

RESOLUTION NO. 35-13

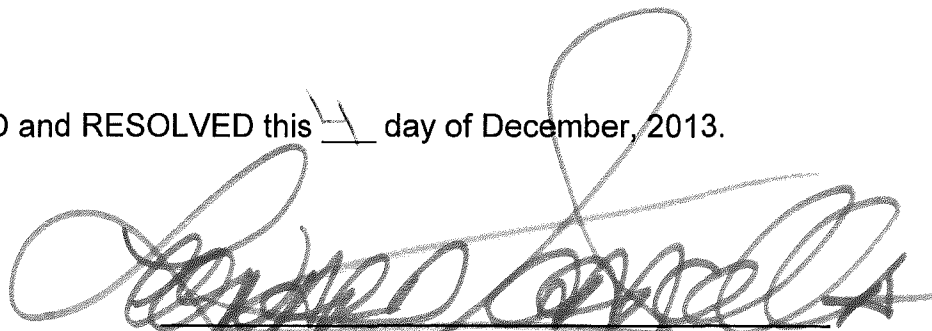
A RESOLUTION OF CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH FREESE AND NICHOLS, INC. FOR DEVELOPMENT OF A COMPREHENSIVE PLAN.

\* \* \* \* \*

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

Section 1. That the City Council hereby AUTHORIZES THE Mayor to enter into an agreement with Freese and Nichols, Inc. for development of a comprehensive plan in accordance with the terms and conditions contained in the agreement attached hereto as Exhibit "A" and incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this 4 day of December, 2013.



Leonard Scarcella, Mayor

ATTEST:



Bonnie Baiamonte, City Secretary

AGREEMENT FOR PROFESSIONAL SERVICES

STATE OF TEXAS §

COUNTY OF FORT BEND §

This AGREEMENT is entered into by the City of Stafford, Texas, hereinafter called "Owner" and Freese and Nichols, Inc., hereinafter called "FNI." In consideration of the AGREEMENTS herein, the parties agree as follows:

- I. EMPLOYMENT OF FNI: In accordance with the terms of this AGREEMENT; Owner agrees to employ FNI; FNI agrees to perform professional services in connection with the Project; Owner agrees to pay to FNI compensation. The Project is described as follows: Comprehensive Plan.
II. SCOPE OF SERVICES: FNI shall provide professional services in connection with Project as set forth in Attachment SC - Scope of Services and Responsibilities of Owner which is attached to and made a part of this AGREEMENT.
III. COMPENSATION: Owner agrees to pay FNI for all professional services rendered under this AGREEMENT in accordance with Attachment CO - Compensation which is attached hereto and made a part of this AGREEMENT. FNI shall perform professional services as outlined in the "Scope of Services" for a lump sum fee of 146,500. Details concerning the fee are included in Attachment CO.
IV. TERMS AND CONDITIONS OF AGREEMENT: The Terms and Conditions of Agreement as set forth as Attachment TC shall govern the relationship between the Owner and FNI.

If FNI's services are delayed or suspended by Owner, or if FNI's services are extended for more than 60 days through no fault of FNI, FNI shall be entitled to equitable adjustment of rates and amounts of compensation to reflect reasonable costs incurred by FNI in connection with such delay or suspension and reactivation and the fact that the time for performance under this AGREEMENT has been revised.

Nothing under this AGREEMENT shall be construed to give any rights or benefits in this AGREEMENT to anyone other than Owner and FNI, and all duties and responsibilities undertaken pursuant to this AGREEMENT will be for the sole and exclusive benefit of Owner and FNI and not for the benefit of any other party.

This AGREEMENT constitutes the entire AGREEMENT between Owner and FNI and supersedes all prior written or oral understandings.

This contract is executed in two counterparts.

IN TESTIMONY HEREOF, they have executed this AGREEMENT, the 3 day of January, 2013.

ATTEST:

[Handwritten signature]

City of Stafford, Texas (OWNER)

By:

[Handwritten signature of Leonard Scarcella]

Leonard Scarcella, Mayor
Print or Type Name and Title

ATTEST:

[Handwritten signature]

Freese and Nichols, Inc. (FNI)

By:

[Handwritten signature of Brian C. Coltharp]
Brian C. Coltharp, Vice President
Print or Type Name and Title

**SCOPE OF SERVICES AND RESPONSIBILITIES OF OWNER**

**ARTICLE I**

**Project Understanding**

The purpose of the study effort is to prepare a new Comprehensive Plan for the City of Stafford through a public input process that incorporates the needs and desires of the community. The Plan will be specific to Stafford, incorporating realistic recommendations. The Plan will document:

1. Existing conditions and community vision;
2. Plan recommendations addressing future land use, transportation and circulation, infrastructure assessment, public facilities, neighborhood and community livability, annexation and growth management strategies, and economic development; and
3. Implementation strategies and capital improvement program ranking for coordinated activities to achieve the vision of the Plan.

A Comprehensive Plan Advisory Committee (CPAC) will be utilized to guide the process. A public hearing will be held to consider the adoption of the Comprehensive Plan.

**Phase One: Community Snapshot and Visioning**

**A. Task 1: Community Outreach and Information Strategy, Public Participation**

- i. **Comprehensive Plan Advisory Committee:** We highly encourage the City to appoint a Comprehensive Plan Advisory Committee (CPAC) that will meet with FNI and City staff throughout the planning process. Members of the CPAC should come from a wide range of backgrounds and should represent a wide range of issues in order to have diverse opinions reflected in the planning process. CPAC members are intended to be ambassadors of the planning process and are therefore encouraged to gather input from neighbors, community members and civic/business groups. The CPAC, City, and Freese and Nichols, Inc. (FNI) will meet several times at key milestones throughout the course of the project (see attached schedule).
- ii. **Public Involvement Plan:** FNI will discuss with City staff a Public Involvement Plan during the Client Kickoff meeting. Based on the discussion, FNI will assist the City to develop a Public Involvement Plan to outline goals, target groups, vehicles for communications, schedule, meetings, and provide branding assistance. The City will be responsible for identifying key stakeholders and organizing committee members. If follow up discussions are needed, they will be accommodated by conference calls.
- iii. **Public Meetings:** In addition to the CPAC, FNI will help facilitate up to two (2) informative and feedback-style public meetings during the course of the project. The purpose of these meetings is to inform the public of the process and project schedule, conduct input/visioning exercises to gather community feedback, and present client findings and recommendations.
- iv. **Project Web Page and Online Survey:** FNI will prepare a simple project website to interface with the City's website. The project website will include a brief project description, allow presentations to be posted, provide a link to an online survey and provide a comment section for community feedback. FNI will develop a brief questionnaire to be included as part of the online

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survey. Upon completion of the project, the City will be responsible for hosting any additional information.

**B. Task 2: Community Snapshot**

- i. **Baseline Analysis:** The Baseline Analysis is intended to provide background information about the City of Stafford. This is vital to the planning process because without the knowledge of where the City is today, assessing what it can be in the future becomes increasingly difficult. The components that are included within the *Baseline Analysis* will enable the people involved in the planning process, including the Consultant, City officials, and citizens, to have a clear understanding of the City and its existing social, economic, land use, and neighborhood characteristics.
  1. Historic Trends, Population Growth and Demographic Profile
    - a. Historical population and related growth trends will be analyzed.
    - b. Demographic profile will consist of age, gender, ethnicity, income, and household type.

The population projections utilized within the Future Land Use Plan and the other components of the Comprehensive Plan will be derived from this information. A summary of all past City planning efforts will also be incorporated into this element.

- ii. **Existing Land Use Analysis:** The relationships of existing and future land uses will shape the character and quality of life of the community for many years to come. In order to assess the City's future land use needs, an analysis of past land use trends and present land use patterns are of primary importance. The following are the specific elements to be documented in order to describe land use characteristics. Assessment of the land use characteristics will be undertaken once data gathering have been completed. The existing land use inventories (conducted using a base map of the City provided by Stafford, the county, or similar entity) will include:
  1. Analysis of types of land use (color-coded by category) quantified by acres;
  2. Analysis of types of land use correlated to Stafford's population (for future projection purposes);
  3. Discussion of existing development patterns;
  4. Discussion of existing land use relationships, both positive and negative.
- iii. **Physical Constraints:** Stafford's man-made and physical environment will greatly influence its future land use pattern and rate of growth. It is important to document and analyze the physical factors that will ultimately contribute to the City's form and content. Some of the primary issues that will ultimately influence the community include the political boundaries of the City and its neighbors (including extraterritorial jurisdiction or "ETJ"), topography, floodplain and major drainage ways, major roadway systems, existing development pattern, existing utility systems, historic sites, and the size and location of unique physical characteristics like major tree stands or scenic vistas.

The following are the specific elements to be documented in order to describe the existing physical environment. Information from each of these elements will come from a variety of sources like any existing data or reports as provided by the City, the U.S. Census Bureau, the Federal Emergency Management Agency (FEMA), etc.

1. Analysis of the City's major topographic features, including any ridge lines or any areas of unusual topography, and major tree stands;
2. Analysis of the municipal boundaries and ETJs of the neighboring cities;
3. Analysis of the City's existing transportation system and plans, identifying major traffic generators and deficiencies;
4. Analysis of the City's natural environment and the identification of any environmentally sensitive areas, including the documentation of the existence of any protected species of plants or wildlife; and

5. Generalized documentation and analysis of existing floodplains, hydrology, and other natural drainage features.
- iv. **Planning Context:** An understanding of the planning context will help to set the framework for which general planning decisions can be made. The following are elements to be documented in order to establish the planning context:
    1. Evaluate existing planning documents;
    2. Review past and ongoing planning efforts conducted by the City;
    3. Evaluate regional initiatives; and
    4. Coordinate with ongoing updates to other plans.

*Task Product: The Baseline Analysis will be a compilation of written information, supported with charts and tables, explaining the importance and meaning of the facts as they relate to the City of Stafford and the Comprehensive Plan. Maps graphically depicting applicable information will include the following elements: (1) Population growth and demographic snapshot, (2) existing transportation/thoroughfare routes, (3) existing land use analysis, and (4) physical limitations of the City.*

- A. **Task 3: Vision, Goals and Objectives:** During this task, FNI will secure a better understanding from the staff, Planning and Zoning Commission, City Council, CPAC and citizens what individual objectives are to be achieved. To obtain this initial understanding of the community's needs and desires, and to establish a firm direction for the planning program, FNI proposes the steps outlined below.
  - i. **Issue Identification:** Issue identification is critical in creating a Comprehensive Plan that is responsive to the City's needs. Therefore, at one of the first meetings of the Comprehensive Plan Advisory Committee (CPAC), members will be solicited to identify key issues they believe are important for the Comprehensive Plan to address.
  - ii. **Visual Character Survey:** A Visual Character Survey (VCS) is a technique where respondents are asked to score a series of photographs based on their preferences with regard to what they find to be visually preferable. The photographs illustrate various aspects of the developed environment such as land use, architecture, landscaping, and building orientation. The Visual Character Survey is an effective method of receiving aesthetic-based input since the survey allows those taking it the ability to view real-world examples of the developed environment.
    1. FNI will develop a Visual Character Survey, and will use it to gather input from the CPAC.
    2. FNI will then analyze the Visual Character Survey results. These results will then be used as a basis for the Comprehensive Plan Update's goals and objectives.
  - iii. **Innovation Charrette:** FNI will conduct one (1) brainstorming session with the CPAC on innovative ideas that may, or may not, be appropriate within Stafford. The purpose of this exercise is to identify potential of life amenities or development opportunities that may be desired within the Community. Ideas and input received will be used within various elements of the Comprehensive Plan, specifically in areas pertaining to future land use, transportation, parks, public facilities, and livability.
  - iv. **Preparation of Goals and Objectives:** Based on the results of the Issue Identification Exercise, the Visual Character Survey, the Innovation Charrette, and Staff Planning and Design workshop, a listing of goals and objectives will be prepared. Goals and objectives derived are intended to not only guide the formation of plan recommendations and identify key focus areas, but they are ultimately the basis for the Implementation Plan's action items. This is intended to be a complete revision of goals and objectives developed in the preceding Comprehensive Plan. Goals and objectives will be submitted to the CPAC for review and input.

***Task Product:*** *The results of the Vision, Goals, and Objectives work effort will be: (1) A written summary of issues and the VCS, and (2) a written list of goals and objectives to guide the remainder of the comprehensive planning process.*

## **Phase Two: Plans and Recommendations**

- A. Task 4: Future Land Use Plan:** Stafford's Future Land Use Plan is a policy document which is intended to guide City staff and officials as they make decisions on where, when and how the City should grow. Development of a land use plan, which is understandable to citizens, City staff, the Planning and Zoning Commission and City Council, will ensure that a cohesive and unified vision for Stafford is presented to developers and property owners as future development and redevelopment occurs within the community. The mission is to build a land use scenario based upon the community's vision resulting in the development of a Future Land Use Plan Map that conveys the community's development and redevelopment objectives.

This portion of the Comprehensive Plan will take into account existing land use information, current zoning regulations, economic development objectives, past development patterns and infill and redevelopment opportunities and will integrate them into an understandable graphic depiction of the community's future.

