



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, OCTOBER 14, 2021 - 7:00 PM**

Minutes

MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS, FRIENDSWOOD CITY HALL, COUNCIL CHAMBERS

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
OCTOBER 14, 2021

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, OCTOBER 14, 2021, AT 07:01 PM 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS

CHAIRMAN JOSEPH MATRANGA
VICE-CHAIRMAN RICHARD SASSON
COMMISSIONER MARCUS PERRY
COMMISSIONER TOM HINCKLEY
COMMISSIONER RICHARD CLARK
COUNCIL LIAISON TRISH HANKS
CITY ATTORNEY MARY KAY FISCHER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
DEVELOPMENT COORDINATOR BECKY BENNETT

COMMISSIONER TRAVIS MANN AND COMMISSIONER CATHERINE KOERNER WERE ABSENT FROM THE MEETING.

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)

None.

3. Consent Agenda

These items are considered routine or ministerial in nature and will be enacted with one motion. There will be no separate discussion of items unless a commissioner so requests in which case the item would be removed from the consent agenda and considered separately.

****Commissioner Marcus Perry moved to approve Consent Agenda. Seconded by Vice-Chairman Richard Sasson. The motion was approved unanimously.**

- A. Consider approving the minutes for the Planning and Zoning Commission Regular Meeting held Thursday, September 9, 2021.
- B. Consider approving the Final Plat of Friendswood ISD High School Campus.

4. 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. PRELIMINARY PLAT EXTENSION REQUEST

Consideration and possible action regarding a one-time, six-month extension for the following preliminary plats: Georgetown Section 1, Georgetown Detention Basin and Georgetown Boulevard Street Dedication Phase 2.

****Commissioner Richard Clark moved to approve PRELIMINARY PLAT EXTENSION REQUEST**
Consideration and possible action regarding a one-time, six-month extension for the following preliminary plats: Georgetown Section 1, Georgetown Detention Basin and Georgetown Boulevard Street Dedication Phase 2. Seconded by Vice-Chairman Richard Sasson. The motion was approved unanimously.

Harbin explained the developer is currently working on the infrastructure plans and needs more time on the preliminary plats.

B. PRELIMINARY PLAT

Consideration and possible action regarding the Preliminary Plat of Industry Park Friendswood Phase II, a subdivision of 15.0126 acres, being out of 3 tracts of land, 4.9071 acres of land being out of Reserve A of the BSR Subdivision No. 1, together with 9.9936 acres of land recorded under HCCD No. 20150084708, and .1119 acres of land recorded under HCCF No. RP-2019-182701 being out of Lot 63 Divisions "B" & "C", of Hoidale-Coffman Addition Volume 3, Page 6 Harris County Map Records in the Perry and Austin League, Abstract 55 City of Friendswood, Harris County, Texas.

****Commissioner Marcus Perry moved to approve PRELIMINARY PLAT**
Consideration and possible action regarding the Preliminary Plat of Industry Park Friendswood Phase II, a subdivision of 15.0126 acres, being out of 3 tracts of land, 4.9071 acres of land being out of Reserve A of the BSR Subdivision No. 1, together with 9.9936 acres of land recorded under HCCD No. 20150084708, and .1119 acres of land recorded under HCCF No. RP-2019-182701 being out of Lot 63 Divisions "B" & "C", of Hoidale-Coffman Addition Volume 3, Page 6 Harris County Map Records in the Perry and Austin League, Abstract 55 City of Friendswood, Harris County, Texas. Seconded by Commissioner Tom Hinckley. The motion was approved unanimously.

Harbin stated this plat was previously denied by the Commission for outstanding items needing to be corrected. She said the applicant has since corrected those items and will continue to work

through easement locations during infrastructure plan review which will then be reflected on the final plat.

C. SITE PLAN

Consideration and possible action regarding a site plan for Dude Stop Gas Station and convenience store to be located at 600 N. Friendswood Drive.

****Vice-Chairman Richard Sasson moved to approve SITE PLAN.**

Consideration and possible action regarding a site plan for Dude Stop Gas Station and convenience store to be located at 600 N. Friendswood Drive. Seconded by Commissioner Marcus Perry. The motion was approved unanimously.

