



NOTICE OF A MEETING

(In compliance with Sec. 551.041, Et. Seq., Tex. Gov't. Code)

Notice is hereby given of a Regular Meeting of the Comprehensive Plan Update Committee of the City of Jersey Village to be held on Thursday, November 19, 2020, at 7:00 p.m. via videoconferencing. All agenda items are subject to action. The Committee reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

Pursuant to Section 418.016 of the Texas Government Code, on March 16, 2020, the Governor of the State of Texas granted the Office of the Attorney General's request for the temporary suspension of certain provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people, as a precautionary measure to contain the spread of novel coronavirus COVID-19.

Accordingly, the public will not be allowed to be physically present at this Regular Meeting of the Comprehensive Plan Update Committee of the City of Jersey Village, Texas, but the meeting will be available to members of the public and allow for two-way communications for those desiring to participate via telephone. To attend the meeting via telephone, please use the following toll-free number: **346-248-7799 along with Webinar ID: 960 7090 2465.**

Any person interested in speaking during the public comment item on the agenda must submit his/her request via email to the City Manager at ableess@jerseyvillagetx.com. The request must include the speaker's name, address, topic of the comment and the phone number that will be used for teleconferencing. The request must be received no later than 12:00 p.m. on November 12, 2020.

The following will be observed by the public participating in the meeting:

- Callers will be called upon to speak by the Chairperson.
- Once called upon for public comment, speakers should state their name and address before speaking.
- Callers will mute their phone unless called upon to speak (*to eliminate background noise*).
- Callers should use handsets rather than speakerphone whenever possible.

The agenda packet is accessible to the public at the following link: https://www.jerseyvillagetx.com/page/cpuc.ags_min.

For more information or questions concerning the teleconference, please contact the Public Works Administrative Assistant at 713-466-2133. The agenda items for this meeting are as follows:

ITEM(S) to be discussed/acted upon by the Committee are listed on the attached agenda.

AGENDA

A. Call the meeting to order and announce a quorum is present. *Dr. Courtney Standlee*

B. CITIZENS' COMMENTS

Any person who desires to address this Committee regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Committee Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments.

C. Consider approval of the Minutes for the Regular Meeting held on November 12, 2020. *Harry Ward, Public Works Director*

D. Discuss and take appropriate action regarding a review of the City's 2016 Comprehensive Plan in order to recommend changes to the planning and zoning commission in accordance with Section 14-23(d)(4) of the Code of Ordinances. *Austin Bleess, City Manager*

E. Adjourn.

CERTIFICATION

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: November 16, 2020 at 4:30 p.m. and remained so posted until said meeting was convened.



Harry Ward
Public Works Director

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending City Council meetings. Request for accommodations must be made to the City Secretary by calling 713 466-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at www.jerseyvillagetx.com

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly." posted on the Internet Website at <http://www.jerseyvillagetx.com/>

**MINUTES OF THE MEETING OF THE JERSEY VILLAGE
COMPREHENSIVE PLANNING UPDATE COMMITTEE**

November 12, 2020 – 7:00 p.m.

A quorum of the Comprehensive Planning Update Committee of the City of Jersey Village, Texas, convened on November 12, 2020, at 7:00 p.m. via videoconference.

A. The meeting was called to order by Brittany Davies at 7:05 p.m. and roll was taken. The following Committee members were present for the meeting:

Brittany Davies Amy Weyer
Ashley Hart
Judy Tidwell
Gabriella Hall

Courtney Standlee, Debra Mergel, Jennifer McCrea, Peter Jessup, and Anthony Martin were not present at this meeting.

City Staff in attendance: Austin Bleess; City Manager, Harry Ward; Director of Public Works, Christian Somers; Building Official, Danielle Cordova; Administrative Secretary, and Robert Basford; Director of Parks and Recreation.

Also in attendance: Council Liaison Drew Wasson.

1. Designate alternate members to serve in place of any absent Committee Members.

Brittany Davies was designated to serve as alternate Chairperson.

B. Citizen's Comments

No action was taken; there were no comments from citizens.

C. Consider approval of the Minutes for the Regular Meeting held on October 29, 2020.

Ashley Hart moved to approve the minutes of the meeting held on October 29, 2020. Gabriella Hall seconded the motion.

All were in favor; the motion carried.

D. Discuss and take appropriate action regarding a review of the City's 2016 Comprehensive Plan in order to recommend changes to the planning and zoning commission in accordance with Section 14-23(d)(4) of the Code of Ordinances.

The Committee held discussion on Chapter 6: Parks, Recreation, and Open Spaces of the City's 2016 Comprehensive Plan. Committee members identified the following changes to the chapter:

- Correct typo in “recreation” above bar chart and replace the term “inexhaustive” under Recreation by Others section on page 7
- Remove mention of I-9 Sports and utilize broad definition of youth and adult sports
- Reference swim team under Recreation Programs section and state that City relationships with organizations to provide activities and programs may vary
- Remove mention of I-9 Sports on last bullet point on page 10
- Add interactive map of available activities and parks as an accomplishment under Historical Accomplishments section on page 10
- Replace TPWD acronym with full name of term on page 11

Brittany Davies proceeded the discussion to Chapter 7: Community Character of the City's 2016 Comprehensive Plan. The Committee identified the following changes to Chapter 7:

- Condense overview paragraph to include more up to date, relevant information
- Revise Wayfinding and Sense of Place section to reflect progress that has been made and how the goals that have been achieved contribute to the community's sense of character (incorporate For the Love of Cities book)
- Revise and rename Summary of Community Character Issues section to indicate community participation was solicited as part of the 2016 Comprehensive Plan as a method for gathering input reflective of the community's character
- Remove bullet points referencing items that have been achieved or indicate that they have been achieved (i.e. wayfinding signs, pedestrian mobility, improved entrances)
- Identify the most recently updated/reviewed items in Gateway Entry Analysis section and indicate that the 2016 Comprehensive Plan identified stated inconsistencies
- Specify the items that were identified in the 2016 Comprehensive Plan which are ongoing citywide projects to be continuously assessed
- Minimize identified issues and state updates will continue as needed under the Improved Gateways section
- Update the Addressing These Issues section with future plans and identify steps that have been taken to mitigate issues related to inadequate maintenance (i.e. yearly landscaping audit, updated codes, etc.)
- Condense points on pages 17 and 18 to items that were complete and nearing completion; indicate that the most up to date progress is available on the City's website
- Incorporate representative photos of each type of sign (small gateway, large gateway, marquee)
- Revise opening sentence in Freeway Corridor Landscape Design section to indicate that a certain type of landscape is appropriate for a high speed corridor area and list the appropriate types
- Replace the term “edges” with “territorial boundary lines/orders” throughout the chapter
- Format all sections consistently
- Indicate that there are current landscape ordinances that the City continues to improve upon and that requirements exist for both residential and commercial properties

- Utilize consistent headers and sub headers throughout chapter
- Indicate landscape design, freeway corridors, community landscape, and landscape developing is ongoing in the Community Landscape section
- Indicate that the entry signage has been recently coordinated this year and identify the recognizable corridor features
- Remove Existing Corridors section
- Reference the international property maintenance code as it relates to building safety and community character in the Code Enforcement section
- Reference the guidelines the City uses and indicate that the committee wants to continue to improve upon these code enforcement standards
- Remove the last sentence of the Code Enforcement section
- Remove mention of the Pedestrian Master Plan in the Pedestrian Mobility section and indicate the Parks Master Plan can help secure grants
- Make Wayfinding Signage section a sub header under the Corridor Signage section
- Remove community comments from the Community Character Importance section
- Incorporate new survey results and summarize citizen comments under Code Enforcement section of Community Character Importance

The Committee expressed the intent to table the Community Character Importance section until all comments from the community survey have been received. Additionally, the Committee plans to review Chapters 8 and 9 during the next scheduled meeting. With no further discussion, Brittany Davies proceeded to the following agenda item.

E. Adjourn

Brittany Davies adjourned the meeting at 8:33 p.m. The next meeting is scheduled for November 19, 2020 at 7:00 p.m.

Respectfully submitted,

Danielle D. Cordova
Administrative Secretary, City of Jersey Village

Harry O. Ward, P.E.
Director of Public Works, City of Jersey Village

**COMPREHENSIVE PLANNING UPDATE COMMITTEE
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: November 12, 2020

AGENDA ITEM: D

AGENDA SUBJECT: Discuss and take appropriate action regarding a review of the City's 2016 Comprehensive Plan in order to recommend changes to the planning and zoning commission in accordance with Section 14-23(d)(4) of the Code of Ordinances.

Department/Prepared By: Austin Bless, City Manager **Date Submitted:** November 9, 2020

EXHIBITS: 2016 Comprehensive Plan
(<https://www.jerseyvillagetx.com/page/open/1499/0/2016%20Comp%20Plan.pdf>)
Chapter 7 Edits
Chapter 8 Edits
Chapter 9 Edits

CITY MANAGER APPROVAL: AB

BACKGROUND INFORMATION:

As of November 9, 2020 9am we have had 127 people take the survey. We are hoping for about 380 responses.

We have a few more pages for Chapter 6 remaining for review tonight. Chapter 7 is included for the committee to review tonight as well. Chapter 7 has proposed changes from staff for your review this evening.

RECOMMENDED ACTION:

No formal action required at this meeting.

Chapter 8

Chapter 8, Community Facilities

Introduction

During the [2016](#) Comprehensive Planning process, the planning team conducted thorough facility assessments to identify deficient areas among the City's primary buildings. The buildings evaluated were:

- Civic Center/City Hall
- Police Station
- Fire Station
- Golf Course
- City Garage/Shop

These buildings each had unique issues, though many of the buildings are experiencing the same issues to varying degrees.

Summary of Findings

FIRE STATION

~~After thorough evaluation, the City's Fire Station was found to be in fair condition. The building's most obvious maintenance needs are simply minor repairs; however, with regular and timely maintenance, the condition of the building may be improved and maintained. The most prominent issues are listed below (please see the Appendix for complete detailed notes and pictures):~~

The 2016 Comprehensive Plan found the building to be in fair condition. It recommended the following maintenance issues and repairs were needed.

- Multiple windows throughout the building were poorly sealed and showed signs of water infiltration into the structure
- Temperature control in offices are an issue for staff
- A water heater and water pump both leak water onto the ceiling
- Heavy Condensation from the HVAC system created water spots on ceiling tile and drain into the building at various locations
- Positive drainage in the apparatus bays is an issue. Standing water was noted

Chapter 8

- Downspouts from gutter drain to flat area at base of building creating standing water
- The paint on the floors and walls of the apparatus bays of the building are delaminating
- Upstairs, a lounge area showed evidence of significant, regular water infiltration, perhaps from a standing seam in the roof of the building. This water is infiltrating through and around light fixtures
- An area between the roof of the older section of the building and the newer section of the building has trapped water and is not draining properly
- CMU coatings at the apparatus bay are delaminating. Appears the delamination was caused by efflorescence.
- Building will eventually need to be expanded, lack of storage, at limit of capacity

Since the 2016 Comprehensive Plan the City has taken a proactive approach at fixing and maintaining the Fire Station. The windows have been properly sealed to prevent water infiltration. Temperature control issues have been corrected with updated heating and cooling units. The apparatus bays have been repainted, and water leaks in the roof have been fixed.

The Dayroom and Kitchen for Fire Fighters recently completed a remodel in the fall of 2020. Much of this work was done by the Fire Department staff which saved several thousands of dollars in costs. With more full-time staff being added to the Fire Department these living and sleeping quarters will become more important to be maintained. The Fire Department employees, including full time, part time and volunteer fire fighters take great pride in this building. They are eager to use their talents and skills to make improvements to the building at great savings to the city.