- i. **Future Land Use Types Defined:** A key component of the Future Land Use Plan is the definition and discussion of future land use types, including any new types of land use that may be applicable within the City. Discussions of the types of land uses will include associated character guidelines, preferred locations, and general density guidelines.
- ii. **Land Use Projections:** Land use projections, based upon projected growth scenario, will be calculated. Land use projections will depict the acreage by land use type as reflected within the Future Land Use Plan Map.
- iii. **Ultimate Capacity and Population Projections:** The ultimate capacity of Stafford, based upon the Future Land Use Plan Map, will be calculated in order to provide a general carrying capacity. Additionally, FNI will develop a new projected growth rate for the City based upon historical growth patterns and future growth considerations. The combination of the ultimate capacity and population projections will help guide decisions pertaining to infrastructure, parks, public facilities and other Capital Improvement Program items.
- iv. **Future Land Use Plan Map:** The Future Land Use Plan will culminate with the depiction of color-coded land uses within the City's planning area. The plan will consider the following:
  1. Location of limited future residential, non-residential, open space and public land uses;
  2. Location of future public facility, if needed, in areas of potential growth in order to provide direct service to residential areas and promote service efficiency;
  3. Location of environmentally sensitive areas or barriers that should be considered when making future development decisions; and
  4. Location of future land uses along major transportation corridors.

***Task Product:*** *The results of the Future Land Use Plan section of the Comprehensive Plan will be a Future Land Use Plan map, supported and explained with text, charts and tables. Text descriptions will also describe recommendations and proposed guidelines for various types of land uses for the City to consider when making future land use decisions.*

- B. Task 5: Transportation and Circulation:** Land use and transportation decisions are interrelated. Therefore, an important part of the Plan for Stafford will be to examine the relationship between the existing thoroughfare systems and both existing and future land uses. The purpose of this section is to provide a transportation framework, which will serve as a guide for mobility decisions within Stafford.

- i. **Existing Conditions:** FNI will conduct a general overview of the existing thoroughfare system to serve as a basis for plan development. Elements included as part of this assessment will include; existing functional classification, existing traffic signal locations, existing and future major traffic generators, available TXDOT AADT volumes, recent accident history (based on data provided by the City), and observations of existing traffic congestion as identified by the P&Z members.
- ii. **Transportation Planning:** Various transportation planning concepts that may be appropriate in Stafford will be discussed providing both traditional and innovative considerations for roadway design. Examples of transportation planning principles that may be discussed include functional street classifications, roadway sizing options and roadway design standards.
- iii. **Thoroughfare Plan:** Based on plan input, the Future Land Use Plan Map and identified future needs, FNI will create a Thoroughfare Plan to address long-term needs for community development. The Thoroughfare Plan will also incorporate considerations for corridor design, access management coordination, and commuter rail opportunities. In addition to examining both existing and future vehicular considerations, the Transportation Plan may also examine non-motorized modes of transportation, such as pedestrian and/or bicycle accommodations, by identifying key areas and corridors within the City where pedestrian connections may be desired.

**Task Product:** *The Thoroughfare Plan will culminate with recommendations that define and identify short and long term needs that are coordinated with the Future Land Use Plan and which support desired development priorities.*

- C. **Task 6: Parks, Recreation and Open Space:** The purpose of this Plan Element is to examine and analyze existing recreational opportunities within Stafford and to recommend a parks system that is consistent with present and future community needs. The elements of the plan include introduction, baseline analysis, goals and objectives, park classifications and standards, park inventory, needs assessment, recommendations and prioritization. The opportunity for potential public spaces throughout Stafford will be discussed for recommended locations. FNI would meet with appropriate City staff and Parks Committee for (1) meeting for data gathering.

**Task Product:** *Parks and Open Space Plan.*

- D. **Task 7: Infrastructure Assessment:** In order to ensure the efficiency of public utilities, FNI will examine existing infrastructure to determine whether water, wastewater and drainage systems are meeting the needs of the population and whether such facilities are able to accommodate the future growth depicted in the Future Land Use Plan. It is important to understand the City's capabilities in each of these areas in order to facilitate infrastructure expansion in the most efficient and cost-effective ways possible.

FNI will meet with City Staff (and any consultants/entities who the City contacts) to discuss the City's existing infrastructure system and plans. Based on this discussion, the recommendations identified as the top issues for Stafford will be expanded upon in the Comprehensive Plan document. This topic will be discussed during the Innovation Charrette, with any necessary follow-up meetings occurring via conference call or the afternoon before a scheduled meeting.

- i. **Water Analysis:** FNI will examine the existing water system within Stafford. Based on this review and discussion with City Staff and consultants, we will identify program deficiencies and make recommendations for actions to consider during future water master planning efforts.
- ii. **Wastewater Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, we will identify program deficiencies in the existing wastewater system and recommend actions to consider during future water master planning efforts.

- iii. **Stormwater Drainage Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, FNI will also identify deficiencies to consider for future stormwater/drainage efforts. Our team will provide recommendations on key areas where updating the existing drainage plan may be optimal and beneficial.

***Task Product: Identification of the top five priorities related to infrastructure within Stafford; each will be expanded upon in the Comprehensive Plan document.***

- E. **Task 8: Neighborhood and Community Livability:** Livability refers to the many tangible and intangible characteristics of Stafford that contribute to the City's quality of life. This section is intended define and create recommendations on what the City of Stafford should consider to maintain and improve the quality of life for its residents. Input gathered from the Visual Character Survey, the CPAC and public input will be used as the basis for identifying and defining the amenities desired by residents for Stafford.

In addition to examining opportunities to maintain and enhance the overall quality of life in Stafford, specific housing recommendations will be made. The cornerstone of a livable community lies with its neighborhoods, and therefore an existing housing conditions analysis will be performed and associated recommendations will be created.

- i. **Current Planning Trends:** An examination of current, applicable planning trends will be provided. These planning trends may be used as tools for infill development or as tools for new development on remaining vacant land. Examples may include sustainable design principles such as mixed-use development, nodal centers, life-cycle housing, pedestrian design, form-based code districts and environmentally sensitive development, among others.
- ii. **Educational Partnerships:** The success of a community and its residents can be linked to the access and opportunities of local educational institutions. A large part of this success is based on the level of coordination between municipalities and educational institutions within their city boundaries and jurisdictions. FNI will meet with appropriate persons from the Stafford Municipal School District and Houston Community College's Southwest Stafford Campus in order to understand their future plans and opportunities, and how the City can partner in improving its community livability as it pertains to its resident's educational opportunities.
- iii. **Design Character:** This section will provide recommendations pertaining to physical design enhancements within Stafford and help foster a sense of identity within the community. Design recommendations would include image/nonresidential design standards, revitalization of older buildings, street design enhancements, entryway design/branding elements, pedestrian and walkability enhancements, screening and buffering techniques, optimal or desired neighborhood layouts, land use integration, signage standards, landscaping standards and parking standards and design. Many of the design enhancements included within this section are directly related to development/ordinance regulations.
- iv. **Housing Strategies:** Recommendations pertaining to limited new development, infill development, neighborhood integrity programs, available funding sources for housing rehabilitation, housing types, housing mix and generalized density strategies will be provided. The housing strategies component will address the needs of future residents and will enable City staff to prepare an organized program for addressing housing issues in Stafford, such as Code Enforcement programs.

***Task Product: Documentation of the above items with any supporting illustrations.***



F. **Task 9: Annexation and Growth Management Strategies:** The Annexation & Growth Management Strategies element of the Comprehensive Plan is intended to provide annexation and growth management policies primarily based upon need, protection of environmentally sensitive areas, preservation of growth areas from incompatible land uses, infrastructure planning and expansion, and any other applicable factors influencing the logical and sound growth of Stafford. It is understood that the City of Stafford and the Municipal School District share boundaries, and there is little possibility of boundary expansion, however, an analysis of this element is important for plan documentation.

- i. **Aspects of the Annexation and Growth Management Strategies:** Following are an example of elements that could be included within this section of the Comprehensive Plan. Other elements may be added as issues and concerns regarding growth become apparent during the planning process. These include:
1. Evaluation and analysis of areas outside of Stafford City limits, within and beyond the City's ETJ, that may be served by City utilities,
  2. Development of growth management strategies correlated with projected population increases and anticipated growth areas,
  3. Identification of possible areas in which infill development should be encouraged,
  4. Summary of recent interpretations of State requirements for annexation,
  5. Annexation criteria,
  6. Identification of positive growth areas in which Stafford should encourage growth,
  7. Recommendations related to annexation policies,
  8. Recommendations for the funding of facilities and the potential use (or continued use) of capital recovery fees (i.e., roadway impact fees) to help alleviate costs that may be incurred by the City that are associated with growth.

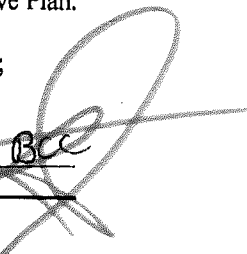
**Task Product:** *The results of the Annexation & Growth Management Strategies element will be a compilation of written information, supported with charts and tables. Maps graphically depicting applicable elements will be included, as appropriate. Explanation will be given as to how the Annexation & Growth Management Strategies element relates to the City's other implementation tools including its Capital Improvements Program (CIP), as well as its Zoning and Subdivision Regulations.*

**Task 10: Economic Development Summary:** FNI will work with the Stafford Economic Development Corporation (SEDC) to incorporate the SEDC's Economic Development analysis and projections into the Stafford Comprehensive Plan

### Phase Three: Report, Implementation and Adoption

#### A. Task 11: Report and Implementation

- ii. **Draft Report:** FNI will prepare one (1) draft Comprehensive Report that will document the planning process and Tasks 1-10. It will present a clear narrative with accompanying graphics and figures, as necessary, to describe the intentions of the community. The draft will be provided to the City, CPAC and other parties the City wishes to include for review and comments. FNI will incorporate comments and proceed to prepare implementation items.
- iii. **Implementation Plan:** The Implementation Plan will be structured into a coordinated action program so that City leaders, staff, and other decision-makers can easily identify the steps that are necessary to achieve the vision for the City that is described within the Comprehensive Plan. The Implementation Plan will outline priorities primarily by:
1. Reviewing the various policies and related recommendations from each Plan element;

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2. Dividing the policies and related recommendations into applicable implementation techniques/actions – an overall Action Plan – such as regulatory actions (e.g., possible zoning or subdivision ordinance updates), programs, and intergovernmental partnerships; and
3. Prioritizing the implementation techniques/actions into appropriate timeframes.

***Task Product:*** *The Implementation Plan will represent the initial action plan to take Plan policies and related recommendations from vision to reality, and will include practical and specific steps for implementing the Comprehensive Plan within the near-term (i.e., 2013-2023) and within a longer-term planning horizon (2023 – 2033).*

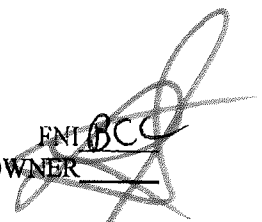
- iv. **Capital Improvement Program Ranking and Prioritization:** The City of Stafford already has a good Capital Improvements Plan (CIP), therefore, general recommendations on what projects should be incorporated into the City's overall CIP will be prepared based upon the recommendations of each major element of the Comprehensive Plan. The Capital Improvements Programming element of the Comprehensive Plan will outline a generalized and prioritized five-year (or other such timeline specified by the City) construction program for projects that will be needed to implement Plan recommendations that includes the following information:
1. A general priority listing of projects,
  2. Generalized estimates of construction costs,
  3. Project descriptions, and
  4. Potential funding sources.

It is anticipated that the CPAC will serve an important role in establishing the final draft Capital Improvements Programming element that is forwarded for consideration by the Planning and Zoning Commission and City Council. It is imperative that a body that is representative of each segment of the community helps create this element to make sure that the needs of each sector of the City are voiced and are given due consideration. Funding will be limited to the City's ability to issue the bonds necessary to complete the projects included in the construction program, and it is extremely important that those projects that are most important to the community as a whole are given highest priority.

***Task Product:*** *The Capital Improvements Programming element will be included as an element of the Implementation Section of the Comprehensive Plan. It will include written text and supporting tables that will outline the methodology used to establish the five-year (or other timeline) construction program as well as project prioritization, estimated costs, project descriptions, and potential funding sources.*

- v. **Final Report and Deliverables:** This document will be created in digital format, including both text and mapping, such that it will be easily reproducible. It will also have the ability to be integrated into Stafford's website, if desired. Integration of document maps or files to the City's website will be conducted by the City. Electronic files of the final Comprehensive Plan will be provided to the City. All document text will be produced in Microsoft Word and Adobe Acrobat PDF format.
- vi. **Plan Chapters:** The culmination of the planning process will result in a Comprehensive Plan document containing the following elements:
1. Executive Summary
  2. Chapter 1: Community Snapshot
  3. Chapter 2: Vision, Goals and Objectives
  4. Chapter 3: Future Land Use
  5. Chapter 4: Transportation and Circulation Plan
  6. Chapter 5: Parks, Recreation and Open Space

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7. Chapter 6: Infrastructure Assessment
8. Chapter 7: Neighborhood and Community Livability
9. Chapter 8: Annexation and Growth Management Strategies
10. Chapter 9: Economic Development Summary
11. Chapter 10: Implementation

- vii. **Plan Mapping:** Project mapping is vital to both dissemination of information at meetings as well as to the Comprehensive Plan document. All mapping will be prepared using ESRI's ArcGIS software. It is assumed that the City will provide all necessary base mapping data in compatible electronic format in order to generate necessary mapping. If there is the need to create base map information or rectify other existing data, such effort will be billed separately on an hourly basis.

**Task Product:** *The results of the Comprehensive Plan documentation will be: (1) Five (5) color copies of the final Comprehensive Plan, and (2) One (1) CD with digital files of the final Comprehensive Plan, including mapping data.*

- B. **Task 12: Adoption:** FNI team members will present the project scope, process, findings and recommendations at a necessary City Council and Planning and Zoning Commission meetings as part of the adoption process.

