. Any member who makes a motion, or seconds a motion, to enable the item to come before the Commission for a vote, does not have to vote for that motion.

ARTICLE 5 – RECOMMENDATIONS

Recommendations to the Mayor and the City Council for action to be taken on agenda items shall be made by a vote of a majority of the PD&Z Commission and transmitted to the Mayor and the City Council ~~with the signature of the Chairman~~, except where other law requires a supermajority.

ARTICLE 6 – SUSPENSION, ALTERATION, AND AMENDMENT OF THE BY-LAWS

- (a) These bylaws may not be suspended, altered or amended unless approved by a majority of the PD&Z Commission at a regular or special meeting with proper notice.
- (b) Any such action shall not become effective until and unless approved by the City Council.

ARTICLE 7 – REPORTS TO CITY COUNCIL

- (a) The Planning, Development and Zoning Commission may provide written, quarterly progress reports to the City Council submitted on the first business day of the quarter.
- (b) These quarterly reports may also be posted on the City’s website for the public to access.

ARTICLE 8 – STANDARDS OF PROFESSIONALISM

(a) PD&Z Commission members shall adhere to the highest ethical standards. They shall act with honesty, integrity, and transparency in all their dealings related to board responsibilities. Commission members shall avoid conflicts of interest and disclose any potential conflicts promptly.

(b) Respect and Civility:

PD&Z Commission members shall treat fellow board members, staff, applicants, and the public with respect and courtesy at all times. Disagreements and debates shall be conducted in a civil and respectful manner, focusing on the issues rather than personal attacks.

(c) Confidentiality:

Commission members shall maintain the confidentiality of sensitive information and discussions that occur during closed sessions or executive meetings. They shall not disclose confidential information to unauthorized individuals or entities.

(d) Preparedness and Engagement:

PD&Z Commission members are expected to come to meetings well-prepared, having reviewed all relevant materials and information. They should actively participate in discussions, ask questions, and contribute constructively to the decision-making process.

(e) Professional Development:

Commission members are encouraged to pursue professional development opportunities that enhance their knowledge of planning, zoning, and development issues. This may include attending training sessions, workshops, or relevant conferences.

(f) Compliance with Laws and Regulations:

PD&Z Commission members shall comply with all applicable federal, state, and local laws and regulations governing their role and responsibilities. They should stay informed about changes in land use regulations and planning policies.

(g) Community Engagement:

PD&Z Commission members should actively engage with the community to understand the concerns and perspectives of residents and stakeholders. They should attend public meetings and events related to planning and development when possible.

Voted unanimously by the Planning Commission of the City of Manvel on _____, 2024.

Passed and approved by Manvel City Council on the _____ day of _____, 2024.

Chair, Planning Commission of the City of Manvel

Mayor

City Secretary

Name: Durrett II, Kris

Address: 7619 Water Glen Lane, Manvel, TX, 77578

Email: [REDACTED]

Board Name: Manvel Economic Development Corporation

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

2

Occupation:

President

Employer:

Durrett Poolscares

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

No

List all board meetings you have you attended in the last 6 months? :

None

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

Desire to serve the community and empower future growth of businesses within the City of Manvel.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

Alvin-Manvel Area Chamber of Commerce member since 2021.

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

Manvel business owner since 2010

Disclaimer

By providing my signature below, I understand that should I not be appointed to a City of Manvel board or commission, this application and any other records obtained, collected or otherwise prepared regarding this application shall be maintained in accordance with the Texas Public Information Act and the City of Manvel's document retention schedule.

I certify that my answers above are true and complete. I understand that the information contained in this application may be considered among other criteria, qualifications and/or information, by the City Council in its evaluation for the position being sought. I further understand that should I be appointed to any City of Manvel board or commission, I serve at the pleasure of the City Council and may be removed from said position at any time and for any reason or no reason at all, with or without notice. I also understand that should I be appointed to a City of Manvel board or commission, I must be responsible for a creditable record of attendance and performance. If this application leads to my appointment to a position on a City of Manvel board or commission, I understand that false or misleading information in my application may result in my removal from my position.

I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

Kris Durrett II

Time of Submission: 01/31/24 9:17:27 PM

Attachments

- DRIVER LICENSE.pdf

Name: Jackson, Antionette

Address: 18902 Lynnwood Crest Dr, Manvel, TX, 77578

Email: [REDACTED]

Board Name: Manvel Economic Development Corporation

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

19 months

Occupation:

Manager - Catastrophe Claims

Employer:

State Farm Insurance

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

No

List all board meetings you have you attended in the last 6 months? :

I have not attended any board meetings as I was recently made aware of it and the other board's existence.

