



PLANNING BOARD MEETING

Tuesday, July 29, 2025 at 5:30 AM
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

PUBLIC NOTICE OF MEETING

AGENDA

Planning Board will consider/discuss the following items and take any action deemed necessary.

COVID-19 MEETING PROCEDURE

Public notice is hereby given that the Planning Board of the City of Port Lavaca, Texas, will hold a regular meeting Tuesday, July 29, 2025 beginning at 5:30 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business:

[After publication, any information in the Planning Board packet is subject to change during the meeting]

Join Zoom Meeting

<https://us02web.zoom.us/j/89778474196?pwd=HaSsfDrtoIo0eO1gBusq3W0oQrdbQ8.1>

Meeting ID: 897 7847 4196

Passcode: 128929

One tap mobile

+13462487799,,89778474196#,,,*128929# US (Houston)

Dial by your location

• +1 346 248 7799 US (Houston)

Meeting ID: 897 7847 4196

Passcode: 128929

Find your local number: <https://us02web.zoom.us/j/89778474196?pwd=HaSsfDrtoIo0eO1gBusq3W0oQrdbQ8.1>

ROLL CALL

CALL TO ORDER

APPROVAL OF MINUTES

ACTION ITEMS - *Council will consider/discuss the following items and take any action deemed necessary*

1. Review Development Services report
- [2.](#) Discuss Chapter 56 Zoning Ordinance
- [3.](#) Discuss the Future Comprehensive Plan Project Schedule

4. Conduct Election of Officers and take any action deemed necessary.

COMMENTS FROM THE PUBLIC

** (Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).*

ADJOURN

CERTIFICATION OF POSTING NOTICE

This is to certify that the above notice of a regular meeting of The Planning Board of The City of Port Lavaca, scheduled for **Tuesday, July 29, 2025**, beginning at 5:30 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Thursday, July 24, 2025**.

Derrick Smith, *Director of Development Services*

ADA NOTICE

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Mandy Grant at (361) 552-9793 Ext. 230 for assistance.

COMMUNICATION

SUBJECT: Discuss Chapter 56 Zoning Ordinance

INFORMATION:

Exhibit A

Chapter 56 – ZONING

ARTICLE I. - GENERAL PROVISIONS

Sec. 56-1. - Short title.

This ordinance shall be known and may be cited as the "City of Port Lavaca Zoning Ordinance" or "this Ordinance".

Sec. 56-2. - Jurisdiction.

This Ordinance applies to all land within the regular municipal boundaries of Port Lavaca.

Sec. 56-3. - Purpose.

This Ordinance is adopted for the purpose of promoting the public health, safety and general welfare of the citizens of Port Lavaca. More specifically, this ordinance provides for the division of land into different districts that, in combination with regulations pertaining to such districts, are designed in accordance with the comprehensive plan to achieve objectives that include, but are not limited to, the following:

Promote the beneficial and appropriate development of all land and the most desirable use of land in accordance with the Port Lavaca Comprehensive Plan.

Protect the character and the established pattern of the Land Use District in each area;

Prevent or minimize future land use incompatibilities and conflicts among different land uses;

Maintain property values by stabilizing expectations and ensuring predictability in development;

Establish a process that effectively and fairly applies the regulations and standards of this Ordinance and respects the rights of property owners and the interests of citizens;

To enhance the scenic beauty, aesthetics of the planning jurisdiction; and

Preserve, protect, and maintain the environmental health of the community; in regards to air, water, soil, and light quality

Sec. 56-4. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory building means:

- 1) In a residential district, a subordinate building that is attached to or detached from the main building on the same lot or parcel of land, without separate utilities, not used for commercial purposes, and not rented which serves a purpose that is customarily associated with the principal use. Examples of accessory buildings include a washroom, a storage room for domestic storage only, and a space for one or more automobiles,
- 2) In other districts, a subordinate building, the use of which is incidental to and used only in conjunction with the main building on the same lot or parcel of land.

Accessory use means a use subordinate to the principal use of a building or lot and serving a purpose customarily incidental to the principal use.

Administrative Officer means the official appointed by the city manager to administrate and enforce this chapter.

Agent of owner means any person who can show certified written proof that he is acting for the property owner.

Apartment means a room or suite of rooms in an apartment house arranged, designed or occupied as a residence by a single family, individual or group of individuals.

Apartment house means any multiple-family dwelling or building, or portion thereof, that is designed, built, rented, leased, let or hired out to be occupied as three or more apartments or which is occupied as the home or residence of three or more families living independently of each other and maintaining separate cooking facilities.

Beginning of construction means the incorporation of labor and material within the foundation of the building.

Building means any structure having a roof supported by columns or walls, used or intended to be used for the shelter or enclosure of persons, animals, property, or business activity, and includes any structure used or intended to be used for supporting or sheltering a use or occupancy. When such a structure is divided into separate parts by one or more unpierced walls extending from the ground up, each part is deemed a separate building.

Building line means a line parallel or approximately parallel to a lot line or street line and beyond which buildings may not be erected.

Building, main, means a building in which is conducted the principal use of the site on which it is located. In any residential district, any and all dwellings shall be deemed to be main buildings on the site on which they are located.

Clinic, medical, means an institution or station for the examination and treatment of ill and afflicted out-patients.

Convalescent home means any structure used for or occupied by persons recovering from illness or suffering from the infirmities of old age.

Court means an open, unoccupied and unobstructed space, other than a yard, on the same lot with the building or group of buildings.

Coverage of a lot means the ratio of gross floor area of the first floor of a building or a group of buildings on the same lot to the area of the lot, expressed as a percentage.

Day nursery means a place where children are left for care between the hours of 7:00 a.m. and 6:00 p.m.

Detached structure means any building, accessory building or structure that is not physically attached to any other building or structure by any means.

District or zoning district means a portion of the territory of the city within which certain uniform resolutions and requirements or various combinations thereof apply under the provisions of this chapter.

Dwelling means a building which contains at least one dwelling unit, and used exclusively for residential purposes, but not including tents, trailers, recreational vehicles, or mobile homes.

Dwelling, duplex, means a dwelling designed for and used by two families, each having its own dwelling unit.

Dwelling, multiple-family, means a dwelling designed for and used by three or more families, each having its own dwelling unit.

Dwelling, single-family, means a dwelling designed for and used exclusively by one family.

Dwelling unit means a single unit providing complete, independent living facilities for one or more persons including provisions for living, sleeping, eating, cooking and sanitation, and in full compliance with the city's minimum housing standards.

Family means a person living alone, or two or more persons living together as a single housekeeping unit in a dwelling unit and in which not more than four individuals are unrelated by blood.

Floor area of a building means the sum of the gross horizontal areas of the several floors of a building, measured from the centerlines of exterior walls or from the centerline of walls separating two buildings in square feet.

Frontage means the total length of the line or curve of a lot boundary that is coterminous with a street right-of-way line. For corner lots, frontage may be calculated for each street.

Grade, existing, means the average level of the original surface of the ground adjacent to the exterior walls of the building.

Home Occupation means an activity carried on only by a resident member of a family, as an accessory use, meeting these conditions:

- 1) Only one non-illuminated sign no larger than four square feet in area is used.
- 2) Nothing is done to make the building appear in any way as anything but a dwelling.

Hotel/motel means a building or group of buildings, including either separate units or a row or rows of units that contain living or sleeping accommodations primarily for transient occupancy, and have individual entrances.

Lot includes the terms "plot" and "parcel" and means one piece, parcel or tract of land that collectively meets all the following requirements:

- 1) Is located in a single block;
- 2) Has frontage on an accepted and improved public street;
- 3) Is occupied or utilized or designated by its owner or developer to be occupied, developed or utilized as a unit for a principal use and uses accessory thereto, together with such open spaces as are required by this chapter; and
- 4) A plat of which has been recorded in the office of the county clerk.

Lot, area of, means the net area of the lot and shall not include portions of streets and alleys.

Lot depth means the mean horizontal distance between the front lot line and rear lot line of a zoning lot.

Lot line means a boundary of a lot.

Lot line, front, means the street right-of-way line at the front of a lot.

Lot line, rear, means the lot line opposite and most distant from the front.

Lot line, side, means a lot line which is not a front lot line or rear lot line. A side lot line separating a lot from a thoroughfare other than an alley is an exterior side lot line as opposed to an interior side lot line.

Lot width means the mean horizontal distance between the side lot lines of a lot.

Manufactured home means a HUD-Code manufactured home or a mobile home and collectively means and refers to both.

Manufactured home, HUD-Code, means a structure constructed on or after June 15, 1976, according to the rules of the federal department of housing and urban development transportable in one or more sections that, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected onsite, is 320 or more square feet, and that is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the home's plumbing, heating, air conditioning, and electrical systems.

Manufactured home park means a tract of land, not less than three acres in size, under single or common ownership, that is designed and improved to contain five or more sites available for long-term lease or rent to the public for the placement of manufactured homes, and that may include private streets, buildings, and other facilities and services for common use by the residents, meeting all requirements of this chapter.

Mobile home means a structure that was constructed before June 15, 1976, transportable in one or more sections that, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected in site, is 320 or more square feet, and that is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the home's plumbing, heating, air conditioning, and electrical systems.

Nursing home means any premises where more than three persons are lodged and furnished with meals and nursing care.

Open space means an area included in any side, rear or front yard or any other unoccupied space on a lot that is open and unobstructed to the sky.

Recreational vehicle means a vehicular-type portable structure without a permanent foundation that can be towed, hauled, or driven which is designed as a temporary living accommodation for recreational, camping, and travel use, and which includes, but is not limited to, travel trailers, truck-campers, camping trailers, and self-propelled motor homes. Except as provided in Chapter 12, for use in conjunction with a temporary event or business activity otherwise allowed, and not to exceed 30 days, or parked on a lot with an otherwise conforming residence or business, and located on the lot for not longer than 14 days, the use of a recreational vehicle as a dwelling, other than within a recreational vehicle park, is prohibited.

Recreational vehicle park means any parcel or tract of land, not less than three acres in size, under single or common ownership, that is designed and improved to provide two or more camping unit sites that are offered for the use of the public by rent or lease, and that may include private streets, buildings, and other facilities and services for common use by the residents, meeting all requirements of this chapter. Recreational vehicle park sites are designed and intended to accommodate recreational vehicles only.

Setback line means that line which is parallel to and the minimum allowable horizontal distance from a given point or line or reference, such as a lot line, to the minimum required building line.

