

**PLANNING AND ZONING COMMISSION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
NOVEMBER 30, 2021 at 6:00 PM**

1. CALL TO ORDER

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.**

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

3. PUBLIC COMMENTS

This is the public's opportunity to address the Planning & Zoning Commission about non-agenda items. In compliance with the Texas Open Meetings Act, Commission members and city staff are prevented from discussing non-agenda items and may only respond with statements of factual information or existing city policy.

REGULAR AGENDA

4. Approve minutes from the October 26, 2021 Planning and Zoning Commission meeting

5. Consider a zoning change request from MF-1 Two-Family (Duplex) Residential to Planned Development for the properties described as lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118. **PUBLIC HEARING**

6. Consider a Replat for the property described as Lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118. **PUBLIC HEARING**

7. ADJOURNMENT

A quorum of the City Council or other Boards may be present at this meeting

CERTIFICATE

I hereby certify that the above agenda was posted on this the 24th day of November 2021 by 11:30 a.m., on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, pursuant to the Texas Government Code, Chapter 551.

Cathy Bourg

Cathy Bourg
City Secretary



ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this public meeting and have a disability that requires special arrangements, please notify the City Secretary 48 hours in advance at (817) 616-3810 and reasonable accommodations will be made to assist you.

Memorandum

To: Richland Hills Planning and Zoning Commission

From: Cathy Bourg, City Secretary

Date: November 30, 2021

Subject: Minutes from the October 26, 2021 Regular Planning and Zoning Commission Meeting

Agenda Item:

Approve minutes from the October 26, 2021 Planning and Zoning Commission meeting.

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

October 26, 2021 Draft Minutes

Suggested Motion:

Motion to approve the minutes from the October 26, 2021 Planning and Zoning Commission meeting

**RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL, 3200 DIANA DRIVE
OCTOBER 26, 2021
DRAFT MINUTES**

Members Present

Michael Wilson, Chair
Kenneth Keating, Place 1
Jackson Durham, Place 3
Mary Witt, Place 4
Kelle Jones, Place 5

Members Absent

Alternate Members Present

Mary Sullivan, Alternate 1
Theresa Bledsoe, Alternate 2

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 6:03 p.m.

2. ADMINISTER OATHS OF OFFICE

Cathy Bourg, City Secretary administered the Oath of Office to the following members:

- Kenneth Keating – Place 1
- Jackson Durham – Place 3
- Kelle Jones – Place 5
- Mary Sullivan – Alternate Place 1
- Theresa Bledsoe – Alternate Place 2

3. ELECTION OF CHAIR

Motion: Motion was made by Commission Member Durham and seconded by Commission Member Keating to elect Michael Wilson to Planning and Zoning Commission Chair.

Motion carried by a vote of 5-0.

4. 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.**

Chair Wilson convened into executive session. Time: 6:07 p.m.

- B. Reconvene:** Action necessary on items discussed in Executive Session

Chair Wilson reconvened into open session. Time: 6:16 p.m.

5. PUBLIC COMMENTS

None

REGULAR AGENDA

6. Approve minutes from the September 28, 2021 Planning and Zoning Commission meeting.

Motion: Motion was made by Commission Member Jones and seconded by Commission Member Keating to approve the minutes from the September 28, 2021 Planning and Zoning Commission meeting.

Motion carried by a vote of 5-0.

7. Consider a final plat of Lot 9, Block 10, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7116 Dover Lane, Richland Hills, Texas 76118.Texas. PUBLIC HEARING

Logan Thatcher, Assistant to the City Manager presented a final plat of Lot 9, Block 10, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7116 Dover Lane, Richland Hills, Texas 76118.Texas. The property is a 35,683 square foot lot owned by Thi Sua Vang. Mr. Vang purchased the property in 2015.

Lot 9 was previously platted as one full lot in 1948. However, through metes and bounds, the top portion has been sold numerous times without a proper plat being filed at the time of the portion being divided.

