

**PLANNING AND ZONING COMMISSION  
MEETING AGENDA  
CITY HALL, 3200 DIANA DRIVE  
MAY 23, 2023 at 6:00 PM**

**1. CALL TO ORDER**

**2. EXECUTIVE SESSION**

**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.**

**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. Approve minutes from the March 28, 2023 Planning and Zoning Commission meeting
5. Consider a Final Plat for the property described as Block L Lots 7 and 8A Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118 and Block L Lot 6 Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas.

**6. 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 18<sup>th</sup> day of May 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: May 23, 2023

Subject: Minutes from the March 28, 2023 Regular Planning and Zoning Commission Meeting

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## **Agenda Item:**

Approve minutes from the March 28, 2023 Planning and Zoning Commission meeting.

## **Background Information:**

N/A

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

March 28, 2023 Draft Minutes

## **Suggested Motion:**

Motion to approve the minutes from the March 28, 2023 Planning and Zoning Commission meeting.

**RICHLAND HILLS PLANNING & ZONING COMMISSION  
REGULAR MEETING  
CITY HALL, 3200 DIANA DRIVE  
MARCH 28, 2023  
MINUTES**

Members Present

Michael Wilson, Chair  
Jackson Durham, Place 3  
Kelle Jones, Place 5  
Mary Sullivan, Alternate 1

Members Absent

Kenneth Keating, Place 1  
Mary Witt, Place 4

Alternate Members Absent

Theresa Bledsoe, Alternate 2

Staff Present

Logan Thatcher, Assistant to the City Manager  
Lindsay Rawlinson, City Secretary  
Rachel Raggio, 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. Administer Oath to Office**

City Secretary Lindsay Rawlinson administered the Oath of Office to Mary Sullivan, Alternate 1.

**5. Approve minutes from the February 28, 2023 Planning and Zoning Commission meeting.**

**Motion:** Motion was made by Commissioner Durham and seconded by Commissioner Jones to approve the minutes from the February 28, 2023 Planning and Zoning Commission meeting.

Motion carried by a vote of 4-0.

**6. Denied Specific Use Permit 2023-0127 to permit a Guesthouse for the property described as Block D Lot 2 Richland Hills Addition, Richland Hills, Texas, otherwise known as 3415 Crites Street, Richland Hills, Texas 76118. PUBLIC HEARING**

Assistant to the City Manager Logan Thatcher presented the item to the Commission and advised that applicant Brandon Elias of Cavadian Properties is seeking a Specific Use Permit (SUP) for a guesthouse at 3415 Crites Street. This property located at 3415 Crites Street is in the Single-Family Zoning District (SF-10). In the Future Land Use map, the property is placed in the Mixed-Use Zone. The property is 11,587 square feet and the guesthouse structure is 2,048 square feet. When plans were first sent to City staff for review, the plans included a kitchen. Staff advised the applicant that a guesthouse could not include a kitchen per City Ordinance. The applicant revised the plans and removed the kitchen.

Staff identified additional items that do not meet the Guesthouse Ordinance. The guesthouse must *“Meet the setback requirements for accessory structures as stated in section 4.02.01 Residential Accessory Structures” (3.02.01 (19))*. The side setback is five feet as stated in 4.02.01, *“Side. The side setback shall be five feet from the property line or out of easement, whichever establishes a greater setback, for interior lots, and 15 feet from the property line where a lot is adjacent to a side street.”* The structure is currently 4’1” from the side yard property line. The structure also exceeds 40 percent of the livable floor area, which is in violation of Ordinance 3.02.01 (C,3). Additionally, the Guesthouse Ordinance states that structures *“Not be separately rented or leased from the main dwelling, whether compensation is direct or indirect”(C,6)*.

Discussion ensued regarding renovations to the property.

Mr. Thatcher confirmed that no renovations or improvements have been made to the garage/guesthouse structure yet.

Juanita Harris, representing Cavadian Properties, advised that they are seeking to make the guesthouse a family room and make the property more attractive to sell and confirmed the improvements made to bring the property out of a substandard classification.

Code Compliance Officer Melissa Scheutig advised of the previous condition of the property.

Discussion ensued regarding the layout of the building and setbacks of the property.

Chair Wilson opened the public hearing at 6:16 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Chair Wilson closed the public hearing at 6:17 p.m.

Additional discussion ensued regarding the SUP remaining with the property, a drive approach from Highway 26, and the size of guesthouse in comparison to the main home.

**Motion:** Motion was made by Chair Wilson and seconded by Commissioner Durham to deny Specific Use Permit 2023-0127 to permit a Guesthouse for the property described as Block D Lot 2 Richland Hills Addition, Richland Hills, Texas, otherwise known as 3415 Crites Street, Richland Hills, Texas 76118.

Motion carried by a vote of 4-0.

## 7. ADJOURNMENT

Chair Wilson declared the meeting adjourned at 6:24 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Rawlinson, City Secretary

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Michael Wilson, Chairman

# Memorandum

To: Richland Hills Planning and Zoning Commission

From: Logan Thatcher, Assistant to the City Manager

Date: May 23, 2023

Subject: Richland Crossing Townhome Final Plat

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## **Agenda Item:**

Consider a Final Plat for the property described as Block L Lots 7 and 8A Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118 and Block L Lot 6 Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas

## **Background Information:**

Richland Crossing has submitted a final plat.

## **Financial Considerations:**

There are not any financial considerations for the replat.

## **Board/Citizen Input:**

Planning and Zoning Commission consideration: May 23, 2023

City Council consideration: June 26, 2023

## **Attachments:**

Proposed Final Plat

## **Suggested Motion:**

Motion to approve Final Plat for the property described as Block L Lots 7 and 8A Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118 and Block L Lot 6 Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas