

**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 18, 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 18th 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
	Nathan Frohman	City Engineer
	Craig Hulse	Director of Economic Development

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.

Chair Welborn adjourned the work session at 6:53 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 7:02 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
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Staff Members:	Clayton Comstock	Managing Director
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	Nathan Frohman	City Engineer
	Craig Hulse	Director of Economic Development

**Present** Commissioner Ex-Officio Kathy Luppy, Commissioner Justin Welborn, Commissioner Jared Ross, Commissioner Greg Stamps, Jayashree Narayana, Commissioner Anthony Bridges, and Commissioner Brianne Goetz

**Absent** Commissioner Jay Risky

**Non-Voting**

**A.1 PLEDGE**

Alternate Kathy 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.

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**B. MINUTES**

**B.1 APPROVE MINUTES OF THE APRIL 4, 2024, PLANNING AND ZONING COMMISSION MEETING.**

**APPROVED**

**A MOTION WAS MADE BY COMMISSIONER ROSS, SECONDED BY COMMISSIONER GOETZ TO APPROVE MINUTES OF THE APRIL 4, 2024, PLANNING AND ZONING COMMISSION MEETING.**

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

**C. PUBLIC HEARINGS**

**C.1 ZC24-0099 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM MM3 HOSPITALITY LLC FOR A REVISION TO PLANNED DEVELOPMENT 101 TO INCREASE THE MAXIMUM COMMERCIAL BUILDING HEIGHT FROM 45 FEET TO 52 FEET FOR THE PRIMARY ROOFLINE AT 7656 BOULEVARD 26, BEING 1.99 ACRES DESCRIBED AS LOT 1, BLOCK 12, CITY POINT ADDITION.**

**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.

Sergio Espinoza, Avila & Castillo Architecture, 614 N. Bishop Ave #2, Dallas, Texas, presented the request.

Commissioner Narayana and Mr. Espinoza discussed screening for any rooftop mechanical equipment.

Commissioner Goetz and Mr. Espinoza discussed the location of off-site accessible parking stalls.

Noe Avila, Avila & Castillo Architecture, 614 N. Bishop Ave #2, Dallas, Texas,

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discussed details of the proposed hotel building elevations, color schemes of warm browns and cool blue and grays, and exterior wall materials.

Commissioner Stamps and Mr. Avila discussed the proposed color schemes.

Alternate Luppy commented that the hotel color scheme should mimic the neutral tones of city hall.

Chair Welborn called for Mr. Comstock to present the staff report. Mr. Comstock presented the staff report. He discussed the City Point planned development requirements related to building height and described the proposed revision as it relates to the hotel property.

Commissioner Narayana and Mr. Comstock discussed requirements for rooftop mechanical screening and how that would be viewed from NE Loop 820 compared to surrounding streets and properties.

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.

Commissioner Narayana and Mr. Comstock discussed public input received from an adjacent property owner notified of the request.

A motion was made by Alternate Luppy, seconded by Commissioner Bridges to approve ZC24-0099, subject to approving the building height adjustment.

Commissioner Narayana discussed whether recommendations related to building materials, rooftop equipment screening, and building color scheme should be included in the motion.

Chair Welborn discussed limiting the use of stucco on the ground floor and his preference for the warmer brown color scheme.

Chair Welborn and Mr. Comstock discussed glazing requirements for the building on the Boulevard 26 facade.

Commissioner Narayana and Mr. Avila discussed the proposed color scheme and the process for building design approval by Hilton.

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A REVISED MOTION WAS MADE BY ALTERNATE LUPPY, SECONDED BY COMMISSIONER BRIDGES TO APPROVE ZC24-0099 SUBJECT TO APPROVING THE BUILDING HEIGHT ADJUSTMENT, SCREENING ANY ROOFTOP MECHANICAL EQUIPMENT, PROVIDING ARTICULATION ON THE BOULEVARD 26 FACADE, AND USING THE WARMER BROWN COLOR SCHEME.

MOTION TO APPROVE CARRIED 7-0.

C.2 TR23-03 PUBLIC HEARING TO CONSIDER ORDINANCE 3847, 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 APRIL 4, 2024, PLANNING AND ZONING COMMISSION MEETING)

**APPROVED**

Chair Welborn introduced the item, stated the public hearing was continued from the April 4 meeting, and called on Mr. Comstock to present the request.

Mr. Comstock discussed the process for updating the subdivision regulations and provided an overview of revisions recommended by the Commission at the previous meeting. He discussed approval authority for plats; general platting procedures; the plat review process; the minor plat process; procedures for waivers, modifications, and exceptions; subdivision design criteria; masonry screening walls; flag lot standards; floodplain features on plats; building setback lines; and global positioning horizontal control. Mr. Comstock also described the public review and input process.

Chair Welborn and Mr. Comstock discussed City Council feedback on masonry screening walls and the standards for plats with flag lot configurations from their April 8, 2024, work session.

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

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Nikole Barton, Barton Surveying and Laser Scanning, 2333 Minnis Drive, Suite G, Haltom City, Texas, spoke in favor of the request. She discussed administrative approval requirements for replats and labeling building setback lines on plats.

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, Commissioner Narayana, and Mr. Comstock discussed that building lines may be shown on plats but would not be required. Mr. Comstock stated the zoning ordinance includes a provision to address any conflicts between platted building lines and those required by the property's zoning.

Commissioner Ross, Alternate Luppy, and Chair Welborn complimented the city staff team for the work on the subdivision ordinance update and the process for public input and review process.

**A MOTION WAS MADE BY ALTERNATE LUPPY, SECONDED BY COMMISSIONER STAMPS TO APPROVE ORDINANCE 3847 (TR23-03).**

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

D. PLANNING AND DEVELOPMENT

EXECUTIVE SESSION

E. ADJOURNMENT

Chair Welborn adjourned the meeting at 8:09 p.m.

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Justin Welborn, Chair

Attest:

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Jared Ross, Secretary