



PLANNING AND ENVIRONMENTAL COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
WEDNESDAY, JANUARY 19th, 2022
6:00 P.M. - 8:00 P.M.

Community Members Present:

*Helen Besse, Committee Member
Dawn Dickson, Committee Member
Melissa Gonzales, Committee Member
Katherine Johnson, Committee Vice Chair
Jennie Lou Leeder, Committee Member
Karen Medicus, Committee Member
Zoe Trieff, Committee Chair
Justin Litchfield, City Council Liaison
Carolyn Meredith, Public Works Director*

1. Call to Order
Meeting called to order at 6:01.
2. Citizen Comments
No citizen comments at this time.
3. Discussion and possible recommendation to Council regarding responses to the Parks and Open Space Plan RFQ.

Committee Recommendation

The Committee scored the two proposals. The committee scored Asakura Robinson with 217 and Hitchcock Design with 152. The committee recommended Asakura Robinson to be chosen as the company for the Parks and Open Space Plan. Asakura Robinson was chosen because they had a more robust proposal. They had a deeper understanding of Sunset Valley, included a financial analysis as part of the proposal, and a community engagement plan that was more aligned to how Sunset Valley residents engage in community planning. The committee further recommended that community engagement and the community's desires be the primary factor to determine the final plan. The community recommends engaging all Sunset Valley neighborhoods.

As this process moves forward, the committee would like Council to consider the possibility of the alternative (3.1A page 15) to add on a Park Concept Design if it becomes clear that there is a community desire for an area to be further defined. At this time, the committee is not recommending focus groups in the add alternate 2.A on page 14 of the proposal.

Committee Ideas for Council Consideration

The committee would like the ad hoc committee to consist of at least one resident from each street with a resident serving as committee chair. The committee would like the chair of the ad hoc committee to be included on the client team and be part of the biweekly calls. The

committee recommends that each standing committee provide feedback to the ad hoc committee for the Parks and Open Space Master Plan. The committee also recommends that the ad hoc committee recommend the final plan that will be further crafted into the Parks and Open Space report.

Melissa motioned, Dawn seconded. All in favor.

Some ideas discussed were sending flyers and creating walking charettes during the site visits, using paper mailers for surveys, and awareness that neighborhoods adjacent to Sunset Valley also utilize our open spaces.

4. Adjourn

Meeting adjourned at 7:31.