

**PLANNING AND ZONING COMMISSION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
January 24, 2023 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. **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. Administer Oath to Office

5. Election of Chair of the Planning and Zoning Commission.

6. Approve minutes from the October 25, 2022 Planning and Zoning Commission meeting

7. Consider a Replat for the properties described Popplewell, S Survey Abstract 1241 Tract 1E, Tarrant County, Texas otherwise known as 7100 Baker Boulevard, Richland Hills, Texas 76118 and Greenfield Subdivision-Rchlnlnd Lots 4, 5, 6 and 7, Tarrant County, Texas otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118.

8. Consider a Specific Use Permit to allow the use "Outside Storage and Display, (Incidental Use)" for the property described as Block F Lot 1, Richland Hills Addition, Richland Hills, Texas, otherwise known as 3333 Rufe Snow, Richland Hills, Texas 76118. **PUBLIC HEARING**

9. 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 19th day of January 2023 by 5:30 p.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.

Lindsay Rawlinson

Lindsay Rawlinson
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: Lindsay Rawlinson, City Secretary

Date: January 24, 2023

Subject: Administer Oaths of Office

Agenda Item:

Administer Oaths of Office to Commission Members Place 2, Place 4, Alternate Place 1, and Alternate Place 2.

Background Information:

- Michael Wilson – Place 2
- Mary Witt – Place 4
- Mary Sullivan – Alternate Place 1
- Theresa Bledsoe – Alternate Place 2

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Suggested Motion:

No Action

Memorandum

To: Richland Hills Planning and Zoning Commission

From: Lindsay Rawlinson, City Secretary

Date: January 24, 2023

Subject: Election of Chair of the Planning and Zoning Commission

Agenda Item:

Annually elect a Chair of the Planning and Zoning Commission among the Commissioners.

Background Information:

Following annual appointments completed in September 2022, the Commission must elect a Chairman in accordance with Section 14.01 of the City Charter.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Suggested Motion:

Motion to appoint _____ as Chair of the Planning and Zoning Commission.

Memorandum

To: Richland Hills Planning and Zoning Commission

From: Lindsay Rawlinson, City Secretary

Date: January 24, 2023

Subject: Minutes from the October 25, 2022 Regular Planning and Zoning Commission Meeting

Agenda Item:

Approve minutes from the October 25, 2022 Planning and Zoning Commission meeting.

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

October 25, 2022 Draft Minutes

Suggested Motion:

Motion to approve the minutes from the October 25, 2022 Planning and Zoning Commission meeting.

**RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL, 3200 DIANA DRIVE
OCTOBER 25, 2022
MINUTES**

Members Present

Michael Wilson, Chair
Jackson Durham, Place 3
Mary Witt, Place 4
Theresa Bledsoe, Alternate 2

Members Absent

Kenneth Keating, Place 1
Kelle Jones, Place 5

Alternate Members Absent

Mary Sullivan, Alternate 1

Staff Present

Logan Thatcher, Assistant to the City Manager
Lindsay Wells, City Secretary
Rachel Raggio, City Attorney

1. CALL TO ORDER

Commission Chair Wilson called to order at 6:05 p.m.

2. EXECUTIVE SESSION

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.

3. PUBLIC COMMENTS

None

REGULAR AGENDA

4. Approve minutes from the September 27, 2022 Planning and Zoning Commission meeting.

Motion: Motion was made by Commissioner Durham and seconded by Commissioner Witt to approve the minutes from the September 27, 2022 Planning and Zoning Commission meeting.

Motion carried by a vote of 4-0.

5. Approved a Specific Use Permit to allow the use “Farmer’s Market” for the property described as Abstract 1241 Tract 2J, Popplewell, S Survey, Richland Hills, Texas, otherwise known as 7206 Latham Drive, Richland Hills, Texas 76118. PUBLIC HEARING

Assistant to the City Manager Logan Thatcher presented the item to the Commission and advised that the item is an application for a Specific Use Permit for the property located at 7206 Latham Drive. The applicant, Luther Daniel Boykin, is seeking a Specific Use Permit (SUP) to permit the use “Farmer’s Market” in the Light Commercial zone. Mr. Boykin is requesting the following:

- Allow the use of “Farmer’s Market”
- Allow two portable restrooms to stay on site
- Allow the chain link fence to remain at the property

Also, there will be a permanent food truck establishment located at this property that will be open throughout the week. The applicant has been building a deck on the property to surround the food truck that will need to be inspected and approved. The actual Farmer’s Market will be open on Saturday mornings.