Mr. Vang would like to build a house on the property. With the lot being platted it would leave his lot at 0.819 of an acre. This lot is currently zoned as SF-E. Mr. Vang will not

be able to meet the minimum lot size of 1 acre. He is requesting a variance along with the replat.

The applicant Thi Sua Vang spoke regarding his request and answered questions from the Commission.

Chair Wilson resumed the public hearing – Time 6:20 p.m.

Cecil Lanter, 7133 Hovenkamp spoke in favor of the replat.

Stacy Reddy, 7012 Hardisty Street spoke in favor of the replat.

Chair Wilson read a letter from Mr. and Mrs. Martin Backner, 7132 Dover Lane in favor of the replat.

Chair Wilson closed the public hearing – Time 6:24 p.m.

Motion: Motion was made by Commission Member Keating and seconded by Commission Member Jones to approve a final plat of Lot 9, Block 10, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7116 Dover Lane, Richland Hills, Texas 76118.Texas.

Motion carried by a vote of 5-0.

8. Set date and time for next Planning and Zoning Commission meeting

The next Planning and Zoning Commission meeting will be November 30, 2021 at 6:00 p.m.

9. ADJOURNMENT

There being no further business to come before the Commission, Chair Wilson declared the meeting adjourned at 6:26 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Michael Wilson, Chairman

Memorandum

To: Richland Hills Planning and Zoning Commission

From: Logan Thatcher, Assistant to the City Manager

Date: November 30, 2021

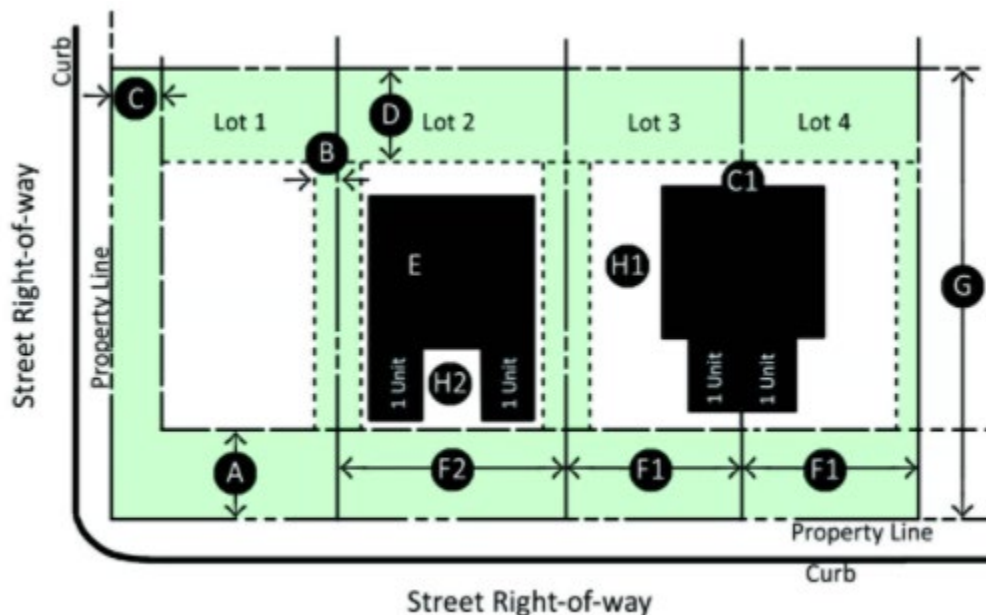
Subject: PUD 2021-0922 Cagle Drive

Agenda Item:

Consider a zoning change request from MF-1 Two-Family (Duplex) Residential to Planned Development for the properties described as lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118. **PUBLIC HEARING**

Background Information:

The applicants for this zoning change are Louisa Magee and Gemma Parrish. Louisa Magee owns 3802 Cagle Drive while Gemma Parrish owns 3800 Cagle Drive. They are requesting a zoning change from MF-1 Two-Family (Duplex) Residential through a planned development to retain MF-1 Two-Family (Duplex) residential use. Louisa Magee would like to sell her property; however, the duplex is currently platted as one lot attached to Gemma Parrish's property. In order to sell the property, she does need to separate her side of the property that she owns. This is allowable within this zoning district (see below).



