

**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
JULY 18, 2024**

WORK SESSION: 5:30 PM

A. CALL TO ORDER

The Planning and Zoning Commission of the City of North Richland Hills, Texas met in work session on the 18th day of July 2024, at 5:30 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 5
	Bryan Kidd	Place 2
	Jayashree Narayana	Place 5
	Amy McMahan	Place 6
	Brianne Goetz	Place 7
	Paul Epperley	Alternate A
	Aaron Carpenter	Alternate B
Staff Members:	Clayton Comstock	Managing Director
	Jailan Hadnot	Planning Technician
	Nathan Frohman	City Engineer
	Thomas McMillian	Assistant City Attorney

Chair Welborn called the work session to order at 5:37 p.m.

1 PLANNING AND ZONING COMMISSION TRAINING PRESENTATION BY CITY ATTORNEY'S OFFICE AND PLANNING & ZONING DEPARTMENT STAFF.

Assistant City Attorney Thomas McMillian and Planning Director Clayton Comstock presented the Planning and Zoning Commission annual training.

Mr. McMillian discussed governing rules and regulations; composition, duties, responsibilities, and authority of the Commission; ethics and conflicts of interest; open meetings; and public information and electronic communications.

July 18, 2024

Planning and Zoning Commission Meeting Minutes

Page 1 of 9

Mr. Comstock discussed public hearing notices and procedures; decisions on zoning cases; protested zoning changes; an overview of the zoning ordinance and zoning map; the development review process; and the Vision 2030 Strategic Plan.

2 DISCUSSION REGARDING PLANNING AND ZONING COMMISSION RULES OF PROCEDURE.

The Planning and Zoning Commission discussed proposed new Rules of Procedure, specifically providing direction to staff regarding the function of the Alternate position. Staff will draft new Rules of Procedure for future discussion by the Commission.

3 DISCUSSION REGARDING PLANNING AND ZONING COMMISSION WORK SESSION FORMAT.

The Planning and Zoning Commission discussed the format for future work sessions.

4 MANAGING DIRECTOR REPORT

Planning Director Clayton Comstock presented the city announcements, and summarized recent City Council actions.

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

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

6 ELECTION OF OFFICERS

Chair Welborn called for nominations for the election of officers.

Commissioner Ross nominated Justin Welborn as Chair and Greg Stamps as Vice Chair. The nominations were seconded by Commissioner Narayana and passed 7-0.

Chair Welborn nominated Jared Ross as Secretary. The nomination was seconded by Commissioner Narayana and passed 7-0.

EXECUTIVE SESSION

Chair Welborn convened the session at 6:42 p.m.

July 18, 2024

Planning and Zoning Commission Meeting Minutes

Page 2 of 9

1 SECTION 551.076: DELIBERATE THE DEPLOYMENT OR IMPLEMENTATION OF SECURITY PERSONNEL OR DEVICES - 4301 CITY POINT DRIVE.

Chair Welborn announced at 6:32 p.m. that the Planning and Zoning Commission would adjourn into Executive Session as authorized by Chapter 551, Texas Local Government Code, Section 551.076: Deliberate the deployment or implementation of security personnel or devices - 4301 City Point Drive.

Executive Session began at 6:42 p.m. and recessed at 7:03 p.m.

Chair Welborn reconvened the Work Session at 7:08 p.m. and the Work Session adjourned at 7:29 p.m. in order to begin the Regular Meeting of the Planning and Zoning Commission.

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

A. CALL TO ORDER

Present:	Justin Welborn	Chair, Place 1
	Greg Stamps	Vice Chair, Place 4
	Jared Ross	Secretary, Place 5
	Bryan Kidd	Place 2
	Jayashree Narayana	Place 5
	Amy McMahan	Place 6
	Brianne Goetz	Place 7
	Paul Epperley	Alternate A
	Aaron Carpenter	Alternate B

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

Present Commissioner Justin Welborn, Commissioner Bryan Kidd, Commissioner Jared Ross, Commissioner Greg Stamps, Commissioner Jayashree Narayana, Commissioner Amy McMahan, Commissioner Brianne Goetz, Commissioner Alternate A Paul Epperley, and Commissioner Alternate B Aaron Carpenter

Non-Voting

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 JUNE 6, 2024, PLANNING AND ZONING COMMISSION MEETING.

APPROVED

A MOTION WAS MADE BY COMMISSIONER STAMPS, SECONDED BY COMMISSIONER ROSS TO APPROVE MINUTES OF THE JUNE 6, 2024, PLANNING AND ZONING COMMISSION MEETING. MOTION TO APPROVE CARRIED 7-0.

C. PLANNING AND DEVELOPMENT

C.1 PLAT24-0065 CONSIDERATION OF A REQUEST FROM MATTHEW ROACH FOR A REPLAT OF LOTS 3R1 AND 3R2, HOLDER SMITHFIELD ESTATES, BEING 2.403 ACRES LOCATED AT 8609 TIMBER DRIVE.

APPROVED

Chair Welborn introduced the item 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.

Matthew and Brittany Roach, 8609 Timber Drive, North Richland Hills, Texas, presented the request.

Commissioner Ross, Vice Chair Stamps and the applicants discussed the width of the proposed lot at various locations.

Commissioner Goetz and the applicant discussed the shed that was removed from

July 18, 2024

Planning and Zoning Commission Meeting Minutes

Page 4 of 9

the property.

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

Commissioner Narayana and Mr. Comstock discussed emergency access to the proposed lot.

Vice Chair Stamps and Mr. Comstock discussed the proposed lot width at the narrowest point.

Chair Welborn and Mr. Comstock discussed the waiver proposal related to the minimum width of flag lots.

Vice Chair Stamps and the applicant discussed the optimal lot width desired.

A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY COMMISSIONER GOETZ TO APPROVE PLAT24-0065, SUBJECT TO ACTION ON THE PROPOSED FLAG LOT CONFIGURATION AND ASSOCIATED WAIVER REQUEST. MOTION TO APPROVE CARRIED 7-0.

D. PUBLIC HEARINGS

D.1 ZC24-0101 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM JAKE AND VIRGINIA MURRAH FOR A SPECIAL USE PERMIT FOR A PERMANENT ACCESSORY BUILDING AND AN ACCESSORY DWELLING UNIT AT 6909 LITTLE RANCH ROAD, BEING 1.84 ACRES DESCRIBED AS LOT 3, BLOCK 1, MORGAN MEADOWS.

CONTINUED

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.

James Loveless, 13808 Bates Aston Road, Haslet, Texas, presented the request.

Commissioner Goetz and the applicant discussed the size of the proposed accessory

July 18, 2024

Planning and Zoning Commission Meeting Minutes

Page 5 of 9

building.

Chair Welborn and the applicant discussed the number of electric meters proposed on the lot.

Commissioner Ross, Chair Welborn and the applicant discussed the proposed timeline for the project as well as the number of permits involved.

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

Commissioner Narayana and Mr. Comstock discussed the elements included in the total square footage of the accessory building.

Chair Welborn and Mr. Comstock discussed the previously denied case near the subject property on the same street.

Commissioner Ross and Mr. Comstock discussed the concept of two single family homes on a single lot without a replatting into two lots.

Vice Chair Stamps and Mr. Comstock discussed the size of the proposed accessory buildings and the percentages allowed of the overall lot size, as well as previously approved accessory dwelling units.

Commissioner Narayana, Mr. Comstock and the applicant discussed the size and height of the primary house relative to the accessory structures.

Commissioner McMahon and Mr. Comstock discussed the 5% lot area maximum for accessory buildings.

Chair Welborn called for anyone wishing to speak for or against the request to come forward.

Matt Garvin, 6908 Little Ranch Road, North Richland Hills, Texas, spoke in favor of the request.

Chair Welborn and Mr. Garvin discussed various aspects of the proposal including placement and size of the proposed buildings.

July 18, 2024

Planning and Zoning Commission Meeting Minutes

Page 6 of 9

Dianne Moody, 6900 Little Ranch Road, North Richland Hills, Texas, spoke about the general concerns from the neighbors regarding possible rental homes.

Chair Welborn closed the public hearing.

Commissioner Ross and Mr. Comstock discussed the mechanisms in place by the city to prevent the renting of accessory dwelling units.

Chair Welborn discussed the opposition emails received by the city from the neighbors. The opposition will trigger the 20% opposition calculation and the requirement for a supermajority vote at City Council.

Vice Chair Stamps and Mr. Comstock discussed the number and size of permanent accessory buildings that have been approved in the city.

A motion was made by Vice Chair Stamps, seconded by Commissioner Goetz, to deny ZC24-0101.

Vice Chair Stamps, Commissioners Goetz and Ross discussed detailed reasons for supporting the denial motion.

Chair Welborn discussed the fact that two lots and two living units would appraise for a larger amount.

Commissioner Narayana and Commissioner McMahon discussed their rationale for support of the request.

Vice Chair Stamps discussed his concern for the precedent that is set by approved building of the size requested.

Commissioner Ross discussed the fact that the proposal could be changed to something more acceptable to those in opposition.

Motion to deny failed 3-4 with Chair Welborn, Commissioner Narayana, Commissioner Kidd and Commissioner McMahon opposing.

There was a discussion of the two options to either continue the request to the August

1, 2024, Planning and Zoning Commission meeting or provide a decision tonight by the Planning and Zoning Commission.

A MOTION WAS MADE BY COMMISSIONER NARAYANA, SECONDED BY COMMISSIONER MCMAHON TO CONTINUE ZC24-0101 TO THE AUGUST 1, 2024 PLANNING AND ZONING COMMISSION MEETING. MOTION TO CONTINUE CARRIED 7-0.

D.2 ZC24-0104 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM ZACHARY RAY FOR A SPECIAL USE PERMIT FOR A PERMANENT ACCESSORY BUILDING AT 6800 MEADOW CREEK ROAD, BEING 1.29 ACRES DESCRIBED AS LOT 9, BLOCK 3, MORGAN MEADOWS.

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.

Zachary Ray, 6800 Meadow Creek Road, North Richland Hills, Texas, presented the request.

Commissioner Narayana and the applicant discussed access to North Forty Road for the proposed building.

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

Commissioner Ross and Mr. Comstock discussed masonry requirements and the inability of the city to regulate building materials.

Commissioner Goetz and Mr. Comstock discussed similar buildings in the subject neighborhood in terms of size, including any variances granted.

Commissioner Narayana, Mr. Comstock and the applicant discussed standard sizing for manufactured accessory buildings in relation to the proposed building.

July 18, 2024

Planning and Zoning Commission Meeting Minutes

Page 8 of 9

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.

Vice Chair Stamps and Commissioner Ross discussed their rationale for supporting the request.

Chair Welborn discussed various screening methods for the proposed building.

A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY COMMISSIONER MCMAHON TO APPROVE ZC24-0104. MOTION TO APPROVE CARRIED 7-0.

E. ADJOURNMENT

Chair Welborn adjourned the meeting at 9:42 p.m.

Justin Welborn, Chair

Attest:

Jared Ross, Secretary