



City of Richmond

Where History Meets Opportunity

Richmond Historical Commission Meeting

City Commission Room
600 Morton Street, Richmond, Texas 77469

Tuesday, May 16, 2023, at 8:00 a.m.

<u>Position 1:</u>	Lonnie Meadows (Vice Chair)
<u>Position 2:</u>	Jackie Atkinson
<u>Position 3:</u>	Carol Edwards
<u>Position 4:</u>	Payton McGee
<u>Position 5:</u>	Gary Gillen
<u>Ex-Officio:</u>	Madeleine Calcote-Garcia (Fort Bend History Association)
<u>Ex-Officio:</u>	Jess Stuart (Fort Bend County Historical Commission)
<u>Alternate:</u>	David Smith

THE MEETING MAY BE VIEWED ZOOM TELECONFERENCING PLATFORM

Join Zoom Meeting

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Meeting ID: 853 9903 1171

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A QUORUM OF THE CITY COMMISSION MAY BE PRESENT AT THIS MEETING.

AGENDA

- A1. Call to Order, Determine Quorum, Declare Meeting Open.
- A2. Recite the Pledge of Allegiance to the U. S. Flag and the Texas Flag.
- A4. Public comments. (Public comment is limited to a maximum of 3 minutes per item. Time may not be given to another speaker. No Deliberations with the Richmond Historical Commission).

CONSENT AGENDA

- B1. Review and approve minutes from the April 18, 2023, regular meeting.
- B2. Announce the next Richmond Historical Commission meeting, June 20, 2023, at 8:00 a.m.

REGULAR AGENDA

- C1. Commission Member Reports and Presentation:
 - C1a. Community Event Updates.
- C2. Staff Reports:
 - C2a. Staff Update regarding discussion Unified Development Code Text amendment to certain regulations and provisions within the DN Downtown District and OT, Olde Town district.
 - C2b. Administratively approved Certificate of Appropriateness for fencing at Richmond Annex located at 600 Morton St.
 - C2c. Staff Report on procedures for possible expansion of the Historic Overlay

District.

- C2d. Staff Report on County Acquisition of real property located near or adjacent to existing County facilities.
- C2e. Staff Report on 405 Richmond Parkway.

- C3. Consider item request by Commission Members for June 20, 2023, regular meeting.
- C4. Excuse from attendance at regular Richmond Historical Commission Meeting.
- C5. Adjournment.

The City of Richmond Historical Commission meetings are available to all persons regardless of disability. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's Office at 281-342-5456 ext. 11 for needed accommodations.



City of Richmond

Where History Meets Opportunity

Richmond Historical Commission Meeting Minutes

City Commission Room (In-Person and Zoom)
600 Morton Street, Richmond, Texas 77469

Tuesday, April 18, 2023, at 8:00 a.m.

The Richmond Historical Commission met in a regular meeting on Tuesday, April 18, 2023, at 8:02 a.m. Chairperson Edwards called the meeting to order. A quorum was present, with the following members in attendance:

Carol Edwards - Chair
Jackie Atkinson – Vice-Chair
Lonnie Meadows
Gary Gillen
Jess Stuart
David Smith

Staff in attendance: Mason Garcia, Historic Preservation Officer (HPO); Helen Landaverde, Planner II; Gary Smith, City Attorney; Scott Fajkus, Building Official; and Brittany Mullings, Public Works Executive Secretary.

Elected Officials in attendance: Mayor Rebecca K. Haas

Chairperson Edwards declared the meeting open.

Chairperson Edwards introduced agenda item number A2., Recite the Pledge of Allegiance to the U.S. Flag and Texas Flag. Pledge of Allegiance to the U.S. Flag and Texas Flag was recited.

Chairperson Edwards introduced agenda item number A3., Recognition of Service with the City of Richmond Historical Commission:

- a. Claire Rogers – Ex-Officio.

Chairperson Edwards introduced agenda item number A4., Public comments.

- Becky Haas (1716 Magnolia Ln., Richmond)
She stated the County is taking the historical houses one by one, currently they have plans to construct a parking lot on Liberty Street between South Third and South Fourth Street. She asked the Commission to support her on opposing the County from taking anymore historical properties.

Chairperson Edwards introduced consent agenda items B1-B2. B1. Review and approve minutes from March 21, 2023, regular meeting. B2. Announce the next Richmond Historical Commission

meeting to be held on May 16, 2023, at 8:00 a.m. Commission Member Meadows moved to approve the minutes. The motion was seconded by Commission Member Atkinson. The vote for approval was unanimous.

Chairperson Edwards introduced regular agenda item C1a., Community and Museum Events Update. There was no update given.

Chairperson Edwards introduced regular agenda item C2., Staff reports:

C2a. Staff update regarding Unified Development Code Text amendment to certain regulations and provisions within the OT, Olde Town district. Mr. Garcia (HPO) stated, Staff received multiple development proposals within the OT district pertaining to new residential development. Based on the development proposals and past project review experiences, a text amendment was taken to the Planning and Zoning Commission on March 6, 2023, and approved by the City Commission on March 20, 2023 (Ordinance No. 2023-05). The text amendment modified the Unified Development Code to allow Single Family Detached uses as a use by right. This ensures that new Single Family Residential Development can be constructed within the Olde Town district.

Chairperson Edwards introduced regular agenda item C3., Consider agenda item request by Commission Members for May 16, 2023, regular meeting. Early in the meeting Gary Gillen asked Mason to look into expanding the Historic District.

Chairperson Edwards introduced regular agenda item C4., Excuse from attendance at regular Richmond Historical Commission Meeting.

There being no further business to be brought before the Richmond Historical Commission, Chairperson Edwards adjourned the meeting at 8:23 a.m.

Approved

Carol Edwards, Chair
Richmond Historical Commission



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RICHMOND HISTORICAL COMMISSION

Staff Update

Agenda Date:	05/16/2023	Agenda Item:	C2a.
Subject:	Parking within the DN Downtown Distract and OT, Olde Town district.		
Prepared By:	Mason A. Garcia, HPO Planning Department		

SUMMARY

Recently, staff has had discussions on parking requirements within the Downtown and Olde Town Districts. Due to the age of these districts the parking regulations adopted within the Unified Development Code (UDC) render certain structures and parcels unable to conform without significant cost barriers. Enacting a parking reform within these districts may reduce barriers to infill of vacant lots and buildings. Cities throughout the United States have been modifying municipal codes to reduce parking minimums or enact parking maximums in some cases. A reduction in parking minimums can “promote downtown and commercial development, reduce barriers to small business growth, and encourage more housing.” (Spivak, Jeff. “A Business Case for Dropping Parking Minimums” APA, 1 June 2022). Based on feedback from the Planning and Zoning Commission along with the City Commission, staff is providing possible amendments to the Unified Development Code.

