

**PLANNING AND ZONING COMMISSION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
FEBRUARY 28, 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. Approve minutes from the January 24, 2023 Planning and Zoning Commission meeting

6. Consider a Replat for the properties described Block 1 Lot 6, Richland Hills Addition, Tarrant County, Texas otherwise known as 6912 Boulevard 26, Richland Hills, Texas 76118 and Block 1 Lot 7, Richland Hills Addition, Tarrant County, Texas otherwise known as 6916 Boulevard 26, Richland Hills, Texas 76118.

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 23rd day of February 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: February 28, 2023

Subject: Administer Oath of Office

Agenda Item:

Administer Oath of Office to Commission Member Alternate Place 1.

Background Information:

- Mary Sullivan – Alternate Place 1

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: November 29, 2022

Subject: Minutes from the January 24, 2023 Regular Planning and Zoning Commission Meeting

Agenda Item:

Approve minutes from the January 24, 2023 Planning and Zoning Commission meeting.

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

January 24, 2023 Draft Minutes

Suggested Motion:

Motion to approve the minutes from the January 24, 2023 Planning and Zoning Commission meeting.

**RICHLAND HILLS PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL, 3200 DIANA DRIVE
JANUARY 24, 2023
MINUTES**

Members Present

Michael Wilson, Chair
Kenneth Keating, Place 1
Jackson Durham, Place 3
Mary Witt, Place 4
Kelle Jones, Place 5
Theresa Bledsoe, Alternate 2

Members Absent

Alternate Members Absent

Mary Sullivan, Alternate 1

Staff Present

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

1. CALL TO ORDER

Commission 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. Administer Oath to Office

City Secretary Lindsay Rawlinson administered the Oath of Office to Michael Wilson, Place 2, Mary Witt, Place 4, and Theresa Bledsoe, Alternate 2.

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

Motion: Motion was made by Commissioner Durham and seconded by Commissioner Witt to nominate Michael Wilson to serve as Chair of the Planning and Zoning Commission.

Motion carried by a vote of 6-0.

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

Motion: Motion was made by Commissioner Durham and seconded by Commissioner Bledsoe to approve the minutes from the October 25, 2022 Planning and Zoning Commission meeting.

Motion carried by a vote of 6-0.

7. Approved 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.

Assistant to the City Manager Logan Thatcher presented the item to the Commission and advised that the development known as Baker Landing at 3209 Ash Park Drive has submitted a replat to add an easement and change a setback.

Kevin Shaw, Strand Engineering, advised of the need for the easement to be moved and explained depth issues they were previously unaware of.

Motion: Motion was made by Commissioner Bledsoe and seconded by Commissioner Jones 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.

Motion carried by a vote of 6-0.

8. Approved 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

Assistant to the City Manager Logan Thatcher presented the item to the Planning and Zoning Commission and advised that the 5,000 square foot property located at 3333 Rufe Snow Drive is a 18,475 square foot lot and is currently zoned Mixed Use. Applicant Penny Luker 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.

The applicant is requesting an SUP to make the location more attractive and marketable to future businesses who may require outside storage. A pest control group is currently in the certificate of occupancy process, but they would not be permitted to park fleet and store other items outside the building without an SUP. Fleet that stays outside overnight is considered outside storage. The 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.

Discussion ensued regarding outside storage being used only for vehicles.

Mr. Thatcher advised that the outside storage can be used for other purposes and not just vehicles.

Applicant Penny Luker, 3333 Rufe Snow, Richland Hills, presented information for the Commission to consider including pictures of the property when she and her husband purchased it and more recent pictures showing renovations and updates made. She advised that the property and business are their retirement plan and requested approval of the Specific Use Permit.

Discussion ensued regarding fleet vehicles storing chemicals outside as well as different screening types such as masonry, concrete, or vinyl slats in fencing.

Mr. Thatcher confirmed that no chemicals would be stored in vehicles.

Chair Wilson opened the public hearing at 6:44 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Chair Wilson closed the public hearing at 6:44 p.m.

Additional discussion ensued regarding fencing and screening.

Motion: Motion was made by Commissioner Jones and seconded by Commissioner Keating 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 with the condition that only business vehicles may be stored pursuant to the Specific Use Permit.

Motion carried by a vote of 5-1 with Alternate Bledsoe voting to deny.

9. ADJOURNMENT

Chair Wilson declared the meeting adjourned at 7:03 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: February 28, 2023

Subject: 6912 & 6916 Boulevard 26 Replat

Agenda Item:

Consider a Replat for the properties described Block 1 Lot 6, Richland Hills Addition, Tarrant County, Texas otherwise known as 6912 Boulevard 26, Richland Hills, Texas 76118 and Block 1 Lot 7, Richland Hills Addition, Tarrant County, Texas otherwise known as 6916 Boulevard 26, 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: February 28, 2023

City Council consideration: March 13, 2023

Attachments:

Proposed Replat

Suggested Motion:

Motion to approve a Replat for the properties described Block 1 Lot 6, Richland Hills Addition, Tarrant County, Texas otherwise known as 6912 Boulevard 26, Richland Hills, Texas 76118 and Block 1 Lot 7, Richland Hills Addition, Tarrant County, Texas otherwise known as 6916 Boulevard 26, Richland Hills, Texas 76118.

