



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, FEBRUARY 24, 2022 - 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
FEBRUARY 24, 2022

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, FEBRUARY 24, 2022, AT 07:01 PM 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS

CHAIRMAN JOSEPH MATRANGA
VICE-CHAIRMAN RICHARD SASSON
COMMISSIONER TOM HINCKLEY
COMMISSIONER RICHARD CLARK
COMMISSIONER MARCUS PERRY
COUNCIL LIAISON TRISH HANKS
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
PERMIT TECHNICIAN KRISTINA CUELLAR

COMMISSIONER CATHERINE KOERNER, COUNCIL LIAISON TRISH HANKS, AND DEVELOPMENT COORDINATOR BECKY BENNETT 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)

No comments.

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 Sasson motioned to remove Item A from the Consent Agenda. Seconded by Commissioner Hinckley. The vote was approved unanimously.

Commissioner Sasson moved to approve the Consent Agenda. Seconded by Commissioner Hinckley. The vote was approved unanimously.

- A. Consider approving the minutes for the Planning and Zoning Regular Meeting held Thursday, February 10, 2022.

Commissioner Sasson motioned to approve the minutes of the Regular Meeting of the Planning and Zoning Commission held Thursday, February 10, 2022. Seconded by Commissioner Hinckley.

Sasson asked for the minutes to indicate Fire Chief Kozlowski indicated the Fire Department would not object to changing the code to a 30-foot setback for a stabilized crude oil line under similar circumstances.

Commissioner Sasson moved to amend his motion to include his previous statement. Commissioner Hinckley seconded the motion. The motion was approved unanimously.

- B. Consider approving the Partial Final Plat of Avalon at Friendswood Section 2, a private and gated community.

4. Action Items

According to the Planning and Zoning Rules of Procedure (R2021-18), 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. SITE PLAN AMENDMENT

Consider approving the site plan amendment for a law office to be located at 17131 Townes Road.

****Vice-Chairman Richard Sasson** moved to approve the site plan amendment for a law office to be located at 17131 Townes Road. Seconded by Commissioner Marcus Perry. The motion was approved unanimously.

Harbin explained the proposal is for an existing building to remodel the interior and add a front porch. She said the property includes a shared parking agreement with the two-story building from 2016 but there would be no changes to the parking area. Harbin said the owner will be adding an accessible walkway from the building to the public sidewalk.

Sel Thint/Everest Design Group stated the building was formerly occupied by an insurance company but has been sold to a law office for Steve Gonzalez. Mr. Gonzalez is remodeling the interior, replacing the windows, replacing the asphalt shingle roof with a metal seam roof, updating the entry, and painting the exterior brick.

B. SITE PLAN

Consider approving the site plan for Fire Station No. 2 to be located at 2601 W. Parkwood Ave.

****Commissioner Richard Clark moved to approve the site plan for Fire Station No. 2 to be located at 2601 W. Parkwood Ave. Seconded by Commissioner Tom Hinckley.**

Commissioner Clark amended his motion to include the relocation of 25 trees to city parks. Seconded by Commissioner Hinckley. The motion was approved unanimously.

Harbin said the property is subject to the Community Overlay District landscaping requirements and the majority of the trees would be in the rear and would interfere with the training exercises. She said the Parks and Recreation Department has some locations that need more trees. She said the Dog Park is in dire need of some shade trees and could be enjoyed by the public, where on the Fire Station site, the trees would be behind a secure gate and not visible from the road.

Chief Kozlowski said he was concerned for the safety of the trees around the training areas. Mann said the proposed tree locations are a good solution for everyone.

Matranga asked where the dumpster would be located. Chief Koz said that the dumpster would be enclosed and within a straight line of the main road.

C. ZONING ORDINANCE AMENDMENT REGARDING PLANNED UNIT DEVELOPMENTS (PUD)

Consider making a recommendation to City Council regarding proposed amendments to Appendix C, Zoning Ordinance, Section 7. J. PUD, Planned Unit Development, general purpose and description to add criteria to qualify for a PUD, decrease the percentage of allowable change in land use, add an expiration of two years, and add standards for revocation.

Harbin said proposed changes to the Planned Unit Development (PUD) ordinance were presented and voted on at the last meeting. She said, since then, a concern over the wording had been brought up. She presented a slide outlining the subcommittee's intentions, followed by a slide with some proposed wording changes. She explained the proposed language would not cover the intent of the subcommittee, which was to account for any regulations not specifically dictated by a PUD. She said her suggestion is Option 4 or Option 5 to address the concern. Harbin said the other concern is restricting density but found language used by the City of Missouri City that seemed to meet the intent of the subcommittee.

Chairman Matranga motioned to approve Option 4 as a recommendation to city council. Seconded by Commissioner Mann.

The commissioners agreed that Option 4 protected the city and met the intent of the changes. Matranga asked if the amount of land use deviation had been discussed further. Harbin answered that senior staff are concerned with making an applicant amend their application if they surpass the 10%. Hinckley said the subcommittee discussed the allowable change in depth and found 25% to be too much and began at 5%. He said 10-15% seemed a fair number and that it would not prohibit a greater change but would require public notice again. Perry said the protection 10% gives Friendswood is not egregious and protects the city's interest. Hinckley said the 10% was submitted as a standard by one developer.

Matranga questioned the language used regarding major employment centers that "may" warrant special design standards and suggested making the criteria more concrete. Mann said he read the sentence differently than Matranga and Harbin agreed changing the word "may" to "is" could be too restrictive.

The motion to approve Option 4 was approved unanimously.

5. 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) Thursday, March 10, 2022 and (ii) Thursday, March 24, 2022.

6. Communications

- A. Receive liaison updates, commercial and residential project updates, and City Council actions and ordinance updates.

Matranga said he attended the Galveston County Consolidated Drainage District meeting in lieu of Commissioner Clark. He said the board mainly discussed their fiscal reports. He mentioned the board is discussing fencing the Imperial Estates drainage area due to dumping problems.

Councilman Griffon elaborated on the finances of GCCDD and said the district does an enormous amount of work. He added that the Harris County Flood District is allowing GCCDD to make improvements on both sides of the creek now in some areas.

Harbin said the PZ Annual Report is due in March. She mentioned the State of the City is upcoming on March 1st and to reserve a place with the Chamber of Commerce. She also mentioned some training opportunities for commissioners, should they like to attend.

7. ADJOURNMENT

This meeting was adjourned at 07:55 PM.