The other properties that are also located off of Evergreen that fall as duplexes in this zone are also platted separately. However, this property does not meet some of the area regulations for this zone once separated into two lots. Louisa Magee and Gemma Parrish have decided to pursue a planned development in order to make their properties

conforming with the zoning ordinance in order for the replat to be approved.

Below are the standard regulations for MF-1 compared to each property in what they are proposing.

MF-1 Two-Family (Duplex) Residential		3800 Cagle Drive	3802 Cagle Drive
Height	2 Stories maximum	2 Stories maximum	2 Stories maximum
Front Yard	25' minimum	25' minimum	25' minimum
Side Yard - Interior	8' minimum	8' minimum	8' minimum
Side Yard - Street	15' minimum	15' minimum	15' minimum
Rear Yard	25' minimum	25' minimum	25' minimum
Building Size	1,200 sq. ft. minimum	1,020 sq. ft. minimum	1,020 sq. ft. minimum
Lot Width			
One Dwelling	40' minimum	40' minimum	40' minimum
Two Dwellings	70' minimum	70' minimum	70' minimum
Lot Depth	120' minimum	120' minimum	120' minimum
Lot Size			
One Dwelling	7,500 sq. ft. minimum	5,982 sq. ft. minimum	5,445 sq. ft. minimum
Two Dwellings	10,000 sq. Ft. minimum	10,000 sq. Ft. minimum	10,000 sq. Ft. minimum
Lot Coverage	50% maximum	50% maximum	50% maximum

Lot 5R1 (3802 Cagle Dr.) also does not meet the accessory structure setback of 5 feet from the property line. They are proposing an accessory structure setback of 4.7 feet. Because both of the accessory structures back up to each other both properties are proposing a zero-lot line setback for their accessory structures.

This is the process the applicant is allowed to go through in order to get the property conforming to meet the zoning code that will allow them to replat. The other option was to go forward to the zoning board of adjustment and request a variance for every item that did not meet our zoning ordinance before bringing forward the replat. The planned development process allows for an efficient process to bring nonconformance into compliance to allow the applicants to replat the property.

Financial Considerations:

N/A

Board/Citizen Input:

Planning and Zoning Commission consideration: November 30, 2021
City Council consideration: December 13, 2021

Attachments:

PD Application
Aerial Property Photo
Property Photo
Original Replat
Proposed Replat
Existing Improvements

Suggested Motion:

Motion to approve a zoning change request from MF-1 Two-Family (Duplex) Residential to Planned Development for the properties described as lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118.



City of Richland Hills Zoning Application

Application Type

- ☐ Specific Use Permit
- ☒ Planned Development
- ☐ Zoning Text Amendment
- ☐ Zoning Map Amendment

Applicant Information

Applicant's Name: Louisa Magee

Business Name: _____

Phone: 817-507-6224 Email: ironroz@sbcglobal.net

Property Information

Property Address: 3802 Cagle Dr. Square Feet: _____

Building Owner: Louisa Magee Deed Date: 1-29-2021

Company: _____ Phone: _____

Owner Address: 3600 Maurice Av.

Owner's Phone #: 817-507-6224 Owner's Email: _____

Previous Occupant: _____

Current Zoning: MF-1 Gemma Parrish 682-472-4971
3800 Cagle Dr.

Zoning Request

Please describe the nature of your request

for replat to meet zoning requirements.

Signature

I certify that my answers are true and complete to the best of my knowledge and I understand that false or misleading information in my application may result in zoning violations.

Signature: Louisa Magee Date: 11-22-2021

Public Hearing Information

Planning &
Zoning
Hearing Date November 30, 2021 City Council
Hearing Date _____

This Zoning Case has been:

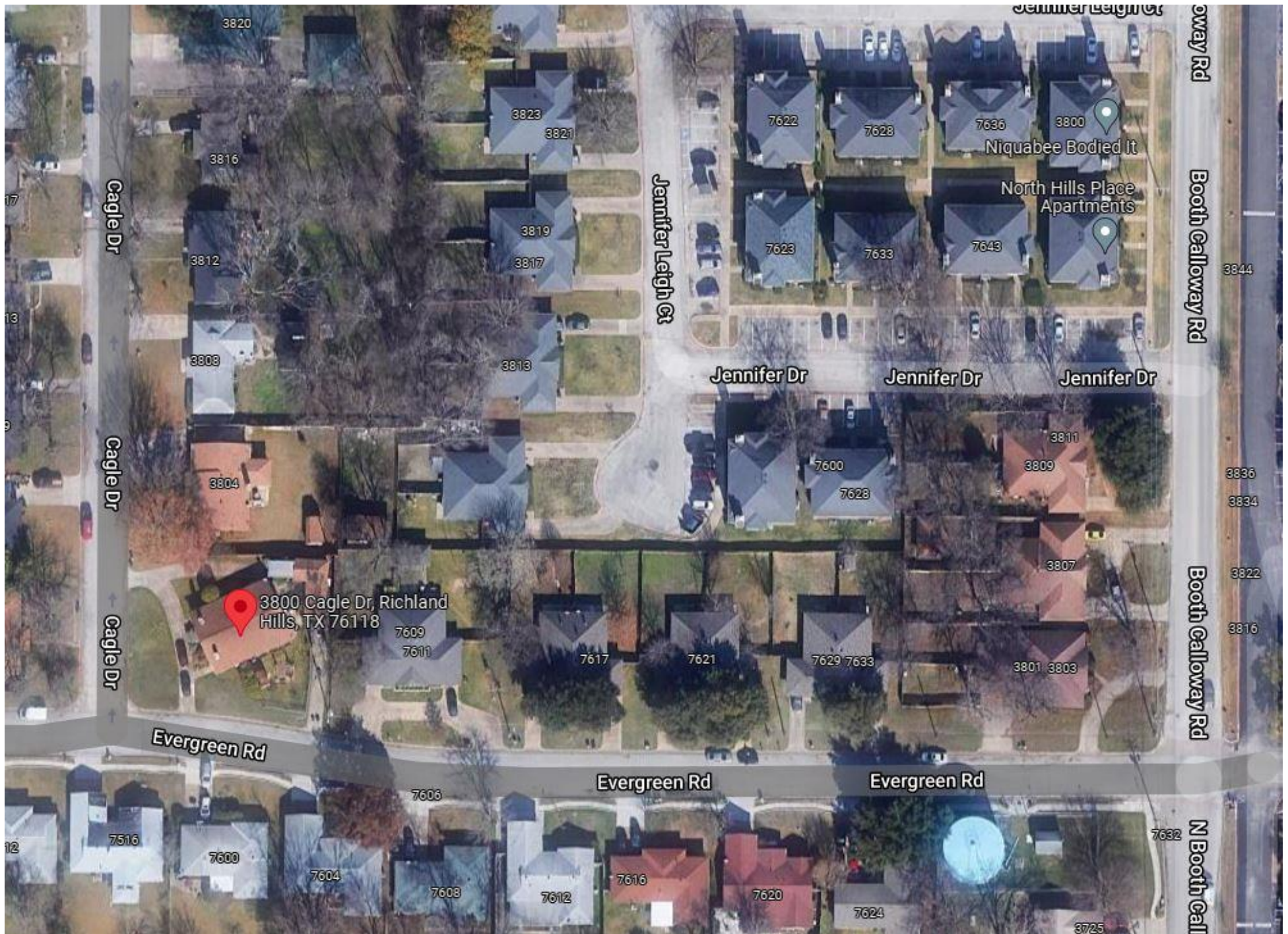
- ☐ Approved
☐ Denied
☐ Approved with amendments

