

**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  
OCTOBER 3, 2024**

**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 3rd day of October 2024, 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
	Jayashree Narayana	Place 5
	Amy McMahon	Place 6
	Brianne Goetz	Place 7
	Paul Epperley	Alternate A
	Aaron Carpenter	Alternate B

Absent:	Bryan Kidd	Place 2
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Staff Members:	Clayton Comstock	Managing Director
	Clayton Husband	Principal Planner
	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 DISCUSSION REGARDING UNDERGROUND UTILITY SERVICE LINES  
LOCATED AT THE FRONT OF RESIDENTIAL LOTS.**

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Managing Director of Development Services Clayton Comstock discussed requirements related to underground utility service lines being located at the rear of the lot and current development trends and industry practices for utility services for locating facilities at the fronts of the lot. He asked for input from the Commission if further study is appropriate to consider amendments to the regulations to revise this standard.

Commissioner Narayana and Mr. Comstock discussed the waiver process in the subdivision regulations related to rear yard utility locations. Mr. Comstock also discussed fiberoptic line upgrades taking place in existing developments.

Alternate Carpenter and Mr. Comstock discussed the possible reasons the rear yard utility location standards were put into place.

Chair Welborn discussed rear yard utility locations in older subdivisions often being aerial on poles rather than underground.

Commission McMahon stated front yard locations providing easier access for maintenance and repair.

Commissioner Goetz stated the waiver option allows for requests to be considered on a case-by-case basis.

Vice Chair Stamps stated the waiver option provides a way for location decisions to be evaluated.

Commissioner McMahon and City Engineer Nathan Frohman discussed front yard locations and their effect on public works right-of-way inspections.

Mr. Comstock stated the consensus appears to be continuing to use the waiver process and consider requests on a case-by-case basis.

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

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

#### **B. FUTURE AGENDA ITEM(S)**

There were no requests from Planning and Zoning Commission for future agenda

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items.

Chair Welborn adjourned the work session at 7:13 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 7:19 p.m.

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

Absent:	Bryan Kidd	Place 2
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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 Commissioners 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**

Charles Scoma, 8300 Cardinal Lane, North Richland Hills, Texas, spoke regarding item D.3. He stated his concerns about drainage related to the project.

Giovani Reyes, representing Carlos Reyes, 8301 Cardinal Lane, North Richland Hills, Texas, spoke regarding item D.3. He stated his support for the project.

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David Halferty, 8312 Main Street, North Richland Hills, Texas, spoke regarding property taxes, rezoning residences for commercial property, and street repairs.

Pamela Fisher, 6408 Westgate Drive, North Richland Hills, Texas, spoke regarding item D.3. She stated her concerns about drainage and traffic.

Nancy Cardone, 6400 Westgate Drive, North Richland Hills, Texas, spoke regarding item D.3. She stated her concerns about drainage and loss of wildlife.

Jane Birkes, 8321 Main St in North Richland Hills North Richland Hills, Texas, spoke regarding item D.3. She stated her concerns about the lack of mixed use, traffic, and Main Street construction.

Chair Welborn closed the public comments portion of the meeting.

**B. MINUTES**

**B.1 APPROVE MINUTES OF THE SEPTEMBER 5, 2024, PLANNING AND ZONING COMMISSION MEETING.**

Chair Welborn stated that due to an error on the posted agenda for this meeting, the Commission will postpone action on the September 19, 2024, minutes to the next meeting.

**C. PUBLIC HEARINGS**

**D. PLANNING AND DEVELOPMENT**

**D.1 PLAT24-0072 CONSIDERATION OF A REQUEST FROM WESTWOOD PROFESSIONAL SERVICES FOR A FINAL PLAT OF THE MEADOW, BEING 29.553 ACRES LOCATED AT THE SOUTHEAST CORNER OF RUFÉ SNOW DRIVE AND BURSEY ROAD.**

**APPROVED WITH CONDITIONS**

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

Matthew Lee, Westwood Professional Services, 2901 Dallas Parkway, Plano, Texas, presented the request.

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Chair Welborn and the applicant discussed the design and engineering process for the development of the property.

Commissioner Goetz and the applicant clarified that the commercial lot was included in the plat boundary.

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

Commissioner Narayana and Mr. Comstock discussed the capacity of the downstream stormwater system.

Commissioner Narayana and the applicant discussed the depth of the gas line present on the property. Mr. Lee stated the gas line averages four feet deep.

**A MOTION WAS MADE BY COMMISSIONER GOETZ, SECONDED BY COMMISSIONER ROSS TO APPROVE PLAT24-0072 WITH THE CONDITIONS OUTLINED IN THE DEVELOPMENT REVIEW COMMITTEE COMMENTS.**

**MOTION TO APPROVE CARRIED 7-0.**

**D.2 PLAT24-0073 CONSIDERATION OF A REQUEST FROM ANA CONSULTANTS LLC FOR A PRELIMINARY PLAT OF ORCHARD WALK ESTATES, BEING 4.298 ACRES LOCATED AT THE SOUTHWEST CORNER OF DAVIS BOULEVARD AND TURNER DRIVE.**

**APPROVED WITH CONDITIONS**

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.

Osama Nashed, ANA Consultants LLC, 5000 Thompson Terrace, Colleyville, Texas, representing the owner, presented the request.

Commissioner Ross and the applicant discussed potential home builders for the community.

Commissioner Goetz asked if the development would include one-story or two-story houses. Mr. Nashed stated a mix of both would be constructed.

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Chair Welborn and the applicant discussed the potential location of franchise utilities in the front or rear of the lots. Mr. Nashed stated they are open to placing the utilities in the front of the lots as part of the final design.

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

Comissioner Narayana and Mr. Comstock discussed the details of the open space and the responsibilities of the homeowner's association.

Commissioner Goetz and Mr. Comstock discussed the purpose for the right-of-way dedication on Turner Road. Mr. Comstock stated it provides area for a future realignment of the intersection.

Comissioner Narayana and Mr. Comstock discussed the sidewalk requirements along Davis Boulevard.

Alternate Carpenter and Mr. Comstock discussed the design of improvements to the drainage channel on the property.

Chair Welborn and Mr. Comstock discussed the homeowner's association responsibilities for maintenance of open space areas and the use of low-maintenance materials in those areas.

**A MOTION WAS MADE BY VICE CHAIR STAMPS, SECONDED BY COMMISSIONER GOETZ TO APPROVE PLAT24-0073 WITH THE CONDITIONS OUTLINED IN THE DEVELOPMENT REVIEW COMMITTEE COMMENTS.**

**MOTION TO APPROVE CARRIED 7-0.**

**D.3 PLAT24-0074 CONSIDERATION OF A REQUEST FROM ANA CONSULTANTS LLC FOR A PRELIMINARY PLAT OF GOLDEN GROVE, BEING 12.424 ACRES LOCATED AT 8250 MAIN STREET.**

**APPROVED WITH CONDITIONS**

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.

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Osama Nashed, ANA Consultants LLC, 5000 Thompson Terrace, Colleyville, Texas, representing the owner, presented the request. He stated the project was designed to comply with the transit oriented development district standards. He stated the owner/developer held a meeting with residents from the adjacent neighborhood on September 24 to discuss the plans for the property.

Chair Welborn and the applicant discussed the drainage analysis for the site, preliminary plans for drainage improvements in the existing channel, the runoff from adjacent commercial property, and requirements for a flood study for review by FEMA to modify the floodplain.

Commissioner Goetz and the applicant discussed the existing drainage channel and easement on an adjacent lot at the southeast corner of the property.

Commissioner Narayana and the applicant discussed the need to cooperate with adjacent lot owners relative to overall drainage design for the area.

Commissioner McMahon and the applicant discussed the existing drainage channel and easement on an adjacent lot at the southeast corner of the property.

Commissioner Narayana and the applicant discussed the variety of lot sizes and house designs in the development.

Commissioner Ross and the applicant discussed the front build-to line requirement within the transit oriented development district.

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

*Commissioner Narayana left the chamber at 8:32 PM.*

*Commissioner Narayana returned to the chamber at 8:34 PM.*

Commissioner McMahon and Mr. Comstock discussed the requirements for traffic studies for the site and adjacent area.

Alternate Carpenter and Mr. Comstock discussed requirements for traffic studies for Cardinal Lane.

Commissioner Narayana and Mr. Comstock discussed connectivity with adjacent properties in relation to traffic circulation.

Chair Welborn, Commissioner Ross, Commissioner Narayana, Mr. Comstock, and Mr. Nashed discussed the connector street requirements and blocks within the transit oriented development and that the layout on the property to the west was conceptual and not intended for construction.

Commissioner Stamps and Mr. Comstock discussed the planned connectivity to Davis Boulevard through the adjacent property at the time it develops.

Chair Welborn and City Engineer Nathan Frohman discussed preliminary plans for drainage and floodplain, the cross section details of the proposed terraced earthen channel, and the necessary floodplain study.

Chair Welborn, Mr. Frohman, and the applicant discussed the open space area on top of the gas line in relation to placement of the proposed channel.

Chair Welborn and Mr. Frohman discussed the National Floodplain Insurance Program, the higher standards adopted by the city than what is required by the FEMA insurance plan, and the possibility of improving the adjacent lots both upstream and downstream by the proposed development.

Commissioner Stamps and Mr. Frohman discussed the output of the water channel.

Chair Welborn, Commissioner Narayana, and Mr. Frohman discussed the impervious surface on the adjacent lots in relation to drainage impacts.

Chair Welborn and Commissioner McMahon discussed the existing and proposed drainage impacts.

Commissioner Narayana and the applicant discussed amenities that could be constructed adjacent to the drainage channel at the south side of the site and the lot fronting Cardinal Lane.

Chair Welborn and Mr. Comstock discussed the landscape requirements in the transit oriented development district.

Chair Welborn and Mr. Comstock discussed tree preservation near the larger open space areas and the five percent landscaping requirement.



Commissioner Goetz and Mr. Comstock discussed maintenance requirements of the open space and drainage areas by the homeowner's association.

Commissioner Narayana and Mr. Comstock discussed sidewalk connectivity and walking paths on the property.

Alternate Carpenter and Mr. Comstock discussed fencing and screening requirements for the property.

Commissioner McMahon and Mr. Comstock discussed examples of other homeowner's associations responsibilities for maintaining water courses and drainage areas.

Chair Welborn discussed the site's conformity to the transit oriented development standards.

**A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY VICE CHAIR STAMPS TO APPROVE PLAT24-0074 WITH THE CONDITIONS OUTLINED IN THE DEVELOPMENT REVIEW COMMITTEE COMMENTS.**

**MOTION TO APPROVE CARRIED 6-1, WITH COMMISSIONER GOETZ VOTING AGAINST.**

EXECUTIVE SESSION

E. ADJOURNMENT

Chair Welborn adjourned the meeting at 9:21pm.

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Justin Welborn, Chair

Attest:

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Jared Ross, Secretary

**Rollcall**

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**Present** Commissioner Justin Welborn, Commissioner Jared Ross,  
Commissioner Greg Stamps, Commissioner Jayashree  
Narayana, Commissioner Amy McMahon, Commissioner  
Brienne Goetz, Commissioner Alternate A Paul Epperley, and  
Commissioner Alternate B Aaron Carpenter

**Absent** Commissioner Bryan Kidd

**Non-Voting**