



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION REGULAR MEETING
THURSDAY, JUNE 8, 2023 - 6:00 P.M.
CITY COUNCIL CHAMBERS, CITY HALL
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TEXAS 77546**

AGENDA

1. CALL TO ORDER

2. COMMUNICATIONS FROM THE PUBLIC

In order 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 to 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 approving the minutes of the Planning and Zoning Regular Meeting held Thursday, May 25, 2023.
- B. Consider approving the Division C Lot 64 Short Form Final Plat.

4. ACTION ITEMS

- A. Consider approving a commercial site plan amendment for 4 Oak Tree Drive to allow additional parking spaces.

5. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meetings scheduled for (i) Thursday, June 22, 2023 and (ii) Thursday, July 13, 2023.
- B. Receive the May 2023 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 5th day of June, 2023, at 2:00 P.M.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: June 8, 2023

Subject: Consider approving the minutes of the Planning and Zoning Regular Meeting held Thursday, May 25, 2023.

Action:

SUMMARY / ORIGINATING CAUSE

This item allows the Commission to review and approve the minutes of the Planning and Zoning Regular Meeting held Thursday, May 25, 2023.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. 05-25-2023 PZ Minutes



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, MAY 25, 2023 - 6:00 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
MAY 25, 2023

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, MAY 25, 2023, AT 6:00PM 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS

CHAIRMAN TOM HINCKLEY
COMMISSIONER CATHERINE KOERNER
COMMISSIONER TRAVIS MANN
COMMISSIONER MARCUS RIVES
COMMISSIONER BRIAN BOUNDS
CITY ATTORNEY KAREN HORNER
ASSISTANT PLANNER BECKY BENNETT

VICE-CHAIRMAN RICHARD SASSON, COMMISSIONER MARSHA CONRAD AND PLANNER AUBREY HARBIN WERE ABSENT FROM THE MEETING. COUNCIL LIAISON ROBERT GRIFFON ATTENDED AND COUNCIL LIAISON TRISH HANKS ARRIVED AT 6:10PM.

2. COMMUNICATIONS FROM THE PUBLIC

In order 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 to 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 Catherine Koerner moved to approve the CONSENT AGENDA. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

- A. Consider approving the minutes of the Planning and Zoning Commission Regular Meeting held on Thursday, April 13, 2023.
- B. Consider approving the Jeter Memorial Funeral Home Replat.
- C. Consider approving the Nixon Estates Final Plat.

4. DISCUSSION ITEM

- A. Discuss proposed amendments to the City of Friendswood Zoning Ordinance, Section 7.P.6. Permitted Use Table, including updates to categories as a result of changes to the North American Industry Classification System (NAICS) reference book and changes in allowed uses in many districts.

Bennett stated the Ordinance Subcommittee was proposing to update the Permitted Use Table in accordance with the 2022 version of the North American Industry Classification System (NAICS). She said staff was also proposing to allow commercial uses in industrial districts. She said a local developer was having issues with tenants such as medical or office use not being permitted in an industrial park. Bennett also proposed allowing breweries, wineries, and distilleries in the Downtown District.

She said the next step would be to schedule the ordinance updates for public hearings and City Council consideration.

5. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission Regular Meetings for (i) Thursday, June 8, 2023 and (ii) Thursday, June 22, 2023.
- B. Receive the April 2023 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.

Bennett said the April 2023 DRC report was in the backup material. No commissioner or liaison comments.

6. ADJOURNMENT

This meeting was adjourned at 06:10 PM.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: June 8, 2023

Subject: Consider approving the Division C Lot 64 Short Form Final Plat.

Action:

SUMMARY / ORIGINATING CAUSE

This plat will create one commercial reserve accessed via a 30-foot private ingress/egress easement created with the adjacent Clearwood Business Park plat.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Approval of the plat is subject to review and approval by the commission, in accordance with the City of Friendswood Subdivision Ordinance.

RECOMMENDATIONS

The plans were reviewed by staff in the following departments: Planning, Engineering, Public Works, Fire Marshal's Office, and Police Department. The proposed project appears to be in compliance with current city codes. The plan is subject to approval by the commission.

ATTACHMENTS

1. Compliance Memo_Division C Lot 64 plat
2. Division C Lot 64 Plat

Memo

To: Planning and Zoning Commission

From: Becky Bennett, Assistant Planner

Date: May 25, 2023

Re: Division "C" Lot 64 Short Form Final Plat

Project Description: This plat will create one commercial reserve accessed via a 30-foot private ingress/egress easement created with the adjacent Clearwood Business Park plat.

Approval Options:

☐ Approval

Standards for approval. The Commission shall approve a plat if:

- (1) It conforms to the general plan of the City of Friendswood and the current and futures streets, alleys, parks, playgrounds, and public utility facilities;
- (2) It conforms to the general plans for extension of roads, streets, and public highways, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- (3) It conforms to the Subdivision Ordinance and Local Government Code Chapter 212.

☐ Conditional Approval with the following conditions*

☐ Disapproval due to the following reasons*

*Each condition or reason specified must be directly related to the requirements under the subdivision platting law and include a citation to the law, including a statute or municipal ordinance, that is the basis for the conditional approval or disapproval, if applicable, and conditions or reasons may not be arbitrary.

Outstanding Conditions/Reasons*: *Requires reconsideration by the Commission.*

None.

Pending Staff Items: *Does not require reconsideration by the Commission.*

Update the notary block for the lienholder.

