



**PLANNING AND ZONING COMMISSION  
REGULAR MEETING AGENDA  
TUESDAY, DECEMBER 9, 2025-6:30 P.M. CITY  
HALL COUNCIL CHAMBER  
112 BAUMAN, KIRBY, TX 78219**

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This notice is posted pursuant to the Texas Open Meetings Act. The location where a quorum of the governmental body will be physically present is Kirby City Hall, City Council Chambers at 112 Bauman Street, Kirby, Texas 78219 and it is the intent to have a quorum present at that location and for the member of the governmental body presiding over the meeting to be physically present at that location. If any members of the governmental body attend by videoconference, they will have two-way audio and video communication during the entire meeting and remain visible and audible. A member of the public who wishes to speak may do so by signing the participation sheet prior to the meeting being called to order. Attendance by Other Elected or Appointed Officials: It is anticipated that members of City Council, other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of Planning and Zoning. City Council, any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of City Council, other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion - No. GA-0957 (2012)].

Topic: Regular Planning and Zoning Commission Meeting

Date and Time: Tuesday, December 9, 2025; 6:30 P.M. (Central Time)

This meeting is wheelchair parking accessible at the main entrance located at 112 Bauman. Auxiliary services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours prior to the meeting) by calling 210/661-3198 or Relay Texas 800/735-2989 (hearing/speech impaired assistance)

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1. **Call Meeting To Order**
  2. **Roll Call**
  3. **Invocation And Pledge Of Allegiance To The Flag**
  4. **Citizen Participation**

Citizens to be heard is for the Planning and Zoning Commission to receive information on issues that may be of concern to the public. Citizens should limit their comments to three (3) minutes. Should a member of the public bring an item, to the Commission for which the subject was not posted on the agenda of that meeting, the Commission may receive the information, but it cannot act upon it at that meeting.

5. **Consideration of and Action on Minutes**

- a. Regular Meeting Minutes - October 14, 2025

6. **Presentation**

- a. Kirby Master Plan – Alex Gonzalez; Community Kick Off
- Community Work Session

7. **Public Hearing**

- a. Public Hearing and Recommendation on an ordinance 2025-2010 amending the City's Zoning Ordinance to adopt Article X, Site Development, which includes, but is not limited to, when a site plan is required, the standards for review, and responsibilities for maintaining compliance with approved site plans.

8. **Discussion And Possible Action**

- a. Discussion and Possible action to recommend ordinance 2025-2010 amending the City's Zoning Ordinance to adopt Article X, Site Development, which includes, but is not limited to, when a site plan is required, the standards for review, and responsibilities for maintaining compliance with approved site plans.
- b. Discussion on downtown Kirby
- c. Discussion on Comprehensive Plan

9. **Requests And Announcements**

- a. Requests By Members For Items To Be Placed On Future Planning And Zoning Commission Agendas And Announcements On City Events/Community Interests
- Blue Santa
  - Cookies with Santa December 21, 2025 John Sterling Building
  - Santa Parade December 21, 2025

10. **Adjournment**



Christine Wilson City  
Secretary

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*The notice for the upcoming Planning and Zoning Commission Meeting was posted on the 3<sup>rd</sup> day of December 2025 at 10:00pm, which is more than **three (3) business days** prior to the scheduled meeting on the 9<sup>th</sup> day of December 2025 prior to the meeting) by calling 210/661-3198 or Relay Texas 800/735-2989 (hearing/speech impaired assistance).*

**ORDINANCE NO. 2025-2010**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KIRBY, TEXAS, AMENDING THE CITY’S ZONING ORDINANCE TO ADOPT A NEW ARTICLE X SITE DEVELOPMENT; PROVIDING FOR THE PURPOSE, AUTHORITY, PROCEDURES, AND REQUIREMENTS FOR SITE PLAN SUBMITTAL AND APPROVAL; REPEALING ALL ORDINANCES TO THE EXTENT THEY ARE IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Kirby, Texas (“City”) is a home-rule municipality operating under the laws of the State of Texas; and

