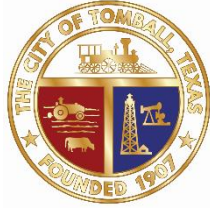


NOTICE OF SPECIAL CITY COUNCIL MEETING - WORKSHOP CITY OF TOMBALL, TEXAS



**Monday, June 16, 2025
4:00 P.M.**

Notice is hereby given of a Special meeting of the Tomball City Council, to be held on Monday, June 16, 2025 at 4:00 P.M., City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball City Council reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The public toll-free dial-in numbers to participate in the telephonic meeting are any one of the following (dial by your location): +1 312 626 6799 US (Chicago); +1 646 876 9923 US (New York); +1 301 715 8592 US; +1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose); +1 669 900 6833 US (San Jose); or +1 253 215 8782 US (Tahoma) - Meeting ID: 853 8025 4148 Passcode: 092121. The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

- A. Call to Order
- B. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- C. General Discussion
 - 1. Presentation and discussion by Freese and Nichols, Inc. regarding the Unified Development Code (UDC).
 - 2. Tomball Economic Development Corporation activity update.
- D. Proposed Future Agenda Items (To be discussed in order or at Councils discretion, time permitting)
 - 1. Workshop Discussion Only – Approve a professional services agreement with Oller Engineering, Inc for engineering services related to the Disaster Recovery

Reallocation Program (DRRP) Grant Program for a not-to-exceed amount to be determined, therefor, and authorize the City Manager to execute any and all documents related to the services. These expenditures are to be paid from grant funds received from the Disaster Recovery Reallocation Program (DRRP).

E. Adjournment

C E R T I F I C A T I O N

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 12th day of June 2025 by 5:00 P.M., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Thomas Harris III, TRMC
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (281) 290-1019 for further information.

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: June 16, 2025

Topic:

Presentation and discussion by Freese and Nichols, Inc. regarding the Unified Development Code (UDC).

Background:

The purpose of the UDC is to update and consolidate zoning, subdivision, and sign provisions as well as provide revisions where necessary to meet the development goals and objectives of the City and conform with updated Texas state laws.

Components of the UDC include procedures, zoning (district standards, land use charts), subdivision (platting, public improvements), development standards, and signs.

Origination: Community Development Department

Recommendation:

Party(ies) responsible for placing this item on agenda: Craig T, Meyers, P.E,

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: _____ **Approved by:** _____
Staff Member Date City Manager Date



City of Tomball

Unified Development Code

Summary of Major Revisions

June 10, 2025

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Summary of Major Revisions

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Overall

1. Creation of a UDC

Consolidated the zoning, subdivision, signs, and manufactured homes ordinances into a single Unified Development Code (UDC).

2. Document Clean-Up

Completed revisions throughout the document to update and streamline the code:

- Updated outdated Vernon's Texas Codes Annotated (VTCA) references to Texas Local Government Code (TLGC)
- Added summary tables throughout
- Updated graphics to depict regulations
- Inserted flowcharts for processes to improve clarity

Article 1. General Provisions

3. Universal Procedures and Provisions (Sec. 1.03)

Created universal procedures and provisions to simplify and keep processes in an orderly manner.

4. Preliminary Conference Requirements with Staff (Sec. 1.03.B)

Shifted required pre-development conferences to be with City Staff and not the Planning and Zoning Commission to reflect current practices.

5. Plan and Permit Validity and Expiration (Sec. 1.03.E)

Added a uniform two-year lapse for Concept Plans, Site Plans and Building Permit Plans unless state-defined "progress" benchmarks are met; extensions may be granted by the Director.

Article 2. Zoning Regulations

6. Permitted Use Chart (Sec. 2.04.B)

Updated the land uses to modernize terminology while limiting the potential for creating nonconformities. Ensured each land use term is defined.

7. Use-Based Standards (Sec. 2.04.C)

Included use-based standards found previously throughout the zoning ordinance (e.g., use-based parking regulations).

8. Mixed-Use Land Use Classification (Sec. 2.04.B)

Added provisions to allow mixed-use development more broadly. Currently, mixed-use development is only allowed in the “OT and MU” zoning district, which limits its application. The updated code instead addresses mixed-use development as a use classification, which would be allowed by-right in the D, MF-1, MF-2, C, and OT districts. Only the residential types and nonresidential uses permitted in those districts would be allowed within the development.

9. Old Town District Name and Standards (Sec. 2.03.F.1)

Renamed the district for improved clarity and updated standards to align with State law. Since mixed-use development will be a use classification permitted in other districts, there is no longer a need for the “Old Town and Mixed Use” district to specify “mixed use”, so the district has been shortened to “Old Town”. Building material and related requirements have been removed to comply with current State law.

10. New MF-1 Medium Density Zoning District (Sec. 2.03.D.7)

Added a new Medium-Density Multifamily Residential (MF-1) Zoning District to allow triplexes and quadplexes to provide smaller-scale “Missing Middle” housing options. Note that this district is not currently zoned on the map and would require rezoning action to implement.

11. Accessory Dwelling Unit Provisions (Sec. 2.04.C.2.a)

Added Accessory Dwelling Unit (ADU) provisions to be permitted in residential districts subject to certain standards (e.g., no more than one ADU, no more than one household unit, not more than 50% of floor area of main dwelling).

12. Planned Development Flexibility (Sec. 2.02.D)

Removed the prescriptive standards for patio, zero-lot line and townhome products within Planned Developments (PDs), giving applicants broader design flexibility. PDs are now positioned as a tool for innovative projects that implement the comprehensive plan and provide a public benefit.

13. Rezoning Resubmittal Waiting Period (Sec. 2.02.B.7.f)

Added a waiting period to resubmit a denied rezoning request (12 months unless Council determines conditions changed or there is new information).

14. Site Plan Applicability (Sec. 2.02.G)

Updated the requirement to submit Site Plans to apply in all zoning districts (including residential).

15. Zoning Variance Provisions (Sec. 2.02.I)

Updated criteria to match current state law.

16. **Alternative Compliance Provisions (Sec. 2.02.K)**

Added Alternative Compliance provisions to allow City staff discretion on pre-authorized deviations to the zoning development standards requirements (i.e., reduced off-street parking requirements and alternative landscaping plans).

17. **Consolidated Dimensional Standards (Sec. 2.03.C)**

Created an overall dimensional standards section to address building height, setbacks for special situations, and sight visibility requirements.

18. **Exterior Building Material/Façade Overlay District Removed (Sec. 2.05.A)**

Eliminated the façade overlay district, as its application is now prohibited by State law.

19. **Nonresidential Design Requirements (Sec. 2.05.A.4)**

Added new design requirements for nonresidential development, including building orientation toward a public street, building articulation and offsets, roofing standards, and a requirement to achieve a minimum number of quality design elements that may be selected from a menu of architectural elements and features (e.g., materials, enhanced lighting, patio seating, display windows).

20. **Multifamily Amenity Requirements (Sec. 2.04.C.2.d)**

Added a menu of indoor, outdoor, and social area amenity options from which an applicant must select to incorporate into a multifamily development.

21. **Outdoor Lighting Regulations (Sec. 2.05.F)**

Incorporated outdoor-lighting standards to require outdoor lighting be fully shielded to prevent light trespass beyond property lines.

Article 3. Subdivision Regulations

22. **Plat Approval by the Community Development Director (Sec. 3.02.B)**

Delegated plat approval authority to the Community Development Director. Any subdivision requiring a waiver will require Planning and Zoning Commission approval.

23. **Minor Plats Removed**

Removed minor plat provision, as minor plats were removed from the Texas Local Government Code when the State Legislature authorized administrative approval for all plats.

24. **Application Details Moved to Checklist**

Pulled out specific plat application details and instead referenced the plat review checklist maintained by the Community Development Department. Form and content information will now be located on the application form or checklist. This allows regular updates to the plat applications as needed over time.

25. **New Plat Vacation, Right-of-Way Abandonment, and Subdivision Waiver Procedures (Sec. 3.02.F, 3.02.G & 3.02.I)**

Added clear procedures for Plat Vacations (remove an existing plat), Right-of-Way Abandonments (reverse right-of-way dedication), and Subdivision Waivers (deviations from the Subdivision Regulations authorized by the Planning & Zoning Commission).

26. **Sight Visibility Triangle Regulations (Sec. 3.04.E)**

Consolidated sight visibility triangle regulations within the UDC. Currently, Chapter 38 Article II (outside the UDC) includes portions of the regulations, while other elements are within the Zoning Regulations. The updated UDC consolidates all sight visibility triangle regulations into one section within the UDC. The applicable section of Chapter 38 Article II should be removed or reference the UDC to avoid potential future conflicts.

27. **New Maximum Block Length and Stub-Out Requirements (Sec. 3.04.E)**

Established a cap on block lengths to enhance walkability and connectivity and required street stub-outs to adjoining undeveloped parcels to secure future roadway connectivity.

