



## PLANNING AND ZONING COMMISSION MEETING OCTOBER 10, 2006

The Planning and Zoning Commission met in regular session at Stafford City Hall at 7:30 p.m. on October 10, 2006.

### **Present:**

Alma Birdwell, Chairman

Joseph Olickan, Vice Chairman

Joe Rome, Secretary

Virginia Rosas

Felix A. Vega

Fred Woolridge

Mayor Leonard Scarcella

Lawrence Vaccaro, Jr., Public Wks Director

Pam Madrigal, City Engineer

Gene Bane, Director of Bldg Permits & Nuisance

Abatement/Zoning Administrator

Jo Ann Holloway, P & Z Recording Secretary

Cheryl Wilson, Attorney – Olson & Olson

Scott Bounds, Attorney – Olson & Olson

### **Absent:**

Christine Rector

### **1. Roll call.**

All commissioners were in attendance except Christine Rector, who was out ill.

### **2. Discussion and consideration of the August 22 and September 12, 2006 Planning & Zoning Commission special meeting minutes and of the September 12, 2006 Planning & Zoning Commission regular meeting minutes.**

**Fred Woolridge made a motion to grant approval of the August 22, 2006 Planning and Zoning Commission Special meeting minutes. Virginia Rosas seconded the motion with all present voting in favor.**

**Joe Rome made a motion to grant approval of the September 12, 2006 Special meeting minutes. Fred Woolridge seconded the motion with all present voting in favor.**

**Felix Vega made a motion to grant approval of the September 12, 2006 Regular meeting minutes. Joseph Olickan seconded the motion with all present voting in favor.**

### **3. Discussion and possible action to schedule a special Planning and Zoning commission meeting to consider adopting a form checklist to be used when considering an application for a Specific Use Permit, adopting an introductory statement to be made prior to opening public hearings, and to consider possible amendments to the zoning ordinance.**

**Felix Vega made a motion to schedule a special Planning & Zoning meeting for October 17, 2006 at 7 p.m. to discuss:**

- (a) **Adopting a form checklist to be used when considering an application for a Specific use Permit,**
- (b) **Adopting an introductory statement to be made prior to opening public hearings and**
- (c) **Consideration of possible amendments to the zoning ordinance.**

**Fred Woolridge seconded the motion with all present voting in favor.**

**4. Discussion and consideration of final plat approval of The Crescent at Brand Lane, Section 1 being a replat of the most western portion of Stafford Oaks Lot 30.**

Pam Madrigal placed the drawing on the board and pointed out its geographic location and noted that the property is proposed to be divided into two sections and section 1 is the residential portion. Ms. Madrigal stated that Public Works recommends final plat approval subject to the City's Letter of Conditions.

**Joe Rome made a motion to grant final plat approval of The Crescent at Brand Lane, Section 1. Felix Vega seconded the motion with all present voting in favor.**

**5. Discussion and consideration of final plat approval of The Crescent at Brand Lane Revised Master Preliminary.**

Pam Madrigal placed the drawing on the board and explained that although the Master Plat had been approved at the September meeting, a revised Master Plat is required when any section of the property is submitted for final plat approval. Ms. Madrigal stated that the City recommends final plat approval subject to the City's Letter of Conditions.

**Felix Vega made a motion to grant final plat approval of The Crescent at Brand Lane Revised Master Preliminary. Fred Woolridge seconded the motion with all present voting in favor.**

**6. (a) Presentation and discussion of preliminary and final plat of Dulles Park Subdivision being a replat of Stafford Oaks Subdivision Lot 66 – Restricted Reserves “A” and “B”.**

Pam Madrigal placed the drawing on the board, described its geographic location and noted that the applicant wants to combine reserves “A” and “B” into one reserve. Ms. Madrigal commented on the need for a minimum 20' building line setback from the side of Perez Street and the request to revise the proposed plat name to reflect the original subdivision title of “Stafford Oaks Subdivision Lot 66”. Ms. Madrigal stated that Public Works recommends preliminary and final plat approval subject to the City's Letter of Conditions.

Discussion ensued regarding:

- Subdivision plat regulations vs. Development plat regulations,
- Requirement for applicant to provide development specifics,
- Building official's duties regarding development plats and the building permit process,

- ETJ requirements for development plats,
- Interpretation of state law regarding control and regulations of land use,
- City standards and limited discretion to approve plats,
- Denial of plat(s) due to undesirable land use,
- Redevelopment and underdevelopment of land and
- P&Z plat approval limitations.

