



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, DECEMBER 3, 2020 - 6:00 PM**

AGENDA

NOTICE IS HEREBY GIVEN OF A FRIENDSWOOD SPECIAL MEETING (ANNUAL RETREAT) TO BE HELD AT 1610 WHITAKER DRIVE FRIENDSWOOD, TEXAS 77546, FRIENDSWOOD STATION NO. 1, MEETING ROOM, REGARDING THE ITEMS OF BUSINESS ACCORDING TO THE AGENDA LISTED BELOW:

- 1. Call to order**
- 2. Communication from the public/committee liaisons**
(To comply with provisions of the Open Meetings Act, the Commission may not deliberate on subjects discussed under this agenda item. However, the Commission may direct such subjects be placed on a later regular Commission agenda for discussion and/or possible action)
- 3. Action Items**
According to the Planning and Zoning Rules of Procedure (R2019-15), all action of the Commission shall be made by an affirmative vote of four (4) or more members of the Commission present at such Commission meetings.
 - A. Consideration and possible action regarding establishing and prioritizing goals for the Planning and Zoning Commission
- 4. Adjournment**

Aubrey Harbin, LEED AP
Director of Community Development/City Planning

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made **two (2)** business days or more prior to this meeting. Please contact the City Secretary's Office at (281) 996-3270 for further information.

**I, MELINDA WELSH, CITY SECRETARY OF THE CITY OF FRIENDSWOOD DO
HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE
FRIENDSWOOD PLANNING AND ZONING WAS POSTED IN A PLACE
CONVENIENT TO THE GENERAL PUBLIC IN COMPLIANCE WITH CHAPTER 551,
TEXAS GOVERNMENT CODE, ON**

DATE

AT TIME

MELINDA WELSH, TRMC
CITY SECRETARY

All meetings of the Planning & Zoning Commission are open to the public, except when there is a necessity to meet in an Executive Session (closed to the public) under the provisions of Section 551, Texas Government Code. The Planning & Zoning Commission reserves the right to convene into Executive Session to hear any of the above described agenda items that qualifies for an executive session by publicly announcing the applicable section number of the Open Meetings Act.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: December 3, 2020

Subject: Consideration and possible action regarding establishing and prioritizing goals for the Planning and Zoning Commission

Action: Significant

SUMMARY / ORIGINATING CAUSE

Review accomplishments for 2020 (2019 Action Items), and discuss and establish goals and tasks for 2021. Brett Banfield also recently found an old Downtown Plan from 1969 and is going to present his findings to the Commissioners.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The annual retreat allows Commissioners to review their accomplishments for the year and also prepare for the next year.

RECOMMENDATIONS

None

ATTACHMENTS

1. PZ Downtown Plan - 1969 (002)
2. PZ 2020 Year End Review - Final
3. PZ December 2020 Workshop Agenda - Final

CITY OF FRIENDSWOOD

"where friendship is a way of life"

Prepared by

Clovis Heimsath Associates, AIA

Architects/Planners

January 9, 1969

HEIMSATH REPORT

CITY OF FRIENDSWOOD
"where friendship is a way of life"

FRIENDSWOOD PLAN -- a step by step implementation plan to make
Friendswood a better place to live, now.

Prepared by Clovis Heimsath Associates, Architects/Planners

HISTORY

Friendswood was founded in 1895 by Frank J. Brown and his family who purchased 1538 acres for the establishment of a settlement for the Society of Friends (Quakers). Friendswood is located in Galveston County, eleven miles west of the National Aeronautics and Space Administration - Manned Spacecraft Center.

The first church of the Society of Friends was established that same year and the first school opened in 1896 to become part of the Clear Creek School District in 1897. Friendswood grew and prospered as a farm and ranch community, but it remained unincorporated as a city until 1960 when it officially became a city in name as well as in fact. In discussing Friendswood it is important to note that the city limits today are adjacent to an equally sizeable area to the west that will at some later date be incorporated into the city limits. (This area is held for safe keeping by a one hundred foot surrounding strip belonging to the City of Friendswood.) The planning area of Friendswood, then, will include both the existing city limits and this additional area to the west.

Today Friendswood has a population of some 6000 persons and a fine school system that has grown from an enrollment of 163 in 1950 to 1016 in 1966-67. The population is centered mainly in a series of subdivisions -- Longwood Park, Village Green, the Whitehall subdivision, Annalea, Imperial Estates, Empere Chateau, Harwood, Imperial Gardens, Quaker's Landing, Briar Meadow, Friendswood Forest, Merriwood, Lori Woods, and in the larger planning area Sun Meadows. Other homes are adjacent to the original center of town located on Friendswood Drive.

