

**MINUTES OF A REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION, OF THE CITY OF PEARLAND, TEXAS, HELD MONDAY, MARCH 6, 1995 AT 7:00 P.M., IN THE COUNCIL CHAMBERS, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS.**

The meeting was called to order with the following present:

Chairman	Emil Beltz
Vice Chairman	Pat Lopez
Commissioner	Kevin Cole
Commissioner	Marshall Eggers
Commissioner	Charles Philipp
Commissioner	Peggy Mayfield-Royer
Commissioner	Robert Larsen
Assistant City Manager	Richard Burdine
City Engineer	John Hargrove
Secretary to the Commission	Wendy Standorf

**APPROVAL OF MINUTES:** Minutes of February 13, 1995

A motion to approve the minutes of the 2-13-95 meeting, was made by Commissioner Peggy Mayfield-Royer, seconded by Commissioner Robert Larsen.

**Motion Passed 7 to 0.**

**NEW BUSINESS**

**Public Hearing Process for Zone Change Application.** Mr. John B. Knox, Executive Director of Tri Tech Regional Council observed a joint public hearing between the City Council and the Planning & Zoning Commission on January 23, 1995. He forwarded a letter with some alternative meeting arrangements that might better accommodate the citizens.

The Commission discussed possible alternatives to the current process, however, determined the procedure we are currently using is sufficient for the majority of the zone change applications encountered.

The Commission took the letter from Mr. Knox under advisement; no action was taken.

**Results of Planning Commissioners Questionnaire.** At the 2-13-95 meeting, commissioners turned in a questionnaire to evaluate "how we function as a commission". The results were totalled and discussed.

It was the consensus of the Commission that staff provide them with a copy of state law; schedule a meeting with the City Attorney to go over the powers and duties of the commission; and to schedule an annual meeting with City Council to discuss planning related council objectives.

No action was taken.

**Discussion of Proposed Changes to the Subdivision Ordinance.** Mr. Hargrove presented section "Exhibit B, City of Pearland Design Standards for Storm Drainage Improvements" to the Commission and explained the changes shown.

In section 1.1(a), replace "1,000" acres with "200" acres in both sentences.

In section 1.1(b), replace "1,000" acres with "200" acres in the first sentence.

In section 1.2.1(d), delete the asterisk.

In section 1.2.1(d)(1), change "1.0" acre to ".4" acre and change "0.55" to "0.65". (Remove proposed 0.60).

In section 1.2.1(d)(2), delete "more than" and insert ".4 to".

In section 1.2.1(d), add "3) Lots more than 1.0 acre" "0.50".

In section 1.2.1(e), delete the asterisk.

In section 1.2.1(f), delete the asterisk.

In section 1.2.1, remove the proposed paragraph with the asterisk.

In section 1.2.2, at the end of the first sentence add "from U.S. Department of Commerce Technical Paper 40 (TP40).

In section 1.2.2, at the end of the paragraph add "(NOTE: For main drainage channels and for detention, Brazoria County Drainage District No. 4 may have different requirements)".

In section 1.2.2(b), sentence #1 under "Design Frequency (years)" 3 years is o.k. as is. (Remove proposed 25 years).

In section 1.2.2(b), insert sentence #3 "Small Culverts & Channels" & "25 years".

In section 1.2.2(b), at the end of sentence #4 "Culverts, Bridges and Channels", delete "Channels" and insert "Creeks"; delete "100 years", leave as "50 years".

In section 1.2.2(b), sentence #5 delete "Creeks; 100 years".

In section 1.2.2.(b), below "Detention Ponds", insert as a new sentence "Small culverts and channels apply to drainage areas less than 200 acres".

In section 1.3, in the proposed sentence, delete the word "be" and change "provided" to "provide".

In section 1.3.1, in the last sentence 5 year frequency storm is o.k. as is. (Remove proposed 25 year frequency storm).

In section 1.3.2, spell out "Texas Department of Transportation".

In section 1.3.3, the last sentence of page 40 change "eight (8)" to "twelve (12)".

In section 1.3.3, the last proposed paragraph, insert "bedded in cement-stabilized sand and shall be" after "shall be" in the proposed sentence.

In section 1.3.4, change "twenty-five (25)" to "twenty (20)" and change "2:1" to "3:1".

After section 1.3.6, insert in the second paragraph as the second sentence: "For the five-year design storm the hydraulic grade line in a storm sewer system shall remain below 5" above the gutter line."

Add section 1.3.7 Storm Water Pollution Prevention Plan. The United States Environmental Protection Agency requires that a Storm Water Pollution Prevention Plan (SWPPP) be prepared for construction activities.