Sexually oriented business means any business that includes a sex parlor, nude studio, modeling studio, love parlor, adult bookstore, adult movie theater, adult video arcade, adult movie arcade, adult video store, adult motel, or other commercial enterprise, the primary business of which is the offering of a service or the selling, renting, or exhibiting of devices or any other items intended to provide sexual stimulation or sexual gratification to the customer.

Sign means any structure or part thereof, or any device attached to, painted on or represented on a building or other structure, upon which is displayed or included any letter, work, model, banner, decoration, device, or representation used as, or which is in the nature of, an announcement, direction, advertisement, or other attention-directing device.

Sign, area of, means the total exterior surface computed in square feet of a sign having but one exposed exterior surface; the aggregate exposed exterior surface computed in square feet of a sign having more than one such surface.

Story means that portion of a building included between the surface of any floor and the ceiling next above it.

Street means any thoroughfare other than an alley.

Street line means a dividing line between a street right-of-way and an abutting lot, tract, or parcel of land.

Structural alteration means any change in the structural members of a building, such as walls, columns, beams, or girders.

Structure means anything constructed, the use of that required permanent location on the ground or attachment to something having a permanent location on the ground.

Townhouse means a single-family dwelling constructed in a series or group of attached units with property lines separating each unit.

Townhouse, private yard, means an area of open space within a townhouse but which is unoccupied and unobstructed by any portion of a structure.

Trailer (including automobile trailer and trailer coach) means any vehicle or structure constructed in such a manner as to permit occupancy thereof as sleeping quarters or the conduct of any business, trade, or occupation or use as a selling, or advertising device, or use for storage or conveyance of tools, equipment, and machinery and so designed that it is or may be mounted on wheels and used as a conveyance on highways and streets, propelled or drawn by its own or other motor power.

Used and occupied include the phrase "intended, designed or arranged to be used or occupied."

Yard means an open, unoccupied space other than a court on the lot in which a building is situated that is unobstructed from the ground to the sky.

Yard, front, means an open, unoccupied space on a lot facing a street and extending across the front of a lot between the side yards and being the minimum horizontal distance between the street line and the main building.

Yard, rear, means an open space unoccupied and unobstructed extending across the rear of a lot from one side lot line to the other side lot line and being the minimum horizontal distance between the rear lot line and the main building.

Yard, required front, means an open space extending the full width of a lot between the front line and the front setback line, unoccupied and unobstructed from the ground upward except as otherwise specified elsewhere in this chapter.

Yard, required rear, means an open space extending the full width of the lot between the rear lot line and the rear setback line, unoccupied and unobstructed from the ground upward except as otherwise specified elsewhere in the chapter.

Yard, required side, means an open space extending from the minimum front yard setback line to the minimum rear yard setback line between the side yard setback line and the nearest side

lot line, unoccupied and unobstructed from the ground upward except as otherwise specified elsewhere in this chapter.

Yard, side, means an open, unoccupied space on the same lot with a building, situated between the building and side line of the lot, and extending through from the front yard to the required rear yard. Any lot line not the rear line or a front line shall be deemed a side line.

Zoning map, official, means the zoning map or maps of the city attested together with all amendments subsequently adopted.

Sec. 56-5. – Provisions of Chapter Declared to be Minimum Standards; Conflicts.

In interpreting and applying the provisions of this Ordinance, these provisions shall be held to be the minimum requirements for the promotion of the public safety, health, environment, convenience, comfort, morals, prosperity and general welfare. Wherever the requirements of this Ordinance are at variance with the requirements of any other lawfully adopted rules, regulations, or laws, including private deed restrictions and covenants, the more restrictive or that imposing the higher standards shall govern; however, the City shall have no obligation to review or enforce private deed restrictions or covenants.

Sec. 56-6. – Official Zoning Map.

- A. *Adoption by reference; certification required.* The City Council has divided the city into zones or districts as shown on the official zoning map that, together with all explanatory matter thereon, is adopted by reference into this section. The official zoning map shall be identified by the signature of the mayor, attested by the city clerk, and bearing the seal of the city under the following words: "This is to certify that this is the official zoning map of the city referred to in the official City Code."
- B. *Changes to map.* No changes of any nature shall be made on the official zoning map or matter shown thereon except in conformity with the procedures set forth in this chapter. Any unauthorized change is a violation of this chapter. If authorized changes are made in district boundaries or other matter portrayed on the official zoning map in accordance with the provisions of this chapter, such changes shall be made on the official zoning map promptly after the amendment has been approved by the City Council. The amending ordinance shall provide that such changes or amendments shall not become effective until they have been duly entered upon this official zoning map. The entry shall be signed by the mayor and attested by the city clerk.
- C. *Original map controlling over copies in the event of conflicts.* Regardless of the existence of purported copies of the official zoning map that may from time to time be made or

published, the official zoning map, located in the office of the city clerk, shall be the final authority as the current zoning status of land, building and other structures in the city.

- D. *Adoption of new zoning map.* In the event that the official zoning map becomes damaged, destroyed, lost or difficult to interpret because of the nature or number of changes and additions, the City Council may by resolution adopt a new official zoning map which shall supersede the prior official zoning map. The new official zoning map may correct drafting or other errors or omissions in the prior official zoning map, but no such correction shall have the effect of amending the original, this chapter or any subsequent amendment thereof. The new official zoning map shall be identified by the signature of the mayor, attested by the city clerk, and bearing the seal of the city under the following words: "This is to certify that this official zoning map supersedes and replaces the official zoning map previously adopted by the city."

Sec. 56-7. - Compliance With These Regulations.

- A. No land shall be used except for a purpose permitted in the district in which it is located.
- B. No building shall be erected, reconstructed, moved or structurally altered or used for any purpose other than permitted in the district in which such building is located.

Sec. 56-8. - Effective Date.

The effective date of this Ordinance shall be **TBD**

Sec. 56-9. - Severability.

If any provision, section, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

Sec. 56-10. - Transitional Provisions.

- A. *Previously Approved Plats.* Nothing in this Ordinance shall limit or modify the rights of any person to complete any subdivision project which has received prior plat approval under existing subdivision regulations in place at that time. Such project should otherwise meet at least one (1) of the following criteria:

1. Any subdivision created by plat and recorded before the effective date of this Ordinance and has remained undeveloped.

2. Plats that were recorded before the effective date of this Ordinance and development has commenced and is continuing in good faith.

3. A. complete application for preliminary plat and/or conceptual plan approval filed with the City prior to adoption of this Ordinance and any plat currently under review by the City before adoption of this Ordinance.

B. Expired Plats. Expired plats shall conform to current City regulations and construction standards.

C. Nothing in this Ordinance shall limit or modify the rights of any person to continue a use approved by City Council prior to the effective date of this Ordinance, subject to any and all of the conditions specified in such approval

Sec. 56-11---56-21. – Reserved.

ARTICLE II. - ZONING DISTRICTS AND USES

Sec. 56-22. - Division into zones and districts; plat; vacation of streets or alleys.

A. Zoning districts and regulations as herein set forth are established. The city is hereby divided into two types of zones:

1. R districts (Residential)
2. C districts (Commercial/Industrial)

B. The residential zones are further divided into the following specific districts:

1. R-1 Single-Family District
2. R-2 Two-Family District
3. R-3 Multi-Family District – Low Density

C. The commercial zones are further divided into the following specific districts:

1. B-1—Business.
2. I-1, I-2—Industrial.

- D. The various districts include the following tracts, blocks, or parcels of land, as designated on the official zoning map and made a part hereof for any and all purposes.
- E. Whenever the council vacates a street or alley, the adjacent districts shall extend to the centerline of the vacation.

Sec. 56.23. - Minimum standards.

- 1. Use of premises and all buildings in the city shall be in accordance with the minimum standards herein established.
- 2. Yards, parking spaces, or lot areas required for one building cannot be used for another building; nor can the size of a lot be reduced below the requirements of this chapter.

Sec. 56-24. - Permitted uses.

Premises in the city shall be used for the following purposes:

- A. Property in the R1, R2 and R3 districts may be used only for:
 - 1. Single-family dwellings, specifically excluding manufactured homes.
 - 2. Accessory building for storage residential only and meeting all requirements of this chapter.
 - 3. Public parks and utilities.
 - 4. Any public building erected or used by the city, county, state or federal government.
 - 5. Schools; kindergarten, elementary, high, college and universities, public or denominational.
 - 6. Home occupations.
 - (a) Home occupations are limited to any occupation that is customarily carried on at a place of residence that does not involve a structural change in the dwelling unit or in a building accessory to the dwelling unit, that does not require the employment of help other than members of the immediate household. The occupation cannot store material, inventory, or product outside or result in fumes, odors or noises that create a nuisance. There is no sign other than one sign (non-illuminated), no larger than one square foot in area. The following uses shall not be permitted as home occupations unless approved as specific use permits:

- (i) Any office in which chattels, goods, wares, or merchandise are commercially created, exchanged, or sold on site.
- (ii) Barbershops or beauty shops; beauty schools.
- (iii) Commercial stables or kennels.
- (iv) Medical offices for the treatment of patients.
- (v) Commercial automobile repairs, motor vehicle repair of more than one vehicle.
- (vi) Small engine repair.
- (vii) Childcare of more than six children under 14 years of age.

B. In the R2 district, there may also be duplexes.

C. In the R3 district, there may also be:

- 1. triplexes and tiny homes;
- 2. apartments, condominiums, townhouses, or other group dwellings with provisions for adequate light, air, open space and landscaped areas;
- 3. Move-in area. Buildings from other areas may be moved into this district so long as the building passes the building code and is a conforming use for the area.

D. Property in the commercial districts may be used for any legal business, as long as the uses are not obnoxious or offensive due to emission of noise, odor, dust, gas, vibration, or those requiring special permission as outlined in subsection (F) of this section.

E. In the commercial districts, there may be any of the uses defined in this section except that:

- 1. There may be no building for residential use and no trailers, except quarters for security personnel.
- 2. A junkyard must be surrounded by a solid fence at least six feet high located within the building lines, and the junk shall not be piled higher than the fence.

F. The following uses must be given council approval before a building or occupancy permit is issued:

- a. Acid manufacturing, cement, lime, gypsum, dairy products processing and manufacturing, explosives manufacturing or storage, fat rendering, fertilizer manufacturing, gas manufacturing, garbage, reduction or dumping, glue manufacturing, petroleum or its products, refining of or smelting of tin, copper, zinc or iron ores, stockyards or slaughter of animals or stables, and other items as council may approve by resolution.
- b. Before granting such special approval, the council shall refer the application to the fire chief, building inspector and the planning and zoning commission for investigation and report. If no report is received within 45 days, the council may act on the application.