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

I am interested in serving on the MEDC as I would like to have a vested interest in the activities of my community. With the amount of growth that I have seen since becoming a resident of Manvel, it is important to be an integral part of the positive change taking place.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

I am an active member of Delta Sigma Theta Sorority, Inc. and am committed to public service. I volunteer in various community service initiatives.

I play tennis (and am hopeful that one day we can have courts in Manvel.)

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

I understand the importance of collaboration and working together with individuals from diverse background respecting diversity of thought and ideas.

I have been in leadership for over 10 years. Building working relationships, establishing and maintaining open lines of communication, being flexible and agile as it pertains to change, and being a leader who is authentic, accountable and demonstrates integrity are key attributes I possess.

Disclaimer

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I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

Antionette Jackson

Time of Submission: 01/29/24 6:58:19 PM

Attachments

- Antionette Jackson_Resume.pdf

Antionette Jackson

Professional Summary

Experienced Claims Team Manager, with immense, diverse and progressive experience leading in-office, deployed and virtual environments. Proven capabilities in streamlining internal operations, and coaching various individuals with the overall goal of increasing team performance and productivity, with quality. Cultivates relationships within diverse segments; leverages technology and innovative thinking to successfully meet objectives. Exudes strong leadership skills and work ethic, attention to detail, solid communication and consistent commitment to customer satisfaction and problem resolution.

Professional Experience

COMPANY	STATE FARM INSURANCE	JULY 1999 - PRESENT
ROLE	WEATHER & CATASTROPHE CLAIM TEAM MANAGER	APRIL 2012 – PRESENT

Successfully led teams of up to 30 internal claim specialists and external claim resources in Fire Property operations. Served as a peer resource for Team Managers across different segments. Reviewed and led claim operations including investigations, co-inspections, extending file authority and providing guidance in claim decisions. During team and leadership huddles, I communicated customer service trends and ways to be more effective. Consistently displayed a strong focus on the Operational Quality Plans and ensured that the team upheld the company's Commitment to our Policyholders.

Touchstones:

- Created and co-lead on-boarding group for new to role claim specialists to section; two phases that allows claim specialists to transition through as they grow and develop in current role. Bi-weekly meetings led by experienced claim specialists who facilitate a myriad of topics.
- Administrative Team Manager for approximately 1000 wind/hail claim operation in the deployed environment. As the only manager in the operation, successfully led 25 new to role claim specialists. At least 90% were on their first deployments. Created "The Hospital" which was a conference room that employees came to for resources, teambuilding and completion of work assignments with assistance from experienced peers and two Learning Facilitators. Established relationships with CS' that allowed an open and candid space for them to be expressive and forthcoming with concerns to appropriately address hurdles that may have prevented them from being productive, effective or efficient. Proactively addressed foreseeable concerns with our agency partners and section manager. Shared operation updates during the SM huddle, regarding trends contributing to the operation's results and the action plans established. Consistently prepared for potential questions at any time. Based on the leadership skills displayed, and preparation for operation meetings, required low Second Line Leadership supervision.
- Litigation Team – Led a team of 15 external claim resources who were responsible for timely correspondence with attorney's offices while meeting time sensitive deadlines.
- Administrative Team Manager – Led between 12 and 15 Team Managers; Managed large catastrophe operation which included over 200 employees and over 8,000 claims; responsible for horizontal and vertical personnel; coordinated and led efforts to ensure the goals of the operation were met. On multiple occasions, covered the Section Manager's desk. Handled escalated calls, provided direction to Team Managers and led meetings with the operation during the SM's absence. Determined and adjusted staffing needs.
- Led the Section Development Group. Created the yearly agenda, focusing on the organization's Key Leadership Behaviors. Developed and coached Claim Specialists to enhance their presentation, leadership, business acumen and interviewing skills.

JANUARY 2006 – APRIL 2012

ROLE PAYMENT PLAN SUPERVISOR

Antionette Jackson

Managed billing and receivables staff, delegated assignments and projects, and established efficiencies with billing procedures and policies. Supervisory responsibilities extended to project management, knowledge of accounting software, and development/presentation of management reports.

