

CITY OF DEER PARK  
EAST SAN AUGUSTINE STREET  
DEER PARK, TEXAS 77536

Minutes of

A JOINT WORKSHOP MEETING OF THE CITY COUNCIL, PLANNING AND ZONING COMMISSION AND THE STEERING COMMITTEE OF THE CITY OF DEER PARK TO BE HELD AT THE DEER PARK COMMUNITY CENTER, ROOM 12, 610 EAST SAN AUGUSTINE, DEER PARK, TEXAS ON OCTOBER 25, 2016, AT 6:00 P.M. WITH THE FOLLOWING MEMBERS PRESENT:

CITY OFFICIALS PRESENT:

JERRY MOUTON, JR	MAYOR
SHERRY GARRISON	COUNCILMANWOMAN
THANE HARRISON	COUNCILMAN
TOMMY GINN	COUNCILMAN
BILL PATTERSON	COUNCILMAN
JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
JIM FOX	CITY ATTORNEY
SHANNON BENNETT	ACTING CITY SECRETARY
BILL PEDERSEN	DIRECTOR OF PUBLIC WORKS

PLANNING AND ZONING PRESENT:

STAN GARRETT	CHAIRMAN
DON TIPPITT	COMMISSIONER
RAY BALUSEK	COMMISSIONER
DANIELLE WENDEBURG	COMMISSIONER

STEERING COMMITTEE PRESENT:

MELVIN EMBRY	COMMITTEE MEMBER
JEFF LAWTHOR	COMMITTEE MEMBER

1. CALL TO ORDER – Mayor Mouton called the Joint Workshop Meeting to order
2. DISCUSSION OF ISSUES RELATING TO THE PROPOSED CITY OF DEER PARK COMPREHENSIVE PLAN AND SUBDIVISION ORDINANCE UPDATE - Angela Martinez of Knudson advised that the meeting was a follow-up from the workshop meeting in April and all of the comments were added to the latest Comprehensive Plan and

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Subdivision Ordinance. Ms. Martinez gave an overview of the purpose of the updating the Comprehensive Plan and Subdivision Ordinance, the relationship between the Comprehensive Plan and the Subdivision ordinance and how it relates to the zoning Ordinance, significant changes within the subdivision Ordinance, and the legal process to adopt the Comprehensive Plan and Subdivision ordinance. (Exhibit A1-A5)

Kim Nickelson of Olson & Olson gave a summary of minor plat and stated, "State law provides that the City Council can delegate to the Planning and Zoning Commission the authority to prove certain types of minor subdivisions plats. If someone is dividing the land in few parcels and not dedicating any right of way, the Staff will have the authority to approve that. It can streamline redevelopment or help assist going forward. Anytime there something that needs additional dedication such a wider street, drainage or water and sewer infrastructure that will have to come through the Planning and Zoning Commission to approve the plats. It's a good administrative tool."

Jeff Lawther asked, "Will an amendment of a plat fall under the same category as a minor plat?"

Ms. Nickelson answered, "Yes."


Mayor Mouton asked Mr. Lawther to give an example of his question."

Mr. Lawther commented, "For example in the last subdivision we developed, there were two lots that were two hundred feet in depth and both sides fronted the street. So, we amended the plats to divide the lots down the middle of the depth to create four lots out of two."


Ms. Nickelson gave an overview of the remaining timeline and a schedule of adopting the Comprehensive Plan and Subdivision Ordinance and the Future Land Use Map.

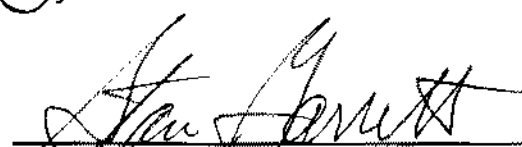
3. ADJOURN - Mayor Mouton adjourned the meeting at 6:53 p.m.

ATTEST:

  
Shannon Bennett, TRMC  
Acting City Secretary

APPROVED:

  
Jerry Mouton  
Mayor

  
Stan Garrett, Chairman  
Planning and Zoning Commission



## Agenda

- Introductions
- Purpose of the Meeting
  - What is the Purpose of Updating the Comprehensive Plan?
  - What is the Purpose of Updating the Subdivision Ordinance?
- What is the Relationship Between the Comprehensive Plan and the Subdivision Ordinance with the Zoning Ordinance?
- What are the Significant Changes in the Subdivision Ordinance?
- Legal Process to Adopt the Comprehensive Plan and Subdivision Ordinance
- What is Next?
- Q&A

### Schedule of Process

- Data Collection and Analysis
  - June 2014 to February 2015 (180 days)
- Steering Committee Meetings
  - September 2014 to June 2016
- Public Open House
  - March 2015
- Comprehensive Plan Review and Update
  - March 2015 to November 2015 (180 days)
- Subdivision Ordinance Review and Update
  - July 2015 to March 2016 (180 days)
- First Joint Workshop with City Council, P&Z, and Steering Committee
  - April 2016
- Revisions to Comprehensive Plan and Subdivision Ordinance from Comments Received
  - May 2016 to September 2016
- Second Joint Workshop with City Council, P&Z, and Steering Committee
  - October 2016
- Zoning Ordinance Review and Update
  - January 2016 to October 2016
- Third Joint Workshop with City Council, P&Z, and Steering Committee
  - November 2016

### Purpose of the Meeting

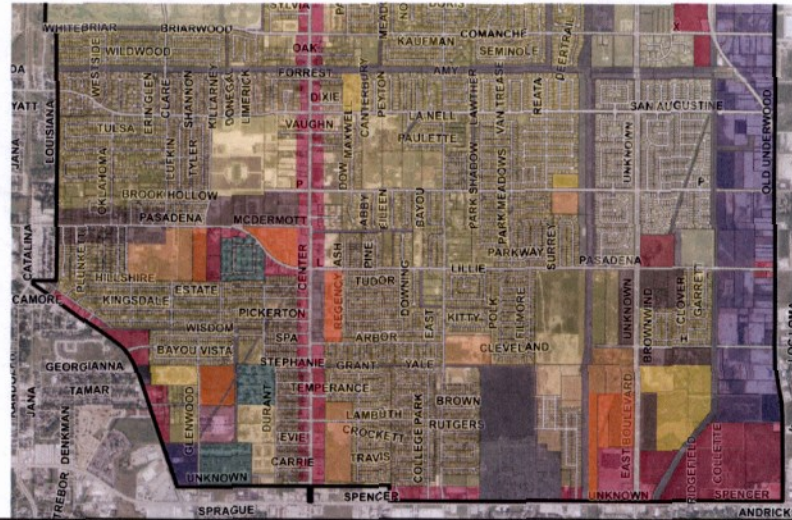
- Solicit any Final Comments to the Comprehensive Plan & Subdivision Ordinance
- Review the Process & Purpose of the Comprehensive Plan & Subdivision Ordinance
- Discuss the Importance of the Comprehensive Plan & Subdivision Ordinance with the Zoning Ordinance
- Ensure Everyone Understands Why Changes are Made to the Comprehensive Plan, Subdivision Ordinance, and the Zoning Ordinance
- Solicit any Questions Regarding the Process, Purpose, Legal Aspects, and Schedule





## Purpose of Updating the Comprehensive Plan

- Road Map to Future of Deer Park
- Provides Support for Adoption of Regulations
- Future Land Use Map



## Purpose of Updating the Subdivision Ordinance

- Regulate Subdivision Development
- Ensure Adequate Provisions
- Protect Future Purchasers
- Insure Governmental Services
- Provide Land Registration System (Subdivision Platting)



### Significant Changes in the Subdivision Ordinance

- Federal Flood Insurance Program Moved
- New Section for Authority of Decision Makers
- Offer Pre-proposal Meeting Prior to Plat Submittal
- Minor Plats
- Combined Preliminary and Final Plat Application Process
- Parkland Dedication
- Traffic Impact Analysis
- City Design Standards & Plat Dedicatory Language to Appendices



### Legal Process

- Adoption of Comprehensive Plan
- Adoption of Subdivision Ordinance
- Adoption of Zoning Ordinance
- Vesting
- Compliance





#### Remaining Timeline & Schedule of Adoption

- City Council calls Public Hearing on Comprehensive Plan and Subdivision Ordinance
  - November 2, 2016
- City Council holds Public Hearing on Comprehensive Plan and Subdivision Ordinance
  - November 22, 2016
- City Council votes on 1<sup>st</sup> Reading of Public Hearing Comprehensive Plan & Subdivision Ordinance
  - November 22, 2016
- P&Z calls Preliminary Hearing on Zoning Ordinance
  - December 5, 2016
- City Council votes on 2<sup>nd</sup> Reading of Public Hearing Comprehensive Plan & Subdivision Ordinance
  - December 6, 2016
- City Council votes on 3<sup>rd</sup> Reading of Public Hearing Comprehensive Plan & Subdivision Ordinance
  - December 20, 2016
- P&Z Conducts Preliminary Hearing on Zoning Ordinance
  - January 9, 2017
- City Council calls Joint Public Hearing with P&Z on Zoning Ordinance
  - January 17, 2017
- City Council holds Joint Public Hearing with P&Z on Zoning Ordinance
  - February 21, 2017
- City Council votes on 1<sup>st</sup> Reading of Zoning Ordinance
  - February 21, 2017
- City Council votes on 2<sup>nd</sup> Reading of Zoning Ordinance
  - March 7, 2017
- City Council votes on 3<sup>rd</sup> Reading of Zoning Ordinance
  - March 21, 2017



# Q & A

Next Joint Workshop  
November 28, 2016  
At 6:00 p.m.