



**CITY OF STAFFORD
PLANNING COMMISSION MEETING
June 8, 2004**

The Planning Commission met in regular session at Stafford City Hall on June 8, 2004 with the following in attendance:

Present:

Maria Alvarado
Alma Birdwell
Ken Mathew
Joseph Olickan
Press Robinson
Joe Rome, Secretary

Leonard Scarcella, Mayor
Bob Jones, City Engineer, Jones & Carter
Adam Lambert, Engineer, Jones & Carter
Cheryl Wilson, City Attorney, Olson and Olson
Lawrence Vaccaro, Jr., Director of Public Works

Absent:

Christine Rector

Alma Birdwell called the meeting to order at 7:34 p.m.

1. Discussion and consideration of final plat approval of Clark Plaza, Section 4.

Bob Jones placed the drawing on the board and described its geographic location as being south of Avenue E, west of Stafford Run and east of FM 1092. Mr. Jones pointed out that Reserves A and B had never been plated. Mr. Jones stated that Jones and Carter is recommending final plat approval subject to the Jones & Carter Letter of Conditions.

Joe Rome made a motion to grant final plat approval of Clark Plaza, Section 4 subject to Jones & Carter's Letter of Conditions. Joseph Olickan seconded the motion with all present voting in favor.

2. Discussion and consideration of preliminary plat approval of Colony Lake Estates – Section One, Res “B”.

Bob Jones placed the drawing on the board and described its geographic location as being between Brand Lane and Avenue E. Mr. Jones noted that a public hearing might be required due to the change in land use. Mr. Jones stated that Jones and Carter is recommending preliminary plat approval subject to the Jones & Carter Letter of Conditions.

Cheryl Wilson noted that a public hearing is required due to the deed restriction, the change in property use and anytime a property is vacated. Ms. Wilson stated that this would give the public an opportunity to respond to this issue and that the City should take the extreme caution position. Ms. Wilson indicated that personal notification of all residence within 200' of the property is required and something should be listed in the

newspaper for the public.

Discussion ensued regarding governing bodies, public opposition, Robert's Rules of Order, joint public hearings and Planning Commission/City Council approvals.

Mayor Scarcella emphasized that a public hearing is a significant event and not just a formality.

Joe Rome made a motion to grant preliminary plat approval of Colony Lake Estates – Section One, Res “B” contingent upon a public hearing held prior to final approval and subject to Jones & Carter’s Letter of Conditions. Maria Alvarado seconded the motion with all present voting in favor.

3. Discussion and consideration of preliminary plat approval of Oasis Medical Campus – Phase 1.

Bob Jones placed the drawing on the board and described its geographic location. Mr. Jones noted that this is a revised plat from the original submission. Mr. Jones pointed out the drainage easement and ROW concerns and stated that the revised plat now meets subdivision requirements, so Jones & Carter is recommending preliminary plat approval.

Discussion ensued regarding drainage easement requirements, commercial reserves and frontage distance requirements.

Cheryl Wilson stated that the revised plat was not submitted in time to be acted upon this evening.

Mr. Al Fairfield of The Chaparral Group assured the Planning Commission that the area is planned to be beautifully landscaped and that the developers are ready to do whatever it takes to get their plans in accordance with the City’s requirements.

Ken Mathews made a motion to grant preliminary plat approval of Oasis Medical Campus – Phase 1 subject to having the revised plat submitted next month and Jones & Carter’s Letter of Conditions. Press Robinson seconded the motion with all present voting in favor.

4. Discussion and consideration of final plat approval of Zenith Plaza.

Bob Jones placed the drawing on the board and described its geographic location as being in Stafford’s ETJ, north of Ludwig Lane and a residual of Lot 74. Mr. Jones noted the irregular property line and that it should be reconciled to have a title report that matches the plat and to alleviate future boundary issues. Mr. Jones stated that Jones and Carter is recommending final plat approval subject to the Jones & Carter Letter of Conditions.

Maria Alvarado made a motion to grant final plat approval of Zenith Plaza subject to Jones & Carter’s Letter of Conditions. Press Robinson seconded the motion with all present voting in favor.