TOUCHSTONES:

- Training Supervisor – Responsible for oversight of new employees ensuring that growth and development of new employees was consistent with curriculum; Led hiring efforts and managed staffing plan.
- Led and implemented:
 - EOM – Led implementation of EOM into the environment.
 - Workforce Management – Led implementation of Workforce Management into the environment.
 - Business Continuity - To develop and implement plans that prevented business disruption during natural disasters, cyber-attacks, or terrorism.

COMPANY **STATE FARM INSURANCE**
ROLE **CATASTROPHE CLAIMS REPRESENTATIVE**

JULY 1999 - JANUARY 2006

- Performed field investigations and coverage analysis to handle catastrophe claims.
- Managed informal hearings, arbitrations, and litigations for complex claims. Performed inspections to confirm damages, analyzed property damages to determine extent of liability, and participated in focus audit activities.
- Conducted service training for junior adjusters and interviews for claimants and witnesses as required. Prepared loss experience reports to help calculate profitability.

Education

MBA, Technology Management Emphasis
May 2002

University of Phoenix, Jacksonville

BS, Finance
June 1999

University of South Florida, Tampa

Diploma
June 1991

Winter Haven Senior High School, Winter Haven

Skills

- Problem Solver
- Negotiator
- Strategic Thinker
- Financial Management
- Time Management
- Organized
- Crucial Conversations
- Performance Management
- Staffing/Logistics

Name: McNickles, Martina

Address: 2606 Newport Lake Blvd., Manvel, 77578

Email: [REDACTED]

Board Name: Manvel Economic Development Corporation

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

5

Occupation:

Senior Geospatial Analyst

Employer:

Airswift

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

If Yes, Explain:

N/A

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

Yes

If Yes, name board and time frame. :

Zoning Board of Adjustments, 2022-Present

List all board meetings you have attended in the last 6 months? :

City Council

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

I'm interested in joining the board to contribute to the economic growth of Manvel and play a role in advancing municipal infrastructure connected to the expansion and development of businesses.

Are you related to any City Employee or Council Member?:

No

If so, Who? :

N/A

Are you involved in any community activities? (Civic or Hobbies):

I'm involved in the following: Newport Lake Estate Community - Volunteer, Alvin ISD - YET Mentor, Houston Area GIS Day Planning Committee Member, Life Member Girl Scouts of San Jacinto Council, Texas Southern University ITEC Advisory Board - Secretary

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

If yes, explain:

N/A

What area of expertise can you bring to the board you are applying for?:

I possess a Master of Urban Planning and Environmental Policy degree and valuable experience as a former Harris County Planner.

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I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

Martina McNickles

Time of Submission: 02/02/24 8:34:04 PM

Name: Munoz, Stefanie

Address: 6822 Clara Lane, Rosharon Texas, 77583

Email: [REDACTED]

Board Name: Manvel Economic Development Corporation

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

35

Occupation:

Marketing

Employer:

N/A

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

No

List all board meetings you have you attended in the last 6 months? :

0

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

I have the time and intellect to be of service to my community. I am and have been a dedicated member and social advocate for the Houston Livestock Show and Rodeo since 2006. I attended the original EC Mason. I still recall the smell of the Library; attended Manvel Jr. High [1996-98] and my son is a student at MJH today. Thus, I have a sincere interest in the development of our local economy and believe I can be of service.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

HLSR

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

10 yrs exp in B2B marketing. Content creation and presentation preparation. Logistically trained. Compliance and data sheet translation. Technical and direct. Communications management. Campaign management.

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I have carefully read and understood the above statement.:

Stefanie Munoz

Time of Submission: 01/22/24 3:04:01 PM

Name: Pazmino, Jeffrey

Address: 6015 Gladewater Ridge Ln, Manvel, 77578

Email: [REDACTED]

Board Name: Manvel Economic Development Corporation

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

3

Occupation:

Senior Accountant

Employer:

BrightSign LLC

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

Yes

If Yes, Explain:

Possesion of Marijuana

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

No

List all board meetings you have you attended in the last 6 months? :

none

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

My professional background in accounting has equipped me with a meticulous and analytical approach to financial matters. I have a proven track record of managing budgets, conducting financial analysis, and ensuring compliance with regulatory requirements. These skills, I believe, are essential for effective decision-making and financial stewardship, two critical aspects of the City Board's responsibilities. Beyond my technical expertise, my passion for community service has been a driving force throughout my career. I am deeply invested in the well-being and progress of our city, and I am eager to leverage my financial acumen to contribute to the board's initiatives. I am particularly interested in addressing fiscal challenges, optimizing resource allocation, and promoting transparency in financial matters. Furthermore, my experience in collaborating with diverse teams has honed my ability to communicate complex financial information in a clear and accessible manner. I am confident that this skill will facilitate productive discussions within the board and foster effective collaboration among its members. In addition to my professional qualifications, I am committed to staying informed about local issues and understanding the unique needs of our community. I believe that by actively participating in the City Board, I can contribute to shaping policies that will positively impact the lives of our residents.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

Tutor for accounting students.

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

1. Financial Management Expertise: My years of experience have equipped me with a deep understanding of financial management. I am adept at developing and implementing strategic financial plans that align with organizational goals. This expertise can be leveraged to ensure the city's financial resources are optimized for maximum impact on economic development projects.

2. Budgeting and Forecasting: Accurate budgeting and forecasting are crucial elements for effective economic planning. My proficiency in budget analysis and forecasting can contribute to the development of sound financial plans, providing the city with a clear roadmap for economic growth.

3. Risk Management: I have a proven track record in identifying and mitigating financial risks. This skill is essential in safeguarding the city's financial interests, ensuring that economic development projects are executed with minimal financial uncertainty.

4. Compliance and Regulatory Knowledge: Navigating the complex landscape of financial regulations is paramount for any municipality. With a strong background in compliance and regulatory matters, I can assist the city in adhering to all financial regulations, promoting transparency and accountability.

Resource Allocation: Efficient allocation of resources is pivotal for successful economic development. Drawing on my experience, I can contribute to optimizing the allocation of funds to projects that align with the city's economic goals, thereby maximizing the impact of available resources.

5. Financial Reporting: Timely and accurate financial reporting is crucial for informed decision-making. I can ensure that the city's financial reports are comprehensive, transparent, and readily available, facilitating effective communication with stakeholders and investors.

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I have carefully read and understood the above statement.:

Jeffrey Pazmino

Time of Submission: 01/20/24 11:15:11 AM

Attachments

- TX DL.pdf

Name: Atkinson, Donald

Address: 7425 Jordan Rd, Manvel, TX, 77578-47

Email: [REDACTED]

Board Name: Manvel Economic Development Corporation

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

15-16 years

Occupation:

Inside Sales Account Manager

Employer:

Lonestar Electric Industrial Supply

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

Yes

Have you ever served on a City Board?:

Yes

If Yes, name board and time frame. :

MEDC 2022-2024 (currently)

List all board meetings you have you attended in the last 6 months? :

All of the MEDC, most of the PD&Z, most fo the City Council meetings, 12-18-23 the Animal Shelter Advisory Committee,

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

Trying to my part in helping the city grow in the right direction in the right way. Would like to continue down the right path that the MEDC is headed and helping with the infrastructure of the City of Manvel. Looking forward to being able to help bring the right businesses to the city.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

Working on getting more invovled in things happening in and around the city.

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

Understanding how buisness operate and what is takes to be successful. Understanding the infrastructure needs from the outside (and inside). I have served on the board for the past two years and we are starting to make progress.

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I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

Donald Atkinson

Time of Submission: 01/13/24 4:44:35 PM

Attachments

- DL.pdf

Name: Jones, David

Address: 5726 Caracara, Manvel, 77578

Email: [REDACTED]

Board Name: Planning Development and Zoning Commission

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

1.5

Occupation:

Retired Electrical Engineer (CenterPoint Energy and DNV ENERGY)

Employer:

Retired

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

No

List all board meetings you have you attended in the last 6 months? :

None so far but planning to attend upcoming

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

As a retired engineer who worked for electric utility and in the renewable energy industry, my knowledge and experience will serve the city well.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

Not yet

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

Electrical engineering and leadership

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I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

David Jones

Time of Submission: 01/12/24 9:08:38 AM

Attachments

- David_dl.pdf

Name: Kennard, Christy

Address: 6305 Cemetery Rd, Manvel, 77578

Email: [REDACTED]

Board Name: Planning Development and Zoning Commission

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

8

Occupation:

School administrator

Employer:

Alvin ISD

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

Yes

Have you ever served on a City Board?:

Yes

If Yes, name board and time frame. :

Planning and Zoning commission

List all board meetings you have attended in the last 6 months? :

Planning and zoning

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

I have been serving on this board for two terms.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

I am an administrator at MHS and involved at the school. I'm involved in my local church.

