



**PLANNING AND ZONING COMMISSION REGULAR MEETING
THURSDAY, SEPTEMBER 28, 2023 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL
910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 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 for the Planning and Zoning Regular Meeting held on Thursday, August 24, 2023.

4. ACTION ITEMS

- A. Consider the conceptual approval of a proposed Master Plan for The Estates at Wilderness Trail, a new subdivision of 39.39 acres that also provides for the construction of a portion of Friendswood Parkway.

5. COMMUNICATIONS

- A. Announce the next Planning and Zoning Commission regular meetings for (i) Thursday, October 12, 2023 and (ii) Thursday, October 26, 2023.
- B. Receive the August 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 TTY 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 25th day of September 2023, at 12:30 P.M.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: September 28, 2023

Subject: Consider approving the minutes for the Planning and Zoning Regular Meeting held on Thursday, August 24, 2023.

Action:

SUMMARY / ORIGINATING CAUSE

This item allows the Commission to review and approve the minutes for the Planning and Zoning Regular Meeting held on Thursday, August 24, 2023. The draft minutes are attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. 08-24-2023 PZ Minutes



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, AUGUST 24, 2023 - 6:00 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
AUGUST 24, 2023

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, AUGUST 24, 2023, AT 06:00 PM 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS

CHAIRMAN TOM HINCKLEY
COMMISSIONER CATHERINE KOERNER
COMMISSIONER TRAVIS MANN
COMMISSIONER BRIAN BOUNDS
COUNCIL LIAISON TRISH HANKS
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

VICE-CHAIRMAN RICHARD SASSON, COMMISSIONER MARCUS RIVES, AND COMMISSIONER MARSHA CONRAD WERE ABSENT FROM THE MEETING.

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.

NONE.

3. CONSENT AGENDA

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

- A. Consider approval of the minutes for the Planning and Zoning Commission Regular Meeting held Thursday, August 10, 2023.

****Commissioner Travis Mann moved to approve the minutes for the Planning and Zoning Commission Regular Meeting held Thursday, August 10, 2023. Seconded by Commissioner Catherine Koerner. The motion was approved unanimously.**

4. ACTION ITEMS

A. **SITE PLAN: FM 2351**

Consider approving a site plan for a new building at 4426 FM 2351, an additional building for Site One Landscape.

****Commissioner Brian Bounds moved to approve a site plan for a new building at 4456 FM 2351, an additional building for Site One Landscape. Seconded by Commissioner Catherine Koerner. The motion was approved unanimously.**

Harbin said the proposed site plan includes an 11,602 square foot storage building and an outdoor storage area to be part of the existing Site One Landscape business. She said the proposed plan meets the city's landscaping requirements and maximum height.

Trevor Robinson/Northwinds Construction said this is the third building they will be constructing in the Industry Park commercial subdivision. He said the approximate location of the new storage building will be behind Mulch Express off FM 2351.

Koerner asked for clarification on tree mitigation for this property. Bennett explained the trees for the entire commercial subdivision are being mitigated throughout and this tract was compliant with their requirements. She said development of future tracts would require further trees to be planted for mitigation purposes.

Mann noticed a discrepancy between the address on the agenda and the address on the plans. Bennett said the correct address is 4456 FM 2351 and asked Commissioner Bounds to amend his motion for clarification.

Bounds made a motion to clarify the vote would be for 4456 FM 2351 and Koerner seconded the motion.

B. **SITE PLAN AMENDMENT: 106 WHISPERING PINES AVE**

Consider approving a site plan amendment for the development at 106 Whispering Pines Ave, Texas Behavioral Health, to provide for additional parking area.

****Commissioner Catherine Koerner moved to approve a site plan amendment for the development at 106 Whispering Pines Ave, Texas Behavioral Health, to provide for additional parking area. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

Harbin stated TBH Holdings is occupying an existing building and constructing a new building on

this property. She said they realized they should provide additional parking and, since the contractor is already on site working, decided this would be an ideal time. She said the additional paving will include a few more trees around the perimeter.

