

**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