Applicant Dan Boykin, 7206 Latham Drive, Richland Hills, discussed his plan for the property and the business including rotating food vendors and artisans as well as increased parking and restroom facilities.

Discussion ensued regarding providing cleaning for the portable bathrooms, making them handicapped accessible, and fencing.

Mr. Boykin advised that his preference is chain link fencing to allow people to see the property but would abide by the recommendations of the Commission.

Chair Wilson opened the public hearing at 6:20 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Chair Wilson closed the public hearing at 6:20 p.m.

Further discussion ensued regarding fencing and the possible removal of barbed wire and the future use of the property.

Motion: Motion was made by Commissioner Durham and seconded by Commissioner Witt to approve a Specific Use Permit to allow the use “Farmer’s Market” for the property described as Abstract 1241 Tract 2J, Popplewell, S Survey, Richland Hills, Texas, otherwise known as 7206 Latham Drive, Richland Hills, Texas 76118 and to allow the use of two portable restrooms on site, on the condition that screening is provided when not in operation; and to allow the use of a chain link fence to remain on the property, on the condition that the south and west sides of the property are fenced with slatted materials in conformance with City code.

Motion carried by a vote of 4-0.

6. Tabled consideration of a Specific Use Permit to allow the use “Car Wash, Full Service” for the property described as Block 81 Lot 1R2 Richland Hills Addition, Richland Hills, Texas, otherwise known as 7345 Baker Boulevard, Richland Hills, Texas 76118. PUBLIC HEARING

Assistant to the City Manager Logan Thatcher advised that the applicant requested this item be moved to a future agenda.

Motion: Motion was made by Chair Wilson and seconded by Commissioner Witt to table consideration of a Specific Use Permit to allow the use “Car Wash, Full Service” for the property described as Block 81 Lot 1R2 Richland Hills Addition, Richland Hills, Texas, otherwise known as 7345 Baker Boulevard, Richland Hills, Texas 76118 to November 29, 2022.

Motion carried by a vote of 4-0.

7. Approved a Specific Use Permit to allow the use “Car Wash, Full Service” for the property described as Block 15 Lot 5R Richland Hills Addition, Richland Hills, Texas, otherwise known as 7024 Boulevard 26, Richland Hills, Texas 76118. PUBLIC HEARING

Assistant to the City Manager Logan Thatcher presented the item to the Commission and advised that the item is an application for a Specific Use Permit for the property located at 7024 Boulevard 26. The applicant, Viran Nana, is seeking a Specific Use Permit (SUP) to permit the use “Car Wash, Full Service” in the Retail zone for a Q Car Wash location.

Applicant Viran Nana, 7024 Boulevard 26, Richland Hills, introduced himself and provided a brief overview of his company including the use of quiet vacuums, environmentally conscious, recycled water, 15 full time employees, and operating hours.

Additionally, he advised that construction would take approximately nine months and would have ADA accessible stalls.

Chair Wilson opened the public hearing at 7:03 p.m. and asked to hear from any proponents followed by opponents of the case.

Beverly Goddard, 7025 Hardisty Street, Richland Hills, expressed her concern regarding potential crime after operating hours and noise.

Simon Rodriguez, Facility Manager, stated that the facility would be equipped with lights and multiple security cameras.

Juana Salazar, 7019 Hardisty Street, Richland Hills, expressed concern regarding noise from vacuums and the need to tear down old buildings to make room for this new development.

Louis Hernandez, Q Car Wash contractor, advised that the vacuums used were incredibly quiet and expressed his appreciation to Mr. Nana and stated that he loves working for the company. He expressed that the car wash locations were quiet, clean, and great facilities.

William Underwood, Real Estate Agent, expressed his support for the item.

Chair Wilson closed the public hearing at 7:14 p.m.

Additional discussion ensued regarding a utility easement at the rear of the property and providing trees for screening.

