RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
DECEMBER 17, 2024
MINUTES

Members Present
Michael Wilson, Chair
Jackson Durham, Place 3
Mary Witt, Place 4
Keith Albee, Alternate 1
Ray Stilwell, Alternate 2

Members Absent
Kenneth Keating, Place 1
Kelle Jones, Place 5

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 October 22, 2024 Planning and Zoning Commission meeting

Motion: Motion was made by Commissioner Durham and seconded by Commissioner Witt to approve the minutes from the October 22, 2024 Planning and Zoning Commission meeting.

Motion carried by a vote of 3-0.

5. **Approved Ordinance 1518-25 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3, Section 3.02 "Use Chart", to allow for the use of "Hall, Reception/Banquet/Meeting" by specific use permit in the P, Professional Office zoning district. PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented the item to the Commission and advised that on November 4, 2024, City staff was made aware of a private event venue operating at 7272 Glenview Drive. After further review, it was determined that the private event business was operating in the same building and as an extension of an existing bridal shop business. The bridal shop received its Certificate of Occupancy in March 2022. According to the certificate of occupancy, the business was designated as "Retail, store and shop" which is allowed by right in the Professional Office zoning district. The Certificate of Occupancy did not permit private events to operate at this location. According to the zoning ordinance, a private event business, such as the one operating at 7272 Glenview Drive, would be categorized as a "Hall, Reception/ Banquet/ Meeting" use. This use is not permitted in the subject Professional Office zoning district.

The owner was informed that the private event business would not be allowed to operate at this location unless changes to the zoning ordinance were made. After detailed discussions with City staff, the owner submitted a zoning text amendment requesting to amend the use chart to permit the use of "Hall, Reception/Banquet/Meeting" by Specific Use Permit (SUP) in the P, Professional Office zoning district.

The recently adopted Glenview Corridor Plan established a vision for this area to function as a key entrance to Richland Hills that hosts a broad array of restaurants, shops, and housing options. This corridor can serve as a destination with higher-quality mixed-uses and place making elements that attract people to live, work, and play. The proposed zoning text amendment is in general compliance with goals and visions set forth by the Glenview Corridor Plan.

Discussion ensued regarding zoning changes allowed by right and the areas of the city affected by the zoning change.

Mr. Ducay advised that the new zoning will not be allowed by right. Anyone requesting to use this particular zoning would be required to apply for a Specific Use Permit. Additionally, he stated that the Glenview corridor is the only area of the City with the Professional Office zoning district.

Chair Wilson opened the public hearing at 6:11 p.m. and asked to hear from any proponents followed by opponents of the case.

Angela Campbell Zier, 7272 Glenview Drive, Richland Hills, provided a brief overview of her venue.

Billy Goodwin, 7225 Hardisty, Richland Hills, expressed concern regarding parking issues and late night events.

Chair Wilson closed the public hearing at 6:16 p.m.

Discussion ensued regarding requirements for future specific use permits.

Motion: Motion was made by Commissioner Witt and seconded by Commissioner Albee to approve Ordinance 1518-25 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3, Section 3.02 "Use Chart", to allow for the use of "Hall, Reception/Banquet/Meeting" by specific use permit in the P, Professional Office zoning district.

Motion carried by a vote of 3-0.

6. Approved Ordinance 1519-25 a conditional Specific Use Permit (2024-1050) to permit a "Hall, Reception/Banquet/Meeting" use for the property described as Lot 1, Block 20, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7272 Glenview Dr, Richland Hills, Texas 76118. PUBLIC HEARING

Director of Planning and Development Services JP Ducay presented the item to the Commission and advised that on November 20, 2024, an application was submitted by owner Angela Campbell Zier requesting a conditional Specific Use Permit (SUP) allowing for the use of "Hall, Reception/Banquet/Meeting" in the P, Professional Office Zoning District for 7272 Glenview Drive. The subject property is approximately 0.39 acres and contains a 1,400 square-foot bridal shop known as Swoon Worthy Bridal.

On November 4, 2024, City staff was made aware of a private event venue operating at 7272 Glenview Drive. After further review, it was determined that the private event business was operating on the same property and as an extension of the bridal shop Swoon Worthy Bridal. Swoon Worthy Bridal received its Certificate of Occupancy in March 2022. According to the Certificate of Occupancy, the business was designated as "Retail, store and shop" which is allowed by right in the Professional Office zoning district. The Certificate of Occupancy did not permit private events to operate at this location. According to the zoning ordinance, a private event business such as the one operating at 7272 Glenview Drive would be categorized as a "Hall, Reception/Banquet/Meeting" use. This use is not permitted in the subject Professional Office zoning district.

After detailed discussions with City staff, the owner submitted a zoning text amendment requesting to amend the use chart to permit the use of "Hall, Reception/Banquet/Meeting" by SUP in the P, Professional Office zoning district. Contingent upon City Council approval of the previous agenda item, the owner is requesting the subject SUP to allow for the use of "Hall, Reception/Banquet/Meeting" with conditions in the P, Professional Office Zoning District for 7272 Glenview Drive.

The proposed conditions are as follows:

1. Valet parking shall be provided for all private events held at the subject location.
    a. Permitted private event parking areas shall be limited to 7272 and 7255 Glenview Drive.
    b. Vehicles shall be parked on-site and on an approved surface.

Chair Wilson opened the public hearing at 6:28 p.m. and asked to hear from any proponents followed by opponents of the case.

Angela Campbell Zier, 7272 Glenview Drive, provided a brief presentation regarding the event space and the background for requesting this use. She clarified that events will be small and held outside in the garden area The one event held thus far had 40 people in attendance with no issues. Additionally, she advised that she has contracted with Richland Hills Police Department to provide an off-duty officer for events.

Billy Goodwin, 7225 Hardisty, Richland Hills, expressed his support for the application, stating that he feels she will be good to work with.

Chair Wilson closed the public hearing at 6:42 p.m.

Further discussion ensued regarding occupancy limits for indoor and outdoor spaces.

Mr. Ducay advised that occupancy limits are generally referring to indoor spaces but a condition will need to be added to the Certificate of Occupancy to account for occupancy limits in outdoor spaces.

Ms. Campbell Zier reiterated that she is seeking to provide an intimate venue for small numbers of guests.

Motion: Motion was made by Chair Wilson and seconded by Commissioner Witt to approve Ordinance 1519-25 a conditional Specific Use Permit (2024-1050) to permit a “Hall, Reception/Banquet/Meeting” use for the property described as Lot 1, Block 20, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7272 Glenview Dr, Richland Hills, Texas 76118.

Motion carried by a vote of 3-0.

7. ADJOURNMENT

Chair Wilson declared the meeting adjourned at 6:48 p.m.

ATTEST: **APPROVED:**

_____ _____

Lindsay Rawlinson, City Secretary Michael Wilson, Chairman