



Mayor Javier Villalobos
Mayor Pro Tem/Commissioner Joaquin Zamora
Commissioner Tony Aguirre, Jr.
Commissioner J. Omar Quintanilla

Commissioner Rodolfo "Rudy" Castillo
Commissioner Victor "Seby" Haddad
Commissioner Pepe Cabeza de Vaca
City Manager Roel "Roy" Rodriguez, P.E.

**NOTICE OF WORKSHOP TO BE HELD BY THE
MCALLEN BOARD OF COMMISSIONERS
MONDAY, OCTOBER 10, 2022 – 4:00 PM
MCALLEN CITY HALL
CITY COMMISSION CHAMBERS; 3RD FLOOR
1300 HOUSTON AVENUE
MCALLEN TEXAS, 78501**

AGENDA

<https://zoom.us/j/5087553077?pwd=TjduYjR4U2l3cWU1NjlsZzlsM2hJUT09>

Members of the public that wish to listen to the meeting can log in to the virtual Zoom meeting or dial (346) 248-7799 US (Houston) Meeting ID: 508 755 3077 Passcode: 878576. Individuals that wish to participate in the meeting or comment on an agenda item should call (956) 681-1020 by 3:30 pm. Any individual dialing in acknowledges his or her phone number may be visible to the public.

"At any time during the course of this meeting, the City Commission may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the City Commission under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at any time during the course of this meeting, the City Commission may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code."

CALL TO ORDER

1. Present questions to staff relating to the October 10, 2022 Regular Meeting Agenda, to be discussed at such meeting.
2. Discussion of Plaque for City of McAllen Police Building.
3. Update on Comprehensive Plan.
4. Presentation of Development Process Improvements and Upcoming Developer's Forum.
5. **EXECUTIVE SESSION, CHAPTER 551, TEXAS GOVERNMENT CODE, SECTION 551.071 (CONSULTATION WITH ATTORNEY), SECTION 551.072 (DELIBERATION REGARDING REAL PROPERTY), SECTION 551.074 (PERSONNEL MATTERS) AND SECTION 551.087 (ECONOMIC DEVELOPMENT)**
 - A) Consideration of Economic Development matters. (Section 551.087, T.G.C.)

- B) Discussion and possible lease, sale or purchase of real property, Tract 1. (Section 551.072, T.G.C.)
- C) Consultation with City Attorney regarding legal issues related to economic development funding. (Section 551.071, T.G.C.)
- D) Consultation with City Attorney regarding legal issues with self insurance matters. (Section 551.071, T.G.C.)
- E) Consultation with City Attorney regarding legal issues related to BYOB. (Section 551.071, T.G.C.)

ADJOURNMENT

IF ANY ACCOMMODATION FOR A DISABILITY IS REQUIRED (OR INTERPRETERS FOR THE DEAF), NOTIFY THE CITY SECRETARY'S DEPARTMENT AT 681-1020 FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING DATE. WITH REGARD TO ANY ITEM, THE BOARD OF COMMISSIONERS MAY TAKE VARIOUS ACTIONS INCLUDING BUT NOT LIMITED TO RESCHEDULING AN ITEM IN ITS ENTIRETY FOR A FUTURE DATE OR TIME.

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

I, the Undersigned Authority, do hereby certify that the attached agenda of the meeting of the McAllen Board of Commissioners is a true and correct copy and that I posted a true and correct copy of said notice on the bulletin board in the Municipal Building, a place convenient and readily accessible to the general public at all times, and said Notice was posted on October 7, 2022 at 3:30 PM and will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

/s/
Perla Lara, TRMC/CMC, CPM
City Secretary



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

1.

DATE SUBMITTED

MEETING DATE

10/10/2022

1. Agenda Item: Present questions to staff relating to the October 10, 2022 Regular Meeting Agenda, to be discussed at such meeting.
2. Party Making Request: Perla Lara
3. Nature of Request:
4. Routing:
Cindy Gonzalez
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:

Created -



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

2.

