

**RICHLAND HILLS PLANNING & ZONING COMMISSION  
REGULAR MEETING  
CITY HALL, 3200 DIANA DRIVE  
SEPTEMBER 27, 2022  
MINUTES**

Members Present

Michael Wilson, Chair  
Jackson Durham, Place 3  
Mary Witt, Place 4  
Mary Sullivan, Alternate 1

Members Absent

Kenneth Keating, Place 1  
Kelle Jones, Place 5

Alternate Members Absent

Theresa Bledsoe, Alternate 2

Staff Present

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

**1. CALL TO ORDER**

Commission Chair Wilson called to order at 6:01 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. Approve minutes from the June 28, 2022 Planning and Zoning Commission meeting.**

**Motion:** Motion was made by Commissioner Durham and seconded by Commissioner Witt to approve the minutes from the June 28, 2022 Planning and Zoning Commission meeting.

Motion carried by a vote of 4-0.

### **5. Approved Consider Ordinance 1461-22, amending Section 6.03, “Zoning Text and Map Amendments” of Article 6, “Development Review Procedures” of Chapter 90, Zoning” of the Richland Hills City Code by revising the regulations for posting a sign regarding a zoning map amendment. PUBLIC HEARING**

Assistant to the City Manager Logan Thatcher presented the item to the Commission and advised that the proposed ordinance cleans up language in the City’s Code of Ordinances to show that the City is responsible for posting signs on the property of a proposed zoning change 10 days prior to the public hearing rather than the applicant being responsible for the signs.

Chair Wilson opened the public hearing at 6:05 p.m. and asked to hear from any proponents followed by opponents of the case. Hearing none, Chair Wilson closed the public hearing at 6:05 p.m.

**Motion:** Motion was made by Commissioner Durham and seconded by Commissioner Witt to approve Ordinance 1461-22, amending Section 6.03, “Zoning Text and Map Amendments” of Article 6, “Development Review Procedures” of Chapter 90, Zoning” of the Richland Hills City Code by revising the regulations for posting a sign regarding a zoning map amendment.

Motion carried by a vote of 4-0.

### **6. Approved Ordinance 1462-22, amending Section 6.08, “Specific Use Permit (SUP)” of Article 6, “Development Review Procedures” of Chapter 90, Zoning” of the Richland Hills City Code by removing references to the zoning map. PUBLIC HEARING**

Assistant to the City Manager Logan Thatcher presented the item to the Commission and advised that the proposed ordinance amends Section 6.08.01(H) of Article VI, “Development Review Procedures,” of Chapter 90, “Zoning,” of the Richland Hills Code to read as follows:

“(H) Attached only to property. Specific use permits are attached to the property, not to the owner, the business, or the subtenant.”

He advised that the current requirement to update the official City map whenever a Specific Use Permit (SUP) will be removed as SUPs are conditional and have limited uses and the expense to update the map is prohibitive.

Chair Wilson opened the public hearing at 6:11 p.m. and asked to hear from any proponents followed by opponents of the case. Hearing none, Chair Wilson closed the public hearing at 6:11 p.m.

**Motion:** Motion was made by Commissioner Witt and seconded by Commissioner Surham to approve Ordinance 1462-22, amending Section 6.08, “Specific Use Permit (SUP)” of Article 6, “Development Review Procedures” of Chapter 90, Zoning” of the Richland Hills City Code by removing references to the zoning map.

Motion carried by a vote of 4-0.

## **7. ADJOURNMENT**

Assistant to the City Manager Thatcher introduced new City Attorney Rachel Reggio.

Chair Wilson declared the meeting adjourned at 6:15 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Wells, City Secretary

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Michael Wilson, Chairman