

**MINUTES OF THE WORK SESSION AND REGULAR MEETING
OF THE PLANNING AND ZONING COMMISSION OF THE
CITY OF NORTH RICHLAND HILLS, TEXAS
HELD IN THE CITY HALL
4301 CITY POINT DRIVE
NORTH RICHLAND HILLS, TX 76180
AUGUST 4, 2016**

WORK SESSION: 6:00 PM

CALL TO ORDER

Chairman Randall Shiflet called the Work Session to order at 6:01 p.m.

ROLL CALL

Present:

Randall Shiflet	Chairman, Place 4
Bill Schopper	Vice Chair, Place 6
Mark Haynes	Place 1
Mike Benton	Place 2
Dow Bowen	Place 3
Kathy Luppy	Place 5
Steven Cooper	Place 7
Jerry Tyner	Ex-Officio

Absent:

None

Staff:

Clayton Comstock	Planning Manager
Clayton Husband	Principal Planner
Chad VanSteenberg	Planner
Caroline Waggoner	City Engineer
Justin Naylor	Civil Engineer
Marrk Callier	Management Assistant
Alicia Richardson	City Secretary
Fritz Quast	City Attorney
Cindy Garvin	Customer Service Assistant
Cheryl Booth	Customer Service Assistant

August 04, 2016

Planning and Zoning Commission Meeting Minutes

Page 1 of 6

1. PLANNING & ZONING COMMISSION TRAINING PRESENTATION BY CITY ATTORNEY AND STAFF.

City Attorney representative Fritz Quast presented the training session to the Planning and Zoning Commissioners.

There was a discussion between Mr. Quast, city staff, and the Commission regarding platting, tree protection, and meeting quorums.

2. ANNOUNCEMENTS - UPCOMING CITY EVENTS

Planning Manager Clayton Comstock provided the Commission with the current city news.

3. DISCUSS DEVELOPMENT ACTIVITY REPORT AND CITY COUNCIL ACTION.

Planning Manager Clayton Comstock told the Commission that there were no Planning items on the July 25, 2016 City Council agenda.

4. DISCUSS ITEMS FROM THE REGULAR PLANNING AND ZONING COMMISSION MEETING.

Planning Manager Clayton Comstock told the Commission that the items on the current agenda would be discussed during the Regular Meeting so that the new Agenda Management System training could commence.

Chairman Randall Shiflet adjourned the Work Session at 6:58 p.m. to the Council Chambers in order to conduct training on the new Agenda Management System.

5. PRESENTATION OF NEW AGENDA MANAGEMENT SYSTEM PROCEDURES IN COUNCIL CHAMBERS.

Chairman Randall Shiflet reconvened the Work Session in the Council Chambers at 7:02 p.m.

Planning Manager Clayton Comstock, City Secretary Alicia Richardson, and Systems Administrator Amy Stephens instructed the commissioners on the use of the new Granicus Agenda Management System.

Chairman Randall Shiflet adjourned the Work Session at 7:42 p.m.

August 04, 2016

Planning and Zoning Commission Meeting Minutes

Page 2 of 6

REGULAR MEETING: Immediately following worksession (but not earlier than 7:00 pm)

A. CALL TO ORDER

Chairman Randall Shiflet called the Regular Meeting to order at 7:44 p.m

ROLL CALL

Present:

Randall Shiflet	Chairman, Place 4
Bill Schopper	Vice Chair, Place 6
Mark Haynes	Place 1
Mike Benton	Place 2
Dow Bowen	Place 3
Steven Cooper	Place 7
Jerry Tyner	Ex-Officio

Absent:

Kathy Luppy	Place 5
-------------	---------

Staff:

Clayton Comstock	Planning Manager
Clayton Husband	Principal Planner
Chad VanSteenberg	Planner
Caroline Waggoner	City Engineer
Justin Naylor	Civil Engineer
Marrk Callier	Management Assistant
Cindy Garvin	Customer Service Assistant
Cheryl Booth	Customer Service Assistant

A.1 PLEDGE OF ALLEGIANCE

Ex-Officio Jerry Tyner led the Pledge of Allegiance to the United States and Texas Flags.

A.2 EXECUTIVE SESSION

There was no Executive Session held at the meeting.

August 04, 2016

Planning and Zoning Commission Meeting Minutes

Page 3 of 6

A.3 ADMINISTRATION OF OATHS OF OFFICE TO PLANNING AND ZONING COMMISSION MEMBERS IN PLACE 2, PLACE 4, PLACE 6, AND EX-OFFICIO.

Planning Manager Clayton Comstock administered ceremonial Oaths of Office for the following commission members following the actual oaths being administered earlier during the Work Session:

Mike Benton, Place 2, was originally appointed in 2006
Randall Shiflet, Place 4, was originally appointed in 2004
Bill Schopper, Place 6, was originally appointed in 2002
Jerry Tyner, Ex-Officio, was originally appointed in 2011

A.4 ELECTION OF OFFICERS

Bill Schopper motioned to nominate Randall Shiflet for Chair. Mark Haynes seconded the motion.

Steven Cooper motioned to nominate Bill Schopper for Vice Chair. Mike Benton seconded the motion.

Mike Benton motioned to nominate Don Bowen for Secretary. Bill Schopper seconded the motion.

MOTION TO APPROVE NOMINATIONS AS PRESENTED CARRIED 6-0.

B. MINUTES

B.1 APPROVE MINUTES OF THE JULY 21, 2016 PLANNING AND ZONING COMMISSION MEETING.

APPROVED

COMMISSIONER COOPER MOVED TO APPROVE THE MINUTES OF THE JULY 21, 2016 PLANNING AND ZONING COMMISSION MEETING. COMMISSIONER HAYNES SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 6-0.

C. PUBLIC HEARINGS

D. PLANNING AND DEVELOPMENT

D.1 AP 2016-02 CONSIDERATION OF A REQUEST FROM SPRY SURVEYORS FOR AN AMENDED PLAT OF LOT 1R, BLOCK 1, HEWITT ESTATES ON 0.3787 ACRES LOCATED AT 7700 BUCK STREET.

APPROVED

Planning Manager Clayton Comstock introduced the Amended Plat request.

Applicant Steve Preskenis, 7749 Chasewood Drive, NRH, came forward to present the request.

Planning Manager Comstock presented the staff report.

COMMISSIONER BOWEN MOVED TO APPROVE AP 2016-02. COMMISSIONER COOPER SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 6-0.

D.2 RP 2015-09 CONSIDERATION OF A REQUEST FROM RACETRAC PETROLEUM FOR A REPLAT OF LOT 13, BLOCK 21, CLEARVIEW ADDITION ON 2.135 ACRES LOCATED AT 4940, 5000, AND 5028 DAVIS BOULEVARD.

APPROVED

Planning Manager Clayton Comstock introduced the replat request.

Travis Bousquet with The Bousquet Group, 501 S. Carroll Blvd., Denton, TX provided details on the replat request and was available to answer any questions.

Planning Manger Comstock presented the staff report and stated that the title of the replat has been changed to "Lot 13, Block 21, Clearview Addition" on the latest version of the plat that appeared on the slide presentation.

COMMISSIONER COOPER MOVED TO APPROVE RP 2015-09. COMMISSIONER HAYNES SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 6-0.

E. ADJOURNMENT

Chairman Randall Shiflet adjourned the meeting at 7:58 p.m.

Randall Shiflet, Chair

Don Bowen, Secretary