

2020 MTFP Application



**PLANNING &
DEVELOPMENT
DEPARTMENT**

Submittal period closes Friday, February 28, 2020

Major Thoroughfare and Freeway Plan (MTFP) Amendment Review Process

<p>January to February</p>	<p>Mandatory pre-submittal conference with Planning and Development staff</p> <p>This time provides an opportunity for all parties to better understand the amendment request and helps to determine if modifications to the applicants' request are necessary. Please Note: In order to keep the consistency/integrity of the grid and ensure maximum mobility and continuity of the City's infrastructure, there are processes and limitations to the MTFP that must be followed.</p>
<p>January 13th To February 28th</p>	<p>Application submittal period</p> <p>No applications delivered after 5:00 p.m. on February 28th will be accepted. Please Note: If a pre-submittal conference with staff has not been held, the application will not be accepted.</p> <p>**Applicants may be charged a non-refundable application fee if applicable.</p>
<p>Early April</p>	<p>Notification Package</p> <p>All applicants must notify the abutting property owners that may be affected by their proposed amendment. Final notification packages will include addressed and stamped envelopes and a preliminary report. Addresses will be verified using the HCAD website. During this time, the applicant works with the Planning and Development staff to ensure that abutting property owners receive proper notification of the applicants' proposed amendment/s. Staff will create a spreadsheet of properties to be notified for each applicant. (Addresses will be determined by HCAD website). Please Note: Applicants may be charged a non-refundable NOTICE FEE, per affected property owner (<i>Envelope and Postage fee</i>).</p>
<p>Thursday, April 16th</p>	<p>Planning Commission WORKSHOP</p> <p>This is an opportunity for the applicants to present their proposed amendment/s to the Planning Commission. This presentation is an open dialogue between the applicant and the commission members, it will allow the commissioners to gain a better understanding of the applicant's request/s. Staff will begin the presentation with an introduction/description of the MTFP process. Then each applicant will present their proposed MTFP amendment to the Planning Commission. At this point, if staff has proposed any alternatives to the applicant's proposed amendment, then staff will present their proposal to the Commission. Please Note: The Commissioners may ask questions of the applicant and/or staff and the Commissioners may also request that certain information be researched and incorporated in the technical reports that follow.</p>
<p>Mid - April</p>	<p>Notice of the Open House and the Public Hearing before the Planning Commission is mailed AND run in the newspaper</p> <p>Final notification packages will include addressed and stamped envelopes and a preliminary report. Addresses will be verified using the HCAD website.</p> <p>Applicants may be charged an applicable fee for mailed notifications. (This fee includes the costs of the envelopes and postage, based upon number of notifications required).</p>

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Wednesday, April 29th	The OPEN HOUSE is held The Open House MUST be attended by the Applicant and Planning as well as the Planning and Development staff. Interested citizens and Planning Commissioners are welcome to attend. The Open House provides citizens an opportunity to visit with each of the applicants to review maps and documents. Staff will be available to answer any questions regarding staff's research. Information about any amendments being proposed by staff will also be available.
June 4	The PUBLIC HEARING before the Planning Commission is held
July 16	The Planning Commission RECOMMENDATION MEETING (Planning Commission votes on the Staff's recommendations)
July 30	Amendments passed by Planning Commission are forwarded to City Council for adoption



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To expedite this application, please complete entire application form and attach supporting material as required.

Staff will complete shaded items

Submittal period closes February 28, 2020

1. STREET/PROPOSAL NAME: _____

2. PRE-SUBMITTAL CONFERENCE DATE: _____

3. REQUEST: Add Thoroughfare/Collector/Transit Corridor Street Delete T/C Realign T/C Reclassify T/C

4. PROJECT INFO: Appl. no.:

Inside City Limits Lambert: Census Tract: _____ School Dist.: _____

ETJ Key Map: _____ Zip Code: _____ City Council Dist.: _____

County: _____ Utility Dist.: _____ Co. Comm. Pcnt.: _____

5. PROJECT DATA: Is Street currently on a CIP (if yes, provide agency name): _____

Name of Thoroughfare/Collector/TCS _____ Total length (miles): _____

Year Street first appeared on MTFP: _____ Total ROW width (feet): _____

6. GEOGRAPHIC:

North of: _____ East of: _____

South of: _____ West of: _____

7. SUMMARY DESCRIPTION OF PROPOSAL: (Attach Letter to Director to include details about request)

8. DESCRIPTION OF ANY MEETINGS OR DISCUSSION WITH AREA LAND OWNERS AND/OR ADJACENT RESIDENTS/BUSINESSES:
(Attach supporting material)

9. CONTACT INFO:

Owner: _____ Name of Contact Person: _____

Address: _____ Phone: _____ Fax: _____

_____ Email: _____

City: _____ State: _____ Zip: _____

Applicant: _____ Name of Contact Person: _____

Address: _____ Phone: _____ Fax: _____

_____ Email: _____

City: _____ State: _____ Zip: _____

10. ADDITIONAL CONTACT INFO:

2ND Name: _____ Phone: _____ Email: _____

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11. MTFP AMENDMENT SUBMITTAL REQUIREMENTS CHECKLIST (DUE AT APPLICATION SUBMITTAL UNLESS OTHERWISE SPECIFIED)

