



**CITY OF STAFFORD  
PLANNING COMMISSION MEETING  
February 10, 2004**

The Planning Commission met in regular session at Stafford City Hall on February 10, 2004 with the following in attendance.

**Present:**

Alma Birdwell, Chairman  
Ken Mathew  
Joseph Olickan  
Christine Rector  
Joe Rome, Secretary

Leonard Scarcella, Mayor  
Bob Jones, City Engineer, Jones & Carter  
Pam Madrigal, Engineer, Jones & Carter  
Lawrence Vaccaro, Jr., Director of Public Works

**Absent:**

Maria Alvarado  
Press Robinson  
Cheryl Wilson, City Attorney, Olson & Olson

Alma Birdwell called the meeting to order at 7:35 p.m.

**1. Discussion and consideration of preliminary plat approval of Apple Creek Bend Subdivision and request for variance for the extension of Summer Place Drive to be platted with a 60-foot wide right-of-way instead of 80 foot.**

Pam Madrigal placed the drawing on the board and described its geographic location. Ms. Madrigal pointed out that Ft. Bend WCID #2 requested that the developer make some changes to the lift station site and that the requested street name changes were done but Apple Creek Bend had inadvertently not been changed. Ms. Madrigal indicated that a 60' ROW would be adequate for this plat to meet subdivision requirements. Jones and Carter is recommending preliminary plat approval subject to the Jones & Carter Letter of Conditions.

A representative for the developer explained that a variance was requested since the 40' easements accommodate the utility ROW.

Mayor Scarcella asked if their variance request was a preference or was there some other explanation.

Discussion ensued regarding the variance request and easement footage.

**Joe Rome made a motion to grant preliminary plat approval of Apple Creek Bend subject to Jones & Carter's Letter of Conditions, correcting the duplication of Apple Creek Bend Drive and City Council's approval of the 60' ROW variance. Joseph Olickan seconded the motion with all present voting in favor.**

**2. Discussion and consideration of preliminary plat approval of Restricted**

**Reserve “B” Parc Plaza Business Park being a replat of Restricted Reserve “B” Park Plaza Business Park and Restricted Reserve “E” AutoNation USA South plats.**

Pam Madrigal placed the drawing on the board, described its geographic location and pointed out that the developer is including the original landscape reserve. Ms. Madrigal stated that Jones and Carter is recommending preliminary plat approval subject to the Jones & Carter Letter of Conditions. Ms. Madrigal suggested that some type of evidence be provided indicating that the original owner's have no problem with this property being platted to something other than a landscape reserve.

Mayor Scarcella stated that a document approved by the City Attorney should be required. The Mayor noted that should there be a platting situation arise years from now, the City of Stafford would be legally covered. This document should be signed and executed in a manner such that the City Attorney deems acceptable.

**Joseph Olickan made a motion to grant preliminary plat approval of Restricted Reserve “B” Parc Plaza Business Park subject to acquiring the appropriate documentation from the City Attorney and the Jones & Carter Letter of Conditions. Ken Mathews seconded the motion with all present voting in favor.**

**3. Discussion and consideration of final plat approval of Ray Pace Subdivision and request for variance from preliminary plat approval.**

Pam Madrigal placed the drawing on the board, described its geographic location, and pointed out that Reserves “D” and “E” are drainage easements for future widening of existing ditch requirements. Ms. Madrigal noted that a portion of this plat is in the ETJ of Stafford. Ms. Madrigal stated that Jones and Carter is recommending final plat approval subject to the Jones & Carter Letter of Conditions and City Council's variance waiver approval.

Llarance Turner, representing the developer, clarified the variance request explanation, stated that this site is proposed for the construction of Elks Lodge #151 and assured the Planning Commission that the situation with Ft. Bend WCID #2 had been resolved.

**Joe Rome made a motion for final plat approval of Ray Pace Subdivision subject to the Jones & Carter Letter of Conditions. Christine Rector seconded the motion with all present voting in favor.**

**4. City Engineer's Report and discussion of:**

- (a). Progress of developments on US 90A and railroad relocation project.**
- (b). Drainage matters.**
- (c). Stafford/Staffordshire Road project and update on Fort Bend County Mobility projects.**
- (d). Local street and drainage improvements and effect of proposed bond sale.**
- (e). Consideration of appropriate action on items (a) – (d).**

Pam Madrigal gave a brief overview of the Monthly Status Report noting that significant progress has been made with meetings being held at UPRR's Spring location. Ms. Madrigal stated that the tri-party agreement is the critical item on the timeline for the US 90A project and that TxDOT announced the project letting date was moved to January 2005.

**5. Mayor's report on the State of the City and Goals for 2004.**

Mayor Scarcella stated that he is looking forward to projects and service enhancements in the future. The Mayor noted that there should be some additional funds in sales tax and that the general fund balance has increased. The Mayor commented on the following goals for 2004:

- Pass the Home Rule Charter
- Begin Operations of the Stafford Centre
- Strengthen the Zoning and Revitalization Efforts
- Advance US 90A Railroad Relocation Project
- Continue Pursuit of Commuter Rail
- Renovate the Court Facility and City Hall
- Prepare for Street and Drainage Projects
- Embrace Diversity
- Enhance Educational Opportunities
- Preserve Strong Fiscal Position and no Property Taxes

No city property tax is a huge draw for this City. Coupled with all these other things, there should be a great deal of attention from a lot of people. With so many glowing prospects, it's very encouraging.

**6. Discussion and consideration of the January 13, 2004 Planning Commission Minutes.**

**Christine Rector made a motion to approve the minutes of January 13, 2004. Ken Mathews seconded the motion with all present voting in favor.**

**7. Adjournment.**

**Joe Rome made the motion to adjourn the meeting at 8:50 p.m. Christine Rector seconded the motion and it was unanimously approved to adjourn.**

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Alma Birdwell, Chairman

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Jo Ann Holloway, Recording Secretary