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, pursuant to Chapter 211 of the Texas Local Government Code, the City has the authority to regulate the use and development of land within its city limits through the adoption and enforcement of zoning regulations; and

**WHEREAS**, the City finds that the review and approval of site plans are necessary to ensure that proposed development complies with applicable zoning standards, promotes the orderly and harmonious development of land, and protects the health, safety, and welfare of the public; and

**WHEREAS**, the City further finds that the adoption of formal site plan requirements, procedures, and approval criteria will provide clarity, consistency, and transparency in the City’s development review process; and

**WHEREAS**, the Planning and Zoning Commission held a public hearing on December 9, 2025 and, following such hearing, provided its recommendation to the City Council; and

**WHEREAS**, on \_\_\_\_\_, the City Council conducted a public hearing and, after consideration, determined that the ordinance be approved as provided herein; and

**WHEREAS**, the City Council finds that the amendment proposed is reasonable, necessary, and proper for the good government of the City of Kirby.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KIRBY, TEXAS THAT:**

**SECTION 1.** The foregoing recitals are found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of this Ordinance.

**SECTION 2.** This Ordinance is adopted under the authority of the Constitution and laws of the State of Texas, particularly Chapter 211 of the Local Government Code.

**SECTION 3.** Chapter 153, Article X Site Development is hereby added as set forth in **Exhibit A** attached hereto and incorporated into this Ordinance for all intents and purposes.

**SECTION 4.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**SECTION 5.** This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION 6.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**SECTION 7.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Local Government Code, as amended.

**SECTION 8.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

**PASSED and APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF KIRBY, TEXAS

By: \_\_\_\_\_  
Janeshia A. Grider, Mayor

ATTEST:

\_\_\_\_\_  
Christine Wilson, City Secretary

**Exhibit A**

**CHAPTER 153: - ZONING**  
**ARTICLE X. - SITE DEVELOPMENT**

**153.150 - PURPOSE.**

This article establishes a site plan review process. The purpose of a site plan is to ensure that a development project is in compliance with all applicable City ordinances and requirements, including the requirement of this Zoning Ordinance and the Subdivision Ordinance, prior to commencement of construction. This Article is to establish a process to ensure that existing ordinance requirements are met and to promote the efficient use of land, safe vehicular and pedestrian circulation, appropriate provision of landscaping, parking, screening, and lighting.

**153.151 - APPLICABILITY.**

This section outlines when new development or an expansion to an existing developed property is required to submit a site plan for review.

- (A) No permit for construction or expansion of a building or other structure shall be issued until a site plan, if required, including any required engineering or construction plans, has been submitted and approved in accordance with this Article.
- (B) No certificate of occupancy, or other final approvals, shall be issued for such buildings or structures until all site improvements, as shown on the approved site plan or established in conditions of approval for the site plan, have been completed or otherwise guaranteed, as approved by the City Manager.
- (C) Unless otherwise excepted herein, nothing in this article shall preclude new development occurring on previously undeveloped property from having to comply with any applicable requirements within the Zoning Ordinance and Subdivision Ordinance, or any other City code, ordinance, or construction standard.
- (D) New construction or expansions to an existing property that meet any of the following criteria shall trigger the requirement for a site plan and all of the improvements outlined in this Section, unless otherwise specified:
  - (1) Construction of a new structure;
  - (2) The conversion of a residential use or structure to a nonresidential use.
  - (3) Expansion of an existing structure or expansion in land area of a use.
  - (4) Expansion of impervious cover, including but not limited to the addition of paved surfaces, rooftops, or other materials that increase the total impervious area on the property.
  - (5) Any other development where the City's Zoning Ordinance and Subdivision Ordinance specifically require site plan approval.
- (E) Required Improvements. Any development that triggers a Major Site plan must comply with all relevant city ordinances, standards, and specifications, where required by ordinance. This includes, but is not limited to, a review of the following in a Major Site Plan:
  - (1) Drive approaches, curb cuts, and driveway spacing
  - (2) Parking, including layout, striping, and surfacing requirements
  - (3) Curb and gutter
  - (4) Sidewalks and related pedestrian amenities
  - (5) Fire code requirements, including fire hydrants

- (6) Screening, buffering, landscaping, and tree preservation
  - (7) Designated outdoor storage and outdoor display areas
  - (8) Fencing
  - (9) Lighting
  - (10) Stormwater Management
  - (11) Flood Plain Management
- (F) Minor Site Plan.
- (1) A site plan is minor if it meets the following:
    - (a) Accessory use which is incidental to an established commercial development and which results in:
      - 1. No change in use, and
      - 2. No increased traffic or business activity or is only used for storage and/or warehousing, and
      - 3. No violation of height and placement standards contained within the Zoning Ordinance, and
      - 4. The gross floor area of a proposed structure or structures must be less than fifty (50) percent of the gross floor area of existing structures, and
      - 5. Which meets Chapter 55 Construction Site Storm Water Runoff Control.
    - (2) Minor site plans will be subject to review by the city staff but will be exempt from any requirement to bring unassociated site elements into conformance with current standards. Specific items from which the minor site plan will be exempted shall include:
      - (a) Construction of curb and gutter along an existing street.
      - (b) Modification of existing driveways or access unless additional access is proposed.
      - (c) Additional parking as long as the proposed improvement does not result in a shortage of required parking.

### **153.152 – EXCEPTIONS**

A site plan shall not be required for a detached one-family or two-family residential building on a single lot, including associated accessory structures. This exemption does not apply to developments with multiple detached one-family dwellings on the same lot. Any proposed non-residential structures, such as a clubhouse, private recreation facility, gated entrance or guardhouse, etc. will require site plan review and approval for those facilities if triggered above in section 153.151.

### **153.153 - SITE PLAN SUBMISSION**

- (A) A complete application, fees, and any other required information for site plan review shall be submitted to the City Manager or designee.
  - (1) Area to be included on a site plan. When the overall development project is to be developed in phases, the site plan area shall include only the portion of the overall property that is to be developed/constructed. However, any excluded area must be separately developable as a stand-alone site in the future. This provision shall not be interpreted to allow portions of a property to be excluded so as to avoid development standards, other requirements, or otherwise required improvements to the site.

- (2) Submittal and Timing. A Site Plan shall be submitted prior to a building permit application.
- (3) Submission and Contents. The purpose of site plan review is to ensure compliance with all relevant city ordinances, codes, and other requirements. To ensure the submission of adequate information, the City Manager shall maintain and distribute a checklist of specific requirements for Site Plan review applications. All applications and related contents shall be submitted consistent with these requirements. The authorized reviewer may request additional information to complete the application for review to meet the site plan requirements.

#### **153.154 - REVIEW AND APPROVAL.**

(A) The City Manager, in consultation with relevant City staff in other City departments, shall review the Site Plan for compliance with all applicable City ordinances including the site plan's compliance with all provisions of the City's development ordinances, including this Zoning Ordinance, Subdivision Ordinance, and other applicable City ordinances.

(B) Review and Approval.

- (1) The City Manager or designee shall be the responsible official for reviewing Site Plan applications. The City Manager shall consult with relevant staff from City departments for review and comments on a proposed Site Plan. Based on the review from all relevant departments, the City Manager shall make the final decision on Site Plan approval.
- (2) The City Manager, or designee, based on input from relevant staff, may reject review of a Site Plan until adequate information for its review is provided by the applicant. Resubmission of a Site Plan, in this instance, shall not require an additional application fee.
- (3) Upon completing the review of a Site Plan, the City Manager, or designee, may take one of the following actions:
  - (a) If the Site Plan contains errors or requires corrections, notify the applicant of the deficiencies and provide instructions for resubmitting corrected plans.
  - (b) If the application meets all requirements, the City Manager may approve the Site Plan. If it does not meet requirements, the City Manager may deny the Site Plan or approve it with conditions to ensure compliance.
  - (c) The City Manager may, for any reason, elect to present the Site Plan for action to the Planning and Zoning Commission.
- (4) If a site plan requires a variance from the Board of Adjustment, an applicant is required to obtain approval for the variance before an application for a Site Plan can be approved by the City Manager.
- (5) The City Manager, or designee, may approve issuance of permits following conditional Site Plan approval when it is deemed that the required corrections to the Site Plan are minor in nature. However, no Certificate of Occupancy shall be issued until an amended site plan meeting all conditions has been submitted and approved.
- (6) Prior to the issuance of a Certificate of Occupancy the City Manager, or designee, shall inspect the site to ensure compliance with the Site Plan and any conditions imposed with the approval.

#### **153.155 - REVISIONS TO AN APPROVED SITE PLAN.**

(A) Minor Revisions/Amendments: It is recognized that final architectural and engineering design may necessitate minor changes in the approved Site Plan. Such minor revisions shall be shown on an "amended Site Plan." For a revision/amendment to be considered minor, the changes shall meet the following criteria:

- (1) Adjustments are no more than ten percent (10%) or fifty (50) feet in any direction, whichever is less, to the location or configuration of roadways, sidewalks, utilities, parking areas, buildings, landscape features, ponds, or any other improvements depicted on the Site Plan.
  - (2) Adjustments are no more than five percent (5%) to the building square footage of any individual building to be constructed within the area of the Site Plan.
  - (3) Adjustments are no more than five percent (5%) to the number of required parking spaces within the area of the Site Plan.
  - (4) Adjustments to flat work such as curbs, sidewalks, streets, decks, parking areas, and other paved areas are permitted, provided there is no net increase in impervious coverage within the area of the Site Plan.
  - (5) Revisions shall not authorize changes that would result in noncompliance with any applicable building code, development standard, or city ordinance.
- (B) Major Revisions/Amendments: Revisions that exceed the thresholds for minor amendments outlined above or result in significant changes to the approved Site Plan shall require a new Site Plan application, review, and approval.

#### **153.156 - EXPIRATION.**

An approved Site Plan shall be valid for a period of two (2) years. An application for a building permit for the site, consistent with the site plan, will extend the validity of the site plan for 18 months from the date of the approved permit.

#### **153.157 - COMPLIANCE & RESPONSIBILITIES.**

(A) Duties and Responsible Parties.

- (1) It shall be incumbent upon the Building Official, or designees, to make all inspections and certifications necessary to ensure that a structure is built in accordance with the approved Site Plan.
- (2) In the event that the Building Official, or designees, finds that a condition or modification of the approved Site Plan or a provision of City Codes and Ordinances has not been met, they may issue a stop work order.
  - (a) It shall be incumbent upon the contractor or developer to correct those items that are in violation before construction may resume.
  - (b) In the event that the structure has been completed, a Certificate of Occupancy shall not be issued by the Building Official until the conditions of the Site Plan or City Codes and Ordinances, as applicable, have been substantially fulfilled.
  - (c) All action required in order to bring a site into compliance with the approved Site Plan shall be the responsibility of the property owner.
- (3) Following issuance of the Certificate of Occupancy, it shall be the continuing duty of the owner and occupant of the site, or their successors in interest, to maintain compliance with the approved Site Plan and amendments thereto. Failure to maintain compliance shall constitute a violation of this Zoning Ordinance and may result in revocation of the Certificate of Occupancy.
- (4) Site may not become less conforming. Any site that is not subject to an approved site plan or is governed by a pre-existing site plan that does not conform to the current standards of this article, must maintain compliance with the standards within this article to the extent that the site currently complies with those standards.