



**PLANNING & ZONING COMMISSION  
REGULAR MEETING  
TUESDAY, APRIL 8, 2008**

The Planning and Zoning Commission met in regular session at Stafford City Hall at 7:30 p.m. on April 8, 2008.

**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  
Art Pertile, Attorney – Olson & Olson

**Absent:**

Lali Castillo

**1. Roll call.**

**All Commissioners were in attendance except Commissioner Castillo.**

**2. Discussion and consideration of the February 12, 2008 Planning & Zoning Commission regular meeting minutes, and the minutes from the February 13 and March 12, 2008 Special Joint City Council and Planning & Zoning Commission meetings.**

**Commissioner Woolridge made a motion to approve the February 12, 2008 Planning & Zoning Commission regular meeting minutes. Commissioner Vega seconded the motion, and it carried 6 – 0. Commissioner Rosas made a motion to approve the February 13, 2008 Special Joint City Council and Planning & Zoning Commission meeting minutes. Commissioner Vega seconded the motion, and it carried 6 – 0. Commissioner Rosas made a motion to approve the March 12, 2008 Special Joint City Council and Planning & Zoning Commission meeting minutes. Commissioner Vega seconded the motion, and it carried 6 – 0.**

**3. (a) Discussion of progress of commercial corridor code (CCC) proposals to enhance US 90A and FM 1092 corridors including develop specific criteria and an Island Zone and drafting of an ordinance.**

Mr. Gene Bane reported that Kendig Keast Collaborative is developing a preliminary draft ordinance to be presented within the next two weeks and noted that more information can be provided at that time.

Mayor Scarcella stated that a letter has been received from Kendig Keast Collaborative indicating that there are adequate funds for their consultants to assist with the drafting of the ordinance, meet with the committee and attend the public hearing. The Mayor noted that next month there would be something more definitive to report.

**3. (b) Consideration of appropriate action on Item 3(a).**

**Commissioner Vega made a motion to end further discussion until the joint meeting or public hearing. Commissioner Woolridge seconded the motion, and it carried 6 – 0.**

**4. (a) Presentation and discussion of preliminary plat approval of The Fountains, Section 1, Replat of Unrestricted Reserve “J”.**

From the plat that was projected, Ms. Pam Madrigal pointed out the geographic location, noted that it was 11.28 acres and stated that Res “F” was approved at last month’s meeting. Ms. Madrigal explained that the property would be divided into two reserves leaving 10 acres as a second reserve. Public Works recommends preliminary approval of this plat subject to the City’s Letter of Conditions.

Mayor Scarcella suggested that the Commissioners observe that area during a Friday evening when traffic is in full swing to get a better image of the area. The Mayor commented on the importance of having the building face the street and see exactly where parking is proposed and emphasized that a careful review should be done, as parking is critical.

Ms. Madrigal stated that the developers mentioned the possibility of providing valet parking across the street due to the traffic congestion concerns.

Mr. Bane noted that the developer was cautioned and suggested that the facilities be observed in the evening. The developer adhered to our recommendation and took those facts into consideration.

**4. (b) Public Hearing on proposed replat described in item 4(a).**

Commissioner Birdwell officially opened the public hearing.

Mr. George Collison, the agent representing the developer, stated that the property is 6,500 – 7,500 sf and noted that the calculations confirm that the parking ratio adheres to the City’s parking ordinance ratio for a restaurant development.

Commissioner Birdwell officially closed the public hearing.

**4. (c) Discussion and consideration of preliminary plat approval of The Fountains, Section 1, Replat of Unrestricted Reserve “J”.**

**Commissioner Woolridge made a motion to grant preliminary plat approval subject to the City Engineer’s report and Letter of Conditions. Commissioner Vega seconded the motion, and it carried 6 – 0.**

**5. (a) Presentation and discussion of preliminary plat approval of General Technologies Business Park.**

From the plat drawing that was projected, Ms. Madrigal noted that it is a 14-acre development, pointed out the geographic location of the property and stated that the plat involves combining two reserves into one. Ms. Madrigal explained that there is a drainage issue which must be resolved before the plat can be finalized. The drainage issue is related to the regional detention pond and extension of Cash Road project

which the City has been negotiating with the various property owners located in this area. The 8.45 acres located on the western side of the development is part of this regional detention pond drainage area. Ms. Madrigal also explained that in the 80's the 8.45 acres was platted with less restrictive drainage criteria than what is currently required. Public Works feels that this drainage concern needs to be addressed and a resolution created on how the property owner plans to work with the City or provide on-site detention when it goes to development. Only the western half (8.5 acres) of the property has a drainage issue. The remaining acreage to the east drains into Trinity Dr. and ultimately into the Promenade ditch. Ms. Madrigal also explained how the property owner could use his own property to provide detention. Ms. Madrigal stated that the City recommends preliminary plat approval with the condition to work out drainage issues with the owner prior to final platting.

**5. (b) Public Hearing on proposed replat described in item 5(a).**

Commissioner Birdwell officially opened the public hearing.

No one commented either for or against the preliminary plat approval.

Commissioner Birdwell officially closed the public hearing.