**Meetings:** FNI will facilitate or assist with meetings throughout the course of the project. These meetings will pursue and utilize various techniques, as well as rely on traditional meeting formats, in gathering vision data. The Consultant will lead the involvement effort. The Consultant will be consistently present and visible through the comprehensive planning process. Thus, incorporated within this Scope of Services are twenty-five (25) meetings that the Consultant will attend and conduct throughout this project. Meetings will be generally allocated as follows:

- o Meeting #1: Client Kickoff Meeting
- o Meeting #2: Comprehensive Plan Advisory Committee (CPAC) - Introductory meeting; Comprehensive Planning 101, Community Snapshot presentation, Issue Identification
- o Meeting #3: CPAC - Visual Character Survey and Draft Goals and Objectives
- o Meeting #4: P&Z Comp. Plan Update
- o Meeting #5: City Council Comp. Plan Update
- o Meeting #6: CPAC - Innovation Charrette
- o Meeting #7: Public Meeting to kick-off project and solicit input
- o Meeting #8: CPAC - Review survey results and finalize project goals and objectives
- o Meeting #9: P&Z Comp. Plan Update
- o Meeting #10: City Council Comp. Plan Update
- o Meeting #11: CPAC - Future Land Use Exercise and Transportation and Circulation
- o Meeting #12: CPAC – Parks, Recreation and Open Space
- o Meeting #13: CPAC - Infrastructure
- o Meeting #14: P&Z Comp. Plan Update
- o Meeting #15: CPAC - Neighborhood and Community Livability
- o Meeting #16: City Council Comp. Plan Update

- o Meeting #17: Stafford Municipal School District and HCC
- o Meeting #18: CPAC - Annexation and Growth Management Strategies and Economic Development
- o Meeting #19: Public Meeting to solicit feedback on draft recommendations
- o Meeting #20: CPAC - Implementation and final review
- o Meeting #21: P&Z Comp. Plan Update
- o Meeting #22: City Council Comp. Plan Update
- o Meeting #23: P&Z Public Hearing (Plan Adoption)
- o Meeting #24: P&Z Public Hearing (Plan Adoption)
- o Meeting #25: City Council Public Hearing (Plan Adoption)

It is expected that the Consultant will have advance notice (i.e., at least two weeks) from the City of expected meeting dates and times, and that the Consultant will be consulted on the scheduling of such meetings and times prior to any public notification. It is also anticipated that if some scheduling conflict arises from the Consultant not being notified in advance of a meeting date and/or time by the City, the Consultant would not be expected to attend any such meeting. The City shall arrange and coordinate meeting times, locations, and appropriate notifications.

Any meeting that the Consultant is required to attend above and beyond the twenty-five (25) meetings included within this Scope of Services will be billed to the City of Stafford at the applicable hourly rates as outlined in Attachment CO.

ARTICLE II

**ADDITIONAL SERVICES:** Additional Services to be performed by FNI, if authorized by Owner, which are not included in the above described basic services, are described as follows:

- A. Making revisions to drawings, specifications or other documents when such revisions are 1) not consistent with approvals or instructions previously given by Owner or 2) due to other causes not solely within the control of FNI.
- B. Visits to the site in excess of the number of trips included in Article I for periodic site visits, coordination meetings, or contract completion activities.

ARTICLE III

**TIME OF COMPLETION:** FNI is authorized to commence work on the Project upon execution of this AGREEMENT and agrees to complete services in accordance with the attached schedule:

**Extensions/Delays:** FNI will complete basic services according to the above schedule. If there are any project extensions, time delays or additional edits/revisions beyond the seventeen (17) month deadline that is not the cause of FNI, additional compensation will be required.

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in Owner or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this AGREEMENT and in Attachment CO.

FNI *BCC*  
 OWNER *[Signature]*

ARTICLE IV

**RESPONSIBILITIES OF OWNER:** Owner shall perform the following in a timely manner so as not to delay the services of FNI:

- A. Designate in writing a person to act as Owner's representative with respect to the services to be rendered under this AGREEMENT. Such person shall have contract authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to FNI's services for the Project.
- B. Provide all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
- C. Assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous reports and any other data relative to the Project.
- D. Arrange for access to and make all provisions for FNI to enter upon public property as required for FNI to perform services under this AGREEMENT.
- E. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by FNI, obtain advice of an attorney, insurance counselor and other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of FNI.
- F. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- G. Furnish, or direct FNI to provide, Additional Services as stipulated in Attachment SC, Article II of this AGREEMENT or other services as required.
- H. Bear all costs incident to compliance with the requirements of this Article IV.

ARTICLE V

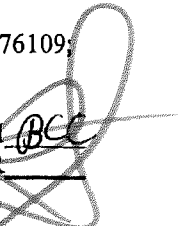
**DESIGNATED REPRESENTATIVES:** FNI and Owner designate the following representatives:

Owner's Designated Representative – Charles W. Russell, P.E., City Engineer, 2610 South Main, Stafford, Texas 77477; Phone: 281-261-3920; Fax: 281-261-3928; email: crussell@cityofstafford.com

Owner's Accounting Representative –

FNI's Designated Representative – Shad Comeaux, AICP, 11200 Broadway St., Suite 2332, Pearland, Texas 77584; Phone: 832-456-4766; Fax: 832-456-4701; email sec@freese.com

FNI's Accounting Representative – Patti Allen, 4055 International Plaza, Ste. 200, Fort Worth, Texas 76109; Phone: 817-735-7466; Fax: 817-735-7491; email pla@freese.com

FNI   
OWNER

**COMPENSATION**

Lump Sum: Compensation to FNI shall be the lump sum of One Hundred Forty Six Thousand and Five Hundred Dollars (\$146,500). If FNI sees the Scope of Services changing so that additional services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the Schedule of Charges.

**Schedule of Charges:**

| <b><u>Position</u></b>        | <b><u>Min</u></b> | <b><u>Max</u></b> |
|-------------------------------|-------------------|-------------------|
| Professional - 1              | 61                | 113               |
| Professional - 2              | 82                | 128               |
| Professional - 3              | 104               | 164               |
| Professional - 4              | 112               | 170               |
| Professional - 5              | 148               | 211               |
| Professional - 6              | 145               | 369               |
| Construction Manager - 1      | 71                | 84                |
| Construction Manager - 2      | 82                | 133               |
| Construction Manager - 3      | 113               | 126               |
| Construction Manager - 4      | 142               | 197               |
| CAD Technician/Designer - 1   | 51                | 87                |
| CAD Technician/Designer - 2   | 80                | 116               |
| CAD Technician/Designer - 3   | 93                | 142               |
| Corporate Project Support - 1 | 34                | 91                |
| Corporate Project Support - 2 | 55                | 140               |
| Corporate Project Support - 3 | 63                | 278               |
| Intern/ Coop                  | 28                | 56                |

**Rates for In-House Services****Technology Charge**

\$8.50 per hour

**Bulk Printing and Reproduction**

|                 |                 |
|-----------------|-----------------|
| Black and White | \$0.10 per copy |
| Color           | \$0.50 per copy |
| Plot - Bond     | \$2.50 per plot |
| Plot - Color    | \$5.75 per plot |
| Plot - Other    | \$5.00 per plot |
| Binding         | \$5.75 per book |

**These ranges and rates will be adjusted annually.**

310-22013

**TERMS AND CONDITIONS OF AGREEMENT**

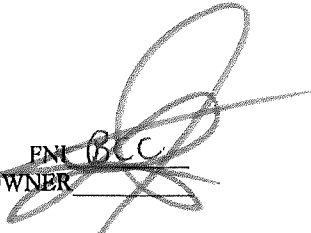
- 1. **DEFINITIONS:** The term Owner as used herein refers to the City of Stafford, Texas. The term FNI as used herein refers to Freese and Nichols, Inc., its employees and agents; also its subcontractors and their employees and agents. As used herein, Services refers to the professional services performed by Freese and Nichols pursuant to the AGREEMENT.
- 2. **CHANGES:** Owner, without invalidating the AGREEMENT, may order changes within the general scope of the WORK required by the AGREEMENT by altering, adding to and/or deducting from the WORK to be performed. If any change under this clause causes an increase or decrease in FNI's cost of, or the time required for, the performance of any part of the Services under the AGREEMENT, an equitable adjustment will be made by mutual agreement and the AGREEMENT modified in writing accordingly.
- 3. **TERMINATION:** The obligation to provide services under this AGREEMENT may be terminated by either party upon ten days' written notice. In the event of termination, FNI will be paid for all services rendered and reimbursable expenses incurred to the date of termination and, in addition, all reimbursable expenses directly attributable to termination.
- 4. **CONSEQUENTIAL DAMAGES:** In no event shall FNI or its subcontractors be liable in contract, tort, strict liability, warranty, or otherwise for any special, indirect, incidental or consequential damages, such as loss of product, loss of use of the equipment or system, loss of anticipated profits or revenue, non-operation or increased expense of operation or other equipment or systems.

In no event shall The City of Stafford be liable in contract, tort, strict liability, warranty, or otherwise for any special, indirect, incidental or consequential damages, such as loss of product, loss of use of the equipment or system, loss of anticipated profits or revenue, non-operation or increased expense of operation or other equipment or systems.

- 5. **INFORMATION FURNISHED BY OWNER:** Owner will assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project. FNI shall have no liability for defects or negligence in the Services attributable to FNI's reliance upon or use of data, design criteria, drawings, specifications or other information furnished by Owner. FNI shall disclose to Owner, prior to use thereof, defects or omissions in the data, design criteria, drawings, specifications or other information furnished by Owner to FNI that FNI may reasonably discover in its review and inspection thereof.
- 6. **INSURANCE:** FNI shall provide to Owner certificates of insurance which shall contain the following minimum coverage (All limits in thousands):

|  |         |                               |       |
|--|---------|-------------------------------|-------|
| <b>Commercial General Liability</b>    |         | <b>Workers' Compensation</b>  |       |
| General Aggregate                      | \$2,000 | Each Accident                 | \$500 |
| <b>Automobile Liability (Any Auto)</b> |         | <b>Professional Liability</b> |       |
| CSL                                    | \$1,000 | \$3,000 Annual Aggregate      |       |

- 7. **SUBCONTRACTS:** If, for any reason, at any time during the progress of providing Services, Owner determines that any subcontractor for FNI is incompetent or undesirable, Owner will notify FNI accordingly and FNI shall take immediate steps for cancellation of such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in the AGREEMENT shall create any contractual relation between any subcontractor and Owner.
- 8. **OWNERSHIP OF DOCUMENTS:** All drawings, reports data and other project information developed in the execution of the Services provided under this AGREEMENT shall be the property of the Owner upon payment of FNI's fees for services. FNI may retain copies for record purposes. Owner agrees such documents are not intended or represented to be suitable for reuse by Owner or others. Any reuse by Owner or by those who obtained said documents from Owner without written verification or adaptation by FNI will be at Owner's sole risk and without liability or legal exposure to FNI, or to FNI's independent associates or consultants. Any such verification or adaptation will entitle FNI to further reasonable compensation. FNI may reuse all drawings, report data and other project information in the execution of the Services provided under this AGREEMENT in FNI's other activities. Any reuse by FNI will be at FNI's sole risk and without liability or legal exposure to Owner, and FNI shall indemnify and hold harmless Owner from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

  
 FNI BCC  
 OWNER

9. **POLLUTANTS AND HAZARDOUS WASTES:** It is understood and agreed that FNI has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at the site, if any, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposures to such substances or conditions. The parties agree that in performing the Services required by this AGREEMENT, FNI does not take possession or control of the subject site, but acts as an invitee in performing the services, and is not therefore responsible for the existence of any pollutant present on or migrating from the site. Further, FNI shall have no responsibility for any pollutant during clean-up, transportation, storage or disposal activities.

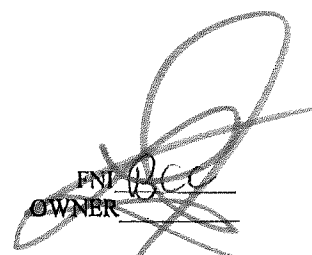
10. **PAYMENT:** Progress payments may be requested by FNI based on the amount of services completed. Payment for the services of FNI shall be due and payable upon submission of a statement for services to OWNER and in acceptance of the services as satisfactory by the OWNER. Statements for services shall not be submitted more frequently than monthly. Any applicable new taxes imposed upon services, expenses, and charges by any governmental body after the execution of this AGREEMENT will be added to FNI's compensation.

OWNER will pay FNI in accordance with Chapter 2251 of the Texas ~~Court~~ <sup>Government</sup> Code.

11. **ARBITRATION:** No arbitration arising out of, or relating to, this AGREEMENT involving one party to this AGREEMENT may include the other party to this AGREEMENT without their approval.

12. **SUCCESSORS AND ASSIGNMENTS:** OWNER and FNI each are hereby bound and the partners, successors, executors, administrators and legal representatives of OWNER and FNI are hereby bound to the other party to this AGREEMENT and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this AGREEMENT.

Neither OWNER nor FNI shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this AGREEMENT without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this AGREEMENT. Nothing contained in this paragraph shall prevent FNI from employing such independent associates and consultants as FNI may deem appropriate to assist in the performance of services hereunder.

