



# **RICHMOND**

EST. **TEXAS** 1837

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## **Planning & Zoning Commission Meeting Minutes**

Zoom Teleconferencing Meeting Room

Monday, July 6, 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, July 6, 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  
Noell Myska

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; 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.

Before proceeding, Commissioner Hogue noted for the record that he would abstain from discussion and voting on all items pertaining to the Veranda development.

Commissioner Pittman introduced agenda item B1., Review and approve minutes from the June 1, 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 on Monday, August 3, 2020 at 5:00 p.m.

Commissioner Pittman introduced agenda item C1a., Staff presentation and discussion on the Development Agreement between the City of Richmond and HW 589 Holdings LLC (Veranda Development Agreement). Jose Abraham, Planning Director, presented a summary of the Development Agreement (DA) between the City of Richmond and HW 589 Holdings LLC., for the Veranda Master Planned Community. Commissioner Myska expressed her understanding that the area along the north of Richmond Parkway, which is now shown as part of the Veranda development, was intended to remain as a natural reserve and not to be developed. Mr. Abraham replied that the the DA and Veranda General Plan allocated Mixed-Use for that property, to which Commissioner Myska expressed

disappointment. Commissioner Pittman sought clarification regarding the allowances provided in the DA for mixed-use development. In response, Mr. Abraham explained that mixed-use allowed for both residential and non-residential uses, including multi-family or commercial developments. Meeting attendee Mr. Wayne Nivens, resident of 2226 Par Lane, inquired about plans for road developments adjacent to or behind his property. Mr. Abraham clarified that no connection to the referenced neighborhood is proposed or allowed as per the DA. Staff and the Commission continued to generally discuss the Veranda Development.

Commissioner Pittman introduced agenda item C2., Staff presentation and discussion on multi-family developments, with a focus on provisions and requirements within the Unified Development Code (UDC). Mr. Abraham delivered a presentation covering multi-family developments with an emphasis on provisions and requirements within the UDC. During the presentation Commissioner Myska inquired about the Veranda tract close to FM 762 proposed for multi-family development and asked if approval by City Commission and adjoining property owners is required for the development. Mr. Abraham clarified that the current discussion focused on the UDC, rather than the Veranda DA, and that a request to amend the General Plan is included on the agenda and the issue can be discussed in detail as part of that item. Commissioner Pittman sought clarification on how mixed-use developments allowed by the Veranda DA relates to the presentation on the multi-family development. Mr. Abraham explained that while the first presentation was about the Veranda Development, the current discussion applied to multi-family and single family attached standards for development outside Veranda. Mr. Abraham explained further that the Veranda DA was established prior to the adoption of the UDC and provided a General Plan which could be amended as development progressed. He concluded by clarifying that landuse allowance for development outside Veranda is provided by the zoning designation of the property, and within the Veranda Development, the DA established Veranda as a mixed-use community allowing for a combination of single-family, multi-family, open space, and commercial uses. Also, that specific location of landuses considered and approved by the City Commission with recommendations from the Planning and Zoning Commission through the General Plan amendment and platting process. In clarifying Commissioner Pittman's concerns, Mr. Abraham also explained that the agenda includes an item to consider a Mixed-Use zoning designation for the former Fort Bend County Country Club tract since the tract was annexed into the City and that staff is recommending approval as the designation best reflects the allowance of the DA. Commissioner Pittman confirmed that the Veranda development is governed by the DA which has already been established and that the provisions of the UDC apply to development outside Veranda. He concluded by expressing appreciation for the presentation, stating that the discussion was informative.

Commissioner Pittman introduced agenda item C3a., Public hearing to receive comments for or against a request by HW 589 Holdings, LLC and the City of Richmond, to zone an approximate 116.78 acres of land, the former Fort Bend Country Club tract to "MU", Mixed-Use district, and to the extent the zoning deviates from the Future Land Use Plan of the Comprehensive Master Plan, to provide for an amendment thereto. Hearing no public comment, the agenda item was closed.

