

**MINUTES OF THE WORK SESSION
OF THE PLANNING AND ZONING COMMISSION OF THE
CITY OF NORTH RICHLAND HILLS, TEXAS
HELD IN THE CITY HALL, 4301 CITY POINT DRIVE
MAY 4, 2023**

WORK SESSION: 6:00 PM

A. CALL TO ORDER

The Planning and Zoning Commission of the City of North Richland Hills, Texas met in work session on the 4th day of May 2023, at 6:00 p.m. in the City Council Work Room.

Present:	Justin Welborn	Chair, Place 1
	Kathy Luppy	Vice Chair, Place 5
	Greg Stamps	Secretary, Place 4
	Don Bowen	Place 3
	Anthony Bridges	Place 6
	Nyja Roby	Place 7
	Jared Ross	Ex-Officio
Absent:	Jay Risky	Place 2
Staff Members:	Clayton Comstock	Planning Director
	Clayton Husband	Principal Planner
	Stefanie Martinez	Director of Neighborhood Services
	Emily Marlow	Planning Technician

Chair Welborn called the work session to order at 6:01 p.m.

B. PUBLIC COMMENTS

There were no requests to speak from the public.

C. ITEMS FOR DISCUSSION

C.2 PRESENTATION ON THE FUNCTION AND SERVICES PROVIDED BY THE NORTH RICHLAND HILLS NEIGHBORHOOD SERVICES DEPARTMENT

Planning Director Clayton Comstock introduced the items on the agenda and called for Neighborhood Services Director Stefanie Martinez to present.

Ms. Martinez discussed the different divisions within Neighborhood Services and shared information about the Code Enforcement division.

Chair Welborn and Ms. Martinez discussed the frequency and type of calls received by the Code Enforcement division.

Commissioner Stamps and Ms. Martinez discussed the delegation of responsibility between the Police Department and Code Enforcement.

Ms. Martinez discussed programs and resources offered by the Environmental Resources division.

Ms. Martinez discussed measures within Animal Services that have improved efficiency and have helped lower shelter numbers.

Vice Chair Luppy and Ms. Martinez discussed why Animal Services no longer offers animal traps for use by residents.

Ms. Martinez discussed feral cat colonies and the department's past work with related organizations.

Ms. Martinez discussed the facilities that Consumer Health is responsible for and the inspection schedules for those facilities. She also discussed trainings and education offered by the Consumer Health department and ways to submit complaints.

Ms. Martinez discussed measures to test mosquitoes and to prevent the transmission of viruses. She also discussed the different types of mosquitoes and the risks associated with them.

Ex-Officio Ross and Ms. Martinez discussed ordinances and regulations regarding to food trucks.

Ex-Officio Ross discussed a United Way program called Beat the Heat that could be

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a possible resource for the department.

C.3 PRESENTATION ON SMITHFIELD HISTORIC TOD CHARACTER ZONE AREA PLANS AND STUDIES.

Mr. Comstock discussed historical settlement in the Smithfield area and the timeline of development in the area.

Vice Chair Luppy discussed the history of the Smithfield Cemetery. Commissioner Stamps asked if this was the only cemetery in the city and Mr. Comstock confirmed that it currently is the only one in town.

Mr. Comstock discussed historic architecture and how to integrate these styles into new development in the Smithfield transit oriented development district.

Mr. Comstock discussed different plans and their recommendations for the area.

Commissioner Stamps and Mr. Comstock discussed examples of cities with effective, well designed historic districts.

Mr. Comstock discussed future road connections and standards specific to the Smithfield Main Street and a grant that was received for reconstructing Main Street.

Mr. Comstock discussed the TOD code and the Commission's responsibility to regulate development in this area.

Commissioner Bridges, Commissioner Bowen, and Mr. Comstock discussed a specific property in the TOD Core and its development history and past requests associated with it.

Commissioner Stamps and Mr. Comstock discussed Harry Truman's visit to the Smithfield area and Marvin Smith's work on maintaining the history of the area.

Commissioner Stamps and Mr. Comstock discussed the reconstruction of Center Street.

Chair Welborn, Commissioner Bowen, and Mr. Comstock discussed door to door distance measurement related to alcoholic beverage sales at they affect the fence company property and its proximity to a church.

Chair Welborn discussed the cost of building materials and the way it would affect

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the cost for businesses to lease spaces.

C.1 PRESENTATION ON THE PROPOSED AMENDMENTS TO THE EXISTING CHARTER OF THE CITY OF NORTH RICHLAND HILLS.

There was not a presentation or discussion of this item as the subject was covered at a previous meeting.

D. ADJOURNMENT

Justin Welborn, Chair

Attest:

Greg Stamps, Secretary