DATE SUBMITTED

10/03/2022

MEETING DATE

10/10/2022

1. Agenda Item: Discussion of Plaque for City of McAllen Police Building.
2. Party Making Request: Eduardo Mendoza
3. Nature of Request:
4. Routing:

Eduardo Mendoza	Created/Initiated - 10/3/2022
Eduardo Mendoza	Approved - 10/3/2022
Victor Rodriguez	Approved - 10/3/2022
Michelle Rivera	Approved - 10/3/2022
Isaac Tawil	New -
5. Staff Recommendation: Staff is seeking direction on the design of the plaque to commemorate Chief Alejandro Longoria.
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



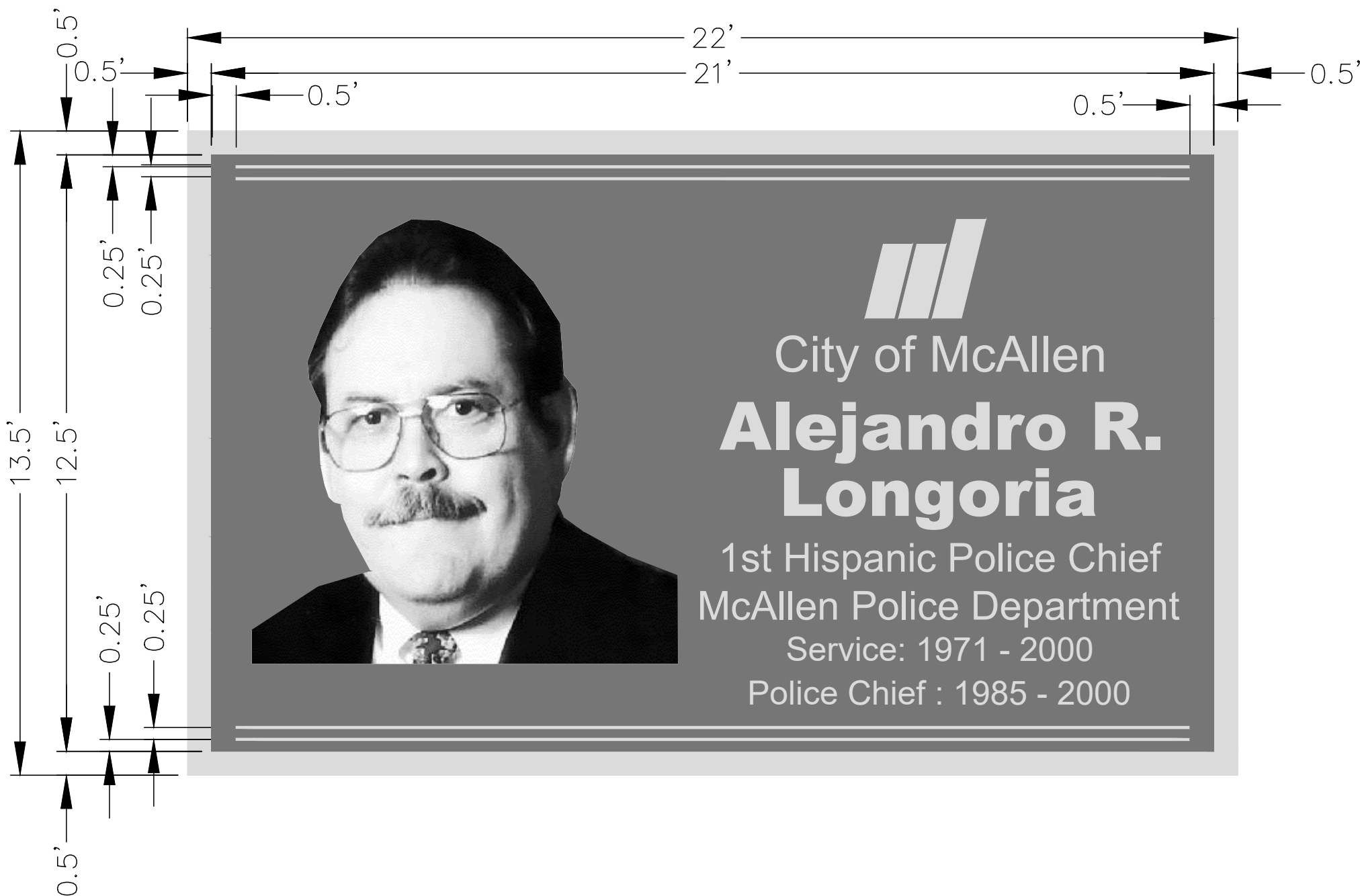
CITY OF MCALLEN
DEPARTMENT OF ENGINEERING
MEMORANDUM

To: Roy Rodriguez, P.E., City Manager
From: Eduardo Mendoza, P.E., City Engineer
Date: October 3, 2022
Subject: **Plaque for City of McAllen Police Department Building**

Explanation

Staff has prepared a plaque to commemorate the years of service for Chief Alejandro Longoria. Chief Longoria was the first Hispanic Police Chief for the City of McAllen. He served the City of McAllen for 29 years. He worked for the City of McAllen from 1971 to 2000. Serving as Police Chief from 1985 to 2000.