At some point in the future the building may need to be expanded, however that is not anticipated within the next 5-10 years.

~~In summary, the Fire Station is in need of immediate maintenance and minor repairs to resolve the building's water infiltration and condensation issues. If left uncorrected these conditions could lead to major repairs in the future. After the repairs are made the City should create and adhere to a regular maintenance schedule for the building to extend the longevity of the asset.~~

GOLF COURSE – CLUB HOUSE

~~The Golf Course Club House was found to be in poor to fair condition. There are currently multiple, significant issues affecting not only the aesthetics of the building, but the functionality. The most prominent issues are listed below (refer to the Appendix for more detailed notes and pictures):~~

The 2016 Comprehensive Plan found the Club House to be in poor condition, and suggested that replacement may be warranted. Some of the issues found include:

- The canopy around the building is deteriorating and falling down
- Downspouts empty onto sidewalk covered by the canopy

Chapter 8

- Soil has built up around the exterior walls in several areas. This has led to exterior corrosion of the structure
 - Window units around the building are poorly sealed
 - Security camera wiring is exposed and accessible
 - On the interior, the A/C is ineffective and must be supplemented with several fans throughout the building
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- The A/C unit seems to be leaking condensation onto the ceiling, creating a potential for mold in various areas in the building
 - The ceiling tiles are sagging and cracking in several areas
 - Ceiling tiles show water stains from potential roof leaks

~~Ultimately, it was determined that the Golf Course Club House will need significant repairs and maintenance to reach an acceptable condition. The canopy around the exterior needs a complete replacement, gutters and down spouts need to be rerouted completely, and the interior A/C needs repair or replacement to become effective. The maintenance required to address and remediate the number of minor issues that exist is extensive. After repairs and maintenance are performed, there are several amenities that should be considered that would significantly improve the building—such as a true locker room,—relocating the mechanical closet from the Men’s Bathroom, expanding the amount of storage in the building, and subdividing the offices to suit current needs (such as a separate space for a security office), to name a few. The total cost of the required repairs and maintenance should be considered against the future plans for the golf course and its facilities, as well as the current expected lifespan of the building; replacement may be warranted.~~

~~In 2017 the City Council authorized an assessment of the current Club House to completed by Ray+Hollington Architects Inc. The assessment found the the original construction was not of high quality. The lightweight construction coupled with a lack of thermal protection over time has resulted in numerous leaks, water infiltration and damage.~~

~~The assessment gave a cost estimate of \$757,500 to fix the building and bring it into code compliance and redesign the entire interior of the club house. Based on this the City Council decided it was better to replace the building and create a convention center with it in order to utilize Hotel Occupancy Tax Funds.~~

~~The architect firm PGAL was selected to design a new club house. The new building was designed to be a two-story club house with a total of 12,500 square feet. The building could hold conventions and large golf tournaments. However, when bids came back at \$5 million, approximately double what was anticipated, the City Council decided to hold off on the project until other city projects were completed.~~

~~Replacement of the club house should remain a priority to be considered after a new city hall is constructed.~~

Chapter 8

GOLF COURSE – CART BARN

The 2016 Comprehensive Plan found the Golf Course Cart Barn to be in poor condition, and recommended replacement. Some of the issues found include:

~~In addition to the Gold Course Club House, the Golf Course Cart Barn was also found to be in poor condition. There are multiple, significant issues with the structure that affect not only the functionality of the building, but the overall integrity of the structure and its systems. The most prominent issues are listed below (the notes and pictures in their entirety are attached in Appendix):~~

- Structural members show signs of corrosion and failure
- There are no gutters or an overhang around the structure
- Electrical systems do not function properly. There is exposed wiring adjacent to water sources.
- Soil has built up around multiple areas at the base of the building which is causing corrosion of the structure
- Tree vegetation has overgrown into the power source for the building
- Overhead storage is poorly connected to structure, sometimes with wires, sometimes tack welded

Overall, the Golf Course Cart Barn will need to be replaced in the near future. The electrical system for the building is not only outdated, but is currently ineffective and exposed to water sources within the building. Structural components of the building show signs of corrosion and have had overhead storage shelves welded onto them. It is unclear if the loads carried by these shelves was considered when the structure was designed. The cost of repairing all of these issues is significant and likely would not lead to an increase in lifespan proportionate to the cost of repair.

This building should be replaced after a new club house is built so the look and feel of the new buildings can be maintained.

GOLF COURSE – MAINTENANCE BUILDING

The Golf Course Maintenance Building was found to be in fair condition. There are multiple issues affecting the functionality of the building and related areas. The most prominent issues are listed below (see detailed notes and pictures in the attached Appendix):

- Power supply inadequate for demand, breaker is tripped often trying to keep up with demand
- Hot water is not consistently available in the building

Chapter 8

- Insulation in the shop area is falling off the roof
- Overall lack of storage for equipment
- Overall lack of storage for materials
- Parking inadequate for workforce
- Storage of hydraulic oil and chemicals outside of the shop area has caused respective containers to corrode
- Gutters are clogged and ineffective, downspouts empty onto building foundation
- Vegetation around the site is coming into contact with the shop building and in some cases penetrating the building
- Septic System is in disrepair. There are signs of raw sewage on ground adjacent to septic system
- Water faucets leak

It is concluded that the Golf Course Maintenance Building requires a moderate number of minor repairs and a moderate amount of immediate maintenance. The most serious issue facing the building is the electrical system; the current electrical system is ineffective and needs replacement or repair. It is likely that this system is inadequate for the needs of the building as currently configured. In addition, maintenance in the shop area (to address the insulation and partitions for the offices, bathroom, storage, etc.) and outside of the shop area (vegetation overgrowth, clogged gutters, storage of materials and equipment in adjacent area, etc.) should adequately address the remaining issues in the short-term. Regular maintenance of the building will help to ensure that the building stays in an acceptable condition. Expansion of the facilities is not necessary, but would be helpful in storing equipment and materials in order to better maintain their respective conditions.

