

**RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
OCTOBER 22, 2024
MINUTES**

Members Present

Michael Wilson, Chair
Mary Witt, Place 4
Keith Albee, Alternate 1

Members Absent

Kenneth Keating, Place 1
Jackson Durham, Place 3
Kelle Jones, Place 5

Alternate Members Absent

Ray Stilwell, Alternate 2

Staff Present

JP Ducay, Director of Planning and Development Services
Lindsay Rawlinson, City Secretary
Elizabeth Yelverton, City Attorney

1. CALL TO ORDER

Chair Wilson called to order at 6:00 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. Approved minutes from the September 24, 2024 Planning and Zoning Commission meeting

Motion: Motion was made by Commissioner Albee and seconded by Commissioner Witt to approve the minutes from the September 24, 2024 Planning and Zoning Commission meeting.

Motion carried by a vote of 3-0.

5. Approved Ordinance 1513-24 amending Chapter 90 “Zoning”, Section 3.02.01 “Conditional Development Standards” in order to update size and use regulations for guest houses. PUBLIC HEARING

Director of Planning and Development Services JP Ducay presented the item to the Commission and advised that on May 6, 2014, the City of Richland Hills adopted a Comprehensive Plan along with a new Zoning Ordinance. The new zoning ordinance included “Guest House” as a residential use only allowed by Specific Use Permit (SUP) in the SFE and SF-10 zoning districts. Then on August 18, 2015, City Council adopted supplemental Guest House regulations. The supplemental regulations were established to better regulate the size and utilization of guest houses. Specifically, to reduce the likelihood of guest houses being rented out.

Since the adoption of the supplemental regulations in 2015, five guest houses have been approved by SUP. The most recent guest house request was approved by City Council on October 14, 2024. During the deliberation, there was detailed discussion on the regulations that limit the size of guest houses and the number of bathrooms within them. It was believed that the size discrepancy between accessory buildings and guest houses was unnecessary. Council agreed that both building types should be held to the same size requirements. Additionally, it was determined that regulating the number of bathrooms within a guest house placed hardship on potential guests or family occupying the building.

Discussion ensued regarding the changes proposed and the square footage of garages.

Mr. Ducay advised that the only changes proposed in the ordinance are the number of bathrooms and the overall size of guesthouses. He clarified that garage square footage is considered part of the overall guesthouse and is included in the overall allowed guesthouse space.

Chair Wilson opened the public hearing at 6:09 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Chair Wilson closed the public hearing at 6:09 p.m.

Motion: Motion was made by Commissioner Durham and seconded by Commissioner Albee to approve Ordinance 1513-24 amending Chapter 90 “Zoning”, Section 3.02.01 “Conditional Development Standards” in order to update size and use regulations for guest houses.

Motion carried by a vote of 3-0.

Mr. Ducay advised that the guest house registration and inspection program will begin January 1, 2025 and include the Fire Department and Community Compliance Department.

6. Considered dates for the next Planning and Zoning Commission meeting

Director of Planning and Development Services JP Ducay advised that the Planning and Zoning Commission meetings are held on the fourth Tuesday of every month as needed. The November meeting date falls on November 26, 2024 (week of Thanksgiving) and the December meeting date falls on December 24, 2024 (Christmas Eve). Staff is suggesting the November and December meetings be consolidated.

Discussion ensued regarding a date that works best for the Commission members and the consensus was to consolidate the November and December meetings.

The next Planning and Zoning Commission meeting will be held Tuesday, December 17, 2024.

7. ADJOURNMENT

Chair Wilson declared the meeting adjourned at 6:17 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Michael Wilson, Chairman