

PLANNING COMMISSION MEETING MINUTES

On this the 26th day of March 2014, the Planning Commission of the City of Rosenberg, Fort Bend County, Texas, met in a regular meeting at the Rosenberg City Hall Council Chamber, 2110 4th Street, Rosenberg, Texas 77471.

COMMISSIONERS PRESENT

Pete Pavlovsky	Planning Commission Chairperson
Lester Phipps, Jr.	Planning Commission Vice Chairperson
Wayne Poldrack	Planning Commission Secretary
Alicia Casias *arrived 6:02 p.m.	Planning Commissioner
Mike Parsons	Planning Commissioner
James Urbish	Planning Commissioner

STAFF PRESENT

Cynthia McConathy	Councilor, At Large Position Two
Travis Tanner	Executive Director of Community Development
Charles Kalkomey, P.E.	City Engineer
Lora Lenzsch	City Attorney
Renée LeLaurin	Secretary II

OTHERS PRESENT

Warren Escovy	LJA Engineering, Inc. (Bonbrook Plantation)
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CALL TO ORDER

Chairperson Pavlovsky called the meeting to order at 6:00 p.m.

AGENDA

1. CONSIDERATION OF AND ACTION ON MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF FEBRUARY 26, 2014.

Action Taken: Commissioner Parsons moved, seconded by Commissioner Urbish, to approve the minutes of the February 26, 2014 Regular Planning Commission Meeting as written. The motion carried by a unanimous vote of those present.

2. CONSIDERATION OF AND ACTION ON A FINAL PLAT OF BONBROOK PLANTATION NORTH SECTION TEN, A SUBDIVISION OF 12.205 ACRES OF LAND SITUATED IN THE WILEY MARTIN LEAGUE, ABSTRACT 56, FORT BEND COUNTY, TEXAS; 39 LOTS, 1 RESERVE (0.917 ACRE), 3 BLOCKS.

Executive Summary: The Final Plat of Bonbrook Plantation North Section Ten is located off of Blossom Terrace Lane in the northeast part of Bonbrook Plantation. It is located in the Extraterritorial Jurisdiction (ETJ) and in Fort Bend County Municipal Utility District No. 155 (MUD No. 155). The Plat contains thirty-nine (39) residential lots and one (1) 0.917-acre landscape reserve.

The proposed lot size for the subdivision is predominantly sixty-five foot (65') lots in accordance with the approved Land Plan, although many lots are larger and a few (5) are slightly smaller due to being cul-de-sac lots that are less than fifty feet (50') wide as measured at the front property line. All lots are a minimum of 65' at the front building line. Overall, the lot layout is consistent with the Land Plan. It is also consistent with the Preliminary Plat, which was approved by the Planning Commission on January 22, 2014.

With the Final Plat being consistent with the approved Preliminary Plat and Land Plan, and not in conflict with any applicable regulations, staff recommends that the Planning Commission recommend approval to City Council of the Final Plat of Bonbrook Plantation North Section Ten.

Key Discussion:

- Mr. Tanner presented the item and reviewed the Executive Summary.
- Commissioner Parsons inquired how many sections of Bonbrook Plantation are left to be platted.
- Mr. Tanner replied that all preliminary plats for the Bonbrook North have been submitted and there should be 2-3 more final plats.

Action Taken: Commissioner Parsons moved, seconded by Commissioner Urbish, to approve the Final Plat of Bonbrook Plantation North Section Ten, a subdivision of 12.205 acres of land situated in the Wiley Martin League, Abstract 56, Fort Bend County, Texas; 39 lots, 1 reserve (0.917 acre), 3 blocks. The motion carried unanimously.

3. CONSIDERATION OF AND ACTION ON A FINAL PLAT OF BONBROOK PLANTATION SOUTH SECTION FIVE, A SUBDIVISION OF 49.784 ACRES OF LAND SITUATED IN THE WILEY MARTIN LEAGUE, ABSTRACT 56, FORT BEND COUNTY, TEXAS; 115 LOTS, 7 RESERVES (18.984 ACRES), 2 BLOCKS.