Today the City boasts a number of churches, elementary schools, a high school, the Friendswood Bank, a number of shopping centers, and a City Hall and Fire Station, built by the citizens as a gesture of their civic interest.

In 1968 a Comprehensive Plan (in three volumes) was prepared for the Mayor, City Council, City Planning Commission and the people of Friendswood by Bovay Engineers. This report is an in-depth presentation of all areas of development in Friendswood as it exists today and a plan for an orderly future. This plan is the essential document for all future development of the City; its scope, however, does not cover implementation or the architectural character the City aspires to reflect. The firm of Clovis Heimsath Associates, Architects/Planners, was retained in October, 1968 as consultant to the City Planning Commission, with its first assignment the preparation of such an implementation plan. This report, called the FRIENDSWOOD PLAN, in no way changes the major work by Bovay Engineers, rather it is a supplementary report to direct efforts by the citizens of Friendswood to make it a better place to live -- now. It concentrates on the implementation by local citizens, it suggests actions of the City Council which will augment their efforts, and it reflects the sentiments of the people themselves who have contributed to the idea here presented through a series of meetings of the Advisory Committee.

PLANNING CONSIDERATIONS

1. The City of Friendswood has a real opportunity to become a community center west of the Galveston Freeway. Areas adjoining the Galveston Freeway, while located on the central axis of transportation, are thought of as points along the linear path of traffic. It is harder for such a community to be a center, Friendswood, on the other hand, is far enough from the freeway that it is a legitimate center in itself. Adjoined on one side by Harris County, not likely to develop into a center, Friendswood can attract these people to their City, as well as local citizens.

2. All the landscape around and including Friendswood is flat, with small wooden areas and large sections of undeveloped farm land. Since there are no outstanding geographic features, the beginnings and endings of communities is highly ambiguous, amorphous. Even centers of cities in the area seem often like shopping developments at highway intersections rather than focal points for communities. In determining how best to develop Friendswood, it is necessary to keep in mind the limitations imposed by the landscape itself.
3. A similar problem in creating identity is the historic lack of zoning, sign or utility pole control. Thus we have fine houses and churches facing third rate dwellings across the street. Yet we see not one side of the street at a time, but in three dimensions, both sides of the street at the same time and in perspective. In planning parlance, we see in streetscapes, not in elevations. Our job, then, is to dress up existing streets as well as protect newly developing areas.
4. If comprehensive planning is to be accomplished, all decisions made by the City that affect the visual appearance of it must be checked through the City Planning Commission to be sure they conform with the intent of the Comprehensive Plan. Most cities historically are not accustomed to granting such review authority to a Planning Commission. Only when a Mayor, City Council and citizens are dedicated to comprehensive planning is the City Planning Commission granted the responsibility of significant coordination. This entails ordinances that will give the City Planning Commission authority to approve or disapprove the design intent of projects as well as meeting listed regulations. (Needless to say, when a zoning ordinance is adopted, the review board will have some of these responsibilities. However, the zoning ordinance as written does not center this responsibility with the City Planning Commission.)
5. A healthy community is one that is balanced; that has commercial areas, multifamily dwellings and industrial areas as well as single family dwellings. Although in Friendswood the single family dwelling will predominate, these other types of building will add fabric to the visual environment, density where needed to attract shopping, and improve the tax load carried by the individual family. To provide this mixture, particularly in the commercial and light industrial areas, the City must compete for these industries, in demand by all cities in the area. (Too often a community concentrates solely on restrictions and does not realize they must seek suitable industry if they are going to have any to restrict.) If light industry is centered in industrial parks there is little visual problem to their presence for like facilities are grouped. Of greater visual problem is the existing streetscape along Friendswood Drive where signs, utility poles, lights and an uncoordinated mixture of commercial and residential buildings compete for attention. Giving order to this central part of Friendswood is a far more serious problem than those that might occur in clustering industrial buildings.
5. At this time Friendswood has a total area of 2,596 acres, of which only 673.1 are developed, or approximately 26 percent. (In the following chart it will be noted that currently Friendswood has a very small percentage of land in either commercial or industrial use).

