

**RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL, 3200 DIANA DRIVE
DECEMBER 9, 2020
MINUTES**

Members Present

Kyle LaPointe, Chairman
Mary Witt, Alternate
Michael Wilson, Place 2

Members Absent

Jackson Durham, Place 3

Members Present Via Zoom

Erick Sabin, Place 1
Kelle Jones, Place 5

Staff Present

Candice Edmondson, City Manager
Cathy Bourg, City Secretary
Alecia Kreh, City Attorney

The Planning and Zoning Commission meeting is open to the public and citizens are welcome to attend. However, due to the current Coronavirus (COVID-19) outbreak in our area and in an effort to abide by social distancing recommendations, we encourage citizens wishing to participate in the meeting to email comments to City Secretary Cathy Bourg at cbourg@richlandhills.com by 5:00 p.m. on Wednesday, December 9th. Your comment will be read aloud during Item 3 *Public Comments*.

Some members of the Planning and Zoning Commission may be unable to attend and will be participating by video conference or phone. If you would like to join and participate in the meeting by video conference or phone, you may do so via the following options:

- **Online via Zoom:** Go to zoom.us, Join a Meeting, and enter Meeting ID 873 0958 6695 and the host will allow you to enter the virtual meeting. The host will ask you what item you would like to speak on, and you will be called upon when that item is presented to address the Planning and Zoning Commission.
- **By Phone:** Please call 1-346-248-7799 and enter Meeting ID 873 0958 6695 and provide your name and address. The host will ask you what item you would like to speak on, and you will be called upon when that item is presented to address the Planning and Zoning Commission.

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m. and Chairman LaPointe noted that there was a quorum present with 5 members in attendance.

2. EXECUTIVE SESSION

A. EXECUTIVE SESSION: PURSUANT TO THE OPEN MEETINGS ACT, CHAPTER 551, TEXAS GOVERNMENT CODE, SECTION 551.071. REFER TO POSTED LIST ATTACHED HERETO AND INCORPORATED HEREIN. EXECUTIVE SESSION MAY BE HELD, UNDER THESE EXCEPTIONS, AT ANY TIME DURING THE MEETING THAT A NEED ARISES FOR THE PLANNING AND ZONING COMMISSION TO SEEK ADVICE FROM THE CITY ATTORNEY AS TO THE POSTED SUBJECT MATTER OF THIS PLANNING AND ZONING COMMISSION MEETING.

No executive session was required at this meeting.

B. RECONVENE: Action necessary on items discussed in Executive Session

3. PUBLIC COMMENTS

Chairman Kyle LaPointe announced that he and his family will be moving, and he will not be a member of the Planning and Zoning Commission beginning January 2021.

City Manager Candice Edmondson thanked Chairman LaPointe for his service.

REGULAR AGENDA

4. Approve minutes from the October 27, 2020 Planning and Zoning Commission meeting.

Motion: Motion was made by Commission Member Witt and seconded by Commission Member Wilson to approve the minutes from the October 27, 2020 Planning and Zoning Commission meeting.

Motion carried by a vote of 5-0.

5. Consider a Specific Use Permit (SUP 2020-1013) for Antique Shop and Used Furniture for the property described as Lot 4, in Block 3, of Willman Addition, an Addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7277 Glenview Drive, Richland Hills, Texas 76180 PUBLIC HEARING

Candice Edmondson, City Manager presented a Specific Use Permit (SUP 2020-1013) for Antique Shop and Used Furniture for the property described as Lot 4, in Block 3, of Willman Addition, an Addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7277 Glenview Drive, Richland Hills, Texas 76180.

The property at 7277 Glenview Drive is a 2,060 square foot building owned by Jonna Jewell. The building sits on 0.3227 acres of land currently zoned Mixed Use.

Ms. Jewell purchased the property in October 2013 with the intent of opening an antique shop. Prior to purchase, the property was occupied by an antique shop called Cottage

Panache which was permitted in the zoning district at that time. Ms. Jewell began the process to obtain a certificate of occupancy for the property. Building inspections were completed and passed, but the certificate of occupancy was never issued by the city. Ms. Jewell also did not open her antique business at the time, as she planned to continue to work in the healthcare field while she made improvements to the property and obtained a diploma as a professional level antique dealer and appraiser.

