



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION REGULAR MEETING
THURSDAY, JANUARY 12, 2023 - 7:00 P.M.
CITY COUNCIL CHAMBERS, CITY HALL
910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS 77546**

AGENDA

1. CALL TO ORDER

2. COMMUNICATION FROM THE PUBLIC

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. 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.

- A.** Consider approval of the minutes for the Planning and Zoning Commission Regular Meeting held Thursday, December 22, 2022.

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. ZONE CHANGE REQUEST: 401 N FRIENDSWOOD DR TO CHANGE FROM CSC TO SFR

- i** Conduct a public hearing regarding a request for a zone classification change from a Community Shopping Center Zoning District (CSC) to a Single-Family Residential Zoning District (SFR) for 36,823 square feet of land out of Lot 1 of the Final Plat of Jeter Memorial Funeral Home, located at 401 N. Friendswood Drive, Friendswood, Galveston County, Texas.
- ii** Consider a recommendation to City Council for the requested zone classification change request from a Community Shopping Center Zoning District (CSC) to a Single-Family Residential Zoning District (SFR) for 36,823 square feet of land out of Lot 1 of the Final Plat of Jeter Memorial Funeral Home, located at 401 N. Friendswood Drive, Friendswood, Galveston County, Texas.

- B.** Consider adopting amended Rules of Procedure for the Planning and Zoning Commission.

5. COMMUNICATIONS

- A.** Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, January 26, 2023, and (ii) Thursday, February 9, 2023.

- B. Receive the December 2022 DRC Report, Council Liaison updates concerning action taken by the City Council on Planning and Zoning related items, and Commissioner comments concerning items of community interest and/or requesting future agenda items.

6. ADJOURNMENT

PUBLIC NOTICE IS GIVEN THAT IN ADDITION TO ANY EXECUTIVE SESSION LISTED ABOVE, THE PLANNING AND ZONING COMMISSION RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE SECTIONS 551.071 - 551.090 TO DISCUSS ANY MATTERS LISTED ABOVE.

THE CITY OF FRIENDSWOOD IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST. PLEASE CONTACT THE CITY SECRETARY'S OFFICE BY PHONE AT (281) 996-3270, FAX (281) 482-1634, OR CONTACT (281) 996-3270 VIA RELAY TEXAS AT 711 OR 1-800-735-2988 FOR TYY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).



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



Posted by: Leticia Brysch, City Secretary
Posted in compliance with the Texas Open Meetings
Act this 9th day of January, 2022, at 5:00 P.M.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 12, 2023

Subject: Consider approval of the minutes for the Planning and Zoning Commission Regular Meeting held Thursday, December 22, 2022.

Action:

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. 12-22-2022 PZ Minutes



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, DECEMBER 22, 2022 - 7:00 PM**

Minutes

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

DRAFT

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
DECEMBER 22, 2022

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, DECEMBER 22, 2022, AT 7:02 PM, 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS

VICE-CHAIRMAN RICHARD SASSON
COMMISSIONER CATHERINE KOERNER
COMMISSIONER TOM HINCKLEY
COMMISSIONER MARCUS RIVES
COUNCIL LIAISON TRISH HANKS
CITY ATTORNEY KAREN HORNER

DIRECTOR OF CDD/PLANNER AUBREY HARBIN
DEVELOPMENT COORDINATOR BECKY BENNETT

CHAIRMAN JOSEPH MATRANGA, COMMISSIONER TRAVIS MANN, AND COMMISSIONER BRIAN BOUNDS 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)

Cheryl Snitkoff, 1923 Lundy Lane, spoke against the preliminary plat of Hagedwood Estates, citing traffic concerns.

Josh Snitkoff, 1923 Lundy Lane, spoke against the preliminary plat of Hagedwood Estates saying his neighborhood was lucky during Hurricane Harvey and did not flood. He said additional development would increase flooding risks. He also said there is only one way in and out of the area and he was concerned about traffic.

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.

- A. Consider approving the minutes of the Planning and Zoning Regular Meeting held on Thursday, December 8, 2022.

****Commissioner Tom Hinckley moved to approve the minutes of the Planning and Zoning Regular Meeting held on Thursday, December 8, 2022. Seconded by Commissioner Catherine Koerner. The motion was approved unanimously.**

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. Consider approval of the Preliminary Plat of Hagedwood Estates, a subdivision of 13.5075 acres, located on Lundy Lane, being all of Lot 7 and a portion of Lot 8, George Van Pelt's Subdivision, City of Friendswood, Galveston County, Texas.

****Commissioner Marcus Rives moved to approve the Preliminary Plat of Hagedwood Estates. Seconded by Commissioner Tom Hinckley. The motion was approved unanimously.**

Harbin explained the plat was to create one single-family residential lot, being almost 14 acres. She said the tract has access to Lundy Lane and public water. She said there is no city sewer available and the owner would need to utilize a septic system. Harbin also said the plat will dedicate a drainage easement to the Galveston County Consolidated Drainage District (GCCDD).

Commissioner Rives addressed the public and said he felt there was some misunderstanding about the request. He explained the preliminary plat was to create a subdivision of one lot, not a subdivision of multiple lots. He said although the property is almost 14 acres, most is limited by the multiple pipelines crossing the land.

Vice-Chairman Sasson echoed that the pipelines make the property difficult to develop. He said requiring a plat is a formality for properties larger than five acres.

- B. Consider approval of the site plan for the Friendswood Mini Mart to be located at 4321 Friendswood Link Road.

****Commissioner Catherine Koerner moved to approve the site plan for the Friendswood Mini Mart to be located at 4321 Friendswood Link Road. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

Harbin said the proposed gas station would include five pump islands plus a 14,000 square foot convenience store. She said the developer will provide onsite detention plus a 10-foot landscape

buffer along the right-of-way and adjacent to the residential neighbors. She said an 8-foot, opaque fence is also required to buffer the residential zoning. A four-foot sidewalk exists along Friendswood Link Road.

Rives asked if the detention pond was sized for the entire property or only the current development. Adil Zahir/Makmo Designs answered that the pond is sized for the whole tract. Rives mentioned there is a discrepancy between sheets S7 and C7 regarding the dumpster size. Zahir stated the dumpster enclosure is 12-feet wide on the inside.

Sasson commented the "Telsa" charging station should be renamed to a more generic "EV" for customers with different makes of electric vehicles. He asked how the new 8-foot fence would be installed. Harbin said the preference is to have one fence and Bennett added that staff would work with the developer and the neighbors on a solution.

5. Communications

- A. Announcement of upcoming Planning and Zoning Commission meetings -
 - (i) Thursday, January 12, 2023
 - (ii) Thursday, January 26, 2023.

Harbin said the discussion about changing the Commission meeting start time would be on an upcoming agenda.

- B. Receive Council Liaison updates concerning action taken by the City Council on Planning and Zoning related items and Commissioner comments concerning items of community interest and/or requesting future agenda items.

Council Liaison Hanks wished everyone a Merry Christmas to which the Commissioners and staff all echoed their own holiday sentiments.

6. ADJOURNMENT

This meeting was adjourned at 07:21 PM.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 12, 2023

Subject: Conduct a public hearing regarding a request for a zone classification change from a Community Shopping Center Zoning District (CSC) to a Single-Family Residential Zoning District (SFR) for 36,823 square feet of land out of Lot 1 of the Final Plat of Jeter Memorial Funeral Home, located at 401 N. Friendswood Drive, Friendswood, Galveston County, Texas.

Action:

SUMMARY / ORIGINATING CAUSE

This request is to change the zoning for a portion of a parcel from Community Shopping Center (CSC) to Single Family Residential (SFR) to allow the owner of the adjacent funeral home to build a home near his business. The area of the proposed lot meets the minimum lot size requirements for SFR, and a private road will be required to access the property.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The zone change request does not meet the zoning identified Future Land Use Map (FLUM); if recommendation of approval is given, the FLUM will also need to be amended.

RECOMMENDATIONS

None at this time.

ATTACHMENTS

1. Application_401 N Friendswood Dr
2. Deed_401 N Friendswood Dr
3. Metes Bounds_401 N Friendswood Dr
4. Plat_Jeter Memorial Funeral Home
5. Aerial Map_401 N Friendswood Dr
6. Location Map_401 N Friendswood Dr
7. Zoning Map_401 N Friendswood Dr
8. FLUM_401 N Friendswood Dr
9. Rezoning Report 401 N Friendswood Dr



City of Friendswood – Community Development

910 S. Friendswood Drive

Friendswood, TX 77546

Phone: 281-996-3201 Fax: 281-996-3260

www.ci.friendswood.tx.us

Zone Change Application

CURRENT ZONE OF PROPERTY: CSC

TYPE OF ZONE CHANGE (check one):

- ☒ Land Use Change to Zone: SFR ☐ Specific Use Permit Option 1
☐ Planned Unit Development Option 1 ☐ Specific Use Permit Option 2
☐ Planned Unit Development Option 2 SUP for Use(s) #: _____

PROPERTY IDENTIFICATION:

Address: 401 N. Friendswood Dr.

Platted Land – Plat Name: Jeter Memorial Funeral Home Lot: _____ Block: _____

Unplatted Land – Attach a certified metes and bounds description SEE EXHIBIT "A"

OWNER NAME: Gregory O. Jeter Phone: 281-381-9669

Owner's Mailing Address: P.O. Box 1486

City: Friendswood State: TX Zip: 77546 Fax: 281-992-8772

Owner's Email Address: jeter@flash.net

AGENT'S NAME: Sean Rives Phone: 281-482-3395

Agent's Mailing Address: 3106 Creek Bend Drive

City: Friendswood State: Tx Zip: 77546 Fax: _____

Agent's Email Address: Sean@rivesdesigners.com

In authorizing an agent to represent the owner, the owner attests that his/her agent may make verbal or written representations and/or declarations on the owner's behalf and the owner understands and acknowledges that the City of Friendswood shall rely upon the agent's representations in matters pertaining to the above described property. The designation of an agent in this matter in no way absolves the owner of any of the owner's responsibilities outlined by the City of Friendswood. The owner must be the legal owner of record of the property at the time of submittal of the application.

The undersigned hereby request approval by the City Council on the above identified zone change.

