



**CITY OF STAFFORD
PLANNING AND ZONING
COMMISSION MEETING
September 7, 2004**

The Planning Commission met in regular session at Stafford City Hall on September 7, 2004 with the following in attendance:

Present:

Maria Alvarado	Gene Bane, Zoning Administrator
Alma Birdwell, Chairman	Bob Jones, City Engineer, Jones & Carter
Christine Rector	Adam Lambert, Engineer, Jones & Carter
Press Robinson	Lawrence Vaccaro, Jr., Director of Public Works
Joe Rome, Secretary	Cheryl Wilson, City Attorney, Olson and Olson

Absent:

Ken Mathew
Joseph Olickan

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

Gene Bane asked for a moment of silence in recognition of Phillip Mitchell, who recently passed away of a heart attack. Mr. Mitchell served on the Home Rule Charter, the Stafford Zoning Board of Adjustments and was a past member of the Planning Commission from July of 1991 thru July of 1997.

1.(a) Public Hearing on Colony Lake Estates, Section 1, Replat of Reserve "B".

Bob Jones placed the drawing on the board and gave a description of its geographic location. Mr. Jones noted that all subdivision requirements have been met and that Jones & Carter is recommending final plat approval subject to the Jones & Carter Letter of Conditions.

Alma Birdwell officially opened the Public Hearing.

Carl Stephens, representing the property owner(s), said that the owners are in favor of final plat approval. No other parties came forward either for or against.

Ms. Birdwell officially closed the Public Hearing.

1.(b) Discussion and consideration of final plat approval of Colony Lake Estates, Section 1, Replat of Reserve "B".

Press Robinson made a motion to grant final plat approval of Colony Lake Estates, Section 1, Replat of Reserve "B" subject to Jones & Carter's Letter of Conditions. Christine Rector seconded the motion with all present voting in favor.

2.(a) Revised Master Preliminary Plat for Freeport Southwest.

Bob Jones placed the drawing on the board and described its geographic location. Mr. Jones noted that the Master Preliminary should be updated to reflect the changes and that Jones and Carter is recommending this plat for approval subject to the Jones and Carter Letter of Conditions.

2.(b) Preliminary plat approval for Freeport Southwest, Section 14.

Bob Jones stated that Reserves V, W and X are included in this plat, which has resulted in a drainage concern. Mr. Jones noted that the plat meets subdivision requirements and Jones & Carter is recommending it for approval subject to the Jones & Carter Letter of Conditions.

2.(c) Consideration of items (a) and (b).

Joe Rome made a motion to grant approval of the Revised Master preliminary plat and the preliminary plat approval of Freeport Southwest, Section 14 subject to Jones & Carter's Letter of Conditions. Christine Rector seconded the motion with all present voting in favor.

3.(a) Public Hearing on Greenbriar Southwest, Section 6, Replat of Unrestricted Reserve "D3-A".

Bob Jones placed the drawing on the board and described its geographic location. Mr. Jones noted that all subdivision requirements have been met and that Jones & Carter is recommending preliminary and final plat approval subject to Jones & Carter's Letter of Conditions.

Alma Birdwell officially opened the Public Hearing.

Mr. Holly Stanley, representing the property owners, stated that the owners are in favor of the preliminary and final plat approval. No other parties came forward either for or against.

Ms. Birdwell officially closed the Public Hearing.

3.(b) Discussion and consideration of preliminary and final plat approval of Greenbriar Southwest, Section 6, Replat of Unrestricted Reserve "D3-A".

Press Robinson made a motion to grant preliminary and final plat approval of Greenbriar Southwest, Section 6, Replat of Unrestricted Reserve "D3-A" subject to Jones & Carter's Letter of Conditions. Christine Rector seconded the motion with all present voting in favor.

4.(a) Public Hearing on Lee Roberts Subdivision, Replat of Unrestricted Reserve "B".

Bob Jones placed the drawing on the board and described its geographic location. Mr. Jones noted that all subdivision requirements have been met and that Jones & Carter is recommending preliminary and final plat approval subject to Jones & Carter's Letter of

Conditions.

Mr. Abdul Diop, representing the property owner(s), stated that the owners are in favor of preliminary and final plat approval. No other parties came forward either for or against.

Ms. Birdwell officially closed the Public Hearing.

4.(b) Discussion and consideration of preliminary and final plat approval of Lee Roberts Subdivision, Replat of Unrestricted Reserve "B".

Maria Alvarado made a motion to grant preliminary and final plat approval of Lee Roberts Subdivision subject to Jones & Carter's Letter of Conditions. Christine Rector seconded the motion with all present voting in favor.