FNI   
OWNER



**Proposed Meeting Dates – Stafford Comprehensive Plan**

| Meeting | Meeting Description  | Date                  |
|---------|--|-----------------------|
| #1      | Client Kickoff Meeting   | Jan. '14 (TBD)        |
| #2      | Comprehensive Plan Advisory Committee (CPAC) - Introductory meeting; Comprehensive Planning 101, Community Snapshot presentation, Issue Identification | 2/11/14               |
| #3      | CPAC - Visual Character Survey and Draft Goals and Objectives  | 3/11/14               |
| #4      | <b>P&amp;Z Comp. Plan Update</b>   | <b>3/11/14</b>        |
| #5      | <b>City Council Comp. Plan Update</b>  | <b>3/19/14</b>        |
| #6      | CPAC - Innovation Charrette  | 4/8/14                |
| #7      | <b>Public Meeting to kick-off project and solicit input</b>  | <b>4/8/14</b>         |
| #8      | CPAC - Review survey results and finalize project goals and objectives   | 6/10/14               |
| #9      | <b>P&amp;Z Comp. Plan Update</b>   | <b>6/10/14</b>        |
| #10     | <b>City Council Comp. Plan Update</b>  | <b>6/18/13</b>        |
| #11     | CPAC - Future Land Use Exercise and Transportation and Circulation   | 7/8/14                |
| #12     | CPAC – Parks, Recreation and Open Space  | 8/12/14               |
| #13     | CPAC - Infrastructure  | 10/7/14               |
| #14     | <b>P&amp;Z Comp. Plan Update</b>   | <b>10/7/14</b>        |
| #15     | CPAC - Neighborhood and Community Livability   | 11/11/14              |
| #16     | <b>City Council Comp. Plan Update</b>  | <b>11/19/14</b>       |
| #17     | Stafford Municipal School District and HCC   | Nov. '14 (TBD)        |
| #18     | CPAC - Annexation and Growth Management Strategies and Economic Development  | 12/9/14               |
| #19     | <b>Public Meeting to solicit feedback on draft recommendations</b>   | <b>Jan. '15 (TBD)</b> |
| #20     | CPAC - Implementation and final review   | Jan. '15 (TBD)        |
| #21     | <b>P&amp;Z Comp. Plan Update</b>   | <b>Feb. '15 (TBD)</b> |
| #22     | <b>City Council Comp. Plan Update</b>  | <b>Feb. '15 (TBD)</b> |
| #23     | <b>P&amp;Z Public Hearing (Plan Adoption)</b>  | <b>Mar. '15 (TBD)</b> |
| #24     | <b>P&amp;Z Public Hearing (Plan Adoption)</b>  | <b>Apr. '15 (TBD)</b> |
| #25     | <b>City Council Public Hearing (Plan Adoption)</b>   | <b>Apr. '15 (TBD)</b> |

# PROPOSED SCHEDULE TAFFORD COMPREHENSIVE PLAN

|          | 2013                                |                   |            |            | 2014                 |                  |     |                       |             |     |     |                    | 2015                    |                    |                    |                           |                                  |     |
|----------|-------------------------------------|-------------------|------------|------------|----------------------|------------------|-----|-----------------------|-------------|-----|-----|--------------------|-------------------------|--------------------|--------------------|---------------------------|----------------------------------|-----|
|          | PROJECT PHASES                      | DEC               | JAN        | FEB        | MAR                  | APR              | MAY | JUN                   | JUL         | AUG | SEP | OCT                | NOV                     | DEC                | JAN                | FEB                       | MAR                              | APR |
| <b>1</b> | COMMUNITY SNAPSHOT AND VISIONING    | CONTRACT APPROVAL | MEETING #1 | MEETING #2 | MEETINGS #3, #4 & #5 | MEETINGS #6 & #7 |     | MEETINGS #8, #9 & #10 |             |     |     |                    |                         |                    |                    |                           |                                  |     |
| <b>2</b> | PLANS AND RECOMMENDATIONS           |                   |            |            |                      |                  |     | MEETING #11           | MEETING #12 |     |     | MEETINGS #13 & #14 | MEETINGS #15, #16 & #17 | MEETING #18        |                    |                           |                                  |     |
| <b>3</b> | REPORT, IMPLEMENTATION AND ADOPTION |                   |            |            |                      |                  |     |                       |             |     |     |                    |                         | MEETINGS #19 & #20 | MEETINGS #21 & #22 | PLAN ADOPTION MEETING #23 | PLAN ADOPTION MEETINGS #24 & #25 |     |

**1**

## COMMUNITY SNAPSHOT AND VISIONING

### PHASE TO PROVIDE

- » Community outreach and information strategy
- » Project schedule
- » Review, evaluation and documentation of existing ordinances, plans, documents and previous studies
- » Baseline information gathering and evaluation for trends, demographics, population, land uses, physical constraints and planning context
- » Input from key stakeholders, residents, business owners, elected officials, community leaders and other groups
- » Education to community about process
- » Identification of issues and opportunities
- » Vision statement and description based on community outreach
- » Goals and objectives based on community outreach
- » Identification of key topic areas
- » Identification of special areas of the City such as downtown or corridors

### COMMUNITY OUTREACH ACTIVITIES AND MEETINGS

- » Kickoff meeting
- » City tour
- » Staff meetings
- » Setup project website
- » Initiate online survey
- » Comprehensive Plan Advisory Committee meetings
- » Visual character survey
- » City Council presentations
- » Planning and Zoning Commission presentations
- » Innovative visioning and data gathering exercises
- » City workshops or innovative charrette
- » Public meeting and or town hall meeting
- » Stakeholder interviews

**2**

## PLANS AND RECOMMENDATIONS

### PHASE TO PROVIDE

- » Future Land Use Plan
- » Recommendations for special areas such as downtown or corridors
- » Recommendations for areas such as watersheds, sensitive areas, floodplain and floodways
- » Neighborhoods and livability recommendations
- » Annexation and Growth management recommendations
- » Input from key stakeholders, residents, business owners, elected officials, community leaders and other groups
- » Education to community about the planning process and recommendations
- » Assessment for infrastructure and public facilities
- » Preliminary strategies for economic development from the Stafford Economic Development Corporation
- » Transportation and Circulation Plan
- » Text, maps and supporting graphics

### COMMUNITY OUTREACH, ACTIVITIES AND MEETINGS

- » Site visits
- » Staff meetings
- » Parks Committee meeting
- » Project website updates
- » Review online survey results
- » Comprehensive Plan Advisory Committee meetings
- » City Council presentations
- » Planning and Zoning Commission presentations
- » Public meeting and or town hall meeting
- » Stakeholder interviews

**3**

## REPORT, IMPLEMENTATION AND ADOPTION

### PHASE TO PROVIDE

- » Draft Comprehensive Plan based on previous phases and task
- » Education to community about the planning process and recommendations
- » Input from key stakeholders, residents, business owners, elected officials, community leaders and other groups about their perspective on the proposed plan
- » Review, comments and revisions to Draft Comprehensive Plan
- » Implementation plan
- » Final Comprehensive Plan
- » Text, maps and supporting graphics

### COMMUNITY OUTREACH, ACTIVITIES AND MEETINGS

- » Staff meetings
- » Project website updates
- » Comprehensive Plan Advisory Committee meetings
- » City Council presentations
- » Planning and Zoning Commission presentations
- » Public meeting and or open house meeting
- » Adoption process and meetings

## City of Stafford Comprehensive Plan Scope of Services

### Project Understanding

The purpose of the study effort is to prepare a new Comprehensive Plan for the City of Stafford through a public input process that incorporates the needs and desires of the community. The Plan will be specific to Stafford, incorporating realistic recommendations. The Plan will document:

1. Existing conditions and community vision;
2. Plan recommendations addressing future land use, transportation and circulation, infrastructure assessment, public facilities, neighborhood and community livability, annexation and growth management strategies, and economic development; and
3. Implementation strategies and capital improvement program ranking for coordinated activities to achieve the vision of the Plan.

A Comprehensive Plan Advisory Committee (CPAC) will be utilized to guide the process. A public hearing will be held to consider the adoption of the Comprehensive Plan.

### Phase One: Community Snapshot and Visioning

#### A. Task 1: Community Outreach and Information Strategy, Public Participation

- i. **Comprehensive Plan Advisory Committee:** We highly encourage the City to appoint a Comprehensive Plan Advisory Committee (CPAC) that will meet with FNI and City staff throughout the planning process. Members of the CPAC should come from a wide range of backgrounds and should represent a wide range of issues in order to have diverse opinions reflected in the planning process. CPAC members are intended to be ambassadors of the planning process and are therefore encouraged to gather input from neighbors, community members and civic/business groups. The CPAC, City, and Freese and Nichols, Inc. (FNI) will meet several times at key milestones throughout the course of the project (see attached schedule).
- ii. **Public Involvement Plan:** FNI will discuss with City staff a Public Involvement Plan during the Client Kickoff meeting. Based on the discussion, FNI will assist the City to develop a Public Involvement Plan to outline goals, target groups, vehicles for communications, schedule, meetings, and provide branding assistance. The City will be responsible for identifying key stakeholders and organizing committee members. If follow up discussions are needed, they will be accommodated by conference calls.
- iii. **Public Meetings:** In addition to the CPAC, FNI will help facilitate up to two (2) informative and feedback-style public meetings during the course of the project. The purpose of these meetings is to inform the public of the process and project schedule, conduct input/visioning exercises to gather community feedback, and present client findings and recommendations.
- iv. **Project Web Page and Online Survey:** FNI will prepare a simple project website to interface with the City's website. The project website will include a brief project description, allow presentations to be posted, provide a link to an online survey and provide a comment section

for community feedback. FNI will develop a brief questionnaire to be included as part of the online survey. Upon completion of the project, the City will be responsible for hosting any additional information.

## B. Task 2: Community Snapshot

- i. **Baseline Analysis:** The Baseline Analysis is intended to provide background information about the City of Stafford. This is vital to the planning process because without the knowledge of where the City is today, assessing what it can be in the future becomes increasingly difficult. The components that are included within the *Baseline Analysis* will enable the people involved in the planning process, including the Consultant, City officials, and citizens, to have a clear understanding of the City and its existing social, economic, land use, and neighborhood characteristics.
  1. Historic Trends, Population Growth and Demographic Profile
    - a. Historical population and related growth trends will be analyzed.
    - b. Demographic profile will consist of age, gender, ethnicity, income, and household type.

The population projections utilized within the Future Land Use Plan and the other components of the Comprehensive Plan will be derived from this information. A summary of all past City planning efforts will also be incorporated into this element.

- ii. **Existing Land Use Analysis:** The relationships of existing and future land uses will shape the character and quality of life of the community for many years to come. In order to assess the City's future land use needs, an analysis of past land use trends and present land use patterns are of primary importance. The following are the specific elements to be documented in order to describe land use characteristics. Assessment of the land use characteristics will be undertaken once data gathering have been completed. The existing land use inventories (conducted using a base map of the City provided by Stafford, the county, or similar entity) will include:
  1. Analysis of types of land use (color-coded by category) quantified by acres;
  2. Analysis of types of land use correlated to Stafford's population (for future projection purposes);
  3. Discussion of existing development patterns;
  4. Discussion of existing land use relationships, both positive and negative.
- iii. **Physical Constraints:** Stafford's man-made and physical environment will greatly influence its future land use pattern and rate of growth. It is important to document and analyze the physical factors that will ultimately contribute to the City's form and content. Some of the primary issues that will ultimately influence the community include the political boundaries of the City and its neighbors (including extraterritorial jurisdiction or "ETJ"), topography, floodplain and major drainage ways, major roadway systems, existing development pattern, existing utility systems, historic sites, and the size and location of unique physical characteristics like major tree stands or scenic vistas.

The following are the specific elements to be documented in order to describe the existing physical environment. Information from each of these elements will come from a variety of

sources like any existing data or reports as provided by the City, the U.S. Census Bureau, the Federal Emergency Management Agency (FEMA), etc.

1. Analysis of the City's major topographic features, including any ridge lines or any areas of unusual topography, and major tree stands;
2. Analysis of the municipal boundaries and ETJs of the neighboring cities;
3. Analysis of the City's existing transportation system and plans, identifying major traffic generators and deficiencies;
4. Analysis of the City's natural environment and the identification of any environmentally sensitive areas, including the documentation of the existence of any protected species of plants or wildlife; and
5. Generalized documentation and analysis of existing floodplains, hydrology, and other natural drainage features.

iv. **Planning Context:** An understanding of the planning context will help to set the framework for which general planning decisions can be made. The following are elements to be documented in order to establish the planning context:

1. Evaluate existing planning documents;
2. Review past and ongoing planning efforts conducted by the City;
3. Evaluate regional initiatives; and
4. Coordinate with ongoing updates to other plans.

***Task Product: The Baseline Analysis will be a compilation of written information, supported with charts and tables, explaining the importance and meaning of the facts as they relate to the City of Stafford and the Comprehensive Plan. Maps graphically depicting applicable information will include the following elements: (1) Population growth and demographic snapshot, (2) existing transportation/thoroughfare routes, (3) existing land use analysis, and (4) physical limitations of the City.***

C. **Task 3: Vision, Goals and Objectives:** During this task, FNI will secure a better understanding from the staff, Planning and Zoning Commission, City Council, CPAC and citizens what individual objectives are to be achieved. To obtain this initial understanding of the community's needs and desires, and to establish a firm direction for the planning program, FNI proposes the steps outlined below.

- i. **Issue Identification:** Issue identification is critical in creating a Comprehensive Plan that is responsive to the City's needs. Therefore, at one of the first meetings of the Comprehensive Plan Advisory Committee (CPAC), members will be solicited to identify key issues they believe are important for the Comprehensive Plan to address.
- ii. **Visual Character Survey:** A Visual Character Survey (VCS) is a technique where respondents are asked to score a series of photographs based on their preferences with regard to what they find to be visually preferable. The photographs illustrate various aspects of the developed environment such as land use, architecture, landscaping, and building orientation. The Visual Character Survey is an effective method of receiving aesthetic-based input since the survey allows those taking it the ability to view real-world examples of the developed environment.
  1. FNI will develop a Visual Character Survey, and will use it to gather input from the CPAC.

