

**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
DECEMBER 2, 2024**

Special Meeting

SPECIAL MEETING: 7:00 PM

A. CALL TO ORDER

Chair Welborn called the meeting to order at 7:03 p.m.

Present:	Justin Welborn	Chair, Place 1
	Greg Stamps	Vice Chair, Place 4
	Jared Ross	Secretary, Place 3
	Jayashree Narayana	Place 5
	Amy McMahan	Place 6
	Brianne Goetz	Place 7
	Paul Epperley	Alternate A
	Aaron Carpenter	Alternate B

Absent:	Bryan Kidd	Place 2
---------	------------	---------

Staff Members:	Clayton Comstock	Managing Director
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	Jailan Hadnot	Planning Technician
	Nathan Frohman	City Engineer

Chair Welborn stated that since Commissioner Bryan Kidd is absent this evening, Alternate Paul Epperley will be a voting member of the Commission.

A.1 PLEDGE

Alternate Carpenter led the Pledge of Allegiance to the United States and Texas flags.

A.2 PUBLIC COMMENTS

There were no requests to speak from the public.

B. MINUTES

B.1 APPROVE MINUTES OF THE NOVEMBER 7, 2024, PLANNING AND ZONING COMMISSION MEETING.

APPROVED

A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY VICE CHAIR STAMPS TO APPROVE MINUTES OF THE NOVEMBER 7, 2024, PLANNING AND ZONING COMMISSION MEETING.

MOTION TO APPROVE CARRIED 7-0.

C. PUBLIC HEARINGS

C.1 ZC24-0114 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM JUSTIN AND MICHELLE COMPTON FOR SPECIAL USE PERMIT FOR AN ACCESSORY DWELLING UNIT AT 7421 HIGHTOWER DRIVE, BEING 1.962 ACRES DESCRIBED AS TRACT 4B9, JOHN CONDRA SURVEY, ABSTRACT 311.

APPROVED

Chair Welborn introduced the item, opened the public hearing, and called for Principal Planner Clayton Husband to introduce the request. Mr. Husband introduced the request.

Chair Welborn called for the applicant to present the request.

Justin Compton, 7421 Hightower Drive, North Richland Hills, Texas, presented the request. He stated they want to convert a portion of an existing structure into a living area for family members.

Chair Welborn called for Mr. Husband to present the staff report. Mr. Husband presented the staff report.

Commissioner Ross and Mr. Husband discussed policies in place to prevent accessory dwelling units from being used as short term rentals.

Mr. Comstock stated funding for a new service was approved that monitors short term rental websites for listings in the city and provides reports and data on found listings.

December 02, 2024

Planning and Zoning Commission Meeting Minutes

Page 2 of 12

He stated research work on a short term rental ordinance is underway.

Commissioner Goetz and Mr. Husband discussed how water and sewer service would be provided to the accessory dwelling unit.

Commissioner McMahon and Mr. Husband discussed the size and location of the living area of the proposed accessory dwelling unit.

Chair Welborn called for anyone wishing to speak for or against the request to come forward. There being no one else wishing to speak, Chair Welborn closed the public hearing.

A MOTION WAS MADE BY COMMISSIONER GOETZ, SECONDED BY VICE CHAIR STAMPS TO APPROVE ZC24-0114.

MOTION TO APPROVE CARRIED 7-0.

C.2 ZC24-0119 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM KEVIN AND SUSAN HOLDEN FOR A ZONING CHANGE FROM AG (AGRICULTURAL) TO RE-1 (RESIDENTIAL ESTATE) AT 8033 VALLEY DRIVE, BEING 1.89 ACRES DESCRIBED AS TRACT 2B21, STEPHEN RICHARDSON SURVEY, ABSTRACT 1266.

APPROVED

Chair Welborn introduced the item, opened the public hearing, and called for Principal Planner Clayton Husband to introduce the request. Mr. Husband introduced the request.

Chair Welborn called for the applicant to present the request.

Kevin and Susan Holden, 8033 Valley Drive, North Richland Hills, Texas, presented the request. They stated they are requesting a zoning change in order to plat the property so they can construct a new accessory building.

Commissioner Ross and the applicant discussed the number of accessory buildings on the lot, potential driveway improvements, and the location and use of the proposed accessory building.

Chair Welborn called for Mr. Husband to present the staff report. Mr. Husband presented the staff report.

December 02, 2024

Planning and Zoning Commission Meeting Minutes

Page 3 of 12

Commissioner Stamps and Mr. Husband discussed the details of the plat approval should the zoning change be approved.

Chair Welborn called for anyone wishing to speak for or against the request to come forward. There being no one else wishing to speak, Chair Welborn closed the public hearing.

A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY VICE CHAIR STAMPS TO APPROVE ZC24-0119.

MOTION TO APPROVE CARRIED 7-0.

C.3 ZC24-0117 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM RICK FIGUEROA FOR A ZONING CHANGE FROM RE-1 (RESIDENTIAL ESTATE) TO R-2 (SINGLE-FAMILY RESIDENTIAL) AT 8800 KIRK LANE, BEING 720 SQUARE FEET DESCRIBED AS A PORTION OF LOT 5, BLOCK 1, TAYLOR'S PLACE.

APPROVED

Chair Welborn stated since they are related items on adjacent property, items C.3 and C,4 would be presented together, but the Commission would take action on each one separately.

Chair Welborn introduced the item, opened the public hearings, and called for Principal Planner Clayton Husband to introduce the request. Mr. Husband introduced the request.

Commissioner Ross left the Chamber at 7:27 p.m.

Commissioner Ross returned to the Chamber at 7:29 p.m.

Chair Welborn called for the applicant to present the request.

Rick Figueroa, 8800 Kirk Lane, North Richland Hills, Texas, presented the request. He stated he is requesting zoning changes in order to do a land swap between the properties and install a sewer service to his house.

Commissioner Narayana, Mr. Husband, and the applicant discussed the future replat of the property.

December 02, 2024

Planning and Zoning Commission Meeting Minutes

Page 4 of 12

Chair Welborn and the applicant discussed the land swap in context to the lot size requirements of the R-2 zoning district.

Commissioner Narayana asked the applicant if he owned both properties. Mr. Figueroa stated yes.

Chair Welborn, Commissioner Narayana, and the applicant discussed the timing of house construction on the corner lot.

Chair Goetz and the applicant discussed whether there were other options to accomplish the goal of tapping into public sewer.

Commissioner Ross and Mr. Husband discussed the size of the two portions of land proposed for rezoning.

Commissioner Narayana, Mr. Husband, and the applicant discussed whether a driveway would be constructed on Kirk Road in the area of the proposed sewer service. Mr. Figueroa stated no.

Vice Chair Stamps, Mr. Husband, and the applicant discussed the locations where fences could be constructed after the properties were replatted.

Vice Chair Stamps, City Engineer Nathan Frohman, and the applicant discussed the different requirements between constructing a public sewer main on the property versus the private sanitary sewer service line.

Commissioner Narayana and Mr. Husband discussed where the corner lot at 7536 Kirk Road could tap into the public sewer line.

Chair Welborn called for Mr. Husband to present the staff report. Mr. Husband presented the staff report.

Chair Welborn called for anyone wishing to speak for or against the request to come forward. There being no one else wishing to speak, Chair Welborn closed the public hearing.

Commissioner Narayana and Mr. Husband discussed other zoning change options for this request including combining both lots into a single lot and installing a public sewer main across the corner lot property.

A MOTION WAS MADE BY COMMISSIONER GOETZ, SECONDED BY COMMISSIONER MCMAHON TO APPROVE ZC24-0117.

MOTION TO APPROVE CARRIED 7-0.

C.4 ZC24-0118 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM RICK FIGUEROA FOR A ZONING CHANGE FROM R-2 (SINGLE-FAMILY RESIDENTIAL) TO RE-1 (RESIDENTIAL ESTATE) AT 7536 KIRK ROAD, BEING 1,140 SQUARE FEET DESCRIBED AS A PORTION OF LOT 1, BLOCK 1, TAYLOR'S PLACE.

APPROVED

Item C.4 was presented in conjunction with item C.3.

A MOTION WAS MADE BY COMMISSIONER MCMAHON, SECONDED BY COMMISSIONER GOETZ TO APPROVE ZC24-0118.

MOTION TO APPROVE CARRIED 7-0.

C.5 ZC24-0115 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM DCG ENGINEERING INC FOR A REVISION TO SPECIAL USE PERMIT ORDINANCE 2068 AT 8213 BOULEVARD 26 AND A SPECIAL USE PERMIT FOR A NEW SELF-STORAGE FACILITY AT 8225 BOULEVARD 26, BEING 5.832 ACRES DESCRIBED AS LOT 1, BLOCK A, AMERCO ADDITION; AND TRACTS 14B1, 14B1A, AND 14C1, WILLIAM WALLACE SURVEY, ABSTRACT 1606.

APPROVED

Chair Welborn introduced the item, opened the public hearings, and called for Managing Director Clayton Comstock to introduce the request. Mr. Comstock introduced the request.

Chair Welborn called for the applicant to present the request.

Matt Merrill, U-Haul, 8221 Boulevard 26, North Richland Hills, Texas, presented the request. He discussed the proposed construction of a new self-storage facility and revisions to the existing site to accommodate cross-access between the properties.

Alternate Carpenter left the Chamber at 7:52pm.

December 02, 2024

Planning and Zoning Commission Meeting Minutes

Page 6 of 12

Alternate Carpenter returned to the Chamber at 7:56pm.

Chair Welborn asked about the value of the improvements for the new construction and site development. Mr. Merrill stated the value is approximately ten million dollars.

Commissioner Goetz and the applicant discussed the possibility of new jobs being created by the new facility construction.

Vice Chair Stamps and the applicant discussed the visual design of the two sites and coordination of landscaping design between the two properties.

Commissioner Narayana and the applicant discussed the number of units within the proposed facility. Mr. Merrill stated the existing facility and proposed building would have approximately 700 units each, with a total of 1,400 units combined on the properties.

Commissioner Goetz and the applicant discussed the construction timing for the new building. Mr. Merrill stated construction should take seven to eight months after the permit is issued.

Chair Welborn called for Mr. Comstock to present the staff report. Mr. Comstock presented the staff report.

Chairman Welborn and Mr. Comstock discussed the building materials on the existing facility in Haltom City in conjunction with photos presented during the presentation.

Commissioner McMahon and Mr. Comstock discussed the refuse container and enclosure locations for the existing and proposed sites.

Commissioner Goetz left the Chamber at 8:13 p.m.

Commissioner Goetz returned to the Chamber at 8:17 p.m.

Commissioner McMahon and the applicant discussed the indoor loading area and whether indoor parking was provided. Mr. Merrill stated there is not indoor parking in

the proposed building.

Commissioner Narayana and Mr. Comstock discussed the nonconforming status of the existing property. Mr. Comstock stated the use is allowed, which was approved by special use permit in 1995. He stated site development standards for the existing site could be considered provided a rational connection is made for any enhanced requirement.

Commissioner Narayana, Commissioner Ross, and Mr. Comstock discussed the location and width of existing and required sidewalks based on the transportation plan.

Commissioner Narayana and Mr. Comstock discussed which zoning districts allow storage facilities by right. Mr. Comstock stated a special use permit is required in all districts where the use is permitted.

Vice Chair Stamps and the applicant discussed the visibility of the storage unit doors from public right-of-way and through windows on the building.

Vice Chair Stamps and Mr. Comstock discussed building articulation and glazing features on the proposed building.

Commissioner Goetz and the applicant asked if the colored fins on the building are lighted. Mr. Merrill stated no, the building design includes down-cast lighting fixtures.

Commissioner Ross and the applicant discussed the design of the new building compared to the existing building.

Commissioner Ross and Mr. Comstock discussed the zoning case type options for consideration of the application. Mr. Comstock recommended that the request be viewed as one nonresidential planned development covering both properties to address building design, signage, landscaping and other features. He stated the planned development covers more design standards and provides greater flexibility in administration of the requirements.

Commissioner Ross and Mr. Comstock discussed landscape screening for rental truck parking from Boulevard 26.

Commissioner Goetz, Commissioner McMahan, and Mr. Comstock discussed wall signage for the building and monument signage for the property.

Commissioner Narayana and Mr. Comstock discussed the planned development standards relative to the existing property.

Commissioner Ross and Mr. Comstock discussed the process for Development Review Committee approval of the site plan and whether the Planning and Zoning Commission should be involved in final approval of the site plan.

Chairman Welborn and Mr. Comstock discussed the standards related to landscaping, building articulation, and facade design.

Commissioner Narayana and Mr. Comstock discussed the viability for retail development on the site.

Chairman Welborn and Mr. Comstock discussed other properties around the site that could be used for retail users.

Chair Welborn called for anyone wishing to speak for or against the request to come forward. There being no one else wishing to speak, Chair Welborn closed the public hearing.

Chair Welborn, Commissioner Narayana, and Mr. Comstock discussed whether the final building elevations should be presented to the Planning and Zoning Commission for approval.

Vice Chair Stamps stated consideration of the building design and materials should take into consideration that the site is near residential neighborhoods.

Commissioner Narayana made a motion, seconded by Commissioner Goetz, to approve ZC24-0115 as a nonresidential planned development with the condition that the site plan and building elevations receive final approval by the Planning and Zoning Commission.

Commissioner Ross stated his support for removing the landscaping requirement on the west side of the existing building, the need for more articulation on the proposed building, and support for a five-foot sidewalk on the adjacent streets.

Chair Welborn stated his support for the building design and landscape removal on the west side of the building. He stated he did not think the site plan would need final approval by the Commission.

Alternate Carpenter asked about the site plan approval process. Mr. Comstock stated site plan approval is generally an administrative approval by the Development Review Committee, but there is one planned development in the city that requires City Council approval of the site plan.

Commissioner McMahon, Chair Welborn, and Commissioner Ross discussed whether sidewalk standards should be included in the development standards.

Vice Chair Stamps and Commissioner Narayana discussed whether the Commission should provide final approval of the site plan and building elevations.

Mr. Comstock clarified that the current motion would require that the site plan and building elevations be approved by the Planning and Zoning Commission. He stated that if the Development Review Committee determines that the final design does not meet the development standards, the applicant may request the design be considered by the Commission through an amendment of the planned development standards.

Commissioner Narayana and Commissioner Goetz stated they are agreeable to removing the requirement for final site plan approval by the Commission.

A MOTION WAS MADE BY COMMISSIONER NARAYANA, SECONDED BY COMMISSIONER GOETZ TO APPROVE ZC24-0115 AS A NR-PD NONRESIDENTIAL PLANNED DEVELOPMENT DISTRICT SUBJECT TO THE DESIGN AND MATERIALS PRESENTED, THE REMOVAL OF THE LANDSCAPING REQUIREMENT ON THE WEST SIDE OF THE EXISTING BUILDING, AND FIVE-FOOT WIDE SIDEWALKS ON BOULEVARD 26 AND HARWOOD ROAD.

MOTION TO APPROVE CARRIED 7-0.

D. PLANNING AND DEVELOPMENT

D.1 PLAT24-0078 CONSIDERATION OF A REQUEST FROM SOMERIK REALTY LLC FOR AN EXCEPTION TO SECTION 110-367(F) OF THE SUBDIVISION ORDINANCE TO ALLOW UNDERGROUND UTILITY SERVICE LINES TO BE LOCATED AT THE FRONT OF THE LOTS IN THE WAYFARER ADDITION, BEING 2.913 ACRES LOCATED AT 6716 STARDUST DRIVE.

APPROVED

Chair Welborn introduced the item and called for Planning Director Clayton Comstock to introduce the request. Mr. Comstock introduced the request.

Chair Welborn called for the applicant to present the request.

Todd Bowers, representing Peak Construction, 504 Tumbleweed Trail, Colleyville, Texas presented the request. He stated they are requesting a waiver of the requirement to place underground electrical utilities at the rear of the lots.

Commissioner Ross and the applicant discussed vegetative screening.

Scott Bombach representing Oncor discussed details of the required utility easements and transformer pad dimensions. He stated accessibility to the equipment to service it in an emergency is simpler and less disruptive to residents with front yard locations.

Chair Welborn called for Mr. Comstock to present the staff report. Mr. Comstock presented the staff report.

A MOTION WAS MADE BY VICE CHAIR STAMPS, SECONDED BY COMMISSIONER MCMAHON TO APPROVED THE EXCEPTION REQUEST FOR PLAT24-0078.

MOTION TO APPROVE CARRIED 7-0.

E. INFORMATION AND REPORTS

Managing Director of Development Services Clayton Comstock presented the city announcements and summarized recent City Council actions.

E.1 ANNOUNCEMENTS

Managing Director of Development Services Clayton Comstock presented the city announcements and summarized recent City Council actions.

EXECUTIVE SESSION

F. ADJOURNMENT

Chair Welborn adjourned the meeting at 9:26pm.

December 02, 2024

Planning and Zoning Commission Meeting Minutes

Page 11 of 12

Justin Welborn, Chair

Attest:

Jared Ross, Secretary