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

I am currently serving on this board.

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I have carefully read and understood the above statement.:

Manvel

Time of Submission: 01/27/24 10:53:43 AM

Attachments

- Texass.pdf

Name: Martin, Delores

Address: 5430 Patterson Rd, Manvel, TX, 77578

Email: [REDACTED]

Board Name: Planning Development and Zoning Commission

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

33

Occupation:

Retired

Employer:

Self

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

Yes

If Yes, name board and time frame. :

PD&Z 10 years

Mayor 16 years

Parks board several years

List all board meetings you have you attended in the last 6 months? :

Pregnancy board

Brazoria County Historical Commission

Ceramics Board

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

I love the city and I feel we should volunteer our time and talent to meet the needs of our community. We are built on the history of our city. We learn from the past to build a better future.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

I volunteer my time to the Well to serve the lord and administer to his people in need on Tuesdays.

Docents (sp?) at Bayou Bend

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

As a citizen we should all be familiar to the city's ordinances and how we can better serve our community. You cannot encourage new development if you do not know the rules and how they apply. We are all ambassadors of our city.

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I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

Delores Martin

Time of Submission: 01/12/24 12:39:57 PM

Name: Richardson, William

Address: 9320 Oak Crest Dr., Manvel, Texas, 77578

Email: [REDACTED]

Board Name: Planning Development and Zoning Commission

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

15 years

Occupation:

Retired Educator

Employer:

Self

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

No

Have you ever served on a City Board?:

No

List all board meetings you have you attended in the last 6 months? :

01/08/24

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

It is my civic responsibility to give back to the community in which I reside. I want to assist the Manvel Community in its' growth and development.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

No

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

I have an extensive work and education background. I have worked in public schools as an educator, coach, counselor and administrator. I have also worked in the farming, construction and entertainment fields.

My experiences have assisted me in listening, understanding, and creating solutions to many situations.

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I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

William J. Richardson

Time of Submission: 01/08/24 6:29:51 PM

Name: Alam, Muhammed

Address: 57 Atascadero Dr., Manvel, Texas, 77578

Email: [REDACTED]

Board Name: Planning Development and Zoning Commission

Primary Phone Number:

[REDACTED]

Are you a Manvel Resident?:

Yes

How many years have you lived in Manvel?:

14

Occupation:

Surveyor

Employer:

American Bureau of Shipping

Have you been convicted of, received probation, or deferred adjudication for any offense that was not a felony within the last 10 years? :

No

Are you an existing board member desiring to remain on the same board?:

Yes

Have you ever served on a City Board?:

Yes

List all board meetings you have you attended in the last 6 months? :

All PDZ meeting

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

Be part of City Activities and PD&Z Decesion.

Are you related to any City Employee or Council Member?:

No

Are you involved in any community activities? (Civic or Hobbies):

PD&Z commision member last six years

Do you have any outstanding taxes or other debt owed to the city?:

No

Have you been cited in the past year for non-compliance of any City Codes/Ordinances:

No

What area of expertise can you bring to the board you are applying for?:

Survey and PD&Z exprience.

Disclaimer

By providing my signature below, I understand that should I not be appointed to a City of Manvel board or commission, this application and any other records obtained, collected or otherwise prepared regarding this application shall be maintained in accordance with the Texas Public Information Act and the City of Manvel's document retention schedule.

I certify that my answers above are true and complete. I understand that the information contained in this application may be considered among other criteria, qualifications and/or information, by the City Council in its evaluation for the position being sought. I further understand that should I be appointed to any City of Manvel board or commission, I serve at the pleasure of the City Council and may be removed from said position at any time and for any reason or no reason at all, with or without notice. I also understand that should I be appointed to a City of Manvel board or commission, I must be responsible for a creditable record of attendance and performance. If this application leads to my appointment to a position on a City of Manvel board or commission, I understand that false or misleading information in my application may result in my removal from my position.

I authorize the City of Manvel to conduct a background check to verify all data given in this application.

I have carefully read and understood the above statement.:

Muhammed Alam

Time of Submission: 01/22/24 7:01:16 PM



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: 2/20/2024

TOPIC: Appointment of MEDC Board Members to place #1, #2, and #3

Summary:

The purpose of the MEDC Board is to promote economic development in the City of Manvel and to promote or develop municipal infrastructure related to the development or expansion of the business enterprise.

Directors shall exercise ordinary business judgment in managing the affairs of the Corporation. In acting in their official capacity as Directors of the Corporation, Directors shall act in good faith and take actions they reasonably believe to be in the best interests of the Corporation or which would be lawful and shall refrain from actions not in the best interest of the Corporation or which would be unlawful. A Director shall not be liable if, in the exercise of ordinary care, the Director acts in good faith relying on written financial and legal statements provided by an accountant or attorney retained by the Corporation.

Time Commitment: The time commitment varies somewhat, based on projects being undertaken. Normally, one meeting per month, typically the second Wednesday of the month at 6:00 p.m., in meetings of 1 to 2 hours duration (As of January 1, 2020, the board is meeting quarterly unless a project warrants an extra meeting). Some outside reading and study will be required.

Members: Each Director must reside within 10 miles of the Manvel City Limits.

List of Applicants interested in being considered for appointment to the board are;

- Donald Atkinson, (Incumbent Place 3), Inside Sales Account Manager
- Rigoberto Juarez, (Incumbent Place 2) Broker
- Martina McNickles, Senior Geospatial Analyst (current ZBOA Member)
- Kris Durrett II, Durrett Poolscares
- Antoinette Jackson, Manager State Farm
- Stefanie Munoz, Marketing
- Jeffrey Pazmino, Senior Accountant

Below is a listing of the current MEDC Board Members and Board Terms.

Manvel Economic Development Corporation

Board Member	Term
#1 Lorraine Hehn	3/2022-3/2024
#2 Rigoberto Juarez	3/2022-3/2024
#3 Donald Atkinson	3/2022-3/2024
#4 Damon Collins	3/2023-3/2025
#5 Jason Black	3/2023-3/2025
#6 Karen Kinlaw	3/2023-3/2025
#7 Robina Spruill	3/2023-3/2025

RECOMMENDATION

ATTACHMENTS

FUNDING ISSUES

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



SUBMITTING STAFF MEMBER

City Secretary

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: 2/20/2024

TOPIC: Appointment of PD&Z Board Members to place #5, #6, and #7

Summary:

The purpose of the PD&Z Board is to review, advise and make recommendations to the City Council on matters relating to City and extraterritorial jurisdiction (ETJ) planning and development.

Applicants: Must be residents of the City of Manvel for at least 12 months, real property owners, and not employees of the City, and must have attended at least two consecutive PD&Z Meetings prior to being considered for appointment.

Duties: The Planning and Zoning Commission shall: Serve as an advisory body and adjunct to the City Council, and shall make recommendations regarding amendments to the Master or Comprehensive Plan, changes of zoning, zoning ordinance amendments, and zoning to be given to newly annexed areas, and other planning related matters for the physical development of the City. Approval or disapproval of plats of proposed subdivisions submitted in accordance with City ordinances as adopted or hereafter amended. Serve in an advisory capacity on any planning-related item(s) in the City and perform other duties as provided for by the City Charter.

Time Commitments: Twice per month, in the evening, if needed, usually requiring 1 to 2 hours. Additional meetings may be required infrequently to accommodate particular circumstances.

Members: Members must be residents of the City of Manvel, real property owners, and not employees of the City.

List of applicants interested in being considered for appointment to the board are;

**** All applicants below have fulfilled the attendance requirement of attending 2 consecutive PD&Z meetings ****

- Christy Kennard, School Administrator
- Muhammed Alam, Surveyor
- William Richardson, Retired Educator
- David Jones, Retired Electrical Engineer
- Delores Martin, Retired Educator

Below is a listing of the current PD&Z Board Members and Board Terms.

Planning Development and Zoning Commission

Board Member	Term
#1 Ryan Miller	3/2023-3/2025
#2 Kyle Marasckin	3/2023-3/2025
#3 Mary Ann Atkinson	3/2023-3/2025
#4 Kenneth Haynes	3/2023-3/2025
#5 Christy Kennard	3/2022-3/2024
#6 Dorothy Wynne	3/2022-3/2024
#7 Muhammed Alam	3/2022-3/2024

RECOMMENDATION

ATTACHMENTS

FUNDING ISSUES

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



SUBMITTING STAFF MEMBER

City Secretary

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____