



RICHMOND

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Planning & Zoning Commission Meeting Minutes

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

Monday, April 3, 2023 at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, April 3, 2023 at 5:00 p.m. A quorum was present, with the following members in attendance:

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

Staff in attendance: Mason Garcia, Planning Director (via Zoom); Helen Landaverde, Planner II; Christine Cappel, Administrative Manager; Gary Smith, City Attorney; Rebecca Haas, Mayor 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.

Grace Cervin with Ally General Solutions spoke about the proposed development at State Highway 59 and Williams Way Boulevard, which was recently annexed into the City. Ms. Cervin explained that the development of this area will be carried out in two stages. As part of the first phase, there will be a commercial tract that includes shops, a gas station, and commercial retail stores. The second phase will involve the construction of a two-story retail building with an area of 20,000 square feet. Additionally, Ms. Cervin explained that the project will include an onsite drainage pond that will drain into a TxDOT channel. This public comment was to inform the Commission of their intentions regarding the upcoming project that they would be pursuing.

Hearing no further public comments, the agenda item was closed.

Commissioner Kubelka read a public comment due to the speaker's inability to attend the meeting. This is a comment for C4, for public comment section. This comment letter was written by Nancy Wenzel, who stated that she has lived in the area since 1986. She is concerned about the tract of land situated between Liberty and Richmond Parkway alongside the Brazos River. During the 35 years she has lived here, the area has been a home to a large number of local businesses. She expressed concerns about Richmond's charm being at risk of diminishing and becoming like other regular shopping centers,. It is her hope that the

Commission will maintain a standard for the shopping center that preserves the unique charm of Richmond's Historic District.

Commissioner Kubelka introduced agenda item B1., Review and approve minutes from the March 6, 2023, regular meeting. As noted, Commissioner Myska was not listed as attending and the minutes should be updated to reflect her participation. Commissioner Frederick moved to approve the minutes with the change in the minutes. The motion was seconded by Commissioner Randolph. 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, May 1, 2023, 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 – PitStop Express Richmond Texas – 5.7412 acres of land – 1 Block – 0 Lots – 2 Reserves. The subject site is located at 22235 Southwest Freeway, south of US 59 and west of Williams Way Boulevard. Ms. Landaverde gave a presentation regarding PitStop Express Preliminary Plat. She explained proposed subdivision is located at 22235 Southwest Freeway, south of US 59 and west of Williams Way Boulevard. She continued by explaining that a Chapter 43 Development Agreement (20-year term) for 161.153-acre tract was approved on December 12, 2022, by the City Commission (Resolution No. 440-2022) and the subject site is proposed to be developed as a commercial use, a convenient store with a gas station and drive-thru carwash and retail space. She further explained that the proposed preliminary plat will create two (2) restrictive reserves (commercial) in one (1) block. Ms. Landaverde concluded Staff's recommendation of Conditional approval. Commissioner Randolph 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 C2., Review and recommendation of a final report to City Commission for a Short Form Final Plat – Wildwood Park – 2.919 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located on the southeast corner of FM 762 and Wildwood Park Road. Ms. Landaverde gave a presentation regarding Short Form Final Plat for Wildwood Park. She explained proposed subdivision is located within Veranda Residential Development which is governed by the "Development Agreement between the City of Richmond and HW 589 Holdings LLC" (DA). She continued by explaining the subject site is proposed to be developed as a commercial use, proposed short form final plat will create one (1) reserve in one (1) block. Ms. Landaverde concluded Staff's recommendation of Conditional approval. Commissioner Frederick moved to forward Staff's recommendation of a conditional approval to the City Commission. The motion was seconded by Commissioner Randolph. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C3. Staff Update: Staff update – Pharmacy regulations. Ms. Landaverde gave a presentation regarding Pharmacy regulations. City Attorney, Mr. Smith, discussed the requirements of administrative codes and standards, as well as who would be the enforcement authority and that the City would follow state regulations. Staff is currently performing a baseline inspection and identifying businesses that are not in compliance. Commissioner Kubelka expressed her gratitude to the Staff for their efforts in this regard. In her explanation, Ms. Vela explained that the City Commission and the Planning and Zoning Board are working together.

Commissioner Kubelka introduced agenda item C4. Public Comment – 405 Richmond Parkway. This comment was previously read by Commissioner Kubelka.

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

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

- 2631 and 2635 FM 762 – Mixed Use & C-Store
- 5250 FM 1640 – Replat for carwash
- 735 Plantation Dr and 2015 Harlem Rd – Replat for retail buildings
- 515 Austin St – 5 Star Learning Academy Child Daycare
- 310 Morton St – Online business model for a used vehicle dealership
- 1406 Munson Valley Rd – Home and Community Based Services (assisted living)

Projects under review discussed included the following proposed projects:

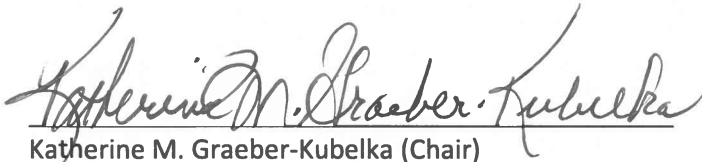
- 1701 ½ Harlem Rd – Indigo Water Plant Phase 1
- 2430 Old Dixie Rd – North Pump Access Road
- 3420 FM 723 – Plaza at 723
- 4300 FM 723 – Brisco Jr. High
- 4400 FM 723 – Foster High School
- 11818 Mason Rd – Old South Plantation Telecom Access Road

Commissioner Kubelka introduced agenda item C6., Excuse from attendance at regular Planning and Zoning Commission Meeting. Commissioner Myska and Commission Martinez were absent. Commissioner Frederick motioned to excuse both Commissioners. The motion was seconded by Commissioner Randolph. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C7., Consider agenda item requests by Commissioners for May 1, 2023, regular meeting. Commissioner Frederick inquired about the status of the Comprehensive Master Plan. Mr. Garcia spoke about the training seminar he was attending.

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 5:30 p.m.

Approved:



Katherine M. Graeber-Kubelka (Chair)

