



Planning & Zoning Commission Meeting Minutes

Zoom Teleconferencing Meeting Room

Monday, December 7, 2020, at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, December 7, 2020, at 5:03 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:

Katherine M. Graeber-Kubelka (Vice-Chair)
Ernest Hogue
Noell Myska
Aimee Frederick
Melissa Schultz

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; Scott Fajkus, Water Quality/Code Compliance Supervisor and Gary Smith, City Attorney.

Commissioner Kubelka thanked Ms. King and Mr. Pittman for their service and welcomed Melissa Schultz and Aimee Frederick to the Commission.

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

Commissioner Kubelka introduced agenda item B1., Review and approve minutes from the November 2, 2020, meeting. Commissioner Hogue moved to approve the minutes. The motion was seconded by Commissioner Kubelka. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item B2., stating that the next Planning and Zoning Commission meeting would be on Monday, January 4, 2020 at 5:00 p.m.

Commissioner Kubelka introduced agenda item C1., Elect Planning and Zoning Commission Chair and Vice-Chair. The agenda item was postponed for the next meeting.

Commissioner Kubelka introduced agenda item C2a., Public hearing to receive comments for or against a request by Randy McClendon on behalf of Jeffrey Ahmed 2017 Trust & Izmir Living Trust dated December 30, 2009, to replat approximately 1.324 acre tract of land in the Joseph Kuykendahl League Survey, Abstract No. 49; also being a replat of Lots 7, 8 & 9 of Block 2, Estates at Lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20180168 of the Fort Bend County Plat Records to create two lots. The

proposed replat is called Estates at Lakes of Williams Ranch Sec. 1, Partial Replat No. 3. Hearing no public comment, the agenda item was closed.

Commissioner Kubelka introduced agenda item C2b., Review and recommendation of a final report to City Commission for a replat of Lots 7, 8 & 9 of Block 2, Estates at Lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20180168 of the Fort Bend County Plat Records as Estates at Lakes of Williams Ranch Sec. 1, Partial Replat No. 3 – 1.324 acres of land – 1 Block – 2 lots – 0 Reserves. Mr. Abraham indicated that Staff recommends approval of the replat conditioned upon addressing the comments listed in the report. Commissioner Hogue moved to forward Staff's recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner Frederick. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C3., Review and recommendation of a final report to City Commission for a Preliminary Plat – OSP NW 359 Reserve "A" – 4.3164 acres of land – 0 Lots – 1 Blocks – 1 Reserve. The subject site is located on the west side of Mason Road, south of City of Richmond Fire Station 3. Mr. Abraham explained the layout of the proposed preliminary plat and presented Staff's recommendation of approval. Commissioner Hogue moved to forward Staff's recommendation of approval to the City Commission. The motion was seconded by Commissioner Frederick. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C4., Review and recommendation of a final report to City Commission for a Preliminary Plat – Veranda Section Thirty-Eight – 22.8 acres of land – 58 Lots – 2 Blocks – 4 Reserves. The subject site is a section within Veranda master planned community. Mr. Abraham explained proposed that the subdivision includes 58 Lots that are minimum 65' wide in 2 blocks and that the proposed preliminary plat is in conformance with the approved General Plan for the Veranda Master Planned Community. To avoid a conflict of interest, Commissioner Hogue abstained from any discussion and voting. Commissioner Myska moved to forward Staff's recommendation of approval to the City Commission. The motion was seconded by Commissioner Frederick. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C5., Review and recommendation of a final report to City Commission for a Preliminary Plat – Veranda Section 39/40 – 26.1 acres of land – 93 Lots – 3 Blocks – 6 Reserves. The subject site is a section with Veranda master planned community. To avoid a conflict of interest, Commissioner Hogue abstained from any discussion and voting. Commissioner Myska moved to forward Staff's recommendation of approval to the City Commission. The motion was seconded by Commissioner Schultz. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C6., Review and recommendation of a final report to City Commission for a Final Plat – Kingdom Heights Section Six – 34.1375 acres of land – 100 Lots – 7 Blocks – 7 Reserves. The subject site is a section with Kingdom Heights master planned community. Mr. Abraham 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 indicated that Staff recommends approval of the Final Plat conditioned upon addressing the comments listed in the report. To avoid a conflict of interest, Commissioner Myska abstained from any discussion and voting. Commissioner Hogue moved to forward Staff's recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner Frederick. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C7a., Public hearing to receive comments for or against text amendments to the Unified Development Code (UDC) to revise landuse allowance and site development requirements pertaining to animal boarding and veterinarian services for small animals (Pet boarding facilities); The specific sections include: 1) Table 2.2.203, Commercial Limited and Conditional Use Standards 2) Division 7.1.300, Definitions. Hearing no public comment, the agenda item was closed.

