



RICHMOND

EST. **TEXAS** 1837

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Planning & Zoning Commission Meeting Minutes

Zoom Teleconferencing Meeting Room

Monday, June 1, 2020, at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, June 1, 2020 at 5:00 p.m. In compliance with recommendations from the Centers for Disease Control (CDC) and local governmental agencies to avoid the spread of COVID-19, the Planning and Zoning Commission meeting was teleconferenced via the Zoom Virtual meeting platform. 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; Howard Christian, Assistant City Manager; Christine Cappel, Public Works Administrative Manager; Lori Bownds, Building Official; Gary Smith, City Attorney and Terri Vela, City Manager.

Commissioner Pittman introduced agenda A2, public comments, and asked for any public comments pertaining to items not included on the agenda. Hearing no public comment, the agenda item was closed.

Commissioner Pittman introduced agenda item B1., Review and approve minutes from the May 4, 2020, meeting. Commissioner Kubelka moved to approve the minutes. The motion was seconded by Commissioner King. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item B3., stating that the next Planning and Zoning Commission meeting would be on Monday, July 6, 2020 at 5:00 p.m.

Commissioner Pittman introduced agenda item C1a., To receive comments for or against a request by Joyce Owens on behalf of Namene Loolo to replat an approximate 0.4364 acre tract of land in the Joseph Kuykendahl League Survey, Abstract No. 49; also being all of lots 44 & 45 of Block 2, Lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20060158 of the Fort Bend County Plat Records in order to create one lot. The proposed replat is called Lakes of Williams Ranch Sec. 1 Partial Replat No. 9. Hearing no public comment, the agenda item was closed.

Commissioner Pittman introduced agenda item C1b., Review and recommendation of a final report to City Commission for a Replat— Lakes of Williams Ranch Sec. 1 Partial Replat No. 9— of 0.4364 acres of land – 1 Block – 1 lot – 0 Reserves. The subject site is part of Lakes of Williams Ranch Residential Subdivision located along the eastern side of the Williams Lake Drive Cul-de-sac. Commissioner Hogue

moved to forward staff's recommendation of conditional approval to the City Commission. Commissioner Kubelka seconded the motion. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C2., Review and recommendation of a final report to City Commission for a Final plat – Veranda Section Thirty-One – 9.24 acres of land – 43 Lots – 4 Blocks – 2 Reserves. Jose Abraham, Planning Director, explained that the subject site is located within the Veranda Master Planned Community, and comprised of acreage from a previously approved preliminary plat for Veranda Section Thirty-One/Thirty-Three. Specifically, this final plat includes forty-three (45' X 120') single family residential lots. Mr. Abraham stated that a plat variance to allow a reduced twenty-foot building line was approved with the preliminary plat. Mr. Abraham clarified that the proposed non-traditional lots would include detached single-family residences. Mr. Abraham stated Staff's recommendation of approval conditioned upon addressing the comments listed in the staff report. Commissioner Pittman asked if there are additional sections with variance to be anticipated, to which Mr. Abraham explained that Staff had not received indication from the applicant about additional variances. He also clarified that based on the allowance within the Development Agreement (DA), only 25% of the lots can be non-traditional. Commissioner Pittman inquired if Staff monitored approved allowances to enforce adherence to the DA. Mr. Abraham responded that Staff closely tracks variances approved, and that the development is at a point where no more non-traditional lots can be considered unless the applicant plats more sections with regular lots. Commissioner Hogue abstained from the voting. Commissioner Kubelka moved to forward Staff's recommendation to the City Commission. Commissioner King seconded the motion. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C3., Review and recommendation of a final report to the City Commission for a revised Preliminary plat – Mandola Farms Section One – 62.96 acres of land – 154 Lots – 6 Blocks – 15 Reserves. Mr. Abraham explained that the subject site is within the proposed Mandola Farms residential subdivision located south of U.S. Highway 90A, and bounded by Hennessey Road, Edgewood Drive, and Damon Street. According to Mr. Abraham, the final plat for this section was conditionally approved during the May 2020 City Commission regular meeting. One of the conditions of approval was that the applicant revises the preliminary plat to be consistent with the total number of lots. Mr. Abraham detailed that the revised plat features typical 50' X 55' single-family residential lots which conformed to the Mandola Farms Master Planned Community General Plan. Mr. Abraham stated Staff's recommendation of approval. Commissioner Hogue moved to forward staff's recommendation to the City Commission. Commissioner King seconded the motion. 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 Final plat and associated Site Development Plan – Huntington – 7.009 acres of land – 0 Lots – 1 Block – 1 Reserve. Mr. Abraham explained that the proposed subdivision is within the Veranda Master Planned Community. According to Mr. Abraham, the 7.009-acre subject site—located on the northwest side of Circle Seven Road and Richmond Parkway intersection—is proposed to be developed as an age-restricted independent living facility called Huntington. He explained that as required by the DA, a site development plan was reviewed along with the final plat. Mr. Abraham explained that proposed use is permitted as per the DA since the Veranda Development was envisioned as a master planned mixed-use community, with attached and detached single-family residential, multi-family residential, retail, commercial, office, educational, and recreational uses.