Harbin introduced the project to be a gasoline station with convenience store located at the corner of Brandywne Drive and North Friendswood Drive (FM 518). She said the site includes an onsite detention pond that provides over 90-feet of distance to the rear neighbors. Harbin explained the pond prohibits installation of trees along the fence-line so the applicant relocated those trees to the front of the site. She explained the zoning ordinance exempts the buffer requirement when a 30-foot separation is in place.

Carlos Chavez/Interplan Architects explained the owner was requesting to install a wooden fence, either adjacent or as a replacement to the existing fence. Chavez said the reason the owner preferred not to install a masonry wall was to avoid having an unmaintainable gap between the fences.

The commission expressed concern over the installation method of the wooden fence and amended their motion to specify the fence would be "new" to avoid the developer adding on to the existing fence. Motioned by Sasson and Seconded by Perry. After more discussion, the motion was amended by Sasson and Seconded by Perry to include consideration, not a requirement, though, of using a composite material instead of wood. Approved unanimously.

D.

ZONE CLASSIFICATION CHANGE REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW NAICS USE

#6111 ELEMENTARY AND SECONDARY SCHOOLS FOR THE NEW CLINE ELEMENTARY SCHOOL

SITE

Conduct a public hearing to receive comments, both oral and written, regarding a zone classification change request for 11.92 acres located at 1550 West Boulevard, also known as Restricted Reserve A in the Final Plat of West Ranch School Site, a subdivision of 12.07 acres of land located in the John Dickinson Survey, A-9, also being a portion of lots 148-452 of the Slone Subdivision as recorded under Vol. 3 Page 61A, GCMR Galveston County, City of Friendswood, Texas, for a Specific Use Permit (SUP) to allow NAICS Use #6111, Elementary and Secondary Schools for the new Cline Elementary school site.

Harbin said the school district is proposing a new, two-story elementary school at the corner of West Boulevard and Friendswood Lakes Boulevard (Friendswood Parkway). She stated this same item was on the Commission's last agenda but proper notice was not given in the newspaper so the public hearing had to be re-published. Harbin said since the last meeting, the school amended their site plan to include a new sidewalk along West Blvd and a sidewalk along Friendswood Lakes Blvd as an "alternate" if budget allowed.

The commissioners all commented that the school district should be leading by example and installing sidewalks and they were disappointed with the sidewalks being an optional "alternate." Commissioner Sasson stated he would not support the project without the sidewalk.

- E. Consideration and possible action regarding a recommendation to City Council for the requested zone classification change for 11.92 acres located at 1550 West Boulevard, also known as Restricted Reserve A in the Final Plat of West Ranch School Site, a subdivision of 12.07 acres of land located in the John Dickinson Survey, A-9, also being a portion of lots 148-452 of the Slone Subdivision as recorded under Vol. 3 Page 61A, GCMR Galveston County, City of Friendswood, Texas, for a Specific Use Permit (SUP) to allow NAICS Use #6111, Elementary and Secondary Schools for the new Cline Elementary school site

****Commissioner Marcus Perry moved to approve the Consideration and possible action regarding a recommendation to City Council for the requested zone classification change for 11.92 acres located at 1550 West Boulevard, also known as Restricted Reserve A in the Final Plat of West Ranch School Site, a subdivision of 12.07 acres of land located in the John Dickinson Survey, A-9, also being a portion of lots 148-452 of the Slone Subdivision as recorded under Vol. 3 Page 61A, GCMR Galveston County, City of Friendswood, Texas, for a Specific Use Permit (SUP) to allow NAICS Use #6111, Elementary and Secondary Schools for the new Cline Elementary school site. Seconded by Commissioner Tom Hinckley. The motion was approved 4-1 with Vice-Chairman Richard Sasson opposed.**

Erik Kreiter/FISD stated he would also like to see the sidewalk installed but did not have the authority to make that commitment. He said the safety of the students is the most important thing for the district and appropriate cross walks and crossing guards would be in place to assist students that walk to school.