2. FNI will then analyze the Visual Character Survey results. These results will then be used as a basis for the Comprehensive Plan Update's goals and objectives.

- iii. **Innovation Charrette:** FNI will conduct one (1) brainstorming session with the CPAC on innovative ideas that may, or may not, be appropriate within Stafford. The purpose of this exercise is to identify potential of life amenities or development opportunities that may be desired within the Community. Ideas and input received will be used within various elements of the Comprehensive Plan, specifically in areas pertaining to future land use, transportation, parks, public facilities, and livability.
- iv. **Preparation of Goals and Objectives:** Based on the results of the Issue Identification Exercise, the Visual Character Survey, the Innovation Charrette, and Staff Planning and Design workshop, a listing of goals and objectives will be prepared. Goals and objectives derived are intended to not only guide the formation of plan recommendations and identify key focus areas, but they are ultimately the basis for the Implementation Plan's action items. This is intended to be a complete revision of goals and objectives developed in the preceding Comprehensive Plan. Goals and objectives will be submitted to the CPAC for review and input.

***Task Product: The results of the Vision, Goals, and Objectives work effort will be: (1) A written summary of issues and the VCS, and (2) a written list of goals and objectives to guide the remainder of the comprehensive planning process.***

## **Phase Two: Plans and Recommendations**

- A. **Task 4: Future Land Use Plan:** Stafford's Future Land Use Plan is a policy document which is intended to guide City staff and officials as they make decisions on where, when and how the City should grow. Development of a land use plan, which is understandable to citizens, City staff, the Planning and Zoning Commission and City Council, will ensure that a cohesive and unified vision for Stafford is presented to developers and property owners as future development and redevelopment occurs within the community. The mission is to build a land use scenario based upon the community's vision resulting in the development of a Future Land Use Plan Map that conveys the community's development and redevelopment objectives.

This portion of the Comprehensive Plan will take into account existing land use information, current zoning regulations, economic development objectives, past development patterns and infill and redevelopment opportunities and will integrate them into an understandable graphic depiction of the community's future.

- i. **Future Land Use Types Defined:** A key component of the Future Land Use Plan is the definition and discussion of future land use types, including any new types of land use that may be applicable within the City. Discussions of the types of land uses will include associated character guidelines, preferred locations, and general density guidelines.
- ii. **Land Use Projections:** Land use projections, based upon projected growth scenario, will be calculated. Land use projections will depict the acreage by land use type as reflected within the Future Land Use Plan Map.



- iii. **Ultimate Capacity and Population Projections:** The ultimate capacity of Stafford, based upon the Future Land Use Plan Map, will be calculated in order to provide a general carrying capacity. Additionally, FNI will develop a new projected growth rate for the City based upon historical growth patterns and future growth considerations. The combination of the ultimate capacity and population projections will help guide decisions pertaining to infrastructure, parks, public facilities and other Capital Improvement Program items.
  
- iv. **Future Land Use Plan Map:** The Future Land Use Plan will culminate with the depiction of color-coded land uses within the City's planning area. The plan will consider the following:
  - 1. Location of limited future residential, non-residential, open space and public land uses;
  - 2. Location of future public facility, if needed, in areas of potential growth in order to provide direct service to residential areas and promote service efficiency;
  - 3. Location of environmentally sensitive areas or barriers that should be considered when making future development decisions; and
  - 4. Location of future land uses along major transportation corridors.

***Task Product: The results of the Future Land Use Plan section of the Comprehensive Plan will be a Future Land Use Plan map, supported and explained with text, charts and tables. Text descriptions will also describe recommendations and proposed guidelines for various types of land uses for the City to consider when making future land use decisions.***

- B. Task 5: Transportation and Circulation:** Land use and transportation decisions are interrelated. Therefore, an important part of the Plan for Stafford will be to examine the relationship between the existing thoroughfare systems and both existing and future land uses. The purpose of this section is to provide a transportation framework, which will serve as a guide for mobility decisions within Stafford.
- i. **Existing Conditions:** FNI will conduct a general overview of the existing thoroughfare system to serve as a basis for plan development. Elements included as part of this assessment will include; existing functional classification, existing traffic signal locations, existing and future major traffic generators, available TXDOT AADT volumes, recent accident history (based on data provided by the City), and observations of existing traffic congestion as identified by the P&Z members.
  
  - ii. **Transportation Planning:** Various transportation planning concepts that may be appropriate in Stafford will be discussed providing both traditional and innovative considerations for roadway design. Examples of transportation planning principles that may be discussed include functional street classifications, roadway sizing options and roadway design standards.
  
  - iii. **Thoroughfare Plan:** Based on plan input, the Future Land Use Plan Map and identified future needs, FNI will create a Thoroughfare Plan to address long-term needs for community development. The Thoroughfare Plan will also incorporate considerations for corridor design, access management coordination, and commuter rail opportunities. In addition to examining both existing and future vehicular considerations, the Transportation Plan may also examine non-motorized modes of transportation, such as pedestrian and/or bicycle accommodations, by identifying key areas and corridors within the City where pedestrian connections may be desired.

***Task Product: The Thoroughfare Plan will culminate with recommendations that define and identify short and long term needs that are coordinated with the Future Land Use Plan and which support desired development priorities.***

- C. **Task 6: Parks, Recreation and Open Space:** The purpose of this Plan Element is to examine and analyze existing recreational opportunities within Stafford and to recommend a parks system that is consistent with present and future community needs. The elements of the plan include introduction, baseline analysis, goals and objectives, park classifications and standards, park inventory, needs assessment, recommendations and prioritization. The opportunity for potential public spaces throughout Stafford will be discussed for recommended locations. FNI would meet with appropriate City staff and Parks Committee for (1) meeting for data gathering.

***Task Product: Parks and Open Space Plan.***

- D. **Task 7: Infrastructure Assessment:** In order to ensure the efficiency of public utilities, FNI will examine existing infrastructure to determine whether water, wastewater and drainage systems are meeting the needs of the population and whether such facilities are able to accommodate the future growth depicted in the Future Land Use Plan. It is important to understand the City's capabilities in each of these areas in order to facilitate infrastructure expansion in the most efficient and cost-effective ways possible.

FNI will meet with City Staff (and any consultants/entities who the City contacts) to discuss the City's existing infrastructure system and plans. Based on this discussion, the recommendations identified as the top issues for Stafford will be expanded upon in the Comprehensive Plan document. This topic will be discussed during the Innovation Charrette, with any necessary follow-up meetings occurring via conference call or the afternoon before a scheduled meeting.

- i. **Water Analysis:** FNI will examine the existing water system within Stafford. Based on this review and discussion with City Staff and consultants, we will identify program deficiencies and make recommendations for actions to consider during future water master planning efforts.
- ii. **Wastewater Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, we will identify program deficiencies in the existing wastewater system and recommend actions to consider during future water master planning efforts.
- iii. **Stormwater Drainage Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, FNI will also identify deficiencies to consider for future stormwater/drainage efforts. Our team will provide recommendations on key areas where updating the existing drainage plan may be optimal and beneficial.

***Task Product: Identification of the top five priorities related to infrastructure within Stafford; each will be expanded upon in the Comprehensive Plan document.***

- E. **Task 8: Neighborhood and Community Livability:** Livability refers to the many tangible and intangible characteristics of Stafford that contribute to the City's quality of life. This section is intended define and create recommendations on what the City of Stafford should consider to maintain and improve the quality of life for its residents. Input gathered from the Visual Character Survey, the CPAC and public



input will be used as the basis for identifying and defining the amenities desired by residents for Stafford.

In addition to examining opportunities to maintain and enhance the overall quality of life in Stafford, specific housing recommendations will be made. The cornerstone of a livable community lies with its neighborhoods, and therefore an existing housing conditions analysis will be performed and associated recommendations will be created.

- i. **Current Planning Trends:** An examination of current, applicable planning trends will be provided. These planning trends may be used as tools for infill development or as tools for new development on remaining vacant land. Examples may include sustainable design principles such as mixed-use development, nodal centers, life-cycle housing, pedestrian design, form-based code districts and environmentally sensitive development, among others.
- ii. **Educational Partnerships:** The success of a community and its residents can be linked to the access and opportunities of local educational institutions. A large part of this success is based on the level of coordination between municipalities and educational institutions within their city boundaries and jurisdictions. FNI will meet with appropriate persons from the Stafford Municipal School District and Houston Community College's Southwest Stafford Campus in order to understand their future plans and opportunities, and how the City can partner in improving its community livability as it pertains to its resident's educational opportunities.
- iii. **Design Character:** This section will provide recommendations pertaining to physical design enhancements within Stafford and help foster a sense of identity within the community. Design recommendations would include image/nonresidential design standards, revitalization of older buildings, street design enhancements, entryway design/branding elements, pedestrian and walkability enhancements, screening and buffering techniques, optimal or desired neighborhood layouts, land use integration, signage standards, landscaping standards and parking standards and design. Many of the design enhancements included within this section are directly related to development/ordinance regulations.
- iv. **Housing Strategies:** Recommendations pertaining to limited new development, infill development, neighborhood integrity programs, available funding sources for housing rehabilitation, housing types, housing mix and generalized density strategies will be provided. The housing strategies component will address the needs of future residents and will enable City staff to prepare an organized program for addressing housing issues in Stafford, such as Code Enforcement programs.

**Task Product: Documentation of the above items with any supporting illustrations.**

- F. **Task 9: Annexation and Growth Management Strategies:** The Annexation & Growth Management Strategies element of the Comprehensive Plan is intended to provide annexation and growth management policies primarily based upon need, protection of environmentally sensitive areas, preservation of growth areas from incompatible land uses, infrastructure planning and expansion, and any other applicable factors influencing the logical and sound growth of Stafford. It is understood that the City of Stafford and the Municipal School District share boundaries, and there is little possibility of boundary expansion, however, an analysis of this element is important for plan documentation.

- i. **Aspects of the Annexation and Growth Management Strategies:** Following are an example of elements that could be included within this section of the Comprehensive Plan. Other elements may be added as issues and concerns regarding growth become apparent during the planning process. These include:
  1. Evaluation and analysis of areas outside of Stafford City limits, within and beyond the City's ETJ, that may be served by City utilities,
  2. Development of growth management strategies correlated with projected population increases and anticipated growth areas,
  3. Identification of possible areas in which infill development should be encouraged,
  4. Summary of recent interpretations of State requirements for annexation,
  5. Annexation criteria,
  6. Identification of positive growth areas in which Stafford should encourage growth,
  7. Recommendations related to annexation policies,
  8. Recommendations for the funding of facilities and the potential use (or continued use) of capital recovery fees (i.e., roadway impact fees) to help alleviate costs that may be incurred by the City that are associated with growth.

***Task Product:*** *The results of the Annexation & Growth Management Strategies element will be a compilation of written information, supported with charts and tables. Maps graphically depicting applicable elements will be included, as appropriate. Explanation will be given as to how the Annexation & Growth Management Strategies element relates to the City's other implementation tools including its Capital Improvements Program (CIP), as well as its Zoning and Subdivision Regulations.*

- G. **Task 10: Economic Development Summary:** FNI will work with the Stafford Economic Development Corporation (SEDC) to incorporate the SEDC's Economic Development analysis and projections into the Stafford Comprehensive Plan.

## **Phase Three: Report, Implementation and Adoption**

### **A. Task 11: Report and Implementation**

- i. **Draft Report:** FNI will prepare one (1) draft Comprehensive Report that will document the planning process and Tasks 1-10. It will present a clear narrative with accompanying graphics and figures, as necessary, to describe the intentions of the community. The draft will be provided to the City, CPAC and other parties the City wishes to include for review and comments. FNI will incorporate comments and proceed to prepare implementation items.
- ii. **Implementation Plan:** The Implementation Plan will be structured into a coordinated action program so that City leaders, staff, and other decision-makers can easily identify the steps that are necessary to achieve the vision for the City that is described within the Comprehensive Plan. The Implementation Plan will outline priorities primarily by:
  1. Reviewing the various policies and related recommendations from each Plan element;
  2. Dividing the policies and related recommendations into applicable implementation techniques/actions – an overall Action Plan – such as regulatory

- actions (e.g., possible zoning or subdivision ordinance updates), programs, and intergovernmental partnerships; and
3. Prioritizing the implementation techniques/actions into appropriate timeframes.

***Task Product: The Implementation Plan will represent the initial action plan to take Plan policies and related recommendations from vision to reality, and will include practical and specific steps for implementing the Comprehensive Plan within the near-term (i.e., 2013-2023) and within a longer-term planning horizon (2023 – 2033).***

- iii. **Capital Improvement Program Ranking and Prioritization:** The City of Stafford already has a good Capital Improvements Plan (CIP), therefore, general recommendations on what projects should be incorporated into the City's overall CIP will be prepared based upon the recommendations of each major element of the Comprehensive Plan. The Capital Improvements Programming element of the Comprehensive Plan will outline a generalized and prioritized five-year (or other such timeline specified by the City) construction program for projects that will be needed to implement Plan recommendations that includes the following information:
  1. A general priority listing of projects,
  2. Generalized estimates of construction costs,
  3. Project descriptions, and
  4. Potential funding sources.

It is anticipated that the CPAC will serve an important role in establishing the final draft Capital Improvements Programming element that is forwarded for consideration by the Planning and Zoning Commission and City Council. It is imperative that a body that is representative of each segment of the community helps create this element to make sure that the needs of each sector of the City are voiced and are given due consideration. Funding will be limited to the City's ability to issue the bonds necessary to complete the projects included in the construction program, and it is extremely important that those projects that are most important to the community as a whole are given highest priority.

