

**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
MARCH 16, 2017**

WORK SESSION: 6:30 PM

CALL TO ORDER

Chairman Randall Shiflet called the Work Session to order at 6:30 p.m.

ROLL CALL

Present:	Randall Shiflet	Chairman, Place 4
	Don Bowen	Place 3
	Bill Schopper	Vice Chair, Place 6
	Steven Cooper	Place 7
	Mark Haynes	Place 1
	Jerry Tyner	Place 2
	Justin Welborn	Ex-Officio

Absent:	Kathy Luppy	Place 5
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Staff:	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician
	Justin Naylor	Civil Engineer
	Marrk Callier	Management Assistant

1. ANNOUNCEMENTS - UPCOMING CITY EVENTS

Planning Manager Clayton Comstock announced the upcoming events in the city.

2. DISCUSS DEVELOPMENT ACTIVITY REPORT AND CITY COUNCIL ACTION.

There were no items for discussion at this meeting.

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3. REVIEW AND DISCUSS THE UNITED STATES POSTAL SERVICE'S CLUSTER BOX UNIT POLICY.

Planning Manager Clayton Comstock presented the details of a policy change at the United States Postal Service that will now require cluster mailbox units in all new single family residential developments in North Texas. Several examples of possible design standards for the units in North Richland Hills were discussed.

Commissioner Steven Cooper asked about the possibility of recycling receptacles being provided at these cluster mailbox unit sites.

Mr. Comstock said that the concern about providing trash or recycling receptacles is the possibility of litter in those areas from unwanted mail.

Commissioner Cooper stated that another option might be a separate bin added to the containers and that it may be a detriment to not have anything at the site for refuse.

Mr. Comstock stated that a Residential Planned Development could be an option and a Homeowner Association would then be responsible for maintaining open spaces including the cluster mailbox unit area.

Commissioner Cooper asked if there was a minimum number of boxes that must be grouped together.

Mr. Comstock answered that the boxes come in standard groups of 8, 12, and 16 and that 12 would likely be the local standard.

Commissioner Bowen commented that a series of cluster boxes throughout a neighborhood would be preferred over a single large box. This would minimize the distance residents have to walk to retrieve mail.

Chairman Shiflet commented that developers should work with the Development Review Committee to achieve a design that fits each neighborhood and that multiple clusters dispersed throughout a development is preferred over a single large cluster unit. Dedicated parking should not be necessary and they should be located away from street corners.

Mr. Comstock replied that a location away from street corners is part of the Postal Service criteria.

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Regarding security of the cluster boxes, Chairman Shiflet asked if they were constructed of steel.

Mr. Comstock stated that he did not know the exact materials but that these are standard metal boxes that are provided from an approved Postal Service vendor list.

Chairman Shiflet stated that he believes the boxes are secure and that the larger parcel boxes are a better delivery method than leaving packages at the front door of residences.

For clarification, Mr. Comstock asked the Commission if their desire was to create design standards for the newly required cluster mailboxes.

There was a discussion regarding the slide show example photos and which styles were preferred. The Commission expressed their desire for the city to develop design standards.

Commissioner Tyner asked if there was a plan by the Postal Service to make this requirement apply to existing neighborhoods.

Mr. Comstock replied that there is no indication of that at this time.

Regarding the actual site that will surround the cluster mailboxes, Chairman Shiflet stated that he would like to see the sites be handicap accessible and feature wider sidewalks.

Commissioner Haynes said that the sites should contain lighting for safety.

Chairman Shiflet asked if it was possible to have feedback from other developers in the area on this issue.

Mr. Comstock answered yes.

4. DISCUSS ITEMS FROM THE REGULAR PLANNING AND ZONING COMMISSION MEETING.

Planning Manager Clayton Comstock presented the item on the March 16, 2017 regular Planning and Zoning Commission meeting agenda.

The Work Session was adjourned at 6:59 p.m.

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

A. CALL TO ORDER

Chairman Randall Shiflet called the Regular Meeting to order at 7:03 p.m.

ROLL CALL

Present:	Randall Shiflet	Chairman, Place 4
	Don Bowen	Place 3
	Bill Schopper	Vice Chair, Place 6
	Steven Cooper	Place 7
	Mark Haynes	Place 1
	Jerry Tyner	Place 2
	Justin Welborn	Ex-Officio

Absent:	Kathy Luppy	Place 5
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Staff:	Clayton Comstock	Planning Manager
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A.1. PLEDGE OF ALLEGIANCE

Ex-Officio Justin Welborn led the Pledge of Allegiance to the United States and Texas flags.

B. MINUTES

B.1. APPROVE MINUTES OF THE FEBRUARY 16, 2017 PLANNING AND ZONING COMMISSION MEETING.

APPROVED

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A MOTION WAS MADE BY COMMISSIONER TYNER, SECONDED BY COMMISSIONER HAYNES TO APPROVE MINUTES OF THE FEBRUARY 16, 2017 PLANNING AND ZONING COMMISSION MEETING.

MOTION TO APPROVE CARRIED 6-0.

B.2. APPROVE MINUTES OF THE MARCH 2, 2017 PLANNING AND ZONING COMMISSION MEETING.

APPROVED

A MOTION WAS MADE BY COMMISSIONER HAYNES, SECONDED BY COMMISSIONER COOPER TO APPROVE MINUTES OF THE MARCH 2, 2017 PLANNING AND ZONING COMMISSION MEETING.

MOTION TO APPROVE CARRIED 6-0.

C. PUBLIC HEARINGS

C.1. SUP 2017-01 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM ARCADIA LAND PARTNERS 25, LTD FOR A SPECIAL USE PERMIT FOR A RETENTION POND LOCATED IN THE HOMETOWN CANAL DISTRICT, PHASE 5A, NEAR THE INTERSECTION OF BRIDGE STREET AND ICE HOUSE DRIVE. PUBLIC HEARING CONTINUED FROM MARCH 2, 2017.

APPROVED

Chairman Randall Shiflet opened the public hearing for Item C.1, SUP 2017-01.

Planning Manager Clayton Comstock introduced the Special Use Permit request.

Applicant Bill Gietema with Arcadia Realty Corp., 3500 Maple Avenue, Dallas, provided details about the retention pond request.

Commissioner Jerry Tyner asked if rain water drains into the proposed retention pond. The applicant confirmed that it would.

Mr. Comstock presented the staff report and stated that staff recommends any approval be subject to the condition that design of the canal's feature outfall transition be revised in such a way that addresses safety and aesthetic concerns.

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Chairman Shiflet asked if staff recommend approval with stipulations, or if those stipulations have been addressed in the plan as presented.

Mr. Comstock stated that previous stipulations regarding the outfall structure on the western end of the canal had been addressed, but recommends further work with staff on the eastern end prior to the City Council meeting.

Commissioner Tyner asked what the issue was concerning the five foot wall versus a four foot wall.

Mr. Comstock answered that safety concerns had prompted staff to work with the applicant on lowering the height of the proposed wall.

Chairman Shiflet called for anyone wishing to speak to come forward. Seeing no one, he closed the public hearing and requested a motion.

A MOTION WAS MADE BY COMMISSIONER HAYNES, SECONDED BY COMMISSIONER TYNER TO APPROVE SUP 2017-01, SUBJECT TO A REVISED DESIGN OF THE CANAL FEATURE'S OUTFALL TRANSITION THAT ADDRESSES SAFETY AND AESTHETIC CONCERNS.

MOTION TO APPROVE CARRIED 6-0.

D. ADJOURNMENT

Chairman Randall Shiflet adjourned the meeting at 7:26 p.m.

Randall Shiflet, Chairman

Don Bowen, Secretary