



RICHMOND

EST. **TEXAS** 1837

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Planning & Zoning Commission Meeting Minutes

Zoom Teleconferencing Meeting Room

Monday, October 5, 2020, at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, October 5, 2020, at 5:06 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; Terri Vela, 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 September 8, 2020, meeting. Commissioner Pittman noted a typographic error on page 2 of 4 and advised staff to make necessary correction. Commissioner Hogue moved to approve the minutes with an amendment to rectify typographical error on page 2 of 4. The motion was seconded by Commissioner Myska. 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, November 2, 2020 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 – Kingdom Heights Section Six – 34.137 acres of land – 100 Lots – 7 Blocks – 6 Reserves. Mr. Mason Garcia, Associate Planner explained that the subject site is located on the east side of FM 723 and is a section within the Kingdom Heights Residential Development. He elaborated that the proposed plat includes 100 regular 50 foot wide lots in 7 blocks and 6 reserves. He emphasized that the proposed plat conforms to the approved Kingdom Heights General Plan and presented Staff's recommendation of approval of the proposed Preliminary Plat. Commissioner Myska abstained from any discussion and voting. Commissioner Hogue moved to forward Staff's

recommendation of approval to the City Commission. Commissioner Kubelka seconded the motion. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C2., Discuss potential annexation of parcels of land known as 9th Street (also known as Plummer Street) and the widening and extension thereof from US Hwy 90A to the Mandola Farms development. Mr. Gary Smith, City Attorney, explained that a request to annex the entry road for the new Mandola Farms Subdivision into the City Limits was received. Mr. Smith explained that the subject site is located south of US 90A and includes the existing 9th Street right-of-way (also known as Plummer Street) and its extension to proposed Mandola Farms Subdivision. He explained that the proposed annexation will require two public hearings prior to annexation and notices have been published and all parties involved have been notified. He indicated that the required public hearings will be held during City Commission meetings scheduled for Monday, October 19, 2020 and Monday, October 26, 2020 and that the City Commission may consider the annexation ordinance at the November 16, 2020 meeting. Commissioner Hogue asked how the proposed annexation benefits the City. Mr. Smith explained that the proposed annexation allows the benefit of bringing Richmond city limits to the southern US 90A right-of-way line, thereby, readily allowing future annexations along US 90A. He further added that part of the reimbursement plan for the Mandola Farms development is that the commercial tracts along US 90A be annexed into the City, which would add value and increase sales tax revenue for the City. Commissioner Myska inquired if the City would be building and maintaining the road being discussed. In response, Mr. Smith explained that the developer will build the road with a one-year maintenance and warranty period after which the City would maintain the road. He added that significant impact to the road from traffic in terms of maintenance is not anticipated. Commissioner Myska asked if it is similar to the arrangement with Veranda Development. Mr. Smith responded by clarifying that City will be responsible for maintenance of roads only within the former Country Club tract, since the remainder of the Veranda Development is outside of City of Richmond city limits. The discussion ended.

Commissioner Pittman introduced agenda item C3., Discuss Comprehensive Master Plan update process and community survey results. Mr. Jose Abraham discussed the Comprehensive Master Plan update process. He explained that the Comprehensive Master Plan update process was delayed due to the ongoing pandemic. He added that the listening sessions, which is a critical part of public engagement were canceled due to the pandemic. He further explained that staff input on the current Comprehensive Master Plan Goals, visioning exercise with the Planning and Zoning Commission and City Commission, and a community survey available to Citizens and other stakeholders since March 2020 have been accomplished. Mr. Abraham presented the results of the survey which received 62 responses. The presentation highlighted:

- Respondent's profile in terms of their age, association with Richmond, and general location of residence or business,
- Ratings for public facilities and services, visual character and appearance, and quality of life.
- Planning related inputs.

Commissioner Myska asked about staff's general opinion about the survey results and if the responses were what staff had expected. Mr. Abraham explained that staff is still analyzing the survey results, but the responses suggest the continued relevance of the Comprehensive Master Plan (Plan) goals. Commissioner Hogue commented that it appears that the current Plan may only need some fine tuning. Commissioner Myska pointed out that the survey respondents have mentioned increased traffic and drainage as a concern repeatedly, which are issues that the Commission have discussed over the past year while considering large residential development projects. She further inquired if the current Comprehensive Master Plan addresses these concerns and how the City intends to address these

concerns with the recent large residential projects. Mr. Abraham generally explained how to Comprehensive Plan provide the tools to address traffic and drainage related concerns and emphasized that growth is inevitable and that the Comprehensive Master Plan focusses on achieving balanced growth and ensuring that negative impact of growth is minimized. Commissioner Pittman asked what the next step. Mr. Abraham explained that staff will explore the possibility of a virtual focus group listening session after which a proposal will be presented to the Planning and Zoning Commission and City Commission for adoption.

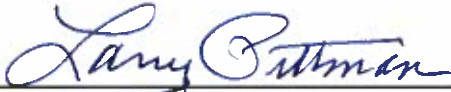
Commissioner Pittman introduced agenda item C4., Consider agenda item requests by Commissioners for November 2, 2020, regular meeting. There were no agenda item requests.

Commissioner Pittman introduced agenda item C5., Development related Staff updates. Prior to discussing the updates, Commissioner Pittman announced that he has elected not to renew his term. He expressed his appreciation for the Mayor and City Commission for the opportunity, their support and recognition. Commissioner Pittman thanked the Planning and Zoning Commissioners for their support and participation, and eagerness to ask questions and to help guide the City and appreciated the comradery. He also expressed his appreciation for the City Staff and encouraged each of the Commissioners to utilize this resource. He added that Jose Abraham, Mason Garcia, and other staff members are good sounding boards to discuss new ideas and asking questions. Commissioner Pittman thanked Gary Smith for his patience with him on explaining planning and zoning related legal issues and providing a better understanding. He also expressed his appreciation for training related opportunities. Commissioner Hogue expressed his appreciation for what Commissioner Pittman had done for everyone and stated that he has been a very good Chairman. Commissioner Myska expressed her appreciation for Commissioner Pittman. Mr. Abraham expressed his gratitude and appreciation for Commissioner Pittman and explained that he had been very helpful in grooming staff and the Commission with his commitment, ideas, and attention to details. Commissioner King expressed her appreciation for Commissioner Pittman's leadership.

Mr. Garcia provided an overview of development projects that were discussed at pre-application conferences and currently undergoing Site Development Plan review since the last regular meeting. One of the projects discussed was about a pre-application conference for the development of property located at the Northwest Corner of 359 and Mason Road. He explained that the property extends from CVS north to Fire Station #3 and from CVS west to the Texana Plantation Residential Subdivision which the applicant wants to subdivide as commercial pad sites. Mr. Garcia also discussed a proposed meadery at 603 Calhoun Street, the Old Sunset Salon site. He explained that the site is within the Historic Overlay District and must conform to the Historic District Design Guidelines. Mr. Garcia also mentioned that staff is reviewing minor site improvements proposed for Foster High School at 4400 FM 723, Wertheimer Middle School at 4240 FM 723, change in use from Residential to Commercial at 605 Houston, and exterior lighting upgrades for Wells Fargo building site at 700 Jackson St. Mr. Abraham provided a follow-up from last month's meeting regarding the access proposed for the Veranda commercial tracts along FM 762. Mr. Abraham explained that according to the recommendation of the Traffic Impact Analysis (TIA), Veranda commercial tracts will be accessed from Wildwood Park Road. He added that this recommendation could change if the TIA is updated to address specific site details or other factors.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Pittman adjourned the meeting at 5:58 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