



# **RICHMOND**

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

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

Tuesday, April 1, 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, April 1, at 5:00 p.m. A quorum was present, with the following members in attendance:

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

Staff in attendance: Mason Garcia, Planning Director; Helen Landaverde-Ripple, Planner II; Matt Roberts, Planner; 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 A4., Elect Planning and Zoning Commission Chair and Vice-Chair. The meeting then proceeded to the election of Officers. Upon nominations duly made and seconded, the following were qualified and elected. Aye votes were cast by all Commissioners.

Katherine M. Graeber-Kubelka: Chair  
Noell Myska: Vice-Chair

Commissioner Kubelka introduced agenda item B1., Review and approve minutes from the March 4, 2024, regular 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 B2., stating that the next Planning and Zoning Commission meeting would be on Monday, May 6, 2024, at 5:00 p.m.

Commissioner Kubelka introduced agenda item C1., Staff Report on Scenic Texas. Mr. Garcia discussed the Scenic City Certification Program and how the City is in the process of recertification for the Platinum rank status. No action was needed.

Commissioner Kubelka introduced agenda item C2, Development related staff update.

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

- 907 Morton St (OT District and WFBMD) – Institutional: Church, Public Assembly
- 1500 Branch Ave (GR District) – Institutional: Church, Public Assembly
- 1809 FM 359 & Plantation Dr (ETJ and WFBMD) – Commercial: Randall's
- Williams Way Blvd. & US 59 (ETJ) – Residential: Multifamily development
- 1812 Maiden Ln (GR District) – Institutional: Foster Home
- 406 S 11th St (GR District and WFBMD) – Institutional: Church, Public Assembly
- 509 FM359 (ETJ and WFBMD) – Commercial: Commercial Sales
- Hwy 90A (R.E. Smith Property) (ETJ and WFBMD) – Residential: Neighborhood
- 2216 Thompson Rd (GC District and WFBMD) – Commercial: Dealership
- 2006 Thompson Rd (SC and WFBMD) – Commercial: General Offices
- 313 Fannin St (OT District) – Residential: Single Family House
- 311 South 11<sup>th</sup> St (GC District and WFBMD) – Commercial: Sign Company
- 100 Damon St (GC and WFBMD) – Commercial: Retail Sales

Projects under review discussed included the following proposed projects:

- 1221 FM 359 (SC & WFBMD) – Snap Fitness – Water Line and Sanitary Sewer Line Design
- 105 Liberty St (OT District, Historic Overlay, and WFBMD) – SCI DGV Commercial Richmond
- 2631 FM 762 (MU and WFBMD) – Mixed Use Development
- 22235 Southwest Frwy (GC and WFBMD) – Pit Stop Express C-Store w/Carwash

Commissioner Kubelka introduced agenda item C3., Excuse from attendance at regular Planning and Zoning Commission Meeting. All Commissioners were in attendance.

Commissioner Kubelka introduced agenda item C4., Consider agenda item requests by Commissioners for May 6, 2024, regular meeting. Brief discussion by the Commission regarding entrance signs to Richmond by HEB. No other 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 5:34 p.m.

Approved:

  
Katherine M. Graeber-Kubelka (Chair)