Owner's Signature: [Signature] Date: 11-18-22

Agent's Signature: [Signature] Date: 11-18-22

Received By: <u>Bennett</u>	Application Number: <u>2022-0060</u>
Date of Public Hearing: <u>1-12-23 + 2-6-23</u>	Received Date: <u>11-21-22</u>
Property Owner Notices: <u>12-30-22</u>	Newspaper Notice: <u>12-19-22</u>
	Sign on Property: <u>12-30-22</u>

Special Warranty Deed

Date: Feb 5, 2018

Grantor: Pauletta Adler Jeter

Grantor's Mailing Address:

703 West Edgewood Dr.
Friendswood, Texas 77546
Galveston County

Grantee: Gregory O. Jeter

Grantee's Mailing Address:

311 N Friendswood Dr.
Friendswood, Texas 77546
Galveston County

Consideration:

The division of property in Cause No. 17-FD-0154, styled "In the Matter of the Marriage of Pauletta E. Jeter and Gregory O. Jeter," entered in County Court at Law Number 2 of Galveston County, Texas, and ten dollars and other valuable consideration paid by Grantee, and Grantee's assumption and agreement by Grantee to pay and discharge, as the same shall become due and payable according to the terms thereof, all principal and interest now remaining unpaid on that one certain RENEWAL, EXTENSION AND MODIFICATION OF NOTE AND LIEN (hereinafter referred to as "Mortgage") in the principal amount of ONE HUNDRED THIRTY THREE THOUSAND FOUR HUNDRED FORTY TWO AND 04/100 DOLLARS (\$ 133,442.04), together with any interest thereon on the unpaid balance and payable to the order of TEXAS GULF BANK, N.A. (hereinafter referred to as "Mortgagee") under the terms and conditions therein set forth, reference to said Note being made hereby for all purposes; the payment of said Note being secured by a vendor's lien and superior title retained in a real estate lien note, dated April 25, 2011, in the original principal sum of \$ 187,000, the subject of a deed of Trust, Security Agreement—Financing Statement filed of record on April 27, 2011, under County Clerks' File No. 2011021171, in the Official Records of Galveston County, Texas; further the subject of a Renewal, extension and modification of note and lien dated April 25,

2016, filed of record on June 3, 2016, under County Clerk's File No. 2016032544, in the official records of Galveston County, Texas; and all amounts left owing and unpaid on such notes (said liens and security interest granted by the documents hereinabove set forth being hereinafter referred to as "Underlying Liens"; said documents creating the Underlying Liens being hereinafter referred to as "Underlying Documents"); and Grantee further assuming and promising to keep and perform all covenants, agreements and obligations of Grantor as set forth in the Underlying Documents, has GRANTED, SOLD and CONVEYED, and by these presents does GRANT, SELL and CONVEY unto Grantee, her complete and full undivided interest in the property, together with a like interest in the improvements situated thereon.

Grantor assigns to Grantee the casualty insurance policy on the property, all utility deposits for utility service at the property, and all funds held in escrow for payment of taxes and insurance premiums.

Property (including any improvements):

A 1.5739 acre tract of land (called 1.636 acres) being the same land described in deed recorded in Volume 1503, Pages 121 and 122, Galveston County Deed Records, and being out of the Perry and Austin League, Abstract 20, Galveston County, Texas, granted to Perry and Austin in Patent No. 149, Page 7 and being part of a 306 acre tract described in deed recorded in Volume 212, Page 24 of the Deed Records of Galveston County, Texas: being the same land described in a Deed of Trust Security Agreement –Financing Statement recorded on April 27, 2011, under County Clerk's File No. 2011021171, in the Official Records of Galveston County, Texas, and being more particularly described by metes and bounds hereto on Exhibit A and made a part hereof for all purposes.

Reservations from Conveyance and Exceptions to Conveyance and Warranty:

Grantor reserves no interest in any oil, gas, and other minerals in and under and that may be produced from the property.

This deed is subject to all easements, restrictions, conditions, covenants, and other instruments of record.

Grantor, for the consideration and subject to the reservations from conveyance and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee all of Grantor's interest in the property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and hold it to Grantee and Grantee's heirs, successors, and assigns

forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof when the claim is by, through, or under Grantor but not otherwise, except as to the reservations from conveyance and exceptions to conveyance and warranty.

When the context requires, singular nouns and pronouns include the plural.

Grantee assumes all ad valorem taxes due on the property for the current year.

Pauletta Adler Jeter

Pauletta Adler Jeter

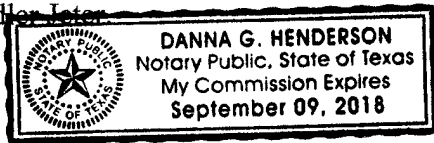
This instrument was prepared based on information furnished by the parties, and no independent title search has been made.

STATE OF TEXAS
COUNTY OF GALVESTON

§
§

This instrument was acknowledged before me on February 5, 2018 by Pauletta

~~Adler Jeter~~



Danna G. Henderson
Notary Public, State of Texas

PREPARED IN THE OFFICE OF:

SKILLERN LAW PLLC
701 N. Post Oak #207
Houston, Texas 77024
Tel: (713) 229-8855
Fax: (713) 481-8800

AFTER RECORDING RETURN TO:

Gregory O. Jeter
311 N Friendswood Dr.
Friendswood, Texas 77546

EXHIBIT A

FIELD NOTE DESCRIPTION OF A 1.5739 ACRE TRACT OF LAND (CALLED 1.636 ACRES) BEING THE SAME LAND DESCRIBED IN DEED RECORDED IN VOLUME 1503, PAGES 121 AND 122, GALVESTON COUNTY DEED RECORDS, AND BEING OUT OF THE PERRY AND AUSTIN LEAGUE, ABSTRACT 20, GALVESTON COUNTY, TEXAS, GRANTED TO PERRY AND AUSTIN IN PATENT NO. 149, PAGE 7 AND BEING PART OF A 306 ACRE TRACT DESCRIBED IN DEED RECORDED IN BOOK 212, PAGE 24 OF THE DEED RECORDS OF GALVESTON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at a ½ inch iron rod set for corner in the northeast line of the aforementioned 306 acre tract which bears S 46° 23' 00" E a distance of 457.00 feet from the north corner of said 306 acre tract;

THENCE S 46° 23' 00" E along the northeast line of said 306 acre tract, a distance of 191.00 feet to a 5/8 inch iron rod found for corner, also being the north corner of a 1.5609 acre tract of land described in deed recorded in Film Code 010-24-0653 in the Office of the County Clerk of Galveston County, Texas;

THENCE S 43° 37' 00" W along the northeast line of said 1.5609 acre tract, a distance of 342.76 feet to an "X" set in concrete walk for corner in the northeast right of way line of F.M. 518, (North Friendswood Drive) (100' wide);

THENCE in a northwesterly direction along the northeast right of way line of F.M. 518, following a curve to the left having a radius of 2914.79 feet and a central angle of 03° 48' 59", a distance of 194.16 feet to a ½ inch iron rod set for corner;

THENCE N 43° 37' 00" E a distance of 377.34 feet to the PLACE OF BEGINNING and containing 1.5739 acres of land, more or less.

FILED AND RECORDED

Instrument Number: 2018012273

Recording Fee: 38.00

Number Of Pages:5

Filing and Recording Date: 03/01/2018 2:30PM

I hereby certify that this instrument was FILED on the date and time stamped hereon and RECORDED in the OFFICIAL PUBLIC RECORDS of Galveston County, Texas.



A handwritten signature in cursive script that reads "Dwight D. Sullivan".

Dwight D. Sullivan, County Clerk
Galveston County, Texas

DO NOT DESTROY - *Warning, this document is part of the Official Public Record.*

EXHIBIT "A"

PROPOSED RESIDENTIAL ZONE CHANGE

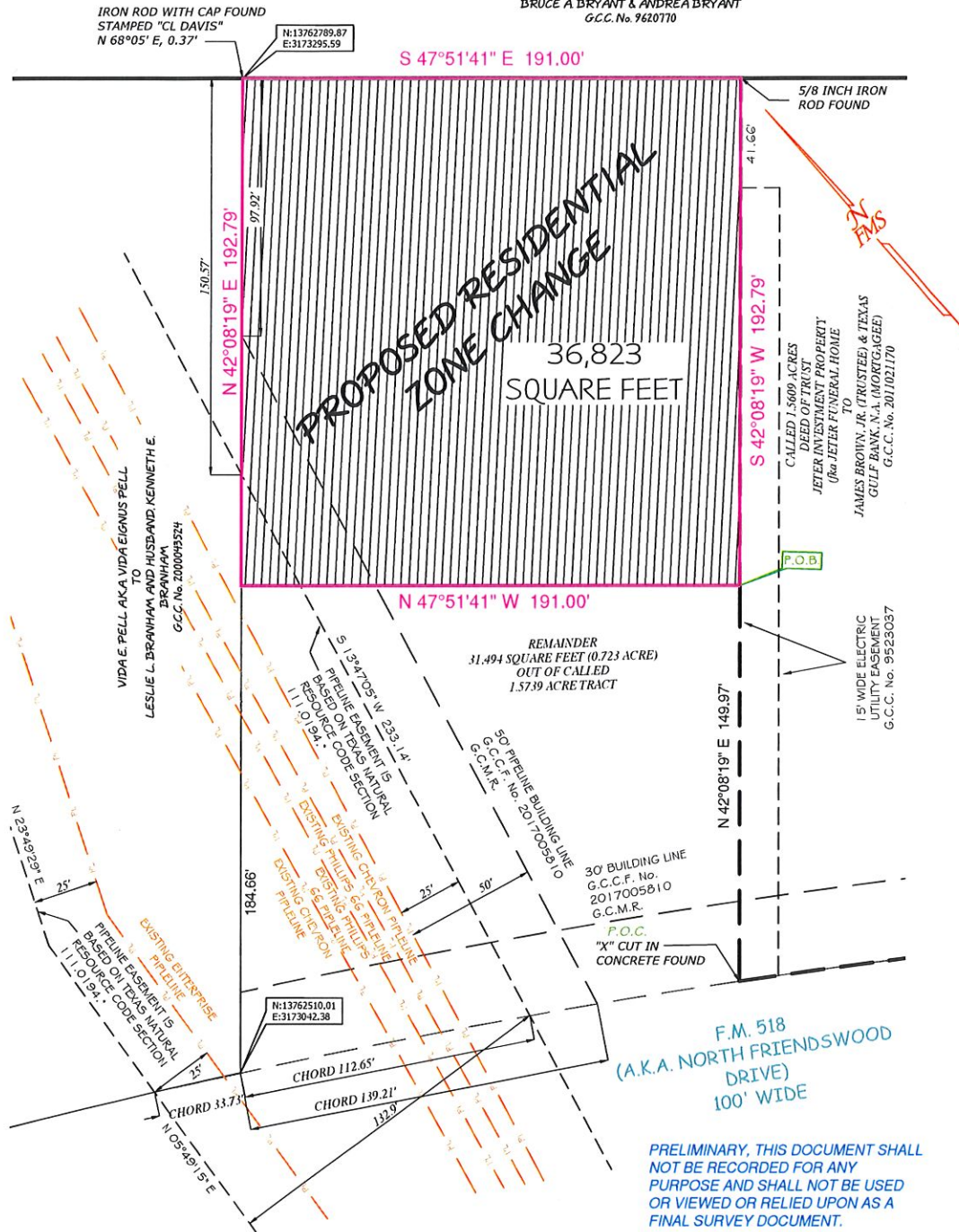
NOTES:

1. ALL BEARINGS ARE LAMBERT GRID BEARINGS AND ALL COORDINATES REFER TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, AS DEFINED BY ARTICLE 21.071 OF THE NATURAL RESOURCES CODE OF THE STATE OF TEXAS, 1983 DATUM (2011 ADJUSTMENT) EPOCH 2010.00. ALL DISTANCES ARE ACTUAL DISTANCES. SCALE FACTOR = 0.999869419.

