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Planning & Zoning Commission Meeting Minutes

City Commission Room | 600 Morton Street, Richmond, Texas 77469

Monday, December 2, 2019, at 5:00 P.M.

The Planning and Zoning Commission for the City of Richmond, Texas met in a regular meeting on Monday, December 2, 2019 at 5:00 p.m. Chairman Pittman, called the meeting to order at 5:35 p.m. The meeting was delayed by a City Commission Special Meeting. A quorum was present, with the following members in attendance:

Larry Pittman (Chair)
Ernest Hogue
Noell Myska
Libby King

Staff in attendance: Jose Abraham, Planning Director; Mason Garcia, Associate Planner; Jordan Adams, GIS Specialist; Christine Cappel, Public Works Administrative Manager; Howard Christian, Assistant City Manager; Lori Bownds, Building Official; and Gary Smith, City Attorney.

Commissioner Pittman introduced agenda A2, public comments; and asked if there were any public comments. Hearing no public comment, the agenda item was closed.

Commissioner Pittman introduced agenda item B1., Review and approval of the minutes from November 4, 2019 regular meeting. Commissioner Myska noted that on the minutes from November 4, 2019 regular meeting, her first name was misspelled. Commissioner Hogue moved to approve the minutes with an amendment to rectify the error. The motion was seconded by Commissioner Myska. The vote for approval was unanimous.

Commissioner Pittman introduced agenda item B2., stating that the next Planning and Zoning Commission meeting would be on Monday, January 6, 2020 at 5:00 p.m.

Commissioner Pittman introduced agenda item C1., Review and recommendation of a final report to City Commission for a preliminary plat – Mandola Farms Section One – 63.0 acres of land – 153 Lots – 6 Blocks – 15 Reserves. Mr. Abraham, Planning Director, presented the staff report and stated staff's recommendation of conditional approval of the proposed final plat based on addressing four (4) comments listed in the report. Commissioner Hogue moved to forward staff's recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner Myska. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C2., Review and recommendation of a final report to City Commission for a preliminary plat – Veranda Section Twenty-Seven – 13.4 acres of land – 45 Lots – 3 Blocks – 2 Reserves. Prior to the discussion, Commissioner Hogue abstained from participating on any agenda item related to Johnson Development activity. Mr. Abraham, Planning Director, presented the staff report and stated staff’s recommendation of conditional approval of the proposed final plat based on addressing two (2) comments listed in the report. Commissioner Myska moved to forward staff’s recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner King. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C3., Review and recommendation of a final report to City Commission for a final plat – Texas Sunset Ranch Reserve – 3.255 acres of land – 0 Lots – 1 Block – 1 Reserve. Mr. Abraham, Planning Director presented the staff report and stated staff’s recommendation of conditional approval of the proposed final plat based on addressing one (1) comment listed in the report. Commissioner Hogue moved to forward staff’s recommendation of conditional approval to the City Commission. The motion was seconded by Commissioner Myska. The vote for the motion was unanimous.

Commissioner Pittman introduced agenda item C4., Discuss potential petition for annexation into City of Richmond city limits for: a) An approximate 0.158 acre tract described in dedication deed dated May 18, 1983 from Jacob W. Blasdel and Ruth A. Blasdel to the Public, said dedication deed recorded at Vol. 1203, Page 31 of the Official Records of Fort Bend County dedicated to the public as a right-of-way owned by Fort Bend County and located on the northeast side of Damon Street; and b) An approximate 29.039 acre tract located in the William Morton Survey, Abstract 62, Fort Bend County, Texas described in the deed recorded in Fort Bend County Clerk’s File No. 2006100712. Mr. Smith, City Attorney, explained that staff was considering two potential annexations. Mr. Smith explained that the first annexation pertains to a tract located in the City of Richmond Extraterritorial Jurisdiction that was dedicated and conveyed to the County as a street right-of-way. He clarified that right-of-way improvements have not been made on this tract. He further explained that this tract would serve as an access point to the proposed Mandola Farms development. According to Mr. Smith, the County and City staff members agree that the tract be annexed by the City of Richmond and are awaiting approval from the Fort Bend County Commissioner’s Court. Upon approval from the Commissioner’s Court, staff anticipates to complete the annexation process in February, 2020. This potential annexation would result in more efficient right-of-way management and operations. Mr. Smith explained that the second annexation pertains to the property for a future Wastewater Treatment Plant. Recently, City of Richmond acquired a 29 acre tract of land for this plant. To accomplish this annexation, the release of a portion of the right-of-way adjoining the tract is necessary and staff is working with Fort Bend County to get required approvals for the same. According to Mr. Smith, Fort Bend County Engineering has suggested that Pitts Road right of way, starting from the north right of way line of Hwy 90A to the north line of the 29.039 acre tract be annexed by the City. Upon annexation, that portion of Pitts Road would become a city street. This potential annexation would result in the expansion of the City of Richmond Extra Territorial Jurisdiction boundary. Mr. Smith added that two public hearings would be required to complete the annexation process. This agenda item did not need an action by the Commission, since it was an update from staff.

Commissioner Pittman introduced agenda item C5., Discuss Comprehensive Master Plan update process and preliminary thoughts and input pertaining to timeline and content of the master plan. Mr. Abraham,

Planning Director, explained he would like to further the discussion presented at a previous workshop. Mr. Abraham provided an overview of the Comprehensive Master Plan update process and discussed details such as stakeholders involved; major steps in the process; broad categories of update items; and associated amendments to the Unified Development Code. He explained that the Planning and Zoning Commission would serve as an advisory committee to guide staff in finalizing the updates and making recommendation to the City Commission at various stages of the update process. The City Commission would provide overall leadership and guidance to staff during the 2014 Plan update process and would be responsible for the adoption of the updated Comprehensive Plan. He added that the update process would involve public engagement and public hearings. The process would also involve workshops and listening sessions to gather inputs from both City Commission and the Planning and Zoning Commission. Commissioner Hogue asked what the timeline on this project was, to which Mr. Abraham replied that tentatively staff expects to complete the process by May / June 2020. Commissioner King explained that until they have something from the staff to review, it is difficult to provide inputs. She further explained that the current Comprehensive Plan is very thorough and that she looked forward to hearing more.

Commissioner Pittman asked if they could have a copy of the presentation made a City Commission special meeting. Mr. Beard, City Commissioner, requested Mr. Abraham to read the roles for the Planning and Zoning Commission and the City Commission provided in the Comprehensive Master Plan. After the reading, he also encouraged everyone to read the Comprehensive Master Plan and explained that it is a wonderful document and specified the roles of the City Commission and the Planning and Zoning Commission. Commissioner King requested for a hard copy of the current Comprehensive Master Plan, to which, Mr. Abraham confirmed that one would be provided to all the Commissioners within the next couple of days.

There being no further business to be brought before the Planning and Zoning Commission, Commissioner Pittman adjourned the meeting at 6:06 p.m.

Approved:



Larry Pittman, Planning and Zoning Commission Chair