***Task Product: The Capital Improvements Programming element will be included as an element of the Implementation Section of the Comprehensive Plan. It will include written text and supporting tables that will outline the methodology used to establish the five-year (or other timeline) construction program as well as project prioritization, estimated costs, project descriptions, and potential funding sources.***

- iv. **Final Report and Deliverables:** This document will be created in digital format, including both text and mapping, such that it will be easily reproducible. It will also have the ability to be integrated into Stafford's website, if desired. Integration of document maps or files to the City's website will be conducted by the City. Electronic files of the final Comprehensive Plan will be provided to the City. All document text will be produced in Microsoft Word and Adobe Acrobat PDF format.
- v. **Plan Chapters:** The culmination of the planning process will result in a Comprehensive Plan document containing the following elements:
  1. Executive Summary
  2. Chapter 1: Community Snapshot

3. Chapter 2: Vision, Goals and Objectives
4. Chapter 3: Future Land Use
5. Chapter 4: Transportation and Circulation Plan
6. Chapter 5: Parks, Recreation and Open Space
7. Chapter 6: Infrastructure Assessment
8. Chapter 7: Neighborhood and Community Livability
9. Chapter 8: Annexation and Growth Management Strategies
10. Chapter 9: Economic Development Summary
11. Chapter 10: Implementation

- vi. **Plan Mapping:** Project mapping is vital to both dissemination of information at meetings as well as to the Comprehensive Plan document. All mapping will be prepared using ESRI's ArcGIS software. It is assumed that the City will provide all necessary base mapping data in compatible electronic format in order to generate necessary mapping. If there is the need to create base map information or rectify other existing data, such effort will be billed separately on an hourly basis.

***Task Product: The results of the Comprehensive Plan documentation will be: (1) Five (5) color copies of the final Comprehensive Plan, and (2) One (1) CD with digital files of the final Comprehensive Plan, including mapping data.***

- B. **Task 12: Adoption:** FNI team members will present the project scope, process, findings and recommendations at a necessary City Council and Planning and Zoning Commission meetings as part of the adoption process.

**Meetings:** FNI will facilitate or assist with meetings throughout the course of the project. These meetings will pursue and utilize various techniques, as well as rely on traditional meeting formats, in gathering vision data. The Consultant will lead the involvement effort. The Consultant will be consistently present and visible through the comprehensive planning process. Thus, incorporated within this Scope of Services are eighteen (18) meetings that the Consultant will attend and conduct throughout this project. Meetings will be generally allocated as follows:

- o Meeting #1: Client Kickoff Meeting
- o Meeting #2: Comprehensive Plan Advisory Committee (CPAC) - Introductory meeting; Comprehensive Planning 101, Community Snapshot presentation, Issue Identification
- o Meeting #3: CPAC - Visual Character Survey and Draft Goals and Objectives
- o Meeting #4: P&Z Comp. Plan Update
- o Meeting #5: City Council Comp. Plan Update
- o Meeting #6: CPAC - Innovation Charrette
- o Meeting #7: Public Meeting to kick-off project and solicit input
- o Meeting #8: CPAC - Review survey results and finalize project goals and objectives
- o Meeting #9: P&Z Comp. Plan Update

- Meeting #10: City Council Comp. Plan Update
- Meeting #11: CPAC - Future Land Use Exercise and Transportation and Circulation
- Meeting #12: CPAC – Parks, Recreation and Open Space
- Meeting #13: CPAC - Infrastructure
- Meeting #14: P&Z Comp. Plan Update
- Meeting #15: CPAC - Neighborhood and Community Livability
- Meeting #16: City Council Comp. Plan Update
- Meeting #17: Stafford Municipal School District and HCC
- Meeting #18: CPAC - Annexation and Growth Management Strategies and Economic Development
- Meeting #19: Public Meeting to solicit feedback on draft recommendations
- Meeting #20: CPAC - Implementation and final review
- Meeting #21: P&Z Comp. Plan Update
- Meeting #22: City Council Comp. Plan Update
- Meeting #23: P&Z Public Hearing (Plan Adoption)
- Meeting #24: P&Z Public Hearing (Plan Adoption)
- Meeting #25: City Council Public Hearing (Plan Adoption)

It is expected that the Consultant will have advance notice (i.e., at least two weeks) from the City of expected meeting dates and times, and that the Consultant will be consulted on the scheduling of such meetings and times prior to any public notification. It is also anticipated that if some scheduling conflict arises from the Consultant not being notified in advance of a meeting date and/or time by the City, the Consultant would not be expected to attend any such meeting. The City shall arrange and coordinate meeting times, locations, and appropriate notifications.

Any meeting that the Consultant is required to attend above and beyond the twenty-five (25) meetings included within this Scope of Services will be billed to the City of Stafford at the applicable hourly rates as outlined in Attachment CO.

**Time of Completion:** FNI agrees to complete the work outlined above within seventeen (17) months following the execution of a contract.

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay.

**Estimated Compensation:**

**Basic Services: City of Stafford Comprehensive Plan**  
 (Fee includes HGAC two percent (2%) administration fee)

**\$146,500**



# CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477  
281-261-3900 • FAX: 281-261-3994  
WWW.CITYOFSTAFFORD.COM

## NOTICE OF REGULAR CITY COUNCIL MEETING WEDNESDAY, APRIL 16, 2014 CITY HALL, 2610 SOUTH MAIN STREET, STAFFORD, TEXAS

7:00 PM

1. ✓  
2. ✓

Call to order and Pledge of Allegiance.

(a) Opening applications received from banks, credit unions and savings associations to serve as the depository for the City and maintain custody of certain funds of the City for a period of three years commencing on June 1, 2014.

(b) Consideration of appropriate action on Item 2.(a).

3. ✓

(a) Discussion of City Sponsorship of Youth Programs.

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

~~deferred~~

(a) Discussion of an Ordinance amending Chapter 102 of the Code of Ordinances, the same being the City's Comprehensive Zoning Ordinance, by granting a Specific Use Permit to Carson Companies to allow the development of a light industrial facility located on property within the City in Zoning District Primary Corridor, and further identified as being approximately 11.95 acres out of Unrestricted Reserves "A-2" and "B" of Estates at Promenade North located between Highway US 90A and Promenade Boulevard with frontage on Promenade Boulevard.

(b) Public Hearing on Ordinance as described in Item 4.(a).

(c) Discussion of comments made during the Public Hearing.

(d) Consideration of appropriate action on Items 4.(a) – 4.(c).

5. ✓

(a) Discussion of possible rezoning of the Texas Instruments property.

(b) Consideration of appropriate action on Item 5.(a).

6. ✓

(a) Discussion of an Ordinance of the City of Stafford, Texas, adopting Amendment No. 3 to the budget of the City of Stafford,

### COUNCILMEMBERS

WEN GUERRA  
KEN MATTHEW  
FELECIA EVANS-SMITH  
ROBERT SORBET  
CECIL WILLIS, JR.  
FRED WOOLRIDGE

LEONARD SCARCELLA  
MAYOR

CITY SECRETARY  
BONNIE BAIAMONTE

CITY ENGINEER  
CHARLES RUSSELL

DIRECTOR OF FINANCE  
KARFN ALISTIN



**NOTICE OF SPECIAL MEETINGS  
STAFFORD CITY COUNCIL  
STAFFORD PLANNING AND ZONING COMMISSION  
STAFFORD ECONOMIC DEVELOPMENT CORPORATION**

**TUESDAY MAY 13, 2014  
6:00 P.M.  
CITY HALL  
2610 SOUTH MAIN ST., STAFFORD, TX 77477**

1. Call meeting to order, roll call of Councilmembers, Commissioners, Directors and Pledge of Allegiance.
- 2.(a) Presentation and discussion of Street Level Investments proposed development plan for the Texas Instruments property.
- 2.(b) Consideration of recommendations from City Council, Planning and Zoning Commission and Stafford Economic Development Corporation on manner of proceeding.

A quorum of the City Council, Planning and Zoning Commission, and Stafford Economic Development Corporation may be in attendance for the presentation and discussion; however, no action will be taken at the meeting.

**I CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF THE STAFFORD CITY HALL ON MAY 9, 2014.**

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**Charles Russell, City Engineer**



# CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477  
281-261-3900 • FAX: 281-261-3994  
WWW.CITYOFSTAFFORD.COM

## NOTICE OF REGULAR CITY COUNCIL MEETING WEDNESDAY, JUNE 18, 2014 CITY HALL, 2610 SOUTH MAIN STREET, STAFFORD, TEXAS

7:00 PM

1. ✓ Call to order and Pledge of Allegiance.

2. ✓ Presentation of Beautification Awards to Immanuel Marathoma Church, State Bank of Texas, Cornerstone Valve, Regal Seafood and Lone Star Medical.

3. ✓ (a) Update and discussion from Freese and Nichols on the Comprehensive Plan development process.

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

4. ✓ (a) Report by Mayor and discussion on developments with US 90A passenger rail proposal.

(b) Consideration of appropriate action on Item 4.(a).

5. ✓ (a) Discussion of procedures for conducting public hearings by the City Council.

(b) Consideration of appropriate action on Item 5.(a).

6. ✓ Report and discussion of engineering and economic development matters including:

(a) Matters pertaining to Stafford/Staffordshire Roads Project including latest developments related to the extension of Staffordshire Road from 5th Street to Scanlin Road.

(b) Status of Mobility Projects addressing Brand Lane and Fort Bend County bond improvements.

(c) Local street and drainage improvements.

(d) Economic development update.

(e) Consideration of appropriate action on Items 6.(a) – 6.(d).

*Handwritten notes:*  
Start Section  
RAP  
TCP alterations  
to be driven

### COUNCILMEMBERS

WEN GUERRA  
KEN MATTHEW  
FELECIA EVANS-SMITH  
ROBERT SORBET  
CECIL WILLIS, JR.  
FRED WOOLRIDGE

**LEONARD SCARCELLA**  
MAYOR

CITY SECRETARY  
BONNIE BAIAMONTE

CITY ENGINEER  
CHARLES RUSSELL

DIRECTOR OF FINANCE  
KAREN AUSTIN





**NOTICE OF REGULAR  
PLANNING AND ZONING COMMISSION MEETING  
TUESDAY, OCTOBER 7, 2014  
CITY HALL, 2610 SOUTH MAIN, STAFFORD, TEXAS  
7:30 PM  
AGENDA**

1. Call meeting to order, roll call of Commissioners and Pledge of Allegiance.
2. Discussion and consideration of the August 12, 2014 Regular Planning & Zoning Commission meeting minutes.
3. Discussion and possible action to determine whether Commissioner Ortega's absence on August 12, 2014 is excused or unexcused.
4. Report on engineering matters:
  - (a) Progress of Stafford/Staffordshire Road project addressing progress of construction, including latest developments related to extension of Staffordshire Road from 5th Street to Scanlin Road;
  - (b) Status of Mobility Projects addressing Brand Lane and Stafford/Staffordshire Rd;
  - (c) Union Pacific Railroad construction;
  - (d) Funding opportunities for City projects;
  - (d) Local street and drainage improvements;
  - (e) Consideration of appropriate action on Items 4.(a) – 4.(c).
5.
  - (a) Discussion and consideration of a Specific Use Permit application by RaceTrac Petroleum, Inc. for the development of a Convenience Store with 10 Fuel Dispensers.
  - (b) Public Hearing on Specific Use Permit as described in Item (a).
  - (c) Discussion of comments made during Public Hearing.
  - (d) Consideration of appropriate action on Items 5.(a) – 5.(c).
6.
  - (a) Discussion of an Ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to amend Mixed Use 2 Zoning District ("District MU-2"); providing for the creation of MU-2 Zoning Districts on tracts of land 100 acres or larger; providing for the

creation of "MU-2 - Texas Instruments property" described as a tract or parcel of land containing approximately 191.756 acres bounded on the south by the Texas Instruments ditch, on the west by Kirkwood Road and US 59, bounded on the north by West Airport Boulevard, and on the east by FM 1092, also known as the Texas Instrument property; providing that the Zoning map shall be changed to reflect the Zoning District change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all ordinances or parts of ordinances inconsistent herewith; and providing for severability.

- (b) Public Hearing on Ordinance as described in Item 6.(a).
- (c) Discussion of comments made during Public Hearing.
- (d) Consideration of appropriate action on Items 6.(a) – 6.(c).

7. 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 or FAX (281) 261-3994 for further information.*

I CERTIFY THAT THE ABOVE NOTICE OF REGULAR MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF STAFFORD CITY HALL ON OCTOBER 3, 2014.

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Charles W. Russell, P.E.





**NOTICE OF A SPECIAL MEETING OF THE  
PLANNING AND ZONING COMMISSION  
WEDNESDAY, OCTOBER 22, 2014  
CITY HALL, 2610 SOUTH MAIN, STAFFORD, TEXAS  
7:30 PM  
AGENDA**

1. Call meeting to order, roll call of Commissioners and Pledge of Allegiance.
2. (a) Administration of the Oath of Office as Planning and Zoning Commission members:
  1. Aldrin George (appointed to an unexpired 2 year term)(b) Comments by Commissioners, Mayor, and others.
3. (a) Discussion of an Ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to amend Mixed Use 2 Zoning District ("District MU-2"); providing for the creation of MU-2 Zoning Districts on tracts of land 100 acres or larger; providing for the creation of "MU-2 - Texas Instruments property" described as a tract or parcel of land containing approximately 191.756 acres bounded on the south by the Texas Instruments ditch, on the west by Kirkwood Road and US 59, bounded on the north by West Airport Boulevard, and on the east by FM 1092, also known as the Texas Instrument property; providing that the Zoning map shall be changed to reflect the Zoning District change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all ordinances or parts of ordinances inconsistent herewith; and providing for severability.
  - (b) Continuation of Public Hearing on Ordinance as described in Item 3.(a).
  - (c) Discussion of comments made during Public Hearing.
  - (d) Consideration of appropriate action on Items 3.(a) – 3.(c).