Staff is seeking direction on the design of the plaque to commemorate Chief Alejandro Longoria.





ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

3.

DATE SUBMITTED

10/03/2022

MEETING DATE

10/10/2022

1. Agenda Item: Update on Comprehensive Plan.
2. Party Making Request: Edgar Garcia
3. Nature of Request: Update on Comprehensive Plan Update
4. Routing:

Jessica Cavazos	Created/Initiated - 10/3/2022
Edgar Garcia	Approved - 10/3/2022
Michelle Rivera	Approved - 10/3/2022
Isaac Tawil	New -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



Planning Department

Memo

TO: Roel "Roy" Rodriguez, P.E., City Manager
FROM: Edgar I. Garcia, AICP, CNU-A, CPM, Director
DATE: October 3, 2022
SUBJECT: COMPREHENSIVE PLAN UPDATE

On July of last year, City Commission awarded a contract for a Comprehensive Plan update and the drafting of a Unified Development Code to Freese & Nichols. Since then, work has ramped up by Freese & Nichols, the Steering Committee, and staff.

The official name for the new Comprehensive Plan was selected as well as an update logo. Both are prominently displayed on the Comprehensive Plan's official website www.mcallen2040.com. The website has been advertised on social media and through MPU water bills in order to receive citizen input on what changes the plan should focus on.

To further our public outreach, we have also conducted focus groups with stakeholders in the Economic Development, Transportation, Real Estate, Education, and Development fields. Likewise, Freese & Nichols conducted specialized meetings with Design & Engineering as well as Real Estate groups to talk about our current code and how it could be improved to improve the overall development process.

A few chapters of the Comprehensive Plan have been delivered for initial review and work has begun on the Unified Development Code.

Freese & Nichols' project manager, Chance Sparks, will present on the process up to now and where it will go moving forward.



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

4.

DATE SUBMITTED

10/03/2022

MEETING DATE

10/10/2022

1. Agenda Item: Presentation of Development Process Improvements and Upcoming Developer's Forum.
2. Party Making Request: Michelle Rivera
3. Nature of Request:
4. Routing:

Michelle Rivera	Created/Initiated - 10/3/2022
Michelle Rivera	Approved - 10/3/2022
Isaac Tawil	New -
5. Staff Recommendation: For Information Only
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:

Memo

To: Roel “Roy” Rodriguez, PE, City Manager

From: Michelle Rivera, Assistant City Manager

Date: October 3, 2022

Re: Development Forum Progress and Tools Developed

On September 30, 2021 we held a Development Forum at City Hall with over a dozen people of the development community, four City Commissioners and the Mayor as well as about a dozen staff members. Below is a list of things they requested or were suggested during the forum and the action that has been taken subsequently:

1. Double frontage lot setbacks was an issue: **At October 11, 2021 City Commission Meeting we eliminated the large rear setback on double frontage lots allowing the lot front to be only one side.**
2. 800’ block length was an issue: **At December 13, 2021 City Commission meeting we extended the block length to 1,200’ for R-1, R—2 and R-3A zones, 900’ on R-3C and R-3T zones and to extend that further by 10% if traffic calming measures are implemented, and gives the Planning Director discretion to give a variance if a physical obstruction is present.**
3. Checklists were requested: **we are still working on this one but Engineering has developed one that they use internally and can provide to engineers. Beto is also developing checklists for the subdivision and site plan processes.**
4. Grass in detention ponds was an issue because it takes too long for the grass to establish and they can’t get a water meter until the plat is recorded so they can’t water the grass for it to grow: **we now allow escrow for seeding or sod and MPU is now allowing for early water meters if requested.**
5. Minimum lot sizes 35’ wide was an issue: **this will be discussed at an upcoming Ordinance Review Committee meeting.**
6. Park fees were discussed and it was mentioned that it takes a long time to get the 50/50 park fees approved and Commission approval: **at the December 13, 2021 City Commission meeting we eliminated the Parkland Dedication Advisory Board and gave City Manager authority to approve staff recommendation on developments of 99 acres or less.**
7. It was requested that they be allowed to go to construction after preliminary approval: **that is not recommended but will be allowable on a case by case basis if plans are completed and they sign a hold harmless agreement because things often change between preliminary and final plats due to drainage requirements or site plan review.**

