



PLANNING AND ZONING COMMISSION MEETING MAY 8, 2007

The Planning and Zoning Commission met in regular session at Stafford City Hall at 7:30 p.m. on May 8, 2007.

Present:

Alma Birdwell, Chairman
Virginia Rosas
Felix A. Vega
Fred Woolridge

Mayor Leonard Scarcella
Lawrence Vaccaro, Jr., Public Wks Director
Pam Madrigal, City Engineer
Gene Bane – Zoning Administrator
Jo Ann Holloway, P & Z Recording Secretary
Scott Bounds, Attorney – Olson & Olson

Absent:

Joseph Olickan, Vice Chairman
Christine Rector
Joe Rome, Secretary

1. Roll call.

All Commissioners were in attendance except Joseph Olickan, Christine Rector and Joe Rome.

2. Discussion and consideration of the April 10, 2007 Planning & Zoning Commission regular meeting minutes.

Commissioner Woolridge made a motion to approve the April 10, 2007 Planning and Zoning Commission regular meeting minutes. Commissioner Rosas seconded the motion, and it carried 4 - 0.

3. Discussion and consideration of final plat approval of Stafford Distribution Center.

From the plat drawing that was projected, Pam Madrigal pointed out the geographic location of the property and noted that it had been presented and recommended for preliminary approval at the April 10, 2007 Planning & Zoning Commission regular meeting. Ms. Madrigal pointed out that it is a 46.7 acre tract of land after subtracting the Mula Rd ROW dedication. Ms. Madrigal also commented on the requirement to provide a building setback line along FM 1092, scale adjustment requirement and easement identifications. This plat was recommended for final plat approval by Public Works subject to the Letter of Conditions.

Commissioner Rosas asked what the timeframe requirements were regarding the engineer's adherence to the City's Letter of Conditions. Commissioner Rosas also wanted to know if the two divided properties would remain connected in some way.

Ms. Madrigal stated that the developer has one year to meet the requirements and get the plat recorded. After that timeframe, a request for a one-year extension is required and after a one-year extension, the plat must go through the submittal process again. Ms. Madrigal stated that the property was being purchased to be developed in the future and that there has also been discussion regarding the need for a detention pond.

Ms. Rosas stated it is of concern that Mula Rd is the only access. Discussion ensued regarding:

- Issues addressed during site development
- Premature site development concerns prior to plat approvals
- Adjacent property ROW concerns
- Ingress/Egress concerns
- SUP & Building Permit application requirement

Commissioner Vega made a motion for final plat approval of Stafford Distribution Center subject to the City's Letter of Conditions. Commissioner Woolridge seconded the motion, and it carried 3 – 1. Commissioner Rosas voted against.

4. Discussion and consideration of final plat approval of Lois Stafford Addition, a replat of Restricted Reserve "A" Lou Smith Pontiac.

From the plat drawing that was projected, Ms. Madrigal pointed out the geographic location of the property and noted that it had been presented and recommended for preliminary approval at the April 10, 2007 Planning & Zoning Commission meeting. Ms. Madrigal also pointed out reserve encroachments, easement abandonment concerns and the 15' dedication of a sewer easement. Public Works recommended final plat approval subject to the City's Letter of Conditions.

Commissioner Vega made a motion for final plat approval of Lois Stafford Addition, replat of Restricted Reserve "A" Lou Smith Pontiac subject to the City's Letter of Conditions. Commissioner Woolridge seconded the motion, and it carried 4 – 0.

Mayor Scarcella commented on the fact that this plat is a classic example of revitalization opportunities coming to fruition in the City.

5. Discussion and consideration of preliminary plat approval of Stafford Road Business Park.

From the plat drawing that was projected, Ms. Madrigal pointed out the geographic location of the 12.0346 acre plat and its surrounding properties. It was also noted that City Council and the developer have been in negotiations for some time, noting the proposal for an office warehouse development. Ms. Madrigal pointed out the storm sewer systems, which would help alleviate drainage problems, heavy truck traffic concerns and other approval requirement concerns. Public Works recommended preliminary plat approval subject to the City's Letter of Conditions.

Ms. Rosas asked if there were an expeditious process in place whereby the engineer could address the condition requirements prior to submitting a plat for approval.

