



# RICHMOND

EST. **TEXAS** 1837

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

City Commission Room | 600 Morton Street, Richmond, Texas 77469

Monday, June 7, 2021, 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, June 7, 2021, at 5:02 p.m. A quorum was present, with the following members in attendance:

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

Staff in attendance: Jose Abraham, Planning Director; Howard Christian, Assistant City Manager; Christine Cappel, Public Works Administrative Manager; Lori Bownds, Building Official; Duane Whitehead, City Engineer and Gary Smith, City Attorney.

Commissioner Kubelka introduced agenda A2, Recite the Pledge of Allegiance to the U. S. Flag and the Texas Flag.

Commissioner Kubelka introduced agenda A3, public comments, and asked if there were any public comments. Hearing no public comments, the agenda item was closed.

Commissioner Kubelka introduced agenda item B1., Review and approve minutes from the May 3, 2021, meeting. Commissioner Hogue moved to approve the minutes. The motion was seconded by Commissioner Myska. 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 Tuesday, July 6, 2020, at 5:00 p.m.

Commissioner Kubelka introduced agenda item C1., Review and recommendation of a final report to City Commission for a Preliminary Plat – Rinzim Ranch – 18.945 acres of land – 1 Block – 1 Lot – 2 Reserves. The subject site is located at 601 Pitts Road along the west side of Pitts Road and north of Highway 90A. Mr. Abraham explained that the property owner initially had plans to develop this property as an event center and a plat by the name “Texas Sunset Ranch Reserve” was conditionally approved in November 2019. However, due to COVID-19, the owner’s plans have changed, and the owner is proposing to include a home on the property and continue the use of remainder of the property as Agricultural land. Commissioner Myska moved to forward Staff’s recommendation of approval with the specific conditions listed in the report to the City Commission. The motion was seconded by Commissioner Schultz. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C2., Review and recommendation of a final report to City Commission for a Preliminary Plat – DPEG Williams Way Multifamily Plat – 15.891 acres of land – 0 Lot – 3 Blocks – 3 Reserves. The subject site is located south of US 59, along the east side of Williams Way and abuts the City of Richmond Wastewater treatment plant at its southeast corner. Mr. Abraham explained that the City met with the applicant for a pre-application conference where a proposed multi-family development was discussed. He added that a preliminary review of the included Site plan indicates conformance to the requirements of the UDC and that a detailed review of the proposed site plan will continue at the Final Plat and Site Development application stage. Commissioner Myska abstained from any discussion and voting. Commissioner Hogue moved to forward Staff's recommendation of approval with the specific conditions listed in the report to the City Commission. The motion was seconded by Commissioner Schultz. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C3., Staff discussion on potential text amendments to City of Richmond Unified Development Code. Mr. Smith and Mr. Abraham provided an overview of a potential text amendment to the Unified Development Code (UDC). They explained that the amendments are considered to revise Sections pertaining to (a) Sign regulations and (b) membership-related requirements for Richmond Historical Commission and Zoning Board of Adjustments to reflect recent policy on Board member appointments and eligibility. Staff and commissioners generally discussed the potential amendment. Commissioner Schultz commented about the sign regulations related amendment and emphasized the importance of having a simplistic decision tree for signage allowances. She also asked how the Commission can help staff with the sign regulation related amendment. Mr. Abraham explained that he would send out information to the Commissioners for feedback and inputs. He added that proposed amendment will be discussed again before going to the City Commission for finalization.

Commissioner Kubelka introduced agenda item C4., Development related staff update. Mr. Abraham provided an overview of development projects discussed at pre-application conferences and that are under review since the last regular meeting. The pre-application conference projects discussed included:

- Commercial Use at 211 N 10<sup>th</sup> Street;
- Day Habilitation at 1810 Thompson Road;
- Residential Master Planned Community at Agrihood along Harlem Road;
- Liquor Store at 1100 Jackson Street; and
- Abigail's Place Proposed Duplexes at 1305 Clay Street.

Projects under reviews discussed included the following proposed projects:

- Richmond Town Center at 3415 FM 762;
- Cambridge Rehab Nursing Home Addition at 1106 Golfview;
- RCCG Covenant Church at 2021 East Hwy 90A;
- Harvest Green Farmstead Fields at 907 ½ Country Fields Dr; and
- Intex Warehouse at 126 Collins Road.

Commissioner Kubelka introduced agenda item C5., Excuse from attendance at regular Planning and Zoning Commission Meeting. Mr. Smith explained that there is a provision charter that applies to City Commissions and participation on each of the Board and Commission members. According to him including this agenda item allows the Commission to consider and approve absence due to genuine reasons at regular meetings. Mr. Abraham noted that Commissioner Frederick has requested to be excused as she is travelling. Commissioner Myska moved to excuse Amy Frederick's absence at the meeting. The motion was seconded by Commissioner Schultz. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C6., Consider agenda item requests by Commissioners for July 6, 2021 regular meeting. Commissioner Myska asked for a review of the easements between Veranda, Plantation Place, and Ironwood Residential subdivisions.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Kubelka adjourned the meeting at 5:52 p.m.

Approved:

A handwritten signature in blue ink that reads "Katherine Graeber-Kubelka". The signature is written in a cursive style and is positioned above a horizontal line.

Katherine M. Graeber-Kubelka (Chair)