



**PLANNING AND ZONING COMMISSION
REGULAR MEETING
JUNE 12, 2007**

The Planning and Zoning Commission met in regular session at Stafford City Hall at 7:30 p.m. on June 12, 2007.

Present:

Alma Birdwell, Chairman

Joseph Olickan, Vice Chairman

Joe Rome

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:

1. Roll call.

All Commissioners were in attendance.

2. Discussion and consideration of the May 8, 2007 Planning & Zoning Commission regular meeting minutes.

Commissioner Rosas made a motion to approve the May 8, 2007 Planning and Zoning Commission regular meeting minutes. Commissioner Woolridge seconded the motion, and it carried 6 - 0.

3. Discussion and consideration of preliminary plat approval of Freeport SW, Section Ten, Replat of Reserves "Q2" and "Q3".

From the plat drawing that was projected, Pam Madrigal pointed out the geographic location of the property and noted that it had been platted once before and that the two reserves are being combined into one. Ms. Madrigal also commented on the easements and that this plat must comply with the City's newly adopted driveway standards ordinance. This plat was recommended for preliminary plat approval by Public Works subject to the City's Letter of Conditions.

Commissioner Rosas asked if the necessary driveway joint-access easements were included.

Ms. Madrigal stated that joint-access easement(s) can be addressed during the final plat submittal or the review of construction drawings during the site development stage.

Commissioner Woolridge made a motion for preliminary plat approval of Freeport SW, Section Ten, Replat of Reserves "Q2" and "Q3" subject to the City's Letter of Conditions. Commissioner Rome seconded the motion, and it carried 6 - 0.

4. Request by Commissioner Rosas for City to create a Planning and Zoning Commission Library by purchasing five training manuals totaling \$735 and quarterly subscription for a publication called The Commissioner at \$50 per quarter.

Commissioner Rosas stated that these particular manuals would be beneficial in starting a Planning & Zoning Commission Library and also noted that the American Planning Association (APA) has an upcoming conference in Houston, which would be helpful for the Commissioners to attend.

Commissioner Woolridge suggested that Gene Bane review the list of manuals recommended for purchase to see whether he had any comments or suggestions.

Mr. Bane stated that he had never seen the list of books recommended for purchase, but would assist in any way he could.

Commissioner Vega stated it would be a good idea to purchase these books for a better understanding of zoning and land subdivision in general and the manuals covered basic planning concepts and topics.

Discussion ensued regarding:

- City Council approval
- Requesting additional information before purchasing manuals
- City Council's decision to set aside \$25,000 for Planning & Zoning Commission matters

Commissioner Vega made a motion to recommend that City Council approve the purchase of manuals to setup a Planning & Zoning Commission Library. Commissioner Woolridge seconded the motion, and it carried 6 – 0.

5. (a) Presentation and discussion and action on an application for a Specific Use Permit to allow the development and operation of an auditorium building to an existing religious facility development at 12803 Sugar Ridge Blvd., located within the City in Zoning District RCT.

Gene Bane gave a presentation of the proposed Special Use Permit and from the Zoning Map that was projected, pointed its geographic location and noted that all SUP submittals are required for all Group A-3 Assembly occupancies. Mr. Bane stated that a 19,000 SF multi-purpose, fully-sprinkled building is proposed and noted that the site plan submitted was based on the City's newly adopted off-street parking ordinance requirements showing total parking spaces of 504.

Commissioner Birdwell asked about drainage requirements.

Mr. Bane stated that drainage is addressed when building plans are submitted.

David Slattery, architect representing Slattery Tackett Architects, stated that regarding the parking ordinance concerns, a free-standing building was decided upon for fellowship and other gathering functions of the church and noted that the building will

be designed with the same materials as the existing building to aesthetically promote a harmonious continuity in appearance, as well as the road configurations. Mr. Slattery went on to say that the building will fully comply with the City's building ordinance, but because the ordinance was put into place after the architect's plans were prepared, a variance is requested allowing for lesser parking spaces of 340 vs. 504.

Commissioner Rosas commented on concern regarding other uses for the additional facility in the future.

Discussion ensued regarding:

- Simultaneous functions requiring additional parking spaces
- Legal agreement regarding rules for use of the facility, which would include future buyers' adherence to the same rules
- Leasing of building for non-church functions and conflict of overlapping activities
- Use of hall clarifications and exceptions
- Preparation of a legally binding agreement
- Safety issues for cars parked in the street, simultaneous parking, timing of usage and non-fixed seating assembly
- Previous problems with similar parking variance approvals
- Downsize proposed building square footage
- Occupancy load based on the building code, site plan application and inclusion of all parking
- Timing of usage
- Counteractions of new parking ordinance requirements
- The church's inadequate history of parking and complaints
- Problems with compliance if the church is sold to a difficult church that doesn't follow the same religious customs
- Requirement that all Group A-3 Assembly occupancies adhere to the same rules

Jackson Jacob, head of the church building committee, stated that worship would be the main use for this addition. Mr. Jacob noted that there has never been congested parking during church, that the church's entire budget is based on the City's old parking ordinance. Mr. Jacob went on to say that the church is working on a code of rules that will be followed regarding the parking situation and emphasized the fact that the additional building will not be used the same time as another function and that it is not the church's custom nor is it in the church's history to do so. Mr. Jacob stated that if at any time the church over steps the City's rules, the church would be willing to add more parking at that time.