USE OF LAND WITHIN THE CORPORATE LIMITS OF FRIENDSWOOD
JANUARY 1968

From Comprehensive Report, prepared by Bovay Engineers

AREA CLASSIFICATION	ACRES	% OF TOTAL AREA	% OF DEVELOPED AREA	ACRES PER 100 PERSONS
Residential	431.4	16.60	64.10	12.30
Public and Semi-Public	41.3	1.59	6.13	1.19
Parks and Playgrounds	18.4	0.71	2.73	0.53
Churches	45.0	1.73	6.68	1.29
Streets and Roads	121.0	4.66	18.00	3.46
Commercial	12.9	0.50	1.91	0.37
Light Industry	3.1	0.12	0.45	0.09
TOTAL DEVELOPED AREA	673.1	25.91	100.00	19.22
Vacant and Agriculture	1,922.9	74.09		
TOTAL AREA	2,596.0	100.00		

Accepting the small population of Friendswood relative to the undeveloped land available, two conclusions should be reached:

- a. Efforts to increase the population will greatly aid Friendswood by adding interest to the visual environment and, more important, by increasing density to attract area shopping and dining facilities;
- b. Until the density has greatly increased the City should concentrate its efforts in creating a single Center. The reason for concentrating first planning efforts on the existing center is based on (1) the low population density, and (2) the historic implications of continuing an area already established in the minds of local residents as the town center. When the City grows, then it will be possible to think of other centers, for now one is all that is warranted, and it will require a lot of effort if it is to really be a significant place.

OBJECTIVES

Broadly stated, the objectives of the Friendswood Plan are these:

1. The City will define in some detail the image it wants to project in the coming years, and an architectural and landscaping theme to support this image. Having determined this image it will publicize it to attract compatible people and commerce.
2. The City will develop the procedures necessary to implement the Comprehensive Plan for its future and for remedial beautification. With these procedures all decisions affecting the visual impression of the community will be coordinated to conform with the predetermined goals of the Comprehensive Plan.

IMAGE-THEME

It is proposed that an "early Texas, " rural America updated to today theme be approved as the theme for Friendswood. A theme must be specific enough so that various buildings will begin to tie together and auxiliary planning and design features such as signs and landscaping will have a point of departure. At the same time it must be general enough, flexible enough to allow for creative, individual expression.

An "early Texas" theme should not be defined to too great detail. Needless to say it assumes the use of natural woods, strong rustic detailing, covered arcades, and more or less compact planning since an early Texas town was a pedestrian town. Updated to today, the theme should allow for contemporary innovations in form and planning while using the environmental guidelines of "early Texas" as the design generator.

This theme seems appropriate in supporting the quality of the community as it now exists. Friendswood is today a rural community and at best it has the character of an early Texas town. Its people see themselves with the qualities of early Texans, God-fearing, family oriented -- more important, civic minded. Few communities can boast the number of civic clubs, local garden clubs, or active political structure centered around the City Hall. Friendswood is truly a place where friendship and community loyalty are realities. It seems appropriate, therefore, to strengthen the visual image of such a character in those things that connote "early Texas."

IMPLEMENTATION PROJECTS

The following items are specific suggestions for implementing the Objectives and Image-Theme stated above. The order listed does not necessarily imply order of preference for a number of these projects should be attempted simultaneously, and the final priority should come from the Advisory Committee.

1. Create a new sign (possibly a symbol as well) for the City of Friendswood. This sign will be placed at all entrances to the City and two others at the intersections of Friendswood Drive and Willowick Avenue and Friendswood Drive and Spreading Oaks Avenue to direct traffic to the City Hall and the new library.
2. Add a fence, lights, planting along with this new sign at the intersection of Friendswood Drive and Willowick Avenue to block out the existing store and lead the eye to the City Hall, a block off this intersection.
3. The City will add paving and a curb to this intersection to set off the planting.

4. Develop a plan for landscaping and lighting the area between the City Hall and the new Library to make it feasible and pleasant to walk from one building to another. The trees anticipated in the plan can be planted as soon as possible, while the final landscaping will have to wait until the Library is completed.
5. Adopt an ordinance that requires paving of all mobile home parks, proper signing, lights to fit in with city standards, and approved screening. This ordinance will require existing trailer courts to improve their image and set the standards for additional developments.
6. Develop one central and a number of local community parks. These parks must be recreational, that is be set up with specific recreation in mind. A plan should be drawn to be certain that park land will actually have a use.
7. Review the proposed zoning ordinance carefully and after some modifications enact it. This procedure will take a number of months and other projects should not be held up pending this passage. It is proposed that review authority be centered in the City Planning Commission which will be given the authority to make decisions affecting the design intent of projects. A professional consultant to the Planning Commission is recommended on a yearly retainer basis.
8. A special ordinance needs to be written prohibiting all but approved signs in the three or four block downtown area. Such a sign ordinance might be modified for other areas of Friendswood as well. It is essential to the downtown area if the focus of attention is to be directed here.
9. Power poles on Friendswood Drive should be moved and the lines run underground. A committee should begin work immediately to determine the cost to the City in making this change. Similarly, the lights along this three or four block area should be replaced with lights standardized for the community.
10. A brochure should be undertaken that will tell the story of Friendswood. This brochure will be the key item in attracting new people and commerce; it will be distributed to real estate developers, real estate agents and businesses wanting to locate in the NASA area.
11. A series of TV programs and newspaper stories publicizing Friendswood and giving particular attention to the Fourth of July celebration should be prepared. Once they have been initially used, provisions should be made for some followup at various seasons of the year.
12. Restore the historic Brown house on land donated for this purpose.
13. Contact the business people in the area around the medical clinic and shopping center to dress up their stores in keeping with the theme, add lights, planting areas and coordinate signs.
14. Coordinate the activities of all civic groups and clubs so that their efforts will become part of the Friendswood Plan.

PROCEDURE

It is proposed that the above report in this preliminary form be reviewed by the Advisory Committee and its four subcommittees. Once it is approved, the first projects will begin at once and detailed plans drawn for those to follow.

Friendswood Planning & Zoning Commission

Update of the 2019 Workshop Items

December 3, 2020

1. General Topics

- a. Consider the need for changes to zoning or permitted land use to be prepared for Friendswood reaching 50,000 residents. – **Ongoing**
- b. Invite Friendswood’s new drainage engineer to a P&Z meeting to go over her role and responsibilities and educate commissioners. – **Complete**
- c. Refresher on the allowable decision-making rationale for Commissioners. - **Ongoing**; Commissioners should continue to attend available training opportunities, including annual planning conferences

2. 2020 Comprehensive Plan

- a. Using City Council’s direction, Staff and the Commission will start on the development of a new Comprehensive Plan – **Complete, but ongoing**

3. Permitted Uses Table

- a. Evaluation and recommended changes to begin in January 2020 – **Complete**

4. Planned Unit Development (“PUD”)

- a. Evaluate and recommend if changes are needed to include sunset clauses for PUDs, i.e. if the project utilizing the PUD is not completed by a certain date it expires, similar to Special Use Plans – **In Progress**
- b. Evaluate and recommend if changes are needed to the allowable percentage of changes included in approved PUDs – **In Progress**
- c. Review and consider if any PUD requirements that have been removed from the Zoning Ordinances should be added back – **In Progress**

Friendswood Planning & Zoning Commission

Update of the 2019 Workshop Items

December 3, 2020

5. General Zoning Ordinances Update
 - Non-conforming lot rebuilds – **In Progress**
 - SFR allowed in MFR districts – **In Progress**
6. Matching Friendswood ordinances with recent Texas legislative actions will be a focus
 - Zoning Ordinance changes – **Complete**
 - Subdivision Ord house bill changes – **In Progress**
7. Subdivision Ordinance
 - a. Review park dedication requirements; currently no land dedication is required unless a subdivision contains 655 lots or more; request input from Parks & Recreation – **In Progress**
 - b. Garden Home District. Consider adding open space requirements or other amenity requirements – **In Progress**
8. General Zoning Map update – **Complete**
9. General Zoning Ordinance revision – **In Progress**
10. Ensure the Commission's timely involvement in the Capital Improvement Plan process - **Complete**

Friendswood Planning & Zoning Commission Workshop Agenda

December 3, 2020

1. Kickoff – Joe
 - a. Workshop overview and goals
 - b. Limitations on workshop discussions
2. 1969 Friendswood Planning Report – Brett
3. 2020 Progress on 2019 Workshop Items - Joe
4. Review of 2020 P&Z Actions – Aubrey
 - a. Plats
 - b. Site plans
 - c. Zone changes
 - d. Ordinance Recommendations
5. 2021 Discussion Topics:
 - a. Planning Subcommittee Topics – Aubrey
 - i. Comprehensive Plan – what is it and the plan to update
 - b. Ordinance Subcommittee Topics – Becky
 - i. Tree Ordinance (mitigation, preservation)
 - ii. Add an allowance for smaller lot sizes (PUD or by right with a zone change)/PUD requirements
 - iii. Zoning Ordinance rewrite
 - iv. Subdivision Ordinance rewrite
 - v. Garden Home District
 - a. Open Space %
 - b. Amenities
 - vi. Park Dedication Requirements
6. Other Items for Discussion - Group
7. Review Workshop Action Items
8. Adjourn