Ms. Madrigal explained that when a plat is submitted, obvious violations are addressed at that time and as there is only one week to file and process plat submittals, ample time is not provided to adhere to minor issues. It was also pointed

out that a better working relationship is created between the City and developers when the kinks are worked out together.

Discussion ensued regarding:

- Early plat submittals
- Proposed site developments and required City development standards
- Expediting procedural steps for Building Permit process
- Envisioned ideas of developers
- Plat approval vs denial criteria
- Redundant plat approval steps
- Clear-cut message of short-cut options
- Streamlining developers' plat preparation
- Professional adherence to plat submittal requirements

Commissioner Woolridge made a motion for preliminary plat approval subject to the City's Letter of Conditions. Commissioner Vega seconded the motion, and it carried 4 – 0.

6. Report by Zoning Administrator on proposed zoning changes including Island area and other zones.

Gene Bane gave a presentation of proposed zoning changes including Island area and other zones. Mr. Bane commented on the following items, which had been discussed in his last couple of meetings:

- Specific areas to be renovated; the Island and areas to the west and south
- Desired uses; proposed consultation with economic developers such as incredibly tenacious Wulfe & Company's Ed Wulfe, owner of Meyerland Plaza (where others saw a worn out, stained exterior, he envisioned sparkling stucco and stone) and Brad Freels, a Midway chairman, who along with other development team members visited 27 commercial projects across the country to determine what components to include in a recent project called CityCentre located on the Town & Country Mall tract in Houston.
- A transit center for future light rail development
- The property where Kroger store used to be located, which is a great site for renovation
- Recent addition of Commissioner Vega and Commissioner Woolridge to the Committee for proposed zoning changes

Mr. Bane noted that the next meeting is scheduled for May 15, 2007 at 3 p.m.

Mayor Scarcella pointed out that there is still much interest regarding the number of religious facilities in the City and noted that there was discussion about changing the zoning for all A-3 occupancies. The Mayor emphasized the fact that it is really

important for the City to move forward as there are approximately 18 months left to proceed. The Mayor also commented on the call that he and Gene Bane received from Chicago-based Forbes magazine asking many of the same questions as in previous interviews; thus, indicating that this has national appeal and interest to it. The Mayor stated that this is a true opportunity for something very beneficial to the City.

7. Consideration and recommendation of proposed non-residential driveway standards and joint-access requirements.

Pam Madrigal gave an overview of the proposed Non-residential driveway and joint access requirements. Ms. Madrigal stated that these standards would be used to work with developers as part of the plat submittal process. The following items were noted:

- Review of the submitted “draft” version
- Driveway spacing standards
- Concepts to follow those of Sugar Land and Rosenberg
- Frontage and collector street guidelines to achieve a better mobility plan
- Track studies and research done to determine how these ideas are conceived
- Speed, which impacts the flow of traffic
- Joint access requirements & how it might be accomplished when a developer comes in with a large piece of property
- Accident decrease scenario
- The need for a specific section for the Island area
- The need of a general statement to accommodate property owners that cannot meet specific requirements.

Mayor Scarcella noted that North Promenade is a classic example of where cars park on both sides of the streets obstructing the view for property owners trying to back out of private driveways into on-coming traffic. Driveway standards are critical for better land use and for public protection.

8. Report on engineering matters:

- (a) **Stafford/Staffordshire Road project including progress of right-of-way parcel mapping and preliminary engineering plans and status of project funding.**
- (b) **Fifth Street Improvement project.**
- (c) **Progress of developments on US 90A Improvement Project including construction activities and current mobility situation.**

- (d) Progress of development of US 59 Enhancement Project including proposed landscape plantings and monument design and installation.**
- (e) Local street and drainage improvements.**
- (f) Consideration of appropriate action on items (a) – (e).**

Pam Madrigal gave an overview of the attached Monthly Status Report.

9. Discussion and possible action to determine whether Commissioners Commissioner Olickan and Commissioner Rector's absence on April 10, 2007 is excused or unexcused.

Commissioner Woolridge made a motion to accept Commissioner Rector's absence as excused and that Commissioner Olickan's excuse remain pending until additional information is acquired for discussion. Commissioner Vega seconded the motion, and it carried 4 – 0.

10. Adjournment.

Commissioner Rosas made a motion to adjourn the meeting at 8:43 p.m. Commissioner Vega seconded the motion and it was unanimously approved to adjourn.

Commissioner Birdwell, Chairman

Jo Ann Holloway, Recording Secretary