Commissioner Woolridge stated that except for the parking concern, the building requirements are fine.

5. (b) Public Hearing on the application described in item 5(a).

David Slattery, representing Slattery Tackett Architects spoke in favor of the SUP and noted that it is a substantial project that will improve the community as a whole.

Jackson Jacob, head of the church's building committee, spoke in favor of the SUP and noted that the additional multi-purpose building will serve the community in more ways than one; especially in the event of a crisis.

Commissioner Birdwell closed the Public Hearing.

5. (c) Discussion and possible action to adopt a final report and approve a recommendation to City Council on the application for a Specific Use Permit to allow the development and operation of an auditorium building to an existing religious facility development at 12803 Sugar Ridge Blvd., located within the City in Zoning District RCT.

Commissioner Rosas stated that her decision to uphold the new parking ordinance space requirements is not open for further discussion and noted that these rules were put in place for all Group A-3 Assembly occupancies and Commissioner Rosas could not support the requested variance against those rules.

Commissioner Woolridge stated that he concurred with Commissioner Rosas' decision.

Scott Bounds stated that the site plan did comply with the City's standards.

Commissioner Woolridge made a motion to recommend that City Council approve the SUP as presented excluding the variance request and subject to the conditions in the City Engineer's memo regarding the Immanuel Mar Thoma Church SUP application. Commissioner Vega seconded the motion, and it carried 6 – 0.

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

Pam Madrigal gave a presentation of the updated version of the proposed Non-residential Driveway and Joint-access Requirements for consideration. Ms. Madrigal noted that based on Public Works' review of the current engineering standards and other Cities' policies, it is the City's opinion that this document provides the best driveway policy for the City of Stafford at this time. Ms. Madrigal stated that Public Works recommends that the City adopt the presented document into the City's Code of Ordinances under Section 78 as Article IX and further noted that the City's Subdivision ordinances would be revised slightly to address the new requirements and that a note regarding parking will be added to future plat drawings.

Lawrence Vaccaro, Jr. stated that the parking standards were researched for all the surrounding Cities and the proposed ordinance's requirements are less stringent than all the surrounding Cities.

Commissioner Rosas asked who would be responsible for the driveway and maintenance cost in a joint driveway situation.

Mr. Vaccaro stated that the property owners would be responsible and that this would be outlined in a joint access agreement.

Commissioner Vega made a motion to recommend that City Council adopt this Report as presented into the City's Code of Ordinances under Section 78 as Article IX. Joseph Olickan seconded the motion, and it carried 6 – 0.

7. Report on engineering matters:

- (a) Stafford/Staffordshire Road project including progress of right-of-way parcel mapping and preliminary engineering plans.**
- (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.

Commissioner Rosas requested the City consider adding the City of Stafford's logo to the new retaining walls being installed at the Dulles/Kirkwood intersection.

Pam Madrigal explained that since the retaining walls are part of TxDOT's bridge structure, the City's name or logo cannot be installed on the retaining walls. Ms. Madrigal also explained that the retaining wall design for US 90A has already been selected and is under construction; therefore, it cannot be modified.

Mayor Scarcella noted that hopefully the City can do something with the landscaping on US 90A and US 59; especially since TxDOT facilitates anything Sugar Land wants to do.

Lawrence Vaccaro explained that a separate monument can be installed, which includes the City's logo or name but it must be paid for by the City. Mr. Vaccaro added that the City is working with Clark Condon to design a City monument, which could be installed along US 59 and US 90A.

Mayor Scarcella also requested that someone look into why the City of Stafford's

population signs have not been updated, when both Missouri City and Sugar Land's have been updated. Pam Madrigal stated that those Cities' signs were probably updated as part of the US 90A improvements. Pam stated she would check on why Stafford's signs have not been updated.

8. Discussion and possible action to determine whether Commissioners Joseph Olickan and Joe Rome's absence on May 8, 2007 is excused or unexcused.

Commissioner Vega made a motion to accept Commissioners Joseph Olickan and Joe Rome's absence on May 8, 2007 as excused. Commissioner Woolridge seconded the motion, and it carried 6 – 0.

9. Acceptance of verbal resignation from Christine Rector due to relocation outside the City.

Mayor Scarcella stated that Commissioner Rector called him and explained that her young son had a serious, unique condition that required them to travel all over the country seeking medical expertise, which created a difficult situation requiring them to move outside the City. The Mayor relayed Commissioner Rector's statement to the Commission that being on the Planning & Zoning Commission was thoroughly enjoyed and the opportunity to have been a member is greatly appreciated, but the current life decisions simply took the Rector family away from the City. The Mayor noted that since the City is in the position of reappointing new members, it is appropriate that the City consider Commissioner Rector's resignation. The Mayor stated that if any of the Commissioners don't want to serve another term, to call the Mayor's office before reappointments. The Mayor expressed deep appreciation for Commissioner Rector's outstanding services.

Commissioner Rome made a motion to accept Commissioner Rector's resignation and that a plaque is prepared and presented in appreciation of service. Commissioner Olickan seconded the motion, and it carried 6 – 0.

10. Adjournment.

Commissioner Olickan made a motion to adjourn the meeting at 9:12 p.m. Commissioner Rosas seconded the motion and it was unanimously approved to adjourn.

Commissioner Birdwell, Chairman

Jo Ann Holloway, Recording Secretary