



# RICHMOND

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

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

Tuesday, March 4, 2024, 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 Tuesday, March 4, at 5:00 p.m. A quorum was present, with the following members in attendance:

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

Staff in attendance: Mason Garcia, Planning Director; Helen Landaverde-Ripple, Planner II; Matt Roberts, Planner I; Christine Cappel, Administrative Manager; Terri Vela, City 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 February 13, 2024, regular meeting. Commissioner Martinez moved to approve the minutes. 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 B2., Review and approve minutes from the February 17, 2024, special meeting. 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 B3., stating that the next Planning and Zoning Commission meeting would be on Monday, April 1, 2024, 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 –Rio Vista Business Park Reserve – 10.0011 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located at 1006 FM 359, on the east side of FM 359 between Del Aqua Drive

and Rio Vista Drive intersections along FM 359. Ms. Ripple explained that the subject site was annexed on August 15, 2022, and was rezoned from General Residential to Suburban Commercial on September 19, 2022. Further, she explained that the proposed final plat will create one reserve within one block and that the applicant intends to establish an office warehouse in the middle of the property with buildings facing north and south. As part of the project, a detention basin will also be constructed on the east side of the property. Staff recommends approval of this final plat. Commissioner Martinez moved to approve Staff's recommendation of approval to the City Commission. 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 C2., Presentation on the Comprehensive Master Plan Update and Olde Town Plan. The presentation by Mr. Garcia was focused on the research found in relation to the Comprehensive Master Plan Update as well as the Olde Town Plan. No action was needed.

Commissioner Kubelka introduced agenda item C3., Annexation Process. Mr. Garcia provided a general overview of the annexation requirements and service requirements provided along FM 359 and provided information on the objectives of annexation and the provision of services along FM 359, as well as indicating that annexation is one of the strategic growth tools that the City of Richmond utilizes as part of its Comprehensive Master Plan. Moreover, he explained that the City uses annexation as a tool to expand its population and tax base in a coordinated and fiscally responsible manner and to encourage predictable and continuous growth. As part of the annexation process, Mr. Garcia explained how and when services will be provided to the development that has been annexed under a Municipal Service Agreement. His explanation was that the FM 359 Corridor contains water and wastewater lines along the western edge and that new developments may be able to access the current utility lines or tie into the existing lines along FM 359 if they have been annexed and paid for connection fees?. According to him, the services may be provided by other entities, such as storm water management under the direction of the Texas Department of Transportation, lighting under the direction of the local electric company, and solid waste services under the supervision of redevelopment, which may already have a contract for private waste management services.

Commissioner Kubelka introduced agenda item C4, Development related staff update.

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

- 1011 Preston St. (GR District) - Mobile Home Park Extension
- Morton St 1008 (GC District & WFBMD) - General Office
- 2155 Collins Rd (PI District) - George Park RRGSA Complex Expansion
- 2155 Collins Rd (PI District) - RRGSA Complex New Fiber Optic Line and Park improvements Lamar Little League
- 2003 Crestwood Dr (GR District and WFBMD) - Gunsmithing/FFL Dealer Home Occupation

Projects under review discussed included the following proposed projects:

- 0 Southwest Freeway (ETJ & WFBMD) - Williams Ranch Multifamily Residential
- 1421 Great Blue Heron (ETJ & Development Agreement) - Veranda Montessori School
- 1500 Pultar Rd (ETJ) - Fort Bend Women's Center Paving, Drainage and Appurtenances for Maintenance Building
- 3821 Richmond Pkwy (ETJ) - River Park West Rec Center – Overall Park
- 1006 FM 359 (SC and WFBMD) - Elite Business Center
- 445 FM 359 - River Rich Strip Center
- 5121 FM 359 (ETJ) - Grace Community Bible Church

- 2127 (2627) FM 762 (MU & WFBMD) - Quick n Clean
- 303 N 10th Street (GR District) - First Mount Carmel Baptist Church
- 2430 Old Dixie Drive (ETJ) - North Pump Station Redundant Closure
- 1504 FM 359 (ETJ & WFBMD) - South Pump Station Headwall Modification & Redundant Closure
- 2315 Richmond Parkway - Montessori at Veranda

Mr. Garcia provided a brief overview of the Traffic Signal Box Project Update. In addition, he explained that 14 traffic signal boxes will be wrapped throughout the City. Four traffic signal boxes within the Historic Overlay District have received certificates of appropriateness from the Richmond Historical Commission; the remaining ten (10) traffic signal boxes are currently being designed and are not yet considered or approved by the Richmond Park Board. Upon approval of all traffic signal box wraps, he concluded that they would be submitted to the City Commission for consideration and the Texas Department of Transportation for final approval.

Commissioner Kubelka introduced agenda item C5., Excuse from attendance at regular Planning and Zoning Commission Meeting. Commissioner Martinez moved to excuse Commissioner Schulze and Commissioner Myska. 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 C6., Consider agenda item requests by Commissioners for April 1, 2024, regular meeting. No topics were suggested.

Commissioner Kubelka introduced agenda item C7., Adjournment. There being no further business to be brought before the Planning and Zoning Commission, Commissioner Kubelka adjourned the meeting at 5:56 p.m.

Approved:

  
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Katherine M. Graeber-Kubelka (Chair)