



PLANNING AND ENVIRONMENTAL COMMITTEE

OF THE CITY OF SUNSET VALLEY, TEXAS

THURSDAY, February 3rd, 2022

6:00 P.M. – 8:00 P.M.

This meeting will be held virtually. To actively participate in the meeting virtually, please register at:

<https://attendee.gototraining.com/r/4879949684195046914>

You may also call into the meeting by calling: Long Distance: +1 (510) 365-3231

Access Code: 361-806-342

Notice is hereby given that the Planning and Environmental Committee of the City of Sunset Valley, Texas will hold a regular meeting on Thursday, February 3rd, at 6:00 P.M. via GoToTraining, at which time the following items will be discussed, to-wit:

1. Call to Order
2. Citizen Comments
3. Introduction of New Committee Member
4. Approval of meeting minutes from the January 6th and January 19th meeting.
5. City Council Liaison Report.
6. Discussion and possible recommendation to City Council regarding Adventure Build (playground).
7. Discussion and possible recommendation to City Council regarding an RFQ for Land Development Code Update Services.
8. Discussion and possible recommendation to the Budget and Finance Committee regarding 2022-2023 budget requests.
9. [Discussion and possible recommendation regarding the Comprehensive Plan revisions.](#)
10. Discussion regarding past agenda items and their statuses.
11. Discussion regarding future agenda items.
12. Adjourn

A quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 3rd day of January 2022 at 6:00 PM.

Matt Lingafelter
City Secretary

The City of Sunset Valley is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.



PLANNING AND ENVIRONMENTAL COMMITTEE

OF THE CITY OF SUNSET VALLEY, TEXAS

THURSDAY, JANUARY 6th, 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

Karen Medicus, Committee Member

Zoe Trieff, Committee

Lisa Versaci, Committee Member

Justin Litchfield, City Council Liaison

Rudi Rosengarten, City Council Member

Carolyn Meredith, Public Works Director

1. Call to Order

Meeting called to order at 6:00 p.m.

2. Citizen Comments

Melissa commented on the most recent City Council meeting and the development process and the accuracy of information and asked members to watch the City Council meeting. Helen commented on the entrance to the Manley tract on Oakdale. She thought it would be a perfect place to have a small shelter, picnic tables, and swings. The City can also plant trees at this location. The traffic on the street is also moving too fast. This could be the location for a traffic calming device. Rudi requested that committee members rely on accurate information regarding agenda item #10 from the City Council meeting on January 4th. Lisa asked for a potential agenda item on potential for wildfire mitigation in the greenspaces.

3. Approval of meeting minutes from the December 2nd meeting.

Minutes from December 2nd approved. Katherine motioned; Dawn seconded. All in favor.

4. Introduction of City Council Liaison and Liaison Report.

Justin introduced himself to the Committee. Justin reported on agenda item #10 from the City Council meeting on January 4th as well as the micro-trenching that will be used for Google Fiber.

5. Election of Committee Chair and Vice Chair.

Zoe was nominated by acclamation as committee chair. Katherine was nominated by acclamation as committee chair.

6. [Discussion and possible recommendation to Council regarding the goals for the Planning and Environmental Committee for 2022.](#)

The committee revised goals for 2022. The committee will further review these goals at the next meeting following the council retreat.

7. Discussion and recommendation on Planning and Environmental Committee meeting format for meetings in February and March.
The committee will continue virtually in February and will reconsider plans for March at the February 3rd meeting.
8. [Discussion and possible recommendation regarding the Comprehensive Plan revisions.](#)
The committee will review the sections in green and make recommendations.
9. Discussion regarding past agenda item and their statuses.
The committee was updated on tiny libraries which will be discussed at the Zoning Commission in January.
10. Discussion regarding future agenda items
 - a. *The committee will meet on January 19th at 6:00 pm to discuss the results from the Parks and Open Space Plan RFQ entries.*
 - b. *The committee would like to discuss budget requests at the February 3rd meeting.*
 - c. *Adventure Build*
 - d. *The committee would be interested in a blue zone presentation.*
 - e. *Parking and impervious cover.*
 - f. *Educational program planning for newsletter*
 - g. *Support staff for Public Works Department*
 - h. *Zoning Categories/Uses and Future Land Use Map.*
 - i. *Timeline and Goals for the Committee.*
 - j. *Review Land Development Code Assistance RFQ*
 - k. *Roof overhangs*
 - l. *North end of Reese and Stadium Drive*
 - m. *Donated bench project.*
11. Adjourn
Meeting adjourned at 8:03. Katherine motioned; Melissa seconded. All in favor.



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.

CITY COUNCIL MEETING DATE: FEBRUARY 3RD, 2022



PLANNING AND ENVIRONMENTAL COMMITTEE

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

SUBJECT: ADVENTURE BUILD

DESCRIPTION: Discussion and possible recommendation to City Council regarding Adventure Build (playground).

BACKGROUND:

The Public Works Department has hosted an Adventure Build in the past at the Sunset Valley ArtFest. The Adventure Build is a great opportunity for young people to creatively build a playground. The raw materials are provided and the playground takes shape from the imagination of the children and young at heart as they build. The Adventure Build has been requested to be part of the Artsfest again. The Adventure Build is a large time investment for the Public Works Department to set up for a one-day event. Instead of Adventure Build lasting for one day, it is proposed that the event be allowed to be used for a series of three weekends. The plan would be for Adventure Build to be open the weekend before Artsfest and the weekend following Artsfest during the hours of the farmer's market. This will allow the Build to be used for a longer period before it is removed. The Adventure Build is a popular activity and will also attract visitors to Sunset Valley. The Public Works Department will work with resident volunteers to help monitor the Adventure Build.

APPLICABLE CODE SECTIONS: N/A

FUNDING: Conservation Ranger

STAFF RECOMMENDATION: Staff asks that the Committee provide a recommendation to the City Council on the Adventure Build.

SUPPORTING MATERIALS PROVIDED:







