

**COMPREHENSIVE PLAN ADVISORY COMMITTEE  
MEETING AGENDA  
CITY HALL, 3200 DIANA DRIVE  
APRIL 22, 2025  
6:30 P.M.**

**1. CALL TO ORDER**

**2. PUBLIC COMMENTS**

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

**REGULAR AGENDA**

**3.** Approve minutes from the February 18, 2025 CPAC meeting.

**4.** Review and discuss the first Comprehensive Plan draft and provide direction on adoption.

**5. ADJOURNMENT**

*A quorum of the City Council or other Boards may be present at this meeting. A quorum of the City Council or other Boards may be formed by members of Comprehensive Plan Advisory Committee. No action taken by the Comprehensive Plan Advisory Committee at this meeting shall constitute an action by the City Council or any other Boards.*

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 17<sup>th</sup> day of April 2025, 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 Comprehensive Plan Advisory Committee

From: Lindsay Rawlinson, City Secretary

Date: April 22, 2025

Subject: Minutes from the February 18, 2025 Meeting

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## **Agenda Item:**

Approve minutes from the February 18, 2025 Comprehensive Plan Advisory Committee meeting.

## **Background Information:**

N/A

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

February 18, 2025 Draft Minutes

## **Suggested Motion:**

Motion to approve the minutes from the February 18, 2025 Comprehensive Plan Advisory Committee meeting.

**RICHLAND HILLS COMPREHENSIVE PLAN ADVISORY COMMITTEE  
REGULAR MEETING  
FEBRUARY 18, 2025  
MINUTES**

Members Present

Mayor Curtis Bergthold  
Mayor Pro Tem Doug Knowlton  
Councilmember Roland Goveas  
Councilmember GW Estep  
Michael Wilson, P&Z Representative, Chair  
Mary Witt, P&Z Representative  
Allison Barger, RHDC Representative  
John Garza, Citizen Member  
Edward Lopez, Citizen Member  
Jenny Clark, Citizen Member

Members Absent

Kelle Jones, Citizen Member

Staff Present

JP Ducay, Director of Planning and Development Services  
Lindsay Rawlinson, City Secretary  
Candice Edmondson, City Manager

**1. CALL TO ORDER**

Chair Wilson called the meeting to order at 6:31 p.m.

**2. PUBLIC COMMENTS**

None.

**REGULAR AGENDA**

**3. Approved minutes from the February 18, 2025 CPAC meeting.**

**Motion:** Motion was made by Member Goveas and seconded by Member Estep to approve the minutes from the February 18, 2025 CPAC meeting.

Motion carried by a vote of 10-0.

**4. Received overview of the Comprehensive Plan Preliminary Framework and provide confirmation on the direction of the plan.**

Half Associates Senior Planner Nathlie Booth introduced herself as the Project Manager for the City of Richland Hills Comprehensive Plan update.

Ms. Booth provided a brief background of the Comprehensive Plan update process and advised of the schedule for discussion, review, and implementation stating that the Plan is tentatively scheduled for final approval by the City Council in April 2025.

Ms. Booth advised that the Framework establishes the direction for the Comprehensive Plan on issues such as land use, design character, mobility, placemaking, and is intended to confirm the direction of the plan. Next, she reviewed the goals for the Plan established by the Committee including:

- Sustainable Economy: Boost economic prosperity in Richland Hills by creating a business-friendly environment that attracts diverse shops, restaurants, and services along key commercial corridors.
- Quality of Place: Encourage thoughtful, high-quality development that creates unique and interesting places while maintaining the identity of Richland Hills.
- Mobility for All: Enhance the network of streets, sidewalks, bike lanes, trails, and transportation options in Richland Hills to be safer and ensure that new development contributes.
- Strong Neighborhoods: Foster strong and identifiable neighborhoods that celebrate diversity, maintain nostalgic character, feel safe and inclusive, and integrate with natural resources and features.
- Resilient Infrastructure: Ensure high-quality stormwater infrastructure that functions efficiently and is equitably distributed across Richland Hills.

She spoke about Accessory Dwelling Units (ADUs) and guest houses within the City. Ms. Booth next presented the land use and target developments for several corridors in the city including the Boulevard 26 corridor, Glenview Drive corridor, Baker Boulevard corridor, and Handley Ederville corridor.

Catalyst Commercial President Jason Claunch spoke about the recently approved Glenview Corridor plan overall survey results and advised that Catalyst Commercial and Half Associates have worked closely to ensure the overall Comprehensive Plan and Glenview Corridor plan complement each other.

Discussion ensued regarding the City implementing and enforcing design standards on redevelopment and expanding incentives to businesses.

Director of Planning and Development Services JP Ducay advised of the next steps in the planning process and requested feedback from the Committee on the draft plan.

## **5. ADJOURNMENT**

Chair Wilson declared the meeting adjourned at 8:23 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Rawlinson, City Secretary

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Michael Wilson, Chairman

# Memorandum

To: Comprehensive Plan Advisory Committee

From: JP Ducay, Director of Planning and Development Services

Date: April 22, 2025

Subject: Comprehensive Plan Draft Overview

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## **Agenda Item:**

Review and discuss the first Comprehensive Plan draft and provide direction on adoption.

## **Background Information:**

The complete Comprehensive Plan draft (attached) has been prepared and is ready for review. During the CPAC meeting, the consultant will provide a presentation summarizing the Comp Plan draft and open the meeting up for discussion. The CPAC is being asked to come to the meeting familiar with the draft plan and ready to discuss in detail. By the end of the meeting, the CPAC will be asked to provide direction on the state of the plan. If the plan warrants significant changes, additional CPAC meetings will be needed. If the plan is in good standing, the CPAC can vote to allow for the Comp Plan to be considered by the Planning and Zoning Commission and City Council for eventual adoption.

Overview of chapters:

- Ch 1: Existing conditions and analysis from the Richland Hills Today report
- Ch 2: Community engagement summary
- Ch 3: Guidance on policy changes for future redevelopment, active mobility, drainage infrastructure, and neighborhoods
- Ch 4: Detailed guidance on land use, urban design, subareas, and housing characteristics
- Ch 5: Summarized table of actions to implement plan and measures to track plan success

The subject draft is also available to the public. Staff is requesting for the public to review this document and submit any questions, comments, or concerns to [jducay@richlandhills.com](mailto:jducay@richlandhills.com) by **April 27, 2025**. All public feedback will be compiled and addressed at the joint Planning and Zoning Commission and City Council meeting.

## **Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Comprehensive Plan Draft

**CPAC Action Requested:**

Provide direction on whether the Comprehensive Plan is ready to be considered by the Planning and Zoning Commission and City Council.