Commissioner Pittman introduced agenda item C3b., Consideration of the approval of a final report to City Commission on agenda item C3a., above. Mr. Abraham explained the subject site was recently annexed and therefore a zoning designation for the tract is being considered. He explained that the allowance of the DA is best reflected by the Mixed-Use zoning designation. He added that that the purpose of the Mixed-Use zoning designation is to allow for the development of higher density residential housing; horizontally or vertically mixed with commercial or other non-residential uses. Mr. Abraham stated that based on the City Engineer's review of the Traffic Impact Analysis and Drainage Study submitted as part of the platting and site plan development process, the proposed zoning

designation is not anticipated to negatively impact traffic or drainage in the area. Mr. Abraham further noted that although the zoning designation conformed to the Comprehensive Master Plan, the proposed zoning was not in conformance with the Future Land Use Plan and would therefore require amendment if the proposed zoning of the property is approved. Mr. Abraham delivered Staff's recommendation of approval of the Mixed-Use district zoning designation for the subject site and the amendment of the Future Land Use Plan to reflect the zoning. Staff and Commission discussed the subject matter and clarified that despite the proposed Mixed-Use district designation, the landuse layout on the tract is considered through the General Plan amendment and platting process, and requires approval by the City Commission. It was also clarified that all development within Veranda will be reviewed and approved based on the provisions and requirements of the DA. Commissioner Myska specifically raised a concern that it is important to carefully consider landuse layout and development within the subject site so that property value of homes within adjoining neighborhoods are not impacted. In response to concerns raised, Gary Smith, City Attorney, emphasized and clarified some of the requirements of the DA, and suggested that the City has control of development in the area through the General Plan approval process. The Commission and Staff continued to generally discuss various aspects of the agenda item. As the item related to the ongoing Veranda development, Commissioner Hogue abstained from voting. Commissioner Myska moved to accept Staff's recommendation, with an additional recommendation that any proposed multi-family development on the tract shall not abut residential subdivisions adjoining the subject site. 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 general plan major amendment – Veranda – 705.2 ± acres of land. As previously discussed, Mr. Abraham noted that the Veranda Residential Development was administered based on the Development Agreement (DA) between the City of Richmond and HW 589 Holdings LLC. The DA was approved by City Commission on September 21, 2015 under Resolution No. 111-2015. A revised DA was approved by City Commission on August 21, 2017. As a component to the DA, the Veranda General Plan was approved by City Commission on May 16, 2016. A previous General Plan amendment was approved by the City Commission on April 17, 2017. Mr. Abraham explained that the current amendment reflected development progress of residential sections within Veranda, as well as the City's recent annexation of the former Fort Bend County Country Club tract. Specifically, the amendment subdivided the existing tract into multi-family, single-family, commercial, and open space land uses. Mr. Abraham delivered Staff's recommendation of approval of the Veranda General Plan amendment conditioned upon addressing the comments listed in Staff's report. The Commission and Staff generally discussed various aspects of the proposed amendment to the General Plan. As the item related to the Veranda development, Commissioner Hogue abstained from discussion and voting. Commissioner Kubelka moved to forward Staff's recommendation to the City Commission. The vote was three (3) "ayes" and zero (1) "nay". The vote was, Commissioner Kubelka "aye"; Commissioner King "aye"; Commissioner Pittman "aye"; and Commissioner Myska "nay".

Commissioner Pittman introduced agenda item C5., Review and recommendation of a final report to City Commission for a preliminary plat – Veranda Section Thirty-Six – 15.0 acres of land – 58 Lots – 2 Blocks – 12 Reserves. Mr. Abraham explained that the proposed plat is located within the Veranda Master Planned Development as part of the former Fort Bend County Country Club tract recently annexed into the City Limits along the southeast side of Wildwood Park Road. According to him, the subdivision includes fifty-eight lots with a minimum width of 70' in two blocks, with an additional twelve reserves—the largest of which are set aside for stormwater detention. The proposed preliminary plat is in conformance with the approved General Plan for the Veranda Master Planned Community. Mr. Abraham presented Staff's recommendation of approval of the preliminary plat. As the item related to

the Veranda development, Commissioner Hogue abstained from voting. Commissioner Myska 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., Review and recommendation of a final report to City Commission for a preliminary plat – Veranda at 762 – 15 acres of land – 0 Lots – 1 Block – 1 Reserve. As with the previous item, Mr. Abraham explained that the proposed plat is located within the Veranda Master Planned Development as part of the former Fort Bend County Country Club tract recently annexed into the City Limits, and comprises a 15.0 -acre tract planned for a multi-family development. He added that based on a conceptual site plan provided, the proposed development would include a total of 300 one or two-bedroom dwelling units; and that a Site Development Plan application would be reviewed for conformance at the time of consideration of a final plat. Mr. Abraham noted that the preliminary plat is currently not in conformance with the Veranda General Plan—as the plan designates the tract as single-family residential—and that approval of the plat will be contingent upon approval of the previously discussed amendment to the General Plan. Mr. Abraham delivered Staff's recommendation of approval for the preliminary plat conditioned upon addressing the comments listed in the report. As the item related to the Veranda development, Commissioner Hogue abstained from voting. Commissioner Kubelka moved to forward Staff's recommendation to the City Commission. Commissioner King seconded the motion. Commissioner Myska reserved recommendation. However, the motion received enough affirmative votes to pass.