2. THE SURVEYOR HAS NOT ABSTRACTED THIS PROPERTY. THIS DESCRIPTION WAS PREPARED WITHOUT A TITLE COMMITMENT, THERE MAY BE OTHER MATTERS WHICH APPLY.

G.C.C. GALVESTON COUNTY CLERK
No. NUMBER
P.O.B. POINT OF BEGINNING
P.O.C. POINT OF COMMENCING

ASSOCIATED PROPERTIES
TO
BRUCE A BRYANT & ANDREA BRYANT
G.C.C. No. 9620770



SCALE: 1"=50'
DATE: NOVEMBER 17, 2022

SURVEYOR:
F.M.S. SURVEYING
7523 RUSSELL STREET,
MANVEL, TEXAS 77578
PHONE: (281) 519-8530, EMAIL:
rchase@fmssurveying.com
TBPELS FIRM # 10040400
FMS JOB No. 54557
DRAFTING: REC
www.fmssurveying.com



36,823 SQUARE FEET
FOR THE PURPOSES OF
A RESIDENTIAL ZONE CHANGE
OUT OF THE FINAL PLAT OF JETER
MEMORIAL FUNERAL HOME COMPRISED
OF A CALLED 1.5739 ACRE TRACT OF
LAND RECORDED UNDER G.C.C. No.
2011021170 & CALLED 1.5609 ACRE
TRACT OF LAND RECORDED UNDER G.C.C.
No. 2011021170 AND BEING SITUATED IN
THE EMILY M. AUSTIN LEAGUE, ABSTRACT
20 CITY OF FRIENDSWOOD, COUNTY OF
GALVESTON, TEXAS.

SHEET 1 OF 2

EXHIBIT "B"

PROPOSED RESIDENTIAL ZONE CHANGE

METES & BOUNDS DESCRIPTION

OF

a 36,823 square foot tract of land for the purposes of a Residential Zone Change, out of a 3.135 acre tract of land as shown on the Final Plat of Jeter Memorial Funeral Home, recorded under Galveston County Clerk's File Number (G.C.C.F. No.) 2017005810, Galveston County Map Records (G.C.M.R.), also comprised of a called 1.5739 acre tract of land recorded under G.C.C.F. No. 2011021170 & a called 1.5609 acre tract of land recorded under G.C.C.F. No. 2011021170 and being situated in the Emily M. Austin League, Abstract 20, with said 36,823 square foot tract of land being further described in metes and bounds as follows:

COMMENCING at a "X" cut in concrete found at the Southeast corner of said 1.5609 acre tract, at the Southwest corner of said 1.5739 acre tract, in the Northeast right-of-way line of F.M. 518 (aka North Friendswood Drive) called a 100 feet in width as shown on said the Final Plat of Jeter Memorial Funeral Home map;

THENCE: N 42°08'19" E, departing from the Northeast right-of-way line of said F.M. 518, along and with the East line of said 1.5609 acre tract and West line of said 1.5739 acre tract, a distance of 149.97 feet to a Point For Corner, same being the Northeast corner of the remainder 1.5739 acre tract and Southeast corner and **POINT OF BEGINNING** of the herein described tract;

THENCE: N 47°51'41" W, departing from the East line of said 1.5609 acre tract, along and with the North line of said remainder 1.5739 acre tract and South line of this tract, crossing a 50 foot Pipeline Building Line as shown on said the Final Plat of Jeter Memorial Funeral Home map, and to the East line of a certain tract of land described in deed to Leslie L. Branham and Husband, Kenneth E. Branham as recorded under G.C.C.F. No. 2000043524, a distance of 191.00 feet to a Point For Corner, same being the Northwest corner of said remainder 1.5739 acre tract and Southwest corner of this tract ;

THENCE: N 42°08'19" E, along and with the East line of said Branham tract and West line of this tract, and to the South line of a certain tract of land described in deed to Bruce A. Bryant and Andrea Bryant recorded under G.C.C.F. No. 9620770, a distance of 192.79 feet to a Point For Corner, same being the Northeast corner of said Branham tract and Northwest corner of this tract, from which bears an iron rod with cap stamped "CL Davis" found at N 68°05'00" E, 0.37 feet;

THENCE: S 47°51'41" E, departing from the East line of said Branham tract, along and with the South line of said Bryant tract and North line of this tract and in the South line of said Bryant tract, a distance of 191.00 feet to a 5/8-inch iron rod found, same being the Northeast corner of this tract;

THENCE: S 42°08'19" W, departing from the South line of said Bryant tract, along and with the West line of said 1.5609 acre tract and East line of this tract, a distance of 192.79 feet to the **POINT OF BEGINNING** and containing 36,823 square feet of land for the purposes of Residential Zone Change.



SCOTT R. SHERIDAN
REGISTERED PROFESSIONAL SURVEYOR No. 6171



NOVEMBER 17, 2022

NOTES:

1. THE BEARINGS CONTAINED HEREON ARE BASED ON THE TEXAS PLANE COORDINATE SYSTEM, SOUTH-CENTRAL ZONE, NO. 4204. THE DISTANCES CONTAINED HEREON ARE GROUND DISTANCES. SCALE FACTOR: 0.999998129

2. THIS SUBJECT PROPERTY WITHIN ZONE X, AS SCALED ON FIRM NO. 485468000E, MAP REVISED SEPTEMBER 22, 1999. THIS INFORMATION IS FOR FLOOD INSURANCE PURPOSES ONLY AND WILL NOT IDENTIFY ANY SPECIFIC FLOOD HAZARDS THAT MAY EXIST.

3. THIS PLAT DOES NOT ATTEMPT TO AMEND OR REMOVE ANY RESTRICTIONS OR COVENANTS OF THE PRECEDING PLATS.

4. THIS PROPERTY IS SUBJECT TO ZONING ORDINANCES BY THE CITY OF FRIENDSWOOD, TEXAS AND TO ANY RESTRICTIONS OF RECORD.

5. ALL VISIBLE PIPELINES ON OR ACROSS THE PLATTED PROPERTY ARE SHOWN HEREON. THE HORIZONTAL LOCATION OF SAID PIPELINES SHOWN HEREON ARE BASED ON PIPELINE MARKS ON THE GROUND, PERFORMED BY THE APPLICABLE PIPELINE COMPANY, THROUGH A "ONE CALL" UTILITY LOCATE WITH A TICKET NUMBER OF 562867005.

6. THE SURVEYOR HAS NOT ABSTRACTED THIS PROPERTY AND HAS RELIED ON A CITY PLANNING LETTER PREPARED BY STEWART TITLE COMPANY TITLE INSURANCE COMPANY, WITH A FILE NUMBER OF 1690484CPL, DATED DECEMBER 16, 2016. THIS PROPERTY IS SUBJECT TO ANY BUILDING LINES, EASEMENTS AND/OR ORDINANCES NOT CONTAINED THEREIN OR ON THE RECORDED PLATS OF WHICH THIS PLATTED PROPERTY IS OUT OF.

7. THE LOCATION OF IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO UTILITIES, WAS NOT WITHIN THE SCOPE OF THIS PLAT.

8. BOUNDARY CORNERS NOT REFERENCED HERE SHALL BE MONUMENTED UPON PLAT RECORDEATION.

CITY OF FRIENDSWOOD NOTES:

1) SIDEWALKS AND ADA RAMPS ARE REQUIRED ALONG ALL CURB AND GUTTER STREETS PER THE APPROVED SIDEWALK ACCESSIBILITY PLAN. THE DEVELOPER MUST INSTALL SIDEWALKS AND ADA RAMPS ALONG RESERVES AND COMMON AREAS PRIOR TO THE CITY COUNCIL'S ACCEPTANCE OF THE SUBDIVISION INFRASTRUCTURE. WHEN SIDEWALKS ARE REQUIRED THEY SHALL BE A WIDTH OF NO LESS THAN FOUR FEET AND COMPLY WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS.

2) NO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL STRUCTURE SHALL BE PERMITTED TO BE BUILT NEARER THAN 150 FEET FROM ANY WELL OR RELATED FACILITY, OTHER THAN STRUCTURES NECESSARY TO OPERATE THE WELL OR FACILITY.

3) EXCEPT FOR LOW-PRESSURE DISTRIBUTION SYSTEM PIPELINES AS DEFINED IN CHAPTER 26, OF THE FRIENDSWOOD CITY CODE, NO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL STRUCTURE SHALL BE ERRECTED OR MOVED TO A LOCATION NEARER THAN 50 FEET TO ANY PIPELINE, OTHER THAN STRUCTURES NECESSARY TO OPERATE THE PIPELINE.

4) THE CITY OF FRIENDSWOOD SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS (DRIVEWAYS, SIDEWALKS, AND EMERGENCY ACCESS EASEMENTS), WATERLINES, SANITARY SEWER LINES, STORM SEWER FACILITIES, DETENTION PONDS, DRAINAGE EASEMENTS, OUTFALLS AND SWALES, RECREATIONAL AREAS, RESERVES AND OTHER PRIVATE FACILITIES THAT ARE WITHIN PRIVATE EASEMENTS. THE JETER INVESTMENT PROPERTY, LTD. SHALL BE RESPONSIBLE FOR THESE ITEMS. THE CITY OF FRIENDSWOOD SHALL BE RESPONSIBLE FOR MAINTENANCE OF PUBLIC STREETS, SIDEWALKS, STREET SIGNS, WATERLINES, SANITARY SEWER LINES, STORM SEWER FACILITIES, DRAINAGE EASEMENTS, OUTFALLS AND SWALES THAT ARE WITHIN THE PUBLIC RIGHT-OF-WAY OR WITHIN PUBLIC AND/OR EXCLUSIVE EASEMENTS. THE MAINTENANCE OF STREET LIGHTS SHALL BE THE RESPONSIBILITY OF JETER INVESTMENT PROPERTY, LTD. STREET LIGHTS SHALL BE THE RESPONSIBILITY OF TEXAS NEW MEXICO POWER.