If the Golf Course Maintenance Facility is replaced or expanded consideration should be given to elevating the building, or moving the building, out of the flood plain. Consideration should also be considered for creating enough space to house the equipment used by the Parks and Recreation Department, so it is kept on this side of US 290 where it is utilized the most.

POLICE STATION

~~The Police Station is in good condition. There are a few issues that could eventually affect the longevity of the building if they are not addressed. The most important issues have been listed below (see Appendix for detailed notes and photos):~~The 2016 Comprehensive Plan found the building to be in good condition. It recommended the following maintenance issues and repairs were needed.

- Cracking in walls and around windows was noted in most rooms on the west side of the building
- The evidence room lacked proper ventilation and staff noted fumes from collected evidence

Chapter 8

- A mechanical room routinely leaked water into a hallway. Clogged drain was the apparent cause of the overflow.
- The ceilings at the showers in the Men's Locker Room showed signs of water damage due to high humidity and steam during use.
- The current kitchen/lounge was not functional
- Sealant around doors and windows on the exterior at the south elevation of the building were damaged and unserviceable.
- Downspouts on the north side of the building emptied onto the foundation

After evaluation, it was found that the Police Station needs only very minor repairs and maintenance. Further inspection of the foundation is warranted based on observed indications of settling. Ventilation for the evidence room and locker rooms should be installed. One-time and (thereafter) regular maintenance should address the remaining issues listed above. If the building is renovated in the future, expansion of the kitchen/breakroom should be considered based on user comments and inspection.

CITY HALL

~~After thorough evaluation, it is determined that Jersey Village's City Hall building is in poor condition. There are several, significant issues with the building that affect the functionality, aesthetics, and integrity of multiple systems within the building. The key issues are listed below (detailed notes and pictures are included in the Appendix):~~ The 2016 Comprehensive Plan found City Hall to be in poor condition. A few of the key issues they found include:

Electrical:

- Exposed wiring for lighting, outlets, and boxes observed throughout the building.
- Various fixtures are broken and/or mismatched, various outlets are exposed
- Shorts in the wiring were noted, an "Exit" sign would flicker when an adjacent door was closed

Plumbing:

- Urinal lines in Men's Bathroom (multiple) are backed up

Water Damage:

- Water stains observed on the ceiling throughout building.
- Most rooms in the building employed 5-gallon buckets to catch water during rainfall events

Chapter 8

- Drywall and paint were peeling from the ceiling throughout the building due to water damage
- Paint and brick faces were damaged (eroding) due to the condensate lines from the HVAC system
- Holes in the exterior walls of the building allow free passage of water into the building
- Metal doors were corroding, light could be seen through the holes
- High potential for formation of mold because of standing water in ceiling and walls. Observed black residue adjacent HVAC vents and on ceiling tiles.

Structural Issues:

- Walls were cracking throughout the building
- Structural cracks were observed throughout the building
- Various doors were not functioning properly due to potential foundation and structural issues

The 2016 plan recommend that City Hall should be replaced. The severity and extent of water penetration throughout the building, and the potential it creates for the growth of mold within the building, is highly concerning. The electrical system within the building is highly exposed and likely to be affected by water intrusion. Furthermore, the electrical system itself is both unattractive and ineffective—it is often plagued by numerous shorts, both witnessed and reported by users. Finishes, fixtures, doors, windows, etc. are often broken, in disrepair, or show wear beyond what can be addressed through simple repairs. The basic functionality of the space is poor; it is clear that the City Hall buildings are being used outside their original conceived purpose. Circulation around the buildings is confusing and not at all intuitive, offices are configured poorly, and storage space is inadequate. Based on the cost and nature of the repairs, maintenance, replacement, etc. that would be necessary to make the building functional again, it is recommended that the entire building be replaced in the immediate future.

In 2019 the City hired Collaborate Architects to design a new City Hall that would be located in the new Village Center Development. The building is fully designed and is ready for construction to begin when construction on the other pieces of the development begin.

The new building was designed with staff and residents in mind. The building will have all of the services citizens use on a regular basis on the first floor, with other functions on the second floor. By working with the developer of Village Center for the design and construction of City Hall the city is utilizing the economies of scale to provide cost savings.

The current City Hall should be demolished, with the possible exception of the current Civic Center. That area should be studied to see if a repurposing of it is feasible. The property should be retained by the city and utilized for green space or a park. If future expansion of the Police or Fire Station is necessary, this land could be utilized for the growth.

~~In conclusion, it was determined that the current buildings comprising City Hall should ultimately be replaced. The severity and extent of water penetration throughout the building, and the potential it~~

Chapter 8

~~creates for the growth of mold within the building, is highly concerning. The electrical system within the building is highly exposed and likely to be affected by water intrusion. Furthermore, the electrical system itself is both unattractive and ineffective—it is often plagued by numerous shorts, both witnessed and reported by users. Finishes, fixtures, doors, windows, etc. are often broken, in disrepair, or show wear beyond what can be addressed through simple repairs. The basic functionality of the space is poor; it is clear that the City Hall buildings are being used outside their original conceived purpose. Circulation around the buildings is confusing and not at all intuitive, offices are configured poorly, and storage space is inadequate. Based on the cost and nature of the repairs, maintenance, replacement, etc. that would be necessary to make the building functional again, it is recommended that the entire building be replaced in the immediate future. Any portion of the building worth preserving is not extensive enough to prove cost effective.~~

CITY MAINTENANCE STAFF BUILDINGS

~~The 2016 Comprehensive Plan found The City Maintenance Staff Buildings, which housed the Public Works and Parks and Recreation maintenance departments, are to be in good condition. There are a few minor issues that affect the functionality of the buildings and adjacent area. The major issues are listed below ~~(see more detailed notes and pictures in the Appendix):~~~~

- Municipal staff noted that the site retains up to 1 foot of water during rain events. Adequate site drainage is needed to alleviate this issue.
- Power surges occur during light to moderate rain events.
- Plumbing does not function as intended. Port-a-potties are used as the septic system does not function during or after rain.
 - The building is too small for the needs of the department. Mechanics must do work outside in the elements. There is no office space for any administrative type of work.
- Parking does not appear to drain properly.