Commissioner Pittman introduced agenda item C7., Review and recommendation of a final report to City Commission for a final plat – Veranda Section Thirty-Three – 24.63 acres of land – 25 Lots – 2 Blocks – 3 Reserves. Mr. Abraham explained that proposed plat is located within the Veranda Master Planned Development and includes twenty-five minimum 60' X 125' single-family residential lots in two blocks. Mr. Abraham further confirmed that the total acreage of the proposed final plat conformed with the previously approved preliminary plat. Mr. Abraham presented Staff's recommendation of approval for the final plat conditioned upon addressing the comments listed in the report. As the item related to the Veranda development, 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 C8., Review and recommendation of a final report to City Commission for a final plat – Veranda Section Thirty-Four – 13.17 acres of land – 63 Lots – 2 Blocks – 4 Reserves. Mr. Abraham explained that the proposed plat is located within the Veranda Master Planned Development and includes sixty-three minimum 40' X 115' single-family residential lots. Mr. Abraham further confirmed that the total acreage of the proposed final plat conformed with the previously approved preliminary plat. Mr. Abraham presented Staff's recommendation of approval of the final plat conditioned upon addressing the comments listed in the report. As the item related to the Veranda development, Commissioner Hogue abstained from voting. Commissioner Myska 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 C9., Review and recommendation of a final report to City Commission for a final plat – Circle Seven Road Street Dedication – 0.7350 acres of land – 0 Lots – 0 Blocks – 0 Reserves. Mr. Abraham explained that the proposed plat is a street dedication within the Veranda Master Planned Development extending Circle Seven Road north towards Richmond Parkway through planned mixed-use development. Mr. Abraham confirmed that the total acreage of the proposed final plat conformed with the previously approved preliminary plat. Mr. Abraham presented

Staff's recommendation of approval for the final plat conditioned upon addressing the comments listed in the report. As the item related to the Veranda development, Commissioner Hogue abstained from voting. Commissioner Myska 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 C10., Review and recommendation of a final report to City Commission for a final plat – Wildwood Park Road from FM 762 to – 5.69 acres of land – 0 Lots – 0 Blocks – 0 Reserves. The proposed plat is a street dedication within the Veranda Master Planned Development extending Wildwood Park Road south to FM 762 through the former Fort Bend Country Club tract. Commissioner Myska expressed her concern that the extension of Wildwood Park Road would increase traffic and congestion in the immediate area. Mr. Abraham assured that a Traffic Impact Analysis for the overall Veranda Development has been reviewed and approved by the City Engineer. Commissioner Pittman suggested that this issue be addressed at the City Commission meeting because given the size of the development, significant traffic flow at the intersection is anticipated. Mr. Abraham explained that although he did not have any specific details of the Traffic Impact Analysis, he was aware that the original traffic impact analysis was revised to factor in changes in landuse and lot counts. To that point, Commissioner Myska requested that the information from that analysis be presented at the next Planning and Zoning Commission meeting. Mr. Abraham presented Staff's recommendation of approval of the final plat conditioned upon addressing the comments listed in the report. As the item related to the Veranda development, 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 C11., Consider agenda item requests by Commissioners for August 3, 2020 regular meeting. Mr. Abraham noted Commissioner Myska's request to discuss the Veranda Traffic Impact Analysis. Hearing no other requests, the agenda item was closed.

Commissioner Pittman introduced agenda item C12., Development related staff update. Mr. Abraham provided an overview of various Planning Department activities—including pre-application conferences, site development plans, and other projects—since the last Planning and Zoning Commission meeting. Mr. Abraham specifically cited updates to the Unified Development Corporation (UDC) Portal developed in partnership with enCode Plus and View Pro, a team of outside consultants. The Commissioners expressed their appreciation and approval for the updates. Furthermore, Mr. Abraham also explained that due to the ongoing COVID-19 pandemic, Staff is trying to determine a preferred next step in the update process, since public engagement is a significant component of the update process. He added that Staff is currently assessing survey responses and tabulating the feedback.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Pittman adjourned the meeting at 7:04 p.m.

Approved:

  
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Larry Pittman, Planning and Zoning Commission Chair