



RICHMOND

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Planning & Zoning Commission Meeting Minutes

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

Monday, February 6, 2023 at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, February 6, 2023 at 5:04 p.m. A quorum was present, with the following members in attendance:

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

Staff in attendance: Mason Garcia, Planning Director; Helen Landaverde, Planner II; Jay Williams, Planner I; Howard Christian, Assistant City Manager; Christine Cappel, Administrative Manager; Scott Fajkus, Building Official; Gary Smith, City Attorney; and Terri Vela, City Manager.

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. Ashlyn Verrette of 611 Houston explained when she moved to Richmond for the first time, she intended to move to Houston, but after living in Richmond, she fell in love with the City because of how small and quiet it is. She wanted to speak on C3 about 405 Richmond Parkway, she explained that she knows one of the tenants at 405 Richmond Parkway, who runs a hair salon and has a successful business. She wanted to urge the Commission to not pass, and explained that small towns are rare, and not to take this opportunity to make more money fast. She further explained that the Commission is going to miss what makes this City so special and says that a lot of the younger generation will move out of the neighborhood. She doesn't want Richmond to lose its small-town charm and wants to urge the Commission to keep this town special. Hearing no further public comments, the agenda item was closed.

Commissioner Kubelka introduced agenda item B1., Review and approve minutes from the January 3, 2023, regular meeting. Commissioner Frederick moved to approve the minutes. The motion was seconded by Commissioner Martinez. According to Commissioner Frederick, the minutes had a lot of detail at the beginning but became less detailed towards the end. 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, March 6, 2023, at 5:00 p.m.

Commissioner Kubelka introduced agenda item C1. Discussion on land-use classification of Pharmacy uses. Mr. Garcia gave a presentation on the Pharmacy use within the City of Richmond. Commissioner Frederick inquired to whether fellow commissioners knew why this was a discussion item. Ms. Vela, City Manager, explained that this was a future agenda item recommendation on how to work through the Conditional Use Permit, taking into account best practices and what other cities are doing. Commissioner Frederick advised the Commission members of her concerns regarding this topic, and a lengthy discussion was had between members and staff. Commissioner Frederick inquired about the time it would take for an amendment to be drafted and a recommendation to be considered by the Planning Committee. Mr. Garcia explained that, pending research, the City would follow the amendments to the noticing regulations that require 15 days' notice in advance. He further explained depending on other departments the soonest would be the following meeting, and then to the City Commission. Commissioner Frederick indicated that she found the presentation to be thorough and informative.

Commissioner Kubelka introduced agenda item C2., Discussion on Taco John's Case Study. Mr. Garcia gave a presentation on the case study of Taco John's which discussed new development and the contrast from earlier development. During the lengthy discussion between members and Staff about this topic, Commissioner Frederick expressed her concerns to the Commission. There was a brief recess from 6:30 to 6:35.

Commissioner Kubelka introduced agenda item C3. Staff update on 405 Richmond Parkway. Mr. Garcia gave a presentation regarding the progress at 405 Richmond Parkway. Commissioner Frederick proposed that she not comment on Starbuck's because of a conflict of interest.

Commissioner Kubelka introduced agenda item C4. Staff update on a proposed annexation request of:

- a) An approximate 2.753 acres recorded in 2005155687 of the Fort Bend County Official Public Records and being parcels R341673 and R341674 and being a Road Widening Strip along the North right-of-way line of FM 762.
- b) An approximate 5.7412 acres of land, situated in the Jane H. Long, Abstract No. 20, Fort Bend County, known as 22235 Southwest Freeway.
- c) A 70' by 45' tract of land located adjacent to the west right-of-way line of Williams Way Boulevard (120' ROW) and with said tract's north line adjacent to the south line of a 75' drainage easement recorded at Vol. 462, Page 17 of the Fort Bend County, Deed Records.

Mr. Garcia gave a presentation on the annexation. Commissioner Frederick commented regarding the site inspection process and the pre-application process. Commissioner Martinez commented about the Express Car Wash and the gas stations that will be coming to Richmond. Commissioner Randolph voiced his concerns regarding the medical building at 301 South 9th Street and the Building Standards. The Commission discussed the Code Violations at 301 South 9th Street.

Commissioner Kubelka introduced agenda item C5., Development related staff update.

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

- Highway 90 (R333214) (GC and WFBMD) – Flex Warehouse
- Circle Oak Sec. 1 Reserve A (ETJ and WFBMD) – Medical Clinic
- 5250 FM 1960 (GC and WFBMD) – Clearwater Express (Carwash)
- 515 Austin Street (OT District) - Chiropractic, acupuncture, and rehab clinic
- 3714 and 3818 FM 359 (ETJ) - C-store and gas station
- 301 S 9th Street Suite 117 (OT & WFBMD) – Medical Office
- 0 Hwy 59 (R389561 & R389562) (ETJ & WFBMD) - Heavy Retail (furniture store)
- 1019 N 10th Street (GR) – Single-family
- NE corner of Circle Seven Rd and Richmond Parkway (ETJ) - C-Store & Retail Space

Projects under review discussed included the following proposed projects:

- 1421 FM 359 (SC/WFBMD) – Medical Clinic and offices (Plantation Plaza)
- 3415 FM 762 (GC & WFBMD) - Restaurant

Commissioner Kubelka introduced agenda item C6., Excuse from attendance at regular Planning and Zoning Commission Meeting. Commissioner Myska was not in attendance due to a previous engagement. Commissioner Frederick accept her approved absence from the meeting. Commissioner Randolph seconded the motion.

Commissioner Kubelka introduced agenda item C7., Consider agenda item requests by Commissioners for February 6, 2023, regular meeting. To provide an adequate report back to the Commission about requested topics and items, Mr. Garcia expressed his desire to have 10 business days. In an inquiry about the timeline for application approvals, Commissioner Frederick asked for an update on Staff's work to create a flowchart showing the differences between occupancy permits and conditional use permits. Mr. Garcia explained that Staff is working on a CUP flowchart and that Occupancy Permit is different between a CUP Permit and explained that there are many variations of a CUP Permit. Ms. Vela explained that the City is currently working on enhancements to the website. She explained that there is a business page under Economic Development and explained that it is the businesses' responsibility to do their due diligence, but the City is currently working on the best way to showcase this information. Commissioner Frederick asked for an update on the Comprehensive Master Plan.

Commissioner Kubelka introduced agenda item C8., Adjournment. There being no further business to be brought before the Planning and Zoning Commission, Commissioner Kubelka adjourned the meeting at 6:58 p.m.

Approved:

A handwritten signature in cursive script, reading "Katherine M. Graeber-Kubelka". The signature is written in black ink and is positioned above a horizontal line.

Katherine M. Graeber-Kubelka (Chair)