

**RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL, 3200 DIANA DRIVE
AUGUST 24, 2021
MINUTES**

Members Present

Michael Wilson, Chair
Jackson Durham, Place 3
Mary Witt, Place 4
Kelle Jones, Place 5

Members Absent

Kenneth Keating, Alternate

Staff Present

Logan Thatcher, Assistant to the City Manager
Cathy Bourg, City Secretary
Alecia Kreh, City Attorney

1. CALL TO ORDER

Commission Chair Wilson called to order at 6:00 p.m.

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.

None

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

3. PUBLIC COMMENTS

None

REGULAR AGENDA

4. Approve minutes from the June 22, 2021 Planning and Zoning Commission meeting.

Motion: Motion was made by Commission Member Durham and seconded by Commission Member Jones to approve the minutes from the June 22, 2021 Planning and Zoning Commission meeting.

Motion carried by a vote of 4-0.

5. 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 Boarding Houses to be an authorized use by right within specified zoning districts and amending Chapter 91, Article V to establish development standard for boarding houses. PUBLIC HEARING

Logan Thatcher, Assistant to the 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 Boarding Houses to be an authorized use by right within specified zoning districts and amending Chapter 91, Article V to establish development standard for boarding houses.

After further review and discussion from City Council, staff is bringing forward amendments to the Boarding House Zoning Ordinance. The proposed amendments will dictate where Boarding Houses are allowed and also the requirements that must be met.

Proposed Zoning Text Amendments

Amendment 1

The first amendment to Article 3, Section 3.02 "Use Chart" would allow Boarding Houses as an authorized use in the MF-2 - Multiple-Family Residential Medium Density, and MF-3 - Multiple-Family Residential High Density zoning districts and by removing the allowance of a Specific Use Permit (SUP) in the SF-E – Single-Family Residential Estate, SF-10 – Single-Family Residential, SF-7– Single Family-Residential, and MF-1 – Two-Family (Duplex).

Amendment 2

The second amendment would delete subsection (A)(21) under Article 3, Section 3.02.01 "Conditional Development Standards".

Amendment 3

The third amendment adds Chapter 91, Article V, "Residential Development Ordinance," is hereby amended by adding Section 91-502, "Boarding House Development Regulations" to read as follows.

“Sec. 91-502. – Boarding House development regulations.

- (a) This section shall apply to all boarding houses within the City.
- (b) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such boarding house.
- (c) No sign advertising a home occupation shall be placed on property where a boarding house is located.
- (d) Register and receive annual inspections as outlined:
 - (1) All boarding houses shall be registered annually. If there is any change in occupancy of any sleeping unit longer than three weeks, registration shall be updated at that time.
 - (2) Inspections shall be required annually. It shall be the responsibility of the property owner to request and schedule an inspection at the time of annual registration.
 - (3) The fees for registration and required annual inspection for each boarding house are as shown in the city's fee schedule.
- (e) Parking
 - (1) A parking site plan shall be included with the initial registration application.
 - (2) The parking site plan shall comply with all applicable parking requirements for multi-family use districts as outlined in Section 91-501. Additionally, one designated parking space must be provided on the premises for each sleeping unit. Tandem parking spaces are not permitted. Waivers may be applied for and granted in accordance with Section 91-501(e).
- (f) The owner of a boarding house shall obtain and maintain rental property insurance or landlord insurance at all times. Proof of insurance shall be provided during annual registration.”

The Commission discussed and asked questions of Staff and the City Attorney.

Chairman Wilson opened the public hearing – Time 6:18 p.m.

None

Chairman Wilson closed the public hearing – Time 6:18 p.m.

Motion: Motion was made by Commission Member Durham and seconded by Commission Member Witt to recommend approval of zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for Boarding Houses to be an authorized use by right within specified zoning districts and amending Chapter 91, Article V to establish development standard for boarding houses.

Motion carried by a vote of 4-0.

6. ADJOURNMENT

There being no further business to come before the Commission, Chair Wilson declared the meeting adjourned at 6:36 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Michael Wilson, Chairman