F. ZONE CLASSIFICATION CHANGE FROM PLANNED UNIT DEVELOPMENT/SPECIFIC USE PERMIT (PUD/SUP) 2007-03 TO DOWNTOWN DISTRICT (DD)

Conduct a public hearing to receive comments, both oral and written, regarding a zone classification change for .8953 acres of land located at 301 Laurel Drive, also known as 161 W. Shadowbend, being Lots 1 and 2, Block 1, Banfield Office Park, a subdivision in Galveston County, Texas, according to the plat thereof recorded under the County Clerk's File Sequence No. 2007015640, in the Map or Plat Records of Galveston County, Texas, to change from Planned Unit Development/Specific Use Permit (PUD/SUP) 2007-03 to Downtown District (DD).

Harbin explained the property was zoned Planned Unit Development with a Specific Use Permit (PUD/SUP) before the Downtown District (DD) zoning was created. She said this property was developed as a guide to what the Downtown could look like. She said since the PUD/SUP is no longer necessary, the property owner would like to rezone to DD.

Brett Banfield/owner said the property is compliant with Downtown District requirements and permitted uses, so this request is a "clean up" of the zoning. He said the property is also part of a larger development that is also up for consideration on tonight's agenda.

- G. Consideration and possible action regarding a recommendation to City Council for the requested zone classification change for .8953 acres of land located at 301 Laurel Drive, also known as 161 W. Shadowbend, being Lots 1 and 2, Block 1, Banfield Office Park, a subdivision in Galveston County, Texas, according to the plat thereof recorded under the County Clerk's File Sequence No. 2007015640, in the Map or Plat Records of Galveston County, Texas, to change from Planned Unit Development/Specific Use Permit (PUD/SUP) 2007-03 to Downtown District (DD).

****Vice-Chairman Richard Sasson moved to approve Consideration and possible action regarding a recommendation to City Council for the requested zone classification change for .8953 acres of land located at 301 Laurel Drive, also known as 161 W. Shadowbend, being Lots 1 and 2, Block 1, Banfield Office Park, a subdivision in Galveston County, Texas, according to the plat thereof recorded under the County Clerk's File Sequence No. 2007015640, in the Map or Plat Records of**

Galveston County, Texas, to change from Planned Unit Development/Specific Use Permit (PUD/SUP) 2007-03 to Downtown District (DD). Seconded by Commissioner Tom Hinckley. The motion was approved unanimously.

H. REQUEST FOR A SPECIFIC USE PERMIT (SUP) TO ALLOW NAICS USE #72111 TRAVELER ACCOMMODATION (HOTEL); 30 ROOMS AND SUPPORTED BY 38 PARKING SPACES

To conduct a public hearing to receive comments , both oral and written, regarding a zone classification change for approximately 3.7613 acres located at 306 S. Friendswood Drive and 308 S. Friendswood Drive being 1.666 acres of land known as Reserve A of Friendswood Complex, a subdivision in Galveston County, Texas, according to the map or plat thereof in/under instrument No. 2016031723 of the Official Public Records of Galveston County, Texas; 306 Laurel (aka 161 W Shadowbend Ave) and vacant tract aka 151 W. Shadowbend Ave being .8953 acres known as Lots 1 and 2 of the Final Plat of Banfield Office Park, a subdivision in Galveston County, Texas, according to the plat thereof recorded under the County Clerk's File Sequence No. 2007015640, in the Map or Plat Records of Galveston County, Texas; and 303 Laurel being 1.2 acres known as Part of Lot Eighteen (18) and all of Lot Nineteen (19), Harvey and Stout Subdivision of Lots Six (6), Seven (7), Eight (8) in Block Two (2) of Friendswood Subdivision in the Sarah McKissick of J.R. Williams League, Galveston County, Texas according to the map or plat thereof recorded in Volume 315, Page 79 in the office of the County Clerk of Galveston County, Texas, for a Specific Use Permit (SUP) to allow NAICS Use #72111 Traveler Accommodation (hotel) limited to 30 rooms supported by 38 parking spaces that will overlay all of the described properties which are zoned Downtown District (DD).