5) ALL UTILITY COMPANIES HAVE BEEN CONTACTED AND THE EASEMENTS SHOWN ON THE PLAT CONSTITUTE ALL OF THE EASEMENTS REQUIRED BY THE UTILITY COMPANIES FOR THEIR OPERATIONS.

6) THE FINISHED FLOOR ELEVATIONS OF ALL STRUCTURES SHALL BE LOCATED ABOVE THE BASE FLOOD ELEVATION ESTABLISHED BY FEMA, AND AS PRESCRIBED IN THE FLOOD DAMAGE PREVENTION ORDINANCE OF THE CITY OF FRIENDSWOOD, TEXAS.

7) ANY AND ALL RIGHT OF WAY ISLANDS LOCATED WITHIN THE BOUNDARIES OF THIS PLAT, EVEN IF NOT SHOWN ON THE FACE OF THE PLAT, SHALL BE MAINTAINED BY THE PROPERTY OWNER.

8) REGARDING THE PIPELINE EASEMENTS RECORDED UNDER VOLUME 985, PAGE 358, VOLUME 985, PAGE 209 VOLUME 1529, PAGE 472, VOLUME 1534, PAGE 542, VOLUME 1536, PAGE 49 AND VOLUME 1563, PAGE 72, THE LOCATION OF THESE EASEMENTS IS BASED ON THE TEXAS NATURAL RESOURCE CODE SECTION 111.0194.

9) THERE IS AN ABANDONED 20 INCH DIAMETER EXXON MOBILE CORPORATION PIPELINE ON THE PLATTED PROPERTY. THERE WAS NO DEED OF RECORD FOUND FOR SAID ABANDONED PIPELINE AND THE "ONE CALL" UTILITY LOCATE WITH A TICKET NUMBER OF 562867005 DID NOT REFLECT THE ABANDONED PIPELINE.

LINE	BEARING	DISTANCE
L1	N 52°37'41" W	23.13'

CURVE	RADIUS	ARC	DELTA	CHORD	BEARING
C1	2914.79'	378.35'	07°26'14"	378.09'	N 56°20'48" W

CERTIFICATE FOR SURVEYOR

I, SCOTT R. SHERIDAN, AM REGISTERED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT ALL BEARINGS, DISTANCES, AND OTHER ASSOCIATED BOUNDARY INFORMATION ON THE ABOVE SUBDIVISION IS TRUE AND CORRECT; WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND; THAT ALL BOUNDARY CORNERS, ANGLE POINTS, POINTS OF CURVATURE AND OTHER POINTS OF REFERENCE HAVE BEEN MARKED WITH IRON RODS AND/OR MARKS IN CONCRETE AND THAT THE BOUNDARY CLOSES WITHIN 1 IN 10,000.

WITNESS MY HAND AND SEAL THIS 9th DAY OF JANUARY, 2017.



SCOTT R. SHERIDAN
TEXAS REGISTRATION NO. 6171

1/9/17

CITY OF FRIENDSWOOD ZONING TABLE

ZONING DISTRICT	LOT-AREA MINIMUM SQUARE FEET	LOT WIDTH MINIMUM FEET	LOT DEPTH MINIMUM FEET	YARDS - MINIMUM FEET						HEIGHT MAXIMUM FEET (B AND E)	LANDSCAPE REQUIREMENTS	EXCEPTION NOTES	MAXIMUM LOT COVERAGE
				FRONT	REAR	SIDE		EXTERIOR					
						INTERIOR							
CSC	15,00	100	150	30	15	25	10	25	10	40	YES		30%

LIENHOLDERS ACKNOWLEDGMENT AND SUBORDINATION STATEMENT

WE, TEXAS GULF BANK, N.A., ACTING BY AND THROUGH Camille Jury AND HOLDER OF A LIEN AGAINST THE PROPERTY DESCRIBED IN THE PLAT KNOWN AS FINAL PLAT OF JETER MEMORIAL FUNERAL HOME, SAID LIEN BEING EVIDENCED BY INSTRUMENT OF RECORD IN CLERK'S FILE NO. 2016061806, 2016032927, 2016032544 & 2016061777, GALVESTON COUNTY, TEXAS, DO HEREBY IN ALL THINGS SUBORDINATE OUR INTEREST IN SAID PROPERTY TO THE PURPOSES AND EFFECTS OF SAID PLAT AND THE DEDICATIONS AND RESTRICTIONS SHOWN HEREIN TO SAID PLAT AND I HEREBY CONFIRM THAT I AM THE PRESENT OWNER OF SAID LIEN AND HAVE NOT ASSIGNED THE SAME NOR ANY PART THEREOF.

BY: Camille Jury
STATE OF TEXAS

COUNTY OF GALVESTON

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED

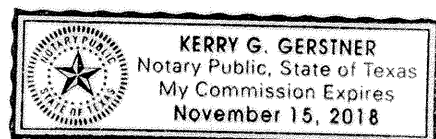
Camille Jury
KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED (ADD FOR CORPORATIONS, AND IN THE CAPACITY THEREIN AND HEREIN STATED, AND AS THE ACT AND DEED OF SAID CORPORATIONS,)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS 12 DAY OF January, 2017.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: Nov 15, 2018

Kerry G. Gerstner



CERTIFICATE FOR CITY ENGINEER

I, Patrick G. Donart, P.E., CFM, City Engineer of the City of Friendswood, Texas, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the City of Friendswood, Texas and further it complies with all of the ordinances as currently adopted by City Council.

BY: Patrick G. Donart
Patrick G. Donart, P.E., CFM, City Engineer/PUBLIC WORKS DIRECTOR

CERTIFICATE FOR PLANNING AND ZONING COMMISSION

THIS IS TO CERTIFY THAT THE PLANNING AND ZONING COMMISSION OF THE CITY OF FRIENDSWOOD, TEXAS, HAS APPROVED THIS PLAT AND SUBDIVISION OF JETER MEMORIAL FUNERAL HOME IN CONFORMANCE WITH ALL OF THE EXISTING RULES AND REGULATIONS OF THE CITY AS ADOPTED BY THE CITY COUNCIL AND AUTHORIZED THE RECORDING OF THIS PLAT THIS 16 DAY OF January, 2017.

BY: Becky Summers
BECKY SUMMERS
DEVELOPMENT COORDINATOR

BY: David O'Farrell
DAVID O'FARRELL
CHAIRMAN

COUNTY CLERK ACKNOWLEDGMENT STATEMENT

GALVESTON COUNTY

I, DWIGHT D. SULLIVAN, COUNTY CLERK, GALVESTON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE WRITTEN INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE ON _____, 2017, AT O'CLOCK, _____ M, AND DULY RECORDED ON _____, 2017, AT O'CLOCK, _____ M, INSTRUMENT NUMBER _____, GALVESTON COUNTY MAP RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE AT GALVESTON, TEXAS, THE DAY AND DATE LAST ABOVE WRITTEN.

DWIGHT D. SULLIVAN COUNTY CLERK
GALVESTON COUNTY, TEXAS

BY: _____
DEPUTY

STATE OF TEXAS

COUNTY OF GALVESTON

WE, JETER INVESTMENT PROPERTY, LTD., ACTING BY AND THROUGH GREGORY O. JETER, BEING AN OFFICER OF JETER INVESTMENT PROPERTY, LTD., OWNER HEREINAFTER REFERRED TO AS OWNERS, WHETHER ONE OR MORE, OF THE 3.135 ACRE TRACT DESCRIBED IN THE ABOVE AND FOREGOING PLAT OF JETER MEMORIAL FUNERAL HOME, DO HEREBY MAKE AND ESTABLISH SAID SUBDIVISION OF SAID PROPERTY, ACCORDING TO ALL LINES, DEDICATIONS, RESTRICTIONS AND NOTATIONS ON SAID PLAT AND HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER, ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES SHOWN THEREON FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED; AND DO HEREBY BIND OURSELVES, OUR HEIRS, SUCCESSORS AND ASSIGNS TO WARRANT AND FOREVER DEFEND THE TITLE TO THE LAND SO DEDICATED.

FURTHER, OWNERS HAVE DEDICATED AND BY THESE PRESENTS DO DEDICATE TO THE USE OF THE PUBLIC FOR PUBLIC UTILITY PURPOSES FOREVER AN UNOBSTRUCTED AERIAL EASEMENT ABOVE THE GROUND LEVEL UPWARD, TO ALL PUBLIC EASEMENTS SHOWN HEREON.

EXECUTION OF OWNERS ACKNOWLEDGMENT

WITNESS MY HAND IN THE CITY OF FRIENDSWOOD, TEXAS, THIS DAY OF January, 2017.

BY: GREG O. JETER
GREG O. JETER
OWNER

STATE OF TEXAS

COUNTY OF GALVESTON

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED GREGORY O. JETER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED (ADD FOR CORPORATIONS,) AND IN THE CAPACITY THEREIN AND HEREIN STATED, AND AS THE ACT AND DEED OF SAID CORPORATIONS,) GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS 12 DAY OF January, 2017.



NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: Nov 15, 2018

METES AND BOUNDS DESCRIPTION OF

A 3.135 acre (136,561 square feet) tract of land being that certain called 1.5739 acre tract of land described in deed of trust to James Brown, JR. (trustee) and Texas Gulf Coast Bank, N.A. (mortgagee) under Galveston County Clerk's File No. (G.C.C. No.) 2011021171 and that certain called 1.5609 acre tract of land described in deed of trust to James Brown, JR. (trustee) and Texas Gulf Bank, N.A. (mortgagee) under G.C.C. No. 2011021170 and being situated in the Emily M. Austin League, Abstract 20, with said 136,561 square foot tract of land being more particularly described by metes and bounds as follows:

COMMENCING at a 1/2 inch iron pipe found at the South corner of that certain tract of land described in deed to Bruce A. Bryant and Andrea Bryant under G.C.C. No. 9620770, also being the East corner of that certain tract of land described in deed to Charles Horace Conway recorded under G.C.C. No. 2005002743, said point having Texas State Plane Coordinates of **N: 13762210.26, E: 3173936.18;**

THENCE: N 47°51'41" W, along and with Southwest line of the Bryant tract and the Northeast line of the Conway tract, a distance of 467.00 feet to a 5/8 inch iron rod found on said Southwest line of the Bryant tract, at the North corner of that certain tract of land described in deed to JSC Federal Credit Union under G.C.C. No. 2016017081, at the East corner of the called 1.5609 acre tract and at the East corner and **POINT OF BEGINNING** of the herein described tract, said point having Texas State Plane Coordinates of **N: 13762523.54, E: 3173589.94** from which a 5/8 inch iron rod found bears N 63°11' E, 0.48 feet

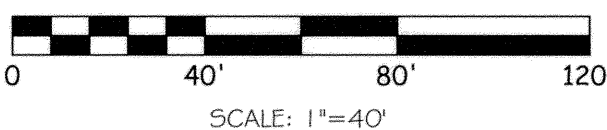
THENCE: S 42°08'19" W, departing from the Southwest line of the Bryant tract, along and with the Northwest line of the JSC Federal Credit Union tract, the Southeast line of the called 1.5609 acre tract and the Southeast line of this tract, a distance of 319.74 feet to a point on the Northeast right-of-way line of F.M. 518, also known as Friendswood Drive, called to be 100 feet wide per the Texas Department of Transportation map, at the West corner of the JSC Federal Credit Union Tract, the South corner of the called 1.5609 acre tract and the South corner of this tract, from which a 3/4 inch iron pipe found bears N 59°32' E, 0.57 feet;

THENCE: N 52°37'41" W, along and with the Northeast right-of-way line of F.M. 518 and the Southwest line of the called 1.5609 acre tract, a distance of 23.13 feet to a P.K. nail found on said common line at a point of curvature to the left;

THENCE: continuing along and with said common line, along a curve to the left having a radius of 2914.79 feet, at an arc length of 184.19 feet pass the West corner of the called 1.5609 acre tract and the South corner of the called 1.5739 acre tract, continuing along said curve to the left having a radius of 2914.79 feet, a total arc length of 378.35 feet, a delta of 07°26'14" and a chord which bears N 56°20'48" W a distance of 378.09 feet to a point on the Northeast right-of-way line of F.M. 518, at the South corner of a tract of land described in deed to Leslie L. Branham and husband, Kenneth E. Branham under G.C.C. No. 2000043524, at the West corner of the called 1.5739 acre tract, and at the West corner of the herein described tract;

THENCE: N 42°08'19" E, along and with the Southeast line of the Branham tract, the Northwest line of the called 1.5739 acre tract and the West line of this tract, a distance of 377.45 feet to a point on the Southwest line of the aforementioned Bryant tract, at the East corner of the Branham tract, the North corner of the called 1.5739 acre tract and the North corner of this tract, from which an iron rod with cap found stamped "CL DAVIS" bears N 68°05' E, 0.37 feet;

THENCE: S 47°51'41" E, along and with the Southwest line of the Bryant tract, the Northeast line of the called 1.5739 acre tract and the Northeast line of this tract, at a distance of 191.00 feet pass a 5/8 inch iron rod found on said Southwest line, at the East corner the called 1.5739 acre tract and the North corner of the called 1.5609 acre tract, continuing a total distance of 397.00 feet to the **POINT OF BEGINNING** and containing a calculated area of 3.135 acres of land.



PROPERTY OWNER:
JETER INVESTMENT PROPERTY, LTD.
CONTACT: GREG JETER, PRESIDENT
3111 NORTH FRIENDSWOOD DRIVE,
FRIENDSWOOD, TEXAS 77546
EMAIL: jeter@flash.net

SURVEYOR:
F.M.S. SURVEYING
TIP15 FIRM NO. 10040400
CONTACT: JASON P. SHERIDAN
19701 STATE HIGHWAY 6,
MANVEL, TEXAS 77578
PHONE: 281-519-8530, EXT. 102
www.fmsurveying.com
FMS JOB NO. 54557

FINAL PLAT OF

JETER MEMORIAL FUNERAL HOME

BEING 3.135 ACRES COMPRISED OF

A CALLED 1.5739 ACRE TRACT OF LAND RECORDED UNDER G.C.C. No. 201 1021 170 & A CALLED 1.5609 ACRE TRACT OF LAND RECORDED UNDER G.C.C. No. 201 1021 170 AND BEING SITUATED IN THE EMILY M. AUSTIN LEAGUE, ABSTRACT 20 CITY OF FRIENDSWOOD, COUNTY OF GALVESTON, TEXAS

DECEMBER 19, 2016

1 BLOCK, 1 LOT

136,561 Sq. Ft.

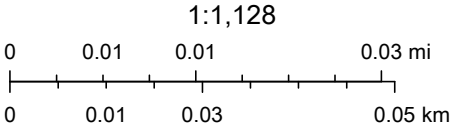
3.135 ACRES

Friendswood, Texas



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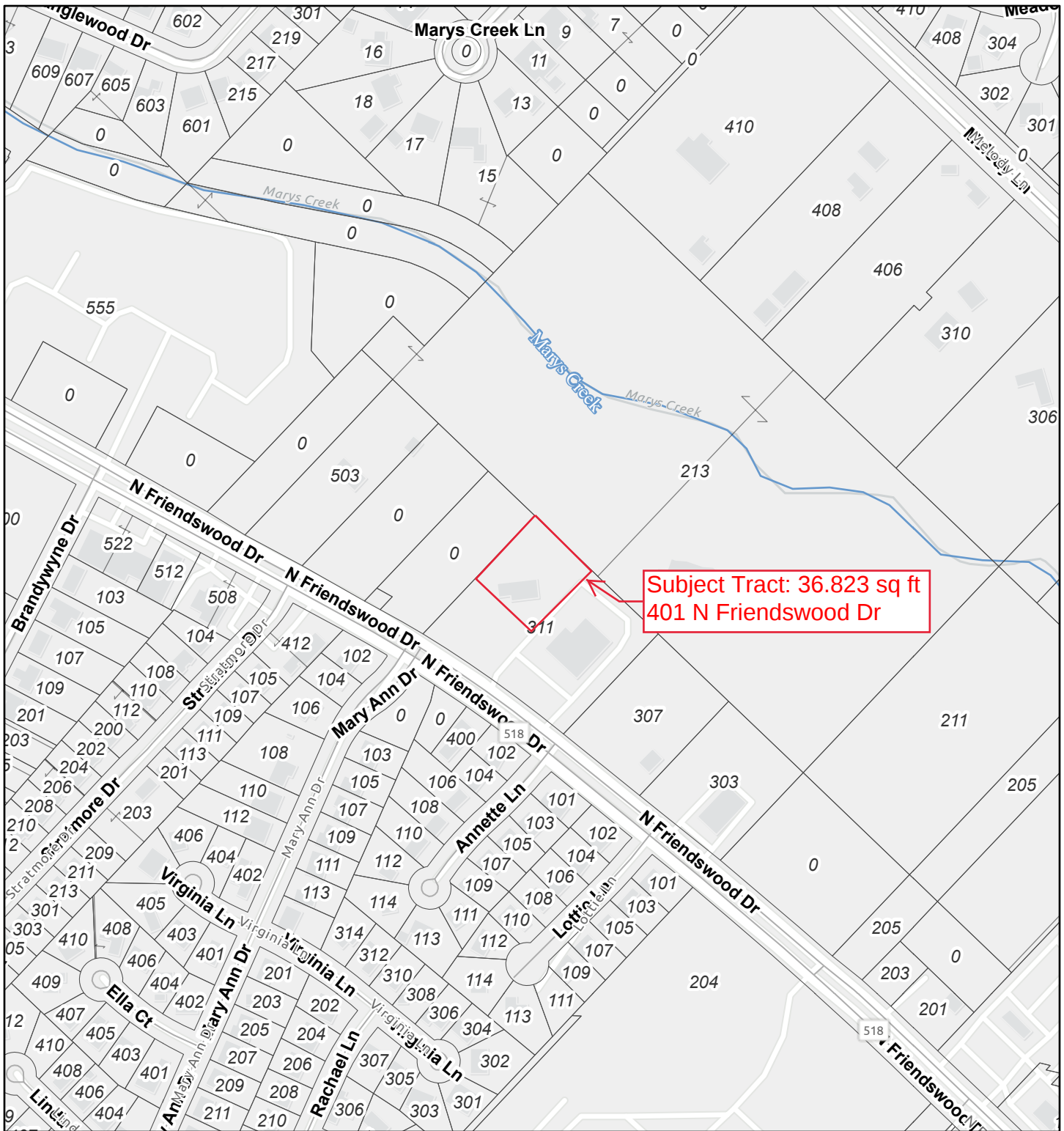
- City Limits
- Galveston_County_Lot_Lines
- Address Points
- Parcels
- Streets
- Parcels Owner Information



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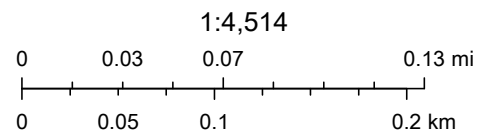
City of Friendswood Staff

Friendswood, Texas



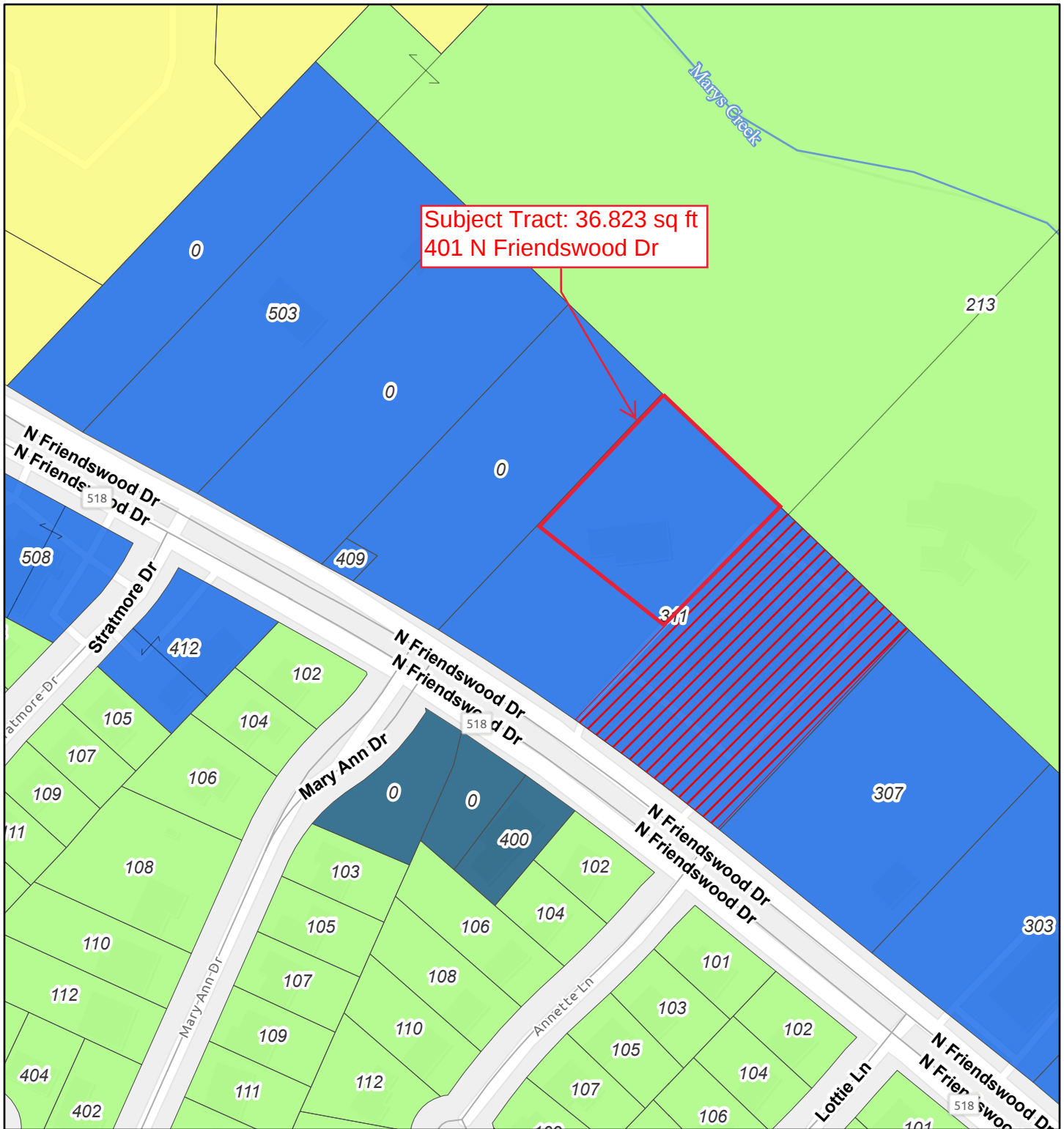
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- City Limits
- Parcels
- Streets
- Galveston_County-_Lot_Lines
- All Linear Water Features
- Parcels Owner Information



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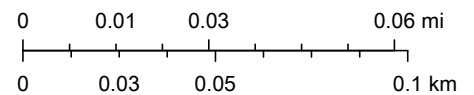
Friendswood, Texas



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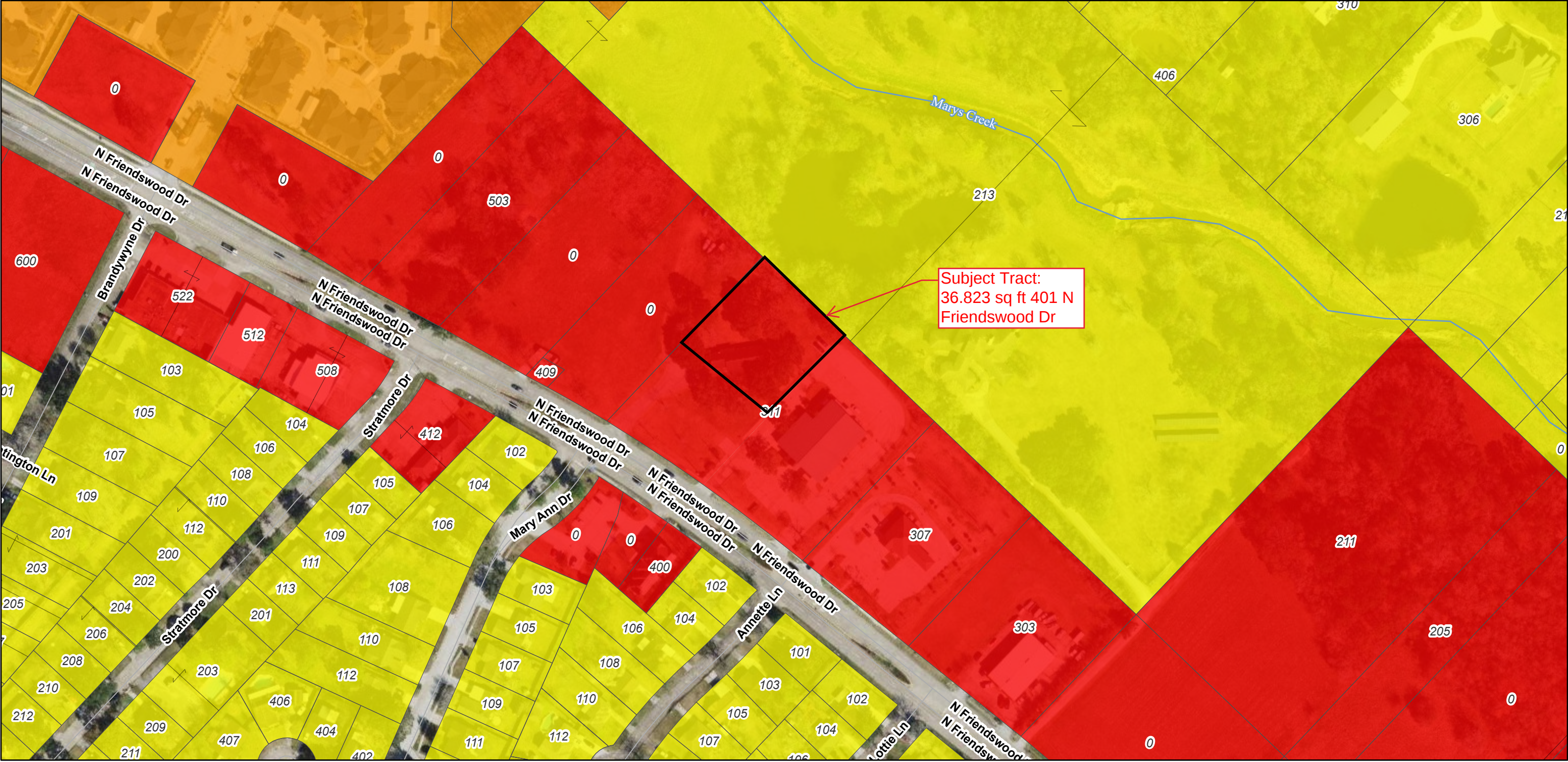
- | | |
|--|--|
| City Limits | Specific Use Permits |
| Streets | Zoning of Parcels |
| Galveston_County-_Lot_Lines | CSC |
| Parcels | NC |
| Parcels Owner Information | PUD |
| All Linear Water Features | SFR |



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City of Friendswood Staff

Friendswood, Texas



12/15/2022, 6:28:03 PM

City Limits

Streets

Galveston_County-_Lot_Lines

Parcels

Parcels Owner Information

All Linear Water Features

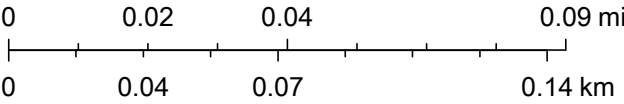
Future Land Use Adopted 2021

Low Density

High Density Residential

Retail

1:2,257



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City of Friendswood Staff

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Rezoning Report

December 2022

Project: Greg Jeter

Address: 401 N. Friendswood Drive (rear portion)

Legal: 36.823 square feet out of the Final Plat of Jeter Memorial Funeral Home comprised of a called 1.5739-acre tract of land and a called 1.5609 acre tract of land and being situated in the Emily M. Austin League, Abstract 20, City of Friendswood, County of Galveston, Texas.

Request: A zone classification change request to change from Community Shopping Center (CSC) to Single Family Residential (SFR).

Zoning Ordinance, Appendix C

- A. *SFR, residential, general purpose and description.* The SFR, Single-Family Residential Dwelling District, is restricted to single-family dwellings, up to 2.7 units per acre, and to related recreational, religious and educational facilities normally required to provide the basic elements of a balanced, orderly convenient, and attractive residential area. Single-family residential areas shall be protected from higher density residential development and from the encroachment of incompatible uses. Internal stability, harmony, attractiveness, order, and efficiency are encouraged by providing for adequate light, air and open space for dwellings and related facilities.
1. Area and height regulations. Area and height regulations in an SFR district are set forth in subsection Q.2 of this section, regulation matrix.
 2. See section 8 for supplementary district regulations.
 3. See section 9 for temporary certificate of zoning compliance that may be granted by the administrative official and specific use permits that may be recommended by the planning and zoning commission within the SFR district under certain circumstances and conditions.
 4. Permitted uses. Uses permitted in an SFR district are set forth in subsection P of this section, permitted use table.

Existing Use/Site Attributes:

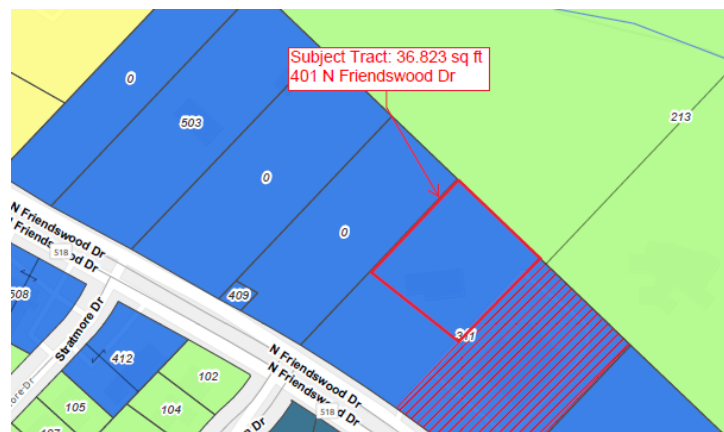
The site currently contains a residential structure.



City of Friendswood Aerial Map

Zoning History:

The current zoning of the property is Community Shopping Center (CSC). The property was zoned C-1 (Retail Business) District in 1970.



City of Friendswood Zoning Map

Adjacent Zoning/Land Use:

The properties on either side are zoned Community Shopping Center (CSC) and the southeastern tract includes a Specific Use Permit (SUP 93-12) for a Funeral Home. The property abutting the rear is zoned Single Family Residential (SFR).

Platting Analysis:

The property will need to be platted prior to development of a residential lot. A 60-foot private road will be platted to access the residential tract.

Planning Analysis:

The current zoning would allow development of a variety of commercial uses. The proposed zoning of Single Family Residential (SFR) would allow the property owner to construct his home next to his business.

Notice of the public hearings was published in the newspaper; a sign will be posted on the property, and property owner notices will be mailed to property owners within 200 feet of the subject property.

Comprehensive Planning Analysis:

The 2021 Future Land Use Map identifies the site as a “Retail” use. If the zone classification change is approved, the Future Land Use Map will also be amended.

Infrastructure/Service Delivery Impacts**Storm Water Management and Floodplain Issues:**

Storm water detention requirements will be subject to the City of Friendswood Design Criteria Manual, as well as the Galveston County Consolidated Drainage District design criteria.

Utilities:

City of Friendswood water and sewer are existing and available.