Ordinance # _____

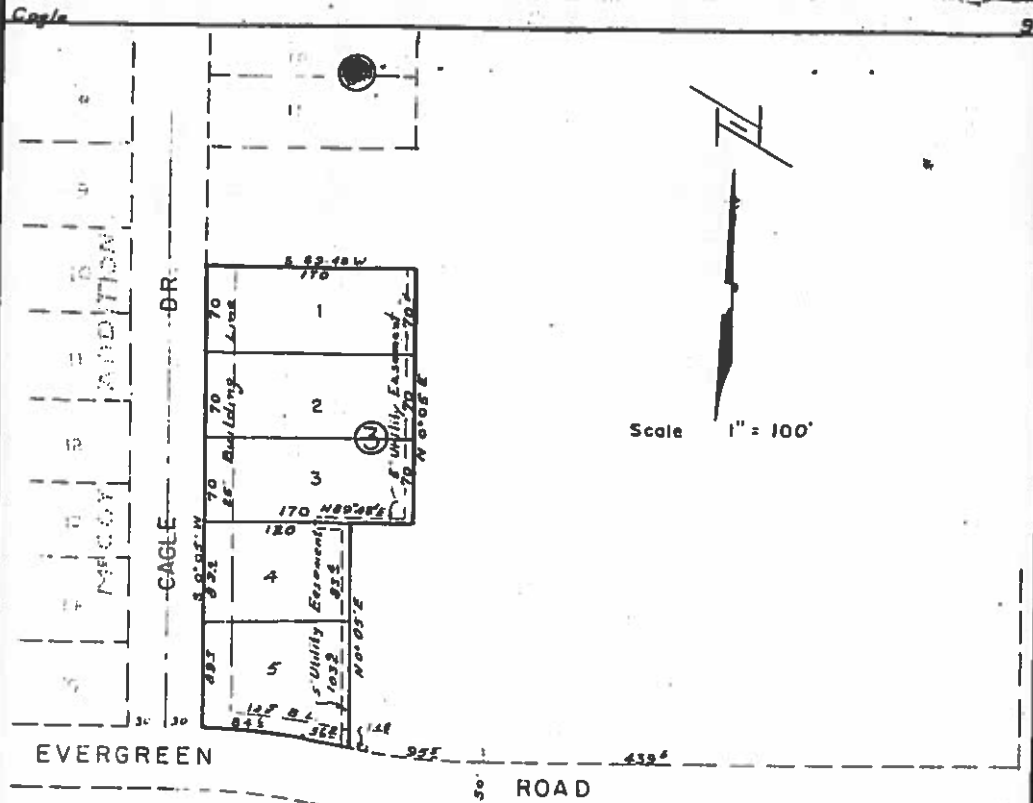
Notes

Permit # 20210922
Receipt # 333547 cc Date: 11-23-2021

Processed By VRangel







PLAT SHOWING:
LOTS 1 THRU 5, BLOCK 3, MCCOY
ADDITION TO RICHLAND HILLS,
TARRANT COUNTY, TEXAS
SURVEYED MAY, 1954
BY
FRANK H. PAYNE & ASSOCIATES
CIVIL ENGINEERS

CHIEF
COUNTY CLERK, TARRANT
BY A.C.
1-18-55

CITY PLAN COMMISSION
RICHLAND HILLS, TEXAS

APPROVED _____ 1954

BY _____
CHAIRMAN

BY _____
SECRETARY



Filed for Record _____ at _____ M.

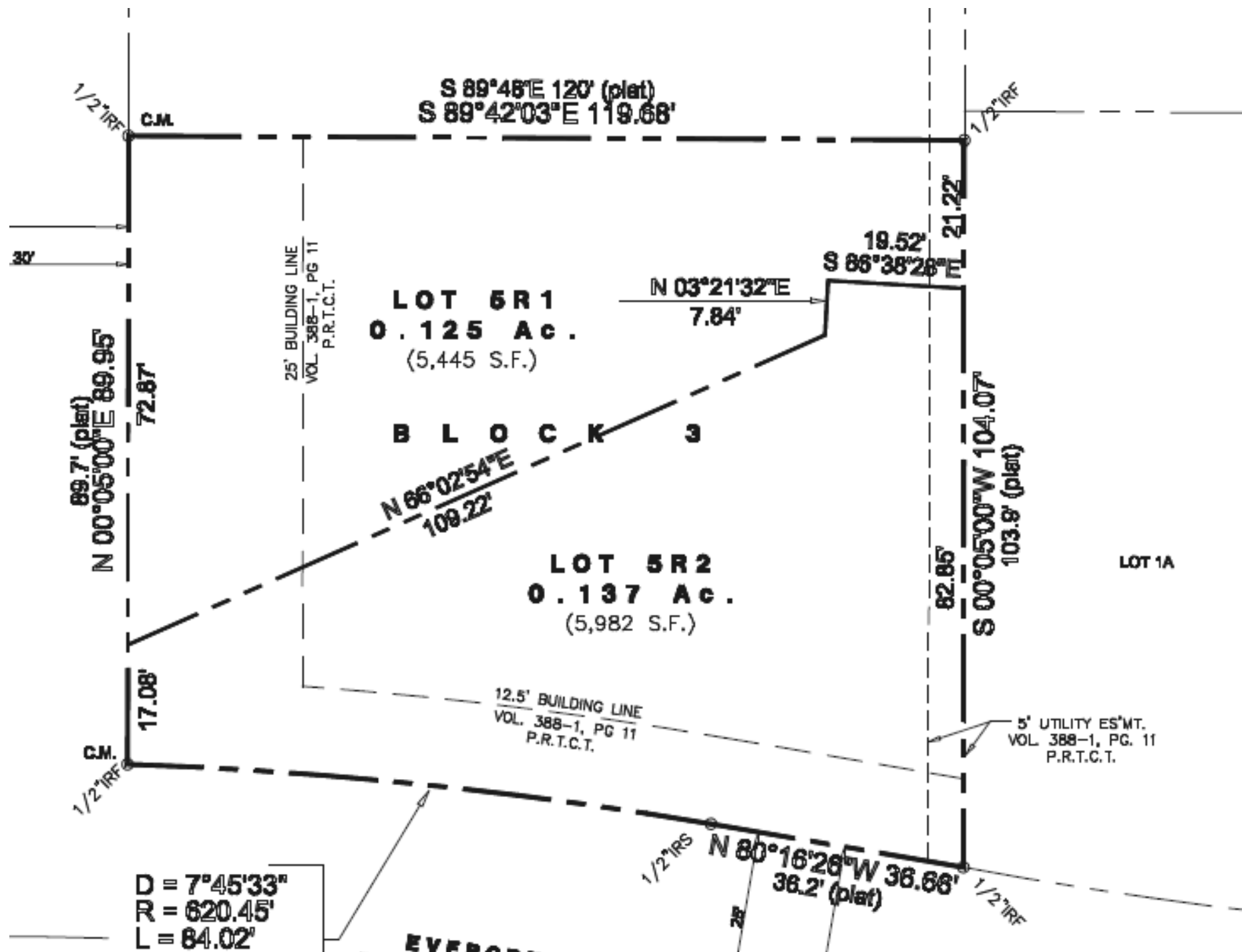
And Recorded _____ at _____ M.