Sec. 56-25. - Nonconforming uses.

- A. Nonconforming uses are those lawful uses of premises that do not conform with the requirements of this chapter on the effective date of the ordinance from which this chapter is derived or any governing amendment thereto and may be continued after the adoption of the ordinance from which this chapter is derived, subject to the provisions hereof.
- B. When a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six consecutive months or for 18 months during any three-year period, the structure, or structure and premises in combination, shall not be used except in conformance with the regulations of the district in which it is located.
- C. A nonconforming use cannot be enlarged, extended, reconstructed or structurally altered unless changed to a conforming use.
- D. Nonconforming light industrial uses in the commercial districts may be rebuilt, reconstructed, structurally altered or enlarged if the enlargements do not total more than a 50 percent increase in cubical contents of buildings existing on the date of the passage of the ordinance from which this chapter is derived.
- E. If a nonconforming use is damaged or destroyed to an extent of more than 50 percent of its fair market value by a fire, explosion, flooding, or act of God, then any restoration must be for a permitted use.
- F. Passage of the ordinance from which this chapter is derived in no way legalizes any illegal uses existing at the time of its adoption.
- H. If any person entitled to possession and use of any property subject to any nonconforming use shall sell, convey or divest themselves of their interest in such property subsequent to the adoption of the ordinance from which this chapter is derived, then such property will not qualify under the nonconforming use provisions of this chapter.

- I. Where a lot is in a commercial district and is next to a residential district, the side or rear yard required in the residential district must be provided along the boundary line.
- J. In the commercial districts there may be more than one commercial or industrial building on a lot, provided that the required yards are maintained around the group of buildings.
- K. Those parts of existing buildings that violate yard regulations may be repaired and remodeled but not reconstructed or structurally altered, unless such reconstruction or structural alteration is approved by the Zoning Board of Adjustments.
- M. Churches, public buildings and institutions, when located in or abutting an R1, R2, or R3 district, shall provide front and rear yards of 25 feet and side yards of ten feet.

Sec. 56-26. - Accessory buildings.

Accessory buildings shall be located in accordance with the following rules:

- A. Accessory buildings located in a rear yard may not occupy more than 50 percent of the rear yard.
- B. Any accessory building closer than five feet to the main building shall be considered as part of the main unit and shall have a side and rear yard as required for the main building.
- C. An accessory building more than five feet from a main building may be erected within five feet of a side or rear lot line but must be located at least 50 feet from the front street line.

Sec. 56-27 --- 56-37. – Reserved.

ARTICLE III. – ADMINISTRATIVE AND ENFORCEMENT

DIVISION 1. – GENERALLY

Sec. 56-38. – Administrative Officer

- A. *Designated Officer.* The City Manager shall appoint the Administrative Officer of this Ordinance.
- B. *Powers and Duties.* The Administrative Officer or a designated person shall be responsible for the following powers and duties with regard to this Ordinance:
 - 1. Review and final action on pre-development permits, building permits, certificates of occupancy, and written interpretations of this Ordinance.

2. Review and make recommendations to the Planning and Zoning Commission on specific use permits, planned unit developments, subdivisions, text amendments to this Ordinance, and map amendments or re-zonings
3. The Administrative Officer may consult with the City Engineer, Building Official, Fire Chief, Public Works Director, Planner, Economic Development Director for the purpose of reviewing land development plans.
4. If the Administrative Officer finds that any of the provisions of this chapter are being violated, he shall notify in writing the person responsible for such violations, including the nature of the violation, and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings, or structures; removal of illegal buildings or structures or of additions, alterations, or structural changes thereto; discontinuance of any illegal work being done; or shall take any other action authorized by this chapter to ensure compliance with or to prevent violation of its provisions.
5. Any other powers and duties as may be assigned by the City Manager.

Sec. 56-39. - Complaints Regarding Violations.

Whenever a violation of this chapter occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the Administrative Officer. He shall record properly such complaint, immediately investigate, and take action thereon as provided by this chapter.

Sec. 56-40. - Violations and penalties.

- A. Violation of the provisions of this chapter or failure to comply with any of its requirements shall be guilty of a Class C misdemeanor.
- B. The owner or tenant of any building, structure, premises, or part thereof, and any architect, builder, contractor, agent or other person who commits, participates in, assists in, or maintains such violation may each be found guilty of a separate offense and shall be guilty of a Class C misdemeanor.
- C. Nothing herein contained shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation.

Sec. 56-41 --- 56-51. – Reserved.

DIVISION 2. – SPECIFIC USE PERMITS

Sec. 56-52. - Uses that may be subject of specific use permits.

The city council of the city may, after public hearing and proper notice to all parties affected, and after recommendation from the planning and zoning commission containing such

requirements and safeguards as are deemed necessary to protect adjoining property, authorized by ordinance the location of any of the following in the following specified districts:

- A. Airport, landing field or heliport in any district.
- B. Cemetery or mausoleum.
- C. Drive-in theater in any district, minimum lot size ten acres.
- D. Hospital, convalescent home, nursing home, retirement center, maternity home, boarding house, or similar uses in any district; or on a minimum of five acres, penal or correctional institution, jail, prison, substance abuse facility, social rehabilitation facility, halfway house, psychiatric care facility, or similar uses in any district.
- E. Veterinarian, Animal Hospital and Kennels
- F. Institutions of a religious or philanthropic nature in any district.
- G. Recreational Vehicle Parks

ORDINANCE #G-6-25

AN ORDINANCE OF THE CITY OF PORT LAVACA AMENDING THE ORDINANCE CODIFIED AND DESCRIBED IN THE CITY OF PORT LAVACA'S CODE OF ORDINANCES AS PART II, ADDITION OF NEW CHAPTER 56 ZONING; PROVIDING FOR PURPOSE OF ORDINANCE, PROVIDING FOR SEVERABILITY; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

Section 1. Purpose.

The attached Exhibit A document identifies a new Chapter 56 of the City of Port Lavaca's Code of Ordinances. Text that remains unchanged will be in black-colored letters, text that is new will be identified by red-colored underlined letters and all text to be deleted will be identified as blue-colored letters with strikethroughs.

Section 2. Severability.

It is specifically declared to be the intention of the City Council that sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable and if phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment of decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any unconstitutional or invalid phrase, clause, sentence, paragraph or sections.

Section 3. Repeal.

All ordinances or parts of ordinances conflicting with or not consistent with the provisions of this article are hereby repealed; provided that such repeal shall be only to the extent of such inconsistency or conflict, and in all respects, this article shall be cumulative of all other ordinances of the City of Port Lavaca regulating and governing the subject matter covered in this ordinance. Any cause of action accruing prior to the passage of this article shall continue as if this ordinance was not passed or any other ordinance had not been repealed.

Section 4. Effective Date

THAT this ordinance shall become effective on the date of its passage.

FIRST READING this 9th day of June, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 14th day of July, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 14th day of July, 2025.

Jack Whitlow, Mayor

ATTEST:

Mandy Grant, City Secretary

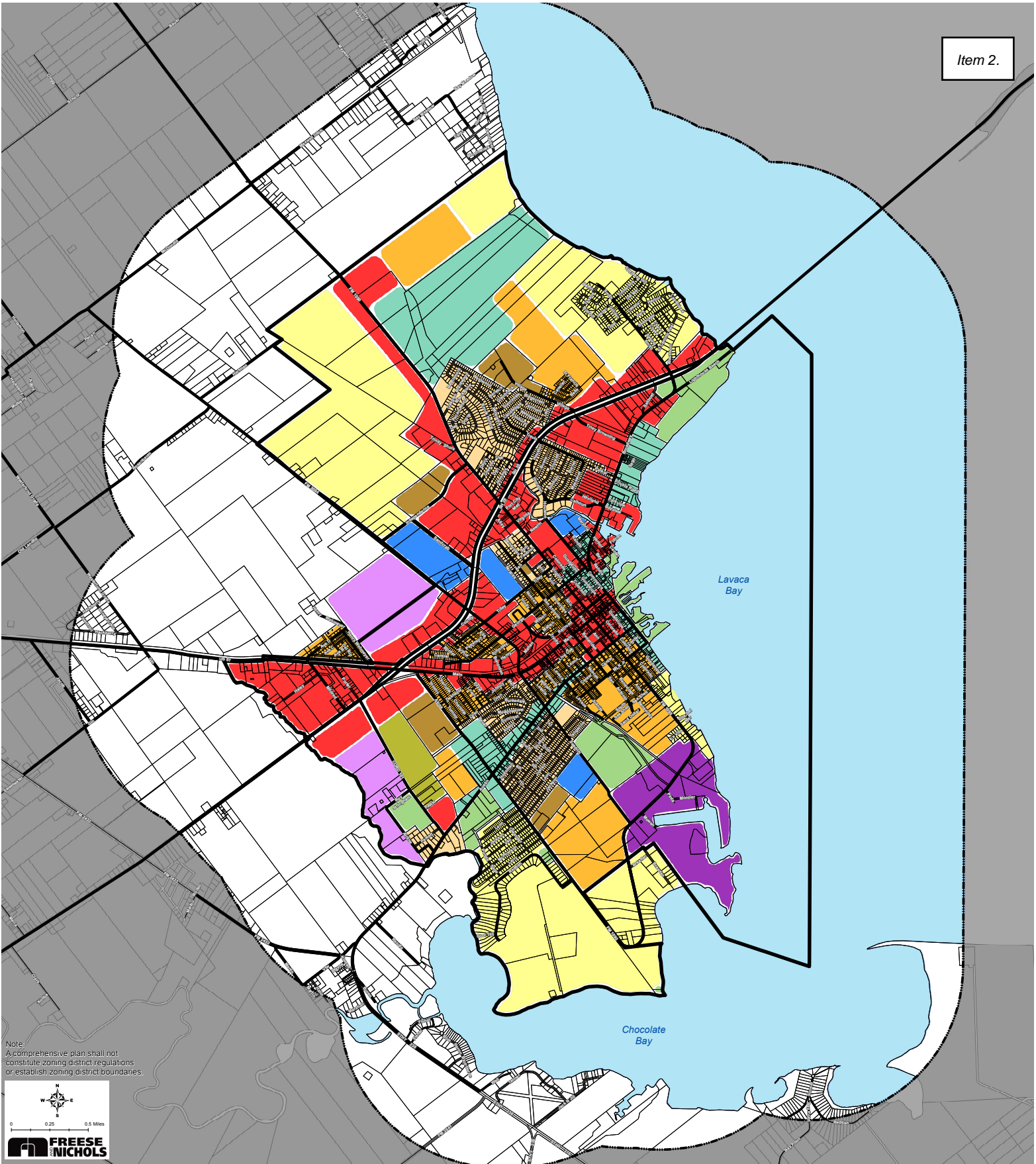
APPROVED AS TO FORM:

Anne Marie Odefey, City Attorney

RECORD OF VOTE

	First Reading	Second and Final	Passed and Approved
Councilman Aguirre			
Councilman Dent			
Councilman Tippet			
Councilwoman Padron			
Councilwoman Bland-Stewart			
Councilman Burke			

Record of approval by City Council: City Council Minute Records, Volume 3I, Page ____.