OWNERS CERTIFICATE

STATE OF TEXAS
 COUNTY OF TARRANT

WHEREAS Crescent City Properties LLC (Tameka Washington) is the sole owners of this tract of land described below in the City of Richland Hills, Tarrant County Texas, according to the documents recorded in Instrument No.'s D222142875 & D222044686 of the Official Public Records of Tarrant County, Texas, and being more particularly described as follows:

Being all of Lots 6 and 7 Block 1, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas, according to the plat thereof recorded in Volume 388-B, Page 230 of the Plat Records of Tarrant County, Texas.

CERTIFICATE OF APPROVAL OF PLANNING AND ZONING COMMISSION

This plat has been submitted to and considered by the Planning and Zoning Commission of the City of Richland Hills, Texas, and is hereby approved by such Commission

APPROVED THIS THE ____ DAY OF ____ 2023

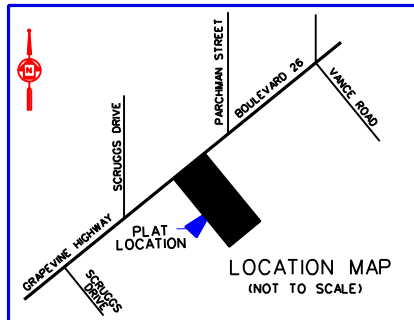
BY: _____ Title: _____
 Attest: _____ Title _____

CERTIFICATE OF APPROVAL OF CITY COUNCIL

This plat has been submitted to and considered by the CITY COUNCIL of the City of Richland Hills, Texas, and is hereby approved by such Commission

APPROVED THIS THE ____ DAY OF ____ 2023

BY: _____ Title: _____
 Attest: _____ Title _____



STD LAND SURVEYING

305 W BUFFALO STREET
 FORNEY, TEXAS 75126
 Office 817-247-6307 E-Mail us at:
 Fax 682-518-9197 stdlandsurveying@yahoo.com



SURVEYOR'S CERTIFICATE

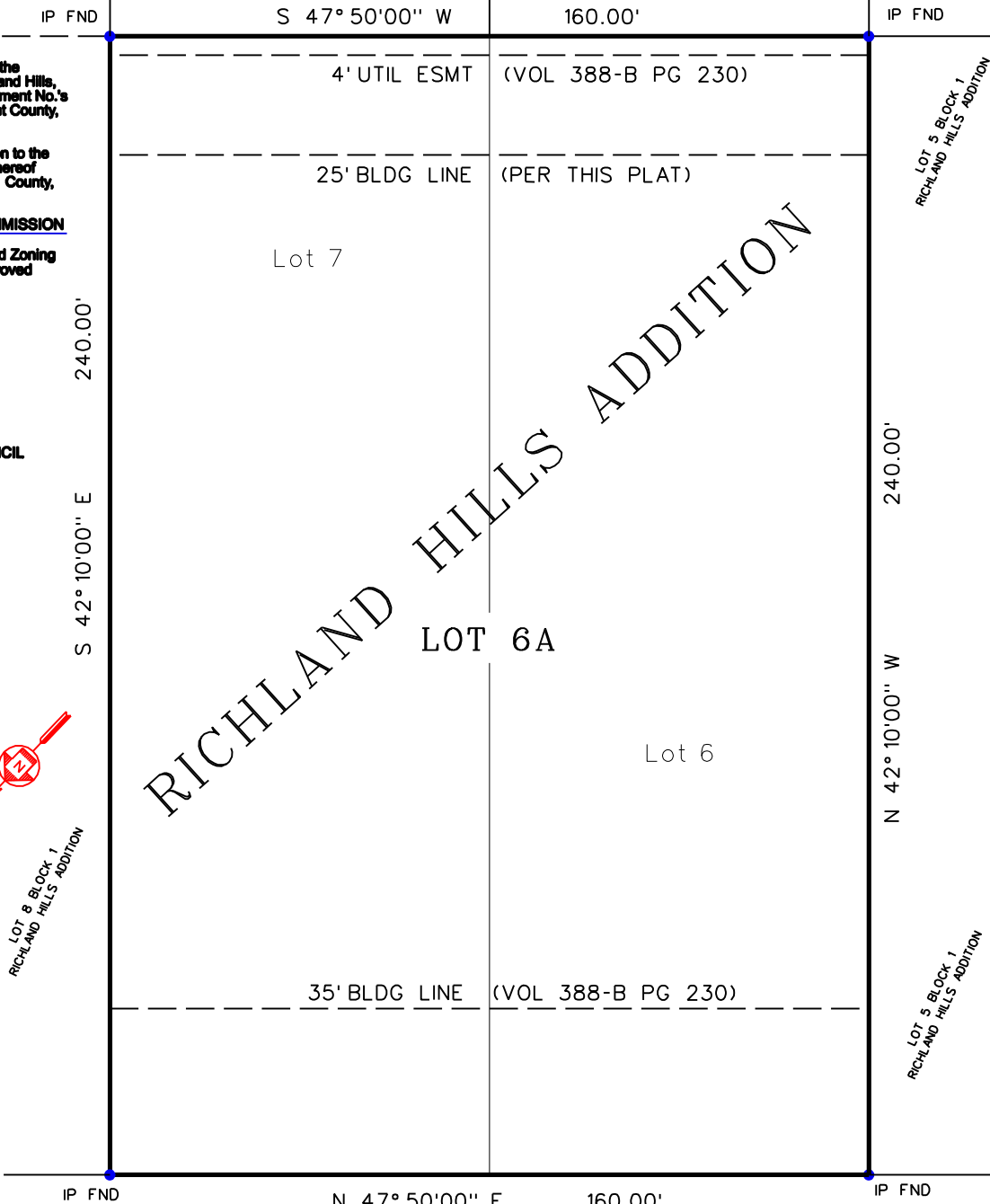
THIS is to certify that I, David M. Mullins, a registered professional Land Surveyor, of the State of Texas, have plotted the above subdivision from an actual survey on the ground, and that this plat correctly represents that survey made by me or under my supervision.