~~After evaluation, it was concluded that the City Maintenance Staff Buildings require some minor repairs. Attention should be paid to site drainage, as it is likely the underlying problem for other issues listed above. The electrical system should also be inspected to determine the cause of failure during heavy rains. In spite of these issues, the City Maintenance Staff Buildings appear to be in relatively good condition.~~

~~After evaluating options to fix plumbing and drainage issues, the City Council determined it in the best interest of the City to purchase a new building just down the road from the current one for these departments. The new building allows for the city mechanics to work on all city vehicles inside, whereas the old building required most vehicle maintenance, especially on large apparatus, to be done outside.~~

~~The old buildings and property are still owned and maintained by the city. The buildings house city equipment that is not needed on a daily basis, and also provides easier access to Parks and Recreation~~

Chapter 8

equipment. The property should be retained by the City for possible future needs, which could include another water treatment facility when the ETJ is annexed into the city.

Community Facilities Recommendations

The following action items help address issues related to public facilities discovered through community input, CPAC meetings, and selected facilities evaluated.

~~GOAL 5. ENHANCE AND EXPAND PARKS, OPEN SPACES, TRAILS, AND RECREATIONAL OPPORTUNITIES AND EXPERIENCES.~~

~~STRATEGIES~~

~~Improve maintenance of parks and open spaces.~~

- ~~• Conduct an internal review of maintenance procedures for all public facilities to identify potential deficiencies.~~
- ~~• Conduct a parks facilities analysis to determine high priority improvements focusing on safety and health issues that do not comply with applicable state, local, and federal regulations.~~

~~GOAL 7. PROMOTE INFILL AND REDEVELOPMENT OF VACANT OR UNDERUTILIZED PARCELS.~~

~~STRATEGIES~~

~~Promote the highest and best use for vacant or underutilized properties.~~

- ~~• Conduct a market analysis for the golf course to determine if the clubhouse and related facilities/services are adequate or should be expanded or modified.~~

GOAL ~~106~~. PROVIDE PUBLIC FACILITIES TO MAINTAIN COMMUNITY SAFETY, AND SERVE EXISTING AND NEW DEVELOPMENT IN AN EFFICIENT AND COST EFFECTIVE MANNER.

STRATEGIES

Maintain, replace, or improve the quality of city-owned structures.

- The golf course club house should be replaced with a club house that can serve to maximize the potential of the golf course. significantly repaired to be returned to an acceptable condition.
- Replace the golf course cart barn.
- Perform minor repairs and maintenance on the golf course maintenance building.

Chapter 8

~~• Conduct a comprehensive study to evaluate, upgrade or replace all city facilities where employees work, with an emphasis on city hall, to bring them to a standard of quality that is appropriate for the community.~~

- Add public facilities to be constructed or renovated to the capital improvements program in order to plan for future availability of funding.
- Update and maintain existing public facilities to maximize usefulness, before constructing newer facilities.

STRATEGIES

Provide the necessary and appropriate technology, buildings, equipment and people for delivery of quality services now and in the future.

~~• Obtain control of public facility sites that will be required by future growth and development.~~

- Develop a long-term maintenance program to ensure adequate maintenance of existing and proposed facilities.
- Utilize tools such as value engineering (as applicable) to develop the most cost effective facilities.

Overview

This final section of the ~~2015~~-Comprehensive Plan describes specific ways in which Jersey Village can take the recommendations within this Plan from vision to reality.

The importance of city planning can never be overstated— planning provides for the protection of private property and ensures future development occurs in a coordinated and organized fashion. The future of Jersey Village will be shaped with the policies and recommendations developed in this Plan. Based on this Plan, decisions will be made that will influence many aspects of the City's built and social environments.

Jersey Village has taken an important leadership role in defining its future with the adoption of this Plan. The Plan will provide a very important tool for City staff and civic leaders to use in making sound planning decisions regarding the long-term growth, development, and redevelopment of Jersey Village. The future quality of life in Jersey Village will be substantially influenced by the manner in which Comprehensive Plan recommendations are administered and maintained.

Planning for the City's future should be a continuous process, and this Plan is designed to be a tool that can be modified and periodically updated to keep it in tune with changing conditions and trends. Plan policies and recommendations may be put into effect through adopted development regulations, such as zoning and subdivision, and through capital improvement programs. Many recommendations within the Plan can be implemented through simple refinement of existing City regulations or processes, while others may require the establishment of new regulations, programs, or processes. There are also recommendations that will involve community involvement.

Sustainment of Core Activities

By its very nature, comprehensive planning is prospective in scope and focus. In the course of developing the Comprehensive Plan for the City of Jersey Village, it would be easy to overlook ongoing operations of the community. During multiple public hearings, residents expressed a strong desire to maintain certain aspects of city operations that residents regard as centers of excellence. Expanding on this thought, members of City Council list the following Sustainment Goals and incorporate these goals as an integral component of the Comprehensive Plan.

It is the desire of City Council that the Sustainment Goals serve to inform future City Councils of municipal priorities. It is the further desire of the present council that the operations and programs associated with the Sustainment Goals not be compromised by future actions. It is the belief of council

Chapter 9

that the goals represent those aspects of city operations that make Jersey Village unique among Texas communities. It is why people chose to live and raise their families in Jersey Village.

