



**REGULAR PLANNING AND ZONING COMMISSION MEETING  
TUESDAY, AUGUST 8TH, 2023, 6:30 PM  
CITY HALL, 2610 SOUTH MAIN, STAFFORD, TEXAS**

1. Call meeting to order; roll call of Planning & Zoning Commissioners; Pledge of Allegiance.
  
2. (a) Discussion of the addition of a new Land Use Designation "Commissary Kitchen" to be placed in the "Food and Beverage Services" section of the Permitted Use Table (Sec. 102-83. - Principal permitted use table.) The addition of this use would provide more clarity and accuracy to classifying these types of establishments.  
(b) Public hearing on new Land Use Designation  
(c) Discussion on comments made during Public hearing.  
(d) Consideration of appropriate action on items (a-c).
  
3. (a) Discussion of an ordinance amending Chapter 102 of the Code of Ordinances, the same being the City's Comprehensive Zoning Ordinance, to amend the Planned Development District "Park Hill Villas" located on Stafford Run.  
(b) Public hearing on Planned Development District  
(c) Discussion on comments made during Public hearing.  
(d) Consideration of appropriate action on items (a-c).
  
4. The Planning and Zoning Commission may make announcements of community interest in accordance with Sec. 551.0415 of the Texas Government Code
  
5. Adjournment.

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (281) 261-3900 for further information.**

**I CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AMENDED AGENDA WAS POSTED ON THE BULLETIN BOARD OF THE STAFFORD CITY HALL ON AUGUST 4TH, 2023.**

*Thomas Coon*

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Thomas Coon, City Planner

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF STAFFORD, TEXAS, AMENDING CHAPTER 102 OF THE CODE OF ORDINANCES OF THE CITY, THE SAME BEING THE COMPREHENSIVE ZONING ORDINANCE, BY REVISING SECTION 102-83, PRINCIPAL PERMITTED USE TABLE TO ADD COMMERCIAL KITCHEN; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000 FOR VIOLATION OF ANY PROVISION HEREOF.

\* \* \* \* \*

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. Section 102-83 of the City of Stafford Code of Ordinances is amended add Commercial Kitchens as a Permitted Use in the following Zoning Districts:

- Arts and Education (AE)**
- Residential, Commercial, & Technology (RCT)**
- Primary Corridor (PC)**
- Island District (IS)**
- Retail, Commercial, & Light Manufacturing (RCLM)**
- Mixed Use (MU)**
- Mixed Use 1 (MU-1)**

Section 2. Any person who shall violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Stafford, Texas, declares that it would have passed each and every part of the

same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Ken Mathew, Mayor

ATTEST:

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Roxanne Benitez, City Secretary

## Park Hill Villas

### Previously Approved PDD VS Currently Requested Changes

#### Previously approved:

##### 1. Lot size requirements

- Minimum lot area: 2,100 square feet; Maximum lot area: 5,000 square feet.
- Minimum lot width: 28 feet

#### Requested Change:

##### 1. Lot Size Requirements

- **Increase minimum lot size from 5,000 SF to 5,500 SF**
  - This is to facilitate Chesmar Homes' request to consolidate two cul-de-sac lots for one home.
  - **Minimum Lot Width: 28 feet as measured horizontally at the front building line for cul-de sac and other irregular shaped lots with a radius on frontage.**

#### Previously Approved:

##### 2. Yard setback requirements

- Required side yard: A minimum of 3 feet is required (including driveway apron) on detached homes. The side property line shall exist at the approximate midpoint between buildings and the area between residences shall be treated as common area between the two residences. Side yard setbacks adjacent to side streets shall be not less than 5 feet, except that side yards setbacks adjacent to the turn-around portion of the cul-de-sac street shall be not less than 3 feet.
- Required rear yard: 90% of the total number of lots in the development must maintain a minimum rear yard setback of 10 feet.

#### Requested Change:

##### 2. Yard Setback Requirements

- **Side yard setbacks adjacent to side streets including 3-foot minimum setback and adjacent green space shall be not less than 15 feet.**

#### Previously Approved:

##### 3. Maximum lot coverage

- Not more than 75 percent of the lot area, including the main building, accessory buildings, and other impervious surfaces, but not including swimming pools, tennis courts and decks.

#### No requested Changes

## Previously Approved

### 4. Maximum Height

- 45 feet, not to exceed 3 stories.

## No Requested Changes

## Previously Approved:

### 5. Landscape and Landscape Easement Requirements

- 100% of the front exterior of a development facing a public street must contain planting beds, hedges or grass. Hedges will be planted with five-gallon Wax Leaf Ligustrum bushes planted every 42 inches on center.
- A Landscape Easement shall be established for ten feet from the rear property line of each individual lot that abuts an undeveloped non-residential property. Hedges will be planted with Five Gallon Wax Leaf Ligustrum bushes planted every 42 inches on center in this easement within the three feet abutting the rear fence and the remainder of the landscape easement shall be sodded with grass.

