



**Planning & Zoning Commission Meeting Minutes**  
City Commission Room | 600 Morton Street, Richmond, Texas 77469  
Monday, February 3, 2020, at 5:00 P.M.

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The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, February 3, 2020 at 5:00 p.m. Chairman Pittman, called the meeting to order at 5:00 p.m. A quorum was present, with the following members in attendance:

Larry Pittman (Chair)  
Ernest Hogue  
Katherine M. Graeber-Kubelka  
Libby King

Staff in attendance: Jose Abraham, Planning Director; Mason Garcia, Associate Planner; Jordan Adams, GIS Specialist; Cameron Goodman, Executive Director Development Corporation, Christine Cappel, Public Works Administrative Manager; Howard Christian, Assistant City Manager; and Gary Smith, City Attorney.

Commissioner Pittman introduced agenda A2, public comments and asked if there were any public comments. Hearing no public comment, the agenda item was closed.

Commissioner Pittman introduced agenda item B1., Review and approve minutes from the January 6, 2020, meeting. Commissioner Hogue moved to approve the minutes. The motion was seconded by Commissioner Kubelka. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item B2., stating that the next Planning and Zoning Commission meeting would be held on Monday, March 2, 2020 at 5:00 p.m.

Commissioner Pittman introduced agenda item C1., Elect Planning and Zoning Commission Chair and Vice-Chair. Commissioner Hogue moved to nominate Larry Pittman as Chair, and Katherine M. Graeber – Kubelka as Vice-Chair. The motion was seconded by Commissioner King. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C2a., Public hearing to receive comments for or against a request by Randy McClendon on behalf of Fort Bend County to replat approximately 0.5303 acre tract of land; being a replat of Lots 1, 2, 3, 8, 9, & 10 and the east ½ of lots 4 and 11 and the adjacent 10-footstrip on the north side of Main Street block 74, City of Richmond, as recorded in Vol. A Pg. 62, of Fort Bend County Deed Records as Fort Bend County Medic 6 Site in order to create one (1) Block and two (2) Lots. Hearing no public comment, the agenda item was closed.

Commissioner Pittman introduced agenda item C2b., Review and recommendation of a final report to City Commission for a replat of Lots 1, 2, 3, 8, 9, & 10 and the east ½ of lots 4 and 11 and the adjacent 10-footstrip on the north side of Main Street block 74, City of Richmond, as recorded in Vol. A Pg. 62, of Fort Bend County Deed Records as Fort Bend County Planning and Zoning Commission Meeting Agenda February 3, 2020 Page 2 of 2 Medic 6 Site – 0.5303 acres of land – 1 Block – 0 lots – 1 Reserve. Mr. Mason Garcia, Associate Planner, explained that the proposed replat is located at 204 Main Street, and was the site of the current Fort Bend County Emergency Medical Service (EMS) facility. He explained that the proposed replat serves to combine all the lots within the subject site into one reserve. According to Mr. Garcia, permits have been issued for expansion of the existing EMS facility. Mr. Garcia concluded by stating Staff's recommendation of approval conditioned upon addressing comments listed in the staff report. Commissioner Kubelka moved to forward staff's recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner King. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C3., Review and recommendation of a final report to City Commission for a Final plat – Hope on the Brazos – 6.567 acres of land – 15 Lots – 1 Block – 1 Reserve. Mr. Abraham, Planning Director, explained that the subject site was located at 2000 Preston Street, abutting single family residential use to the north, the WKM Foundry site to the south, Richmond Trailer Village to the east, and the Riverwood residential subdivision entrance to the west. According to Mr. Abraham, the subject site was recently annexed into the City of Richmond in May 2019. Mr. Abraham further explained that because the subject site is only 6.5 acres, to comply with the Unified Development Code (UDC), the site must be developed as standard neighborhood lots that are minimum 70 foot wide and 12,000 square foot lot area. He added that the proposed layout meets the requirements of the UDC and conforms to the approved preliminary plat. Mr. Abraham stated Staff's recommendation of approval of this final plat, conditioned upon addressing the comments listed in the staff report. Commissioner Hogue moved to forward staff's recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner Kubelka. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C4., Review and recommendation of a final report to City Commission for a Short Form Final plat – Golfview Holdings Addition – 5.260 acres of land – 0 Lots – 1 Block – 1 Reserve. Mr. Abraham explained that a short form final plat for a portion of the subject site (4.642 acres) was conditionally approved in July 2018 but not recorded. The proposed short form final plat—located at the western corner of Dowling Drive and Golfview Drive—comprised of one block and one reserve, and included additional acreage from the previous final plat. Additionally, Mr. Abraham noted that Staff was in the process of reviewing a site development plan for an expansion of Cambridge Health and Rehabilitation Center located on subject site. Mr. Abraham stated Staff's recommendation of approval conditioned upon addressing comments listed in the staff report. Commissioner Kubelka inquired further to ensure that the proposed expansion will include sufficient parking. Commissioner King moved to forward staff's recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner Kubelka. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C5., Review, discuss, and take appropriate action concerning Comprehensive Master Plan Update. Mr. Abraham opened the discussion with a brief background of the City of Richmond's Comprehensive Master Plan. According to Mr. Abraham, the Comprehensive Master Plan—adopted in 2014—serves as a guidance tool for the City of Richmond's growth, development, and expansion into the future. Therefore, as a living document, the Comprehensive Master Plan was subject to periodic evaluation to assess the progress, achievement, and relevance of the document's goals and initiatives. As part of the Comprehensive Master Plan Updates,