Future Land Use

Low Density Residential	Commercial
Medium Density Residential	Light Industrial
High Density Residential	Industrial
Multi-Family	Parks and Open Space
Manufactured Home Park	Public/Semi-Public
Mixed Use	

COMMUNICATION

SUBJECT: Discuss the Future Comprehensive Plan Project Schedule

INFORMATION:

**City of Port Lavaca, Texas
COMPREHENSIVE PLAN**

EXHIBIT A, SCOPE OF SERVICES

Project Understanding

Baxter & Woodman (hereafter, the Consultant) will provide the following professional planning services required to develop the City of Port Lavaca's (hereafter, the City) Comprehensive Plan, which will guide and direct how the community grows over the next 10 to 20 years. The resulting Comprehensive Plan (hereafter, Plan) shall evaluate how land use, public services, utilities and transportation infrastructure, housing and neighborhoods and other elements should develop to be more resilient and accommodate the City's projected population in Horizon Year 2045 and beyond. Based on the community's vision for the future, the Comprehensive Plan will recommend and prioritize implementable strategies and actions to realize preferred outcomes.

PLANNING PROGRAM OVERVIEW

0.0 PROJECT ADMINISTRATION & MANAGEMENT

0.1 Pre-Planning and Coordination

- A. *Request for Information* - A request for information (RFI) will summarize data types and formats required to commence with the planning assignment. The RFI will be prepared as a spreadsheet and a SharePoint link will be provided for uploading the requested data to the Consultant server.
- B. *Editorial Style Guide* - A draft style guide will be submitted to City staff for review and approval. The guide will specify the format of deliverables, summarize grammatical conventions that will be used for technical narratives, and will include the use of acronyms, abbreviations, hyphenated terms, capitalization, etc.
- C. *Project Schedule* - A draft Project Schedule will be provided to City staff that will summarize project phasing, the sequencing of tasks, meetings and activities, and the delivery dates of key project deliverables throughout the course of the planning program. Development of the Plan will span a 12-month planning period; which will be followed by a two-month period for public hearings and Plan adoption. Following confirmation and approval, any and all revisions and updates to the Project Schedule will be reflected in the monthly progress reports (refer to Task E, below).
- D. *Public Engagement Plan* - A draft Public Engagement Plan (PEP) will be provided which will summarize the variety of methods used to encourage public participation throughout the planning program, including what is referenced in Section 0.3, *Public Engagement*). The PEP will also summarize methods for advertising community events, including the online Community Survey, and other public engagement activities during the planning process.
- E. *Progress Reports and Invoicing* - Monthly progress reports will be submitted to the City's Program Administrator and will accompany invoices. Progress reports will function as the definitive project schedule and will include any agreed-upon changes to the schedule of the planning program. A draft progress report will be provided to the City's Program Administrator for review and approval.

Meetings: N/A

Deliverables: **A)** Request for Information (RFI); **B)** Editorial Style Guide; **C)** Project Schedule; **D)** Public Engagement Plan (PEP); **E)** Progress Report template

Services provided by the City: Review draft deliverables and prepare to discuss during the Kick-off Meeting

0.2 Kick-off Meeting (Visit No. 1)

- A. *Tour* - To familiarize the Consultant with the Planning Area, City staff will facilitate a tour (up to three hours) of the community and the surrounding area with the Consultant team.
- B. *Meetings with Municipal / Agency Officials* - The Consultant will convene up to five (5) meetings with City municipal officials to discuss City-related issues, challenges, and specific Plan expectations. A questionnaire will be provided to the Program Administrator for distribution to each municipal / agency official in advance of Visit No. 1.

- C. *Kick-off Meeting* – An in-person meeting will be conducted with City staff to discuss overall project logistics, confirm pre-planning assumptions and deliverables.

Meetings: A) Meetings with Municipal / Agency Officials; B) Kick-off Meeting

Deliverables: Questionnaire

Services provided by the City: A) facilitate tour of Planning Area; B) Distribute municipal / agency questionnaires; C) Schedule meetings with municipal / agency officials

0.3 Project Initiation

- A. *Branding / Graphics Program* – Up to two (2) alternative graphics templates will be developed to depict the overall character (look and feel) of Plan deliverables; including reports, slide and exhibit board presentations, and other printed media.
- B. *Base Mapping* – Prepare base maps at specific spatial scales, depicting the project Planning Area.

Meetings: Teleconference to discuss branding program and alternative graphics templates and base maps

Deliverables: A) Branding / Graphics Program templates (2); B) Base Map template

Services provided by the City: A) Review and confirm preferred branding / graphics program recommendations; B) Review / confirm base mapping for accuracy

0.4 Public Engagement

Targeted public engagement activities will occur throughout the comprehensive planning program and will be designed to both educate and inform stakeholders about the planning process; as well as provide the Consultant with opportunities to interface with the general public and listen to their interests and concerns about the future of their community.

- A. *Comp Plan Advisory Committee (CPAC)* – An ad-hoc committee composed of area residents, public and elected officials will be established to function as a sounding board for reviewing and providing input related to the direction and viability of strategies and concepts emanating from the planning program. The CPAC will meet with the Consultant periodically throughout the duration to review progress and findings and offer feedback. The Consultant will provide City staff CPAC member selection criteria and a draft letter of invitation. Five (5) CPAC meetings will be convened during the planning period, and will typically be scheduled to follow the principal phases.
- B. *Technical Advisory Committee (TAC)* – A TAC would be formed, composed of specific departmental officials who can provide technical assistance regarding municipal / system operations relevant to the planning program. The TAC will be convened on an as-needed basis to provide background information pertaining to existing conditions, as well as evaluate the viability of remedial treatment recommendations. Up to three (3) meetings with the TAC will likely be convened during the development of the Comprehensive Plan, on an as-needed basis.
- C. *One-on-One Meetings* - The Consultant will convene up to five (5) individual meetings with one to two elected and appointed officials at a time, to further understand the inherent issues, challenges, and opportunities associated with the City and Planning Area, and identify specific populations within the Planning Area that warrant targeted community outreach. Meetings will be 45 – 60 minutes in duration.
- D. *Small Group Listening Sessions* – The Consultant will facilitate up to eight (8) listening sessions with community stakeholders, to discuss issues, challenges, and opportunities related to municipal services and the Planning Area. Listening sessions will be 60-75 minutes in length; the first five of which will be convened during Visit No. 1. The remaining listening sessions will be convened during Visit No. 2. The Consultant will work with the City's Program Administrator to identify key groups. The Consultant will provide the City's Program Administrator with a draft invitation letter.
- E. *Online Community Survey* – The Consultant will prepare an Online Community Survey, utilizing Survey Monkey (or equivalent software program) with links to the Project page on the City's Website. Draft survey questions will be provided for City staff to review and approve prior to survey launching. The Survey will be launched during Community Open House No. 1.

- F. *Community Open Houses* – Two (2) community open houses will be convened during the planning program. The first open house will take place in a workshop setting and will be geared toward formulating the community’s vision for the future. Several “maps and markers” exercises will enable attendees to provide informed input into the Plan’s preliminary findings. The second open house will occur toward the end of Phase 3.0, *The Future City* phase and will present strategies and recommendations regarding how to achieve the community’s preferred vision for the future of Port Lavaca; as described within the Plan’s Chapter 1.0, *Introduction*. Provisional programs for each open house will be provided to City staff for review and approval, and will include objectives, anticipated exercises, presentation materials (as appropriate), display boards, etc.
- G. *Joint Workshops* - The Consultant will facilitate four (4) workshops involving Port Lavaca’s City Council and Planning Board, during the development of the Comprehensive Plan. The first workshop (1) will be held at the beginning of the project, during Visit No. 2; the objective of which will be to provide an overview of the planning program and schedule of activities. The second workshop (2) will be convened at the conclusion of Phase 2.0, *Plan Direction and Assumptions*; to discuss population projections, planning scenarios, and the recommended trajectory of *The Future City* report. The third workshop (3) will be held during Phase 5.0, *Implementation*, whereby the Consultant will summarize plan recommendations and facilitate a prioritization exercise regarding the Plan’s proposed strategies and recommendations. The final workshop (4) will include a public hearing, where the final draft of the Comprehensive Plan will be presented for public comment and adoption.
- H. (*Option 1*) *Storefront* – One option, for the City’s consideration, would be to identify a large space within a vacant building Downtown the Consultant could use as a makeshift office, meeting space, and “war room” – a place to display maps and other plan-related information, that would be open to the public during days when Consultant representatives could be in town. The public would be invited to walk through the room and ask the Consultant questions about the Plan as it is being developed. CPAC, TAC, and Community Open House meetings could be held in the storefront space as well. There are several advantages to developing a storefront: 1) it would enable to Consultant to spend a great deal more time in the community, meeting with residents of Port Lavaca; 2) it would enable the public to be much more involved in the Plan’s development; and 3) it would reduce the amount of time it would take to develop the Comprehensive Plan.

Meetings: **A)** CPAC Meetings (5); **B)** TAC Meetings (3); **C)** One-on-One Meetings (5); **D)** Small Group Listening Sessions (8); **E)** Community Open Houses (2); **F)** Joint Workshops (4)

Deliverables: **A)** CPAC member selection criteria and draft invitation letter; **B)** TAC selection considerations; **C)** Identification of candidates for One-on-One meetings; **D)** Community Open House provisional programs and exercise materials; **E)** Community Survey questions; **F)** Joint Workshop presentation materials

Services provided by the City: **A)** Coordinate the establishment of CPAC and TAC; **B)** Schedule One-on-One Meetings, CPAC meetings, and TAC meetings; **C)** Review Community Survey questions and provide link from survey software platform to City website; **D)** Schedule, advertise and promote Community Open Houses; **E)** Coordinate and schedule Joint Workshops; **F)** Encourage elected/appointed officials’ participation in community events; **G)** (*Option 1*) Coordinate the identification and use of a storefront within Downtown Port Lavaca.