8. It was noted that it takes a long time to get drainage report comments back: **we implemented an expected response time in the engineering department to get comments back within a maximum of five days of submittal.**
9. Regional detention pond land banking was suggested: **we can look at this with the Master Drainage Plans underway in the north and south sides of the City awarded on May 23, 2022.**

Additional items we are working on to continue to improve development processes:

1. Hired an Acela consultant (scubed) to assess our workflow with Planning and Building staff to improve the ease of permitting processes and putting more processes online so customers can apply from their own home and to make it easier to notify customers when submittals have occurred or approvals obtained. This study has been completed with suggestions to be implemented by IT.
2. City Commission approved the funding to redo the Comprehensive Plan and code re-write. That huge undertaking is underway and expected to be completed in early 2024. The first presentation is on the same meeting at which this item will be presented.
3. Additional staff members have been added to the Development Review group by several departments to assist with workload and response times. Staff continues to hold Wednesday morning reviews of all pending subdivisions and site plans often spanning several hours and containing an average of ten to twelve staff members including planning, engineering, traffic, utilities, and public works.
4. Staff continues to hold biweekly Friday morning meetings and invite all engineers with a current subdivision pending to call in to get status or questions answered. This meeting generally has over ten to twelve staff members in attendance and usually last around two to two and a half hours. Usually 3-5 engineers will call in, and staff takes any additional time allotted to revisit progress on the rest of the subdivisions.
5. More time has been allocated to meet with Developers in regards to current or future projects. We hold an average of 3-5 special project meetings per week.
6. We met with members of the review team for Sharyland Water Supply Corporation and invite them to all Wednesday and Friday development meetings to prevent delays that can occur if they are not notified by the project engineer in a timely manner.
7. We offer remote development meetings via Zoom to give out-of-town developers and property owners a better way to meet with staff and get their questions answered.
8. A "Customer Satisfaction Survey" is being created to receive feedback from developers and residents.
9. On-going interdepartmental staff cross-training occurs on a regular basis.
10. Removed the Engineering Department from the review of small cell and cell tower permits to decrease review time of said permits and allow engineering staff more time for major developments.