Executive Summary: The Final Plat of Bonbrook Plantation South Section Five is a proposed subdivision located off of Reading Road in the southeast part of Bonbrook Plantation. It is in the Extraterritorial Jurisdiction (ETJ) and in Fort Bend County MUD No. 155. The plat contains the portion of Reading Road that connects Bonbrook Plantation to Bridlewood Estates. The latter is in accordance with the approved Land Plan for Bonbrook Plantation.

The plat consists of 115 lots and seven (7) reserves including a detention reserve ("A") containing over 14 acres. The plat consists of the following lots sizes:

- 18 x 50' lots
- 62 x 55' lots
- 35 x 65'+ lots

The proposed plat and lot layout reflects the approved Land Plan. This is the final subdivision in Bonbrook Plantation South and one of the final subdivisions in Bonbrook Plantation overall.

The Preliminary Plat of this subdivision was approved by the Planning Commission on January 22, 2014. The Final Plat is consistent with the approved Preliminary Plat and not in conflict with any applicable regulations. Staff recommends that the Planning Commission recommend approval to City Council of the Final Plat of Bonbrook Plantation South Section Five.

Key Discussion:

- Mr. Tanner presented the item and reviewed the Executive Summary.

Action Taken: Commissioner Parsons moved, seconded by Commissioner Casias, to approve the Final Plat of Bonbrook Plantation South Section Five, a subdivision of 49.784 acres of land situated in the Wiley Martin League, Abstract 56, Fort Bend County, Texas; 115 lots, 7 reserves (18.984 acres), 2 blocks. The motion carried unanimously.

4. CONSIDERATION OF AND ACTION ON A FINAL PLAT OF WALNUT CREEK SECTION TEN, A SUBDIVISION OF 9.689 ACRES CONTAINING 42 LOTS, 2 BLOCKS, 2 RESTRICTED RESERVES, OUT OF THE EUGENE WHEAT SURVEY, A-396, FORT BEND COUNTY, TEXAS.

Executive Summary: The Final Plat of Walnut Creek Section Ten is located off of Ricefield Road and Candle Oaks Lane, directly adjacent to Walnut Creek Sections Six and Eight. It is located in the City's Extraterritorial Jurisdiction (ETJ) and in Fort Bend County Municipal Utility District No. 152 (MUD No. 152). The plat consists of 9.689 acres, forty-two (42) single-family residential lots, and two (2) reserves consisting of 0.32 acres.

The approved Land Plan for Walnut Creek identifies fifty-five-foot (55') lot widths for this particular area of the development. All of the proposed lots in the Plat are a minimum of 55' as measured at the front building line. Twelve (12) of the lots in the proposed subdivision are sixty feet (60') or greater in width, and five (5) lots are identified as fifty-foot (50') lots due to their width at the right-of-way.

According to the approved Land Plan, at build-out, Walnut Creek will contain a minimum of 50 percent sixty-

foot lots per the ordinance in effect at the time the development began. All subdivisions platted so far have been in accordance with the approved Land Plan.

The proposed Final Plat of Walnut Creek Section Ten is in compliance with the approved Land Plan for MUD No. 152, with applicable provisions of the "Subdivision" Ordinance, and with the Preliminary Plat, which was initially approved by the Planning Commission on March 27, 2013, and for which a six-month extension was granted on September 25, 2013. Staff recommends that the Planning Commission recommend approval to City Council of the Final Plat of Walnut Creek Section Ten.

Key Discussion:

- Mr. Tanner presented the item and reviewed the Executive Summary.
- Commissioner Parsons inquired how many plats remain in Walnut Creek.
- Mr. Tanner replied that he was not certain but could bring that information to the next meeting.

Action Taken: Commissioner Parsons moved, seconded by Vice Chairperson Phipps, to approve the Final Plat of Walnut Creek Section Ten, a subdivision of 9.689 acres containing 42 lots, 2 blocks, 2 restricted reserves, out of the Eugene Wheat Survey, A-396, Fort Bend County, Texas. The motion carried unanimously.

5. CONSIDERATION OF AND ACTION ON A REVISED PLANNING COMMISSION MEETING SCHEDULE AND SUBMITTAL DEADLINES CALENDAR TO BE IMPLEMENTED BY JULY 2014.

