



**CITY OF STAFFORD  
PLANNING COMMISSION MEETING  
JULY 13, 2004**

The Planning Commission met in regular session at Stafford City Hall on July 13, 2004 with the following in attendance:

**Present:**

Maria Alvarado  
Alma Birdwell  
Ken Mathew  
Joseph Olickan  
Christine Rector  
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:**

Press Robinson

Alma Birdwell called the meeting to order at 7:30 p.m.

**1. Discussion and consideration of preliminary and final plat approval of Braeburn Gardens – Replat of Reserves “D” and “E”, Block 3.**

Bob Jones placed the drawing on the board and described its geographic location. Mr. Jones stated that Jones & Carter is recommending preliminary and final plat approval subject to the Jones & Carter Letter of Conditions.

Mayor Scarcella referenced litigation years ago regarding the free hand given for residential platting of that particular location.

Lawrence Vaccaro, Jr. noted that only deed restrictions were involved at that time. The plats were considered residential because they didn't meet the lot sizes required; which were to be 100' wide or they were restricted to commercial. Mr. Vaccaro, Jr. also indicated that this plat will require Harris County's Planning Commission's approval.

Cheryl Wilson indicated that regardless of approvals, a replat without vacating the prior plat requires a public hearing.

Mayor Scarcella stated that unless a joint public hearing is declared, each of the two governing bodies would require a public hearing.

Lawrence Vaccaro, Jr. stated that 80 – 90% of our plats are replats, so we may have to redo our meetings.

Discussion ensued regarding vacating prior plats, previous replatting without vacating with approvals, public hearing requirements, interpretation of vacating criteria by engineers, legal ramifications to the City and clarity of future replat requirements.

Mayor Scarcella stated that if this is going to have an impact on the process of public

hearings, it should be included in an ordinance to be forewarned. The Mayor also indicated that this would be the perfect opportunity to make the ordinance so that it includes the verbiage required.

Bob Jones noted that regarding the legalities, routinely Jones & Carter has not put language on a plat regarding vacating the plat, but based on previous rhetoric, Mr. Jones didn't think a public hearing would be required. Mr. Jones also stated that this particular plat totally replaces what was there before and that it is being vacated, so it does not fall within the public hearing requirements.

Joseph Olickan noted that although it's legally defined, the Jones & Carter engineer stated that a public hearing is not required. Mr. Olickan stated that a public hearing should be postponed on the remaining plats to be discussed this evening.

Cheryl Wilson stated that it is accepted that Bob Jones' recommendation that this plat does not meet the criteria of needing to have a public hearing.

**Christine Rector made a motion to grant preliminary and final plat approval of Braeburn Gardens – Replat of Reserves “D” and “E”, Block 3 subject to Jones & Carter’s Letter of Conditions. Maria Alvarado seconded the motion with all present voting in favor.**

**2. Discussion and consideration of preliminary plat approval of Clark Plaza One – Section 3, Replat of Reserve “C”.**

Bob Jones placed the drawing on the board, described its geographic location, and noted that it vacates the previous plat completely; therefore, a public hearing is not required. Mr. Jones stated that Jones & Carter is recommending preliminary plat approval subject to the Jones & Carter Letter of Conditions.

Mayor Scarcella asked Bob Jones to give a scenario of what would result in a non-vacation of this plat.

Bob Jones gave a platting and replatting scenerio.

**Maria Alvarado made a motion to grant preliminary plat approval of Clark Plaza One – Section 3, Replat of Reserve “C” subject to Jones & Carter’s Letter of Conditions. Christine Rector seconded the motion with all present voting in favor.**

**3. Discussion and consideration of preliminary plat approval of The Grove Outlet and Town Center – Unrestricted Reserves A-22, A-23 and A-24.**

Bob Jones placed the drawing on the board, gave its geographic location, described its replatting process and noted that it totally replaces the previous plat; therefore does not require a public hearing. Mr. Jones stated that Jones & Carter is recommending preliminary plat approval.

**Maria Alvarado made a motion to grant preliminary plat approval of The Grove Outlet and Town Center subject to Jones & Carter’s Letter of Conditions. Joe Rome seconded the motion with all present voting in favor.**

4. **Discussion and consideration of final plat approval of Oasis Medical Campus – Phase I.**

Bob Jones placed the drawing on the board, described its geographic location and noted that it now has proper frontage as required from the previous submittal. Mr. Jones stated that Jones & Carter is recommending final plat approval as all conditions have been met from their previous review.

**Joe Rome made a motion to grant final plat approval of Oasis Medical Campus – Phase I subject to Jones & Carter’s Letter of Conditions. Maria Alvarado seconded the motion with all present voting in favor.**

5. **Discussion and consideration of final plat approval of preliminary and final plat approval of Ray Pace Subdivision – Replat of Unrestricted Reserve “C”.**

Bob Jones placed the drawing on the board, described its geographic location and noted that it does not require vacating; therefore, a public hearing is not required. Mr. Jones stated that Jones & Carter is recommending final plat approval subject to Jones & Carter’s letter of conditions.

**Maria Alvarado made a motion to grant final plat approval of Ray Pace Subdivision – Replat of Unrestricted Reserve “C” subject to Jones & Carter’s Letter of Conditions. Ken Mathews seconded the motion with all present voting in favor.**

6. **Discussion and consideration of preliminary plat approval of Shadowbrooke Apartments.**

Since the check for the application fee was returned NSF, this plat did not meet application requirements; therefore, was not discussed.

7. **Discussion and consideration of 12-month extension request for Master preliminary plat of Colony Lake Estates.**

Lawrence Vaccaro, Jr. explained that two years after a plat is submitted and not finalized for recording, the developer is allowed a 12-month extension.

**Maria Alvarado made a motion to grant a 12-month extension for submittal of the Master preliminary plat of Colony Lake Estates. Joe Rome seconded the motion with all present voting in favor.**

8. **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 noted that everything was progressing in a timely fashion.

Cheryl Wilson stated that at the last TxDOT meeting, she and Bill Olson itemized what was needed, tasks were assigned and the process has become streamlined.

Mayor Scarcella noted that the transfer of funds being held by SEDC was authorized and that City Council can now take all appropriate action to accomplish all of its agreements with TxDOT and the Tri-Party agreement. The Mayor also indicated that the bond fund monies have also been received and are in the bank as well.

**9. Discussion of the proposed reorganization of the Planning Commission into a Planning & Zoning Commission and recommendations to City Council on proposed changes.**

Mayor Scarcella stated that on June 30, 2004 City Council went through a check-list with Cheryl Wilson covering the structure of a Planning & Zoning Commission assuming City Council's approval.

Cheryl Wilson's review of composition included the following:

- Appointment process
- Removal of members
- Absences
- Rules of Procedure for due process
- Vacancies
- Terms/staggered terms
- Number of appointees for each term
- Quorum of three (Ms. Wilson recommends four)
- Offices to be held
- Compensation and expenses
- Duties as a Planning Commission (won't change)
- Zoning Commission requirements
- Time and day of meeting (not yet known)
- Minutes to be taken by (not yet known)
- Agenda preparation
- Approval of agenda should be by Chairman
- Over-ruling of recommendations by City Council
- Joint Public Hearings

Mayor Scarcella stated that this list would be discussed before the final ordinance is adopted.

**10. Discussion and consideration of the June 8, 2004 Planning Commission Minutes.**

**Maria Alvarado made the motion to approve the minutes of June 8, 2004. Christine Rector seconded the motion and it was unanimously approved with all present voting in favor.**

**11. Adjournment.**

**Maria Alvarado made the motion to adjourn the meeting at 9 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