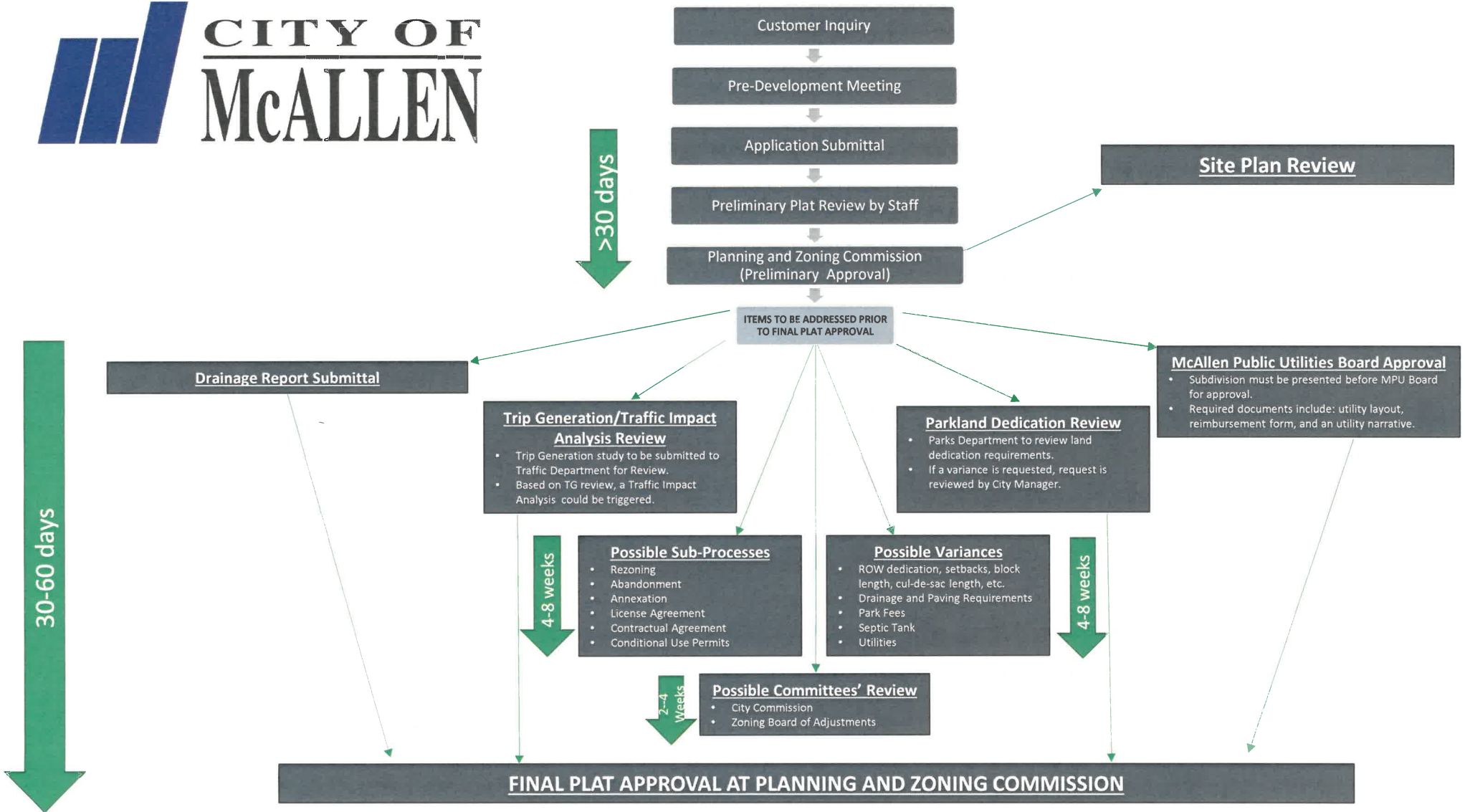
11. Deleted the requirement for a stamped concrete letter and, instead, replaced it with a note (to be initialed by the applicant) at the time when they pick up the Building Permit to avoid delays in the CO issuance due to additional inspections required if there was no stamped concrete letter on file.
12. Established a time frame to issue reimbursements of any fees after a subdivision is recorded and all invoices are paid.
13. Decreased the CMT fee from 3.5% to 3%.
14. Reduced the number items that are reviewed through the Tracing Review process to avoid double reviews of the same items.
15. Beto De La Garza has established an interaction development tool he will demonstrate at the Workshop that will be available on-line and can be emailed.
16. We are proposing to hold the next Development Forum October 20, 2022 at 9 a.m.

