



**PLANNING AND ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 9, 2008**

The Planning and Zoning Commission met in regular session at Stafford City Hall at 7:30 p.m. on September 9, 2008.

Present:

Alma Birdwell, Chairman

Lali Castillo

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:

1. Roll call.

All Commissioners were in attendance.

2. Discussion and consideration of the July 30, 2008 Special Joint City Council and Planning & Zoning Commission regular meeting minutes.

Commissioner Rosas made a motion to approve the July 30, 2008 Special Joint City Council and Planning & Zoning Commission meeting minutes with the correction of item 3.(a), paragraph fifteen, sentence four “Ms. Rosas said she *disagrees* (not agrees)...”. Commissioner Vega seconded the motion, and it carried 7 - 0.

3. (a) Discussion and consideration of final plat approval of Neway Business Park, Partial Replat of Restricted Reserve “A”.

From the plat vicinity drawing that was projected, Pam Madrigal described the geographic location and noted Stafford Road to the west. Ms. Madrigal commented on this plat's preliminary approval in April and that it is being split into two reserves. Ms. Madrigal also noted that an access easement to Stafford Centre Drive for the southern reserve is needed and the developer is requesting approval of either one of two options. Public Works recommended final approval subject to the City's Letter of Conditions and either one of the two access easement options presented.

3. (b) Public Hearing on proposed replat described in item 3(a).

Commissioner Birdwell formally opened the Public Hearing. There was no one for or against the final plat approval of Neway Business Park. Commissioner formally closed the Public Hearing.

3. (c) Discussion and consideration of final plat approval of Neway Business Park, Partial Replat of Restricted Reserve "A".

Commissioner Vega asked if this would affect the proposed Stafford Centre Drive extension.

Ms. Madrigal stated that the extension of Stafford Centre Drive would be constructed regardless of this particular access easement approval.

Commissioner Rosas asked why there were two options to be considered.

Ms. Madrigal stated that the developer would like some assurance from the City that this plat is approved with either option so that another plat application won't have to be filed if only one option is approved. Ms. Madrigal explained that the preferred option involved purchasing a separate piece of property to provide the needed access to the southern reserve and that it was not clear at this time whether or not an economical deal could be made.

Commissioner Woolridge asked if 25' is the standard width for the City's streets.

Ms. Madrigal pointed out that this would be a private access.

The developer's representative, Robert Lin, stated that a viable solution to this access easement concern has been a major concern for the developer and noted that the developer wants to make sure the City has viable options so that the approval process can move forward.

Ms. Madrigal pointed out that either one of the two proposed options will comply with the City's current drive way and access ordinance.

Commissioner Vega made a motion to grant final plat approval subject to the City's Letter of Conditions and to include approval of either one of the two access easement options presented. Commissioner Olickan seconded the motion, and it carried 7 – 0.

4. Discussion of an ordinance amending the zoning ordinance of the City of Stafford, which will provide for a new Primary Corridor Zoning District (District PC), a new Island District (District IS) and other new zoning, landscape and sign regulations.

Art Pertile noted that the Draft about to be discussed has an update, which did not get included in this package; this update was to modify the definition of masonry to include the addition of textured concrete walls in the masonry portion of the draft. Mr. Pertile elaborated on the 3, 6 and 9-year options and stated that this draft is how it will be presented at the Public Hearing.

Gene Bane described the various masonry textures that were added.

Mayor Scarcella pointed out that Frank Cash made that particular recommendation at the last joint meeting and all City Council members concurred. The Mayor explained that in regards to the 3, 6 and 9-year options, the right to request an SUP is still an option. It won't be required to wait 3, 6 or 9 years to address a problem. An SUP can be requested, which would then go before the Planning & Zoning Commission and City Council for clarification of what could be done. Immediately, the problem can be addressed. City Council has not yet decided on the fees for that particular type of SUP. It is important for those who think they would be limited in some way if this ordinance is passed. The Mayor also clarified the fact that small tracts, which are often part of larger tracts, but just listed on the tax rolls as separate, can be consolidated to be one tract. The Mayor stated that it is so important to recognize that each case will be looked at on an individual basis and an SUP would address those issues.

Mr. Pertile pointed out that this type of SUP would be for conditional exceptions.

5. Report on engineering matters:

- (a) Stafford/Staffordshire Road project including progress of right-of-way acquisition and status of agreements between Fort Bend County, Harris County and TxDOT.**
- (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).**

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

Mayor Scarcella commended Pam Madrigal on a job well done and noted that this is the last Planning & Zoning Commission meeting Ms. Madrigal will attend as she has resigned to pursue her career goals. The Mayor elaborated on Ms. Madrigal's much-appreciated efforts and how she is considered to be one of the City's brightest stars.

Commissioner Rome also thanked Ms. Madrigal for her diligent efforts in assisting the business community in alleviating imminent downtime and circumventing construction congestion and delays.

A standing ovation ensued.

6. Brief review and comments on Mayor's Budget Message.

Mayor Scarcella gave an overview of the Budget Message to spend \$32M this fiscal year. The Mayor noted that Standard & Poor's, which is the world's foremost provider of independent credit ratings, contacted the City to let us know that Stafford is being considered for an increase in its rating. The Mayor commented on the benefits of eliminating the City's property taxes; elaborated on sound fiscal planning, the success of Stafford Centre, SMSD, and the City's biggest asset; sales tax. The Mayor also gave an overview of up-coming employee merit increases and the City's medical and dental insurance programs. The Mayor stated that the City has endeavored to keep a lean staff so that during inflationary times, City jobs won't be cut; noting that the City has never laid off anyone.

Starting September 10, 2008, City Council will have three budget workshops. The Public Hearing is on Monday, September 29, 2008.

7. Discussion and possible action to determine whether Commissioner Fred Woolridge's absence on August 27, 2008; Commissioner Lali Castillo's absence on August 6, 2008 and Commissioner Joseph Olickan's absences on July 16 and August 6 and 27, 2008 are excused or unexcused.

Commissioner Rome made a motion to consider Commissioner Woolridge's absence on August 27, 2008 as excused. Commissioner Vega seconded the motion, and it carried 7 – 0.

Commissioner Rome made a motion to consider Commissioner Castillo's absence on August 6, 2008 as excused. Commissioner Woolridge seconded the motion, and it carried 7 – 0.

Commissioner Rome made a motion to consider Commissioner Olickan's absences on July, August 6 and 27, 2008 as excused. Commissioner Vega seconded the motion, and it carried 6 – 1. Commissioner Rosas was against Commissioner Olickan's excused absences.

8. Adjournment.

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

Commissioner Birdwell, Chairman

Jo Ann Holloway, Recording Secretary