4. 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 or FAX (281) 261-3994 for further information.*

I CERTIFY THAT THE ABOVE NOTICE OF REGULAR MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF STAFFORD CITY HALL ON OCTOBER 17, 2014.

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Charles W. Russell, P.E.



**NOTICE OF REGULAR  
PLANNING AND ZONING COMMISSION MEETING  
TUESDAY, NOVEMBER 11, 2014  
CITY HALL, 2610 SOUTH MAIN, STAFFORD, TEXAS  
7:30 PM  
AGENDA**

1. Call meeting to order, roll call of Commissioners and Pledge of Allegiance.
2. Discussion and consideration of the October 7, 2014 Regular Planning & Zoning Commission meeting minutes.
3. Discussion and consideration of the October 22, 2014 Special Planning & Zoning Commission meeting minutes.
4. Discussion and possible action to determine whether Commissioner Jackson and Ortega's absences on October 7, 2014 are excused or unexcused.
5. Discussion and possible action to determine whether Commissioner Ortega's absence on October 22, 2014 is excused or unexcused.
6. Update on the Comprehensive Plan development process by Freese and Nichols, Inc.
7. (a) Discussion and consideration of Preliminary plat approval for Estates at Promenade Section 3.  
(b) Consideration of appropriate action on Item (a).

- ~~8.~~ (a) Discussion of an Ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to add Single Family Residential District-1 Zoning District ("SFR-1"); providing for the creation of SFR-1; providing for the zoning of certain property as SFR-1 described as all of Unrestricted Reserve B, Block 2 "The Fountains" Section 1; all of Unrestricted Reserve C, Block 1 "The Fountains" Section 1;

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item





all of Unrestricted Reserve D-2, Block 1 "The Fountains" Section 1, Replat of Reserve D; consisting of approximately 8.348 acres along Fountain Lake Drive near Executive Drive; providing that the Zoning Map shall be changed to reflect the Zoning District change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all Ordinances or parts of Ordinances inconsistent herewith; and providing for severability.

- (b) Public Hearing on Ordinance as described in Item 8.(a).
- (c) Discussion of comments made during Public Hearing.
- (d) Consideration of appropriate action on Items 8.(a) – 8.(c).

9. (a) Discussion of an Ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to amend Mixed Use 2 Zoning District ("District MU-2"); providing for the creation of MU-2 Zoning Districts on tracts of land 100 acres or larger; providing for the creation of "MU-2 - Texas Instruments property" described as a tract or parcel of land containing approximately 191.756 acres bounded on the south by the Texas Instruments ditch, on the west by Kirkwood Road and US 59, bounded on the north by West Airport Boulevard, and on the east by FM 1092, also known as the Texas Instrument property; providing that the Zoning map shall be changed to reflect the Zoning District change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all ordinances or parts of ordinances inconsistent herewith; and providing for severability.

- (b) Continuation of Public Hearing on Ordinance as described in Item 8.(a).
- (c) Discussion of comments made during Public Hearing.
- (d) Consideration of appropriate action on Items 9.(a) – 9.(c).

10. Report on engineering matters:
- (a) Progress of Stafford/Staffordshire Road project addressing progress of construction, including completion of extension of Staffordshire Road from 5th Street to Scanlin Road;



**NOTICE OF REGULAR  
PLANNING AND ZONING COMMISSION MEETING  
TUESDAY, DECEMBER 9, 2014  
CITY HALL, 2610 SOUTH MAIN, STAFFORD, TEXAS  
7:30 PM  
AGENDA**

1. Call meeting to order, roll call of Commissioners and Pledge of Allegiance.
2. Discussion and consideration of the November 11, 2014 Regular Planning & Zoning Commission meeting minutes.
3. Discussion and possible action to determine whether Commissioner George's absence on November 11, 2014 is excused or unexcused.
4. (a) Discussion and consideration of Preliminary Site Plan approval for RaceTrac Petroleum, Inc. for the development of a Convenience Store with 10 Fuel Dispensers.  
(b) Consideration of appropriate action on Item(a).
5. (a) Discussion of an Ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to add Single Family Residential District-1 Zoning District ("SFR-1"); providing for the creation of SFR-1; providing for the zoning of certain property as SFR-1 described as all of Unrestricted Reserve B, Block 2 "The Fountains" Section 1; all of Unrestricted Reserve C, Block 1 "The Fountains" Section 1; all of Unrestricted Reserve D-2, Block 1 "The Fountains" Section 1, Replat of Reserve D; consisting of approximately 8.348 acres along Fountain Lake Drive near Executive Drive; providing that the Zoning Map shall be changed to reflect the Zoning District change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all Ordinances or parts of Ordinances inconsistent herewith; and providing for severability.  
(b) Public Hearing on Ordinance as described in Item 5.(a).  
(c) Discussion of comments made during Public Hearing.



(d) Consideration of appropriate action on Items 5.(a) – 5.(c).

6. (a) Discussion of an Ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to amend Mixed Use 2 Zoning District ("District MU-2"); providing for the creation of MU-2 Zoning Districts on tracts of land 100 acres or larger; providing for the creation of "MU-2 - StreetLevel" described as a tract or parcel of land containing approximately 191.756 acres bounded on the south by the Texas Instruments ditch, on the west by Kirkwood Road and US 59, bounded on the north by West Airport Boulevard, and on the east by FM 1092, also known as the Texas Instruments property; providing that the Zoning map shall be changed to reflect the Zoning District change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all ordinances or parts of ordinances inconsistent herewith; and providing for severability.

(b) Continuation of Public Hearing on Ordinance as described in Item 6.(a).

(c) Discussion of comments made during Public Hearing.

(d) Consideration of appropriate action on Items 6.(a) – 6.(c).

7. Report on engineering matters:

(a) Status of Mobility Projects addressing Brand Lane and Stafford/Staffordshire Rd;

(b) Union Pacific Railroad construction;

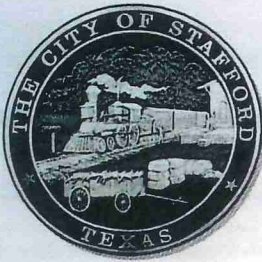
(c) Local street and drainage improvements;

(d) Consideration of appropriate action on Items 7.(a) – 7.(c).

8. 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 or FAX (281) 261-3994 for further information.*





# CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477  
281-261-3900 • FAX: 281-261-3994  
WWW.CITYOFSTAFFORD.COM

**NOTICE OF  
REGULAR CITY COUNCIL MEETING  
WEDNESDAY, DECEMBER 17, 2014  
CITY HALL, 2610 SOUTH MAIN STREET, STAFFORD, TEXAS**

**7:00 PM**

1. Call to order and Pledge of Allegiance.

*Approved 6-0*

(a) Discussion of an Ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to add Single Family Residential District-1 Zoning District ("SFR-1"); providing for the creation of SFR-1; providing for the zoning of certain property as SFR-1 described as all of Unrestricted Reserve B, Block 2 "The Fountains" Section 1; all of Unrestricted Reserve C, Block 1 "The Fountains" Section 1; all of Unrestricted Reserve D-2, Block 1 "The Fountains" Section 1, Replat of Reserve D; consisting of approximately 8.348 acres along Fountain Lake Drive near Executive Drive; providing that the Zoning Map shall be changed to reflect the zoning district change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all ordinances or parts of ordinances inconsistent herewith; and providing for severability.

*W*

(b) Public Hearing on Ordinance as described in Item 2.(a).

(c) Discussion of comments received during the Public Hearing.

(d) Consideration of appropriate action on Items 2.(a) – 2.(c).

3. Discussion of an ordinance of the City of Stafford, Texas, amending Chapter 102 of the City's Code of Ordinances, the same being the Comprehensive Zoning Ordinance to amend Mixed Use 2 Zoning District ("District MU-2"); providing for the creation of MU-2 zoning districts on tracts of land 100 acres or larger; providing for the creation of "MU-2 – StreetLevel" described as a tract or parcel of land containing approximately 191.756 acres bounded on the south by

**COUNCILMEMBERS**

WEN GUERRA  
KEN MATTHEW  
FELECIA EVANS-SMITH  
ROBERT SORBET  
CECIL WILLIS, JR.  
FRFD WOOLRIDGE

**LEONARD SCARCELLA**  
MAYOR

CITY SECRETARY  
BONNIE BAIAMONTE

CITY ENGINEER  
CHARLES RUSSELL

DIRECTOR OF FINANCE  
KAREN ALISTIN



the Texas Instruments Ditch, on the west by Kirkwood Road and US 59, bounded on the north by West Airport Boulevard, and on the east by FM 1092, also known as the Texas Instrument property; providing that the zoning map shall be changed to reflect the zoning district change; providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof; repealing all ordinances or parts of ordinances inconsistent herewith; and providing for severability.

*Notify Karen*

- (b) Public Hearing on property as described in Item 3.(a).
- (c) Discussion of comments received during the Public Hearing.
- (d) Consideration of appropriate action on Items 3.(a) – 3.(c).

4

Report and discussion of engineering and economic development matters including:

- (a) Matters pertaining to Stafford/Staffordshire Roads Project including completion of the extension of Staffordshire Road from 5th Street to Scanlin Road.
- (b) Status of Mobility Projects addressing Brand Lane and Fort Bend County bond improvements.
- (c) Union Pacific Railroad construction of second track in UPRR right-of-way.
- (d) Local street and drainage improvements.
- (e) Economic development update.
- (f) Consideration of appropriate action on Items 4.(a) – 4.(e).

*Approved  
6-0*

- (a) Discussion of report from structural engineer with regard to the Civic Center foundation including recommendation to have polyurethane injection in addition to the pilings.
- (b) Consideration of appropriate action on Item 5.(a).

6

- (a) Discussion of request by Public Works to purchase a trailer through the IPP.GOV Purchasing Program as approved in the Street Department's Capital Outlay Budget.
- (b) Consideration of appropriate action on Item 6.(a).

7.

- (a) Discussion of Fort Bend County EMS' redeployment of its medic units including request by Fire Chief to add one person to Fire Station 3 during the day time hours to provide a three person crew.
- (b) Consideration of appropriate action on Item 7.(a).

8.

- (a) Discussion of request from Director of Emergency Services to purchase three cardiac monitors for the Fire Department approved in

*2624 W Lane Dr.*

Engaging the public and key stakeholders in every step of the FM 1092 Access Management Study ensured the development of a successful set of recommendations for the corridor. Engagement the public was accomplished on three levels:

- 1 Steering Committee Meetings and Workshops
- 2 Stakeholder Meetings & Business Open Houses
- 3 Public Meetings

A majority of meetings conducted as part of the study were held at the Stafford Centre, which is centrally located at the intersection of FM 1092 and Cash Road.

## STEERING COMMITTEE

The Steering Committee was comprised of individuals who represent 11 organizations, and were chosen to serve as a sounding board and to advise on the project direction. Steering Committee members, who are listed in Figure 2.1, will be the driving force to ensure the recommendations within this plan are implemented. The Steering Committee met five times through the study to review materials, develop design alternatives, offer input, monitor the planning process, and reach a consensus on the study's conclusions and recommendations.

The first and second Steering Committee meetings resulted in the establishment of the framework of three project goals that drove the development of recommendations and implementation strategies:

- 1 **Improve Corridor Mobility**
- 2 **Address Safety Issues**
- 3 **Enhance Economic Development Opportunities**

The third steering committee included a workshop where members were able to design proposed cross-sections for the corridor and provide input on key economic development objectives. This meeting also included real time surveys where steering committee members were able to provide opinions on different access management and economic development strategies to help steer the project team during the development of recommendations.

The fourth steering committee meetings allowed the project team to review the recommendations for FM 1092 with the steering committee in detail. The final steering committee meeting was dedicated to the presentation and discussion of the economic development and implementation strategies for the corridor.

|   |                       |
|---|-----------------------|
| <b>City of Houston</b>  |                       |
| Khang Nguyen  |                       |
| <b>City of Missouri City</b>  |                       |
| Valerie Ruda Marvin   | Cristin Emshoff       |
| <b>City of Stafford</b>   |                       |
| Council Member Felecia Evans-Smith                                      | Charles Russell, PE   |
| Council Member Wen Guerra   | Jamie Hendrixson      |
| <b>City of Stafford Fire Department</b>                                 |                       |
| Larry DiCamillo   |                       |
| <b>City of Stafford Police Department</b>                               |                       |
| Bonny Krahn   |                       |
| <b>Fort Bend Chamber of Commerce</b>                                    |                       |
| Harish Jajoo  |                       |
| <b>Houston Community College System</b>                                 |                       |
| Dr. Julian Fisher   |                       |
| <b>Houston-Galveston Area Council (H-GAC)</b>                           |                       |
| Stephan Gage  |                       |
| <b>Metropolitan Transit Organization of Harris County Texas (METRO)</b> |                       |
| Edmund Petry  |                       |
| <b>Stafford Municipal School District</b>                               |                       |
| Dr. Lance Hindt   |                       |
| <b>Texas Department of Transportation (TxDOT)</b>                       |                       |
| Ijeoma Ejezie   | Sanjay G Upadhyay, PE |
| Dee Rader, PE   | Jeff Volk, PE         |

**Figure 2.1** Steering Committee Members (Alphabetical by Organization)



### STAKEHOLDER MEETINGS AND BUSINESS OPEN HOUSES

Stakeholder meetings were conducted with smaller groups of Stafford residents and business owners as well as public officials. Members of the consultant team met with the two major residential communities within the City of Stafford: Promenade Residents Association and Dove Country Homeowners Association. Meetings were also held with the Stafford Police Department and Stafford Fire Department to discuss safety, emergency response and access issues along the corridor.