1. Completed Application Form
2. Letter to Director of Planning & Development Department
3. Area Map
4. Scaled Area Map on 8 ½" x 11" paper
5. Proposed alignments and exhibits in digital format (e.g., CAD, GIS)
6. Letter of Authorization
7. Items 1-6 in digital format
8. Area Map with alternatives, as specified by staff (due at Public Open House)
9. Traffic Study, as determined by the Director of Houston Public Works (due if/when requested by staff)
10. Notification Package (due when specified in timeline on page 1)
11. Documentation to show support from adjacent land owners for proposed amendment (due if/when requested by staff)
12. Items 1-11 in digital format

DESCRIPTION OF SUBMITTAL REQUIREMENTS (DUE AT TIME OF APPLICATION SUBMITTAL)

1. **Completed Application Form** – Complete all information on the application form on the previous page.
2. **Letter to Director of Planning & Development Department** – *Note: This official letter will serve as the applicant's justification for the proposal. Because this letter will be posted on the website and will be viewed by citizens, agency representatives and elected officials, it should be comprehensive and written in a manner to be easily understood by these audiences. It is strongly suggested that the letter's content address the following:*
 - Keep in mind when determining your amendment request that it is the general policy of the Planning Commission and the staff is to make all reasonable efforts to maintain the original integrity of the plan and its basic theory and to keep changes and revisions to a minimum. This policy is necessary to maintain the plan's continuity and to ensure confidence in the plan's long-range implementation by private landowners, developers and subdividers, as well as other governmental agencies charged with the responsibility of constructing facilities illustrated in the plan. Refer to the MTFP Policy Statement on the website (see page 6, "Resources").
 - State why your proposal must be considered this year and how lack of consideration would impede plans to develop your property.
 - Explain, justify, and demonstrate the merits of the proposal to amend the MTFP, including how it addresses the broader goals and objectives of the MTFP and how it will impact the overall transportation system. In addition, the following criteria should be addressed in your letter:
 - Since its adoption in 1942, the MTFP has been significant in the formation of the physical characteristics and urban pattern of this city. How will your amendment affect the physical characteristics and urban pattern of the region, the city, or the neighborhood, if granted?
 - The MTFP is a graphic illustration of a network of various types of streets and highways, which are designated to provide maximum accessibility to all parts of the urban area and facilitate the maintenance of a high level of mobility for its citizens. How will your amendment affect the high level of mobility that the MTFP represents?
 - What positive or negative impacts will your amendment request have on the MTFP network?



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- Describe the impact of the proposal on existing thoroughfares, the environment, the area surrounding the thoroughfare, and the MTFP. These impacts and proposed mitigation of any adverse impacts must be addressed using appropriate studies, reports, and maps.
 - Explain how the proposal or the existing thoroughfare alignment directly affects your land.
 - For amendments within the City of Houston limits, describe how the proposed amendment(s) takes into consideration the City’s Complete Streets Executive Order and how the amendment(s) will improve mobility and access for all users of all abilities of Houston’s transportation network. Any amendments for roadways within the City of Houston should take into consideration recommendations from the Bicycle Master Plan, METRO’s Transit Plan, the overall context of the street, Vision Zero and the vision of the area or the corridor as proposed in previous planning studies (such as sub-regional mobility studies or Livable Centers studies).
3. **Area Map** – Must illustrate the existing MTFP alignment and how the proposed change would affect the thoroughfare pattern in the general area at a scale of 1” = 1,000 feet. This map must also show current property ownership of those landowners affected by the proposal. In certain instances, staff may also request a survey of the area.
 4. **Scaled Area Map on 8 ½” X 11” Paper** – Must illustrate the existing MTFP alignment and how the proposed change would affect the thoroughfare pattern in the general area. This map must fit on 8 ½” x 11” sized paper.
 5. **Proposed Alignments and Exhibits in Digital Format** – Provide a GIS shapefile of the proposed (re)alignment. If there are several different requests, each request should be an independent line within the attribute table. See the three street segment examples below of what information to include within attribute table. Provide any other exhibits that are relevant to the request (ex. floodplain based on TSARP map, aerial exhibits, etc.) City of Houston MTFP GIS data is available online. See page 6, “Resources,” for more information.

Street	Street Segment	Request	Current MTFP Classification	Proposed MTFP Classification
Planning Drive	Fort Bend Tollway to Chimney Rock Road	Reclassify (T-4-100) to (MJ-2-80)	T-4-100	MJ-2-80
Planning Drive	Chimney Rock Road to Alameda Road	Delete	T-4-100	N/A
Development Road	McHard Road to Broadway Street	Add	N/A	T-4-100

6. **Letter of Authorization** – If you serve as the agent for the interested property owner(s), a letter to authorize your representation should be provided.
7. **Items 1-6 in digital format** – A copy of all information should be provided to staff in digital format on a CD, USB or transmitted electronically.