David M. Mullins
 Registered Professional Land Surveyor
 Texas Registration No. 3437

SURVEYOR:

LOT 24 BLOCK 1
 RICHLAND HILLS ADDITION

LOT 25 BLOCK 1
 RICHLAND HILLS ADDITION



OWNERS DEDICATION STATEMENT

NOW THEREFORE, KNOWN ALL MEN BY THESE PRESENTS:

That we, Tameka Washington owner do hereby adopt this plat designating the hereinbefore described property as Lot 6A, Block 1, RICHLAND HILLS ADDITION, an addition to the City of Richland Hills, Tarrant County, Texas, and does hereby dedicate to the public's use forever all streets and alleys shown thereon for all public purposes including but not limited to all street purposes and the right of the City of Richland Hills and it's assigns to lay, install, operate, repair, replace and remove and reconstruct any and all public utilities including but not limited to water lines, sanitary sewer lines, drainage and storm sewer lines and canals, gas lines, telephone poles and lines, electrical power lines and appurtenances. The right to establish grades on said dedicated streets and alleys is hereby granted to the City of Richland Hills and all claims for damages which may arise by reason of changing the present surface of said streets to conform to said grades are hereby waived.

The easements shown on the plat are hereby granted and reserved for the mutual use and accommodation of the City of Richland Hills and all public utilities desiring to use or using the same for public sewer lines, drainage and storm sewer canals and lines, gas lines, telephone poles and lines, electrical power lines and appurtenances. All and any public utility and the City of Richland Hills shall, have the right to remove and keep removed all or part of any residence, building, fences, shrubs or other improvements, growths or obstructions which may in any way danger or interfere with the construction, maintenance, operation of efficiency of the respective utility in, on or under said easement strips. The City of Richland Hills and all public utilities shall have the right of ingress and egress to and from and upon said easement strips for the purpose of construction, reconstruction, inspecting, patrolling, maintaining and adding to or removing all or part of the respective systems without the necessity at any time of procuring the permission of anyone.

I do further dedicate to the public use forever, all parks, squares, parkways, and all other public uses and dedication shown on the face of this plat.

All lots in the subdivision shall be sold subject to the building lines shown on this plat, and minimum building setback lines in all City of Richland Hills Ordinances.

IN WITNESS THEREON, I have hereunto set my hand this the ____ day of ____, 2023.

Tameka Washington,

STATE OF TEXAS §
 COUNTY OF TARRANT §

Before me, the undersigned, a Notary Public in and for said County and State on this date appeared Tameka Washington know to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office this ____ day of ____, 2023.

Notary Public for the State of Texas

My Commission Expires: _____

THIS PLAT RECORDED IN DOCUMENT NUMBER _____, DATE: _____

**FINAL PLAT OF:
 LOT 6A, BLOCK 1
 RICHLAND HILLS ADDITION**

an addition to the City of Fort Worth Tarrant County, Texas

BEING a replat of Lots 6 & 7, Block 1 of Richland Hills Addition, an addition to the City of Fort Worth Tarrant County, Texas according to the plat thereof recorded in Volume 388-B, Page 230 of the Plat Records of Tarrant County, Texas

DATE : January 26, 2023 1 - LOT

