



RICHMOND

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Planning & Zoning Commission Meeting Minutes

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

Tuesday, July 6, 2021, at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, June 7, 2021, at 5:06 p.m. A quorum was present, with the following members in attendance:

Katherine M. Graeber-Kubelka (Chair)

Melissa Schultz

Aimee Frederick

Noell Myska

Staff in attendance: Jose Abraham, Planning Director; Howard Christian, Assistant City Manager; Christine Cappel, Public Works Administrative Manager; Lori Bownds, Building Official; 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 June 7, 2021, meeting. Commissioner Myska moved to approve the minutes. The motion was seconded by Commissioner Schultz. 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, August 2, 2021, 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 – Veranda Section 41 – 26.4 acres of land – 3 Blocks – 47 Lots – 4 Reserves. The subject site is a section within Veranda Master Planned Community. Mr. Abraham noted a typographic error on the report and explained that plat includes a total of 47 lots that are 50' wide minimum lots. 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 C2., Review and recommendation of a final report to City Commission for a Preliminary Plat – Harlem Road Park – 12.817 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is an existing Fort Bend County park located on the west side of Harlem Road. Mr. Abraham explained that the applicant is adding acreage to the existing park and is planning to expand the existing parking and play areas. 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 C3., Review and recommendation of a final report to City Commission for a Short Form Final Plat – Collins Center – 2.4411 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is located at the intersection of Collins Rd and Preston St. Mr. Abraham explained the subject site is part of the old foundry property. According to him, staff met with the applicant to discuss a proposed gas station and convenience store. Commissioner Schultz 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 Myska. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C4a., Public hearing to receive comments for or against text amendments to the Unified Development Code, to revise the provisions pertaining to membership, qualifications, and terms of office for Zoning Board of Adjustment and Richmond Historical Commission; The specific sections include: 1. Section 6.2.103, Zoning Board of Adjustment 2. Sec. 6.2.104, Richmond Historical Commission. Hearing no public comments, the agenda item was closed.

Commissioner Kubelka introduced agenda item C4b., Consideration of the approval of a final report to City Commission on Agenda Item C4a., above. Mr. Abraham explained that the City Commission adopted a policy pertaining to eligibility, membership criteria and the appointment process for Boards and Commissions. The policy provides for the nomination of members of the Richmond Historical Commission by a Commission Interview Committee and appointment by the City Commission and the appointment of an alternate member. He further explained that the proposed amendment will align with the adopted policy. Regarding membership for Richmond Historical Commission, Commissioner Myska suggested considering residents who live in the ETJ if they own a property or business within the City Limits. Staff and Commission generally discussed the application and appointment process including an overview of how available positions will be advertised. 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 C5., 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:

- Demolition and grading of multiple lots along George Avenue;
- Event Center at 715 Edgewood Drive;
- Multi-family development at 415 Crabb River Road (ETJ).

Projects under reviews discussed included the following proposed projects:

- Fort Bend Commissary Services at 726 FM 359 (ETJ);
- Ace Hardware at 11818 Mason Road;
- RCCG Covenant Church at 2012 E Hwy 90A (ETJ);
- Intext Warehouse at 126 Collins Rd (IN);
- McDonald’s at 2025 FM 359 (ETJ),
- Meadery at 611 Calhoun Street, (OT).

Commissioner Kubelka introduced agenda item C6., Excuse from attendance at regular Planning and Zoning Commission Meeting. Mr. Abraham noted that Commissioner Hogue has requested to be excused from the meeting. Commissioner Myska moved to excuse Commissioner Hogue's absence at the meeting. The motion was seconded by Commissioner Schultz. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C7., Consider agenda item requests by Commissioners for August 2, 2021 regular meeting. Mr. Abraham indicated that staff will provide some information on the CenterPoint property between Veranda and the adjoining existing subdivisions. Commissioner Frederick sought to discuss the Planning and Zoning Snippet provided by staff and Mr. Abraham provided a quick overview of the signage related snippet. Commissioner Frederick inquired if the current standards may be amended to include time limitation on existing non-conforming signs. Mr. Smith generally discussed the issue of non-conforming signs and mentioned that a possibility of amortization may be considered and also sign improvement cost sharing program through the Development Corporation of Richmond may be considered. Mr. Smith also explained that the UDC includes an abandonment clause, whereby a non-conforming sign will lose its status if no message is displayed. Commission and Staff generally discussed the importance of bringing non-conforming signs to conformance and improving the sign regulations to enhance the community character. Commissioner Schultz suggested a holistic review of requirements to ensure that signage and building may be considered in tandem to enhance overall aesthetics. The commission continued the discussion on topics such as enforcement of sign regulations, penalty for non-compliance, scale of signs with respect to buildings. Commissioner Frederick suggested that staff drive around to make a list of concerns and issues pertaining to signage.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Kubelka adjourned the meeting at 5:59 p.m.

Approved:



Katherine M. Graeber-Kubelka (Chair)