Harbin said this project is complex and the plan is to take it one piece at a time. She explained the majority of the mixed-use development is allowed by right, with the exception of a hotel. The 30-room hotel being requested would be supported by 38 parking spaces. She said the big picture is a development consisting of a boutique hotel, a restaurant, a banquet area, conference rooms, offices, and 30 apartments.

Brett Banfield/owner said the request on the agenda is for the hotel use alone but his design team would be presenting the whole project for transparency's sake. Banfield explained he purchased three additional buildings on South Friendswood Drive in order to utilize shared parking throughout. The existing buildings will be getting facelifts to incorporate them into the overall design. Banfield said his design team is Page, an architecture firm in Houston that helped Friendswood create the Downtown Improvement Plan in 2000.

Clyde Twine and Luisina Basilico of Page presented a slideshow of the proposed layout and building elevations. Basilico explained the hotel and amenities would be a destination in itself and marketed to locals and visiting family. She said the area will be a walkable multi-use development.

- I. Consideration and possible action regarding a recommendation to City Council for the requested zone classification change for approximately 3.7613 acres located at 306 S. Friendswood Drive and 308 S. Friendswood Drive being 1.666 acres of land known as Reserve A of Friendswood Complex, a subdivision in Galveston County, Texas, according to the map or plat thereof in/under instrument No. 2016031723 of the Official Public Records of Galveston County, Texas; 306 Laurel (aka 161 W Shadowbend Ave) and vacant tract aka 151 W. Shadowbend Ave being .8953 acres known as Lots 1 and 2 of the Final Plat of Banfield Office Park, a subdivision in Galveston County, Texas, according to

the plat thereof recorded under the County Clerk's File Sequence No. 2007015640, in the Map or Plat Records of Galveston County, Texas; and 303 Laurel being 1.2 acres known as Part of Lot Eighteen (18) and all of Lot Nineteen (19), Harvey and Stout Subdivision of Lots Six (6), Seven (7), Eight (8) in Block Two (2) of Friendswood Subdivision in the Sarah McKissick of J.R. Williams League, Galveston County, Texas according to the map or plat thereof recorded in Volume 315, Page 79 in the office of the County Clerk of Galveston County, Texas, for a Specific Use Permit (SUP) to allow NAICS Use #72111 Traveler Accommodation (hotel) limited to 30 rooms supported by 38 parking spaces that will overlay all of the described properties which are zoned Downtown District (DD).

**Commissioner Tom Hinckley moved to approve Consideration and possible action regarding a recommendation to City Council for the requested zone classification change for approximately 3.7613 acres located at 306 S. Friendswood Drive and 308 S. Friendswood Drive being 1.666 acres of land known as Reserve A of Friendswood Complex, a subdivision in Galveston County, Texas, according to the map or plat thereof in/under instrument No. 2016031723 of the Official Public Records of Galveston County, Texas; 306 Laurel (aka 161 W Shadowbend Ave) and vacant tract aka 151 W. Shadowbend Ave being .8953 acres known as Lots 1 and 2 of the Final Plat of Banfield Office Park, a subdivision in Galveston County, Texas, according to the plat thereof recorded under the County Clerk's File Sequence No. 2007015640, in the Map or Plat Records of Galveston County, Texas; and 303 Laurel being 1.2 acres known as Part of Lot Eighteen (18) and all of Lot Nineteen (19), Harvey and Stout Subdivision of Lots Six (6), Seven (7), Eight (8) in Block Two (2) of Friendswood Subdivision in the Sarah McKissick of J.R. Williams League, Galveston County, Texas according to the map or plat thereof recorded in Volume 315, Page 79 in the office of the County Clerk of Galveston County, Texas, for a Specific Use Permit (SUP) to allow NAICS Use #72111 Traveler Accommodation (hotel) limited to 30 rooms supported by 38 parking spaces that will overlay all of the described properties which are zoned Downtown District (DD). Seconded by Commissioner Richard Clark. The motion was approved unanimously.

