



RICHMOND

EST. **TEXAS** 1837

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Planning & Zoning Commission Meeting Minutes

Zoom Teleconferencing Meeting Room

Tuesday, September 8, 2020, at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Tuesday, September 8, 2020, at 5:02 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)
Katherine M. Graeber-Kubelka (Vice-Chair)
Ernest Hogue
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.

Commissioner Pittman introduced agenda item B1., Review and approve minutes from the August 4, 2020, meeting. Commissioner Myska moved to approve the minutes. The motion was seconded by Commissioner King. 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, October 5th at 5:00 p.m.

Commissioner Pittman introduced agenda item C1., Review and recommendation of a final report to City Commission for a Preliminary Plat – Pecan Grove Municipal Utility District Administration Building – 3.461 acres of land – 0 Lots – 1 Block – 1 Reserve. Mason Garcia, Associate Planner, explained that the subject site is located west of Pitts Road and south of The Grove residential subdivision. Mr. Garcia, explained that the site is proposed to be developed as an administrative office campus for the Pecan Grove Municipal Utility District. He added that the proposed preliminary plat will create one reserve in one block. Mr. Garcia delivered Staff's recommendation of approval conditioned upon addressing the comments listed in the Staff report. Commissioner King moved to forward Staff's recommendation to the City Commission. The motion was seconded by Commissioner Myska. 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 Preliminary Plat – Veranda Section Thirty-Seven – 10.3 acres of land – 46 Lots – 2 Blocks – 1 Reserve. The preliminary plat is a section of the Veranda residential development, which is administered based on a Development Agreement (DA) between the City of Richmond and HW 589 Holdings LLC. Mr. Garcia explained that the proposed subdivision is part of the former Fort Bend County Country Club tract, located north of FM 762 and southeast of Wildwood Park Road. He added that the proposed preliminary plat includes forty-six lots (minimum 50' wide; 6,000 square feet) in 2 blocks, and in conformance with the approved General Plan for the Veranda Master Planned Community. Commissioner Myska stated that she was under the impression that sections closer to FM 762 and Golfview would include larger lots, yet the preliminary plat showed only 50-foot wide lots. Jose Abraham, Planning Director, explained that the lot size requirement within Veranda was not based on proximity to FM 762 or any other street right-of-way and that the proposed preliminary plat met the minimum lot size requirements. He added that the Veranda residential development did include some sections with larger lots in that area. Commissioner Myska appreciated the clarification. Mr. Garcia concluded his presentation and delivered Staff's recommendation of approval for the preliminary plat. To avoid a conflict of interest, Commissioner Hogue abstained from any discussion and voting. Commissioner Myska moved to forward Staff's recommendation 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 and associated Site Development Plan – Veranda at 762 – 15.003 acres of land – 0 Lots – 1 Block – 1 Reserve. The final plat is for a proposed garden style multifamily residential complex within the Veranda Residential Development, which is administered as part of a Development Agreement (DA) between the City of Richmond and HW 589 Holdings LLC. Mr. Abraham explained that the proposed development is located within the former Fort Bend County Country Club tract. He added that the final plat consists of one reserve in conformance with the previously approved preliminary plat and the Veranda General Plan. Mr. Abraham added that in accordance with the Veranda DA, a site development plan had been submitted along with the final plat for review and approval. Mr. Abraham provided an overview of the site development plan review, and cited specific details from the full staff report, including final renderings, parking calculation, landscaping, outdoor lighting, and building designs. Furthermore, Mr. Abraham concluded by stating that the proposed site plan generally meets the requirement so the DA but staff would like to see additional details prior to finalizing the site development plans for construction.

Commissioner Myska inquired whether there were plans for additional access and egress for the property or if entrance from Wildwood Park Road was the only access. She cited her previous concerns regarding traffic lights and congestion from the last Commission meeting. Mr. Abraham explained that the proposed development will be accessed only from Wildwood Park and there would be no connection to FM 762. Commissioner Pittman asked if the proposed commercial property fronting FM 762 would take access from Wildwood Park Road or FM 762. Mr. Abraham explained that since plans for the Commercial property have not been presented to staff, he was not sure about the detail and would provide feedback on it after consulting with the City Engineer. In reply, Commissioner Pittman stressed how important the specific issue was to the Commission. To clarify further, he recapped that there would be traffic signals at the intersection of Wildwood Park Road and FM 762 which was confirmed by Mr. Abraham. Commissioner King and Commissioner Myska both expressed concern about increasing traffic and congestion in the area. Commissioner King elaborated that traffic is already an existing problem at this location, and that additional development would only exacerbate the issue. Mr. Abraham reassured the Commission that Staff would address all safety related concerns through requirements identified in the associated Traffic Analysis Plan. Mr. Abraham stated that he would

review the Traffic Analysis Plan with the City Engineer and would provide further clarification regarding access and egress along FM 762.

Commissioner Myska voiced discomfort voting on the agenda item, citing an overabundance of comments in the Staff report from both the Planning Department and the City Engineer. Mr. Abraham explained that the comments were mostly prescriptive in nature with suggested guidelines for subsequent submittal, rather than being deficiencies in the submitted set of plans. Commissioner Myska thanked Mr. Abraham for the clarification, stating that the explanation eased her concerns she had on the matter. Commissioner Pittman asked for clarification regarding comments on the plat stipulating that on-site utilities would be privately operated, and not managed by the City of Richmond or Fort Bend County MUD 215. Mr. Howard Christian, Assistant City Manager, explained that the property would privately manage sanitary sewers and water line loops intended for fire protection, and that any maintenance provided by the City ceased at the boundary of the adjacent easement. Commissioner Pittman inquired further if electric and gas utilities were also privately owned, to which Mr. Christian responded that the comment pertained only to sanitary sewer, stormwater, and water utilities.

With no further discussion, Mr. Abraham delivered Staff's recommendation of approval for the proposed final plat and site development plan conditioned upon addressing the comments included in Staff's report. In order to avoid a conflict of interest, Commissioner Hogue abstained from any discussion and 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 C4., Consider agenda item requests by Commissioners for October 5, 2020, regular meeting. Hearing no agenda item requests, the item was closed.

Commissioner Pittman introduced agenda item C5., Development related Staff update. Mr. Garcia provided an overview of development projects discussed at pre-application conferences and currently undergoing site development plan review. One of the projects discussed was a pre-application conference for a proposed church at 2012 Hwy 90A; which was previously a Game Room and Restaurant in the past. Commissioner Myska noted that the area was prone to flooding and inquired if this issue had been addressed during the meeting, or if there were plans to raise the elevation on new buildings developed on the property. Mr. Abraham indicated that the site was already developed and that the discussion was for a change in use. Mr. Garcia resumed his presentation and provided details for several site development plan reviews, including two properties owned by the City of Richmond located at 1116 Myrtle Street and 112 Jackson Street. Commissioner Hogue asked if both properties were currently owned by the City, to which Mr. Garcia confirmed. Commissioner Hogue expanded his question further, inquiring if the City intended to sell either property. Mr. Christian revealed that the City would continue to own both properties for the foreseeable future.

Commissioner King requested information on the Old Theatre building on Morton Street. Mr. Abraham explained that the property owner is making façade improvements to the building in phases. Mr. Abraham explained that the owner plans to begin interior renovations possibly next year. Commissioner King asked how the property owner planned to use the building. Mr. Abraham replied that property owner had previously envisioned a theatre concept with dining and wine options but was unsure if that was still the intended plan. At the end of the discussion, Commissioner Kubelka inquired if the mention of "Uncommon Threads" within the Staff update report was supposed to be titled "Common Threads." Mr. Abraham noted that this was indeed a typographic error.

There being no further business to be brought before the Planning and Zoning Commission,

Commissioner Pittman adjourned the meeting at 5:36 p.m.

Approved:

A handwritten signature in blue ink that reads "Larry Pittman". The signature is written in a cursive style with a large initial "L".

Larry Pittman, Planning and Zoning Commission Chair