A degradation or compromise of any one of the Sustainment Goals will have a material impact on the quality of life within the community.

- Maintain excellence in all Police and Fire operations. The city currently maintains an ISO (Insurance Service Organization) rating of 2. Going forward, the city shall take all reasonable measures to maintain this rating. The city has adopted a Crime Control and Prevention District (CCPD). Continuation of this program is critical

to the effective operation of the Police Department. The city funds Public Safety vehicle replacements through the CCPD and the vehicle / technology replacement

funds. The city shall strongly resist efforts to use vehicle / technology replacement funds for activities not related to their intended purpose.

- Continue infrastructure replacement and renewal efforts. Biannually, the city implements a sewer rehabilitation program. It is the desire to maintain this program until such time that the benefits of biannual sewer line rehabilitation are not applicable. In addition, the city is committed to an ongoing program of roadway replacement. Currently, significant roadway replacement programs occur at four-year intervals. Consistent with available funds, the city shall continue with periodic roadway replacement programs.

- Recruit and retain competent staff. City operations begin and end with competent staff members. Rapid turnover among the employee base leads to lower morale, incurs a significant financial cost and reduces the quality of service provided to residents. The city shall strive to pay a competitive and fair wage rate in order to attract and retain knowledgeable staff. City leadership shall encourage employees to learn and grow in their positions through training and meaningful performance evaluations.

- Maintain the city's AA+ bond rating. The city maintains a bond rating that sets it apart from its peers. The city's bond rating reflects a commitment on the part of elected and appointed officials to exercise sound financial stewardship of city resources. The city shall maintain adequate financial reserves to maintain its bond rating. In addition, the city shall periodically review financial policies and adjust policies where required to maintain a AA+ rating.

- Promote the long-term financial stability of the city. We live within our means. City leadership shall place an emphasis on making long-term decisions that result in a betterment of the city's financial condition. We shall avoid a short-term, quick-fix mentality that characterizes a preponderance of state and local governments. The city shall regularly engage in long-term, strategic planning to identify problems and challenges.

- Ensure the city preserves its family-friendly characteristics. Jersey Village is a tight-knit community. A large number of families are second and third-generation families. In many

Chapter 9

circumstances, homes are passed down between generations. The city is increasingly becoming a destination community for young families. In addition to a comparatively low crime rate, the city sponsors numerous recreation activities that are attractive to families. The city shall continue to conduct these events, and, where appropriate, look for opportunities to expand its recreation opportunities.

Implementation Responsibility

Perhaps the most important method of implementing the Comprehensive Plan comes in the day-to-day commitment by elected and appointed officials, staff, and citizens. The Comprehensive Plan must be understood as a useful and capable tool to direct the City's future. The Plan in its entirety along with individual components such as the Future Land Use Plan should be available for reference by officials, staff, and citizens. The Comprehensive Plan should continually be referenced in planning studies and zoning case reports as well as informal discussion situations. High visibility will make the Plan successful, dynamic, and a powerful tool for guiding Jersey Village's future growth.

The responsibilities for actually initiating and monitoring the goals, strategies and actions of the Comprehensive Plan are multi-tiered:

City Council

The City Council will:

- Establish overall action priorities and timeframes by which the strategic recommendations will be initiated and completed.
- Appropriate funds, consider and set the funding commitments for this plan's implementation measures.
- Offer final approval of projects/activities and associated costs during the budget process.
- Provide policy direction to the Planning and Zoning Commission and City staff.

Planning and Zoning Commission

The Planning and Zoning Commission will:

- Recommend to City staff an annual program of actions to be implemented, including guidance as to the timeframes and priorities.
- Prepare an Annual Progress Report for submittal and presentation to the City Council (see Annual Review Process later in this chapter for more detail).

Chapter 9

- Ensure decisions and recommendations presented to the City Council are consistent with this plan's policies, strategies, and recommendations.
- Help to ensure the plan is considered in the decisions and actions of other entities.
- Amend, extend, or add plan revisions as necessary and appropriate.

City Staff

City Staff should take the lead in the following general areas:

- Managing day-to-day action items relating to plan implementation, including coordination with and solicitation of community partners.
- Supporting and carrying out a Capital Improvements Plan (CIP).

This is the piece in red on page 170 of the current plan. We will keep this, but perhaps modify the layout.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission makes recommendations to the City Council based on principles laid out in the Plan. The Commission should prepare an Annual Progress Report to ensure plan relevance.

CITY COUNCIL

As the director of plan implementation, the key responsibilities of the City Council are to decide and establish priorities, set timeframes by which each action will be initiated and completed, and determine the budget to be made available for implementation efforts.

CITY STAFF

City staff manages the everyday implementation of the plan. Particularly, City staff is responsible for supporting the Planning and Zoning Commission and City Council.

Chapter 9

- Managing the drafting of new or amended land development regulations in partnership with the appropriate boards and commissions.
- Conducting studies and developing additional plans (including management of consultant efforts, as necessary).
- Negotiating the specifics of development agreements.
- Administering collaborative programs and ensuring open channels of communication with various private, public, and non-profit implementation partners.
- Providing briefings on plan implementation progress and activities to the Planning and Zoning Commission no less than once annually.
- Maintaining an inventory of potential plan amendments, as suggested by City staff and others, for consideration during annual and periodic plan review and update processes.

Coordination and Partnerships

Increasingly, jurisdictions are acknowledging that issues are regional, rather than local, in nature. Watersheds and other ecosystems, economic conditions, land use, transportation patterns, housing, and the effects of growth and change are issues that cross municipal boundaries, impacting not only the City, but also neighboring municipalities, unincorporated places, Harris County, and surrounding counties in the Houston- Galveston region. As a result, the economic health of Jersey Village is partly reliant upon its various regional neighbors.