NONRESIDENTIAL PARKING REQUIREMENTS

Nonresidential Land Use allowance for DN and OT district predominantly include certain retail, restaurants, and offices. Table 1.1 provides the UDC parking requirements for retail, restaurant, and offices.

Table 1. Parking Requirement.

Land Use	UDC Parking Requirement
Retail Sales and Services	1 space per 200 sf. PFA
Restaurants	1 space per 100 sf. dining/bar area + 5 spaces per 1,000 sf. remaining floor area
Offices	5 spaces per 1,000 sf. PFA
Medical Office	6 spaces per 1,000 sf. PFA

Staff proposes to reduce off street parking requirements based on UDC Sec. 6.3.406 “Text Amendments to this UDC” Decision Criteria.

DECISION CRITERIA

1. Will help implement the Comprehensive Master Plan, or, if it addresses a topic that is not addressed or not fully developed in the Comprehensive Master Plan, the proposed amendment does not impair the implementation of the Comprehensive Master Plan when compared to the existing UDC.

The reduction of parking requirements will benefit lots currently not meeting the minimum lot size requirements within Table 3.1.101 and Table 3.1.102a. Due to many of the parcels existing prior to the adoption of the UDC, infill development on smaller lots will not be required to scale down the building to accommodate on street parking.

2. Is consistent with the stated purposes of this UDC.

The reduction of off-street parking is consistent with Plan goal F "Rehabilitate and preserve Richmond's existing neighborhoods and community assets." Reducing the amount of required parking lots may allow for infill development to occur within the Olde Town and Downtown districts, and possibly restore vitality to the existing areas.

3. Will maintain or advance the public health, safety, or general welfare.

A reduction in minimum parking standards for the Downtown and Olde Town districts could maintain public health, safety or general welfare, by providing the option for using an alternate method of transportation to access new development via bicycle.

4. Will help mitigate adverse impacts of the use and development of land on the natural or built environments, including, but not limited to, mobility, air quality, water quality, noise levels, storm water management, wildlife protection, and vegetation; or will be neutral with respect to these issues.

The provisions to allow for reduction of parking does not appear to have an adverse impact on the development of land with respect to mobility, air quality, water quality, noise levels, storm water management, wildlife protection and vegetation. Lowered parking requirements may allow new development to focus on landscaping and creating an inviting building entrance from the street.

5. Will advance the strategic objectives of the City Commission, such as fiscal responsibility, efficient use of infrastructure and public services, and other articulated City objectives.

Reduction of requirements for nonresidential development, such as off-street parking within the Downtown and Olde Town districts, aligns with policy F5. "Preserve and restore the integrity of existing neighborhoods and commercial areas to improve resident livability, foster a stronger sense of community..." Reductions of parking requirements may provide more area within new developments to utilize low impact development stormwater management.

The changes shown below for Sec. 4.2.103 Alternatives or Modifications to Required Parking contain the following:

- Reduction of parking when on street parking is within 600 feet of the site location.
- Reduction of parking where a public parking space/lot is within 600 feet of the site location.
- Reduction of parking when bicycle parking is provided on site.

Sec. 4.2.103 Alternatives or Modifications to Required Parking

A. **Generally.** This Section sets out several ways to modify or reduce the number of off-street parking spaces that must be provided by Section 4.2.101, Required Parking Spaces, under certain special circumstances.

B. **Special Studies.** Some of the uses that are listed in the tables set out in Section 4.2.101, Required Parking Spaces, have nonlinear or widely varying parking demand characteristics. Accordingly, their parking requirements are listed in the table as "Special Study." Required parking for these uses shall be established by special study according to the standards of this Section. A special study shall also be required for any land use not listed in Section 4.2.101, Required Parking Spaces.

1. *Requirements.*

- a. The special study shall be conducted by a qualified transportation planner or traffic engineer at the applicant's expense.
- b. The special study shall provide:
 1. A peak parking analysis of at least five comparable uses.
 2. Documentation regarding the comparability of the referenced uses, including name, function, location, floor area, parking availability, access to transportation network (including vehicular or other if applicable), use restrictions, and other factors that could affect the parking demand.

2. *Approval of Special Study.* The City Commission upon recommendation of the Planning and Zoning Commission may rely upon the special study to determine the minimum parking requirements.

C. **Parking Credits and Reductions.** This Subsection sets out credits and reductions in the number of off-street parking spaces that are required. These credits or reductions are based on the provision of alternative parking or demand management programs that tend to reduce the demand for parking. If used in conjunction with subsection D., *Mixed-Use and Shared Parking*, of this Section, these reductions may be applied to reduce the parking requirement for the use prior to calculating the shared parking reduction.

1. *Applicability to Special Studies.* The credits and reductions are not available to uses that base their parking on a special study, as set out in Subsection B., of this Section, unless the special study's methodology specifically addresses these credits and reductions and determines that they are appropriate.

2. *On-Street and Public Lot Parking*

- a. Development within the Downtown "DN" district may provide on-street parking on streets for nonresidential development. **All on-street parking within 600 feet of any lot frontage shall count towards the parking requirement at a rate of one space for every one on-street spaces.**
- b. On-street parking spaces that can be accommodated within 600 feet of nonresidential development, **including live work units** within "OT" district may be applied to the minimum off-street parking requirement provided that:
 - ~~1. Such parking spaces are legal parallel or angled parking spaces that meet the dimension requirements of Section 4.2.102 of this UDC;~~
 - ~~2. More than half of the length of such parking spaces abuts the front yard or street side for parallel spaces;~~
 3. Location of such parking spaces does not result in traffic impediment;

- ~~4. Such parking spaces are marked by the property owner as per the requirement of Subsection 4.2.102.F. Parking Space and Design Marking prior to receiving a certificate of occupancy;~~
 5. Such parking spaces are available to the general public for parking.
- ~~c. Parking spaces necessary to meet the minimum requirements for non-residential uses within "OT" district may be constructed within abutting right-of-way upon approval by City Commission. Requests to approve the location and construction of parking spaces within abutting right-of-way shall be submitted as a Site Development Plan provided in Section 6.3.302 of this UDC. Review and approval of such requests shall be based on the following standards and requirements:~~
- ~~1. Location of such parking spaces does not result in traffic impediment as determined by the City Engineer.~~
 - ~~2. Such parking spaces are legal parallel or angled spaces.~~
 - ~~3. Location of such parking spaces does not restrict or limit the addition of new sidewalk or continuation of existing sidewalks.~~
 - ~~4. Non-residential lot conforms to the minimum landscaping requirements of Section 4.4.401 of the UDC.~~
 - ~~5. Such parking spaces are available to the general public for parking.~~
 - ~~6. Approval will include a written agreement related to design, construction, bonding, and license for use of the right-of-way, and maintenance.~~

C. **Mixed-use and Shared Parking.** The City recognizes that uses may have different hours of operation and peak parking demand hours. For this reason, the City desires to encourage the sharing of parking for its potential to reduce paved areas and/or to enhance the efficiency of land use. Where a mix of uses creates synergy with respect to the use of parking spaces due to differences in when the spaces are most likely to be used, the Planning and Zoning Commission and / or City Commission may reduce the required number of spaces according to the provisions of this Subsection.

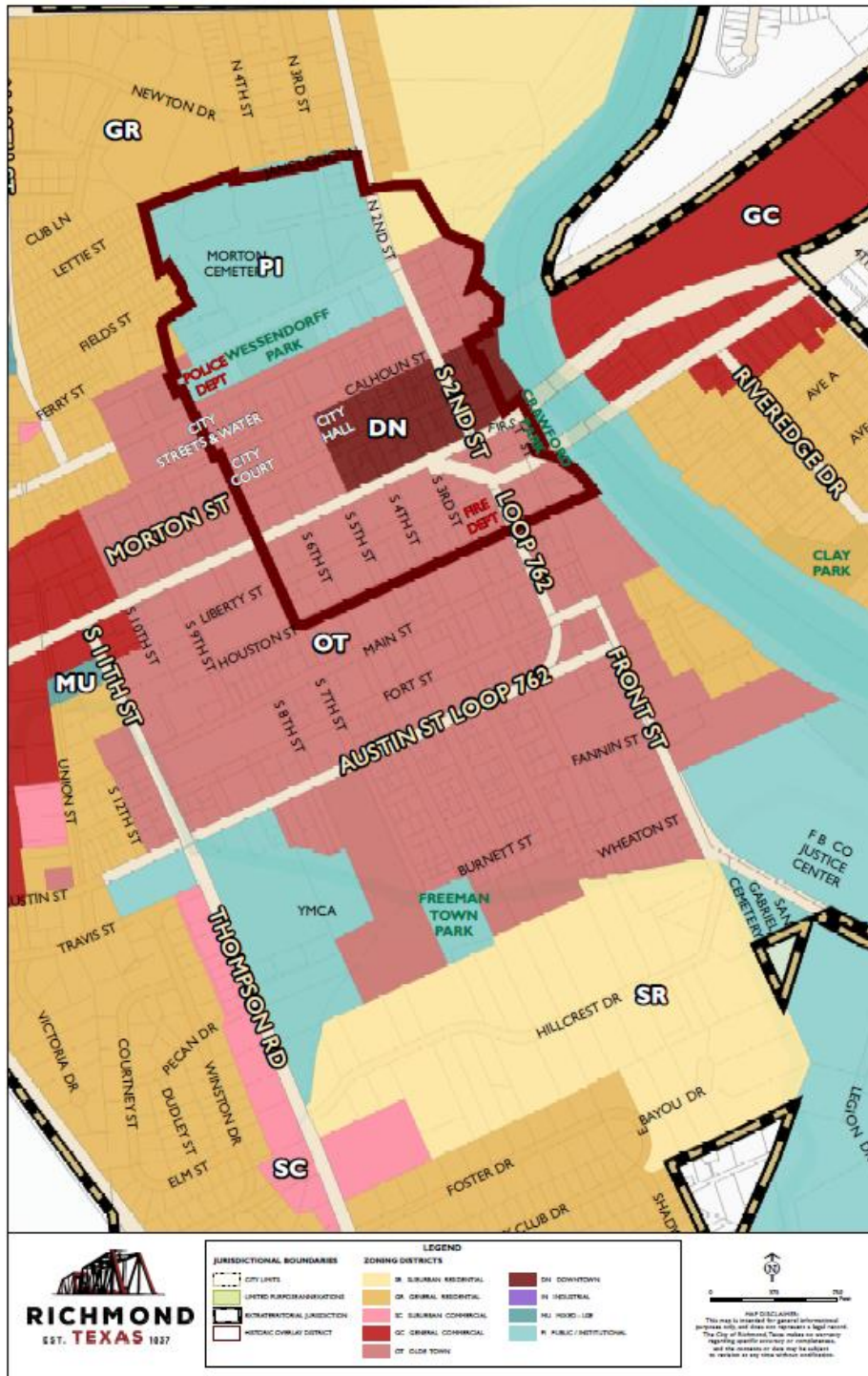
1. *Shared Parking, Common Ownership.* Shared parking allows a reduction in the total number of required parking spaces when a parcel is occupied by two or more uses which typically do not experience peak use of parking areas at the same time. When any land or building is used for two or more uses that are listed below, the minimum total number of required parking spaces may be determined by the following procedures:
 - a. Multiply the minimum required parking for each individual use, excluding spaces reserved for use by specified individuals or classes of individuals (e.g., spaces that are either posted "reserved," or secured behind a gate), by the appropriate percentage listed in Table 4.2.103A, *Mixed-Use and Shared Parking*, for each of the designated time periods.
 - b. Calculate a sum for all uses for each of the five time periods (columns). The minimum parking requirement is the highest of these sums. Set out in Table 4.2.103B, *Illustrative Shared Parking Credit Calculation*, is an example of how to calculate shared parking credits.
 - c. In general, the maximum reduction allowed shall be no more than 25 percent.
2. *Shared Parking Among Lots Under Different Ownership.*

- a. When a shared parking reduction is to be applied to uses on several lots under different ownership of nonresidential development within the Downtown DN district and Olde Town OT district , the following shall be provided:
 - A. A plan that shows the site is within 600 feet of a public parking area.
 - b. When a shared parking reduction is to be applied to uses on several lots under different ownership, the following shall be provided:
 - A. A plan that provides for interconnected parking lots;
 - B. Recorded easements, accepted on a form acceptable to the City Attorney, that provide, at a minimum, for:
 - A. Cross-access among the parking areas and connections to allow parking by the different uses anywhere on the connected properties;
 - B. Allocation of maintenance responsibilities;
 - C. A pedestrian circulation system that connects uses and parking areas, making it easy and convenient for pedestrians to move between uses; and
 - D. A right of enforcement by the City.
- D. **Public Parking.** Within the Downtown "DN" and Olde Town "OT" districts any nonresidential development or Public / Institutional "PI" site within 600 feet of a public parking area may reduce the required vehicle parking at a rate of one space for every two public parking spaces.
- E. **Bicycle Parking Credit.** Within the Downtown "DN" and Olde Town "OT" districts any nonresidential development all properly designed and located on-site bicycle parking may reduce the required vehicle parking at a rate of one space for every three bicycle parking spaces up to a maximum of 25 percent of the required vehicle parking.

DISCUSSION POINTS

- Discuss current parking requirements.
- Discuss possibilities for alternate approaches to parking requirements in DN and OT district.

CITY OF RICHMOND - OLDE TOWN ZONING DISTRICT



-----End of Report-----



RICHMOND

EST. **TEXAS** 1837

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RICHMOND HISTORICAL COMMISSION

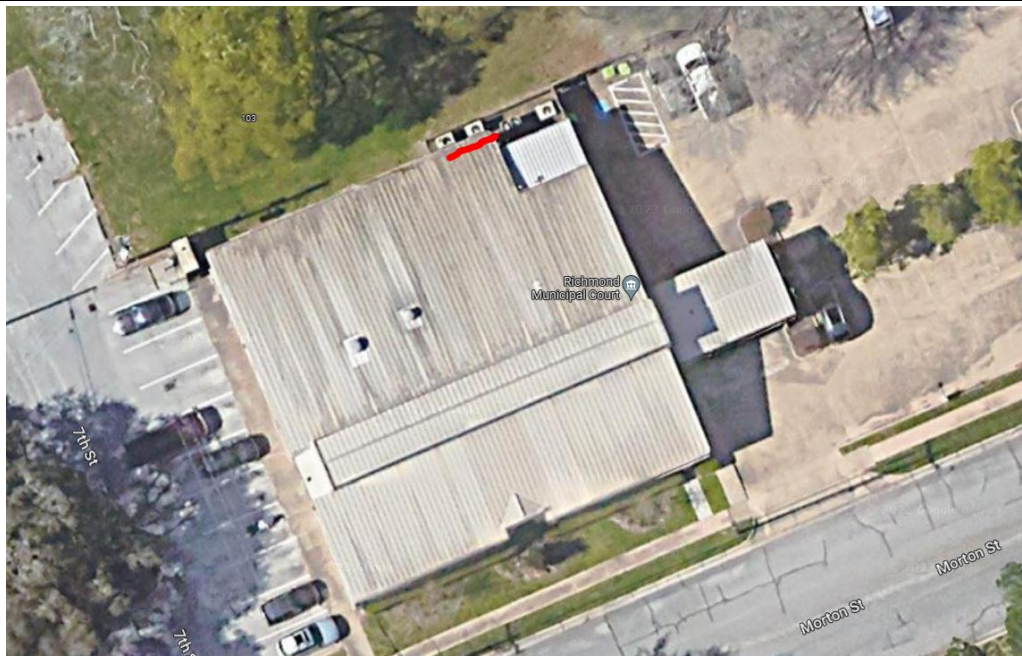
Certificate of Appropriateness Report – Fence replacement

Agenda Date:	05/16/2023	Agenda Item: C2b.
Project:	<i>Fence Replacement</i>	
Project Location:	600 Morton St.	
Zoning District:	DN, Downtown (<i>Historic Overlay District</i>)	
Reviewed By:	Mason Garcia, HPO Planning Department	

PROJECT DETAILS

The subject site is along the north side of Morton St. at the northeast corner of Morton and 7th St. (Vicinity Map Below). The fencing along the north side of the building was in need of maintenance.





Fencing near Employee entrance facing Calhoun St.



Fencing facing west towards 7th St.



Fencing facing south towards Morton St.

ADMINISTRATIVE APPROVAL



RICHMOND

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EST. 1837

RICHMOND HISTORICAL COMMISSION

Staff Report

Agenda Date:	05/16/2023	Agenda Item:	C2c.
Subject:	Procedures for Historic District Boundary Expansion		
Prepared By:	Mason A. Garcia, HPO Planning Department		

Background

The proposed expansion of the Historic District was discussed at the April 18, 2023, Richmond Historical Commission meeting. The Olde Town Zoning District is starting to see more proposed development within the area. While a portion of Olde Town is within the Historic Overlay District, it may benefit the city to enlarge the district to ensure integrity and historic character of certain Olde Town areas. Previously in 2018 the Richmond Historical Commission discussed expanding the Historic Overlay District to Clay Street and North 2nd Street at the direction of the City Commission. In the Richmond Historic Commission’s discussion, the Commission viewed structures on both sides of North 2nd Street and the intersection of Clay Street and determined that none of the homes within this area were historically significant.

Staff is now providing information on the processes of expanding the Historic Overlay District. The UDC provides the necessary procedures to expand or designate historic landmarks and districts. Please see Section 6.3.402 Designation of Historic Landmarks and Districts below.

Sec. 6.3.402 Designation of Historic Landmarks and Districts

- A. **Generally.** Properties that are listed as a Record Texas Historic Landmark (RTHL), State Archeological Landmark (SAL), or listed on the National Register of Historic Places (NR) shall be recognized as a local historic landmark.
- B. **Applicability.** The Richmond Historic Commission (RHC) may proceed on its own initiative or upon a petition from any person, group, or association, or upon the request of the City Commission to conduct studies for the identification of, and to recommend to the City Commission the adoption of an ordinance to designate individual historic landmarks and districts.
- C. **Decision Criteria.**
 - 1. *Individual Landmarks.* An individual historic landmark may be designated if it is at least 50 years old and it substantially complies with two or more of the following:
 - a. Possesses significance in history, architecture, archeology, and culture;
 - b. Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
 - c. Is associated with events that have made a significant impact in the City's past;
 - d. Represents the work of a master designer, builder, or craftsman;
 - e. Embodies the distinctive characteristics of a type, period, or method of construction; or
 - f. Represents an established and familiar visual feature of the City.
 - 2. *Historic Districts.* A historic district may be designated if it substantially complies with both of the following:

- a. The district contains properties and an environmental setting which meet two or more of the criteria for designation of a landmark, as set out in Subsection C., above; and
- b. The district constitutes a distinct section of the City.

D. Procedure.

1. *Generally.* The procedure for designating an individual historic landmark or to establish or amend the boundaries of a historic district may be initiated by the City, by the individual property owner(s), or by at least 20 percent of the residents of the potential district.
2. *Criteria.* Buildings, structures, sites, or areas located within the City which substantially comply with the criteria set out in Subsection C., above, may be recommended to the City Commission as landmarks or districts by the Richmond Historical Commission (RHC).
3. *Application.* An application for Determination of Significance shall be made on a form approved by the Code Official, and shall be filed with the Historic Preservation Officer (HPO) along with fees in accordance with the City fee schedule, as may be amended from time to time. The application shall contain:
 - a. Name, address, telephone number of applicant, and physical address of the individual property (if applicable);
 - b. Name, address, telephone number of applicant, and signed petition of at least 20 percent of the residents of the proposed district (if applicable);
 - c. Site plan of the individual property or map indicating the geographic boundaries of the proposed district showing all affected buildings and/or structures;
 - d. Detailed description and background on the property or district;
 - e. Current photographs of the overall property or district along with any available historical photographs; and
 - f. Any other information which the HPO or RHC may deem necessary.
4. *Notice.*
 - a. Upon receipt of a completed application for Determination of Significance, the HPO shall schedule a hearing at the next available regularly scheduled RHC meeting.
 - b. Notice of the application shall be mailed to the property owner(s) and posted on the property by the HPO for a minimum period of 14 days prior to the scheduled hearing.
 - c. A published notice of the scheduled hearing shall also be made in accordance with Section [6.3.206, Public Notice](#).
 - d. Notice of applications for proposed districts shall be mailed to each affected owner and posted in at least four separate locations that are visible from the public rights-of-way at its external boundaries for a minimum period of 14 days prior to the scheduled hearing.
5. *Review.* An individual property or district that is under review by the RHC for a formal Determination of Significance shall be protected by and subject to all of the provisions of regulations governing demolition, minimum standards, and penalties until a final decision by the City Commission becomes effective.
6. *Hearing.* At the hearing, the applicant shall have an opportunity to present testimony and evidence to demonstrate the historical significance or insignificance of the subject property or district. Other interested parties and technical experts may also present testimony or documentary evidence which will become part of the record. The burden of proof shall be upon the applicant.
7. *Recommendation from HPO.* The HPO may recommend action to approve, approve with conditions, postpone requesting additional information, or deny the application. The HPO shall forward any final recommendation to the RHC within 30 days of the hearing.

8. *Recommendation from RHC.* The RHC shall give notice and conduct its hearing upon receipt of the recommendation from the HPO. Notice for such hearing shall be in the same manner as Subsection D.4., above. The RHC shall review the application and forward its recommendation to the City Commission within 30 days after taking action on the application. Recommendations of denial by the RHC may be appealed directly to the City Commission according to the regulations set out in Section [6.3.602](#), *Appeals of Boards or Commission Decisions*.
9. *City Commission Notice and Decision.* Upon receipt of the joint recommendation on the application from the HPO and the RHC, the City Commission shall schedule a hearing on the application within 30 days. Notice from such hearing shall be in the same manner as Subsection C.4., above. Significance shall be considered only on the record made before the HPO and the RHC.
10. *Landmark or District Designation.* Upon designation of a landmark or district by the City Commission, the designation shall be recorded by legal description on the City's maps, in the records of real property of Fort Bend County, and with the Fort Bend County Central Appraisal District office.

The proposed expansion of the Historic District has associated Texas Local Government Code regulations that are applicable to any expansion. Please see the regulations below.

Sec. 211.0165. DESIGNATION OF HISTORIC LANDMARK OR DISTRICT. (a) Except as provided by Subsection (b), a municipality that has established a process for designating places or areas of historical, cultural, or architectural importance and significance through the adoption of zoning regulations or zoning district boundaries may not designate a property as a local historic landmark or include a property within the boundaries of a local historic district unless:

(1) the owner of the property consents to the designation or inclusion; or

(2) if the owner does not consent, the designation or inclusion of the owner's property is approved by a three-fourths vote of:

(A) the governing body of the municipality; and

(B) the zoning, planning, or historical commission of the municipality, if any.

(a-1) If a municipality has more than one commission described by Subsection (a) (2) (B), the municipality shall designate one of those commissions as the entity with exclusive authority to approve the designations of properties as local historic landmarks and the inclusion of properties in a local historic district under that paragraph.

(b) If the property is owned by an organization that qualifies as a religious organization under Section [11.20](#), Tax

Code, the municipality may designate the property as a local historic landmark or include the property in a local historic district only if the organization consents to the designation or inclusion.

(c) The municipality must provide the property owner a statement that describes the impact that a historic designation or inclusion in a local historic district of the owner's property may have on the owner and the owner's property. The municipality must provide the statement to the owner not later than the 15th day before the date of the initial hearing on the historic designation or inclusion in a local historic district of the property of:

(1) the zoning, planning, or historical commission, if any; or

(2) the governing body of the municipality.

(d) The historic designation impact statement must include lists of the:

(1) regulations that may be applied to any structure on the property after the designation;

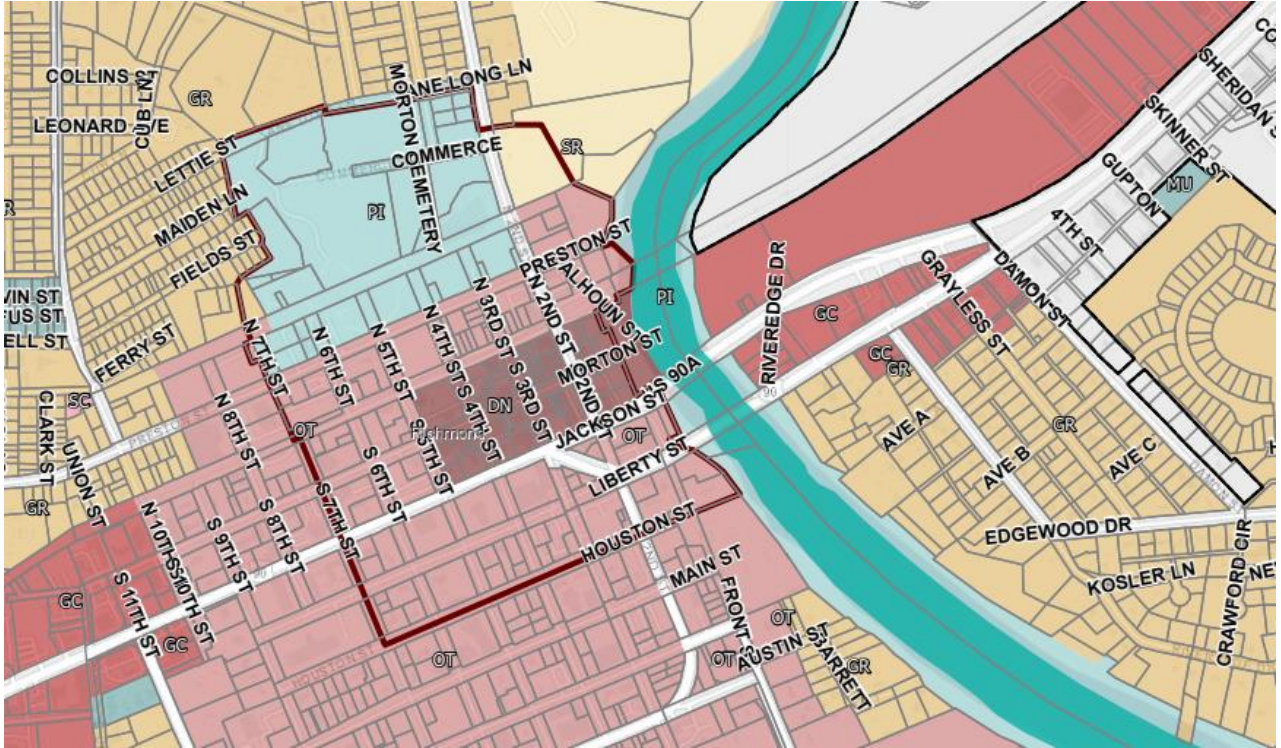
(2) procedures for the designation;

(3) tax benefits that may be applied to the property after the designation; and

(4) rehabilitation or repair programs that the municipality offers for a property designated as historic.

(e) The municipality must allow an owner to withdraw consent at any time during the designation process.

Historic Overlay District



DISCUSSION POINTS

- Discuss current Historic Overlay District.

-----End of Report-----



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RICHMOND HISTORICAL COMMISSION

Staff Report

Agenda Date:	05/16/2023	Agenda Item:	C2d.
Subject:	County Acquisition of real property located near or adjacent to existing County facilities.		
Prepared By:	Mason A. Garcia, HPO Planning Department		

INTRODUCTION

The City of Richmond adopted the Comprehensive Master Plan in July 2014. As part of the implementation of the policy and strategic directions set out in the City's Comprehensive Master Plan, the provisions of the Unified Development Code (UDC), general purpose is to protect the public health, safety, morals, and general welfare of the City's residents, business owners, employees, and visitors, and protect and preserve places and areas of historical, cultural, or architectural importance and significance. To further protect and preserve historical areas of Richmond, the UDC contains Division 5.1.300 Special District Design Standards which contains Sec. 5.1.301 Historic Overlay District Design Standards.

Historic Overlay District consists of mainly three zoning districts, we will be focusing on the Olde Town "OT" zoning district "The purpose ... is to preserve the traditional (and sometimes historic), older areas of the City. This area exists on a gridded street pattern with a mix of historic residential houses, houses that have been converted to nonresidential uses (e.g., law offices), and public / institutional, civic uses. Development within the Old Town district allows a mix of uses while preserving the traditional "olde town" character of the City."

Recently, the City has been notified about Fort Bend County exploring the possibility of acquiring property near the Jane Long building and Travis building along Liberty Street. Fort Bend County will be redesigning the layouts of the Jane Long and Travis buildings. The County is proposing to increase the amount of offices inside both buildings and is proposing to utilize the acquired nearby properties as a parking area to serve the parking needs of employees and visitors once the modifications to the buildings have been completed. The aforementioned lots are within the Historic Overlay District (HD) and development within this district has additional provisions applicable to land, buildings and structures.

Possible Site:



DEVELOPMENT POLICY AND REGULATIONS

All new development within the City Limits of The City of Richmond must adhere to the Unified Development Code and any other applicable overlay districts. The proposed site along Liberty Street near the Jane Long and Travis buildings is within the Historic Overlay District.

Removal of any building within the City of Richmond requires a demolition permit. The removal or demolition of any structure or building within the Historic Overlay District must be issued a Certificate of Appropriateness (COA). To determine whether an application for a COA meets the qualifications for approval of a demolition permit, the Historic Preservation Officer (Planning Director) shall use the Secretary of Interior’s Standards for rehabilitation and Design Guidelines for Commercial buildings in the Richmond Historic District set out in Section 5.1.301, *Historic Overlay District Design Standards*.

Please see the following Section 5.1.301 guidelines in determination of an application for a Certificate of Appropriateness:

1. *Original Integrity Intact.* New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
2. *Historic Context.* New site construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
3. *Archeological Preservation.* Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
4. *Care in Treatment.* Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

5. *Restoration of Distinct Features.* Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
6. *Preservation of Distinct Features.* Distinct materials, features, finishes, and site development techniques or examples of craftsmanship that characterize a site will be preserved.
7. *Appropriate Changes.* Changes to a site that have acquired historic significance in their own right will be retained and preserved.
8. *Historic Integrity.* Each site will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural site features or elements from other sites, shall not be permitted.
9. *Preservation of Historic Character.* The historic character of a site shall be retained and preserved. The removal of distinctive or alteration of site features, spaces, and spatial relationships that characterize a property will be avoided.
10. *Appropriate Use.* A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

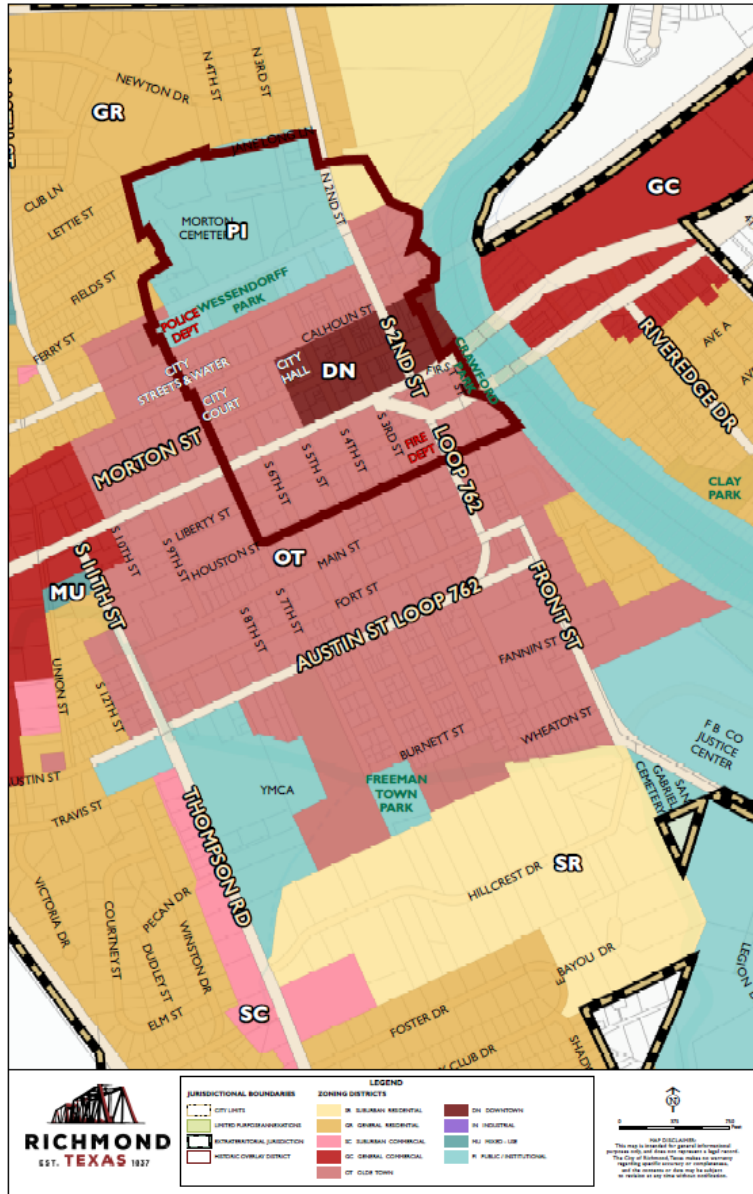
In addition to the above items, Subsection D. Demolition of Landmarks contains the following provisions:

1. **Demolition or Removal Discouraged.** The demolition or removal of historic buildings, structures, and sites in the City diminishes the character of the City's Historic Overlay District and it is strongly discouraged. Instead the City recommends and supports preservation, rehabilitation, and relocation within the Historic Overlay District.
2. *Necessary Demolition or Removal.* It is recognized that structural deterioration, economic hardship, and other factors not entirely within the control of the property owner may result in necessary demolition or removal of a historic building, structure, or site.
3. *Demolition or Removal Notice.* The Code Official shall be required to provide written notice to the Richmond Historical Commission via the Historic Preservation Officer of the demolition or removal of historic buildings, structures, and sites in accordance with Subsection G., below.

Based on the above provisions, the City recommends and supports the preservation, rehabilitation and the relocation of buildings within the Historic Overlay District whenever possible and discourages demolition or removal of historic buildings, structures and sites if it is not a “necessary demolition or removal.”

Any submission for Demolition or Removal of a structure within the Historic Overlay District requires a 14-day notice; (1) the notice is published in the newspaper, (2) mail notice to surrounding property owners, and (3) post the notice on the property by the Historic Preservation Officer. The Historic Preservation Officer reviews and makes a recommendation consistent with the Secretary of Interiors Standards for Rehabilitation at a Public Hearing. The Richmond Historical Commission will then take an action to approve, conditionally approve, or deny the Certificate of Appropriateness application for new developments and/or demolition or removal of historic buildings, and sites in City's Historic Overlay District.

CITY OF RICHMOND - OLDE TOWN ZONING DISTRICT



-----End of Report-----



RICHMOND

600 Morton Street Richmond, Texas 77469 | Office: 281.342.0559 | Fax: 281.232.0704

EST. 1837

RICHMOND HISTORICAL COMMISSION

Staff Report

Agenda Date:	05/16/2023	Agenda Item:	C2e.
Subject:	405 Richmond Parkway Update		
Prepared By:	Mason A. Garcia, HPO Planning Department		

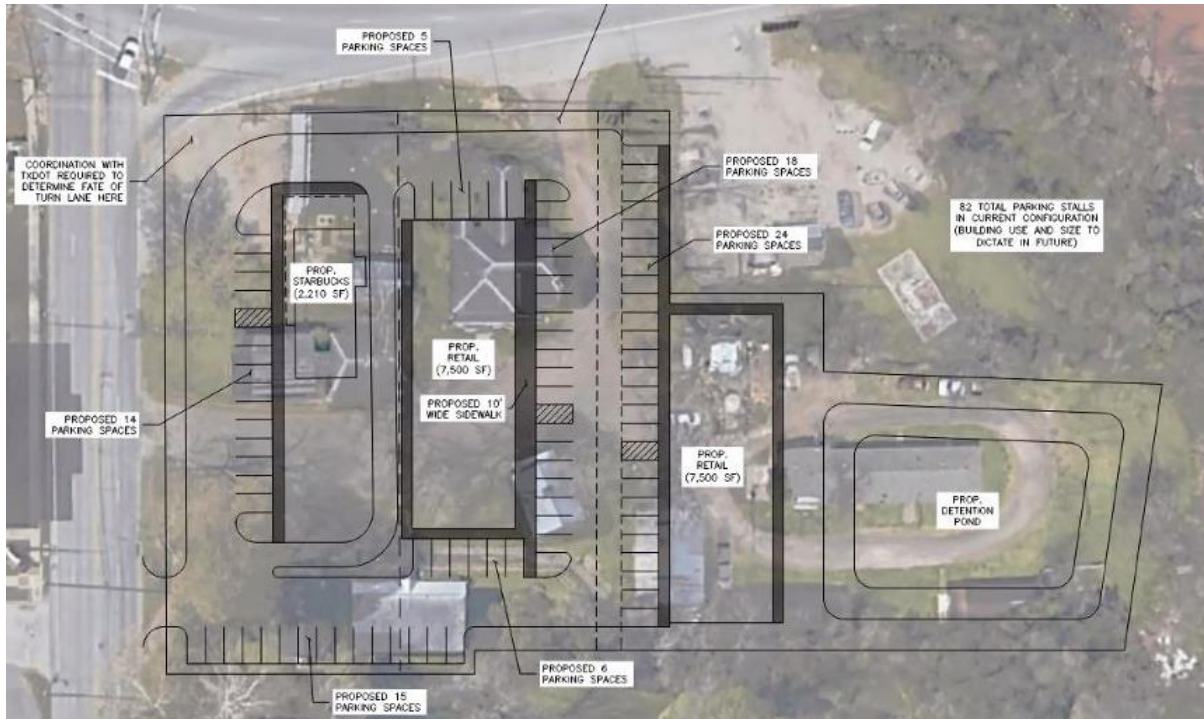
INTRODUCTION

A Pre-Application Conference was held for 405 Richmond Parkway on December 6, 2022, site shown below.



At this meeting the developer discussed with Staff the regulations, requirements and permits to redevelop this site. At the meeting staff provided the applicant information regarding the Unified Development Code (UDC) Standards, Historic Overlay District Standards along with West Fort Bend Management District Standards. Staff also included comments on the first proposal of the site plan along with associated permits required by the UDC and overlay districts. At this meeting the applicant proposed the removal of all current buildings and install a pad site/ drive-thru with two (2) retail buildings measuring approximately 7,000 sq. ft. (see Figure 1).

Figure 1. First proposed site plan December 6, 2022.



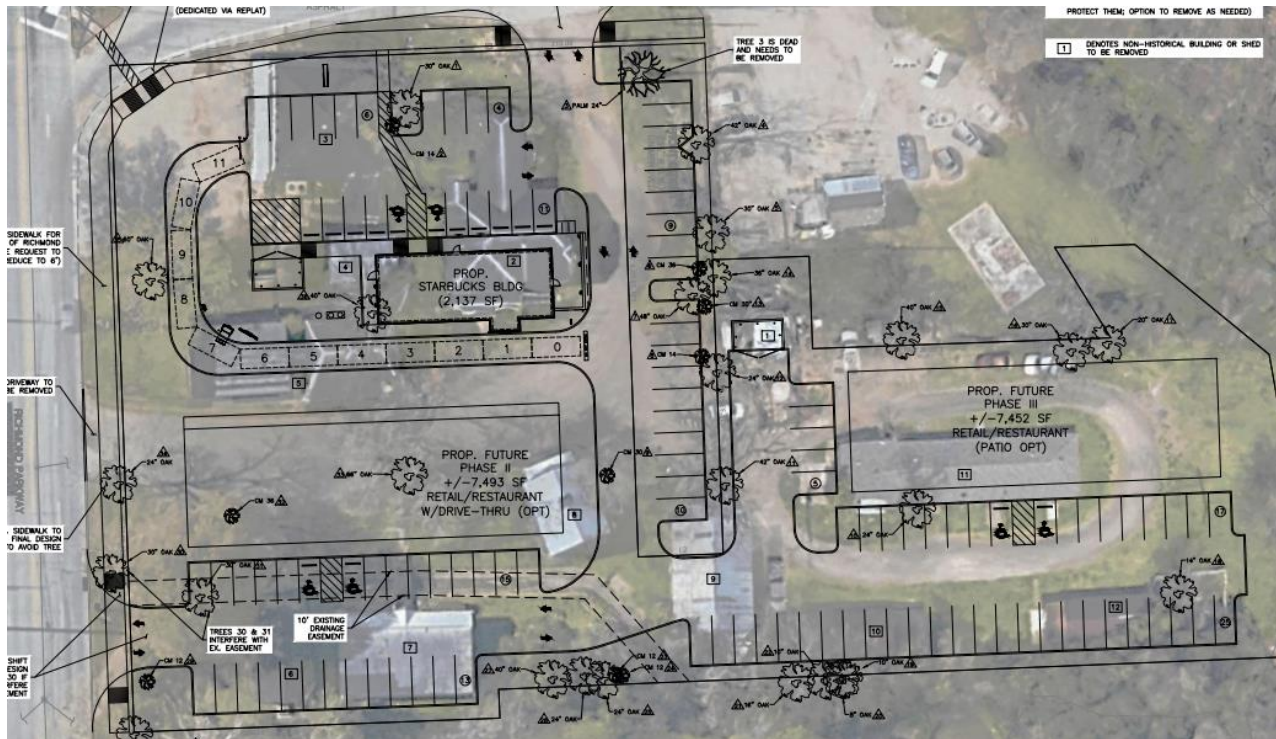
A second Pre-Application Conference meeting was conducted on April 18th 2023 in which the applicant provided a site rendering (Figure 2; see below). The revised site plan shows a single retail building with a pad site/drive-thru. The applicant is proposing to develop this site in three phases with the first being a drive-thru pads site, the second phase being an 11,000 square foot retail building and the third phase consisting of a final retail building (not shown).

Figure 2. Second proposed site plan April 18, 2023.



A third iteration of the site plan has been provided to City Staff which indicates an approximate 2,100 sq. ft. pad site at the northwest corner of the property, a 7,493 sq. ft. retail strip center building to the south and a third 7,452 sq. ft. retail strip center building at the southeast corner of the site as shown below (Figure 3).

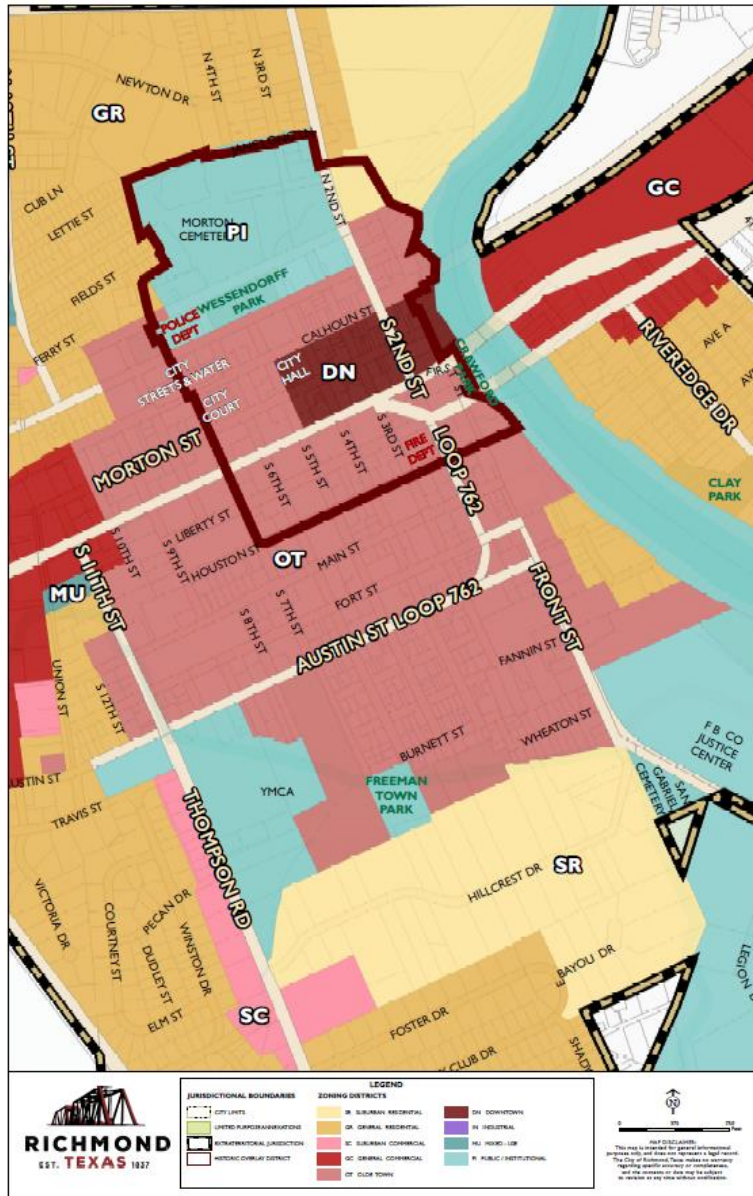
Figure 3. Third proposed site plan.



With the above-mentioned proposal the site will need to go through a number of steps before the proposed development may begin Construction. Please see the associated steps prior to construction below.

Step	Permit	Review entity
1	Certificate of Appropriateness (COA) – Demolition Permit	Richmond Historical Commission
2	Demolition Permit	City Staff
2	Replat	City Commission
2	Conditional Use Permit	City Commission
3	Tree Removal Permit	Planning and Zoning Commission
3	Site Development Plan	City Staff
4	COA	Richmond Historical Commission

CITY OF RICHMOND - OLDE TOWN ZONING DISTRICT



-----End of Report-----