Motion: Motion was made by Chair Wilson and seconded by Commissioner Durham to approve a Specific Use Permit to allow the use "Car Wash, Full Service" for the property described as Block 15 Lot 5R Richland Hills Addition, Richland Hills, Texas, otherwise known as 7024 Boulevard 26, Richland Hills, Texas 76118 on the condition that the landscape buffer on the southeast (rear) property line shall be extended to a total of ten feet.

Motion carried by a vote of 4-0.

7. ADJOURNMENT

Chair Wilson declared the meeting adjourned at 7:37 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Michael Wilson, Chairman

Memorandum

To: Richland Hills Planning and Zoning Commission

From: Logan Thatcher, Assistant to the City Manager

Date: January 24, 2023

Subject: Replat Baker Landing

Agenda Item:

Consider a Replat for the properties described Popplewell, S Survey Abstract 1241 Tract 1E, Tarrant County, Texas otherwise known as 7100 Baker Boulevard, Richland Hills, Texas 76118 and Greenfield Subdivision-RchInd Lots 4, 5, 6 and 7, Tarrant County, Texas otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118.

Background Information:

Baker Landing has submitted a replat to add an easement and a setback change.

Financial Considerations:

There are not any financial considerations for the replat.

Board/Citizen Input:

Planning and Zoning Commission consideration: January 24, 2023

City Council consideration: February 13, 2023

Attachments:

Plat Application
Proposed Replat

Suggested Motion:

Motion to approve a Replat for the properties described Popplewell, S Survey Abstract 1241 Tract 1E, Tarrant County, Texas otherwise known as 7100 Baker Boulevard, Richland Hills, Texas 76118 and Greenfield Subdivision-RchInd Lots 4, 5, 6 and 7, Tarrant County, Texas otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118.



Memorandum

To: Richland Hills Planning and Zoning Commission

From: Logan Thatcher, Assistant to the City Manager

Date: January 24, 2022

Subject: 3333 Rufe Snow Drive SUP Request

Agenda Item:

Consider a Specific Use Permit to allow the use “Outside Storage and Display, (Incidental Use)” for the property described as Block F Lot 1, Richland Hills Addition, Richland Hills, Texas, otherwise known as 3333 Rufe Snow, Richland Hills, Texas 76118. **PUBLIC HEARING**

Background Information:

The property at 3333 Rufe Snow Drive is a 18,475 square foot lot. The building area is 5,000 square feet. The lot is currently zoned Mixed Use. The applicant for this case is Mr. and Mrs. Luker. The applicant is seeking a Specific Use Permit (SUP) to permit the use “Outside Storage and Display, (Incidental Use)” in the Mixed Use zone. Mixed Use does require a Specific Use Permit for this Use.

This property has had issues with leasing in the past due to the nature of the building having an area for outside storage. However, the businesses are not permitted to use it as such without a specific use permit due to the zoning. The applicant is requesting this so that the location may be able to be more attractive and marketable to future businesses. They have a pest control group that has been in the certificate of occupancy process, but they would not be permitted to park fleet and store other items outside the building without a SUP. Fleet that stays outside overnight is considered outside storage. This business has pest control business has passed a building inspection but failed fire inspection due to parking vehicles inside the building, which is not allowed without a fire suppression system.

Staff will provide a presentation at the Planning and Zoning meeting.

Financial Considerations:

Approval of the Specific Use Permit will not require additional funding from the city

Legal Review:

N/A

Board/Citizen Input:

Planning and Zoning Commission consideration January 24, 2023
City Council consideration February 13, 2023

Attachments:

Specific Use Permit Application
Location Map
Property Photos
Site Plan

Suggested Motion:

Motion to approve a Specific Use Permit to allow the use "Outside Storage and Display, (Incidental Use)" for the property described as Block F Lot 1, Richland Hills Addition, Richland Hills, Texas, otherwise known as 3333 Rufe Snow, 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:

Penny Luker

Business Name:

Phone:

817-788-8400

Email

Penny@MidCitiesAC.com

Property Information

Property Address

3333 Rufe Snow

Square Feet

5000

Building Owner

Penny Luker

Deed Date

8/27/2010

Company

Phone

817-788-8400

Owner Address

8636 Stonecrest

T-1 N Richland Hills

Owner's Phone #

817-788-8400

Owner's Email

Penny@MidCitiesAC.com TX 76182

Previous Occupant

Current Zoning

Mixed Use

Zoning Request

Please describe the nature of your request

Outside storage of business vehicles
with intent to screen from public
view

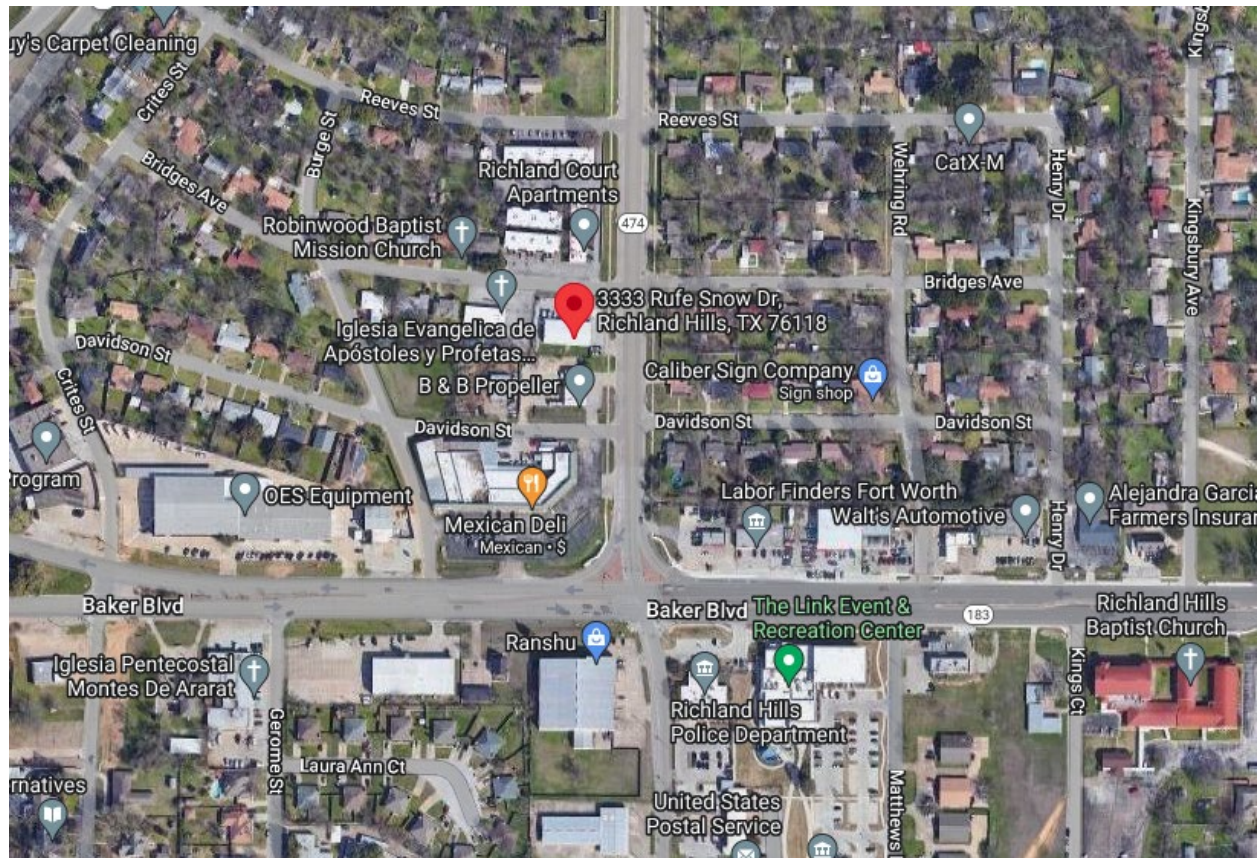
Signature

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

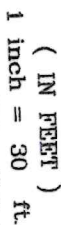
[Signature]

Date: 11/16/22





(50' RIGHT-OF-WAY)

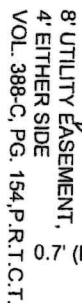


S 00°12'00" W 125.06' (MEAS)
125.00' (PLAT)

(PUBLIC RIGHT-OF-WAY)

RUFE SNOW DRIVE

yellow parking
Red screening



- [illegible]