Given Jersey Village's relatively small size, some initiatives or community needs identified in this Comprehensive Plan cannot be accomplished by the City on its own. They may require direct coordination, intergovernmental agreements, or funding support from other public entities or levels of government. Additionally, the ability of potential private and non-profit partners to advance the community's action agenda should not be underestimated. This may occur through cooperative efforts, volunteer activities and in-kind services (which can count toward the local match requirements for various grant opportunities), and public/private financing of community improvements.

Proactive and Reactive Implementation

There are two primary methods of plan implementation: proactive and reactive methods. To successfully implement the plan and fully realize its benefits, both methods must be used in an effective manner. Both proactive and reactive actions that could be used by Jersey Village are described within this Implementation Chapter.

Chapter 9

Examples of proactive methods include:

- Developing a capital improvements program (CIP), by which the City expends funds to finance public

improvements to meet strategies cited within the Plan;

- Updating zoning regulations; and
- Updating subdivision regulations.

Examples of reactive methods include:

- Approving a rezoning application submitted by a property owner consistent with the Comprehensive Plan;
- Site plan review; and
- Subdivision review.

Education and Training

A necessary first step is to conduct individual training workshops with the Planning and Zoning Commission, City Council, and key staff members, as well as others who have a role in plan implementation. These are the groups who, individually and collectively, will be responsible for implementation. The importance of their collaboration, coordination, and communication cannot be overstated. The training initiative should include:

- Discussion of the roles and responsibilities of each individual entity, and its function as to plan implementation.
- A thorough overview of the entire plan, with particular emphasis on the segments that most directly relate to their charge.
- Implementation tasking and priority-setting, allowing each group to establish their own one-, two-, and five-year agendas, in coordination with the strategic agenda of the City.
- Facilitation of a mock meeting to exhibit effective use of this plan's policies and recommendations.
- A concluding question-and-answer session.

Roles of the Comprehensive Plan

Guide for Daily Decision-Making

The current physical layout of the City is a product of previous efforts put forth by many diverse individuals and groups. In the future, each new development that takes place, whether a subdivision that is platted, a home that is built, or a new school, church or shopping center that is constructed, represents an addition to Jersey Village's physical form. The composite of all such efforts and facilities creates the City as it is seen and experienced by its citizens and visitors. If planning is to be effective, it must guide each and every individual development decision. The City, in its daily decisions pertaining to whether to surface a street, to approve a residential plat, to amend a zoning ordinance provision, to enforce the building codes, or to construct a new utility line, should always refer to the basic proposals outlined within the Comprehensive Plan. The private builder or investor, likewise, should recognize the broad concepts and policies of the Plan so that their efforts become part of a meaningful whole in planning the City.

Flexible and Alterable Guide

This ~~2015~~ Comprehensive Plan is intended to be a dynamic planning document for Jersey Village—one that responds to changing needs and conditions. Plan amendments should not be made without thorough analysis of immediate needs, as well as consideration for long-term effects of proposed amendments. The City Council and other Jersey Village officials should consider each proposed amendment carefully to determine whether it is consistent with the Plan's goals and policies, and whether it will be beneficial for the long-term health and vitality of Jersey Village. In addition, flexibility is paramount for the city. As opportunities arise, the City must have the ability to adjust focus or change direction to capitalize on existing opportunities. While implementation strategies must remain in line with the overall goal and vision of the Plan, the need to recalibrate is also an important component of a successful implementation strategy.

Annual Review

At one-year intervals, a periodic review of the Plan with respect to current conditions and trends should be performed. Such on-going, scheduled evaluations will provide a basis for adjusting capital expenditures and priorities, and will reveal changes and additions that should be made to the Plan in order to keep it current and applicable long-term. It would be appropriate to devote one annual meeting of the Planning and Zoning Commission to reviewing the status and continued applicability of the Plan in light of current conditions. Those items that appear to need specific attention should be examined in more detail, and changes and/or additions should be made accordingly. By such periodic evaluations, the Plan will remain functional, and will continue to give civic leaders effective guidance in decision-making. Periodic reviews of the Plan should include consideration of the following:

- The City's progress in implementing the Plan;
- Changes in conditions that form the basis of the Plan;
- Community support for the Plan's goals, strategies, and actions; and

Chapter 9

- Changes in State laws.

The full benefits of the Plan for Jersey Village can only be realized by maintaining it as a vital, up-to-date document. As changes occur and new issues within the City become apparent, the Plan should be revised rather than ignored. By such action, the Plan will remain current and effective in meeting the City's decision-making needs.

Quadrennial Update

In addition to providing for annual reviews of the comprehensive plan, City Council shall establish a framework for broader updates of the document. It is recognized by council that the assumptions that initially informed the plan are not static. At various stages of the document's life, council will need to determine the ongoing relevancy of the plan. Such updates are broader in scope than the annual reviews, and serve to periodically reset the plan to adapt to changing circumstances.

To facilitate broad plan updates, City Council shall appoint a Comprehensive Plan Update Committee (CPUC). The CPUC shall be modeled after the city's Charter Review Committee. The CPUC shall meet no less frequently than every four years, but may meet sooner as warranted by exigent circumstances. Specific language regarding the formation and responsibilities of the CPUC shall be incorporated into the Adoption Ordinance of this Plan.

In general, it shall be the primary function of the CPUC to review the Comprehensive Plan in total and receive reports from staff regarding Plan progress and implementation. The CPUC shall recommend any plan changes to the city's Planning and Zoning Commission, who in turn shall make a final recommendation to City Council. The CPUC shall also forward a list of recommended project additions and deletions as a part of their review. City Council shall determine a final list of projects and initiatives for subsequent adoption and implementation.

Top Priorities

The efforts conducted to complete the Comprehensive Plan generated a wealth of information and direction for Jersey Village. In order to refine and focus future efforts, the [CPAC Comprehensive Plan Update Committee](#) worked to identify the top priorities of the Plan. A review of approximately **187** goals, strategies, and recommendations yielded **20** action items to be considered the City's top priorities for implementation.