5. City Engineer's Report and discussion of:

(a). Progress of developments on US 90A and railroad relocation project.

- (b). Stafford/Staffordshire Road project and update on Fort Bend County Mobility projects.**
- (c). Local street and drainage improvements and effect of proposed bond sale.**
- (d). Consideration of appropriate action on items (a) – (c).**

Bob Jones gave an overview of their Monthly Status Report and pointed out discrepancies by TxDot on engineering issues.

Cheryl Wilson stated that the last generation of documentations had been received and were being incorporated into the new generation of documents, which should be mailed June 9, 2004.

Discussion ensued on Federal funding, readiness of projects and H-GAC's positioning of Stafford projects to receive funding.

Lawrence Vaccaro commented on the timeframe regarding the City's 5th Street acquisition process.

Bob Jones noted that the City's portion could be built independently of Missouri City's.

Mayor Scarcella expressed concern regarding Missouri City's portion of the 5th Street project involving a possible bottleneck at Missouri City and Stafford's city limit line. Mayor Scarcella noted that for the 5th Street project not to be completed would be a very unfortunate development.

6. Report by Mayor and City Attorney, and discussion of, potential reorganization of Planning Commission into Planning and Zoning Commission, as allowed by new Home Rule Charter, and effect on members of the City Planning Commission.

Mayor Scarcella stated that under the new Home Rule Charter, we must have a Zoning Commission. Mayor Scarcella indicated that from a practical standpoint, City Council has the option to appoint a separate commission or re-designate the Planning Commission to the Planning and Zoning Commission. City Council has discussed it and there is the potential for this body to be reorganized and re-designated as a Planning and Zoning Commission.

Cheryl Wilson stated that if City Council re-designated the Planning Commission to the Planning and Zoning Commission, additional duties would be much greater and that there would be greater involvement in land use issues. Ms. Wilson pointed out that currently, the Planning Commission plays an advisory role in subdivision regulations and initially authority for approval of plats, but that their new level of responsibility would include deciding regulations, holding hearings in regard to those regulations and final written reports with a recommendation before City Council could review.

Also included in Ms. Wilson's overview of the Planning and Zoning Commission's responsibilities were Due Process requirements, 1st Amendment rights and knowledge of the City's adopted comprehensive land use plan. Ms. Wilson expressed the importance of active participation, findings of fact and that it is critical that the commission adopt rules

of procedure for a seamless flow of information, which would provide the commission with the opportunity to deliberate smoothly. Ms. Wilson pointed out that each member must be objective and consider each project on its own merits, listen to staff input and that reports to be processed may require more than one meeting. Ms. Wilson also stated that re-designation of the Planning Commission would require an ordinance.

Discussion ensued on plating approval authority vs. zoning approval authority, outside influence in public hearings and the fact that City Council has the final decision on zoning matters.

Mayor Scarcella noted that the toughest decision would be to appose your neighbors and friends, but to do what's best for the City takes precedence over everything. The Mayor emphasized that everyone should reflect on the decision to be on a Zoning Commission and feel free to contact him to express the desire not to participate.

Councilman Cecil Willis stated that a re-designation would dynamically change their level of required participation and elevate them to a new level and status. Mr. Willis reiterated the importance of reflecting upon their decision to participate on a Zoning Commission.

7. Election of Planning Commission Officers.

Joe Rome made a motion to defer election until City Council has made a decision on a re-designation of the Planning Commission vs. the creation a Zoning Commission. Maria Alvarado seconded the motion and it was unanimously approved with all present voting in favor.

8. Discussion and consideration of the May 11, 2004 Planning Commission Minutes.

Maria Alvarado made the motion to approve the minutes of May 11, 2004. Joe Rome seconded the motion and it was unanimously approved with all present voting in favor.

9. Adjournment.

Maria Alvarado made the motion to adjourn the meeting at 9:30 p.m. Ken Mathews seconded the motion and it was unanimously approved to adjourn.

Alma Birdwell, Chairman

Jo Ann Holloway, Recording Secretary