1.0 INTRODUCTION (Visit No. 2)

1.1. Demographic Analysis

- A. *Community Profile* - Using the 2020 U.S. Census’ American Community Survey and other demographic datasets, the Community Profile will capture data related to forecasts and trends in population growth (population change versus total population); income and housing (median household income, average household size and family size, percent of homes built in 2000 or later, home ownership versus home rental); diversity and education (race/ethnic composition, Hispanic composition, attainment of high school and higher education degrees); age and families (median age, households with children, population age breakdown). Port Lavaca’s demographic data will include comparisons to state and national demographic data and subsequent trends. The Community Profile will also include any relevant demographic information from the *Parks and Recreation Master Plan* (currently under development), as requested by the City (i.e., people with disabilities per census tract; equity-related issues, etc.) and provided by the City.

- B. *Psychographic Profile* - Utilizing ESRI's Business Analyst Pro or Placer.ai software platforms, identify and organize population segments into "LifeMode groups," which represent the attitudes, interests, spending patterns and housing preferences, opinions and lifestyles of the groups that compose Port Lavaca's resident population. The largest segments within the Planning Area will be summarized in a variety of tabular formats to depict community tapestry segmentation.
- C. *Demographic Analysis Technical Memorandum* - Prepare a stand-alone technical memorandum largely consisting of a series of infographics to be easily understandable to a wide range of audiences.

1.2 Chapter 1, *Introduction* (Parts 1 and 2)

Chapter 1, *Introduction* (Part 1), will summarize the purpose of the Comprehensive Plan, describe the State enabling authorities for municipal planning, provide an overview of the City's geographic context and history, and will include the demographic analysis prepared within Section 1.1.

Later in the planning process, during Phase 3.0, *Plan Direction and Assumptions*, draft Chapter 1 will be amended to include additional information (Part 2), which will include, Population Projections (refer to Task 3.1); a summary of what was learned from the Public Engagement Program (refer to Section 3.2); the Plan's strategic framework, including the draft Community Vision Statement (refer to Section 3.3); and the Plan's provisional Goals and Guiding Principles (refer to Section 3.4).

Meetings: Visit No. 2 will include **A)** Joint Workshop No. 1 (of 4); **B)** CPAC Meeting No. 1 (of 5); **C)** TAC Meeting No. 1 (of 3); **D)** Teleconference with City's Program Administrator to present and review Draft *Demographic Analysis* Technical Memorandum; **E)** Teleconference with City's Program Administrator to present and review Chapter 1, *Introduction* (Part 1)

Deliverables: **A)** *Demographic Analysis* Technical Memorandum; **B)** Draft Chapter 1, *Introduction* (Part 1),

Services provided by the City: **A)** Invite public officials and City staff to attend Joint Workshop; **B)** Invite CPAC members to attend the first meeting; **C)** Schedule TAC Meeting No. 1 (of 3); **D)** Review and approve Draft *Demographic Analysis* Technical Memorandum, and Chapter 1, *Introduction* (Part 1)

2.0 THE EXISTING CITY (COMMUNITY SNAPSHOT)

2.1 Regulatory Environment

- A. *Code Critique* - Provide a critical review of the City's Code of Ordinances (published by MuniCode) to analyze procedural requirements, land development regulations, gaps in the provision of regulations; trends and patterns in requests for variances, etc.; with the intention of determining inconsistencies and places where regulations may perpetuate unfavorable development outcomes and prevent the community from achieving its preferred Vision for the future.
- B. *Building Permits* - Analyze the last five years of building permits within the City. Geolocate building permit data and prepare a map depicting current development patterns, prevalent lot sizes, etc. Evaluate the procedural requirements through which building permit applications are submitted, reviewed, and approved.
- C. *Engineering Standards* - Review the City's engineering standards manual, if available, and Drainage Criteria Manual (<https://www.portlavaca.org/wp-content/uploads/2016/06/20171130094508821.pdf>). If not available, assess how building/engineering standards are currently communicated and enforced.
- D. *Regulatory Environment* Technical Memorandum - Prepare a stand-alone technical memorandum which summarizes findings of the regulatory review.

2.2 Community Snapshot (Visit No. 3)

The *Community Snapshot* Report will provide an overview of existing conditions within the Planning Area (City of Port Lavaca and its Extraterritorial Jurisdiction [ETJ]). The Report will include a review of the City's regulatory environment (refer to Section 2.1); analysis of the infrastructural systems that enable the City to function, including potable water, sanitary sewer, drainage, transportation, public facilities and services; and a summary of land use, including existing housing typologies and neighborhood and subdivision development patterns, and the community characteristics that make the City of Port Lavaca a desirable place to live and raise a family. The *Community Snapshot* Report will be prepared as a series of unformatted technical memoranda, containing tables, figures, and maps; which will be individually submitted to the City's Program Administrator for review and approval. After revisions have been

completed to the technical memoranda, the Report will be compiled into a stand-alone report; which may become an Appendix of the Comprehensive Plan. As it represents current existing conditions within the City, the *Community Snapshot* Report will not be formatted to the degree the chapters of the Comprehensive Plan will be formatted.

- A. *Utilities Infrastructure* – The City's utilities infrastructure systems will be analyzed in terms of their capacity to support the current population, including:
 1. *Potable Water Supply, Quantity, Treatment, Distribution, and Storage* – Analyze the City's potable water supply, treatment, and transmission system to determine current capacities and its ability to support the current population. A map will be prepared that delineates the potable water distribution system to determine the location of principal trunk lines and locations where the system can be expanded.
 - Map X, *Potable Water System*
 2. *Wastewater Collection and Treatment* – Analyze the City's capacity to collect and treat wastewater. Identify and evaluate wastewater transmission lines and opportunities to expand the collection system in order to support future growth. Identify wastewater collection issues, e.g., inflow and infiltration (I&I) of storm drainage. A map will be prepared that delineates the extent of the wastewater transmission system.
 - Map X, *Wastewater Collection and Treatment*
 3. *Storm Drainage* – Analyze areas that remain prone to flooding and compare with existing drainage infrastructure regarding transmission capacity; distribution of inlets and outfalls; and condition of pipes. Prepare a map that depicts the drainage network.
 - Map X, *Storm Drainage*
 4. Prepare and submit for review, the draft *Utilities Infrastructure* Technical Memorandum
- B. *Existing Transportation Systems* - Using transportation information obtained from the Texas Department of Transportation (TxDOT), Golden Crescent Regional Planning Commission (GCRPC), Calhoun County, the City of Port Lavaca, and others, analyze the City's thoroughfare network within the Planning Area (City Limits and ETJ) in terms of functional classification, average annual daily traffic counts (AADT), level of service (LOS), population and employment trip generation (Traffic Analysis Zone data, as available) and vehicular crash data to identify and address traffic problem areas ("hotspots"); traffic-sheds and bottlenecks; and thoroughfares in need expansion.
 1. *Active Transportation Analysis* - Identify all public active transportation infrastructure, including, sidewalks, on-street bicycle lanes, shared-use facilities, and off-street recreational trails
 2. Prepare Map X, *Active Transportation*, which will include all sidewalks, on-street bike lanes and cycle tracks, share-use paths, and off-street recreational trails.
 3. Prepare Map X, *Rural Public Transit Service (R Transit)* depicting regional public transit service and paratransit service provision.
 3. Prepare and submit for review, the draft *Existing Transportation Systems* Technical Memorandum, which will summarize the current capacities of vehicular and active transportation infrastructure, and public transit / paratransit routes, infrastructure, and local ridership to fulfill the mobility needs of the Community.
- C. *Land Use and Community Character* - Utilizing standard planning land use designations and graphic conventions, prepare a map depicting existing land uses within the Planning Area. Aggregate land uses into community character classifications found within Planning Area. Prepare Land Use tables which will calculate land use area (acreage) and divide by the existing population to determine per capita land use area. In Phase 3.0, *Plan Direction and Assumptions*, the per capita land use area will be multiplied with the projected population (incorporating a 25 percent contingency to account for market variability) to estimate the minimum land use areas required to accommodate the horizon year population.
 1. Map X, *Surface Water and Floodplains* - Prepare a map to depict surface waters (e.g., water bodies, wetlands, rivers, and creeks), and the extent of 100-year and 500-year floodplains.
 2. Map X, *Existing Land Use*, will use conventional land uses and colors to depict existing conditions.

3. Prepare and submit for review the draft *Existing Land Use* Technical Memorandum, which will consist of descriptions of land use designations, character classifications, and land use tables.
- D. *Public Lands, Facilities, and Services* - Evaluate the capacity of the City's Police, Fire, and Emergency Medical Services (EMS) Departments to provide essential (health, safety) functions while accommodating growth within the community, as it relates to life safety and impacts to response time, ISO rating, etc. Identify and map all publicly-owned lands within the Planning Area.
 1. Prepare Map X, *Public Lands and Facilities* (will include schools and other institutions)
 2. Prepare and submit for review, the draft *Public Lands, Facilities and Services* Technical Memorandum, which will summarize the City's current provision of facilities and services to support the health, safety, and welfare of its citizens; and what additional personnel, facilities, and equipment may be required to support the projected 2045 population.
- E. *Housing and Neighborhoods* – The Consultant will discuss with local realtors the City's current housing stock, in terms of condition, typologies, price points, densities, and preferences will be analyzed in terms of affordability, condition, and marketability, and compared to regional and national housing trends. Residential development patterns will also be analyzed and mapped.
 1. Map X, *Housing and Neighborhoods*
 2. Prepare and submit for review, the draft *Housing and Neighborhoods* Technical Memorandum
- F. *Resilience* – The Consultant will analyze the City's adaptive capacity (susceptibility and readiness) to withstand current and future hazards, including environmental shocks (e.g., increasing storm events, sea level rise, flooding) and stressors (e.g., prolonged drought, economic downturns), and its current formulation of specific hazard mitigation policies, programs, and infrastructure-related projects.
 1. Map X, *Planning Area Systems Vulnerability*
 2. Prepare and submit for review, the draft *Resilience* Technical Memorandum

Note, based on the results of what was learned from the public engagement program, one additional focus area may be included, such as:

- Economic Performance
- Placemaking
- Natural Environment

These focus areas will become plan elements within Chapter 2, *The Future City*.

- G. *Community Snapshot Report* - will be drafted to appeal to municipal officials and staff, and will remain largely unformatted, though it will include a technical narrative, figures and tabular data, relevant photographs as appropriate, and maps to depict the state of the City in 2025. The *Community Snapshot* Report will be drafted to function as a stand-alone document but may be included with the Comprehensive Plan as a technical appendix.