5.(a) Public Hearing on PMSI Dove Country Second Replat.

Bob Jones placed the drawing on the board and described its geographic location. Mr. Jones noted that all subdivision requirements have been met and that Jones & Carter is recommending preliminary plat approval subject to Jones & Carter's Letter of Conditions.

Alma Birdwell officially opened the Public Hearing.

No one came forward to address the commission either for or against the plat approval.

Ms. Birdwell officially closed the Public Hearing.

5.(b) Discussion and consideration of preliminary plat approval of PMSI Dove Country Second Replat.

Joe Rome made a motion to grant preliminary plat approval of PMSI Dove Country Second Replat subject to Jones & Carter's Letter of Conditions. Press Robinson seconded the motion with all present voting in favor.

6.(a) Public Hearing on Shadowbrooke Apartments Subdivision.

Bob Jones placed the drawing on the board and described its geographic locations. Mr. Jones noted concerns regarding utility easements and that this property is in the County, not Stafford City limits. Mr. Jones stated that all subdivision requirements have been met and that Jones & Carter is recommending preliminary plat approval subject to Jones & Carter's Letter of Conditions.

Alma Birdwell officially opened the Public Hearing.

No one came forward to address the commission either for or against the plat approval.

Ms. Birdwell officially closed the Public Hearing.

6.(b) Discussion and consideration of preliminary plat approval of Shadowbrooke Apartments Subdivision.

Press Robinson made a motion to grant preliminary plat approval of Shadowbrooke Apartments Subdivision subject to Jones & Carter's Letter of Conditions. Maria Alvarado seconded the motion with all present voting in favor.

7. 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 Progress Summary. Mr. Jones noted that most of the to-do- items left are for Union Pacific.

Cheryl Wilson stated that the last of the revisions are proposed to go out September 8, 2004 and the comments are to be received no later than September 30, 2004, with anticipated distribution at the September 23, 2004 TxDOT meeting.

Bob Jones commented further on the updated TIP and the Stafford Business Park drainage report draft.

8.(a) Presentation and discussion of an application to amend the Zoning Ordinance to grant a Specific Use Permit to construct and operate an assembly group A-3 occupancy, specifically, a gymnasium at 4677 Techniplex Drive.

Gene Bane gave an overview of specific use permits. Mr. Bane stated that the applicant wants to open a fitness center and needs the approval of a Specific Use permit.

Cheryl Wilson stated that the following process is required to get this done:

- Hear the applicants plan
- Set a time, date and place for a public hearing
- Discuss it and ask questions
- Adopt a final report
- Submit a recommendation to City Council for their final decision

Brock Wilson, a real estate broker representing the applicant(s), described the applicants' plan for a fitness center owned by Charles and Christine Anderson. Mr. Wilson noted that this center would specialize in private fitness training for every level of fitness requirements, including group services and rehabilitation needs.

Press Robinson made a motion to accept the application as the Preliminary Report of the Planning and Zoning Commission. Maria Alvarado seconded the motion with all present voting in favor.

8.(b) Discussion and consideration of setting a date, time and place for holding a public hearing on the application identified in Item 8(a), including holding a joint public hearing with City Council.

Discussion ensued regarding joint public hearings, separate public hearings, agenda order,

optional dates and times.

Maria Alvarado made a motion to recommend that City Council adopt an ordinance calling a joint public hearing for October 6 or October 12, 2004 and if Council does not call a joint public hearing, for Planning and Zoning Commission to hold a public hearing on the application during their regular October 12, 2004 meeting. Christine Rector seconded the motion with all present voting in favor.

9. Discussion and consideration of proposed Rules of Procedure for the Planning and Zoning Commission.

Cheryl Wilson gave an overview of the Rules of Procedure for the Planning and Zoning Commission that Olson and Olson had prepared.

Alma Birdwell stated that in future meetings, the approval of minutes will now be the first item addressed.

Maria Alvarado made a motion to request that City Council table any action until the commission has had time to review the Rules of Procedure and discuss them at the October 12, 2004 meeting. Press Robinson seconded the motion with all present voting in favor.

10. Discussion and consideration of the August 10, 2004 Planning Commission Minutes.

Christine Rector made a motion to approve the minutes of August 10, 2004 subject to correction of attendees. Press Robinson seconded the motion with all present voting in favor.

11. Adjournment.

Maria Alvarado made the motion to adjourn the meeting at 9:04 p.m. Press Robinson seconded the motion and it was unanimously approved to adjourn.

Alma Birdwell, Chairman

Jo Ann Holloway, Recording Secretary