**6. (b) Public Hearing on proposed replat described in Item 6(a).**

Alma Birdwell officially opened the Public Hearing. No one spoke in opposition or in favor. Ms. Birdwell officially closed the Public Hearing.

**6. (c) Discussion and consideration of preliminary and final plat approval of Dulles Park Subdivision being a replat of Stafford Oaks Subdivision Lot 66 – Restricted Reserves “A” and “B”.**

**Joe Rome made a motion to grant preliminary and final plat approval of Dulles Park Subdivision subject to the City’s Letter of Conditions. Joseph Olickan seconded the motion with all present in favor.**

**7. Discussion and consideration of final plat approval of Houston Community College System – Southwest Stafford Campus being a replat of Greenbriar Southwest, Sec 6 - Reserves “A” and “B”.**

Pam Madrigal placed the drawing on the board, described its geographic location and noted that the applicant is planning to expand the campus. Ms. Madrigal stated that the City recommends final plat approval subject to the City’s Letter of Conditions.

Discussion ensued regarding:

- Stafford/Staffordshire road expansion and mobility enhancement,
- Traffic congestion and required traffic study from HCCS engineers. Conditional plat approval based on traffic study requirement;
- Pedestrian/campus student safety. Additional entrance and exists and circulation issues;
- Proposed contract negotiations with Houston Community College System;
- Beneficial aspects regarding HCCS’s proposed campus enhancements and
- Major thoroughfare review for future ROW dedications.

Scott Bounds commented on subdivision regulations to impose conditions to improve public infrastructure. Mr. Bounds also noted that a requirement could be that improvements be made to keep inadequate conditions from getting worse.

Mayor Scarcella stated that the proposed contract negotiations with HCCS should provide a proposal that is beneficial to the City, which is not likely to happen if the City were negotiating with a commercial entity. Mayor Scarcella noted that it is very clear that the Planning & Zoning Commission does not want to have a situation that is going to exacerbate the traffic problems on Stafford Road.

Joe Rome emphasized that HCCS should be required to prepare a traffic impact analysis as part of its development plans in order to protect the citizens of Stafford.

**Fred Woolridge made a motion to grant final plat approval of Houston Community College System – Southwest Stafford Campus subject to the City's Letter of Conditions. Felix Vega seconded the motion with present voting in favor.**

**8. Discussion and consideration of preliminary plat approval of Malloy Subdivision.**

Pam Madrigal placed the drawing on the board and point out its geographic location, noted that it was presented to the Commission and City Council in September for a Variance Request that was approved and now the applicant is submitting a preliminary plat for review. Ms. Madrigal also noted that the applicant is willing to dedicate 30' of ROW to the City with the condition that Bates Lane remains a private street.

Fred Woolridge expressed his concerns about Bates Lane meeting City standards.

Ms. Madrigal stated that before a plat can be recorded, construction plans must be submitted for approval.

**Felix Vega made a motion to grant preliminary plat approval of Malloy Subdivision subject to the City's Letter of Conditions. Fred Woolridge seconded the motion with all present voting 4 to 2. Joe Rome and Joseph Olickan voted against.**

**9 Report on engineering matters:**

- (a) Stafford/Staffordshire Road project including progress of right-of-way acquisition and preliminary engineering plans.**
- (b) Update on Fort Bend County Mobility projects including Fifth Street Improvements.**
- (c) Local street and drainage improvements including status of Missouri City Estates Drainage Project and proposed Brand Lane asphalt overlay.**
- (d) Progress of developments on US 90A and railroad relocation project.**
- (e) Consideration of appropriate action on items (a) – (d).**

Pam Madrigal gave an overview of the Engineering Report.

Alma Birdwell suggested that the Major Thoroughfare plan be reviewed and added as an agenda item in the near future and Joe Rome asked if the current Major Thoroughfare layout could be provided at the next regular Planning & Zoning Commission meeting.

Pam Madrigal stated that the current Major Thoroughfare plan would be provided at the next regular Planning & Zoning Commission meeting.

10. **Adjournment.**

**Fred Woolridge made a motion to adjourn the meeting at 9:30 p.m. Felix Vega 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