Commissioner Kubelka introduced agenda item C7b., Consideration of the approval of a final report to City Commission on Agenda Item C7a., above. Mr. Abraham presented the staff report and explained that staff is proposing a text amendment to the UDC to revise landuse allowances and site development requirements pertaining to animal boarding and veterinarian services for small animals (veterinarian and pet boarding facilities). He added that the issue came to staff's attention when the design team of "Pet Suites—Pet boarding facility" met with staff for proposed facility at 20430 Southwest Fwy, the vacant property between Taco Bell and Alicia's Mexican Restaurant along Southwest Freeway. Mr. Abraham summarized the general direction of the proposed amendment as:

- The UDC provides same design requirements for Suburban Commercial and Mixed-Use Districts as for Olde Town and Downtown Districts. The proposed amendment combines Suburban Commercial & Mixed-Use Districts with General Commercial & Industrial Districts with respect to design requirements. This is based on the distinction in size and general location of properties within different districts.
- The proposed amendment removes the blanket requirement of 100 feet setback from property lines and proposes setback, design requirements, and bufferyard requirements depending on location of the outdoor animal activity areas, type of adjoining landuse, and location of adjoining areas intended for public use within non-residential uses.

Mr. Abraham highlighted the details of the proposed text amendment and generally discussed the proposed amendment and the specific project by Pet Suites. Commissioner Myska and Commissioner Schultz expressed their general concerns about ensuring that adjoining uses are not negatively impacted. In response, Mr. Abraham emphasized that the proposed amendment pertaining to pet boarding facilities are balanced to address the demand of pet boarding facilities as well as to minimize negative impacts of the use by regulating the location of outdoor animal activity areas. Mr. Abraham further highlighted that Public hearing requirements for this proposed text amendment has been met and that the public hearing notice was published in Fort Bend Herald on November 22, 2020. Mr. Abraham concluded by presenting staff's recommendation of approval of the proposed UDC text amendment and requested the Planning and Zoning Commission to forward a positive recommendation of approval to the City Commission. Commissioner Hogue moved to forward Staff's recommendation of approval to the City Commission. The motion was seconded by Commissioner Myska. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C8., Consider agenda item requests by Commissioners for January 4, 2021 regular meeting. There were no agenda item requests. Commissioner Myska asked if the Pet Suites project located near Long Meadow Farms would be presented to the Commission, to which Mr. Abraham indicated that the project was outside City of Richmond's jurisdiction. Commissioner Hogue mentioned that he intends to resign due to health reasons, but he would continue to serve on the Planning and Zoning Commission until the City Commission appoints to a new Commissioner.

Commissioner Kubelka introduced agenda item C9., Development related Staff updates. Mr. Garcia provided an overview of development projects discussed at pre-application conferences and currently undergoing Site Development Plan review since the last regular meeting. The projects discussed were:

- A pre-application conference to discuss a potential development along FM 723 for the Riverside Ranch Commercial Strip Center. The owner plans to construct two 26,000 square foot buildings with associated parking and landscaping for retail sales and service type use.
- A pre-application conference to discuss the use of a lease space at 2006 Thompson Road for the Ambulance Service Company. The owner of the company intends to occupy one of the lease spaces for general office and administrative use.
- A pre-application conference to discuss a house remodel at 1000 Calhoun Street. The owner intends to demolish portions of the current structure and rebuild a new house on the subject site.
- Development of 307 Fort Street for the Fort Bend Emergency Operations Center. The site is proposed to include a 2-story office building, an apparatus bay for emergency vehicles, covered storage for equipment and vehicles, parking and associated landscaping.
- Development of a proposed church at 1400 FM 2218. The applicant is converting the current building interior to meet the needs of the proposed church use and are also proposing additional parking and associated landscaping.

Commissioner Kubelka thanked Mr. Hogue for his service.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Kubelka adjourned the meeting at 6:00 p.m.

Approved:



Katherine M. Graeber-Kubelka (Vice-Chair)