

**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  
JANUARY 16, 2025**

**WORK SESSION: 6:30 PM**

**A. CALL TO ORDER**

The Planning and Zoning Commission of the City of North Richland Hills, Texas met in work session on the 16th day of January 2025, at 6:30 p.m. in the City Council Work Room prior to the 7:00 p.m. regular Planning and Zoning Commission meeting.

Present:	Justin Welborn	Chair, Place 1
	Greg Stamps	Vice Chair, Place 4
	Jared Ross	Secretary, Place 3
	Amy McMahon	Place 6
	Brianne Goetz	Place 7
	Aaron Carpenter	Alternate B

Absent:	Bryan Kidd	Place 2
	Jayashree Narayana	Place 5
	Paul Epperley	Alternate A

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

Chair Welborn called the work session to order at 6:30 p.m.

**1 MANAGING DIRECTOR REPORT**

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

**2 PRESENTATION BY STAFF ON ITEMS FROM THE REGULAR PLANNING AND ZONING COMMISSION MEETING.**

January 16, 2025

Planning and Zoning Commission Meeting Minutes

Page 1 of 8

Managing Director of Development Services Clayton Comstock discussed items on the regular meeting agenda.

Regarding Item C.2, Commissioner Ross asked about the timeline for when the applicant was notified about the requirements for permits, zoning, and platting.

Regarding Item C.2, Commissioner Goetz asked if similar waiver requests had been considered in the past. Mr. Comstock stated not within the past 13 years.

Regarding Item C.2, Chair Welborn asked about the valuation thresholds as they relate to requirements to plat the property.

Chair Welborn adjourned the work session at 7:00 p.m.

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

**A. CALL TO ORDER**

Chair Welborn called the meeting to order at 7:05 p.m.

Present:	Justin Welborn	Chair, Place 1
	Greg Stamps	Vice Chair, Place 4
	Jared Ross	Secretary, Place 3
	Amy McMahon	Place 6
	Brianne Goetz	Place 7
	Aaron Carpenter	Alternate B

Absent:	Bryan Kidd	Place 2
	Jayashree Narayana	Place 5
	Paul Epperley	Alternate A

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

Chair Welborn stated that since Commissioners Bryan Kidd and Jayashree Narayana and Alternate Epperley are absent this evening, Alternate Aaron Carpenter will be a voting member of the Commission.

January 16, 2025

Planning and Zoning Commission Meeting Minutes

Page 2 of 8

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 DECEMBER 2, 2024, PLANNING AND ZONING COMMISSION MEETING.**

**APPROVED WITH CONDITIONS**

**A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY ALTERNATE CARPENTER TO APPROVE MINUTES OF THE DECEMBER 2, 2024, PLANNING AND ZONING COMMISSION MEETING.**

**MOTION TO APPROVE CARRIED 6-0.**

C. PLANNING AND DEVELOPMENT

**C.1 PLAT24-0081 CONSIDERATION OF A REQUEST FROM KIMLEY-HORN AND ASSOCIATES, INC. FOR A FINAL PLAT OF WILLOW SPRINGS ADDITION, BEING 18.962 ACRES LOCATED AT 6900-7100 DAVIS BOULEVARD.**

**APPROVED**

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

Joseph Cerqueira, Kimley-Horn and Associates, 2300 North Fitzhugh Avenue, Dallas, Texas, and Scott Foster, Kimley-Horn and Associates, 1703 Red Cloud Drive, Dallas, Texas, presented the request.

Chair Welborn and the applicants discussed the lot sizes and the potential builder for the project.

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

January 16, 2025

Planning and Zoning Commission Meeting Minutes

Page 3 of 8

Chair Welborn and Mr. Comstock discussed the street connection to Brookhaven Drive.

Commissioner Ross, City Engineer Nathan Frohman, and Mr. Comstock discussed the proposed intersection of Davis Boulevard and Willow Shade Road and future locations of medians on Davis Boulevard.

Chair Welborn and Mr. Frohman discussed the watercourse maintenance agreement for the project.

**A MOTION WAS MADE BY VICE CHAIR STAMPS, SECONDED BY COMMISSIONER MCMAHON TO APPROVE PLAT24-0081 WITH THE CONDITIONS OUTLINED IN THE DEVELOPMENT REVIEW COMMITTEE COMMENTS.**

**MOTION TO APPROVE CARRIED 6-0.**

**C.2 CONSIDERATION OF A REQUEST FROM SCOTT HOBERER FOR AN EXCEPTION TO SECTION 110-41 OF THE SUBDIVISION ORDINANCE TO WAIVE THE REQUIREMENT TO PLAT THE PROPERTY FOR CONSTRUCTION OF AN ACCESSORY STRUCTURE AT 8900 AMUNDSON DRIVE, BEING 0.73 ACRES DESCRIBED AS TRACT 2N, TANDY K MARTIN SURVEY, ABSTRACT 1055.**

**CONTINUED**

Chair Welborn introduced the item and called for Managing Director Clayton Comstock to introduce the request. Mr. Comstock introduced the request. Mr. Comstock stated the applicant was not in attendance.

Chair Welborn asked Mr. Comstock to present the staff report. Mr. Comstock presented the staff report.

Commissioner Ross and Mr. Comstock discussed the timeline of the discussions with the applicant regarding construction of the carport and the zoning and platting requirements for building permits.

Chair Welborn and Mr. Comstock discussed the application and permit fees associated with the property.

Chair Welborn stated due to the absence of the applicant at this meeting and the zoning hearing, some information he would like to have about the request cannot be provided.

January 16, 2025

Planning and Zoning Commission Meeting Minutes

Page 4 of 8

Commissioner Ross and Mr. Comstock discussed the process for requesting the proposed waiver and the appeals process.

Commissioner McMahon and Mr. Comstock discussed the platting requirement for building permits.

**A MOTION WAS MADE BY VICE CHAIR STAMPS, SECONDED BY ALTERNATE CARPENTER, TO APPROVE THE REQUEST FOR AN EXCEPTION TO SECTION 110-41 OF THE SUBDIVISION REGULATIONS TO WAIVE THE REQUIREMENT TO PLAT THE PROPERTY FOR CONSTRUCTION OF AN ACCESSORY STRUCTURE.**

Vice Chair Stamps stated the percentage of the potential cost of improvements and fees compared to the value of the carport could be considered a hardship if the percentage was determined to be significant.

Commissioner McMahon and Commissioner Ross discussed the applicant was notified in writing of the meeting and platting requirements but did not attend the meeting.

Commissioner Goetz stated the request does not appear to meet any of the four standards for granting a waiver.

Vice Chair Stamps and Mr. Comstock discussed the requirements to plat the property for the construction of accessory buildings and primary structures.

Vice Chair Stamps stated the requirement for platting the property for an accessory building may be considered a hardship.

Commissioner Goetz asked if the property could be sold without being platted. Mr. Comstock stated yes.

Commissioner McMahon, Alternate Carpenter, and Mr. Comstock discussed the distinctions between permit types and new construction as it relates to the requirement to plat the property.

Chair Welborn stated the cost of surveying and fees versus the cost of the carport could be significant enough to be considered a hardship as described by the regulations, but the details are not available since the applicant is not in attendance.

**THE MOTION TO APPROVE FAILED 3-3, WITH CHAIR WELBORN, COMMISSIONER ROSS, AND COMMISSIONER MCMAHON OPPOSING.**

Commissioner Goetz asked if the Commission is authorized to approve a reduction of fees. Mr. Comstock stated no that any revisions of fees is reserved for City Council consideration.

Chair Welborn and Vice Chair Stamps discussed whether the Commission should consider continuing the item to the next meeting.

**A MOTION WAS MADE BY COMMISSIONER GOETZ, SECONDED BY COMMISSIONER ROSS, TO WAIVE A PORTION OF THE APPLICATION FEES FOR THE PROJECT.**

Mr. Comstock stated platting application fees are approximately \$340 for a one lot residential plat and \$239 for the building permit.

**COMMISSIONER GOETZ WITHDREW THE MOTION.**

**A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY COMMISSIONER MCMAHON, TO DENY THE REQUEST FOR AN EXCEPTION TO SECTION 110-41 OF THE SUBDIVISION REGULATIONS TO WAIVE THE REQUIREMENT TO PLAT THE PROPERTY FOR CONSTRUCTION OF AN ACCESSORY STRUCTURE.**

**THE MOTION TO DENY FAILED 3-3, WITH VICE CHAIR STAMPS, COMMISSIONER GOETZ, AND ALTERNATE CARPENTER OPPOSING.**

**A MOTION WAS MADE BY COMMISSIONER GOETZ, SECONDED BY COMMISSIONER MCMAHON, TO CONTINUE THE REQUEST TO THE FEBRUARY 6, 2025, MEETING.**

**THE MOTION TO CONTINUE CARRIED 5-1, WITH COMMISSIONER ROSS OPPOSING.**

D. PUBLIC HEARINGS

**D.1 ZC24-0116 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM CJ REAL ESTATE LLC FOR A REVISION TO PLANNED DEVELOPMENT 114 TO ALLOW A QUICK SERVICE RESTAURANT AT 7601 BOULEVARD 26, BEING 0.66 ACRES DESCRIBED AS A PORTION OF LOT 3, BLOCK 1, RICHLAND TERRACE ADDITION.**

**APPROVED**

Chair Welborn introduced the item, opened the public hearing, 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.

Michael Thomas, MJ Thomas Engineering, 4700 Bryant Irving Road, Fort Worth, Texas, presented the request.

Commissioner Ross and the applicant discussed traffic circulation on the site and the bypass lane around the drive-through area.

Commissioner Goetz and the applicant discussed the drive-through area and confirmed there is a single lane for service and a by-pass lane.

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

Commissioner Ross and Mr. Comstock discussed the locations of the raised medians relative to the driving lanes on both sites.

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

Commissioner Goetz spoke regarding the construction will be a good improvement in this area.

Commissioner Ross spoke regarding the Starbucks location on Smithfield Road.

**A MOTION WAS MADE BY ALTERNATE CARPENTER, SECONDED BY COMMISSIONER GOETZ TO APPROVE ZC24-0116.**

**MOTION TO APPROVE CARRIED 6-0.**

**EXECUTIVE SESSION**

**E. ADJOURNMENT**

Chair Welborn adjourned the meeting at 8:03 p.m.

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Justin Welborn, Chair

Attest:

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Jared Ross, Secretary