Construction plans shall show proposed SWPPP measures to control pollutants in storm water discharges during and after construction operations.

A Notice of Intent (NOI) Form (EPA 3510-6) shall be completed and signed by the Contractor and the Owner. This notice of Intent must be submitted two days before start of construction. Submit the NOI to the following address:

Storm Water Notice of Intent  
P.O. Box 1215  
Newington, VA 22122

The SWPPP is not to be submitted for EPA review, however the SWPPP shall be kept at the job site for assessment by EPA inspectors.

The EPA requires that regular weekly inspections and inspections after each storm be made of the storm water pollution measures. A record of all inspections shall be kept.

The SWPPP shall be maintained throughout the entire length of the project. Should the pollution preventions not be working, then the Contractor is required to make adjustments in the measures to correct the problems.

**Next Meeting Date:** Monday, March 20, 1995; 7:00 p.m..

**Director's Report.** Mr. Burdine told the Commission the City Council will consider selling \$5,000,000 in Certificates of Obligation for street work, drainage projects and a possible library expansion.

The projects would include:

**STREETS:**

1. Rebuilding of Shadybend from Liberty to Misty.
2. Building of Oiler Blvd. to Centennial Blvd.
3. Building of Centennial Blvd. to FM 518.
4. Alignment of Harkey & O'day at FM 518.

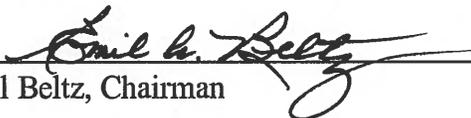
**TRAFFIC SIGNALS:**

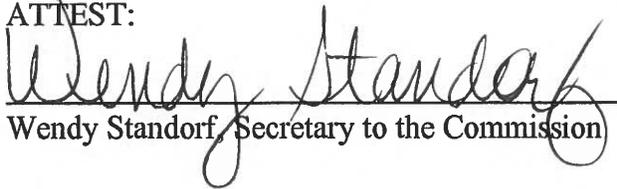
1. Walnut/McLean/518
2. Hatfield/Hatfield

The Texas Department of Transportation will be over-laying FM 518 from approximately Texas Ave. to FM 1128 and re-striping into 5 lanes which will include a continuous turn lane.

**Adjourned: 8:40 p.m.**

Minutes approved as submitted and/or corrected this 10<sup>th</sup> day of April  
A.D., 1995.

  
Emil Beltz, Chairman

**ATTEST:**  
  
Wendy Standorf, Secretary to the Commission

TRITECH  
REGIONAL COUNCIL

January 25, 1995

55 Waugh Drive  
Suite 300  
Houston, Texas 77007  
713 864-2795  
Fax 713 869-5502

The Honorable Vic Coppinger  
Mayor, City of Pearland  
Box 2068  
Pearland, Texas 77588-2068

Dear Vic:

I watched last night's public hearing process on the requests for zoning change from Daniel Guillen and from Greenwood Development, Inc., and offer the following comments regarding the process:

1. The joint public hearing with both City Council and the Planning & Zoning Commission seemed awkward and politically burdensome for the elected officials. It also gives the appearance of subjugating P&Z to an inferior status in the decision process by the seating arrangement.

2. While the citizens had ample opportunity to state their views at the joint hearing in the council chambers, the meeting room for the P&Z meeting (2nd floor lobby) was not conducive to a meaningful discussion with citizens and P&Z members (noisy, no seating, generally disorderly because of the room). P&Z should be allowed to meet in council chambers for their meeting on their own meeting night. The Pearland chambers is one of the best meeting rooms of any medium size city that I have seen.

3. Much of the irritation of the citizens and in some cases the impractical aspects of a zoning application can be eliminated by P&Z, before the issue gets to City Council. This can avoid grief and misunderstandings (citizens sometimes incorrectly think that just because an item is being heard by City Council, that individual members are already in favor of the change). The first barrage of citizen input might point out things that the applicant hadn't thought of, but finds compatible or even prefers. P&Z can deal with these issues and have them resolved before city council consideration. In many cases the public will not even find it necessary to appear at the council hearing because all controversies are either resolved or better understood.

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Weems & Co., Inc.  
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Executive Director  
John B. Knox

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City of Pearland  
The Gustafson Group  
Clay B. Hamill Estate  
Highland Resources, Inc.  
Jot Hodges, Jr., Inc.  
Houston Livestock Show & Rodeo  
Liddell, Sapp, Zivley, Hill & LaBode  
The Milestone Companies  
Quintana Petroleum Corporation  
R.H.C. Developments  
Southwestern Bell Telephone  
Sowell & Landrum  
Suzermedica USA, Inc.  
Tara Medical Center  
Trione & Gordon  
U.S. Home Corporation  
Weems & Co., Inc.