Instrument No. 44059

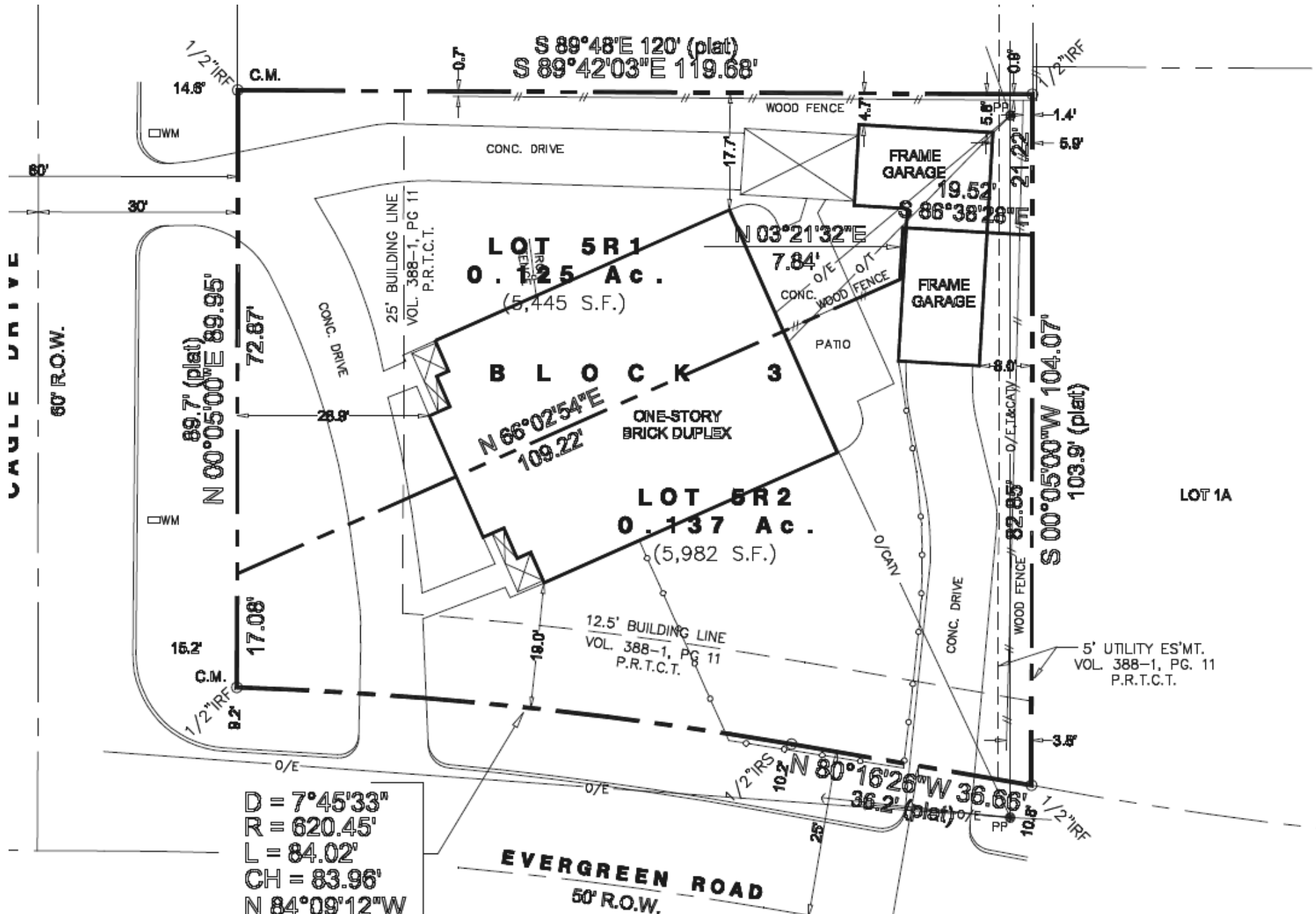
MELVIN "MEL" FAULK, County Clerk.
Tarrant County, Texas

By _____ Deputy

Proposed Replat



Existing Improvements



Memorandum

To: Richland Hills Planning and Zoning Commission

From: Logan Thatcher, Assistant to the City Manager

Date: November 30, 2021

Subject: Replat 2021-0921 Cagle Drive

Agenda Item:

Consider a Replat for the property described as Lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118. **PUBLIC HEARING**

Background Information:

This item is in regard to Item 5 on the agenda. The replat triggered the process of the planned development. However, they are both required to be separate items. Approval of the planned development brings compliance with the properties to allow the replat to be approved.

Louisa Magee would like to see her portion of the property thus triggering this entire process with a building that is pre-existent.

Financial Considerations:

Approval of the replat will not require additional funding from the city

Legal Review:

N/A

Board/Citizen Input:

Planning and Zoning Commission consideration: November 30, 2021

City Council consideration: December 13, 2021

Attachments:

See attachments from item 5.

Suggested Motion:

Motion to recommend approval of a final plat of Lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118.