City Council has been proactive to ensure the implementation of the Comprehensive Plan is successful. Prior to adoption of the plan, the Council held a series of workshops to discuss funding of recommendations, and a time frame in which certain recommendations would be appropriate. As a result of these workshops, City Council elected to reduce a number of CPAC's original recommendations

Chapter 9

and revise/add a few priority recommendations as well. The final list of priority and general recommendations in this chapter are reflective of City Council consideration.

Table 9.1 contains the highest scoring action items identified by the CPAC. A number of the individual priorities are focused on similar concepts or focus areas. These items may be implemented concurrently achieving multiple goals within the scope of a single project. The highest scoring action items are centered around Community Character and Community Facilities.

With a focus on the revitalization of the Highway 290 corridor revitalization and aesthetic improvements within the City, the CPAC prioritized a Landscape Master Plan to help design city corridors and entrances to help create an identity for Jersey Village; identifying areas that negatively impact community character. The review of existing development codes was also important as the city prepares to attract new development after the construction of Highway 290 is completed. Community facilities were also a concern of the CPAC, therefore facility related recommendations are listed as priority, recommendations such as, updating the pool facility, marketing the golf course, developing a maintenance program, and determining the renovation or new construction of City Hall. Additional priority action items were identified through the process and a continued effort will be made to revise priorities as needed.

Financing the Comprehensive Plan

A common element of municipal comprehensive plans is an exhaustive list of capital projects. A large portion of these capital projects center on the construction of new facilities or additions to existing facilities. The Jersey Village Comprehensive Plan is no different in this regard. A significant number of the Priority Recommendations involve new construction or expansion of existing city facilities. In addition, several Priority Recommendations involve lengthy, complex studies of various aspects of municipal operations. These studies incur a non-trivial expense and ultimately will lead to further capital expenditures.

A necessary consideration of the comprehensive plan involves financial matters. By what strategies will the city fund implementation of the various components of the comprehensive plan?

The City of Jersey Village has utilized several methods to fund past initiatives. In 2003 and again in 2007, the city funded roadway replacement efforts using general obligation (G.O.) debt. G.O. debt was also used to fund construction of a new fire station in 2002. In 2012, the city financed a substantial roadway replacement effort using cash reserves.

Chapter 9

Although debt issuance of the city is subject to State of Texas regulation, the city does not operate under a formal debt program. Decisions regarding debt structure are the prerogative of the incumbent City Council. As a part of the annual budget process, the city does publish and adopt a five- year Capital Improvement Program (CIP).

In preparing to implement ~~its~~ the 2015 comprehensive plan, City Council discussed three options for financing capital projects associated with the comprehensive plan:

- **Structured Debt Financing.** City Council appoints a Citizen Bond Committee to prepare a list of projects to forward to the electorate. The bond committee meets on a predetermined periodic basis (every four years) to select projects and provide a recommended list of projects to council. City Council establishes a formal debt program for the city and commits to a sustained program of General Obligation debt.
- **PAYGO Financing.** City Council utilizes existing cash reserves to fund comprehensive plan initiatives (Pay As You Go). The city continues to make debt payments until such time that all current obligations expire in 2027. As a matter of policy, the city will issue no new debt. As of the completion of this comprehensive plan update, the city maintains a General Fund balance of approximately \$ 13 million. The city would maintain a minimal floor of General Fund balance (approximately \$ 4 million). The remaining balance would serve as seed capital for projects associated with comprehensive plan initiatives.
- **A Hybrid approach.** Under this approach, City Council issues debt as the need arises. Project selection is determined as a product of the annual budget process. Concurrent with project selection, City Council will determine the methods of financing selected improvements (debt or cash). Project selection does not adhere to a predetermined schedule, but is dependent on City Council initiatives.

In reviewing the proposed financing strategies, City Council selected a hybrid plan. City Council shall appoint a Comprehensive Plan Update Committee (CPUC) to undertake a review of the plan. The CPUC shall forward a list of recommended projects to City Council for consideration and review. City Council in turn shall determine a final list of projects and initiatives for subsequent implementation. City Council shall also determine the funding mechanisms that shall be used to finance selected projects. City Council may utilize debt, cash, or any reasonable combination thereof.

Implementation Matrix

Implementation is one of the most important, yet most difficult, aspects of the comprehensive planning process. Without viable, realistic strategies for implementation, the recommendations contained within this ~~2015~~ Comprehensive Plan will be difficult to realize. It is important to note that the strategies and action items are derived from the goals and vision established previously within this Plan.

Chapter 9

Few cities have the ability to implement every recommendation or policy within their comprehensive planning document immediately following adoption—Jersey Village is no exception. Plan implementation, therefore, must be prioritized to guide short-term priorities, mid-term priorities and long term/on-going priorities. These priorities must be balanced with timing, funding, and City Staff resources. While all the recommendations share some level of importance, they cannot all be targeted for implementation within a short time period; some must be carried out over a longer period of time.

The following matrix is a summary of the recommendations within this Comprehensive Plan and is intended to provide the City with specific tasks to work toward implementing the vision of this Plan. The individual tables are organized by goals and strategies, and action items established in previous chapters.

Action items are assigned a recommended time frame for implementation actions to commence. The approximate established time frames and general budget assumptions are as follows:

SHORT-TERM RECOMMENDATIONS:

- Implementation of these action items should begin following plan adoption.
- Approximate time line: zero to five years following plan adoption.

MID-TERM RECOMMENDATIONS:

- Implementation of these action items will likely follow short term recommendations. Approximate time line: five to ten years following plan adoption.

LONG TERM/ON-GOING RECOMMENDATIONS:

These actions items should be continually addressed by City leaders (i.e. no specific time frame is applicable).