28. **Trail Dedication Requirement (Sec. 3.04.L)**

Added a requirement for an easement dedication where the City's Parks, Recreation and Trails System Master Plan identifies a future trail location.

Article 4. Signs

29. **Sign Code Updates (Article 4)**

Clarified prohibited sign types, standardized the sign-measurement method, and clarified details for each individual sign category. Removed references to sign content to ensure neutrality consistent with Federal and State case law.

Article 5. Definitions

30. **Consolidated Definitions**

Consolidated all zoning, subdivision, sign, and manufactured home definitions in Article 5. Land use classifications remain in Article 2 for proximity to the Permitted Use Chart.

City Council Meeting Agenda Item Data Sheet

Meeting Date: June 16, 2025

Topic:

Tomball Economic Development Corporation activity update.

Background:

Origination: Kelly Violette, Executive Director, Tomball Economic Development Corporation

Recommendation:

Discussion item only; no action required.

Party(ies) responsible for placing this item on agenda: Kelly Violette

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed	<u>Kelly Violette</u>	Approved by	_____
	Executive Director-TEDC		City Manager
	Date		Date

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: June 16, 2025

Topic:

Workshop Discussion Only – Approve a professional services agreement with Oller Engineering, Inc for engineering services related to the Disaster Recovery Reallocation Program (DRRP) Grant Program for a not-to-exceed amount to be determined, therefor, and authorize the City Manager to execute any and all documents related to the services. These expenditures are to be paid from grant funds received from the Disaster Recovery Reallocation Program (DRRP).

Background:

In October 2024, the General Land Office (GLO) released a call for projects to be submitted for consideration, scoring, and potential funding for the Disaster Recovery Reallocation Program (DRRP) by November 21, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the “M121 Channel Improvements – Phase I” which includes widening and deepening the existing City drainage channel located south of Lizzie Lane and providing outfall connection to S. Persimmon Street.

On January 17, 2025, staff received an Invitation to Apply from the GLO to submit a formal application for the DRRP for a total identified grant amount not-to-exceed \$1,350,000 plus local match of \$150,000 for a project total of \$1,500,000. On June 4, staff received notification from the GLO that the City had been awarded a grant in the amount of \$1,350,000 to complete the project, contract pending.

In accordance with the terms and conditions of the DRRP grant and 2 CFR 200 regulations, staff advertised a Request for Qualifications for professional engineering services for the design, environmental, and construction management of the identified project. Staff received four (4) sealed responses from qualified firms. Scoring was completed by a committee to determine the most qualified firm to complete the work and based on the review staff entered into contract negotiations with Oller Engineering, Inc. (OEI).

Staff is recommending awarding a professional services agreement to Oller Engineering, Inc for professional engineering services related to the CDBG – DRRP grant. Staff is currently working with OEI to develop the full scope of work and cost proposal to submit to City Council for contract approval at the July 7 City Council meeting. Fees for engineering services will be paid from grant funds received as well as the City’s required match of \$150,000. A breakdown of the project cost is reflected in the table below.

Disaster Recovery Reallocation Program (DRRP) M121 Channel Improvements – Phase I		
Element	Contract Amount	Remaining Contract
Grant Administration – Langford (Grant Management)	\$108,000	\$108,0000
Professional Engineering – Oller Engineering, Inc	PENDING	N/A
Construction – PENDING*	\$1,242,857*	N/A
Project Budget \$1,500,000	Total Contracts \$108,000	Remaining Funding \$1,392,000

*Construction is an estimate only from the Drainage Master Plan

Origination: Project Management

Recommendation:

Staff recommends approving a professional services agreement to Oller Engineering, Inc for professional engineering services related to the Disaster Recovery Reallocation Program (DRRP) for a not-to-exceed to be determined.

Party(ies) responsible for placing this item on agenda: Meagan Mageo

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: If yes, specify Account Number: #400-154-6409

If no, funds will be transferred from account: # To Account: #

Signed: Meagan Mageo **Approved by:**
Staff Member Date City Manager Date

RFQ for Professional Engineering Services DRRP Committee Scoring Summary					
Evaluator	Submitting Firms				
	Colliers	Strand Associates	AWC	OEI	
Evaluator One	86	87	86	91	
Evaluator Two	78	79	62	88	
Evaluator Three	81	86	78	88	
Total	245	252	226	267	
Average	82	84	75	89	