Founder  
Lan Gortman

A procedure which works well and avoids some of the above problems is:

a. *Planning and Zoning conducts the initial public hearing and formulates its recommendation to City Council at the same P&Z meeting.*

b. *Two weeks (+/-) later, City Council conducts its public meeting at a regular council meeting and takes action on the first reading.*

In reality this is not more meetings or more hearings, but seems to work well in other cities.

Yours truly,



John B. Knox  
Executive Director

cc Councilman D.A. Miller  
Councilman Jerry Richardson  
Councilman David Smith  
Councilman Richard Tetens  
Councilman Randy Weber  
City Manager, Paul Grohman  
Planning Director, Richard Burdine

Thank you all for your quick response to the survey from the Planning Commissioners Journal/Number 17/Winter 1995. The results are as follows:

The questions appearing on the exercise are as follows:

1. The role of the Commission is clearly defined. I fully understand what is expected of the Commission — what it should and should not do.

**5** True **2** Less True **0** False

2. I know exactly what is expected of me personally on the Commission. My role, responsibilities, and "job description" were fully explained to me upon appointment.

**4** True **2** Less True **1** False

3. Upon appointment, each Commissioner receives a copy of the local land use plan and related ordinances (subdivision, zoning).

**7** True **0** Less True **0** False

4. Following a reasonable length of time, the Commission's Chairman determines whether the materials noted in question three have been read.

**2** True **2** Less True **3** False

5. Upon appointment, each Commissioner receives a copy of the state's planning enabling legislation.

**1** True **1** Less True **5** False

6. Upon appointment, each Commissioner receives a copy of their jurisdiction's enabling charter.

**6** True **1** Less True **0** False

7. Following a reasonable length of time, the Commission Chairman determines whether the materials noted in questions five and six have been read.

**1** True **2** Less True **4** False

8. The Commission is appropriately organized to carry out its mission. We have and use bylaws.

**4** True **3** Less True **0** False

9. We always have good attendance by commissioners during commission meetings.

**7** True **0** Less True **0** False

10. We always have good participation by commissioners during commission meetings.

**7** True **0** Less True **0** False

11. Commission members have input in developing the meeting agenda.

**4** True **2** Less True **1** False

12. Commission/staff relationships are good.

**7** True **0** Less True **0** False

13. As a commissioner, I get adequate information from staff to help me prepare for meetings.

**6** True **1** Less True **0** False

14. The Commission has in place (and uses) a structured procedure for hearings, rezoning requests, and the like.

**7** True **0** Less True **0** False

15. As a Commission, we always critique/evaluate (debrief) our meetings before we adjourn.

**1** True **2** Less True **4** False

16. The Commission has at least one meeting a year to review Commission activities and accomplishments.

**1** True **5** False **1 (N/A)**

17. The Commission meets, at least annually, with the governing body (Board or Council) to discuss matters of mutual interest.

**3** True **4** False

18. The Commission has at least one meeting a year to plan future (the coming year) activities.

**2** True **5** False

19. The Commission prepares and distributes an annual report.

**2** True **5** False

20. You answered the first 19 questions honestly!

**7** True **0** False

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**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES:** Minutes of February 13, 1995

*PMR - motion  
R.L. - 2nd*

**III. NEW BUSINESS**

*7-0*

**A. DISCUSSION AND POSSIBLE ACTION - PUBLIC HEARING PROCESS FOR ZONE CHANGE APPLICATION.**

**B. DISCUSSION AND POSSIBLE ACTION - RESULTS OF PLANNING COMMISSIONERS QUESTIONNAIRE.**

**C. DISCUSSION - PROPOSED CHANGES TO THE SUBDIVISION ORDINANCE.**

**IV. NEXT MEETING DATE:** March 20, 1995; 7:00 p.m.

**V. DIRECTOR'S REPORT**

**VI. ADJOURNMENT**

Posted: \_\_\_\_\_ Day of \_\_\_\_\_, A.D., 1994 \_\_\_\_\_ P.M.

Removed: \_\_\_\_\_ Day of \_\_\_\_\_, A.D., 1994

*Agenda - Council Objectives  
Planning related.*

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**VI. ADJOURNMENT**

Posted: 28<sup>th</sup> Day of February, A.D., 1994 1:20 P.M.

Removed: 17<sup>th</sup> Day of March, A.D., 1994