



RICHMOND

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Planning & Zoning Commission Meeting Minutes

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

Monday, September 5, 2023, at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, September 5, 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 (Vice Chair)
David Randolph
Noell Myska

Staff in attendance: Mason Garcia, Planning Director; Helen Landaverde, Planner II; Christine Cappel, Administrative Manager; Scott Fajkus, Building Official; Gary Smith, City Attorney; Terri Vela, City Manager, Rebecca Haas, Mayor, Commissioner Alex BeMent, Commissioner Barry Beard, Richmond Historical Commissioner Gary Gillen 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. Hearing no public comments, the agenda item was closed.

Commissioner Kubelka introduced agenda item B1., Review and approve minutes from the August 7, 2023, regular 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, October 2, 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 – Veranda Commercial – 1.300 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is a section within Veranda Master Planned Community. Ms. Landaverde gave a presentation regarding the preliminary plat which will create one unrestricted reserve in one block to be used as a commercial site with a gas station and retail sales. Commissioner Randolph recused himself due to a conflict of interest. Commissioner Frederick 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., Development related staff update.

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

- 0 Hwy 90A Richmond Landing Reserve U – Flex Warehouse
- 712 Center Street – Duplex or Single-family detached
- 812 E Highway 90A – Outside storage shed
- Skinner Lane – New residential subdivision

Projects under review discussed included the following proposed projects:

- 735 Plantation and 2015 Harlem Rd – Plantation Retail Center
- 5330 FM 1640 – Walmart Store
- 2021 E Hwy 90A – Fashion Hwy 90 Retail Center
- Planation Drive – Pecan Grove MUD Storm Sewer Outfall Rehabilitation and Inlet Repair
- 2127 FM 762 – Quick N Clean Car Wash
- 23337 SW Freeway – Kelsey Seybold Clinic
- 4400 FM 723 – Foster High School Additions
- Skinner Lane – Old South Plantation Mitigation Basin Improvement
- 1006 FM 359 – IL – Texas Richmond K-8

Commissioner Kubelka introduced agenda item C3, Staff Update on County Parking Facilities within the OT, Olde Town zoning district. Mr. Garcia gave a presentation regarding Fort Bend County exploring the possibility of acquiring property near the Jane Long building and Travis building along Liberty Street. He explained that Staff does not have a definitive answer to County plans for increasing parking in the area. He continued that no permits or applications have been submitted for a Certificate of Appropriateness to demolish or remove any buildings within the Historic Overlay District. As he explained, the County is looking into the possibility of constructing a parking structure within the boundaries of the current parking lot; however, no plans have been submitted to the City of Richmond at this time. Discussions continued regarding 6.3.402 of the Unified Development Code which explains the Permits and Procedures for the Designation of Historic Landmarks and Districts.

Commissioner Kubelka introduced agenda item C4., Discussion on Sign Regulations within the Unified Development Code. During Mr. Garcia's presentation to the Planning & Zoning Commission, it was discussed that the City of Richmond is seeking to ensure that the sign requirements and regulations are in accordance with applicable state codes and that users have access to a navigable development code. In addition, he explained that the current layout of the sign regulations within the Unified Development Code (UDC) are divided into five divisions, each of which provides information regarding the administration, application, and regulations of the code. According to him, Staff is seeking feedback on certain amendments to the sign code in order to ensure that the regulations are in line with the purpose of the UDC in regard to Public Health and Safety, Quality of Life, Fiscal and Functional Health. In conclusion, he stated that Staff is reviewing certain portions of the signage requirements that may require amendment and based on previous experiences with sign contractors and applicants, certain portions of the sign code may also need to be modified in order to comply with the sign policies. A discussion was held between the Commissioners regarding the Sign Regulations.

Commissioner Kubelka introduced agenda item C5., Discussion on 405 Richmond Parkway permits. Mr. Garcia presented an overview of 405 Richmond Parkway and the associated permits. As part of his presentation, he explained that a new development is proposed within Olde Town Districts, Historic Overlay Districts, and West Fort Bend Management Districts. In addition, he explained that the applicant submitted a request for approval of four permits to allow for the construction of a commercial development that would include a drive-through, commercial retail strip center, and restaurant along the Brazos River. Moreover, he explained that multiple commissions reviewed the permits and included public comments in support and opposition to the project and that several of the permits were recommended to the City Commission by the Planning and Zoning Commission. The Richmond Historical Commission has also approved the demolition and relocation of 12 buildings under a Certificate of Appropriateness Permit. He summarized the actions taken by the City Commission, which included abandonment of Right-of-Ways, replats, tree removal permits, and conditional use permits. The Commission held a lengthy discussion regarding the review and consideration process of the zoning applications for the proposed development at 405 Richmond Parkway.

Both Commissioner Frederick and Commissioner Myska expressed disappointment with Staff's blanket recommendation, and that there was no counterargument or opposing viewpoint to Staff's overwhelming support for the Conditional Use Permit. It was noted by Commissioner Frederick that in the past for Old Town, that the Staff always made a point of emphasizing the purpose of the Old Town District, and she felt that the section about the boundaries of the Old Town District was missing in the presentation for the Planning and Zoning and City Commission. She explained the location of the property was never taken into account, which was evident. During Commissioner Frederick's presentation, Mr. Gary Smith interjected to explain that the Planning Staff answers to the City Manager, and that performance concerns with Staff's presentation should be discussed with the City Manager who is responsible for managing the Commission's (Planning and Zoning and City Commission) expectations. According to Commissioner Frederick, there are a few things that prevent them from carrying out their duties as Commissioners.


Commissioner Kubelka introduced agenda item C6., Excuse from attendance at regular Planning and Zoning Commission Meeting. All Commissioners were in attendance.

Commissioner Kubelka introduced agenda item C7., Consider agenda item requests by Commissioners for October 2, 2023, regular meeting. Topics included:

- Update on 18-Wheeler Property
- Future Drive Through Exemptions regarding variance and Conditional Use Permit or removal of the use in the Olde Town and Downtown districts
- Report on differences between a variance and Conditional Use Permit

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 6:02 p.m.

Approved:


Katherine M. Graeber-Kubelka (Chair)