Becky Bennett, Assistant Planner Thomas Hinckley, Chairman Jildardo Arias, P.E., City Engineer

My Commission Expires:

PERRY AND AUSTIN LEAGUE
ABSTRACT NO. 55 HARRIS COUNTY
BEING ALL OF
Lot 64 Division "C" of
HOIDALE-COFFMAN ADDITION
VOLUME 3 PAGE 6
HARRIS COUNTY MAP RECORDS
FRIENDSWOOD, TEXAS
May 25, 2023



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: June 8, 2023

Subject: Consider approving a commercial site plan amendment for 4 Oak Tree Drive to allow additional parking spaces.

Action:

SUMMARY / ORIGINATING CAUSE

The proposed project would add six (6) parking spaces to the front of the site and re-orient the existing slanted parking spaces to be 90-degrees, instead. The number of parking spaces and amount of landscaping meets current city code.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The additional parking area would be beneficial to the business and remain in compliance with city codes.

RECOMMENDATIONS

The plans were reviewed by staff in the following departments: Planning, Public Works, Engineering, Fire Marshal's Office, and Police Department. The proposed project appears to be in compliance with current city codes.

ATTACHMENTS

1. Compliance Memo_4 Oak Tree Dr
2. Site Plan_4 Oak Tree Dr

Memo

To: Planning and Zoning Commission
From: Becky Bennett, Assistant Planner
Date: May 30, 2023
Re: 4 Oak Tree Drive
Commercial Site Plan Amendment

Project Description: The proposed project would add six (6) parking spaces to the front of the site and re-orient the existing slanted parking spaces to be 90-degrees, instead. The number of parking spaces and amount of landscaping meets current city code.

The plans were reviewed by staff in the following departments: Planning, Public Works, Engineering, Fire Marshal, Parks, and Police Department. The proposed project appears to be in compliance with current city codes.

The site plan is subject to approval by the Planning and Zoning Commission.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: June 8, 2023

Subject: Receive the May 2023 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

The May DRC Report is attached for review.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. May 2023 DRC Report

COMMUNITY DEVELOPMENT DEPARTMENT
MONTHLY DRC REPORT
MAY 2023



Project	Current Zoning	Zone Change Required? Y/N	Issues discussed	Location
1220 Briar Creek Dr One single family home ~ 3000 sq ft	SFR	No	☐ Zone change ☒ Meets Future Land Use Map ☐ Plat required ☒ Eligible for Certificate of Platting Exemption - issued ☐ Site plan approval ☐ Community Overlay District (150 feet) ☐ Downtown District ☒ Water Available ☒ Sewer Available – or may apply for septic system ☒ On-site detention required ☒ May be eligible for regional detention; make request to GCCDD; if not, on-site detention will be required ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: None	

3860 Friendswood Link Road Add lease space to left side of strip center ~800 sq ft	NC	No	☐ Zone change ☐ Meets Future Land Use Map ☒ Plat required to move property line (with school) ☐ Eligible for Certificate of Platting Exemption ☒ Site plan approval ☐ Community Overlay District ☐ Downtown District ☒ Water Available – existing; verify size ☒ Sewer Available – existing; verify size ☒ On-site detention required – 100% impervious already ☐ Eligible for regional detention; make request to GCCDD ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: Existing variance to not install front landscape buffer	
Barrel Road @ Mandale Road Residential subdivision	SFR	No	☐ Zone change ☒ Meets Future Land Use Map ☒ Plat required – also with City of Alvin, GCCDD, and BD4 ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval ☐ Community Overlay District ☐ Downtown District ☒ Water Available – limited access on Mandale Rd ☒ Sewer Available – limited access on Mandale Rd ☒ On-site detention required ☐ Eligible for regional detention; make request to GCCDD ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: Multiple jurisdictions and no direct access to either road.	

1901 & 1905 Schulte Lane Two large lots for single family homes.	SFR	No	☐ Zone change ☒ Meets Future Land Use Map ☐ Plat required – Lundy Lane Estates ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval ☐ Community Overlay District ☐ Downtown District ☒ Water Available ☐ Sewer Available ☒ On-site detention required ☐ May be eligible for regional detention; make request to GCCDD; if not, on-site detention is required ☐ High hazard flood zone(s) – AE and floodway ☐ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: Original plat has discrepancies and needs an amending plat.	
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Exxon property Residential subdivision – 37 large lots	SFR	No	☐ Zone change ☒ Meets Future Land Use Map ☒ Plat required ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval ☒ Community Overlay District – 10' landscape buffer and 6' screening wall required along ROW ☐ Downtown District ☒ Water Available – loop from Baker Rd to Creekwood Estates ☒ Sewer Available – Upgrade lift station #32 or add new lift station; add force main to FM 528 ☒ On-site detention required ☐ May be eligible for regional detention; make request to GCCDD; if not, on-site detention is required ☒ High hazard flood zone(s) – AE, SHX, and UX ☒ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: 120-foot ultimate ROW required for Friendswood Parkway; 80-foot ROW for Falling Leaf Dr	
409 S Friendswood Drive Former Bayou Gardens Florist; the “green building” Remodel for Delivery/Take Out food with drive around	DD	No	☐ Zone change ☒ Meets Future Land Use Map ☐ Plat required ☒ Eligible for Certificate of Platting Exemption ☒ Site plan approval ☐ Community Overlay District ☒ Downtown District ☒ Water Available ☒ Sewer Available ☐ On-site detention required ☒ May be eligible for regional detention; make request to GCCDD; if not, on-site detention is required ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells ☒ TxDOT Permits required Misc Notes: Building and site are no longer “grandfathered”	