Meetings: **A)** Teleconference with City's Program Administrator to present and review *Regulatory Environment* Technical Memorandum and confirm additional focus area to be incorporated into the draft *Community Snapshot* Report; **B)** CPAC Meeting No. 2 (of 5); **C)** Community Open House (1 of 2); **D)** Teleconferences and in-person meetings with City's Program Administrator to present and review the draft *Community Snapshot's* Technical Memoranda (6), the draft *Community Snapshot* Report

Deliverables: **A)** *Regulatory Environment* Technical Memorandum; **B)** Online Community Survey Questions; **C)** Community Open House overview of exhibits, display materials, and exercises; **D)** Results of Open House maps and markers exercises and Draft Community Vision Statement; **E)** Draft *Community Snapshot* Technical Memoranda; **F)** Final Draft *Community Snapshot* Report

Services provided by the City: Review and approve: **A)** *Regulatory Environment* Technical Memorandum; **B)** Online Community Survey Questions; **C)** *Community Snapshot* Draft Technical Memoranda (6); **D)** *Community Snapshot* Report; and **E)** Coordinate the venue for Community Open House No. 1

3.0: PLAN DIRECTION AND ASSUMPTIONS

Phase 3.0, *Plan Direction and Assumptions* summarizes and builds-off of what was learned from the Phase 2.0, *The Existing City (Community Snapshot)* and establishes the trajectory regarding how to accommodate growth and ensure that it emulates the desired future character of the City of Port Lavaca, as summarized

within the community's preferred Vision, and outlined within Phase 4.0, *The Future City* report, and subsequent *Implementation* program (Phase 5.0). Phase 3.0 is the first step toward orienting the planning program toward the future and provides projections related to population growth and the likely sequencing of land development in the Planning Area (Growth Sequencing Plan). The report also provides optional growth scenarios regarding how the community may grow in the future with respect to varieties, intensities, and densities of land use, and multi-modal mobility alternatives. The Community's elected/appointed officials will have the opportunity to evaluate optional growth scenarios and select a preferred path forward. As outlined in Section 1.2, the results of this phase will be repackaged to become the second half (Part 2) of Comprehensive Plan's Chapter 1, *Introduction*; and will provide the foundation for the Plan's Chapter 2, *The Future City*.

3.1 Population Projections

Utilizing multiple datasets (e.g., Texas Demographic Center, Texas Water Development Board, Calhoun County ISD enrollment projections, etc.) as available, project population growth in five-year increments over the next 20+ years, to 2045. A compound annual growth rate (CAGR) will be established through which to normalize datasets and population projections. The midpoint projection (average) of all the datasets used will provide the basis for Port Lavaca's population projection.

3.2 Overview of Public Engagement

The Consultant will prepare a technical memorandum which will summarize the results of public engagement activities *to date* (e.g., Joint Workshops (2), small group listening sessions (8), one-on-one meetings (5); CPAC meetings (3), TAC meetings (2); Online Community Survey, and Community Open House (1); and key take-aways regarding the public's perception of current issues, potential opportunities, and challenges. Relevant quotations from Port Lavaca's citizens will be identified and sprinkled throughout the Comprehensive Plan, to underscore the importance of key Plan strategies and recommendations.

3.3 Community Vision Statement

Working through the CPAC and the first Community Open House, facilitate a series of discussions and exercises geared toward helping Port Lavaca's citizens visualize and articulate the preferred character and vision for the future of their community. The Consultant will prepare a draft *Community Vision Statement*.

3.4 Strategic Perspectives

For each plan element developed within Phase 4.0, *The Future City*, five (5) to seven (7) guiding principles, and at least one (1) provisional goal will be identified that will drive the trajectory of the elements going forward.

- A. *Guiding Principles* – will provide the framework, both theoretical and practical, regarding how issues, challenges, and opportunities will be addressed and qualified. Guiding principles are ideas which influence or guide behavior and thinking in determining a path forward. They provide the general direction and foundation for developing goals and objectives, strategies, and courses of action.
- B. *Provisional Goals* - are the observable, measurable, and preferred result; having one or more actionable objectives to be achieved within a more or less fixed timeframe. For the purposes of this Comprehensive Plan, goals are phrased in a future tense, and characterize what the City will be like having achieved the goal.

3.5 Growth Sequencing Plan

With assistance and input from the Technical Advisory Committee (TAC) prepare a growth sequencing plan to depict areas projected to be developed within the Planning Area over the 20-year time horizon of the Comprehensive Plan. The timeframe will be subdivided into four, five-year planning periods to depict primary, secondary, tertiary, and future growth areas. Presumed land uses will be assigned to the development areas. The degree to which anticipated development (identified in the Growth Sequencing Plan) will fulfill the land use area requirements formulated in the Existing Land Use analysis (as summarized in Task 2.2C) will be determined.

- A. Prepare Map X, *Growth Sequencing*
- B. *Growth Sequencing Plan* Technical Memorandum

3.6 Planning Scenarios

Prepare up to two (2) alternative planning scenarios and compare to a likely “business as usual” growth scenario (three scenarios total). Following the Joint Workshop (No. 2) presentation, develop a Preferred Planning Scenario, which may include elements drawn from each of the three scenarios.

3.7 Chapter 1, *Introduction* (Parts 1 and 2)

Beginning with the *Demographic Analysis* Technical Memorandum (Task 1.1), the elements characterized and produced within Phase 3.0, *Plan Direction and Assumptions*, will be compiled into a single document, the objective and focus of which will be to introduce Phase 4.0, *The Future City* report (Chapter 2). Chapter 1, *Introduction*, will be 20-25 pages in length and will be fully formatted with graphics, figures, tabular data, and maps to enhance public consumption.

3.8 Joint Workshop Presentation 2 (of 4) (Visit No. 4)

Present, in Joint Workshop No. 2 (of 4) setting, the key focus areas included within Chapter 1, *Introduction*; including the alternative planning scenarios; with the objective of selecting a preferred scenario (or hybrid scenario therein) that will guide the development of Phase 4.0, *The Future City* (Plan Chapter 2), and Phase 5.0, *Implementation* (Plan Chapter 3) going forward.

Meetings: **A)** TAC Meeting No. 2 (of 3) to discuss the Growth Sequencing Plan; **B)** In-person meeting with City’s Program Administrator to discuss Deliverables A – H; **C)** CPAC Meeting No. 3 (of 5); **D)** Joint Workshop No. 2 (of 4)

Deliverables: **A)** Population Projections; **B)** Public Engagement Technical Memorandum; **C)** Community Vision Statement; **D)** Strategic Perspectives (Guiding Principles and Goals); **E)** Growth Sequencing Plan; **F)** Planning Scenarios (3); **G)** Chapter 1, *Introduction* (Parts 1 and 2); **H)** Joint Workshop No. 2 (of 4) presentation materials

Services provided by the City: **A)** Schedule TAC Growth Sequencing Meeting No. 2 (of 3); **B)** Schedule CPAC Meeting No. 3 (of 5); **C)** review and approve Chapter 1, *Introduction*; **D)** Review and approve Joint Workshop presentation materials

4.0: THE FUTURE CITY

The Future City report will consist of seven (7) plan elements, each of which will be informed by their respective section of the *Community Snapshot* Report. Plan elements will be provided to the City’s Program Administrator as largely unformatted technical memoranda, consisting of text narrative (including goals, objectives, strategies, courses of action, and policies), tabular information, relevant figures, and maps. Upon receipt of comments, the technical memoranda will be revised as appropriate, fully formatted, and combined into final draft Chapter 2, *The Future City*.

4.1 Growth Capacity and Infrastructure

Several conditions and factors can influence how and where physical growth and development occurs in a municipal planning area. To sustain gradual and deliberate growth within the City of Port Lavaca will require preserving the intrinsic qualities that make the community unique; including its small town, rural, and environmental character. It will be important for the City of Port Lavaca to consider ways in which it can employ both incentives and regulations to exert maximum influence over the direction, timing, pattern, mix and quality of new development within the City limits and its ETJ (Planning Area) – growth that will require the provision of public utilities and services in a cost-efficient manner; which in turn, may be catalytic in attracting businesses and people to the area.

- A. *Growth Capacity* - identify the natural resources that give form and contribute to the community's character, which should be preserved and enhanced. This element will also summarize options related to annexation and special district financing tools and ordinances potentially available to the City which may stimulate growth and expand its tax base.
- B. *Utilities Infrastructure* - based on what was learned within Task 2.2A, *Utilities Infrastructure*, recommend a phased expansion program for the City’s water storage and distribution system, sanitary sewer collection and treatment system, and stormwater drainage system; to ensure adequate potable water, sanitary sewer, and drainage transmission to likely future growth areas within the City limits and ETJ.
- C. Prepare and submit for review, the draft *Infrastructure and Growth Capacity* Technical Memorandum

4.2 Multimodal Transportation Systems

Informed by the *Community Snapshot* report, the *Multimodal Transportation Systems* element will focus on developing safe, efficient, and complete transportation corridors to accommodate increased trip generation. The element will provide strategies to promote efficient intra-city transportation, including managing access to properties adjacent to thoroughfares; improving level of service (LOS); addressing “hot spots,” or areas that have been identified as contributing to congestion or impeded traffic flow; and/or areas where there have been repeated accidents; and ensuring there is a well-defined hierarchy of street types, with regard to functional classification.

1. *Thoroughfare Plan* - Will be prepared and will identify transportation-related improvements needed to meet projected long-term growth within the Planning Area. The Thoroughfare Plan is not a list of construction projects, but rather serves as a tool to enable the City to preserve future corridors for transportation system development as the need arises. The Thoroughfare Plan will affect the growth and development in the Planning Area as it guides the future development of the City’s street network.
2. *Active Transportation Plan* - Will ensure there are equitable and safe options for pedestrian and bicycle circulation, from points of origin to key destinations. An Active Transportation Plan will be developed that will provide safe, on-street, shared-use pedestrian access and connectivity along principal thoroughfares and will also identify opportunities for off-street recreational trails.
3. Prepare and submit for review, the draft *Multimodal Transportation Systems* Technical Memorandum

4.3 Future Land Use

The *Future Land Use* element will serve as a guide for defining the character of development within and around the City. It will identify undeveloped or redevelopable lands in the Planning Area that are suitable for various types of uses. As with the other plan elements, the *Future Land Use* element will be composed of text and maps – the text will include policies that need to be applied in order to bring about the desirable types and mixes of land uses in the City, while the maps will illustrate the spatial application of these policies. Together, the policies and associated Map X, *Future Land Use*, will be the centerpiece of the Plan.