Hinckley stated there are no hotels in Friendswood right now and asked if the area would financially support such a business. Banfield answered his group ran a feasibility study, more in depth than a market study, which shows strong demand for this project. He explained the boutique hotel would be for locals, not travelers, since Friendswood is not a destination city. Banfield said the adjoining rental facility would host medium-sized events, with a roughly 200 person capacity.

Clark said he appreciated the amount of detail provided in the backup documents and the upfront attitude of the whole team. Sasson said he and the Chairman walked the area to view the potential impact on the neighbors. Sasson commented that the majority appear to be commercial businesses and none of the residential neighbors have expressed any concern.

Perry said this project is what everyone is hoping the Downtown District will look like. He stated a small, boutique hotel would be appropriate for the area.

Matranga asked why the Specific Use Permit for the hotel is overlaying all of the properties. Harbin answered the hotel use will be supported by all the adjoining uses. Matranga mentioned the newly acquired properties along Friendswood Drive currently have a real estate sign out front. Banfield said he hired a commercial broker to fill the vacancies in those buildings with quality tenants. Matranga said he reviewed the eight criteria used for SUPs and this project meets the standards. Matranga said the zone change would be tied to the land, not the person, so he asked himself if they would be okay with someone else doing this project and, the way it is written, he is still very supportive of it. He reiterated, as others have said, that it is the right thing to do.

J. APPENDIX B SUBDIVISION REWRITE

Conduct a public hearing to receive comments, both oral and written, regarding proposed amendments

to repeal in its entirety, Appendix B, Subdivision Ordinance and adopting a new Appendix B, Subdivision Ordinance, Sections I through XVI, incorporating changes pursuant to state law and administrative requirements such as authority and a variance procedure, removing the sidewalk fund option, and other grammatical and format changes.

Bennett said the Ordinance Subcommittee had been working on a rewrite of the Subdivision Ordinance for many months and had introduced the draft to the full Commission at the previous meeting. She said tonight's agenda item was the official public hearing and consideration to move forward with the changes. Bennett explained the majority of changes were administrative, such as legislative compliance, reorganization for easier use, and a more comprehensive ordinance.

Hinckley talked about the most significant change being the removal of the sidewalk fund. He said allowing developers to pay into a fund instead of installing the sidewalk puts undue burden on the city to keep up with inflation and pay the difference for professional services like surveying and project management. Hinckley stated the commission would still have the authority to waive the sidewalk requirement if there is a truly infeasible site.

- K. Consideration and possible action regarding a recommendation to City Council regarding repealing in its entirety, Appendix B, Subdivision Ordinance and adopting a new Appendix B, Subdivision Ordinance, Sections I through XVI, incorporating changes pursuant to state law and administrative requirements such as authority and a variance procedure, removing the sidewalk fund option, and other grammatical and format changes.

**Commissioner Tom Hinckley moved to approve Consideration and possible action regarding a recommendation to City Council regarding repealing in its entirety, Appendix B, Subdivision Ordinance and adopting a new Appendix B, Subdivision Ordinance, Sections I through XVI, incorporating changes pursuant to state law and administrative requirements such as authority and a variance procedure, removing the sidewalk fund option, and other grammatical and format changes. Seconded by Commissioner Richard Clark. The motion was approved unanimously.

Hinckley said the new layout for the Subdivision Ordinance flows better and will be beneficial to developers during design. Sasson gave kudos to the staff for all their hard work. He also said the sidewalk fund was an experiment that did not work out.

Perry asked what would happen to the sites that have paid fees into the fund. Bennett said the funds will remain with the city and staff will work on finding a partner to help install the sidewalks.

L. FUTURE LAND USE MAP

Conduct a public hearing to receive comments, both oral and written, regarding repealing the 2008 Future Land Use Map and adopting a revised Future Land Use Map as part of the City of Friendswood Comprehensive Plan.

Harbin said the Planning Subcommittee had discussed the amended Future Land Use Map several times with the full commission and this vote is for formal recommendation to City Council. She said the subcommittee performed significant public outreach and the proposed map is a reflection of the city's needs and the public's input.