Mr. Abraham explained the following requirements of the DA and details about the proposed development:

- The DA allows a maximum of 721 multi-family dwelling units within the entire Veranda Development. The DA restricts maximum building height to three-stories for multi-family development. The applicant is proposing two 3-story buildings and six single story cottage-type buildings, with a total of 141 dwelling units. The proposed development includes a centrally located pool and landscaped amenity area.
- Density requirement as per the DA is 300 units per multi-family development and 20 units per acre. With 141 total units, the proposed density of 20.11 units per acre—which based on standard practices of plan review would round down to 20 units per acre—conforms to the DA.
- A total of 255 parking spaces at the rate of 1.8 spaces per unit is proposed. The DA requires a minimum of two parking spaces for one-bedroom units, and three spaces for two-bedroom units, totaling 325 parking spaces for the proposed development. However, Mr. Abraham noted that staff was in the process of drafting a Unified Development Code (UDC) amendment to revise parking requirements for multi-family development to 1.5 parking spaces for one-bedroom units and 2.0 spaces for two-bedroom units. Therefore, proposed parking for the development conformed to the parking requirement amendment proposed by staff.
- In terms of open space, landscaping and outdoor lighting, the proposed development fulfilled all requirements specified in the DA. Likewise, the overall building design met the necessary standards of the DA. Although the elevation drawings did not specify exterior finish materials, other application materials, drawings symbology, and renderings suggest compliance with the requirements of the DA.

In conclusion, Mr. Abraham stated Staff's recommendation of approval of the final plat and site development plan conditioned upon addressing the comments listed in the report. Commissioner Hogue abstained from voting. Commissioner King moved to forward Staff's recommendation to the City Commission. Commissioner Kubelka seconded the motion. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C5a., Public hearing to receive comments for or against text amendments to the Unified Development Code, to revise the minimum parking requirements pertaining to multi-family development and allowances pertaining to alternatives or modifications to required parking. The specific sections include: 1) Table 4.2.101A, Residential and Commercial Uses of the Home Parking Requirements 2) Sec. 4.2.103, Alternatives or Modifications to Required Parking. Hearing no public comment, the agenda item was closed.

Commissioner Pittman introduced agenda item C5b., Consideration of the approval of a final report to City Commission on Agenda Item C5a., above. Mr. Abraham explained that after receiving feedback from both the Planning and Zoning and City Commissions, Staff had conducted additional research on the issue of multi-family development parking. He explained that findings of the research suggested that a reduction in the parking requirements is reasonable and would not compromise the quality of multi-family developments or result in traffic or parking related concerns. Mr. Abraham also explained that the provision in the UDC to reduce parking requirements upon an applicant demonstrating lesser demand based on a parking study was evaluated. Since such a provision could be detrimental to a uniform application of the parking standards, Mr. Abraham stated that Staff recommended removal of this provision.

Mr. Abraham provided an overview of the proposed text amendment. The proposed text amendment called for a reduction of required parking for one-bedroom and efficiency units from 2.0 to 1.5. spaces per unit, two-bedroom units from 3.0 to 2.0 spaces per unit, and three or more-bedroom units from 4.0 to 3.0 spacer per unit. Mr. Abraham reasoned that Staff felt it was necessary to add a protection for minimum parking rate of 1.1 spaces per bedroom to avoid parking shortages in case a proposed

development included too few one-bedroom units, or an excess of three or more-bedroom units. Mr. Abraham also explained the proposed revisions to Sec. 4.2.103, *Alternatives or Modifications to Required Parking*, which included guidelines for modifying or reducing the number of off-street parking spaces in special circumstances. Mr. Abraham stated Staff's recommendation of approval of the proposed text amendment to UDC sections *Table 4.2.101A, Residential and Commercial Uses of the Home Parking Requirements*, and *Sec. 4.2.103, Alternatives or Modifications to Required Parking*. Following a discussion by the Planning and Zoning Commission, Commissioner Kubelka expressed her appreciation for Staff's efforts to revise the text amendments and present the changes in an easily understandable and cohesive fashion—a point that Commissioner King and Commissioner Hogue agreed upon. Commissioner Hogue moved to forward Staff's recommendation to the City Commission. Commissioner Kubelka seconded the motion. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C6., Consider agenda item requests by Commissioners for the July 6, 2020 regular meeting. Commissioner Pittman asked for any items the Commissioner's wished to discuss for the next meeting. Commissioner King applauded the purpose of this agenda item.

Commissioner Pittman asked Mr. Abraham for any updates. Mr. Abraham noted that Staff had remained busy with various development-related projects, including an upcoming plat for a proposed garden-style multi-family development within Veranda. Mr. Abraham expressed his expectation to provide a brief discussion on the Veranda DA, UDC regulations and requirements for Multi-family development, and updates made to the Unified Development Code web portal and map.

Terri Vela, City Manager, brought attention to a potential development north of Clay Street and adjacent to the Brazos River. Ms. Vela explained that although the location for the proposed development was currently outside of the city limits, there could be a future petition for annexation and more details would be presented to the Planning & Zoning Commission once available.

Mr. Abraham added there would also be additional plats for Veranda, as well as a potential request to revise the Veranda General Plan to include the recently annexed Fort Bend County Country Club property. Commissioner Kubelka asked if there would be a school in the Veranda Development. Mr. Abraham explained Lamar Consolidated ISD owned property in the subdivision for a proposed school site but no plans had been submitted to date.

Commissioner Pittman asked about the Comprehensive Plan Update. Mr. Abraham noted that Staff hoped to discuss the next steps internally in the near future.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Pittman adjourned the meeting at 5:48 p.m.

Approved:


Larry Pittman, Planning and Zoning Commission Chair