## Requested Change:

### 5. Landscape and Landscape Easement Requirements

- 100% of the front exterior of a development facing a public street must contain planting beds, hedges or grass. Hedges **may** be planted with five-gallon Wax Leaf Ligustrum bushes **(or equivalent based on available supply)** planted every 42 inches on center.
- **These hedges may be planted in the front of the subdivision to enhance its appearance instead of being out of sight in fenced backyards of residents. City must concur as per the landscape code and approval by City of Stafford for implementation.**

## Previously Approved:

### 6. Building Placement

- Roof overhangs may project a maximum of eighteen inches {18"} into the setbacks on any side of the building.
- Balconies, bay windows and other similar projections that cantilever from the main volume of the house may project a maximum of two feet into any yard.
- Stairs leading from the ground level of the house may project into a front or rear yard. Stairs may not project into a side yard.

## No Requested Changes

## **Previously Approved:**

### **7. Massing & Composition**

- General: Houses shall be composed of simple, rectilinear geometric forms. Diagonal walls are not permitted except for subordinate elements such as bay windows.
- Roofs: Roofs shall consist of simple geometric forms such as gable or hip styles. The required roof pitch for the principal volume of the house shall range from 2:12 to 12:12; however, different roof pitches are permitted for subordinate elements such as bay windows or porches.
- Windows & Doors: Windows and doors shall be made of wood, metal, vinyl or aluminum clad wood.
- Shutters: Shutters shall be correctly proportion to the window opening, i.e., with a width equal to one half of the window width. Shutters are not permitted on double or triple windows. Rolling shutters are not permitted.
- Specialty windows: Specialty windows include such shapes as circles, ovals and fans. They shall be used sparingly for accent purposes.
- Mechanical equipment: Any mechanical equipment located on the exterior of the house must be placed in the rear yard. Self-contained window air conditioners are prohibited.
- Satellite dish: A satellite dish may not be mounted on the front of a house.

## **No Requested Changes**

## Previously Approved:

### 8. Exterior Materials and Finishes

- Walls: Front exterior walls shall be finished in brick, stone or stucco, or a combination thereof. The rear and side walls may contain no more than 50% Hardiplank. The balance may be stucco, brick or stone.
- Roofs: Roofs shall be finished in composition shingle or standing seam metal. Roof color must be consistent throughout development.

## Requested Changes:

### 8. Exterior Materials and Finishes

- The rear and side walls may contain fireproof, horizontal fiber cement siding, such as HardiePlank or equivalent.





Previously Approved:

9. Fencing

- Fences facing public streets shall have brick or stone post every 30 feet, with cedar or metal in between.



Requested Change:

9. Fencing

- Walls facing public streets shall have precast concrete posts every 17 feet, with brick pattern precast concrete panels between. Four subdivision identity markers will be embedded into the walls.



**Previously Approved:**

**10. Lighting**

- Exterior lighting is required for all buildings and shall consist of a variety of fixtures, some of which shall be on a photocell control, so some amount of lighting is operational regardless of whether the home is occupied.

**No Requested Changes**

**Previously Approved:**

**11. Address Numbers**

- All residential buildings shall have a building-mounted address, consisting of the address numerals only. Numerals must be mounted near the entry and shall be clearly visible from the street fronting the building. The height of the numerals is limited to a maximum of 6 inches.

**No Requested Changes**

**Previously Approved:**

**12. Private Streets**

- The city shall not pay for any portion of the cost of constructing or maintaining a private street.
- Private streets shall be owned by a homeowner's association that is established for the subdivision in which the private streets are located.
- The developer of such subdivision shall record subdivision covenants that require lot owners to pay a monthly assessment to provide for the maintenance and repair of private streets.
- The subdivision, in which private streets are located, except for matters falling under the provisions of this section, shall otherwise be subject to the provisions of the city's subdivision ordinance.
- The plat for a subdivision with private streets shall expressly provide that lot owners within such subdivision have the rights to utilize the private streets and have an easement over such streets for ingress and egress within such subdivision.

**No Requested Changes**

**Previously Approved:**

**13. Driveways**

- All driveways adjacent to a sidewalk or street shall have a minimum depth of 18 feet (between garage and/or street/sidewalk and a minimum width of 16 feet).

**Requested Change:**

**13. Driveways and Sidewalks**

- All driveways adjacent to a sidewalk or street shall have a **minimum length of 18 feet from the front building line to the sidewalk.**
- Driveways shall have a **minimum width of 16 feet and a turn in radius of 3 feet.**
- **Sidewalks shall be five (5) feet in width to assure ADA compliance. Sidewalks will be placed within the unpaved street ROW to allow adequate distance for 18' of driveway length from the garage to the sidewalk.**
- **A driveway expansion joint will be placed at the lot frontage property line and the beginning of the ROW.**

**Previously Approved:**

**14. Homeowners' Association (HOA)**

- An HOA will be established by the homebuilder/developer requiring the HOA to be responsible for maintaining all common areas, including but not limited to: the exterior perimeter fences, entry, exit and pedestrian gates, signage, street lighting, mailboxes and private streets. The dog park, tot lot and all common areas will also be maintained by HOA.

**No Requested Changes**

**Previously Approved:**

**15. Recreation Areas**

- Fenced dog park
- Pet and people water stations
- Litter bins in all areas
- "Tot lot" requiring adult supervision at all times
- Pocket Park with picnic tables and water stations

**No Requested Changes**

**Previously Approved:**

**16. Signage**

- As Permitted by Ordinance

**No Requested Changes**