

**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  
AUGUST 19, 2021**

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 19th day of August 2021, at 6:00 p.m. in the City Council Chamber prior to the 7:00 p.m. regular Planning and Zoning Commission meeting.

|                |                   |                     |
|----------------|-------------------|---------------------|
| Present:       | Justin Welborn    | Chair, Place 1      |
|                | Jerry Tyner       | Vice Chair, Place 2 |
|                | Greg Stamps       | Place 4             |
|                | Kathy Luppy       | Secretary, Place 5  |
|                | Gregory Hoffa     | Place 6             |
|                | Anthony Bridges   | Ex-Officio          |
| Absent:        | Don Bowen         | Place 3             |
|                | Nyja Roby         | Place 7             |
| Staff Members: | Clayton Comstock  | Planning Director   |
|                | Clayton Husband   | Principal Planner   |
|                | Chad VanSteenberg | Planner             |
|                | Nathan Frohman    | City Engineer       |

Chair Welborn called the work session to order at 6:00 p.m.

**1 PLANNING DIRECTOR REPORT**

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

**2 DISCUSS ITEMS FROM THE REGULAR PLANNING AND ZONING COMMISSION MEETING**

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

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### **3 PLANNING AND ZONING COMMISSION TRAINING PRESENTATION BY CITY ATTORNEY AND STAFF.**

City Attorney Maleshia McGinnis and Planning Director Clayton Comstock presented the Planning and Zoning Commission annual training.

Ms. McGinnis 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.

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.

Chair Welborn adjourned the work session at 6:55 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 7:00 p.m.

|          |                 |                     |
|----------|-----------------|---------------------|
| Present: | Justin Welborn  | Chair, Place 1      |
|          | Jerry Tyner     | Vice Chair, Place 2 |
|          | Greg Stamps     | Place 4             |
|          | Kathy Luppy     | Secretary, Place 5  |
|          | Gregory Hoffa   | Place 6             |
|          | Anthony Bridges | Ex-Officio          |

|         |           |         |
|---------|-----------|---------|
| Absent: | Don Bowen | Place 3 |
|         | Nyja Roby | Place 7 |

|                |                   |                   |
|----------------|-------------------|-------------------|
| Staff Members: | Clayton Comstock  | Planning Director |
|                | Clayton Husband   | Principal Planner |
|                | Chad VanSteenberg | Planner           |
|                | Nathan Frohman    | City Engineer     |

##### **A.1 PLEDGE**

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

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A.2 PUBLIC COMMENTS

There were no requests to speak from the public.

B. MINUTES

**B.1 APPROVE MINUTES OF THE JULY 15, 2021, PLANNING AND ZONING COMMISSION MEETING.**

**APPROVED**

A MOTION WAS MADE BY COMMISSIONER LUPPY, SECONDED BY VICE CHAIR TYNER TO APPROVE MINUTES OF THE JULY 15, 2021, PLANNING AND ZONING COMMISSION MEETING. MOTION TO APPROVE CARRIED 5-0.

C. PLANNING AND DEVELOPMENT

D. PUBLIC HEARINGS

**D.1 SUP 2021-07 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM DOHRMAN WINTERMUTE FOR A SPECIAL USE PERMIT FOR AN ADDITION TO A PERMANENT ACCESSORY BUILDING AT 7504 BURSEY ROAD, BEING 2.015 ACRES DESCRIBED AS LOT 4, BLOCK 1, OAKVALE ADDITION.**

**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.

Dohrman Wintermute, 7504 Bursey Road, North Richland Hills, presented the request.

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

Chair Welborn and Mr. Husband discussed the location of the building on the property.

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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 discussed the expansion of accessory buildings without permits.

**A MOTION WAS MADE BY COMMISSIONER LUPPY, SECONDED BY COMMISSIONER HOFFA TO APPROVE SUP 2021-07. MOTION TO APPROVE CARRIED 5-0.**

EXECUTIVE SESSION

E. ADJOURNMENT

Chair Welborn adjourned the meeting at 7:28 p.m.

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Justin Welborn, Chair

Attest:

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Kathy Luppy, Secretary