1. *Land Use Designations* – The *Future Land Use* element will identify and use broad land use designations to characterize types of development proposed for the Planning Area, and will likely include -
 - Rural / Undeveloped
 - Residential, Single Family Detached
 - Residential, Missing Middle
 - Residential, Multi-Family
 - Commercial, Neighborhood
 - Commercial, General
 - Commercial, Central Business District
 - Public / Institutional
 - Business Park
 - Parks / Open Space
2. *Character Classifications* - A character-based approach to community planning looks beyond the basic designation and use of land to consider the scale, placement and design of buildings and associated planning of sites, as well as the aggregation of uses within neighborhoods, districts, and corridors. Whether new development or redevelopment, and whether private or public construction, the pattern of land use – including its intensity, appearance, and physical arrangement on the landscape – will determine character and will ultimately contribute to the image of the entire community over the long term. Character classifications will likely include:
 - Rural
 - Suburban
 - Auto-Urban
 - Urban Mixed-Use

3. Map X, *Future Land Use* – Along with the technical narrative summarizing the land use designations and character classifications, the *Future Land Use Map* will depict character areas and 2045 horizon year land use area requirements previously identified in the *Land Use and Community Character* section (Task 2.2C).
4. Prepare and submit for review, the draft *Future Land Use* Technical Memorandum

4.4 Public Facilities and Services (Visit 5)

The purpose of this Plan element is to provide strategies and recommendations to ensure that public services and facilities adequately serve the needs of residents and businesses within the City of Port Lavaca and Planning Area. Police, Fire, and EMS service areas will be projected across areas slated for new development to ensure acceptable response times. The adequacy of City Hall and other facilities which support municipal government services will also be evaluated.

1. Prepare and submit for review, the draft *Public Facilities and Services* Technical Memorandum

4.5 Housing and Neighborhoods

The purpose of this Plan element is to provide strategies and recommendations to promote a variety of market-driven housing typologies to suit the interests and needs of those interested in moving to Port Lavaca in the future.

1. Prepare and submit for review, the draft *Housing and Neighborhoods* Technical Memorandum

4.6 Resilience

Strategies and recommendations for enhancing historic integrity and promoting historic resources for the purposes of placemaking, cultural/heritage tourism, and economic development will be formulated.

1. Prepare and submit for review, the draft *Resilience* Technical Memorandum

4.7 Additional Plan Elements (Visit 6)

Based on the additional focus area incorporated into the *Community Snapshot* report, Phase 4.0, *The Future City*, will include one additional plan element, the subject of which remains to be determined. The Consultant, along with the City's Program Administrator will confirm this element during the development of Phase 2.0, *The Existing City (Community Snapshot)*.

4.8 Chapter 2, The Future City

Following City review and any revisions required, the Phase 4.0 technical memoranda will be combined and fully formatted, according to the brand guidelines previously summarized in Section 0.3B, and the graphic conventions utilized for Chapter 1, *Introduction*. Chapter 2, *The Future City* will be prefaced by Chapter 1, *Introduction*; and followed by Chapter 3, *Implementation*. Together, these three chapters will compose the City of Port Lavaca's Comprehensive Plan.

Meetings: **A)** Convene teleconferences with the City's Program Administrator to present and discuss the draft technical memorandum for each plan element; **B)** Two (2) in-person meetings with the City's Program Administrator to discuss the seven (7) plan elements composing Chapter 2, *The Future City*; **C)** CPAC Meetings 4 and 5 (of 5); **D)** TAC Meeting No. 3 (of 3); **E)** Community Open House No. 2

Deliverables: **A)** Thoroughfare Plan; **B)** Active Transportation Plan; **C)** Phase 4.0 Plan Element Technical Memoranda and associated maps (8); **D)** Future Land Use Map; **E)** Draft Chapter 2, *The Future City*

Services provided by the City: **A)** Schedule CPAC and TAC meetings; **B)** Review and approve Chapter 2, *The Future City* report

5.0: IMPLEMENTATION

5.1 Plan Administration

Administering the post-adoption activities associated with this Plan will require educating emerging leaders about the Plan's recommendations; further defining roles of municipal leadership (e.g., City Council, Planning Board, and City staff); monitoring the plan, including periodic check-ups and tracking of metrics and indicators to measure implementation progress; and setting-up a Plan amendment process, because comprehensive plans must be updated on a regular basis in order to stay abreast of changing

conditions and needs. Chapter 3, *Implementation*, will provide guidance and direction regarding these and other administrative issues.

5.2 Implementation Action Table (Visit 7)

An Implementation Action Table will supplement Chapter 3, *Implementation*, and will provide additional information for programming, scheduling, and budgeting the strategies and recommendations formulated as part of this planning program. Within the Table, each strategy and action will include the following:

A. *Implementation Timeframe* - with regard to when the strategy should be implemented, and will include:

1. Short-term (0-4 years) – although completion may extend across a larger timeframe. These are the City's top priorities
2. Mid-term (5-10 years) - initiation may depend in part on the completion of short-term priorities
3. Long-term (10+ years) - Actions that are projected to be implemented beyond 10 years and require the completion of multiple preceding activities
4. Ongoing (0-10+ years) - Actions which may apply to the entire planning period, or which may occur incrementally or on a recurring basis.

The level of prioritization illustrated in the Implementation Action Table is intended as a decision-making guide. Any study action may be initiated sooner than recommended if unique circumstances or opportunities arise.

B. *Implementation Actions by Type* - In addition to timeframe, the Implementation Action Table will identify key actions that will be required to implement the Plan's capital projects and programs, including:

1. *Financial Investment* – Anticipating and adequately budgeting for major capital projects will be essential to implementing this Plan. Likewise, decisions regarding the prioritization of proposed capital improvements should reflect the direction and priorities of this plan.
2. *Partnerships and Coordination* – Some community initiatives identified in this Plan cannot be accomplished by City government on its own. They may require direct coordination, intergovernmental agreements, or funding support from other public entities or levels of government. Additionally, the unique role of potential private and non-profit partners to advance the community's action agenda should not be underestimated.
3. *Policies and Programs* - Part of Comprehensive planning program may require initiating new, or adjusting existing City policies or programs; expanding community outreach efforts; or providing specialized training to accomplish a priority objective more promptly and/or effectively.
4. *Regulations and Standards* – Having the appropriate regulations and associated development criteria and technical engineering standards in place is fundamental to ensuring that the form, character, and quality of development reflect the City's planning objectives. While regulations and standards should advance the community's desire for quality development outcomes, they should not delay or interfere unnecessarily with appropriate new development or redevelopment that is consistent with plan principles and directives.
5. *More Targeted Planning* - Additional study or examination will be required to determine the best result. Various areas of City governance require more detailed study and planning, especially as required to qualify for external funding opportunities. These studies involve targeted planning work at a "finer grain" level of detail than is appropriate for comprehensive planning purposes (e.g., utility master plans, cost of growth assessments). As such, some parts of this Plan will be implemented only after some additional planning or special study to clarify next steps and associated costs and considerations.

C. *Action Leaders* – Different strategies will require the leadership of different governmental, quasi-governmental, and private sector entities. The Implementation Action Table will identify the key Action Leaders that will need to be involved in advancing Plan recommendations.

Meetings: **A)** Convene a teleconference with the City's Program Administrator to discuss draft Chapter 3, *Implementation*; **B)** Convene an in-person meeting with the City's Program Administrator to discuss Joint Workshop 3 (of 4) **C)** Joint Workshop 3 (of 4) to summarize Chapter 2, *The Future City*, Chapter 3, *Implementation*, and engage in a strategy prioritization exercise

Deliverables: Draft Chapter 3, *Implementation*

Services provided by the City: **A)** Review and approve draft Chapter 3, *Implementation*; **B)** Schedule the Joint Workshop (4 of 4)

6.0 PLAN ADOPTION (Visit No. 8)

The Consultant will compile the final draft of the Comprehensive Plan, which will include Chapter 1, *Introduction*; Chapter 2, *The Future City*; Chapter 3, *Implementation*; and Appendix A, *Community Snapshot*.

Meetings: **A)** Teleconference with Program Administrator to discuss the final draft of the Comprehensive Plan and any needed revisions that should take place prior to the Public Hearing; **B)** Joint Workshop (4 of 4) Public Hearing presentation

Deliverables: Final Draft Comprehensive Plan

Services provided by the City: **A)** Review and approve final draft of the Comprehensive Plan; **B)** Review and approve of Public Hearing presentation; **C)** Schedule the Joint Workshop (4 of 4) Public Hearing

7.0 SCHEDULE

Comprehensive Plan development will span a 12-month planning period; which will be followed by a two-month period for a Public Hearing and Plan adoption. This will be reflected in the Project Schedule (refer to 0.1C).

City of Port Lavaca, Texas
COMPREHENSIVE PLAN

EXHIBIT B: SUPPORT SERVICES PROVIDED BY THE CITY

The City of Port Lavaca (hereafter, the City) will provide administrative and technical support to assist Baxter & Woodman, Inc. (hereafter, the Consultant) in performing the services described in Exhibit A, *Scope of Services*. The support services provided by the City will include the following tasks:

1. Identify a single individual as the City's Program Administrator, who will serve as the principal point of contact and source of day-to-day program direction.
2. All existing information, data; maps (GIS geodatabase files); aerial imagery; relevant previous reports, plans, and studies; engineering standards, and ordinances; and any information required from third-party sources which is deemed useful for carrying out the work on this project, including the Calhoun County Independent School District (ISD), Calhoun County Appraisal District, Golden Crescent Regional Planning Commission (GCRPC), Calhoun County Economic Development Corporation (CCEDC), and other governmental and quasi-governmental agencies; and which is reasonably accessible to the City, shall be furnished to the Consultant at their request, in the preferred format (digital and/or printed), in a timely manner. The completion of the services to be performed by the Consultant under this Professional Services Agreement is contingent upon the timely receipt of information from the City, at no cost to the Consultant. The Consultant will provide a formal Request for Information (RFI) and a SharePoint link for the City to upload information.
3. Assist the Consultant in organizing and setting-up the Comp Plan Advisory Committee (CPAC) and Technical Advisory Committee (TAC), including sending invitations (a template of which will be provided by the Consultant), scheduling meetings, arranging meeting venues, and sending meetings reminders.
4. In coordination with the Consultant, establish contacts and schedule meetings with departmental officials, Planning Board and individual members, Mayor and City Council members, joint workshops (City Council and Planning Board) and others. Ensure that key City personnel will participate in the planning program as needed, including community open houses and other events.
5. In coordination with the Consultant, send departmental questionnaires to department officials; and deliver responses to the Consultant.
6. The City will provide all audio-visual (AV) equipment for public meetings, as requested by the Consultant, including high-lumen LCD projector, extension cords, screen, and laser pointer.
7. In coordination with the Consultant, establish contacts, schedule and arrange meeting venues, and coordinate all one-on-one meetings (up to 8), small group listening sessions (up to 8), and provide furniture (e.g., tables, chairs, audio-visual equipment as needed); and refreshments and snacks, as appropriate.
8. Conduct all public information activities in conjunction with the project, including press releases and social media posts; advertising the online community survey, community open houses, and any other public events.
9. Work with the City's Webmaster to coordinate links from the City's official website to the project webpage.
10. Review all deliverables produced by the Consultant in a timely manner (within five to seven business days) and provide written comments. The Consultant will immediately respond to the City's comments and within one week will resubmit revised products and deliverables to the City for final review. The Consultant will respond to no more than two rounds of comments from the City (preliminary draft and final draft).
11. Reproduce and forward draft project deliverables submitted by the Consultant to City staff and officials as deemed appropriate. The City will be responsible for internally distributing all project information.
12. Attend all Consultant-initiated meetings and teleconferences related to the project, as identified within Exhibit A, *Scope of Services*; including kick-off teleconference and meeting; capital partnership meetings; meetings with other City departments; joint workshops; and other meetings, as deemed appropriate.
13. Coordinate introductions with the consultants preparing the City's *Parks and Recreation Master Plan*, which is currently under development; after which, the Consultant will coordinate correspondence.

