

From: [Doris Speer](#)
To: [Tracy Garcia](#)
Subject: RE: Documents for ETJ release of 16515 FM 2920 - Tomball Willow Creek
Date: Thursday, March 31, 2022 8:53:57 AM
Attachments: [RES 2018-30 - Support for ETJ Release of 119 acres into COT ETJ - Trendmaker Homes.docx](#)

I think Nathan's trying to rush it – it would be a resolution of support only for Council to approve and authorize the Mayor to advise Houston "that the City would annex the parcels and that water and wastewater services will be provided by them upon annexation".

From: Tracy Garcia <TGarcia@tomballtx.gov>
Sent: Thursday, March 31, 2022 8:43 AM
To: Doris Speer <DSpeer@tomballtx.gov>
Subject: RE: Documents for ETJ release of 16515 FM 2920 - Tomball Willow Creek

Is this for 4/4/2022 meeting? End of day isn't too late for the Agenda?

From: Doris Speer
Sent: Thursday, March 31, 2022 8:42 AM
To: Nathan Dietrich
Cc: Tracy Garcia
Subject: FW: Documents for ETJ release of 16515 FM 2920 - Tomball Willow Creek

I can convert the M&B to a word doc; does Mr. Brown understand that he will need to provide the M&B for FM 2920, too?

Thx

Doris

From: reese@mt-tx.com <reese@mt-tx.com>
Sent: Wednesday, March 2, 2022 9:11 AM
To: Nathan Dietrich <NDietrich@tomballtx.gov>
Cc: 'Mitchell Oxman' <mitchell@mhwre.com>; 'Stephanne Davenport' <Stephanne@mhwre.com>
Subject: RE: Documents for ETJ release of 16515 FM 2920 - Tomball Willow Creek

Nathan, Thank you for the information, we would like to proceed forward with removing the property from Houston ETJ and into Tomball ETJ. I have attached everything I have so far concerning the requested information below. Is this enough for you to present the annexation to the Tomball mayor for approval as stated below. Do you have a template that we can use for the owners petition for release to City of Houston? I added some additional information that I found in our files to help with your process of approval. Please reply that you have received and your thoughts on additional requirements that City of Tomball will need and timeline of this process.

Thank you,
Reese Brown
832-691-1581

From: Nathan Dietrich <NDietrich@tomballtx.gov>
Sent: Monday, February 28, 2022 2:16 PM
To: Reese Brown <reese@mt-tx.com>
Subject: FW: Documents for ETJ release of 16515 FM 2920

Reese,

Here is the process as sent by City of Houston.

Let me know if you have any additional questions.

From: Koshy, Rupesh - PD <Rupesh.Koshy@houstontx.gov>
Sent: Monday, February 28, 2022 1:25 PM
To: Zach Green <zgreen@chodrowrealty.com>
Cc: Nathan Dietrich <NDietrich@tomballtx.gov>; Smothers, Nicole - PD <Nicole.Smothers@houstontx.gov>; Nierth, Larry - PD <Larry.Nierth@houstontx.gov>
Subject: Documents for ETJ release of 16515 FM 2920

Good Afternoon Zach,

This is in reference to the phone conversation we had and the email below inquiring about the ETJ release. To begin the review process, I will need the following documents:

1. Petition from the property owner/s of the parcels proposed for release.
2. Any ownership documents like Certificate of Authority and Certificate of Lienholders consent (if any), Warranty Deeds (if any), Copy of Title/Deed etc. Legal Dept. will need all this as they prepare the draft Ordinance.
3. Letter from the Mayor of the City of Tomball explaining that the City would annex the parcels and that water and wastewater services will be provided by them upon annexation.
4. In case the service will be provided by a MUD outside Houston ETJ in the County and not directly by the City, we will need a letter from them explaining annexation intent and plans for service provision. (3 and/or 4 are used by Houston Public Works to make their decision on the ETJ release).
5. Metes and Bounds Description and map for the proposed ETJ release area (these are required exhibits in the ETJ release Ordinance document)
6. Site Development Plan details, if available and/or a no non-disclosure letter for land use or the proposed development (Council will ask for this before the Item can go for final approval).
7. If the proposed ETJ release tract includes or is adjacent to Houston Major thoroughfare

street, the Transportation Planning group in the Planning and Development group will let us know if they will need additional documents. This could include a plat of the street or a Major Thoroughfare Plan MTFP resolution from the City and an Order from the County.

Once I have these documents, I will send them to the Public Works Dept. for review. To avoid any delays, scanned copies will do initially and the originals can be mailed in gradually. When I receive their no objection email, I will send the documents to the Council member of the area nearest to this for feedback and comments and to the Mayor's Chief Recovery Officer who will assess any flood or drainage related issues. Around this time, please provide us with any documents you may have for **8. site improvements or detention, drainage plan etc.** as these will help speed up the approval process. Usually, this is not an issue if the tract is not in a flood plain.

Once we have all the approvals in place, Legal Dept. will prepare the Reverter clause that will need to be signed by the Mayor of the City of Waller and mailed back to them. They will simultaneously work on preparing the draft Ordinance and I will get the item ready to go to Council. While I can tentatively assign the earliest Council day available, the final date is decided by the Agenda Director after consultation with the Mayor here.

The process is complete after the ETJ release agreement and Ordinance get recorded at the County.

Thank You,

Rupesh Koshy

City of Houston, Planning & Development Department,
611 Walker, 6th Floor, Houston, Texas 77002, (832) 393-6552

From: Zach Green <zgreen@chodrowrealty.com>
Sent: Monday, February 28, 2022 12:44 PM
To: Koshy, Rupesh - PD <Rupesh.Koshy@houstontx.gov>
Cc: achodrow@chodrowrealty.com
Subject: 16515 FM 2920

[Message Came from Outside the City of Houston Mail System]

Rupesh,

We would like to have this property's utilities annexed by the City of Tomball. Please provide us with a list of any documents we need to provide to apply.

Thanks,

Zachary Green
Chodrow Realty Advisors

3336 Richmond Ave #302

Houston, TX 77098

(832) 371-4171 cell

(713) 630-0606 office

(713) 630-0680 fax