**5. (c) Discussion and consideration of preliminary plat approval of General Technologies Business Park.**

**Commissioner Vega made a motion to grant preliminary plat approval subject to the City Engineer's report, the Letter of Conditions and to resolve drainage issues. Commissioner Woolridge seconded the motion, and it carried 6 - 0.**

**6. Discussion and consideration of a request from the Public Works Department to grant a variance to the requirement for TXI to replat its entire property as part of the 1.554 acres right-of-way dedication for the extension of Stafford Centre Drive included on the Neway Business Park plat and as required by Section 82-1 of the City's Subdivision Ordinance 82, under the definition of a subdivision.**

Ms. Madrigal explained that a few months' ago, the owners of the two acres located off of Stafford Rd. came in to discuss developing this property, subdividing it and moving forward with a plat. During the preliminary meetings, the Public Works Department determined that proper access to the 22 acres was not available using the property's current frontage off of Stafford Road. There are four locations where the 22 acres has frontage along Stafford Road.; however, each of these access points is in a location that prohibits or provides limited access to the site. So, the Public Works Department recommended to the owners that they obtain access through the TXI property located to the north and directly across from Stafford Centre Drive in order to provide adequate and safe access to the 22 acres. So, the Public Works Department suggested that the developer meet with TXI. TXI has a piece of property approximately 100' wide that lines up with the Stafford Centre driveway to make a public ROW and construct a concrete curb and gutter. The Public Works Department has suggested that this ROW

# Planning & Zoning Commission Regular Meeting Minutes

April 8, 2008

Page 4 of 5

dedication be included with the plat to clean up the access plan for this development. The Public Works Department feels this option would provide the best and safest access for this property. Due to those issues, it would be unnecessary for the developer to plat the remaining acres out of the TXI tract. At this time, to move forward with the 22 acre development, Public Works recommends a variance be granted.

Commissioner Rosas asked what type of business was proposed for this site.

Ms. Madrigal stated that developer has outgrown the current valve company's location on Cash Road @ Promenade and noted that the company produces valves.

Commissioner Rosas asked if this variance is not approved, what are the developer's options.

Ms. Madrigal explained that the property would have two access points, but the Stafford Centre driveway is too close to the intersection and the other access is too close to the Plantation intersection and access would be limited to northbound Stafford Road.

Mr. Bob Michaels with Neway gave an overview of the company's warehousing and marketing sales startup in Stafford in January of 2007 and how it has grown to its current requirement of needing more space. Mr. Michaels also stated that most of their traffic would be employee vehicles.

Ms. Madrigal explained the importance of ensuring a proper radius turn availability and how it impacts traffic and elaborated on a 41' concrete curb and gutter driveway with a cul-de-sac, which would meeting City standards.

Mayor Scarcella commended Neway on their impressive facility on Promenade and commended TXI on their willingness to work with Neway on this project. The Mayor also asked if a 4-way stoplight was proposed for that intersection at Stafford Centre upon the completion of Stafford Road.

Ms. Madrigal noted that a traffic study would be required before a 4-way stoplight would be considered unless a safety hazards develops.

Discussion ensued regarding:

- Traffic flow through the TXI property and down Stafford Road.
- Future traffic light concerns.
- Strategic traffic light placement and control.

**Commissioner Olickan made a motion to grant approval of the variance request including the City Engineer's Variance Request Report and that the variance be included as part of the plat submittal request. Commissioner Vega seconded the motion, and it carried 6 – 0.**

## **7. Discussion and consideration of preliminary plat approval of Neway Business Park.**

**Commissioner Vega made a motion to grant preliminary plat approval subject to the City Engineer's report and the Letter of Conditions. Commissioner Rosas seconded the motion, and it carried 6 – 0.**

**8. Report on engineering matters:**

- (a) **Stafford/Staffordshire Road project including progress of right-of-way parcel mapping, preliminary engineering plans and approach to timely securing funding from Fort Bend and Harris Counties.**
- (b) **Fifth Street Improvement project.**
- (c) **Progress of developments on US 90A Improvement Project including construction activities, current mobility situation and proposed landscape enhancements.**
- (d) **Progress of development of US 59 Enhancement Project including proposed landscape plantings and monument design and installation.**
- (e) **Status of Fort Bend County Mobility Projects, including Brand Lane, Dulles Avenue and Kirkwood Road Improvement Projects including status and timing of funding from Fort Bend County.**
- (f) **Local street and drainage improvements.**
- (g) **Consideration of appropriate action on items (a) – (f)**

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

**9. Discussion and possible action to determine whether Commissioner Joe Rome's absence on January 8, 2008 and Commissioner Joseph Olickan's absences on February 12 and 13 and March 12, 2008 are excused or unexcused.**

**Commissioner Woolridge made a motion to consider Commissioner Rome's absence and Commissioner Olickan's absences as excused. The record should also reflect the correction of Commissioner Olickan's absences as February 12 and 13, 2008. Commissioner Vega seconded the motion, and it carried 6 – 0.**

**10. Adjournment.**

**Commissioner Rome made a motion to adjourn the meeting at 8:55 p.m. Commissioner Vega seconded the motion and it was unanimously approved to adjourn.**

---

Alma Birdwell, Chairman

---

Jo Ann Holloway, Recording Secretary