

**MINUTES OF SPECIAL JOINT CITY COUNCIL AND
TOMBALL PLANNING & ZONING COMMISSION MEETING
CITY OF TOMBALL, TEXAS**

MONDAY, DECEMBER 13, 2010



6:15 P.M.

1.0 Call to Order

The meeting was called to order by Mayor Gretchen Fagan. Other members present were:

Councilman Stoll
Councilman Brown
Councilman Townsend
Councilman Dodson

Council members absent:

Councilman Quinn

Planning and Zoning Commission members present:

Chair – Lori Wallace
Vice Chair – Tom Crofoot
Commissioner – Mary Harvey
Commissioner – John Mottershaw (left at 7:00 p.m. to catch plane)
Commissioner – Barbara Tague

Others present:

City Manager – George Shackelford
City Secretary – Doris Speer
City Attorney – Scott Bounds
Finance Director – Glenn Windsor
Director of Engineering and Planning – Mark McClure
City Planner – Kelly Violette
Assistant City Engineer – Lori Lakatos
Assistant City Planner - Rodney Schmidt
E&P Senior Administrative Assistant – Brandy Pate
Director of Public Works – David Kauffman
Building Official – David Allen
Code Enforcement Officer – Daniel Toombs

Fire Marshal – Doug Sanguedolce
Fire Inspector – Tommy Nicholson

2.0 Public Comments and Receipt of Petitions (*At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Commission discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.*)

3.0 Presentations:

- Meg Belmontes, of the Brick Industry Association, provided a presentation regarding masonry planning policies.

4.0 Workshop Session:

4.1 The Tomball City Council and the Tomball Planning and Zoning Commission members entered into a Workshop session for the following purposes:

A. Discussion of the Development Review Process and current codes

Mark McClure and Kelly Violette provided information regarding the City's development personnel, current development review processes, land-use regulations, current codes, and permitting and inspection processes.

Discussion was held regarding building across property lines, building set backs, boundary line adjustments, survey requirements, and associated costs to replat land. Council requested recommendations from the City Attorney and City staff regarding options to streamline the platting process, to provide a minor replatting process that will facilitate development of property. Kelly Violette advised Council that a revised platting process for the Downtown Tomball area will be included in the scope of work for the Downtown Specific Plan proposal.

Mayor Fagan called a recess at 7:40 p.m.; upon reconvening into regular session at 7:49 p.m., the following workshop continued:

Discussion was held regarding factors that determine when a plat or replat is required for development of property, master plans and platting requirements for larger, more complicated developments, drainage concerns, application and submittal processes for platting and zoning, approval of plats by the Planning and Zoning Commission versus City Council, recording and/or documenting meetings between City staff and developers, City staff's goals of assisting developers in meeting the code requirements, and the permitting processes.

The time being 8:45 p.m., no discussion was held regarding the Building Inspector and Fire Marshal departments processes and procedures; these reports will be presented to Council at a future date.

- B. No discussion was held regarding the review of Roles and Responsibilities of the Development Review Committee; this item will be considered at a future joint workshop.
- C. No discussion was held regarding the Zoning Ordinance (Ordinance 2008-01); this item will be considered at a future joint workshop:
 - 1. Discussion of possible changes to the Zoning Ordinance
 - 2. Discussion of Downtown Specific Plan Proposal

The Downtown Specific Plan proposal will be considered at a Special Joint Meeting of the City Council and the Planning and Zoning Commission on Monday, December 20, 2010, at 5:00 p.m.

5.0 Motion was made by Councilman Dodson, second by Councilman Townsend to adjourn.

Motion carried unanimously.

Meeting adjourned.

PASSED AND APPROVED this 10th day of January 2011.

Brandy Pate
Brandy Pate
P&Z Commission Secretary

Tom Crofoot
Tom Crofoot
Vice Chairman