Over the years, Ms. Jewell has made several improvements to the property:

- Removal of dead/overgrown trees and plants
- New fence and dumpster enclosure
- New landscaping
- New gutters and French drains
- Foundation repair
- New flooring
- ADA compliant restroom
- New exterior and interior paint
- Exterior security lighting

The City adopted the current Comprehensive Plan and Zoning Ordinance in May 2014. At that time, the property was rezoned to Mixed Use and requires an approved Specific Use Permit to operate an antique shop. Ms. Jewell is seeking Planning and Zoning and City Council approval to open her antique shop as originally planned when she purchased the property in 2013.

City staff has reviewed Ms. Jewell's application and recommends approval of the Specific Use Permit.

Chairman LaPointe opened the public hearing – Time 6:05 p.m.

The applicant Jonna Jewell gave a detailed presentation regarding her SUP request to operate an antique store at 7277 Glenview Drive.

City Manager Edmondson presented a letter in support of the SUP from Angela Campbell, owner of Bridal Gallery located at 7255 Glenview Drive.

Chairman LaPointe closed the public hearing – Time 6:43 p.m.

Motion: Motion was made by Chairman LaPointe and seconded by Commission Member Jones that pending creation of four parking spots that meet city code, to approve a Specific Use Permit (SUP 2020-1013) for Antique Shop and Used Furniture for the property described as Lot 4, in Block 3, of Willman Addition, an Addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7277 Glenview Drive, Richland Hills, Texas 76180

Motion carried by a vote of 5-0.

6. Consider a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for Food Truck Parks to be an authorized use within specified zoning districts by way of a Specific Use Permit, by amending Article 8 to add a definition of Food Truck Park, and amending Article 3 to remove SUP requirements for Mobile Food Vendors PUBLIC HEARING

Candice Edmondson, City Manager presented a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for Food Truck Parks to be an authorized use within specified zoning districts by way of a Specific Use Permit, by amending Article 8 to add a definition of Food Truck Park and amending Article 3 to remove SUP requirements for Mobile Food Vendors.

Staff is bringing forward four (4) proposed zoning text amendments that would guide the use of Food Truck Parks and Mobile Food Vendors in the City of Richland Hills. The city currently allows the use of Mobile Food Vendors in all of the commercial zoning districts, except the Entertainment District Overlay. The proposed zoning text amendments are detailed below.

Amendment 1

The first amendment to Article 3, Section 3.02 "Use Chart" would allow Food Truck Parks as an authorized use by way of a Specific Use Permit (SUP) in the LC – Light Commercial, HC – Heavy Commercial, P – Professional Office, R – Retail, MX – Mixed Use and EDO - Entertainment District Overlay zoning districts by designating the SUP requirement within the Use Chart.

Amendment 2

The second amendment would add subsection (A)(20) under Article 3, Section 3.02.01 "Conditional Development Standards" providing certain requirements for Food Truck Parks to operate. Those requirements are detailed on the attached draft ordinance.

Amendment 3

The third amendment adds the following definition to Article 8, Section 8.01 "Defined Terms".

"Food Truck Park. A property used or developed to accommodate two or more Mobile Food Vendors that offer food and/or beverages for sale to the public as the primary use of the property while possibly accommodating areas on the property for entertainment or recreational opportunities."

Amendment 4

The fourth amendment to Article 3, Section 3.02 "Use Chart" would allow Mobile Food Vendor as an authorized use in P – Professional Office, R – Retail, LC – Light Commercial, HC – Heavy Commercial, I – Industrial, BP – Business Park, MX – Mixed Use and EDO - Entertainment District Overlay zoning districts by changing the "(12)" indicator to "P" within the chart.

In addition, the amendment would remove the current list of requirements for Mobile Food Vendors under subsection (12) and add them to Chapter 18, Businesses, of the City of Richland Hills Code of Ordinances. City Council will be considering the addition of Mobile Food Vendors to Chapter 18 along with these proposed zoning text amendments at their December 14, 2020 meeting.

Chairman LaPointe opened the public hearing – Time 6:51 p.m.

No speakers

Chairman LaPointe closed the public hearing – Time 6:52 p.m.

Motion: Motion was made by Commission Member Wilson and seconded by Commission Member Witt to approve a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for Food Truck Parks to be an authorized use within specified zoning districts by way of a Specific Use Permit, by amending Article 8 to add a definition of Food Truck Park and amending Article 3 to remove SUP requirements for Mobile Food Vendors.

Motion carried by a vote of 5-0.

7. Discuss November and December Meeting Dates

The next P&Z meeting will be Tuesday, January 26, 2021 at 6:00 p.m.

8. ADJOURNMENT

There being no further business to come before the Commission, Chair LaPointe declared the meeting adjourned at 6:54 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Michael Wilson, Chairman