C. RECOMMENDATION: AMENDMENTS TO APPENDIX A, SIGN ORDINANCE

Consider making a recommendation to City Council regarding the proposed amendments to Appendix A, Sign Ordinance.

****Commissioner Catherine Koerner moved to approve a positive recommendation to City Council regarding the proposed amendments to Appendix A, Sign Ordinance. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

Harbin said another scenario arose and, before the changes were brought to City Council, staff wanted to include the possibility of the commission's recommendation. She explained the proposed change would allow signs to extend above the roof line but not above the highest roof line. The example she provided was on a glass, multi-level building.

Koerner said she thought the request to be reasonable. Mann asked if a sign could be attached to a steeple or a tower. Koerner said those particular building projects would not be considered a roofline.

5. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, September 14, 2023 and (ii) Thursday, September 28, 2023.
- 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.

Councilperson Hanks said she was filling in for Councilman Matranga, who was out of town. She reported that City Council would be holding meetings regarding the city's tax rate with a possible increase of around one cent. She said City Council approved the creation of an Ad Hoc Parking Committee of which both Commissioners Rives and Hinckley would participate in. And she announced the Labor Day Ice Cream Social to be held at the Perry House on Monday.

6. ADJOURNMENT

This meeting was adjourned at 06:24 PM.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: September 28, 2023

Subject: Consider the conceptual approval of a proposed Master Plan for The Estates at Wilderness Trail, a new subdivision of 39.39 acres that also provides for the construction of a portion of Friendswood Parkway.

Action:

SUMMARY / ORIGINATING CAUSE

This proposed Master Plan was submitted in accordance with the Subdivision Ordinance Section IV. B. 1. Master Plan. Water and sewer capacity is available; however, lines will need to be extended to make the connection. The applicant is in the process of requesting permission to utilize regional detention, rather than on-site due to the subdivision's proximity to GCCDD regional detention ponds. Tree mitigation will not be required as there are no common areas within the proposed subdivision and with only 41 lots, a traffic impact analysis is not required.

The extension of Friendswood Parkway is a significant investment in the community. The existing right-of-way backing up to the existing Wilderness Estates Subdivision will be converted to a utility easement in order to provide additional space for the construction of the parkway with a 100-foot right-of-way.

The Master Plan shall be subject to approval by the Planning and Zoning Commission in concept only. Conceptually approved master plans expire after two years from the date of submittal, unless one of the following occurs:

1. An application for a permit (including a plat) necessary to begin or continue towards completion of the project is submitted;
2. Costs have been incurred for developing the project including, without limitation, costs associated with roadway, utility, and other infrastructure facilities designed to serve, in whole or in part, the project (but exclusive of land acquisition) in the aggregate amount of five percent of the most recent appraised market value of the real property on which the project is located; or
3. Fiscal security is posted to ensure performance of an obligation required by the regulatory agency.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The subject property is zoned Single Family Residential (SFR). A residential development is in compliance with the long range plans of the City of Friendswood. Additionally, constructing a portion of the parkway will contribute towards the mobility of the City and complies with the Major Thoroughfare Plan (2018).

RECOMMENDATIONS

The master plan was reviewed by staff. There are no outstanding conditions or reasons that would require reconsideration by the Commission. The plat is subject to conceptual approval by the Commission.

ATTACHMENTS

1. Wilderness Trails Final 09-05-23

CURVE DATA 1
DELTA = 30.00°
RADIUS = 125.00'
TANGENT = 39.63'
CHORD = 65.94'
CORD B = N 77.13° E



CURVE DATA 2
DELTA = 30.00°
RADIUS = 125.00'
TANGENT = 39.63'
CHORD = 65.94'
CORD B = S 77.13° W

CURVE DATA 1
DELTA = 30.00°
RADIUS = 125.00'
TANGENT = 39.63'
CHORD = 65.94'
CORD B = N 77.13° E

WILDERNESS TRAILS SUBDIVISION
SCHEMATIC DESIGN

41 LOTS



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: September 28, 2023

Subject: Receive the August 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 August 2023 DRC Report is attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

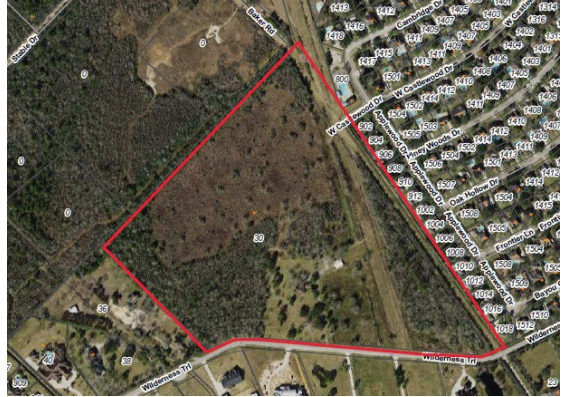
1. August 2023 DRC Report

COMMUNITY DEVELOPMENT DEPARTMENT
MONTHLY DRC REPORT
AUGUST 2023



Project	Current Zoning	Zone Change Required? Y/N	Issues discussed	Location
4.6 acres on FM 2351 Mixed use - 14 garden homes and 10,000sqft commercial building	SFR	Yes	☒ Zone change - PUD ☒ Meets Future Land Use Map – commercial frontage ☒ Plat required ☐ Eligible for Certificate of Platting Exemption - issued ☒ Site plan approval ☒ Community Overlay District (300 feet) ☐ Downtown District ☒ Water Available ☒ Sewer Available – Not available; 20ft SSE required along FM 528; septic is now allowed; must explore options to extend sewer ☒ On-site detention required – detention is the biggest challenge due to the low elevation of the property and limitations draining to FM 2351 ☐ May be eligible for regional detention ☐ High hazard flood zone(s) - AE, Floodway, UX, SHX ☐ Pipelines and abandoned oil wells ☒ TxDOT Permits required Misc Notes: 5ft sidewalk required along FM 528	

FM 518/Whispering Pines – discussed 2 properties – 108 and 110 Whispering Pines Ave and 6 acres Medical spa; approx. 10,000 sqft	DD NC	No Option to change to DD – fees waived	☒ 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 – must be extended to property ☒ On-site detention required ☐ Eligible for regional detention ☒ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells ☒ TxDOT Permits required Misc Notes: 8-foot sidewalk required along FM 518 for corner tract; 4-foot sidewalk required along Whispering Pines	108/110 Whispering Pines 6 acres
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Wilderness Trail – 38 acres Residential development 35-40 large lots	SFR	No	☐ Zone change ☒ Meets Future Land Use Map ☒ Plat required – ROW dedication required for future Parkway ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval ☐ Community Overlay District ☐ Downtown District ☒ Water Available – must be extended to property ☒ Sewer Available – must be extended to property ☒ On-site detention required ☐ Eligible for regional detention ☐ High hazard flood zone(s) ☒ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: Friendswood Parkway road or ROW required; 10-foot landscape buffer and 6-foot tall screening required for residential lots backing up to the parkway.	
Mandale Rd – 2 acres 2 – 10,000 sqft office warehouse buildings	BP	No	☐ Zone change ☒ Meets Future Land Use Map ☒ Plat required ☐ Eligible for Certificate of Platting Exemption ☒ Site plan approval – special requirements for BP zoning ☐ Community Overlay District ☐ Downtown District ☒ Water Available – must be extended to property ☒ Sewer Available – must be extended to property ☒ On-site detention required ☐ Eligible for regional detention ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: Platting is the biggest concern. Owner only wants to sell triangle piece in Friendswood. Plat coordination with City of Alvin and Brazoria County Drainage District #4 required. Cannot land lock property.	