

**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
JULY 19, 2018**

WORK SESSION

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 July, 2018 at 6:00 p.m. in the City Council Workroom prior to the 7:00 p.m. regular Planning and Zoning Commission meeting.

Present:	Jerry Tyner	Place 2, Secretary
	Justin Welborn	Place 1
	Don Bowen	Place 3
	Sarah Olvey	Place 4
	Kathy Luppy	Place 5
	Mason Orr	Place 6
	Kelvin Deupree	Ex-Officio

Absent:

Staff Members:	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician
	Justin Naylor	Civil Engineer
	Marrk Callier	Management Assistant
	Maleshia McGinnis	City Attorney
	Kellie Brady	Assistant City Attorney

Secretary Jerry Tyner called the meeting to order at 6:00 p.m.

**A.1 PLANNING AND ZONING COMMISSION ORIENTATION AND TRAINING
PRESENTATION BY CITY ATTORNEY AND STAFF**

Planning Manager Clayton Comstock summarized a recent symposium staff and members of the Planning and Zoning Commission attended in Dallas, Texas. Mr.

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Comstock then introduced the Planning and Zoning Commission orientation and annual training, summarized actions taken on planning related items at the June 25, 2018, and July 9, 2018, City Council meetings, and provided city announcements. He further discussed development activity in North Richland Hills.

Mr. Comstock began presenting to the Commission concerning Planning and Zoning Commission regulations set by the City Charter, duties and responsibilities, and other legal and ethical responsibilities of the Commission. City Attorney Maleshia McGinnis presented governing rules and regulations, composition of the Commission, duties and responsibilities of Commission members, authority of the Planning and Zoning Commission, open meetings, ethics and conflicts of interest, and public information and electronic communications. Mr. Comstock provided a brief overview of planning and zoning ordinances, conventional and form-based zoning, subdivision ordinances, landscape ordinances, the Development Review Process, approval process, public hearing notices, decision of the Commission, and City Council goals. Mr. Comstock updated the Commission on the Strategic Plan Committee and Vision 2030.

A.2 PLANNING MANAGER REPORT

Planning Manager Clayton Comstock briefly discussed actions taken at the June 25, 2018, and July 9, 2018, City Council meetings.

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

Planning Manager Clayton Comstock briefly presented the items on the evening agenda and asked the Commission for any questions.

Secretary Jerry Tyner adjourned worksession at 7:12 p.m.

REGULAR MEETING

A. CALL TO ORDER

Secretary Jerry Tyner called the meeting to order at 7:17 p.m.

Present:	Jerry Tyner	Place 2, Secretary
	Justin Welborn	Place 1
	Don Bowen	Place 3
	Sarah Olvey	Place 4
	Kathy Luppy	Place 5

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Mason Orr
Kelvin Deupree

Place 6
Ex-Officio

Absent:

Staff Members:	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician
	Justin Naylor	Civil Engineer
	Marrk Callier	Management Assistant
	Maleshia McGinnis	City Attorney

A.1. PLEDGE OF ALLEGIANCE

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

A.2. ADMINISTRATION OF THE OATH OF OFFICE TO PLANNING AND ZONING COMMISSION MEMBERS IN PLACES 2, 4, 6, AND EX OFFICIO.

Planning Technician John Chapman administered the Oath of Office to Commissioner Jerry Tyner, Place 2; Commissioner Sarah Olvey, Place 4; Commissioner Mason Orr, Place 6; and Kelvin Duepree, Ex-Officio member.

A.3. ELECTION OF OFFICERS

Commissioner Jerry Tyner thanked outgoing Commissioners: Randall Shiflet, Steven Cooper, and Robert Housewright, for their service to the City and Commission.

Commissioner Jerry Tyner opened nominations for Planning and Zoning Commission Chairman.

A MOTION WAS MADE BY COMMISSIONER KATHY LUPPY, SECONDED BY COMMISSIONER MASON ORR TO NOMINATE COMMISSIONER JUSTIN WELBORN AS CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION.

A MOTION WAS MADE BY COMMISSIONER DON BOWEN TO NOMINATE COMMISSIONER JERRY TYNER AS CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION, NOMINATION FAILED FOR LACK OF SECOND.

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NOMINATION OF COMMISSIONER JUSTIN WELBORN AS CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION PASSED BY ACCLIMATION.

Chairman Justin Welborn opened nominations for Planning and Zoning Commission Vice Chairman.

A MOTION WAS MADE BY COMMISSIONER DON BOWEN, SECONDED BY COMMISSIONER KATHY LUPPY TO NOMINATE JERRY TYNER AS VICE CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION.

NOMINATION OF COMMISSIONER JERRY TYNER AS VICE CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION PASSED BY ACCLIMATION.

Chairman Welborn opened nomination for Planning and Zoning Commission Secretary.

A MOTION WAS MADE BY COMMISSIONER DON BOWEN, SECONDED BY JERRY TYNER TO NOMINATE COMMISSIONER KATHY LUPPY AS SECRETARY FOR THE PLANNING AND ZONING COMMISSION.

NOMINATION OF COMMISSIONER KATHY LUPPY AS SECRETARY FOR THE PLANNING AND ZONING COMMISSION PASSED BY ACCLIMATION.

B. MINUTES

B.1. APPROVE MINUTES OF THE JUNE 21, 2018, PLANNING AND ZONING COMMISSION MEETING.

APPROVED

A MOTION WAS MADE BY COMMISSIONER JERRY TYNER, SECONDED BY COMMISSIONER KATHY LUPPY TO APPROVE MINUTES OF THE JUNE 21, 2018, PLANNING AND ZONING COMMISSION MEETING.

MOTION TO APPROVE CARRIED 6-0.

C. PUBLIC HEARINGS

C.1 ZC 2017-08 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM JR ROSE ARCHITECTURE FOR A ZONING CHANGE FROM AG AGRICULTURAL TO RI-PD RESIDENTIAL INFILL PLANNED DEVELOPMENT AT 9000 KIRK LANE, BEING 5.944 ACRES DESCRIBED AS TRACTS 15A3, 15A3A, AND 15A8, STEPHEN RICHARDSON SURVEY, ABSTRACT 1266.

DENIED

Chairman Justin Welborn stated items C.1 and D.1 will be presented together and voted on separately.

Chairman Welborn introduced the items and called for Planning Manager Clayton Comstock to introduce the request. Mr. Comstock introduced the request.

Chairman Welborn called for the applicant to present the request.

Jason Rose, 2104 Cosmos Way, Argyle, Texas 76226, on behalf of J Rose Architecture, presented the request.

Following the applicant's presentation the Commission went into recess at 7:37 p.m. due to technical problems with the meeting video stream on the website.

Chairman Welborn reconvened the meeting to order at 7:48 p.m.

Commissioner Jerry Tyner and Mr. Rose discussed lot 17 of the proposal.

Commissioner Tyner and Mr. Rose discussed the landscaping and tree preservation of the proposed development.

Ex-Officio Kelvin Deupree and Mr. Rose discussed the property's drainage.

Chairman Welborn and Mr. Rose discussed the layout and fencing of the development with respect to a utility easement running through many of the eastern lots.

Mr. Welborn and Mr. Rose discussed the grading analysis of the development for drainage, tree preservation, and sewage.

Chairman Welborn called for Mr. Comstock to present the staff report. Mr. Comstock presented the staff report.

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Commissioner Mason Orr, Chairman Welborn, and Mr. Rose discussed fencing within the development.

Chairman Welborn asked for anyone wishing to speak to come forward.

David Potter, 8959 Tamiami Court, North Richland Hills, Texas 76182, spoke in opposition of the request.

Chairman Welborn asked Civil Engineer Justin Naylor to discuss the street layout of the proposal and traffic visibility on Rumfield Road.

Darrell Bruce, 8136 Sayers Lane, North Richland Hills, Texas 76182, spoke in favor of the development.

Beverly Cruise, 3428 North Riley place, Hurst, Texas 76054, spoke in support of the proposal.

Chairman Welborn called for anyone wishing to speak for or against the request to come forward. There being no one wishing to speak, Chairman Welborn closed the public hearing.

Chairman Welborn commented on the proposed landscape and drive approaches.

A MOTION WAS MADE BY COMMISSIONER DON BOWEN, SECONDED BY COMMISSIONER JERRY TYNER TO DENY ZC 2017-08.

MOTION TO DENY CARRIED 5-1, WITH COMMISSIONER MASON ORR VOTING AGAINST.

C.2. ZC 2018-12 PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM NRH HILLSIDE VILLAS, LTD., TO REVISE THE RI-PD RESIDENTIAL INFILL PLANNED DEVELOPMENT FOR HILLSIDE VILLAS, BEING 6.8416 ACRES LOCATED AT THE SOUTHEAST CORNER OF MID-CITIES BOULEVARD AND HOLIDAY LANE AND DESCRIBED AS LOT A1A, BLOCK 28, COLLEGE HILLS ADDITION, AND TRACTS 10H5, 10, AND 11D, JOHN BARLOUGH SURVEY, ABSTRACT 130.

APPROVED

Chairman Justin Welborn stated items C.2 and D.2 will be presented together and

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voted on separately.

Chairman Welborn opened the public hearing for item C.2 and called for Principal Planner Clayton Husband to introduce the request. Mr. Husband introduced the request.

Chairman Welborn called for the applicant to present the request.

Collier Bailey, on behalf of NRH Hillside Villas, Ltd., 8214 Westchester Drive, Suite 710, Dallas, Texas, 75225, presented the request.

Commissioner Mason Orr and Mr. Bailey discussed the effect the proposed change has on lines of sight from surrounding neighbors.

Chairman Welborn and Phillip Fisher, 8214 Westchester Drive, Suite 710, Dallas, Texas 75225, engineer on behalf of NRH Hillside Villas, Ltd, discussed the retaining walls.

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

Chairman Welborn called for anyone wishing to speak.

Paul Haburn, 101 Running Creek Court, Weatherford, Texas 76087, on behalf of his wife, Mary Mars, 6213 Abbot Street, North Richland Hills, Texas 76180, spoke in opposition of the request.

Chairman Welborn called for anyone wishing to speak for or against the request to come forward. There being no one wishing to speak, Chairman Welborn closed the public hearing.

Mr. Husband provided fencing details for the development in response to questions asked during the public hearing.

Chairman Welborn provided additional comments regarding the retaining walls and fencing.

A MOTION WAS MADE BY COMMISSIONER MASON ORR, SECONDED BY COMMISSIONER JERRY TYNER TO APPROVE ZC 2018-12.

MOTION TO APPROVE CARRIED 6-0.

D. PLANNING AND DEVELOPMENT

D.1. PP 2017-05 CONSIDERATION OF A REQUEST FROM JR ROSE ARCHITECTURE FOR A PRELIMINARY PLAT OF KIRK ADDITION, BEING 5.944 ACRES LOCATED IN THE 9000 BLOCK OF RUMFIELD ROAD.

DENIED

Item was presented in conjunction with item C.1.

A MOTION WAS MADE BY COMMISSIONER DON BOWEN, SECONDED BY COMMISSIONER SARAH OLVEY TO DENY PP 2017-05.

MOTION TO DENY CARRIED 6-0.

D.2. PP 2018-03 CONSIDERATION OF A REQUEST FROM NRH HILLSIDE VILLAS, LTD., FOR A PRELIMINARY PLAT OF HILLSIDE VILLAS, BEING 6.8416 ACRES LOCATED AT THE SOUTHEAST CORNER OF MID-CITIES BOULEVARD AND HOLIDAY LANE.

APPROVED

Item was presented in conjunction with item C.2.

A MOTION WAS MADE BY COMMISSIONER KATHY LUPPY, SECONDED BY COMMISSIONER SARAH OLVEY TO APPROVE PP 2018-03 SUBJECT TO APPROVAL OF THE ZONING CASE BY CITY COUNCIL.

MOTION TO APPROVE CARRIED 6-0.

E. ADJOURNMENT

Chairman Justin Welborn adjourned the meeting at 8:37 p.m.

Justin Welborn, Chairman

Attest:

Kathy Luppy, Secretary