

**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  
NORTH RICHLAND HILLS, TX 76180  
OCTOBER 20, 2016**

**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
	Bill Schopper	Vice Chair, Place 6
	Mike Benton	Place 2
	Don Bowen	Place 3
	Kathy Luppy	Place 5
	Steven Cooper	Place 7
	Jerry Tyner	Ex-Officio
Absent:	Mark Haynes	Place 1
Staff:	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	Justin Naylor	Civil Engineer
	Paulette Hartman	Assistant City Manager
	Maleshia Farmer	City Attorney
	Craig Hulse	Economic Development Director

**1. ANNOUNCEMENTS - UPCOMING CITY EVENTS**

Planning Manager Clayton Comstock discussed current city news and events.

**2. DISCUSS DEVELOPMENT ACTIVITY REPORT AND CITY COUNCIL ACTION.**

October 20, 2016

Planning and Zoning Commission Meeting Minutes

Page 1 of 12

Planning Manager Clayton Comstock discussed current development activity as well as City Council action from the September 26, 2016 and October 10, 2016 meetings.

**3. DISCUSS ITEMS FROM THE REGULAR PLANNING AND ZONING COMMISSION MEETING.**

Planning Manager Clayton Comstock and Principal Planner Clayton Husband presented the items on the October 20, 2016 Regular Meeting Agenda.

The Work Session was adjourned at 6:58 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 7:00 p.m.

**ROLL CALL**

Present:	Randall Shiflet	Chairman, Place 4
	Bill Schopper	Vice Chair, Place 6
	Mike Benton	Place 2
	Don Bowen	Place 3
	Kathy Luppy	Place 5
	Steven Cooper	Place 7
	Jerry Tyner	Ex-Officio
Absent:	Mark Haynes	Place 1
Staff:	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	Justin Naylor	Civil Engineer
	Paulette Hartman	Assistant City Manager
	Maleshia Farmer	City Attorney
	Craig Hulse	Economic Development Director

**A.1 PLEDGE OF ALLEGIANCE**

Commissioner Kathy Luppy led the Pledge of Allegiance to the United States and Texas flags.

October 20, 2016

Planning and Zoning Commission Meeting Minutes

Page 2 of 12

**B. MINUTES**

**B.1. APPROVE MINUTES OF THE SEPTEMBER 1, 2016 PLANNING AND ZONING COMMISSION MEETING.**

**APPROVED**

**A MOTION WAS MADE BY COMMISSIONER COOPER, SECONDED BY COMMISSIONER LUPPY TO APPROVE MINUTES OF THE SEPTEMBER 1, 2016 PLANNING AND ZONING COMMISSION MEETING.**

**MOTION TO APPROVE CARRIED 6-0.**

**B.2. APPROVE MINUTES OF THE SEPTEMBER 15, 2016 PLANNING AND ZONING COMMISSION MEETING.**

**APPROVED**

**A MOTION WAS MADE BY COMMISSIONER LUPPY, SECONDED BY COMMISSIONER BOWEN TO APPROVE MINUTES OF THE SEPTEMBER 15, 2016 PLANNING AND ZONING COMMISSION MEETING.**

**MOTION TO APPROVE CARRIED 6-0.**

**C. REGULAR AGENDA**

**C.1. SUP 2016-04 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM NOORNEEL, LLC FOR A SPECIAL USE PERMIT FOR THE SCREENING OF LOADING DOCKS FACING A PUBLIC STREET LOCATED AT 8479 DAVIS BOULEVARD.**

**APPROVED**

Planning Manager Clayton Comstock introduced the Special Use Permit request.

The applicant, Sandeep Sandhu, 704 Gateshead Court, Southlake, came forward to give the details of his request.

Planning Manager Comstock summarized the staff report.

Commissioner Mike Benton asked about the lighting required in the proposed

landscaping area.

Mr. Comstock replied that there is no lighting required. Because of the proximity of residential property, lights may not be above 20 feet in height. The photometric plan shows a zero light trespass at the property line.

Commissioner Steven Cooper asked if this is an Special Use Permit (SUP) for the roll up doors.

Mr. Comstock replied affirmatively. He stated there is a specific section in the Code that requires an SUP for the purpose of screening loading docks and delivery areas.

Commissioner Don Bowen asked if the proposed height of these doors was part of the SUP request.

Mr. Comstock stated that the proposed height appears to be ten feet from the exhibit. The height can be part of the SUP request.

Commissioner Don Bowen stated that he feels the height should be part of the SUP.

Chairman Randall Shiflet opened the public hearing.

Garye Vieregger, 8532 High Point Court, NRH, stated that it appears this building will be used for storage. He wanted to know about the traffic flow along Shady Grove Road and the possibility of a traffic signal at Davis Boulevard.

Chairman Shiflet asked Mr. Comstock if a traffic study is required in conjunction with this development.

Mr. Comstock stated that this development has not met the threshold for a traffic study and that the traffic impact will likely be to North Tarrant Parkway and Davis Boulevard. He added that any storage on the proposed property would only be allowed as an accessory use to a business allowed in the C-1 zone, but that warehousing or self storage would not be permitted.

Commissioner Cooper asked about the types of trucks or equipment that could access the rear of the building.

Mr. Comstock replied that the fire lanes are in place for large vehicles to access the area, but the doors are smaller roll-up doors that are not meant for large deliveries,

but the applicant may need to clarify.

Commissioner Bowen asked if all storage would be indoor or if outside storage would be permitted here.

Mr. Comstock replied that outside storage would be limited to ten percent of the site area and a masonry wall would be necessary for screening. Given the proposed site plan however, Mr. Comstock does not see an area where storage would be appropriate.

Commissioner Cooper asked the applicant about the uses he foresees on this property that would need roll-up doors.

Mr. Sandhu replied that his research showed flex office seemed to be the best option for this location which does not have any street frontage. However, the buildings must be constructed to meet C-1 zoning requirements. Office-centric users that do not need street frontage would be the likely tenants. The roll up doors could be swapped back to windows if not needed.

Commissioner Cooper asked for specific clarification of the purpose for the roll-up doors.

Mr. Sandhu replied that they could be used for both deliveries and pickups.

Chairman Shiflet asked Mr. Sandhu to address the proposed height of the roll-up doors.

Mr. Sandhu replied that he remembers the doors would be the standard height of the windows, which is 10 feet.

Clay McGilvray, 8609 Kensington Ln, NRH, came forward and stated that he feels that this would be an improvement over the view of the existing building to the east with the proposed landscaped screening.

Ann Montgomery, 8500 Southmoor Ct, came forward and stated concern about the timing and hours of operation for loading and unloading as well as the lack of occupancy in the existing building.

Tony Cumby, 8501 Southmoor Ct, has a concern about roll-up doors and the large deliveries that are associated with those doors. He stated his concern about the noise

that may be associated with loading through this type of door.

Michael Crase, 8504 Southmoor Ct, has concerns about noise that may be generated from the proposed roll-up doors.

Chairman Shiflet closed the public hearing.

Commissioner Bowen motioned to approve SUP 2016-04 with the stipulation that the roll-up doors be no more than ten feet tall. Commissioner Benton seconded the motion.

Commissioner Cooper said that roll-up doors are not appropriate adjacent to the neighborhood because of the noise during loading and unloading, therefore he cannot support the request.

Commissioner Benton asked if the applicant might be open to only installing two of the doors instead of the proposed four doors.

Mr. Sandhu responded by saying that seems reasonable. He stated that he does not know the type of tenant that will eventually occupy the building, but that it will be mostly office users and not warehousing because of the rates.

Chairman Shiflet asked for clarification about the number of doors that are being proposed.

Mr. Sandhu stated that four are proposed right now, but they could reduce the number to two.

Chairman Shiflet asked if this SUP was for both buildings.

Mr. Comstock responded that this SUP is for the entire 5.11 acres, not just these two buildings, but the entire frontage along Shady Grove Road and the allowance of the rear loading area to face a street. If this were a property that backed to Steepleridge, an SUP would not be required. It is the fact that the loading area faces a public street that triggers that requirement.

Commissioner Luppy asked if this SUP is for the roll-up doors, or for the screening of the doors.

Mr. Comstock responded that this is for the screening of the loading areas, and part

of your motion can be a limit to the number of doors or their height.

Chairman Shiflet said that the plan the Commission has already looked at provides additional screening over the standard C-1 zoning requirements.

Mr. Comstock replied affirmatively.

Commissioner Benton said his proposal of only two doors instead of four was to offer the applicant a compromise.

Chairman Shiflet asked Commissioner Bowen if he would like to add the two door compromise to his previous motion.

Commissioner Bowen responded that he believes that would be a good compromise.

City Attorney Maleisha Farmer asked for clarification that the motion was amended to allow only two of the proposed doors.

Commissioner Bowen responded that his original motion was amended.

**A MOTION WAS MADE BY COMMISSIONER BOWEN, SECONDED BY COMMISSIONER BENTON, TO APPROVE SUP 2016-04 WITH THE STIPULATION THAT TWO OVERHEAD DOORS BE PERMITTED INSTEAD OF FOUR AT A HEIGHT OF NO MORE THAN 10 FEET EACH.**

**MOTION TO APPROVE CARRIED 5-1 (COOPER).**

**C.2. ZC 2016-12 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM JOE OGGIER FOR A ZONING CHANGE FROM AG AGRICULTURAL, I-1 LIGHT INDUSTRIAL AND R-2 SINGLE FAMILY RESIDENTIAL TO R-1 SINGLE FAMILY RESIDENTIAL ON 2.807 ACRES LOCATED AT 6418 & 8600 MARTIN DRIVE.**

**APPROVED**

Principal Planner Clayton Husband introduced the Zoning Change and Final Plat requests.

Applicant, Joe Oggier, 7260 Hardisty, Richland Hills, came forward to present the zoning and plat requests.

October 20, 2016

Planning and Zoning Commission Meeting Minutes

Page 7 of 12

Mr. Husband summarized the staff report for each case.

Chairman Randall Shiflet opened the public hearing for the Zoning Change, seeing no one wishing to speak, he then closed the public hearing and asked for a motion.

**A MOTION WAS MADE BY COMMISSIONER BENTON, SECONDED BY COMMISSIONER LUPPY TO APPROVED ZC 2016-12.**

**MOTION TO APPROVE CARRIED 6-0.**

**C.3. FP 2016-08 CONSIDERATION OF A REQUEST FROM JOE OGGIER FOR A FINAL PLAT OF LOTS 2 AND 3, BLOCK 1, OGGIER ESTATES ON 2.109 ACRES LOCATED AT 6418 MARTIN DRIVE.**

**APPROVED**

This Final Plat request was presented in conjunction with the Zoning Change request.

Mr. Oggier asked about an updated address for the proposed lot.

Mr. Comstock replied that once the plat is filed with Tarrant County, addresses will be assigned.

**A MOTION WAS MADE BY COMMISSIONER COOPER, SECONDED BY COMMISSIONER BENTON TO APPROVE FP 2016-08.**

**MOTION TO APPROVE CARRIED 6-0.**

**C.4. ZC 2016-17 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM ZEON PROPERTY, LLC FOR A ZONING CHANGE TO REVISE THE RI-PD - RESIDENTIAL INFILL PLANNED DEVELOPMENT ON 7.456 ACRES LOCATED IN THE 7500 & 7600 BLOCKS OF DAVIS BOULEVARD.**

**APPROVED**

Planning Manager Clayton Comstock introduced cases ZC 2016-17 and PP 2016-10.

Applicant, Osama Nashed, AMA Consultants, 5000 Thompson Terrace, Colleyville, 76034, came forward representing the developer to present the zoning and plat requests.

October 20, 2016

Planning and Zoning Commission Meeting Minutes

Page 8 of 12



Mr. Comstock gave a summary of both staff reports including requirements of the emergency access gate.

Chairman Randall Shiflet opened the public hearing.

Mike Teague, 8525 Ellis Drive, has concerns about who will maintain the proposed wood fence proposed for the end of Ellis Drive.

Brian Lindenberger, 8520 Smith Drive, wants to know whether there is an eight foot gap on either side of the proposed gate. He also wants the option of keeping his existing fence.

Mr. Nashed responded that city staff had requested to leave the parkway open on either side of the gate but the applicant does not have a preference either way. The applicant also is fine with adjacent property owners maintaining their existing fences if they do not want a new one installed.

Mr. Comstock said that a wrought iron fence would be fine between the property line and the gate, just not an opaque fence. The city does not allow opaque fences beyond the front building line.

Chairman Shiflet said that would make more sense than two eight foot openings.

Commissioner Steven Cooper asked who was responsible for fence maintenance.

Mr. Nashed responded that fences between neighbors are their shared responsibility once the developer has completed the development.

Mike Teague, 8525 Ellis Drive, came forward again wanting to know about maintenance of the proposed fence at the end of Ellis Drive.

Mr. Nashed responded that the fence would be the responsibility of the property owner on which the fence was located.

Chairman Shiflet closed the public hearing and entertained a motion.

**A MOTION WAS MADE BY COMMISSIONER LUPPY, SECONDED BY COMMISSIONER COOPER TO APPROVE ZC 2016-17 WITH WROUGHT IRON FENCE TO BE PLACED ON EITHER SIDE OF THE EMERGENCY ACCESS GATE.**

**MOTION TO APPROVE CARRIED 6-0.**

**C.5. PP 2016-10 CONSIDERATION OF A REQUEST FROM ZEON PROPERTY, LLC, FOR A PRELIMINARY PLAT OF ST JOSEPH ESTATES ON 11.223 ACRES LOCATED IN THE 7500 BLOCK OF DAVIS BOULEVARD.**

**APPROVED**

This Preliminary Plat request was presented in conjunction with the Zoning Change request.

**A MOTION WAS MADE BY COMMISSIONER BOWEN, SECONDED BY COMMISSIONER LUPPY TO APPROVE PP 2016-10.**

**MOTION TO APPROVE CARRIED 6-0.**

**C.6. PP 2016-05 CONSIDERATION OF A REQUEST FROM GUY AND KAREN SHAVER FOR A PRELIMINARY PLAT OF LOT 2, BLOCK 6, HEWITT ADDITION ON 1.874 ACRES LOCATED AT 6732 MEADOW ROAD.**

**APPROVED**

Principal Planner Clayton Husband came forward to introduce both the Preliminary and Final Plat requests.

Applicant, George Hill, 3208 S. Main St, Fort Worth, presented both plat requests.

Mr. Husband summarized the staff report for both requests.

**A MOTION WAS MADE BY COMMISSIONER LUPPY, SECONDED BY COMMISSIONER COOPER, TO APPROVE PP 2016-05.**

**MOTION TO APPROVE CARRIED 6-0.**

**C.7. FP 2016-05 CONSIDERATION OF A REQUEST FROM GUY AND KAREN SHAVER FOR A FINAL PLAT OF LOT 2, BLOCK 6, HEWITT ADDITION ON 1.874 ACRES LOCATED AT 6732 MEADOW ROAD.**

**APPROVED**

This Final Plat request was presented in conjunction with the Preliminary Plat request.

**A MOTION WAS MADE BY COMMISSIONER COOPER, SECONDED BY COMMISSIONER BOWEN, TO APPROVE FP 2016-05.**

**MOTION TO APPROVE CARRIED 6-0.**

**C.8. RP 2016-10 CONSIDERATION OF A REQUEST FROM KIMLEY HORN AND ASSOCIATES, INC. FOR A REPLAT OF THE DAVIS - NORTH TARRANT PARKWAY ADDITION ON 10.277 ACRES LOCATED AT 8354 AND 8358 DAVIS BOULEVARD AND 9050 NORTH TARRANT PARKWAY.**

**APPROVED**

Planning Manager Clayton Comstock introduced the replat request.

Applicant Sarah Williamson with Kimley Horn and Associates, 12750 Merit Drive, Suite 1000, Dallas, TX came forward to identify the request.

Mr. Comstock summarized the staff report and was available to answer questions.

**A MOTION WAS MADE BY COMMISSIONER COOPER, SECONDED BY COMMISSIONER BENTON, TO APPROVE RP 2016-10.**

**MOTION TO APPROVE CARRIED 6-0.**

**E. ADJOURNMENT**

Chairman Randall Shiflet adjourned the meeting at 8:21 p.m.

---

Randall Shiflet, Chairman

---

Don Bowen, Secretary