14. *Option 1, Storefront.* If developing a project "storefront" is something the City is interested in pursuing, the City will be responsible for negotiating with the building owner for use of the property, including utilities and Internet access.

PROGRESS REPORT

Date: July XX, 2025
 Attn: Ms. JoAnna Weaver
 City Manager
 202 North Virginia
 Port Lavaca, Texas 77979

Re: City of Port Lavaca Comprehensive Plan

Dear Ms. Weaver,

We are pleased to submit **Progress Report No. #1** for the above-mentioned project, the Professional Services Agreement, which was signed by you on June XX, 2025. This progress report covers the period from July XX, 2025, through August XX, 2025 and corresponds with **Invoice Number 0262996**, attached. This progress report is prepared in the form of a brief letter to describe the project status and to document significant work accomplished during this reporting period.

COMPREHENSIVE PLAN PROJECT SCHEDULE:

Deliverables and Meetings	Meeting or Due Date	Status
Phase 0.0: Project Administration & Management	07/2025 - 09/2025	
Notice to Proceed	00/00/2025	---
Task 0.1 Request for Information (RFI)	07/11/2025	---
Task 0.1 Editorial Style Guide	07/11/2025	---
Task 0.1 Progress Report template (with Project Schedule)	07/11/2025	---
Task 0.1 Public Engagement Plan	07/11/2025	---
Task 0.1 Questionnaire	07/01/2025	---
Task 0.1 Invitation Letters (draft) (CPAC and Listening Sessions)	07/11/2025	---
Task 0.2 Tour (Visit No. 1)	07/01/2025	---
Task 0.2 Kick-off Meeting (Visit No. 1)	07/01/2025	---
Task 0.2 Meetings with Municipal / Agency Officials (Visit No. 1)	07/02/2025	---
Task 0.3 Branding / Graphics Program	07/25/2025	---
Task 0.3 Base Mapping	07/25/2025	---
Task 1.1 Demographic Analysis - Draft	07/25/2025	---
Task 1.1 Demographic Analysis - Final	08/08/2025	---
Task 0.3 Joint Workshop #1 (Visit No. 2)	08/11/2025	---
Task 0.3 Small Group Listening Sessions (8) (Visit No. 2)	08/11-12/2025	---
Task 0.3 CPAC Meeting #1 (Visit No. 2)	08/12/2025	---
Task 0.3 TAC Meeting #1 (Visit No. 2)	08/12/2025	---
Task 2.1 Regulatory Environment - Draft	08/15/2025	---
Task 2.1 Regulatory Environment - Final	08/29/2025	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 1) - Draft	09/12/2025	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 1) - Final	09/26/2025	---
Phase 2.0: The Existing City (Community Snapshot)	10/2025 - 12/2025	
Task 0.3 Community Survey Draft Questions	10/17/2025	---
Task 2.2 Community Snapshot Report (Appendix A) - Draft	11/14/2025	---
Task 0.3 Post Link to Community Survey on City Website	10/31/2025	---
Task 3.4 Growth Sequencing Plan (TAC Meeting No. 2) (Visit No. 3)	11/18/2025	---
Task 0.3 CPAC Meeting #2 (Visit No. 3)	11/18/2025	---
Task 0.3 Open House #1 (Visit No. 3) - Open Community Survey	11/19/2025	---
Task 3.3 Community Vision Statement - Draft	11/21/2025	---
Task 2.2 Community Snapshot Report (Appendix A) - Final	11/28/2025	---
Phase 3.0: Plan Direction and Assumptions	12/2025 - 02/2026	
Task 3.1 Population Projections - Draft	11/28/2025	---
Task 3.4 Growth Sequencing Plan - Final	12/05/2025	---
Task 3.1 Population Projections - Final	12/12/2025	---
Task 3.3 Community Vision Statement - Final	12/12/2025	---
Task 3.3 Strategic Perspectives - Draft	12/12/2025	---
Task 3.5 Growth Scenarios - Draft	12/19/2025	---
Task 3.3 Strategic Perspectives - Final	12/22/2025	---
Task 0.3 Close Community Survey	01/02/2026	---
Task 3.2 Public Engagement Technical Memorandum - Draft	01/09/2026	---
Task 3.5 Growth Scenarios - Final	01/09/2026	---
Task 0.3 Joint Workshop #2 / CPAC Meeting #3 (Visit No. 4)	01/12/2026	---
Task 3.2 Public Engagement Technical Memorandum - Final	01/23/2026	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 2) - Draft	01/30/2026	---
Task 1.2 Chapter 1, <i>Introduction</i> (Part 2) - Final	02/13/2026	---
Phase 4.0: The Future City	02/2026 - 06/2026	
Task 4.1 Growth Capacity and Infrastructure - Draft	02/20/2026	---
Task 4.1 Growth Capacity and Infrastructure - Final	03/06/2026	---
Task 4.2 Multimodal Transportation Systems - Draft	03/06/2026	---
Task 4.2 Multimodal Transportation Systems - Final	03/20/2026	---

PROGRESS REPORT

Phase 4.0: The Future City (Continued)		02/2026 – 07/2026	
Task 4.3	Future Land Use – Draft	03/20/2026	---
Task 4.3	Future Land Use – Final	04/03/2026	---
Task 0.3	TAC Meeting #3 (Visit No. 5)	04/07/2026	---
Task 0.3	CPAC Meeting #4 (Visit No. 5)	04/07/2026	---
Task 4.4	Public Facilities and Services – Draft	04/17/2026	---
Task 4.4	Public Facilities and Services – Final	05/01/2026	---
Task 4.5	Housing and Neighborhoods – Draft	05/01/2026	---
Task 4.5	Housing and Neighborhoods – Final	05/15/2026	---
Task 4.6	Resilience – Draft	05/15/2026	---
Task 4.6	Resilience – Final	05/29/2026	---
Task 4.7	Additional Plan Element 1 – Draft	05/29/2026	---
Task 4.7	Additional Plan Element 1 – Final	06/12/2026	---
Task 0.3	CPAC Meeting #5 (Visit No. 6)	06/16/2026	---
Task 0.3	Open House #2 (Visit No. 6)	06/17/2026	---
Task 4.9	Chapter 2, <i>The Future City</i> – Draft	07/03/2026	---
Task 0.3	Joint Workshop #3 (incl. CPAC Meeting #6) (Visit No. 7)	07/13/2026	---
Task 4.9	Chapter 2, <i>The Future City</i> – Final	07/24/2026	---
Phase 5.0: Implementation		07/2026 – 08/2026	
Task 5.1	Plan Administration – Draft	07/10/2026	---
Task 5.2	Implementation Action Table – Draft	07/10/2026	---
Task 5.1	Plan Administration – Final	07/24/2026	---
Task 5.2	Implementation Action Table – Final	07/24/2026	---
Task 5.3	Chapter 3, <i>Implementation</i> – Draft	07/24/2026	---
Task 5.3	Chapter 3, <i>Implementation</i> – Final	08/07/2026	---
Phase 6.0: Plan Adoption		08/2026 – 09/2026	
	Submit Final Draft Comp Plan	08/07/2026	---
Task 0.3	Joint Workshop #4 – Public Hearing (Visit No. 8)	08/10/2026	---
	Submit Final Comp Plan	08/14/2026	---
Critical Dates throughout Project Duration			
Independence Day	07/04/2025	New Years Day	01/01/2026
First Day of School – Calhoun County ISD	08/13/2025	Martin Luther King Jr. Day	01/19/2026
Labor Day	09/01/2025	Presidents' Day	02/16/2026
Columbus Day	10/13/2025	Memorial Day	05/25/2026
Veterans Day	11/11/2025	Juneteenth	06/19/2026
Thanksgiving Day	11/27/2025	Independence Day 2026	07/04/2026
Christmas Day	12/25/2025	Labor Day 2026	09/07/2026
City Council Meetings – Every Second Monday @ 6:30 pm		Planning Commission Meetings – Every Fourth Tuesday @ 5:30 pm	

PROJECT WORK ACTIVITIES:

Project work accomplished and coordination conducted during the report period included the following activities:

July

00-00-2025

UPCOMING WORK:

For the next report period we anticipate executing the following activities:

COMPLETION AND BUDGET STATUS:

Based on our contract, Baxter & Woodman was authorized \$000,000.00 to complete the City of Port Lavaca Comprehensive Plan Update. As of the date of this progress report and invoice, the work on the overall project is approximately X percent (X%) complete. As indicated on the associated invoice, the actual costs incurred during this reporting period includes \$00.000.00 in new charges. **The current amount now due is \$00,000.00.** The total amount invoiced to date is \$00,000.00.

If you have any questions about this progress report or the accompanying invoice, please feel free to call me at any time. We appreciate the opportunity to provide professional services to the City of Port Lavaca for this important project.

Respectfully submitted,

BAXTER & WOODMAN, INC.

PROGRESS REPORT



Aaron Tuley, AICP, ENV SP, CNU-A
Project Manager

T - 832 605-7736

E - atuley@baxterwoodman.com