- M. Consideration and possible action regarding a recommendation to City Council regarding repealing the 2008 Future Land Use Map and adopting a revised Future Land Use Map as part of the City of Friendswood Comprehensive Plan.

**Commissioner Tom Hinckley moved to approve Consideration and possible action regarding a recommendation to City Council regarding repealing the 2008 Future Land Use Map and adopting a revised Future Land Use Map as part of the City of Friendswood Comprehensive Plan. Seconded by Vice-Chairman Richard Sasson. The motion was approved unanimously.

5. Discussion Items

- A. Discussion regarding proposed changes to Appendix C, Zoning Section 7.P.6. "Permitted Use Table" to allow NAICS Use #6232, Residential, intellectual and development disability, mental health, and substance abuse facilities in all residential zoning districts; to change "S1" to "blank" for NAICS Uses #623311, Continuing care retirement communities (with on-site nursing) and 623312, Assisted living facilities for the elderly (without on-site nursing); and to remove Section 7.P.6. (b) 5. "S1 Site plan approval required" items a thru f.

Bennett introduced the agenda item as a topic the Ordinance Subcommittee had been discussing. She said the proposed changes are in compliance with state law regarding certain zoning of residential facilities. Bennett presented a slideshow explaining the difference between Assisted Living Facilities, Community Homes, and Boarding Home Facilities. She said the proposed changes to the Permitted Use Table would allow Community Homes, by right, in residential zoning districts because state law prohibits municipalities from zoning out that type of facility. She said Assisted Living Facilities are commercial facilities and would only be allowed in commercial zoning districts. Bennett said Boarding Home Facilities could be regulated through zoning but would require being outsourced because the city does not have the manpower to create a regulation department specifically for group homes.

Perry said the changes appear to be required by law and must move forward. City Attorney Fischer nodded in agreement.

6. Consideration and possible action regarding future Planning and Zoning Commission meeting dates

- A. Consider setting the next Planning and Zoning Commission regular meetings for (i) Regular Meeting, Thursday, October 28, 2021; (ii) Regular Meeting, Thursday, November 11, 2021 - City Holiday; and (iii) Regular Meeting, Thursday, November 25, 2021 - City Holiday.

Harbin said both November meetings fall on city holidays and suggested scheduling a special meeting on Thursday, November 18, 2021.

****Vice-Chairman Richard Sasson moved to cancel the regular meetings for Thursday, November 11, 2021 - City Holiday; and Thursday, November 25, 2021 - City Holiday and to hold a special meeting on Thursday, November 18, 2021. Seconded by Commissioner Tom Hinckley. The motion was approved unanimously.**

7. Communications

- A. Receive information from Commissioners to include but not limited to suggestions for future agenda items, general comments and/or updates from liaison assignments.

Clark said he attended the Galveston County Consolidated Drainage District meeting. Hinckley reported the Ordinance Subcommittee would be meeting next week to discuss regulations on Planned Unit Development applications.

Sasson asked if the City of League City could provide the commission with an update on how their large developments will impact Friendswood traffic. Harbin said staff will reach out to the City of

League City.

Perry said he remembered a discussion about adding a sunset clause to PUDs. Hinckley responded that is part of what the subcommittee is working on.

Matranga said he and Harbin are setting up this year's commission retreat for early December.

B. Receive an update on tasks from the Planning Subcommittee.

Nothing to add.

C. Receive an update on tasks from the Ordinance Subcommittee.

Nothing to add.

D. Receive general comments and communication from City Council Liaison, Trish Hanks. Councilwoman Hanks said City Council approved the first reading of the enhanced Tree Mitigation Ordinance.

E. Receive information from Staff regarding DRC Report for September 2021, commercial and residential project updates, City Council action and ordinance updates.

Harbin said the September DRC report had been sent out. She mentioned the date for the 2021 Commission Retreat is preferably December 2nd. Harbin also mentioned the APA Conference will be held November 1-3 in Fort Worth. She asked that anyone wanting to attend let her know as soon as possible.

This meeting was adjourned at 08:44 PM.

8. ADJOURNMENT