

Plat Approval Process and ZBA Special Exception Request Time Line

Matthews Motors/Matthews Market Site-6203 Edloe Street

I would like to preface this timeline with the fact that there were numerous drop-in visits, telephone conversations as well as scheduled meetings and e-mails concerning this project that are not reflected in this time line. Staff was in conversation with Mr. Reid and his designer, Ron Stewart, as far back as April of 2008. Mr. Reid was advised at that time that he would most likely be required to plat the property and request either variance(s) or special exception(s) depending upon what the final plans showed. He was given copies of ZBA and ZPC packets, including the applications.

December 1, 2008	Initial plat and site plan submittal for staff review
December 5, 2008	E-mail exchange with Mr. Reid to verify that the initial submittal was for informal staff review purposes only.
December 11, 2008	Letter of noted plat corrections sent by e-mail and regular post to Jim Reid.
December 11, 2008	Multiple e-mails between staff and Mr. Reid concerning comments and setting up a meeting to discuss site plan issues for December 17.
January 5, 2009	Resubmittal of corrected plat documents received after 2 p.m.
January 19, 2009	Letter of items not corrected e-mailed to Mr. Reid; also attached was initial review comments of the site plan (required to be submitted with the final plat submission per Chapter 74).
January 20, 2009	Jim Reid met with staff to discuss the corrections contained in the letters. Mailed a copy of the documents to Stockard Realty and hand-delivered original to Jim Reid.
January 22, 2009	Preliminary discussion with Reid Wilson concerning the formal plat submission to ZPC and application to ZBA for PNC status.
DURING THE NEXT SEVERAL DAYS, THERE WERE MANY PHONE CONVERSATIONS BETWEEN STAFF (INCLUDING JIM DOUGHERTY) AND REID WILSON AND HIS OFFICE. THEY WERE TRYING TO MEET THE SUBMITTAL DEADLINES FOR THE FEBRUARY MEETINGS OF ZPC AND ZBA. STAFF ASSISTED THEM IN MEETING THE DEADLINES AND THE APPLICATIONS WERE SCHEDULED ON THE AGENDA FOR THE FEBRUARY ZPC AND ZBA MEETINGS.	
February 5, 2009	Formal application and documents for final plat approval were received.

February 12, 2009 E-mail from Reid Wilson requesting deferment of the ZPC and ZBA hearings until the March meetings. He thanked staff for their diligence and assistance in getting the applications to a point where they could be ready for the February meetings.

There were minor correction changes and numerous discussions about the HCFCD easements and documents. Corrections were submitted during this time and added to the ZPC and ZBA packets for the March meetings.

March 12, 2009 ZPC Hearing for final plat approval. Approved with 3 requested changes.

March 19, 2009 ZBA Hearing for PNC status. Approved with conditions.

April 7, 2009 Request from Reid Wilson's office for list of requested plat changes for the surveyor.

April 8, 2009 Response to Reid Wilson's office with an excerpt from the unapproved minutes.

Various phone calls and/or e-mails between the surveyor and Reid Wilson's office and staff concerning the changes and submittal of current tax certificates as required by the HC District Clerks office. There was a delay in getting the tax certificates to staff so the final plat documents could be recorded.

April 21, 2009 Received mylar document (required recordable form) with incomplete signatures from owners and bank. (We usually do not accept the mylar copy without these notarized signatures, but to help in getting this plat recorded, staff suspended the rule).

April 22, 2009 All owner and bank representative signatures completed in the planning offices. Selby Clark, ZPC Secretary, signed the plat document.

April 30, 2009 Steve Brown, ZPC Chair signed the plat document. (He came in to sign as soon as he came back from a trip out of town).

June 8, 2009 Tax certificates submitted.

June 11, 2009 Plat filed for Map Records and certified copies requested.

June 16, 2009 Recorded documents returned to staff from Harris County. Applicant notified and copies picked up.