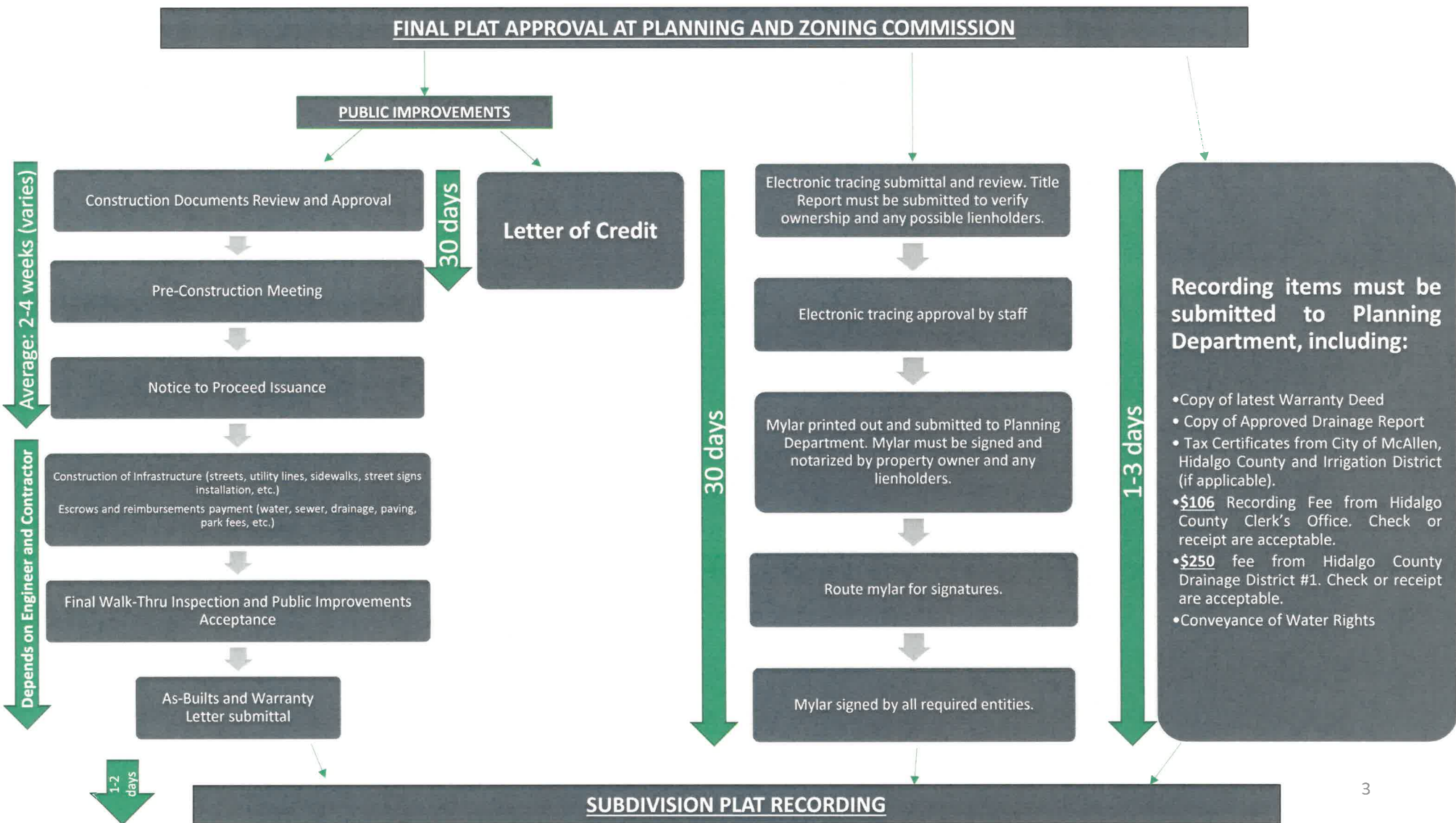


Development Process General Overview

By Jose Humberto De la Garza
Development Coordinator
City Manager's Department







SITE PLAN REVIEW

- Site Plan Review can be done concurrently with plat review.
- If site plan review is requested while subdivision plat is in process, site plan is site plan approval will not be granted until plat is recorded.

DRAINAGE REPORT SUBMITTAL

- Engineer to submit drainage report to HC Drainage District #1.
- Once report is approved by HC Drainage District #1, approved report must be submitted to Engineering Department for City's approval. City's Review average time is 5 days.

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TRIP GENERATION/TRAFFIC IMPACT ANALYSIS REVIEW

- Engineer to submit Trip Generation Study to analyze amount of trips generated by new development.
- Traffic Impact Analysis might be triggered based on Trip Generation Study results.
- Traffic Mitigations (traffic signs, medians, access control, street lights, etc.) might be required based on results of Traffic Impact Analysis

PARKLAND DEDICATION REVIEW

- Parks and Recreation Department to review land dedication requirement for residential developments only.
- \$700 per lot or dwelling unit proposed.

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MCALLEN PUBLIC UTILITIES BOARD APPROVAL

- Subdivision must be presented before MPU Board for approval.
- Required documents include: utility layout, reimbursement form, and an utility narrative.

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POSSIBLE SUB-PROCESSES

- **Rezoning:**
 - Application and required documents to be submitted to Planning Department for review.
 - Rezoning request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **Conditional Use Permits:**
 - Application and required documents to be submitted to Planning Department for review.
 - Rezoning request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **Annexation:**
 - Application and required documents to be submitted to Planning Department for review.
 - Annexation request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **Abandonment:**
 - Application and required documents to be submitted to Planning Department for review.
 - Abandonment request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **License Agreement:**
 - Application and required documents to be submitted to Planning Department for review.
 - License Agreement request must be presented before City Commission before final plat approval.
- **Contractual Agreement:**
 - Application and required documents to be submitted to Planning Department for review.
 - Contractual Agreement request must be presented before City Commission before final plat approval.

