



CITY OF ANGLETON
PLANNING AND ZONING COMMISSION DRAFT MINUTES
120 S. CHENANGO STREET, ANGLETON, TEXAS 77515
THURSDAY, SEPTEMBER 05, 2024 AT 12:00 PM

Members Names

Chair | William Garwood

Commission Members | Deborah Spoor, Will Clark, Michelle Townsend,

Regina Bieri, Ellen Eby, Andrew Heston

DRAFT

NOTICE IS HEREBY GIVEN PURSUANT TO V.T.C.A., GOVERNMENT CODE, CHAPTER 551, THAT THE PLANNING AND ZONING COMMISSION FOR CITY OF ANGLETON WILL CONDUCT A MEETING, OPEN TO THE PUBLIC, ON THURSDAY, THURSDAY SEPTEMBER 5, 2024, AT 12:00 P.M., AT THE CITY OF ANGLETON COUNCIL CHAMBERS LOCATED AT 120 S. CHENANGO STREET ANGLETON, TEXAS 77515.

DECLARATION OF A QUORUM AND CALL TO ORDER

ROLL CALL: Present were: Chair William Garwood, Commission Members Deborah Spoor, Will Clark, Michelle Townsend, Regina Bieri, and Andrew Heston; Absent was: Commission Member Ellen Eby.

1. Discussion and possible action on the minutes for the Planning and Zoning Commission meeting held on August 1, 2024.

Motion was made by Commission Member Will Clark and seconded by Commission Member Deborah Spoor to approve the minutes. The minutes were approved. (5-0 Vote, Commission member Townsend had not yet arrived).

PUBLIC HEARINGS AND ACTION ITEMS

2. Discussion and possible action on a Preliminary Subdivision Plat for Windrose Green Section 6.

DS Director, Otis Spriggs gave brief comments of the Windrose Green Subdivision, which is within the ETJ, and is subject to an SPA and Utility Agreement and the Development Agreement which includes the approve *Concept Land Plan*, which establishes the lot mix for the entire development. The Concept Plan was shown highlighting the location of Sections 6, 7 and 8.

Kandice Haseloff-Bunker, Development Coordinator presented the Staff Summary findings:

Ms. Bunker described the plat consisting of 15.658 acres, 78 lots and one reserve within one block. She noted that all review comments are all minor and textual and must be cleared by the city engineer prior to the City Council final consideration.

Commission Action:

A motion as made by Commission Member Regina Bieri that the Preliminary Plat be approved subject to all of the Conditions be cleared prior to City Council Action, seconded by Commission Member Michelle Townsend.

Roll Call Vote:

Commission Member Deborah Spoor- Aye; Commission Member Will Clark- Aye; Commission Member Michelle Townsend- Aye; Commission Member Andrew Heston- Aye; Commission Member Regina Bieri- Aye; Chair William Garwood- Aye. **(6-0 Vote in favor)**

3. Discussion and possible action on a Preliminary Subdivision Plat, Windrose Green Section 7.

Kandice Haseloff-Bunker, Development Coordinator presented the Staff Summary findings:

Ms. Bunker described the plat consisting of 12.062 acres, 62 lots. She noted that all review comments are minor and textual and must be cleared by the city engineer prior to the City Council final consideration.

Commission Action:

A motion as made by Commission Member Andrew Heston that the Preliminary Plat, Section 7, be approved subject to all of the conditions be cleared by the City Engineer, prior to City Council Action, seconded by Commission Member Will Clark.

Roll Call Vote:

Commission Member Deborah Spoor- Aye; Commission Member Will Clark- Aye; Commission Member Michelle Townsend- Aye; Commission Member Andrew Heston- Aye; Commission Member Regina Bieri- Aye; Chair William Garwood- Aye. **(6-0 Vote in favor).**

4. Discussion and possible action on a Preliminary Subdivision Plat, Windrose Green Section 8.

Kandice Haseloff-Bunker, Development Coordinator presented the Staff Summary findings:

Ms. Bunker described the plat consisting of 6.46 acres 36 lots. All review comments which are all minor and textual must be cleared by the city engineer prior to the City Council final consideration.

Commission Action:

A motion as made by Commission Member Andrew Heston that the Preliminary Plat, Section 8, be approved subject to all of the conditions be cleared by the City Engineer, prior to City Council Action, seconded by Commission Member Regina Bieri.

Roll Call Vote:

Commission Member Deborah Spoor- Aye; Commission Member Will Clark- Aye; Commission Member Michelle Townsend- Aye; Commission Member Andrew Heston- Aye; Commission Member Regina Bieri- Aye; Chair William Garwood- Aye. **(6-0 Vote in favor).**

5. Discussion and update on the proposed City of Angleton Comprehensive Fees Schedule Update as it relates to Development Fees. No action is required.

Mr. Spriggs introduced the item noting that this is a workshop of the Comprehensive Fee Schedule facilitated by our third-party consultant- Gunda/Adura for planning services.

He added that the team is looking comprehensively at all fees within the City. This model was created to reflect how we do business as it relates to pre-development (D.A.W.G.) meetings, and added services rendered by the City engineer and the City attorney. Basically, the developer would be asked to provide some of these fees up-front when they're requesting the pre-development meetings that require the attendance of the two.

So, you will see some adjustments there. The City's legal and engineering fees have been incorporated into the structure. Mr. Spriggs also discussed the expenditure accounts for fee reimbursements under section 30.5 in the Code of Ordinances, which allows for an escrow deposit method.

Mr. Spriggs noted that staff wanted to give the Commission a chance to look this over and we'll place it again on the next agenda. We did receive some feedback questions from Commissioner Member Michelle on the mobile food and food vendors as it relates to the State's designations on the Health side.

The review the fees are based on time and function. Within the model, we incorporated the salary rates of all the employees that will perform the various review types. We took that into consideration and then compared it to the neighboring cities, and came up with a happy medium for the fee proposals.

Staff held a work session with the developers just recently so they could have opportunities to give comment.

Commission Member Andrew Heston: asked, *If Staff has any examples of what developers have currently paid on the existing project versus what they would have paid for and identical project after the new fees?*

Mr. Spriggs: Excellent question. Kandice and I are working on a sampling of the larger projects and daily routine projects, that will show the existing model fees, with a column for the proposed fees, and show the revenue enhancement will be based on that comparison. *Council has requested to see the same.*

Chris Whittaker, City Manager gave comments: He flashbaked 4 years when the City did not have a Development Services Department. We had a building official that oversaw the department. We are not just looking at Development Services, but across the whole City. We had fees that had not been updated in 10 years. We are not only trying to support the work of the department, but to put in place fees to recoup the costs, by putting in place deposits and other options like the PID's and development fees, to draw against those accounts. *We have, in ways, become a billing department.*

6. Meeting was adjourned at 12:13 PM.