Access:

The property has existing direct access from South Friendswood Drive (FM 518), which is a Texas Department of Transportation (TxDOT) right-of-way. Any type of improvements within the right-of-way will required TxDOT approval.

Park/Open Space:

Parkland Dedication will apply for each residential unit.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 12, 2023

Subject: Consider a recommendation to City Council for the requested zone classification change request from a Community Shopping Center Zoning District (CSC) to a Single-Family Residential Zoning District (SFR) for 36,823 square feet of land out of Lot 1 of the Final Plat of Jeter Memorial Funeral Home, located at 401 N. Friendswood Drive, Friendswood, Galveston County, Texas.

Action:

SUMMARY / ORIGINATING CAUSE

This request is to change the zoning for a portion of a parcel from Community Shopping Center (CSC) to Single Family Residential (SFR) to allow the owner of the adjacent funeral home to build a home near his business. The area of the proposed lot meets the minimum lot size requirements for SFR, and a private road will be required to access the property.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The zone change request does not meet the zoning identified Future Land Use Map (FLUM); if recommendation of approval is given, the FLUM will also need to be amended.

RECOMMENDATIONS

None at this time.

ATTACHMENTS



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 12, 2023

Subject: Consider adopting amended Rules of Procedure for the Planning and Zoning Commission.

Action:

SUMMARY / ORIGINATING CAUSE

The attached document shows proposed changes to the current Rules of Procedure that govern the Planning and Zoning Commission.

Substantial changes include:

- updating reference to City Code that was recently approved by Council;
- clarifying that executive sessions are allowed in limited circumstances;
- changing the meeting start time to 6pm;
- revising the number of votes required to approve an item to a simple majority of those present, rather than the 4 or more members; and
- authorizing the creation of subcommittees by the Commission.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The impetus of these changes was to change the meeting times from 7pm to 6pm, but as recent changes were made to the City Code by City Council, it was also an opportune time to make additional clarifications and corrections to be consistent with other city ordinances.

RECOMMENDATIONS

None at this time.

ATTACHMENTS

1. P&Z - Rules of Procedure Clean
2. P&Z - Rules of Procedure

FRIENDSWOOD PLANNING AND ZONING COMMISSION RULES OF PROCEDURE

1. AUTHORITY

- 1.1 Authority.** Pursuant to the provisions of Section 2-23 of the Friendswood City Code, the Planning and Zoning Commission enacts these rules of procedure for all meetings of the Commission of the City of Friendswood, Texas.
- 1.2 Purpose.** During any regular or special commission meeting, a reasonable opportunity shall be given to the citizens of the City to be heard, including, but not limited to those matters under consideration. The rules of procedure are enacted as guidelines to be followed by all persons in the Council Chamber, including City administrative staff, news media and visitors.

2. GENERAL RULES

- 2.1 Meetings to be Public.** All official meetings of the Commission shall be open to the public, except as authorized by law.
- 2.2 Quorum.** Four or more members of the Commission is considered a majority of the members of the Commission and shall constitute a quorum for the transaction of business.
- 2.3 Compelling Attendance.** No member shall be excused from attendance at a Commission meeting except for good, valid reasons.
- 2.4 Minutes of Meetings.** An account of all proceedings of the Commission shall be kept by the Secretary and shall be entered in a book constituting the official record of the Commission.
- 2.5 Questions to Contain One Subject:** All questions submitted for a vote shall contain only one subject.
- 2.6 Right of Floor.** Any member desiring to speak shall be recognized by the Presiding Officer and shall confine his/her remarks to the subject under consideration or to be considered and will not be interrupted.
- 2.7 City Planner.** The City Planner shall attend all meetings of the Commission, unless excused. He/she may make recommendations to the Commission and shall have the right to take part in all discussions of the Commission but shall have no vote.
- 2.8 City Attorney.** The City Attorney shall attend all meetings of the Commission unless excused and shall, upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the Commission's parliamentarian.
- 2.9 Secretary.** The City Planner or his/her designee shall (i) serve as the Commission's Secretary, (ii) attend all meetings of the Commission unless excused, (iii) act as the reading and recording secretary of the Commission, (iv) keep the official minutes, and (v) perform such other duties as may be requested and assigned by the Chairperson. The Secretary shall keep a copy of these rules available for reference.

- 2.10 Sergeant at Arms.** The highest-ranking police officer of the Friendswood Police Department in attendance at any meeting of the Commission, shall be, and is here by, designated and appointed as the Sergeant at Arms for such meeting.
- 2.11 Suspension of Rules.** Any provision of these rules not governed by state or local law may be temporarily suspended by the affirmative vote of a four or more members of the Commission present.
- 2.12 Amendment of Rules.** These rules may be amended, or new rules adopted by the recommendation of the Commission and subject to approval by Council with an affirmative vote of four or more members of the City Council.

3. TYPES OF MEETINGS

- 3.1 Regular Meetings.** The Commission shall hold regular and special meetings open to the public. The Commission shall meet in the Council Chambers of the City Hall on the second and fourth Thursday of each month, commencing at 6:00 o'clock p.m., unless otherwise directed by the City Planner and/or the Chairperson, provided one or more complete applications have been submitted requiring their consideration. In the event Thursday falls on a holiday, the meeting for that day shall be scheduled as determined by the Commission.
- 3.2 Special Meetings.** Special meetings of the Commission shall be called at the request of the Chairperson, the City Planner, or three (3) members of the Commission. In the event of a special called meeting, the City Planner shall notify each member of the Commission. Special meetings may be held at City Hall or another location.

4. PRESIDING OFFICER AND DUTIES

- 4.1 Presiding Officer.** The Chairperson, or in his/her absence, the Vice Chairperson, shall preside as the Presiding Officer at all meetings of the Commission. In the absence of both the Chairperson and Vice Chairperson and with a quorum being present, any commissioner may be appointed by a majority of the Commission present to preside. No member of the Commission shall be required to abstain from voting on the election of a Presiding Officer under this section.
- 4.2 Call to Order.** The meetings of the Commission shall be called to order by the Chairperson, or in his /her absence the Vice Chairperson, and in the absence of both the Chairperson and the Vice Chairperson, the meeting shall be called to order by the City Planner.
- 4.3 Preservation of Order.** The Presiding Officer shall (i) preserve order and decorum, (ii) prevent insulting references to Commissioners, impugning of other member's motives, and repetitious comments, and (iii) confine remarks to the question under discussion. The Presiding Officer shall call upon the Sergeant at Arms as necessary to enforce compliance with the rules contained therein.
- 4.4 Substitution for Chair.** The Chairperson may call upon the Vice Chairperson, or if he/she is unavailable, then any other member to take his/her place, for the portion of a meeting, such substitution is not to continue beyond adjournment.

- 4.5 Points of Order.** The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Commission. If any appeal is taken, then questions shall be, "Shall the decision of the presiding officer be sustained? If a four or more members present vote "No," the ruling of the Presiding Officer is overruled; otherwise, it is sustained.
- 4.6 Questions to be Stated.** The Presiding Officer shall state all questions submitted for a vote and announce the results. A roll call shall be taken upon the request of any member.
- 4.7 Call for Recess.** The Presiding Officer may recess a meeting for up to fifteen minutes at regular intervals of approximately one hour at appropriate points in the meeting.
- 4.8 Votes.** Commissioners shall clearly indicate their vote on each matter submitted to a vote.
- (a)** The Presiding Officer may make or second motions, and shall vote on all matters before the Commission, unless otherwise prohibited by law.
 - (b)** Neither the Chairperson, the Vice-Chairperson, nor any Commissioner appointed to preside, shall have any power to either recess a meeting or adjourn a meeting, or prevent the Commission from considering an agenda item or lay the same out for consideration except in strict accordance with Texas Open Meetings Act and these rules. If not withstanding the positive provisions of this rule, the Presiding Officer, whether Chairperson, Vice-Chairperson, or Commissioner presiding, shall attempt to prevent the Commission from taking any action on any agenda item brought before it, any Commissioner present may call for a vote of the Commission to consider the matter.
 - (c)** Except as otherwise provided by law or these rules, all action required of the Commission shall be made by a majority of the members of the Commission present at the meeting.
 - (d)** Excluding conflicts of interest as provided by state law or by City Charter, all Commissioners present at each meeting must vote on each subject presented for Commission vote.

5. CODE OF CONDUCT

5.1 Commissioners

- (a)** During Commission meetings, Commissioners shall preserve order and decorum and shall not, by conversation or otherwise, delay or interrupt the proceedings or refuse to observe the rules of the Commission.
- (b)** A Commissioner, once recognized, shall not be interrupted while speaking unless a point of order is raised by another member or the parliamentarian, or unless the speaker chooses to yield to questions from another member. If a Commissioner is called to order while he/she is speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed.

- (c) Any member of the Commission, including the Presiding Officer, who fails to observe decorous and orderly behavior during a meeting or who disturbs a meeting of the Commission with such disorderly conduct, is subject to being expelled from such meeting upon motion passed by two-thirds (2/3) vote of the Commission present at the meeting.
- (d) Any member of the Commission; including the Presiding Officer, reprimanded by motion or expelled from a meeting by motion who thereafter commits another breach of decorous and disorderly behavior during a subsequent meeting and again disturbs any meeting of the Commission by such disorderly conduct shall be subject to the same power of the Commission to reprimand him/her, to expel him/her from the meeting, or to request Council to remove him/her from the Commission.

5.2 Administrative Staff

- (a) Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Commission and shall have no voice unless and until recognized by the Presiding Officer.
- (b) While the Presiding Officer shall have the authority to preserve decorum in meetings as far as staff members and City employees are concerned, the City Planner also shall be responsible for the orderly conduct and decorum of all City employees under his/her direction and control.
- (c) All remarks and questions addressed to the Commission shall be addressed to the Commission as a whole and not to any individual member thereof.
- (d) No staff member, other than a staff member having the floor, shall enter into a discussion either directly or indirectly without permission of the Presiding Officer.

5.3 Citizens

- (a) Citizens are welcome and invited to attend all meetings of the Commission and will be admitted to the Council Chamber or other room in which the meeting is held, up to the fire safety capacity of the room and /or to protect the health, safety and welfare of the public.
- (b) Citizens will refrain from private conversation in the Chamber or other room while the Commission meeting is in session.
- (c) Citizens attending Commission meetings shall observe the same rules of propriety, decorum, and good conduct applicable to the administrative staff. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer, and such person shall be barred from further audience before the Commission during that session of the Commission.
- (d) Unauthorized remarks from the audience, stamping of feet, applauding, whistles, yells, and similar demonstration shall not be permitted and the presiding officer shall

direct the Sergeant at Arms to remove such offenders from the room. In case the Presiding Officer shall fail to act, any member of the Commission may move to require him/her to act to enforce the rules, and the affirmative vote of four or more members of the Commission present shall require the presiding officer to act.

- (e) No placards, banners, or exhibits of any kind will be permitted in the Council Chamber except exhibits, displays, and visual aids used in connection with presentations to the Commission, provided that such exhibits, displays and visual aids do not disrupt the meeting.

5.4 In General

- (a) **Rules.** Robert's Rules of Order (latest revision) shall govern in all cases, unless Robert's Rules of Order are in conflict with the City Charter, City ordinances, or rules of procedure hereby adopted, provided that the "Rules Governing Debate, Rules Against the Chair's Participation in Debates" shall not be applicable and the Chairperson, or Presiding Officer, shall have the right to participate in debate of issues pending before the Commission.

Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate the state law or the Charter, and provided that not less than two-thirds (2/3) Commissioners vote in favor of such suspension. Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended.

- (b) **Recognition by Presiding Officer.** No person shall address the Commission without first being recognized by the Presiding Officer.
- (c) **Procedure.** Each person addressing the Commission shall approach the podium, give his/her name and address in an audible tone of voice for the records, and state the subject the person wishes to discuss. All comments shall be addressed to the Commission as a whole and not to any member thereof. No person other than members of the Commission and the person having the floor shall be permitted to enter into any discussion, directly or through a member of the Commission, without permission of the Presiding Officer. No question may be asked a member of the City staff without the permission of the Presiding Officer.
- (d) **Charges against Employees.** Should any person in a Commission meeting charge an employee with improper conduct, malfeasance, nonfeasance, or misfeasance, then in such event, such person shall be immediately and instructed to refer his/her complaint to the City Manager.
- (e) **Disturbances.** No person attending any Commission meeting shall delay, interrupt, or disrupt the proceedings or refuse to obey the orders of the Presiding Officer. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer.
- (f) **Communication Devices.**

- (1) The use of wireless communication devices to send/receive text messages, instant messages, and/or emails between members of the Commission during Commission meetings is prohibited.
- (2) No person attending any Commission meeting shall possess a pager, cellular telephone, radiotelephone or other device that is set in a mode to provide audible notification of an incoming call, text, or page.
- (3) No person attending any Commission meeting shall use a cellular telephone, radiotelephone,, or other telecommunication device for audible communications while the Commission meeting is in session.

6. ORDER OF BUSINESS

6.1 Agenda. The order of business of each regular and special meeting shall be as contained in the agenda prepared by the City Planner. The agenda shall be a listing by topic of subjects to be considered by the Commission. Placement of items on the agenda shall be governed by this Section. Conduct of business at special meetings shall likewise be governed by an agenda and the rules of procedure contained therein. The placement of agenda items for each meeting is determined as follows:

- (a) Any and all action items or other matters, including all written data, except emergency items, to be brought before the Commission for its consideration, by the Chairperson or by any member of the Commission, shall be submitted in writing to the City Planner not later than ten (10) calendar days preceding the meeting at which the same is to be considered.
- (b) When a motion or other measure of any sort has been placed before the Commission and defeated, the same identical question shall not again be considered by the Commission until ninety (90) days have elapsed, unless the Commission, by majority vote, waives this restriction as to the item, or unless the item is a plat or plan being submitted to the Commission in accordance with the approval procedures outlined in Chapter 212 of the Local Government Code.

The agenda order set out is the desired order for conducting the business of the Commission in regular and special meetings. When in the best interest of the Commission and the citizens of the City require, any item appearing on the agenda shall be considered out of order as shall be determined by the Presiding Officer in his /her sole discretion.

6.2 The order of the agenda shall be as follows unless the Chairperson or City Planner determines that a different order is in the best interest of the Commission and/or the citizens of the City:

- (a) **Call to Order.**
- (b) **Public Comment.**
 - (1) Any citizen shall have a reasonable opportunity to be heard at any and all regular or special meetings of the Commission in regard to any and all matters to be considered at any such meetings, or such other matters as citizens may wish to bring to Commission's attention.

- (2) Any matter not posted on the agenda may not be discussed by the Commission, nor shall any action be taken by the Commission, except to indicate that the matter may be placed on a later agenda.
- (3) Each speaker shall submit a card requesting the right to address the Commission to the Secretary prior to the commencement of the meeting.
- (4) Each speaker shall be granted a three-minute time period to speak before the Commission and the Presiding Officer shall retain the discretion to further limit or increase this time as he /she deems appropriate.
- (5) No electronic media is allowed for presentation during the public comment period. Information being presented to the Commission should be in paper format and ten (10) copies should be provided to the Secretary for distribution to the Commission and staff.

(c) **Work Session Topics.**

(d) **Public Hearings - as called.**

- (1) *Sign in procedure.* Prior to the start of the public hearing, the Presiding Officer may require that all persons desiring to be heard sign in with the Secretary, giving their names and addresses. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard.
- (2) Each speaker that requests to speak at a public hearing shall be granted a five-minute time period to speak before the Commission and the Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate. However, a member of the public who addresses the Commission through a translator shall be given a ten-minute time period in which to speak in order to ensure that non-English speakers receive the same opportunity to address the Commission.
- (3) *Presentations.*
 - a. Staff will present the Commission with an overview of the public hearing.
 - b. The person, group, or applicant of the item at hand shall be granted a 15-minute time period to give the Commission a presentation. The Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate.
 - 1. Any PowerPoint presentation must be received by the City Planner not later than 9:00 a.m. on the Monday preceding the meeting at which the same is to be considered.
 - 2. Information being presented to the Commission should be in paper format and ten (10) copies should be provided to

the City Planner for distribution to the Commission and staff.

- (4) No member of the Commission, including the Presiding Officer, shall be permitted to address the Commission during a public hearing held by the Commission or to address any board or other commission of the City during a public hearing held by such board or other commission.
- (e) **Consent Agenda.** Routine matters which require no discussion (any member of the Commission may remove an item from the consent agenda for discussion, and may include the following items):
 - (1) Minutes.
 - (2) Final plats.
- (f) **Action Items.**
- (g) **Discussion Items.**
- (h) **Communications.**
 - a. **Items of community interest.** Each member of the Commission will be given a five-minute time period to provide comments of community interests pursuant to Section 551.0415 of the Texas Government Code, which include:
 - 1. Expressions of thanks, congratulations, or condolences;
 - 2. Information regarding holiday schedules;
 - 3. An honorary or salutatory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a persons' public office of public employment is not an honorary or salutatory recognition;
 - 4. Reminder about an upcoming event organized or sponsored by the governing body;
 - 5. Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official of the governing body; and
 - 6. Announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.
 - b. **Commission Report.** The members of the Commission may provide Liaison Reports concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.
 - c. **Council Liaison Report.** The City Council Liaison may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.

d. **Staff Report.** The City Planner may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.

(i) **Executive Session.**

The Commission may recess into executive session as authorized by Chapter 551, Texas Government Code. Matters discussed during each Executive Session shall be identified by certified agenda or tape recorded, prepared, and retained as required by law.

(j) **Action Related to Executive Session.**

(k) **Adjournment.**

7. CONSIDERATION OF AGENDA ITEMS

7.1 Printed or Typewritten Form. All back up materials such as draft ordinances , staff reports, site plans and plats shall be provided to the Commission in printed or electronic form.

7.2 Distribution of Information. The City Planner or his /her designee shall provide electronic or paper copies of all back up materials such as draft ordinances, staff reports, site plans and plats to all members of the Commission before or at the meeting at which the site plan or plat is to be considered.

7.3 Discussion, Consideration and Processing of Items:

(a) **Motion to Table.** Since the Commission will have regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an agenda item. If such agenda item is tabled by a majority vote of the Commission present at a meeting, such agenda item, if not sooner removed from the table, must be removed at the third meeting, and acted upon, even if only to place the item on the table again.

(b) **Procedure to Debate.** Upon any agenda item, other than a site plan, plat, or other item where state law mandates timely action, being laid out, or any motion being made, any Commissioner present, before there is any debate opened on the subject, may make a parliamentary objection to the consideration of the subject which need not be seconded. No debate shall then be permitted, and the presiding officer shall immediately put the question, "shall the objection be sustained"? If the objection is sustained by a vote of two-thirds (2/3) of the Commissioners present, the agenda item is permanently defeated for that meeting and shall not be debated unless reconsidered under Section 6.1(b) of these rules.

(c) **Closing of Debate.** If, during debate upon any agenda item before the Commission, any member moves that the subject under discussion be put to a vote without further debate (and such a motion need not be seconded), the presiding officer shall immediately ask the Commission, "is there any objection to proceeding to a vote on the agenda item before the Commission being taken immediately?" If any member objects, the presiding officer shall immediately and without debate put the question, "shall the subject being discussed be put to a vote,

without debate?" to a vote of the Commission, and if two-thirds (2/3) of the Commissioners present vote in favor of ordering the vote, debate on the question shall be closed and a vote on the agenda item taken immediately.

- (d) **Reducing Motion to Writing.** All oral motions must be seconded before being put to vote by the Presiding Officer (except where otherwise provided in these rules); and upon request of any member of the Commission, the party making any such oral motion (except a motion to order a vote on a subject being considered per 7.4.(c) or other such procedural matter) shall reduce the same to writing or request the City Planner to do the same.
- (e) **Majority Vote Required.** All action required of the Commission shall be made by an affirmative vote of a majority of the members of the Commission present and voting at such Commission meeting. Should state law require more than a majority vote, the City Attorney shall notify the Commission of such requirement prior to the vote. As used in these rules, any action requiring a vote of a majority of the Commission present shall mean a majority of the commission present and voting.
- (f) **Recommendations.** When required by State law, the Commission shall provide a final report to City Council. The final report or recommendation is a definitive action of approval or disapproval coupled with a recitation of reasons for the decision reported which are necessary to support the Commission.

8. CREATION OF AD HOC SUBCOMMITTEES

- 8.1 **Commission Subcommittees.** The Commission may, as the need arises, authorize the appointment of the "ad hoc" subcommittees composed of members of the Commission. Any subcommittee so created shall be created by a majority vote of Commission and shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Commission.

9. ANNUAL REPORT TO CITY COUNCIL

- 9.1 **Annual Report.** When directed to do so by City Council, the Chairman shall provide to City Council a report of activities accomplished over the previous year as well as upcoming or current goals that the Commission is working toward.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 12, 2023

Subject: Receive the December 2022 DRC Report, Council Liaison updates concerning action taken by the City Council on Planning and Zoning related items, and Commissioner comments concerning items of community interest and/or requesting future agenda items.

Action:

SUMMARY / ORIGINATING CAUSE

DRC Report is attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS