



RICHMOND

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Planning & Zoning Commission Meeting Minutes

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

Monday, November 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, November 6, 2023, at 5:04 p.m. A quorum was present, with the following members in attendance:

Katherine M. Graeber-Kubelka (Chair)
Juan Martinez
Noell Myska
David Randolph

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

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 October 2, 2023, regular meeting. Commission conducted a brief discussion regarding pharmacies, and Mr. Garcia will provide the ordinance to the Commission. Commissioner Randolph moved to approve the minutes. The motion was seconded by Commissioner Martinez. The vote for the motion was unanimous. Aye votes were cast by all commissioners.

Commissioner Kubelka introduced agenda item B2., stating that the next Planning and Zoning Commission meeting would be on Monday, December 4, 2023, at 5:00 p.m.

Commissioner Kubelka introduced agenda item C1., Review and recommendation of a final report to City Commission for a Final 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 the proposed subdivision and explained the subject site was annexed on February 20, 2023. She continued to explain 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). The proposed final plat will create two restrictive reserves (commercial) in one block on the subject property for a commercial use, including a convenience store with a gas station and drive-through car wash. Ms. Landaverde explained that the proposed final plat makes minor adjustments to the reserves from its approved preliminary version. Commissioner Randolph moved to forward Staff's recommendation approval to the City Commission. The motion was seconded by Commissioner Martinez. The vote for the motion was unanimous. Aye votes were cast by all commissioners.

Commissioner Kubelka introduced agenda item C2, Review and recommendation of a final report to City Commission for a Short Form Final Plat – Veranda Montessori School – 1.8218 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located north of Richmond Parkway and west of Circle Seven Road. Ms. Landaverde gave a presentation regarding the plat and explained the proposed short form final plat will create one restricted reserve (commercial use) in one block and the proposed use is institutional, Montessori School (private school). The Commission inquired about the conflict of selling alcohol and Mr. Garcia will follow up with a report. Commissioner Myska moved to forward Staff's recommendation of approval to the City Commission. The motion was seconded by Commissioner Martinez. The vote for the motion was unanimous. Aye votes were cast by all commissioners.

Commissioner Kubelka introduced agenda item C3, Review and recommendation of a final report to City Commission for a Final Plat – IL Texas - 22 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located along the east side of FM 359 and to the south of Plantation Place residential subdivision. Ms. Landaverde gave a presentation regarding the plat and explained that the subject site was annexed on August 15, 2022 (Ordinance No. 2022-27) and that the site was rezoned from General Residential (GR) to Suburban Commercial (SC) on September 19, 2022 (Ordinance No. 2022-33). She continued to explain that the property owner is proposing to develop a charter school (K-8) with detention and sports field, and the proposed preliminary plat will create one unrestricted reserve in one block. Commissioner Randolph moved to forward Staff's recommendation of approval to the City Commission. The motion was seconded by Commissioner Martinez. Aye votes were cast by Commissioner Randolph and Commissioner Martinez, with a nay from Commissioner Myska.

Commissioner Kubelka introduced agenda item C4., Discussion on Temporary Shelters. In his presentation, Mr. Smith addressed the ability of the City of Richmond to regulate temporary emergency shelters. As explained by Mr. Smith, the City Manager assisted in preparing this memorandum, past experience has demonstrated that the existing processes regulate the opening of temporary emergency shelters within the City. Mr. Smith further explained that Annex C of the Fort Bend County Emergency Operations Plan, adopted by the City, specifies the procedures for opening and operating a temporary emergency shelter. In addition, he explained that the process of opening a temporary emergency shelter involves communicating with the City Manager and Emergency Operations Coordinator to determine whether the City has an appropriate site (including a suitable structure, sufficient utilities, and other factors which may affect the use of the location as a temporary emergency shelter). Furthermore, when a site is not approved by the City Manager, it cannot be used for temporary emergency shelters, and private entities may offer to provide temporary emergency shelters, usually in coordination with the American Red Cross. According to him, the American Red Cross will coordinate with the City to ensure the location is suitable for a temporary emergency shelter, and any proposed temporary emergency shelter must comply with the Unified Development Code and the Building Code, Fire Code, as well as other technical codes. Finally, he stated that Richmond has been involved in the regulation of temporary emergency shelters in the past and is prepared to do so in the future.

Commissioner Kubelka introduced agenda item C5., Discuss a possible text amendment to prohibit Drive-in/Drive-through facilities in OT, Olde Town and DN, Downtown. It was requested by Mr. Garcia that the discussion on this agenda item be postponed due to the absence of a commissioner.

Commissioner Kubelka introduced agenda item C6., Development related staff update.

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

- 1207 FM 359 - Certificate of Occupancy - Morales Brothers Construction
- 612 FM 359 – Manufactured Home Community
- 1002 Rufus St. – Single-family detached
- 301 S 2nd St. – Graphic Design & Print Business
- 606 S 11th St. – Medical Clinic
- 139 FM 359 – E Lox Biz Park Warehouses – Roadway Improvement
- US Hwy 59 – Williams Ranch Multifamily Commercial
- FM 359 – Westcreek Subdivision
- 505 Kosler Lan Circle – Duplex
- 2116 Thompson Rd, Suite H1 – General Office for 3D Printing
- 924 FM 359 - Platting

Projects under review discussed included the following proposed projects:

- 1006 FM 359 – Elite Business Center
- 0 Mercantile St. – Indigo North Commons
- 2127 (2627) FM 762 – Quick N Clean Car Wash
- 5330 FM 1640 – Walmart Store
- 2021 (1041) E Hwy 90A – Fashion Hwy 90 Retail Center

Mr. Garcia gave a brief update on the Comprehensive Master Plan meetings.

Commissioner Kubelka introduced agenda item C7., Excuse from attendance at regular Planning and Zoning Commission Meeting. Commissioner Myska moved to excuse Commission Frederick. The motion was seconded by Commissioner Randolph. The vote for the motion was unanimous. Aye votes were cast by all commissioners.

Commissioner Kubelka introduced agenda item C8., Consider agenda item requests by Commissioners for the December 4, 2023, regular meeting. Topics included:

- Commissioner Myska would like staff to keep in mind the need for larger frontage footprint of 80', as opposed to the influx of starter homes. An item was not requested.

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 5:33 p.m.

Approved:


Katherine M. Graeber-Kubelka (Chair)