Two business open houses were held concurrent with the two public meetings for the project to target business owners and property owners directly effected by the study effort. The open houses allowed local business owners to review the project recommendations during business hours. The goal of the open houses were to help educate concerned people who may not fully understand the study effort or may need additional information to understare how the study impacts their business or property.

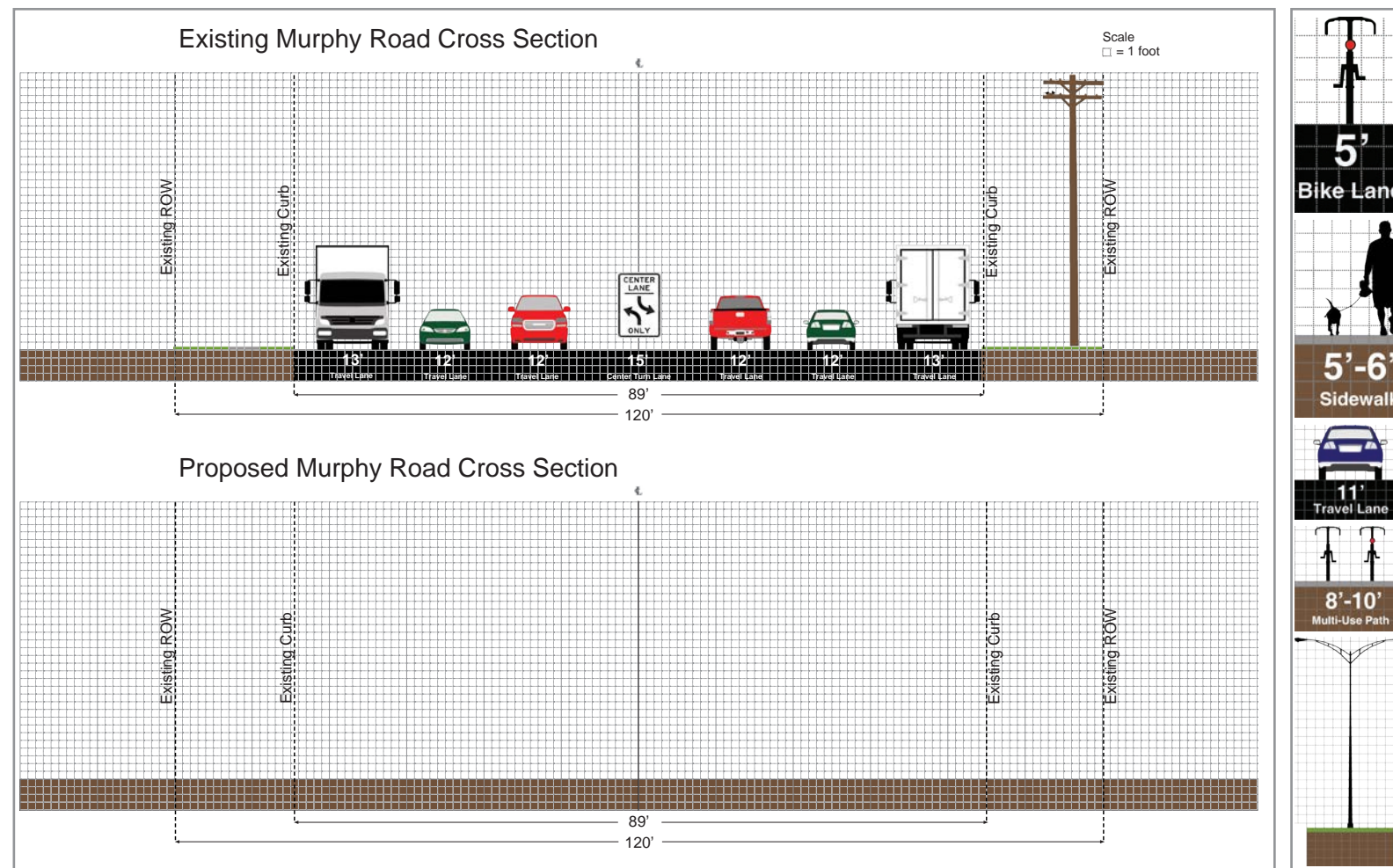


Figure 2.2 Steering Committee Cross-section Development Workshop Board

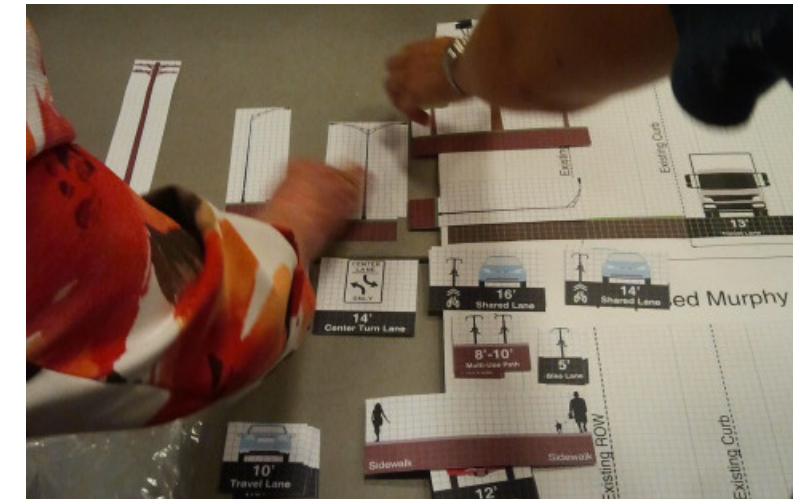


Figure 2.3 Steering Committee Member Workshop

## PUBLIC MEETINGS

There were two public meetings as part of the study. Both meetings coincided with the business open houses, the business open house occurred during the day and the public meeting occurring during the early evening. Attendees of the public meetings provided valuable support and input to help steer the study and ensure successful recommendations. During the first public meeting, attendees were asked to provide input on what their priorities for the project were. The top issues included reducing the risk of accidents and improving mobility for both vehicles and pedestrians. Figure 2.4 summarizes the votes cast by attendees. A project time line shown the dates for the meetings related to the project is shown on the following page.

## PUBLIC ENGAGEMENT STRATEGIES

The following is a summary of the multiple approaches for public engagement used for the FM 1092 Access Management Study.

- Project website – a project website was established by H-GAC (<http://www.h-gac.com/go/am>). The website provided information on the status of the project, as well as relevant presentations and other resources. An e-mail address specifically tied to the FM 1092 Access Management Study was also created to allow for specific queries about the project to be answered by the study team.
- Stakeholder websites – The study team worked with stakeholders to provide a link to the project website and meeting notices on stakeholder websites, (e.g., City of Stafford and Missouri City).
- Area newsletters and newspapers – The study team coordinated with the stakeholders to include project information in local newspapers.
- E-mail blasts from the Stakeholders and H-GAC – stakeholders and H-GAC sent out project information to their e-mail distribution lists. These e-mails informed the public of upcoming public meetings and provided project updates
- Flyers/posters - Flyers and postcards, in both English and Spanish were mailed to all businesses along FM 1092 within the study area. The postcards issued for the second public meeting and business open house are shown in Figure 2.5. A poster was also printed to advertise the second public meeting and business open house at the West Bellfort Park & Ride (Figure 2.6). Flyers were also distributed to local homeowners associations to share with their members.

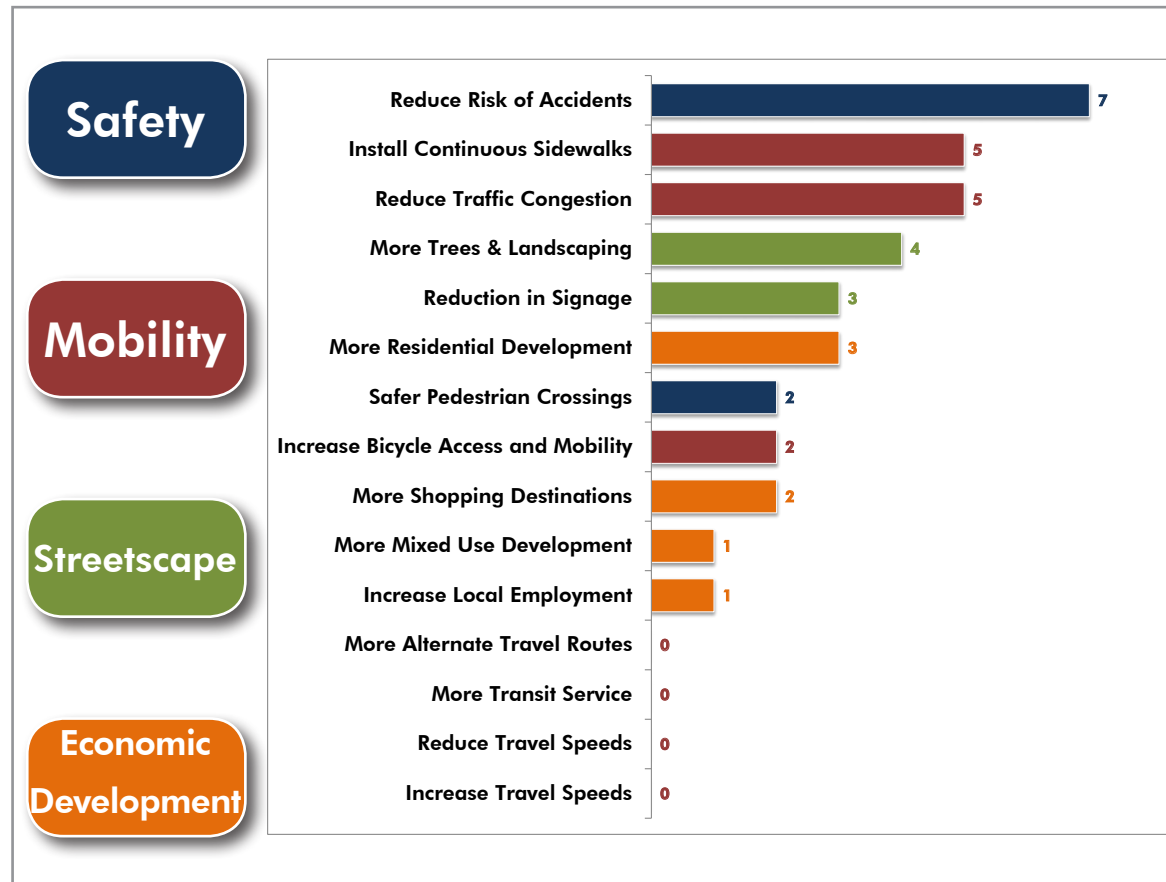


Figure 2.4 Public Survey or Priorities from Public Meeting #1

**FM 1092**  
ACCESS MANAGEMENT STUDY

**PLEASE JOIN US**

**SECOND BUSINESS OPEN HOUSE & PUBLIC MEETING**  
THURSDAY OCTOBER 17, 2013

**BUSINESS OPEN HOUSE:** 12-6PM  
Stop by anytime between 12PM and 6PM to review the proposed improvements and provide your input.

**PUBLIC MEETING:** 6-8PM  
Houston-Galveston Area Council and the Consultant Team will present the proposed improvements, answer questions, and receive input from participants.

**LOCATION: STAFFORD CENTRE:** 1050 Cash Road, Stafford, Texas 77477

For more information about the project, visit: <http://www.h-gac.com/go/am>.

Please email questions or comments to [FM1092@h-gac.com](mailto:FM1092@h-gac.com).

---

**WE NEED YOUR INPUT**

**FM 1092**  
ACCESS MANAGEMENT STUDY

**Por favor acompáñenos**

**SEGUNDO BUSINESS OPEN HOUSE & REUNIÓN PÚBLICA**  
JUEVES 17 DE OCTUBRE 2013

**BUSINESS OPEN HOUSE:** 12-6PM  
Pasa en cualquier momento entre las 12PM and 6PM para ver las propuestas de mejora y dar tu opinión.

**REUNIÓN PÚBLICA:** 6-8PM  
El Concilio del Área de Houston-Galveston y el equipo de consultores van a presentar las propuestas de mejora, contestaran preguntas y recibirán aporte de ideas de los participantes.

**UBICACIÓN: STAFFORD CENTRE:** 1050 Cash Road, Stafford, Texas 77477

Más información sobre el proyecto está disponible en la página web: <http://www.h-gac.com/go/am>.  
Por favor enviar correos electrónicos con preguntas o comentarios: [FM1092@h-gac.com](mailto:FM1092@h-gac.com).

**¡NECESITAMOS TU APOORTE!**

Figure 2.5 Postcards in English and Spanish Used to Advertise for Public Meeting and Business Open House #2



Figure 2.6 Poster Installed at West Bellfort Park & Ride Advertises Public Meeting and Business Open House



Figure 2.7 TxDOT ITS Dynamic Message Sign Used to Publicize Public Meeting and Business Open House





FEBRUARY

1

### Project Timeline

Kickoff - February 12, 2013

MARCH

APRIL

2

Stakeholder Meeting #2 - April 16, 2013

3

Public Meeting and Business Open House #1 - April 22, 2013

MAY

JUNE

JULY

4

Stakeholder Meeting #3 - July 2, 2013

AUGUST

5

Stakeholder Meeting #4 - August 26, 2013

SEPTEMBER

6

Public Meeting and Business Open House #2 - September 23, 2013

OCTOBER

7

Stakeholder Meeting #5 - October 8, 2013

8

Public Meeting and Business Open House #2 - October 17, 2013

NOVEMBER