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POSSIBLE VARIANCES

- ROW dedication, setbacks, block length, cul-de-sac length, etc.
- Drainage and Paving Requirements
- Park Fees
- Septic Tank
- Utilities
- Fire Hydrant

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- **Construction Documents Review :**

- Full set of construction documents to be submitted to Utilities and Engineering Department for review and approval.

- **Pre-Construction Meeting:**

- Once construction documents are approved by City Departments, Pre-Construction meeting to be scheduled between City Departments, Engineer and General Contractor to discuss final details in regards to public infrastructure construction and materials.

- **Notice to Proceed (NTP):**

- Construction of public infrastructure will not commence until NTP is issued by City Engineer.

- **Construction of Infrastructure:**

- This includes streets, water infrastructure, sewer infrastructure, perimeter sidewalks, street signs installations, fire hydrants, etc.
- Completion timeframe is directly dependent on project engineer and general contractor.

- **Final Walk-Thru Inspection and Public Improvements Acceptance:**

- Final inspection is conducted by City Departments once infrastructure construction has been completed.

- **As-Builts and Warranty Letter Submittal**

- As-Builts and Warranty Letter will be required prior to recording of the subdivision.

- **Escrows and/or Reimbursements Payments:**

- Payments for these items must be completed prior to recording of the subdivision.

LETTER OF CREDIT (LOC)

- **Letter of Credit:**

- Must be completed prior to recording of subdivision.
- If developer's bank decides to not use City's LOC template, City Attorney must approve proposed format before acceptance.
- Estimated timeframe upon submittal is 30 days.

TRACING REVIEW

1. Electronic tracing submittal and review. Title report to be submitted to verify ownership and any possible lienholders.
2. Electronic tracing approval by staff.
3. Mylar to be printed out by engineer and submitted to Planning Department. Mylar must be signed and notarized by property owner and lienholders.
4. Signed mylar is routed for signatures to:
 - Planning and Zoning Chairman
 - City's Mayor
 - Hidalgo County Drainage District #1

RECORDING CHECKLIST

1. Copy of latest warranty deed.
2. Copy of Drainage District #1 Approved Drainage Report.
3. Tax Certificates from:
 - City of McAllen
 - Hidalgo County
 - Irrigation District (if applicable)
4. \$106 Check of Receipt of Hidalgo County Clerk's Office Recording Fee
5. \$475 Check or receipt of Hidalgo County Drainage District #1 Fee
6. Conveyance of Water Rights

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ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

5.A.

DATE SUBMITTED

MEETING DATE

10/10/2022

1. Agenda Item: Consideration of Economic Development matters. (Section 551.087, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Nature of Request: Consideration of Economic Development matters. (Section 551.087, T.G.C.)
4. Routing:
Leilani Estrada Colima Created -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

5.B.

DATE SUBMITTED

MEETING DATE

10/10/2022

1. Agenda Item: Discussion and possible lease, sale or purchase of real property, Tract 1. (Section 551.072, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Nature of Request: Discussion and possible lease, sale or purchase of real property, Tract 1. (Section 551.072, T.G.C.)
4. Routing:
Leilani Estrada Colima Created -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

5.C.

DATE SUBMITTED

MEETING DATE

10/10/2022

1. Agenda Item: Consultation with City Attorney regarding legal issues related to economic development funding. (Section 551.071, T.G.C.)
2. Party Making Request:
3. Nature of Request:
4. Routing:
Leilani Estrada Colima Created -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:

ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

5.D.

DATE SUBMITTED

MEETING DATE

10/10/2022

1. Agenda Item: Consultation with City Attorney regarding legal issues with self insurance matters. (Section 551.071, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Nature of Request: Consultation with City Attorney regarding legal issues with self insurance matters. (Section 551.071, T.G.C.)
4. Routing:
Leilani Estrada Colima Created -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

5.E.

DATE SUBMITTED

MEETING DATE

10/10/2022

1. Agenda Item: Consultation with City Attorney regarding legal issues related to BYOB. (Section 551.071, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Nature of Request: Consultation with City Attorney regarding legal issues related to BYOB. (Section 551.071, T.G.C.)
4. Routing:
Leilani Estrada Colima Created -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation: