



**RICHMOND**

EST. **TEXAS** 1837

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## **Planning & Zoning Commission Meeting Minutes**

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

Monday, June 5, 2023, 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, June 5, 2023, at 5:00 p.m. A quorum was present, with the following members in attendance:

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

Staff in attendance: Mason Garcia, Planning Director; Helen Landaverde, Planner II; Christine Cappel, Administrative Manager; Gary Smith, City Attorney; Rebecca Haas, Mayor and Howard Christian, Assistant 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.

Charles Tran, the owner of 1019 North 10th Street, discussed the permit process necessary to build his new house.

Ryan Moeckel with McKim and Creed, Inc. representing Charles Tran, explained that he is building a home at 1019 North 10th Street which requires replatting and a plat variance. He explained his intent to maintain the current nature of the neighborhood.

Clark East spoke about the new strip center coming to US90A and Richmond Parkway. This item was not on the agenda and therefore was not ready for discussion with the Commissioners. Commission members received a handout of the new elevations.

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

Commissioner Kubelka introduced agenda item B1., Review and approve minutes from the May 1, 2023, regular meeting. Commissioner Frederick moved to approve the minutes. The motion was seconded by Commissioner Myska. 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, July 3, 2023, at 5:00 p.m.

Commissioner Kubelka introduced agenda item C1a., Public hearing to receive comments for or against a request by Ryan Moeckel with McKim and Creed, Inc. on behalf of Charles Tran, to replat an approximate 0.1743 acre tract of land – Bordens Addition Lot 9 Partial Replat No. 1– 1 Block – 1 Lot – 0 Reserve, being a portion of Lot 9, Section 1, Bordens Lots and in the John T. Edwards Survey, Abstract No. 23, City of Richmond, Fort Bend County, Texas. The subject site is located at 1019 N. 10th street, at the southwestern corner of N. 10th Street and Clay Street. Ms. Landaverde gave a presentation regarding the replat of 1019 N. 10<sup>th</sup> Street. Commissioner Myska inquired about the setbacks and Mr. Garcia explained that notices had been sent to the neighbors regarding the replat. Hearing no public comments, the agenda item was closed.

Consideration of the approval of a final report to City Commission on agenda item C1b., above. Commissioner Myska moved to forward Staff's recommendation of a conditional approval to the City Commission. The motion was seconded by Commissioner Martinez. 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 – Williams Way Lift Station – 0.0723 acres of land – 1 Block – 0 Lots – 1 Reserves. The subject site located north of Manford Boulevard and west of Williams Way Boulevard. Ms. Landaverde gave a presentation regarding the Short Form Final Plat for the Williams Way Lift Station. Commissioner Martinez 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 C3a., Public hearing to receive comments for or against text amendments to the Unified Development Code, to include certain changes to parking requirements and standards in the DN, Downtown district. The specific sections to be amended include: 1. Section 4.2.103, Alternatives of Modifications to Required Parking. Mr. Garcia gave a presentation regarding the parking text amendments to the Unified Development Code. There was a lengthy discussion regarding sharing parking between lots and owners, as well as how the street widths were aligned with the UDC. Hearing no public comments, the agenda item was closed.

Consideration of the approval of a final report to City Commission on agenda item C3b., above. Commissioner Frederick moved to forward Staff's recommendation of approval of this proposed UDC text amendment to the City Commission. The motion was seconded by Commissioner Martinez. The vote for the motion was unanimous.

Discussion of lot size reduction within the OT, Olde Town and GR, General Residential Districts for C4., Mr. Garcia gave a presentation regarding the lot size reductions. He explained, Staff intends to modify the residential development standards within the Olde Town zoning district so as to bring them more closely in line with the original land use plan for the district. Furthermore, he stated that these proposed amendments would allow for a minimum lot size of 3,000 square feet and a minimum lot width of 30 feet,

a reduction from 50 feet. The proposed amendments are a result of input from the City Commission as well as the Planning and Zoning Commission for the OT District. In addition, he explained that the minimum lot size would be reduced to 30 feet, which corresponds with the typical lot depth of 105 feet in Olde Town. As part of the proposal, Staff is also proposing to reduce the minimum lot size to 3,000 square feet from 6,000 square feet for the Olde Town District. In addition, these standards would require a change in the maximum gross density from 5.28 units per acre to 10.00 units per acre. Lastly, he explained that the proposed standards would reduce the number of legally nonconforming lots and allow those lots that do not currently meet the minimum lot size standards to be platted without a variance. A lengthy discussion was held between the Commissioners regarding the amendment.

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

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

- 211 Houston Street – Single-family detached and replat
- 1113 Yorktown Street – Assisted living
- 22235 SW Frwy – Retail
- 1221 FM 359 – Snap Fitness and annexation
- 2055 Richmond Pkwy – Rezone Multifamily
- 4400 FM 723 – Foster HS addition to school
- NW corner of SH-99 and FM 1464 – Pecan Grove Substation
- 806 Thompson Road – Calvary Episcopal Church (Drainage and property improvements)
- 701 Lettie Street – Single-family detached
- 2800 FM 359 – Building expansion
- Williams Way Blvd and Sansbury Blvd – Retail and carwash

Projects under review discussed included the following proposed projects:

- 3420 FM 723 – Plaza at 723
- Old South Drive – Pavement Replacement
- 139 FM 359 – Biz Park Warehouse
- Williams Way Blvd and Hwy 59 – Lift Station
- 22235 SW Frwy – Pit Stop Express C-Store with carwash
- Fort Bend County WCID 3 - Lake 5 – Cedar Lake Improvements
- 605 Mabel Street - Seguin Early Childhood Center
- Harlem and Harvest Home Dr. - Market Center @ Harvest Green
- 1221 E Hwy 90 - Castell Auto Dealership
- South of Liberty Street near Jane Long Building – County Acquisition of Land

Commissioner Kubelka introduced agenda item C6., Excuse from attendance at regular Planning and Zoning Commission Meeting. Commissioner Randolph was not in attendance. Commissioner Myska moved to approve the absence. The motion was seconded by Commissioner Frederick. The vote for the motion was unanimous.

Commissioner Kubelka introduced agenda item C7., Consider agenda item requests by Commissioners for June 5, 2023, regular meeting. No topics were mentioned.

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 5:53 p.m.

Approved:



Katherine M. Graeber-Kubelka (Chair)