the Planning and Zoning Commission have the ability as an advisory committee to help guide the review process. The discussion included the time-line for the Comprehensive Master Plan Update process, reviewing draft survey questions, and gathering initial inputs and guidance from the Planning and Zoning Commission.

Mr. Abraham curated the discussion of the Comprehensive Master Plan Update. The discussion itself was open and educational in nature, with Commissioners Pittman, Commissioner Graeber-Kubelka, Commissioner King, Commissioner Hogue, Mr. Smith, Mr. Christian, and Mr. Abraham all actively and freely contributing to the discussion. The discussion was outlined as follows:

- **Draft Time-Line:** Following the introduction and background of the evaluation process, Mr. Abraham presented a draft time-line for the Comprehensive Master Plan Update. Major steps included meeting and gathering inputs from City Staff; discussing top priorities and goals for the Comprehensive Master Plan Update with both the Planning and Zoning Commission and the City Commission; staging public engagement efforts, such as public town-hall meetings and listening exercises; and joint workshops and discussions between the Planning and Zoning Commission and City Commission.
- **Review of Draft Survey Questionnaire:** Mr. Abraham presented a draft of a survey questionnaire intended to gather inputs from the general public. Sample questions from the draft survey covered a variety of topics, including the respondent's relationship or level of involvement with the City of Richmond, the greatest strengths and weaknesses of the City, evaluation of public services, and priorities for future growth and development of Richmond. Survey questions were discussed and the Commission provided valuable comments and suggestions to improve survey process as a whole.
- **Visioning Exercise:** Mr. Abraham guided the Planning and Zoning Commission through a visioning exercise. He explained that Visioning is a "process" of developing a shared vision of the future and involves stakeholder appraisal of current status and setting of realistic goals for the future. The Planning and Zoning Commission offered their inputs regarding topics ranging from growth and land use—including annexation, development patterns, zoning, and future land use— and mobility and connectivity—such as thoroughfares, street and sidewalk maintenance, traffic, transit, and walkability.

Following issues and inputs were highlighted as part of the visioning exercise:

1. Efficient growth management to maintain a balance between new development and preservation of valuable natural areas and landmarks.
2. Reducing negative impact of growth and development on traffic patterns/ intensity and drainage.
3. Interdependence of residential and commercial development.
4. Importance of historic preservation.
5. Development challenges posed by existing railroads.
6. Importance of sidewalks and improving sidewalk connectivity.

The Commission suggested continuing the discussion at a special meeting before the next regular meeting. Staff agreed to schedule a special meeting depending on everybody's availability.

Commissioner Pittman introduced agenda item C6., Consider agenda item requests by Commissioners for March 2, 2020 regular meeting. No agenda item requests were made.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Pittman adjourned the meeting at 6:15 p.m.

Approved:

  
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Larry Pittman, Planning and Zoning Commission Chair