DEADLINE FOR RECEIPT OF 2020 MTFP AMENDMENT APPLICATIONS AND ALL SUPPORTING MATERIALS IS 5:00 P.M. FRIDAY, FEBRUARY 28, 2020, EXCEPT FOR THOSE ITEMS LISTED BELOW. COMPLETED APPLICATIONS MAY BE MAILED OR HAND DELIVERED. IDENTIFY YOUR SUBMITTED MATERIALS AS “MTFP AMENDMENT APPLICATION.”

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DESCRIPTION OF SUBMITTAL REQUIREMENTS (DUE AT TIME SPECIFIED)

8. **Area Map with alternatives (due during public open house)** – Based on the study area boundary and alternatives discussed at the Planning Commission workshop, applicant should coordinate with staff and provide an area map depicting the study area boundary and alternatives being evaluated. Applicant shall use this exhibit for open house meeting for discussion with the public.
9. **Traffic Study (due if/when requested by staff)** – May be required for applications requesting a deletion, realignment or reclassification of MTFP alignments. Specific traffic data will be determined by the Director of Houston Public Works on a case by case basis. Requirement for traffic study should be discussed with staff during pre-submittal meeting, but may be requested later if additional information is needed for review.
10. **Notification Package** – *Notification area and submittal deadline should be coordinated with staff after application is submitted.*
 - The Notification Package will include a list of all affected property owners identified on the area map, including the property's legal description as shown on the appraisal district record or tax statement. Affected property owners will be determined in consultation with staff in consideration of the study area. Staff can provide a sample notification package for reference for a better understanding of the process if necessary. Based on the discussion at the Planning Commission workshop, staff may require that alternative alignments or designations be studied as a part of this application. As a result, study area boundary and notification list may change due to this requirement. Staff will coordinate with applicants following the workshop.
 - A copy of the County **Appraisal District record** or tax statement for each affected property identified on the area map. Record or statement must be less than 30 days old when submitted by applicant and/or provided by City staff.
 - Staff may provide one **metered envelope addressed** to each affected property owner identified on the list and on the area map. If possible, the envelope may indicate the lot and block numbers, or reserve letters, corresponding to each property owner on the lower left-hand corner of the front of each envelope. *In cases in which the appraisal district records or tax statements show the same owner name and owner address for multiple property accounts, only one envelope will be required.*
 - Staff may provide a **return address** on the envelope. The return address on the envelope to each abutting property owner will be listed as follows:
City of Houston
Planning & Development Department
Transportation Planning
P.O. Box 1562
Houston, Texas 77251-1562
 - If a **NOTICE FEE** is implemented, Staff will provide envelopes and postage, and Applicants will be charged a non-refundable *Notice Fee*, per affected property owner (Envelope and Postage Fee).
 - A **map from the Harris County Appraisal District (HCAD)** and Excel spreadsheet indicating which specific property owners require notification will be provided to the applicant and will be used as a basis for reimbursement of the envelope and postage costs.
 - The above listed spreadsheet will be **transmitted electronically** to the applicant.
11. **Documentation to Show Support from Adjacent Landowners for Proposed Amendment** – Documentation of support (i.e., letters of support) will be accepted. Benchmarks at which time support will be tallied **at time of submittal**.



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- After open house
- After public hearing

12. **Items 8, 9, and 11 in digital format** – A copy of all information should be provided to staff in digital format on a CD, USB or transmitted electronically.

RESOURCES:

COH-Planning & Development Website: www.houstonplanning.com

MTFP website: <http://www.houstontx.gov/planning/transportation/MTFP.html>

Includes:

- MTFP Policy Statement
- 2019 MTFP Map
- 2019 MTFP Hierarchy Classification Table
- 2019 MTFP GIS data
- Historical MTFP maps
- 2020 MTFP Amendment - Application, Timeline and Process

Consolidated Transportation Planning: <http://mycity.houstontx.gov/HoustonCTP/>

Harris County Appraisal District www.hcad.org

Fort Bend County Appraisal District www.fbcad.org

Montgomery Central Appraisal District <http://www.mcad-tx.org/>

Liberty County Central Appraisal District www.libertycad.com

Harris County Flood Control District www.hcfc.org/tsarp.asp

Grand Parkway / SH 99 <http://grandpky.com/>

Dallas-Houston High Speed Rail <http://www.fra.dot.gov/Page/P0700>

COH - Bicycle Master Plan houstonbikeplan.org

Complete Streets E.O. houstontx.gov/completestreets

TO CONTACT US:

Location:

City of Houston
Planning and Development Department
Transportation Planning
611 Walker Street, Sixth Floor
Houston, Texas 77002

Mailing Address:

City of Houston
Planning and Development Department
Transportation Planning
P. O. Box 1562
Houston, Texas 77251-1562

Staff Contacts:

Sharon Moses-Burnside

Phone: 832.393.6564
Fax: 832.393.6664
Email: Sharon.Moses-Burnside@houstontx.gov

Jennifer Ostlind

Phone: 832.393.6569
Fax: 832.393.6664
Email: Jennifer.Ostlind@houstontx.gov