

**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
NOVEMBER 1, 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 1st day of November, 2018 at 6:30 p.m. in the City Council Workroom prior to the 7:00 p.m. regular Planning and Zoning Commission meeting.

Present:	Justin Welborn	Place 1, Chairman
	Jerry Tyner	Place 2, Vice Chairman
	Kathy Luppy	Place 5, Secretary
	Don Bowen	Place 3
	Sarah Olvey	Place 4
	Mason Orr	Place 6
	Wendy Werner	Place 7
	Kelvin Deupree	Ex-Officio

Absent:

Staff Members:	Clayton Comstock	Planning Director
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician
	Caroline Waggoner	Public Works Director
	Justin Naylor	Civil Engineer
	Marrk Callier	Management Assistant
	Craig Hulse	Director of Economic Development

A.1 PLANNING MANAGER REPORT

Planning Director Clayton Comstock updated the Commission on the remaining schedule for the Strategic Plan Committee, and provided city announcements.

**A.4 DISCUSS STANDARDS AND REGULATIONS FOR CROSS ACCESS
EASEMENTS AND PROPERTY ACCESS.**

November 01, 2018

Planning and Zoning Commission Meeting Minutes

Page 1 of 5

Planning Director Clayton Comstock presented a proposed update to the City Code related to cross access and property access. Mr. Comstock stated the primary issues are driveway and property access, reserve strips of property, and development constraints on redeveloping property. Mr. Comstock stated some concerns are limited traffic flow between lots to intersection or traffic signals, number of driveways on major roads, and potential barrier for development and redevelopment. Mr. Comstock stated property access is a note of concern if a small strip of land is reserved that intentionally blocks access to public facilities resulting in a fragmentary and piecemeal development pattern. Mr. Comstock provided potential standards for the Commission.

Commissioner Sarah Olvey and Chairman Welborn gave support to amending the ordinance to limit small strips of land.

Ex-Officio Kelvin Deupree and Mr. Comstock discussed the maintenance responsibility of the shared access.

Commissioner Mason Orr and Mr. Comstock discussed the requirement of green space as it relates to the small strips of land.

A.3 PRESENTATION ON THE NRH ZONING ORDINANCE REGARDING COMMERCIAL ZONING DISTRICTS AND RELATED DEVELOPMENT STANDARDS.

Planner Chad VanSteenberg presented a general overview of commercial signage for non-residential zoning districts.

A.2 DISCUSS ITEMS FROM THE REGULAR PLANNING AND ZONING COMMISSION MEETING.

This item was not discussed during work session.

Chairman Justin Welborn adjourned the work session meeting at 7:02 p.m.

REGULAR MEETING

A. CALL TO ORDER

Chairman Justin Welborn called the meeting to order at 7:08 p.m.

Present:	Justin Welborn	Place 1, Chairman
	Jerry Tyner	Place 2, Vice Chairman

November 01, 2018

Planning and Zoning Commission Meeting Minutes

Page 2 of 5

Kathy Luppy	Place 5, Secretary
Don Bowen	Place 3
Sarah Olvey	Place 4
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Kelvin Deupree	Ex-Officio

Absent:

Staff Members:	Clayton Comstock	Planning Director
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician
	Caroline Waggoner	Public Works Director
	Justin Naylor	Civil Engineer
	Marrk Callier	Management Assistant

A.1 PLEDGE OF ALLEGIANCE

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

B. MINUTES

B.1 APPROVE MINUTES OF THE OCTOBER 18, 2018, PLANNING AND ZONING COMMISSION MEETING.

APPROVED

A MOTION WAS MADE BY COMMISSIONER SARAH OLVEY, SECONDED BY COMMISSIONER MASON ORR TO APPROVE MINUTES OF THE OCTOBER 18, 2018, PLANNING AND ZONING COMMISSION MEETING.

MOTION TO APPROVE CARRIED 7-0.

C. PUBLIC HEARINGS

There were no public hearing scheduled for this meeting.

D. PLANNING AND DEVELOPMENT

November 01, 2018

Planning and Zoning Commission Meeting Minutes

Page 3 of 5

**D.1 RP 2018-04 CONSIDERATION OF A REQUEST FROM HAMILTON DUFFY
PC FOR A REPLAT OF PARKSIDE PLACE, BEING 5.805 ACRES
LOCATED IN THE 7300 BLOCK OF CIRCLE DRIVE.**

APPROVED

Chairman Justin Welborn introduced the item and called for Planning Director Clayton Comstock to introduce the request. Mr. Comstock introduced the request.

Chairman Welborn called for the applicant to present the request.

Trevor Truss, on behalf of Hamilton Duffy, 8241 Mid-Cities Boulevard #100, North Richland Hills, Texas 76182, presented the request.

Chairman Welborn and Mr. Truss discussed how the flood plain affects certain properties.

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

Chairman Welborn stated the development could be replatted in the future to address floodplain issues.

**A MOTION WAS MADE BY COMMISSIONER KATHY LUPPY, SECONDED BY
COMMISSIONER JERRY TYNER TO APPROVE RP 2018-04.**

MOTION TO APPROVE CARRIED 7-0.

E. ADJOURNMENT

Chairman Justin Welborn adjourned the meeting at 7:20 p.m.

Justin Welborn, Chairman

Attest:

Kathy Luppy, Secretary