Executive Summary: On January 21, 2014, the Planning Commission (Commission) brought forward a Resolution to City Council regarding the continuation of Wednesday meetings. At that time, City Council opted to maintain the recent policy change on meetings and directed the Commission to create a new meeting calendar establishing new meeting dates and plat submittal deadlines. The current calendar, as approved in October 2013, could be utilized through June 2014.

Following discussion from the November 20th, December 18th and February 26th Planning Commission meetings, staff has prepared the attached revised meeting calendar and submittal deadlines, proposed to begin as early as April 2014 but no later than July 2014. In order to accommodate staff availability, the first proposed calendar would keep the regular Commission meetings on the fourth Wednesday of each month, but would advance the meeting start time from 6:00 p.m. to 4:00 p.m. A second option would be to meet on the third Wednesday of each month at 4:00 p.m. After further discussions following the February Planning Commission meeting, in addition to City staff, the third Wednesday would accommodate the schedules of both the City Engineer and City Attorney. Staff recommends the Commission review and discuss the proposed revised calendar options for adoption or propose an alternate meeting date/time.

Key Discussion:

- Mr. Tanner presented the item and reviewed the Executive Summary.
- Chairperson Pavlovsky stated that he is glad to see the afternoon time.

Action Taken: Commissioner Casias moved, seconded by Commissioner Urbish, to approve and adopt a revised Planning Commission meeting schedule for the third Wednesday of each month with meetings to begin at 4:00 p.m.

Additional Discussion:

- Commissioner Poldrack inquired when the new schedule would begin.
- Mr. Tanner replied that since the submittal deadlines are tied to the meeting date, the first meeting on the new schedule should be in May to allow time for any applicants to adjust their submittals.
- Commissioner Poldrack stated that it was his understanding that this new schedule would not take effect until June or July.

Action Taken: Commissioner Casias amended the previous motion, seconded by Commissioner Urbish, by adding a commencement date of May 21, 2014, for the revised Planning Commission meeting schedule for the third Wednesday of each month at 4:00 p.m. Upon voting, the motion carried unanimously.

6. CONSIDERATION OF AND ACTION ON APPOINTMENT OF A PLANNING COMMISSION REPRESENTATIVE TO SERVE ON THE BUSINESS ASSISTANCE GRANT REVIEW COMMITTEE.

Executive Summary: At the Regular City Council Meeting on March 18, 2014, the City Council adopted revisions to the Business Assistance Grant Program (Program), formerly known as the Avenue H Business Assistance Grant Program. The Program was expanded to include all businesses within the City Limits and also increased the reimbursement grant maximum from \$2,500 to \$10,000 for qualifying improvements.

Another component of the Program is the establishment of the Business Assistance Grant Review Committee (Review Committee) to evaluate grant applications and select grant award recipients based on the Guidelines and Criteria, attached as Exhibit "A" to Resolution No. R-1770. The Review Committee is to be comprised of a representative from the City Council, Rosenberg Development Corporation, Rosenberg Image Committee, West Fort Bend Management District, and the Rosenberg Planning Commission. The meetings are anticipated to be held on a monthly basis, depending on the applications received, and the meeting date and time will be determined once the Review Committee members have been selected.

This Agenda item gives the Planning Commission an opportunity to review the Program and nominate a representative to serve on the Business Assistance Grant Review Committee.

Key Discussion:

- Mr. Tanner presented the item and reviewed the Executive Summary.
- Chairperson Pavlovsky stated that he feels this is a good program and wishes that more people would take advantage of it. Has the meeting schedule been set for this group yet?
- Mr. Tanner replied that he would need to check. In the past, they met on an as-needed basis as there were so few applicants.
- Commissioner James Urbish volunteered to serve on the Review Committee.

Action Taken: Commissioner Parsons moved, seconded by Commissioner Poldrack, to nominate Commissioner James Urbish to serve on the Business Assistance Grant Review Committee. The motion carried unanimously.

