

**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  
APRIL 4, 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 4th day of April 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
	Anthony Bridges	Place 6
	Brianne Goetz	Place 7
	Kathy Luppy	Alternate A
Absent:	Jay Risky	Place 2
Staff Members:	Clayton Comstock	Managing Director
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	Caroline Waggoner	Assistant City Manager

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

**1 DIRECTOR OF PLANNING 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.

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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 7:06 p.m.

Present:	Justin Welborn	Chair, Place 1
	Greg Stamps	Vice Chair, Place 4
	Jared Ross	Secretary, Place 5
	Jayashree Narayana	Place 5
	Anthony Bridges	Place 6
	Brianne Goetz	Place 7
	Kathy Luppy	Alternate A
Absent:	Jay Risky	Place 2
Staff Members:	Clayton Comstock	Managing Director
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	Caroline Waggoner	Assistant City Manager

**A.1 PLEDGE**

Alternate Luppy 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 MARCH 21, 2024, PLANNING AND ZONING COMMISSION MEETING.**

**APPROVED**

**A MOTION WAS MADE BY COMMISSIONER, EX-OFFICIO LUPPY, SECONDED BY COMMISSIONER BRIDGES TO APPROVED. APPROVE MINUTES OF THE MARCH 21, 2024, PLANNING AND ZONING COMMISSION MEETING. MOTION TO APPROVE CARRIED 7-0.**

**C. PLANNING AND DEVELOPMENT**

**C.1 PLAT24-0061 CONSIDERATION OF A REQUEST FROM HERBERT S. BEASLEY LAND SURVEYORS LP FOR AN AMENDED PLAT OF LOT 5RA1, BLOCK 3, INDUSTRIAL PARK ADDITION, BEING 3.483 ACRES LOCATED AT 6401 WULIGER WAY.**

**APPROVED**

Chair Welborn introduced the item and called for Principal Planner Clayton Husband to present the request.

Mr. Husband stated the amended plat was submitted at the request of the City to revise the width of a sewer line easement from 15 feet to 10 feet. He stated the plat is conformance with the subdivision regulations and zoning ordinance.

**A MOTION WAS MADE BY COMMISSIONER STAMPS, SECONDED BY COMMISSIONER GOETZ TO APPROVE PLAT24-0061.**

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

**D. PUBLIC HEARINGS**

**D.1 ZC24-0096 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM BLUE MOUND CAFE FOR A SPECIAL USE PERMIT TO ALLOW A DEVIATION FROM THE LUMINOUS TUBE LIGHTING STANDARDS AT 6455 HILLTOP DRIVE, BEING 2.13 ACRES DESCRIBED AS LOT 2, BLOCK 3, TAPP ADDITION.**

**WITHDRAWN**

Chair Welborn stated for item D.1, the property owner has requested to withdraw this case from consideration and that action by the Commission is not required for this item. He stated if the case is brought back for action in the future, it will be re-advertised for public hearing, which would include mailing required notices to property owners.

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**THIS SPECIAL USE PERMIT WAS WITHDRAWN.**

**D.2 TR23-03 PUBLIC HEARING TO CONSIDER A COMPREHENSIVE AMENDMENT TO CHAPTER 110, SUBDIVISIONS, OF THE NORTH RICHLAND HILLS CODE OF ORDINANCES. THE PROPOSED AMENDMENT REVISES AND UPDATES THE CURRENT SUBDIVISION REGULATIONS IN THEIR ENTIRETY AND INCLUDES REVISIONS TO APPROVAL AUTHORITY FOR PLATS, GENERAL PLATTING AND PLAT REVIEW PROCEDURES, ADDITION OF A MINOR PLAT PROCESS, PROCEDURES FOR WAIVERS AND MODIFICATIONS, AND DESIGN CRITERIA FOR SUBDIVISIONS. (CONTINUED FROM THE MARCH 21, 2024, PLANNING AND ZONING COMMISSION MEETING)**

**CONTINUED**

Chair Welborn introduced the item, opened the public hearing, and called for Managing Director of Development Services Clayton Comstock to present the item.

Mr. Comstock discussed the purpose for the updated subdivision regulations and the process for preparing the updated ordinance.

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

Gary Chambers, 6817 Little Ranch Road, North Richland Hills, Texas, commented on staff approval of plats as it relates to zoning change applications.

Chair Welborn stated the public hearing would remain open.

Principal Planner Clayton Husband discussed the contents of the draft ordinance. He presented the comments and questions received during the public comment period on the draft ordinance and discussed recommended modifications and revisions to the document to address the comments. He discussed the appeal process for staff disapproval of certain plats, text edits regarding modifications and waivers, and flag lots.

Chair Welborn, Vice Chair Stamps, and Commissioner Ross discussed revising the text regarding flag lots to soften the language stating flag lots were expressly prohibited and require that the plats should also be approved by City Council.

Mr. Comstock discussed masonry screening wall standards as they relate to various

roadway classifications. He stated the draft ordinance proposes screening walls to apply to Major and Minor Arterials, and C4U Major Collector and C2U Major Collector roadways.

Commissioner Narayana and Mr. Comstock discussed screening wall requirements along interstate freeway corridors.

Chair Welborn and Mr. Comstock discussed how vacant parcels should be considered for future redevelopment opportunities in relation to screening wall requirements.

Commissioner Ross and Mr. Comstock discussed standards for masonry screening walls as part of planned development districts or on roadways where walls are not required.

Chair Welborn, Commissioner Narayana, Commissioner Ross, and Mr. Comstock discussed separating the masonry screening wall standards from the transportation plan and adding a standard for screening walls on any street if a residential plat includes five or more lots.

Chair Welborn and Commissioner Goetz discussed the financial impact of requiring masonry walls on smaller developments and the long-term value of the investment in screening walls instead of wood fences.

Mr. Husband discussed approval and appeal authority related to Planning and Zoning Commission and City Council, definitions, and conveyance plats.

Chair Welborn, Ms. Waggoner, and Mr. Comstock discussed requirements for showing floodplain boundaries on recorded plats.

Commissioner Narayana and Mr. Comstock discussed requirements for showing building lines on plats.

Mr. Husband discussed installation of field monuments, capitalization of the word “city,” adding electricity and other public facilities as part of the general subdivision development policy, revising terminology for “subdivision plat” to “plat” in the document, and text edits related to the enforcement of chapter regulations.

Commissioner Narayana, Commissioner Goetz, and Mr. Husband discussed the scope of approval, expiration dates, and extension of approval for preliminary plats.

Commissioner Stamps left the chambers at 8:38 p.m.

Commissioner Stamps rejoined the meeting at 8:40 p.m.

Alternate Luppy left the chambers at 8:43 p.m.

Alternate Luppy rejoined the meeting at 8:46 p.m.

Mr. Husband discussed the applicability of rough proportionality to oversizing of public facilities, oversizing of water and sewer systems, the applicability of rough proportionality to requirements for the improvement of adjacent streets and utilities, timing for updates to land use assumptions related to impact fees, text edits to completeness determination requirements, sidewalk requirements, and state plane coordinate requirements for plats.

Commissioner Narayana and Mr. Husband discussed adding language for addressing future coordinate system updates.

Mr. Comstock discussed the use of the consent agenda as it relates to plats, text edits related to modifications and waivers, the time requirements for completeness review, cul-de-sac lengths, and filing of preliminary plats in City records.

Mr. Comstock summarized the next steps associated with the project, including a work session with City Council, consideration of the final draft by Planning and Zoning Commission, and the effective date of the new regulations.

Chair Welborn and Mr. Comstock discussed the number of people who provided feedback on the draft subdivision regulations.

Chair Welborn the public hearing is open and is the second of three public hearings about the subdivision regulations update. He stated the Commission will also hold a public hearing at the April 18 meeting.

**A MOTION WAS MADE BY COMMISSIONER STAMPS, SECONDED BY COMMISSIONER BRIDGES TO CONTINUE THE PUBLIC HEARING FOR TR23-03 TO THE APRIL 18, 2024, PLANNING AND ZONING COMMISSION MEETING.**

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

EXECUTIVE SESSION

E. ADJOURNMENT

Chair Welborn adjourned the meeting at 8:58 p.m.

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Justin Welborn, Chair

Attest:

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Jared Ross, Secretary