

**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  
SEPTEMBER 5, 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 5th day of September 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 5
	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
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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 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.

**3 DISCUSSION AND POSSIBLE ACTION REGARDING PLANNING AND ZONING COMMISSION RULES OF PROCEDURE.**

Managing Director of Development Services Clayton Comstock discussed the proposed rules of procedure for the Commission.

Vice Chair Stamps and Mr. Comstock discussed the process for removing items from a consent agenda.

Chair Welborn, Vice Chair Stamps, Commissioner Narayana, Commissioner Ross, and Mr. Comstock discussed modifications to rule 3.6 regarding avoiding commissioner discussions with applicants about pending business before the Commission outside of the public meeting.

Chair Welborn, Commissioner Narayana, and Mr. Comstock discussed the process for placing items for discussion on a future work session agenda.

**A motion was made by Commissioner Ross, seconded by Commissioner Goetz, to approve the rules of procedure subject to revising Rule 2.4 to require that future agenda item topics be germane to the scope of the Commission’s roles and responsibilities, and revising Rule 3.6 to state that individual commissioners should not discuss active applications or pending items with applicants outside of the public meeting. Motion to approve carried 7-0.**

Chair Welborn adjourned the work session at 7:12 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 7:17 p.m.

Present:	Justin Welborn	Chair, Place 1
	Greg Stamps	Vice Chair, Place 4
	Jared Ross	Secretary, Place 5
	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 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 AUGUST 15, 2024, PLANNING AND ZONING COMMISSION MEETING.**

**APPROVED**

**A MOTION WAS MADE BY VICE CHAIR STAMPS, SECONDED BY COMMISSIONER GOETZ TO APPROVE MINUTES OF THE AUGUST 15, 2024, PLANNING AND ZONING COMMISSION MEETING.**

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

C. PUBLIC HEARINGS

**C.1 ZC24-0107 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM ROE GORDON FOR A ZONING CHANGE FROM AG (AGRICULTURAL) TO RE-1 (RESIDENTIAL ESTATE) AT 7901 GREEN VALLEY DRIVE, BEING 1.31 ACRES DESCRIBED AS A PORTION OF TRACT 2A1, 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.

Roe Gordon, 7901 Green Valley Drive, North Richland Hills, Texas, came forward to present the request. He stated he is requesting a zoning change in order to plat the property to allow for building permits to be issued on the site.

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

Chair Welborn and Mr. Husband discussed the status of the plat application for the property.

Vice Chair Stamps and Mr. Husband discussed the status of any nonconforming features of the property and structure.

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 COMMISSIONER MCMAHON TO APPROVE ZC24-0107.**

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

**C.2 ZC24-0109 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM PLT CONCRETE & CONSTRUCTION FOR A ZONING CHANGE FROM AG (AGRICULTURAL) TO O-1 (OFFICE) AT 8320 DAVIS BLVD, BEING 3.93 ACRES DESCRIBED AS TRACT 7A4, STEPHEN RICHARDSON SURVEY, ABSTRACT 1266.**

## **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 the applicant to present the request.

Samuel Tully, PLT Enterprises, 3311 Inverness Drive, Trophy Club, Texas, came forward to present the request. He discussed the location and potential site layout, building design, timeline for development, and recent projects completed by the company.

Chair Welborn, Vice Chair Stamps, and the applicant discussed proposed building setbacks in relation to the adjacent residential properties.

Chair Welborn, Commissioner Narayana, and the applicant discussed status of the proposed site layout and that it has not been submitted for review or permitting.

Chair Welborn and the applicant discussed phasing of development and types of tenants in other projects developed by the applicant.

Commissioner Ross and the applicant discussed the types of medical offices and services intended for the site.

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

Commissioner McMahon, Commissioner Narayana, and Mr. Comstock discussed the building heights in relation to setback requirements.

Commissioner Narayana and Mr. Comstock discussed the allowable uses in office zoning district.

Chair Welborn and Mr. Comstock discussed outdoor storage in relation to office zoning district. Mr. Comstock stated outdoor storage is not permitted in the district.

Commissioner Narayana and Mr. Comstock discussed the permitted uses allowed by right within the office zoning district.

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Comissioner Goetz and Mr. Comstock discussed the status of the zoning change if the property were sold in the future.

Chair Welborn and Mr. Comstock discussed the intent of the agricultural zoning district as a placeholder until future development occurs.

Commissioner McMahon and Mr. Comstock discussed maximum building heights in relation to adjacent residential lots.

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

Mark McCandless, 8800 Thorndale Court, North Richland Hills, Texas, stated he was encouraged by the proposal and spoke regarding screening fences and utilities.

Randall Armstrong, 8808 Thorndale Court, North Richland Hills, Texas, spoke regarding parking, buffer areas, and utilities.

Brittany Roach, 8609 Timber Drive, North Richland Hills, Texas, spoke regarding drainage, parking, and screening fences.

Rodney Glen, 8804 Thornbridge Drive, North Richland Hills, Texas, spoke regarding screening fences.

Jim Beck, 8805 Thornway Drive, North Richland Hills, Texas, spoke regarding screening fences.

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 and Mr. Comstock discussed requirements for landscape setbacks, buffer yards, outdoor lighting, and parking.

Vice Chair Stamps and Mr. Comstock discussed the approval process for site plans in the office zoning district.

Commissioner McMahon and Mr. Comstock discussed fencing requirements for the site.

Commissioner Narayana and Mr. Comstock discussed architectural design standards and building design that applies to the office zoning district.

Commissioner Ross discussed alternative uses that could have been requested but that offices may be the best use of the property.

**A MOTION WAS MADE BY VICE CHAIR STAMPS, SECONDED BY COMMISSIONER GOETZ TO APPROVE ZC24-0109.**

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

D. PLANNING AND DEVELOPMENT

EXECUTIVE SESSION

E. ADJOURNMENT

Chair Welborn adjourned the meeting at 8:26 p.m.

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Justin Welborn, Chair

Attest:

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Jared Ross, Secretary