



**Planning & Zoning Commission Meeting Minutes**  
City Commission Room | 600 Morton Street, Richmond, Texas 77469  
Monday, March 7, 2022, 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, March 7, 2022 at 5:00 p.m. A quorum was present, with the following members in attendance:

Katherine M. Graeber-Kubelka (Chair)  
Juan Martinez  
Aimee Frederick  
Noell Myska  
David Randolph

Staff in attendance: Jose Abraham, Planning Director; Howard Christian, Assistant City Manager; Christian Togmus, Planner I; Christine Cappel, Public Works Administrative Manager; Terri Vela, City Manager and Gary Smith, City Attorney.

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

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 February 7, 2022, meeting. Commissioner Frederick moved to approve the minutes. The motion was seconded by Commissioner Martinez. 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, April 4<sup>th</sup> 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 – Market Center at Harvest Green – 7.423 acres of land – 1 Block – 0 Lots – 2 Reserves. The subject site is located at the northeast corner of Harlem Road and Harvest Home Dr intersection. Commissioner Martinez asked whether staff takes into consideration the surrounding businesses when a proposal is made to the City. Mr. Abraham explained the surrounding uses and its impact on the proposed businesses were discussed at the pre-application conference. He further added

that the applicant is proposing a retail center for which a formal Site Development Plan application has not been submitted. Commissioner Martinez sought clarification on whether development projects in the Extra Territorial Jurisdiction (ETJ) are reviewed and approved differently. Mr. Abraham explained that unlike for projects within City Limits, the Unified Development Code does not regulate land use or density within ETJ. He added that for projects within ETJ, staff reviews construction plans and issue site development approvals instead of building permits. Commissioner Myska moved to forward Staff's recommendation of a 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 C2a., Public hearing to receive comments for or against a request by Aaron Groff, representing Abigail's Place, to rezone an approximate 0.5-acre tract of land from Suburban Commercial (SC) to General Residential (GR) and to the extent the rezoning deviates from the Future Land Use Plan of the Comprehensive Master Plan, to provide for an amendment thereto. The subject site is located at 1305 Clay Street, along the east side of Collins Road, near the southeast corner of Clay Street and Collins Rd intersection and is part of the Friends of North Richmond Community Center site. Hearing no public comments, the agenda item was closed. Commissioner Myska moved to close the public hearing. Commissioner Martinez seconded the motion. The vote for the motion was unanimous. Mr. Abraham presented the staff report for the proposed rezoning and explained that the subject site is vacant and is part of the Attack Poverty community center facility. He further added that the applicant is proposing to develop the subject site for two duplex buildings, for which a rezoning is necessary since SC district prohibits residential use. Mr. Abraham concluded the staff report presentation by recommending approval of the proposed rezoning of the subject site from SC district to GR district.

Commissioner Kubelka introduced agenda item C2b., Consideration of the approval of a final report to City Commission on agenda item C2a., above. The applicant, Mr. Groff explained that he represents Abigail's Place, which is an organization that provides transitional housing for distressed single mothers. He indicated that the subject site will be purchased by Abigail's Place upon approval of the proposed rezoning and replat. Mr. Groff further added that Chesmar Homes is the builder for the proposed duplexes, and the purpose of these duplexes are to provide transitional housing for up to nine months. Commissioner Frederick inquired about responsibility of the property and to share why this project is important. In response, Mr. Groff indicated that Abigail's Place will own and maintain the property. He also noted that Fort Bend County generally has a shortage in affordable housing, which further affects availability of transitional housing for single mothers who are in need. The long-term transitional housing will be up to 9 months, and they are trying to expand the families' needs to help them get on their feet and back into contributing to society. Commissioner Myska asked about the development related requirements for duplexes. In response, Mr. Abraham explained that these requirements will be discussed as part of the next agenda item. 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 C3., Review and recommendation of a final report to City Commission for a Replat – Neighborhood Resource Center – 1.50 acres of land – 1 Blocks – 5 Lots – 1 Reserve. The subject site is located at 1305 Clay Street, along the east side of Collins Road, near the southeast corner of Clay Street and Collins Rd intersection and is part of the Friends of North Richmond Community Center. Mr. Abraham explained that the proposed replat subdivides one existing Reserve into four lots for the duplex, one lot for the existing Attack Poverty facility, and a reserve to provide access for the proposed duplex buildings. He clarified that the proposed replat is associated with a rezoning request considered as part of the previous agenda item. Mr. Abraham explained that one of the challenges is that

the lot size is slightly lower than the minimum required lot size. He added that as proposed, the lot layout does not meet the minimum setback requirements. The applicant, Mr. Abraham, and Commissioners generally discussed the proposed replat layout and outstanding comments. Commissioner Myska moved to forward a recommendation of conditional approval to the City Commission based on the comments provided by staff. The motion was seconded by Commissioner Martinez. 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 include certain changes to restaurants in OT, Olde Town. The specific sections to be amended could include 1. Table 2.2.104, Commercial Uses; 2. Section 2.2.203, Commercial Limited and Conditional Use Standards. 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 currently the UDC allows for restaurants in OT as a limited use, with a requirement that the building existed on the effective date of the UDC which eliminates the allowance of a new restaurant use in Olde Town District. It was previously discussed that restaurants are an essential element of a community's lifestyle needs and preferences. Staff is proposing that restaurants continue to be a limited use, however bufferyard design requirements to be added if the restaurant abuts a residential property. Mr. Abraham also specified that the proposed amendment includes language to waive the buffer yard requirement for existing restaurants and for situations where the adjoining commercial uses changes to residential. Mr. Abraham and Commissioners generally discussed parking concerns within the OT district. Commissioner Frederick 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 C5., Development related staff update. Mr. Abraham provided an overview of development projects discussed at pre-application conferences and projects that are under review since the last regular meeting.

The pre-application projects discussed included the following proposed projects:

- 5115 FM 359 (ETJ) - Storage Facility Expansion,
- 311 S. 11<sup>th</sup> Street (GC/WFBMD) - Used Car Sales/Car Rental,
- 902 Richmond Parkway (OT District) - Private School/Youth Wellness Center, and
- 308 Morton Street (OT/HD Historical District) - Bookstore w/Cocktail Bar.

Projects under reviews discussed included the following proposed projects:

- 5131 Williams Way Boulevard (ETJ) - Territory at Williams Way (Apartment),
- 21555 Southwest Freeway (ETJ) – Tesla Showroom & Services,
- 1630 Pitts Road (ETJ) – Austin Elementary School, and
- 1500 Pultar Road #300 (ETJ/WFBMD) – Fort Bend Women's Center.

Commissioner Kubelka introduced agenda item C6., Excuse from attendance at regular Planning and Zoning Commission Meeting. No excuses were considered.

Commissioner Kubelka introduced agenda item C7., Consider agenda item requests by Commissioners for March 7, 2022, regular meeting. There were no items suggested.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Kubelka adjourned the meeting at 5:51 p.m.

Approved:



Katherine M. Graeber-Kubelka (Chair)