Further Discussion:

- Chairperson Pavlovsky stated that the Commission can look at electing an alternate member at a later date if needed.
- Commissioner Parsons inquired what the award amount will be.
- Mr. Tanner replied the award is a 50% reimbursement match up to \$10,000.
- Commissioner Urbish stated that the increased award will definitely bring some people in to participate. It is hard to make any improvements for \$2,500 but \$10,000 is a different story.
- Mr. Tanner agreed and stated that by increasing the award amount, other cities saw an increase in participation with their program. The hope is that Rosenberg will do the same.

7. CONSIDERATION OF AND ACTION ON THE STAFF REPORT OF CURRENT ACTIVITIES AND REQUESTS FOR FUTURE AGENDA ITEMS.

Executive Summary: The Staff Report of Current Activities consists of projects that staff is currently working on as well as other updates that are relevant to the Planning Commission. This item also allows the Planning Commission the opportunity to request that items be placed on future agendas.

At the meeting, staff will provide updates on the Comprehensive Plan update process and "Sign" Ordinance amendments, which are the main items the Planning Department is focused on at this time. As discussed at the last Planning Commission meeting, a Professional Services/Engineering Project Review Committee (Committee) meeting was held on February 11, 2014, to discuss consultants' qualifications for the Comprehensive Plan update. The Committee unanimously recommended to City Council that Kendig Keast Collaborative be selected to complete the project. A contract must be approved by City Council to move forward. This is a budgeted project. Staff has been coordinating with the consultant and expects the item to go to City Council in the April/May timeframe.

Staff continues to work on completing the "Sign" Ordinance amendments that have been prioritized by

City Council. As previously discussed, on February 18, 2014, an Ordinance was presented to City Council regarding maximum freestanding sign heights and sizes for Avenues H and I and State Highway 36. The Ordinance was tabled by City Council and will be reviewed at a future meeting.

Key Discussion:

- Mr. Tanner presented the item and reviewed the Executive Summary.
- Commissioner Parsons requested a future Agenda item for a staff report on how many actual homeowners we have in terms of population. The County would be able to indicate how many have homestead exemptions.
- Mr. Tanner replied that staff could bring that item. We have fairly reliable census data on homeownership.
- Commissioner Parsons replied that with the number of apartment complexes and the number of rental houses, we may be becoming a renter's community. Commercial is a huge part of the landowners, and the budget document describes 38% residential. Is that 38% homeowners or does that mean that 38% of the people are renters? In comparison to other cities, that demographic is atrocious for a City poised to become a significant city in Fort Bend County. Cities to the north of us are expanding exponentially and we need to know where we are and where we are going. If need be, we need to continue to tighten up the apartment regulations to ensure we have high-end apartments.
- Mr. Tanner replied that the current parking ordinance is very strict and that pushes someone into planned developments where the City has more input on the design and more discretion on approval. We are currently about 50/50 homeowners versus renters.
- Commissioner Parsons replied that he feels this demographic is harmful to the prosperous growth for the City and it is part of the Planning Commission's job to look into the future and present to Council ideas to better the community in the long run.
- Additional discussion was held on apartment communities and future subdivision development in the City.
- Commissioner Urbish stated that he spoke with someone who recently bought a home off of Band Road with the intention to rent it out. With interest rates so low, there may not be a way to stop people from doing that – they see an opportunity.
- Mr. Tanner stated that is something that can be looked at in the comprehensive plan update and the consultant may have a way to address it.
- Additional lengthy discussion was held on current and future developments, the requirement to have water service in occupied residences, and the Rental Inspection Program.

Action Taken:

- The Commission reached a consensus for staff to bring a report on the number of renter-occupied versus owner-occupied housing.
- The Commission reached a consensus to add a review of the City's Rental Inspection Program Ordinance.
- The Commission reached a consensus to add an item to review the "One-Way Pairs" Project.

8. ANNOUNCEMENTS.

Chairperson Pavlovsky stated the Knights of Columbus will be having a fish fry this weekend and the next weekend, there will be a car show.

9. ADJOURNMENT.

There being no further business, Chairperson Pavlovsky adjourned the Rosenberg Planning Commission Meeting at 7:01 p.m.


Renée LeLaurin
Secretary II