



# CITY OF STAFFORD

## PLANNING AND ZONING COMMISSION MEETING

October 12, 2004

Meeting Minutes

The Planning and Zoning Commission met in regular session at Stafford City Hall on October 12, 2004 with the following in attendance:

### **Present:**

Maria Alvarado  
Alma Birdwell, Chairman  
Joseph Olickan  
Christine Rector  
Joe Rome, Secretary

Gene Bane, Zoning Administrator  
Lawrence Vaccaro, Jr., Director of Public Works  
Cheryl Wilson, City Attorney, Olson and Olson

### **Absent:**

Press Robinson

### **1. Discussion and consideration of the September 7, 2004 Planning and Zoning Commission minutes and October 6, 2004 Joint Public Hearing minutes.**

**Maria Alvarado made a motion to grant approval of the September 7, 2004 Planning and Zoning Commission minutes and the October 6, 2004 Joint Public Hearing minutes subject to correction. Christine Rector seconded the motion with all present voting in favor.**

### **2. Discussion and consideration of final plat approval of Freeport Southwest, Section 14.**

Bob Jones placed the drawing on the board and described its geographic location. Mr. Jones noted that this plat is comprised of unrestricted reserves "V", "W" and "X". He also stated that all proposed drainage easements are indicated on the construction plans and that Jones & Carter recommends final approval.

**Maria Alvarado made a motion to grant final 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. 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 the meetings are productive and moving along swiftly.

Cheryl Wilson noted that there are very few issues left to resolve.

Lawrence Vaccaro, Jr. stated that in January or February, the new TIPS program is anticipated, which could affect the Stafford/Staffordshire road project.

Bob Jones stated that Jones & Carter has been working on some additional drainage information regarding property east of Kirkwood and will present something to City Council shortly and they anticipate information from the County regarding 5<sup>th</sup> Street bond monies.

**4. Discussion and possible action to adopt a final report and approve a recommendation to City Council on an ordinance amending Chapter 26 of the Code of Ordinances of the City, the same being the comprehensive zoning ordinance, by granting a Specific Use Permit to The Offices of the Millennium, LTD. to allow the development and operation of an Assembly Group A-3 Occupancy, specifically, a gymnasium, on a 2.5365-acre tract of land located within the City of Zoning District RCT and being further identified as 4677 Techniplex Drive.**

Discussion ensued covering the following issues:

- SUP expiration date(s)
- Commencement of construction
- Future Joint Public Hearing procedures
- Applicant presentation to Zoning Administrator
- Conflicting opinions between City Council and Planning and Zoning Commission

Mayor Scarcella commended the Planning and Zoning Commission members on how well they have handled the process and noted that it is a very appropriate ordinance to this particular application.

**Maria Alvarado made a motion to adopt the ordinance amending Chapter 26 of the Code of Ordinances of the City as the Planning and Zoning Commission's Final Report and to recommend that City Council adopt the ordinance as presented. Christine Rector seconded the motion with all present voting in favor.**

Mayor Scarcella congratulated Press Robinson, a Planning & Zoning Commission member, and his wife, Monique, on the birth of a baby girl.

### **5. Discussion and consideration of proposed Rules of Procedure for the Planning and Zoning Commission.**

Cheryl Wilson gave an overview of the two revisions.

Discussion ensued covering the following issues:

- Absences and excused absences
- Resignations
- Terminations
- Leave of Absences

**Christine Rector made a motion to recommend that City Council adopt the Rules of Procedure for the Planning and Zoning Commission as presented. Ken Mathew seconded the motion with all present voting in favor.**

### **3. Adjournment.**

**Maria Alvarado made a motion to adjourn the meeting at 8:25 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