



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, NOVEMBER 16, 2023 - 6:00 PM**

Minutes

**MINUTES OF A FRIENDSWOOD SPECIAL MEETING AND REGULAR MEETING HELD AT
910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546, COUNCIL CHAMBERS,
CITY HALL**

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
NOVEMBER 16, 2023

**1. CALL TO ORDER THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE (CIAC)
SPECIAL MEETING**

MINUTES OF A SPECIAL MEETING OF THE CAPITAL IMPROVEMENT ADVISORY
COMMITTEE THAT WAS HELD ON THURSDAY, NOVEMBER 16, 2023, AT 06:04 PM 910
S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546

CHAIRMAN TOM HINCKLEY
VICE-CHAIRMAN RICHARD SASSON
COMMISSIONER TRAVIS MANN
COMMISSIONER MARSHA CONRAD
COMMISSIONER MARCUS RIVES
COUNCIL LIAISON SALLY BRANSON
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

COMMISSIONER CATHERINE KOERNER AND COMMISSIONER BRIAN BOUNDS WERE
ABSENT FROM THE MEETING.

A. 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 public comments.

- B. Discuss the City's Land Use Assumptions, Capital Improvements Plan (CIP) and Impact Fee Analysis for Water and Wastewater, relating to (i) the possible adoption of updated Impact Fees; (ii) Written Comments to be provided to the City Council, in accordance with Chapter 395 of the Texas Local Government Code; and (iii) other findings and details related thereto.

Kendall Ryan of Freese and Nichols presented the proposed 2023 water and wastewater impact fees. He stated the current impact fee totals \$4,227 and the proposed fee would increase to \$5,397 for a one-inch water meter impact onto the city's water and wastewater capacity.

Sasson asked if the city could adopt a rate higher than 50% of the total and Ryan answered a higher rate could be adopted but came with additional requirements. He said most cities choose the 50% rate.

Hinckley questioned why Friendswood's water portion was higher than the wastewater. City Engineer Jil Arias said the city has completed more wastewater projects than water projects in recent years.

- C. Consider approving a recommendation to the City Council regarding the City's Impact Fees and associated final written comments, to be presented at the January 8, 2024, City Council Regular Meeting.

****Vice-Chairman Richard Sasson moved to approve a positive recommendation to the City Council regarding the City's Impact Fees and associated final written comments, to be presented at the January 8, 2024, City Council Regular Meeting. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

2. ADJOURNMENT OF THE CIAC SPECIAL MEETING

The Special Meeting of the Capital Improvement Advisory Committee adjourned at 6:38PM.

3. CALL TO ORDER THE PLANNING AND ZONING REGULAR MEETING

The Planning and Zoning Commission Regular Meeting was called to order at 6:39PM.

4. 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 public comments.

5. 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, October 26, 2023.

****Commissioner Marcus Rives moved to approve the minutes of the Planning and Zoning Regular Meeting held Thursday, October 26, 2023. Seconded by Vice-Chairman Richard Sasson. The motion was approved unanimously.**

6. ACTION ITEMS

A. ZONE CHANGE REQUEST: 901 S FRIENDSWOOD DRIVE

- i Conduct a public hearing regarding a request for a zone classification change located at 901 S Friendswood Drive, .54 acres being Lot One (1), of Southern Breeze, a subdivision in Galveston County, Texas, according to the map or plat thereof, recorded in Volume 18, Page 353, of the Map Records of Galveston County, Texas, to change from Neighborhood Commercial (NC) to Downtown District (DD).

Harbin stated the zone change request was for the "Gline's House" at the corner of East Castlewood Drive and S Friendswood Drive (FM 518). She said the zone change is in compliance with the City's Future Land Use Map to convert the area to the Downtown District. She also mentioned the property owner is hoping to re-develop the property by next summer and that the Commission would see the site plan for that project.

- ii Consider a recommendation to the City Council regarding a requested zone classification change located at 901 S Friendswood Drive to change from Neighborhood Commercial (NC) to Downtown District (DD).

****Commissioner Marcus Rives moved to approve a recommendation to the City Council regarding a requested zone classification change located at 901 S Friendswood Drive to change from Neighborhood Commercial (NC) to Downtown District (DD). Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

The commissioners commented the zone change request made perfect sense and matched the long-term goals of the city.

- B. Consider approving a site plan for two new buildings to be located at 110 and 112 Hunters Lane.

****Vice-Chairman Richard Sasson moved to approve a site plan with staff comments for two new buildings to be located at 110 and 112 Hunters Lane. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

Commissioner Marcus Rives recused himself and left the room.

Harbin explained the project includes two new shell buildings to be constructed behind the existing Masa Sushi restaurant. She reminded the Commission that the owner originally applied to change the zoning for townhomes but received a lot of push back from the adjacent neighborhood. She said the proposed parking and landscaping meet the city code and detention is accounted for in the existing Hunters Creek pond.

- C. Consider approving a site plan amendment at 1 Oak Tree to add a parking lot containing 23 new parking spaces.

Commissioner Rives rejoined the meeting.

****Commissioner Marcus Rives moved to approve a site plan amendment at 1 Oak Tree to add a parking lot containing 23 new parking spaces. Seconded by Vice-Chairman Richard Sasson. The motion was approved unanimously.**

Harbin explained the request was to add another parking lot to the existing Family Animal Hospital of Friendswood. She said the owner is also looking to add to the building but that portion of the project would come back at a later date for approval. Harbin said the site plan amendment includes a request to approve an alternative landscape plan to accommodate the existing, mature trees on the site.

Commissioner Sasson asked what type of new trees would be planted. Larry Brown/general contractor said new 2-inch caliper oak trees were proposed. Brown said they are not removing any trees.

Harbin said the project does not include any new lighting in the parking lot. Sasson questioned the lack of lighting. Brown answered that none of the parking lots in the commercial subdivision use interior lighting but utilize the street lights.

Commissioner Mann questioned whether the street name was Oak Tree Drive or Oaktree Street. Bennett said she is working with Google Maps to have the name corrected to Oak Tree Drive.

D. Consider cancelling the Planning and Zoning Regular Meeting scheduled for Thursday, December 28, 2023, due to the holidays.

****Vice-Chairman Richard Sasson moved to approve cancelling the Planning and Zoning Regular Meeting scheduled for Thursday, December 28, 2023, due to the holidays. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

7. COMMUNICATIONS

A. Receive a legislative update from Karen Horner, City Attorney.

City Attorney Karen Horner presented state legislative changes that relate to development.

B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, November 30, 2023, and (ii) Thursday, December 14, 2023.

Hinckley also mentioned the Commission Retreat would be held on December 5, 2023.

C. Receive the October 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.

Councilmember Branson said the Friendswood City Center Planned Unit Development was approved at the last Council meeting.

Commissioners Rives and Conrad said they attended the American Planning Association Conference in Corpus Christi and received a lot of useful information.

Harbin said the October DRC Meeting report was in the backup material.

8. ADJOURNMENT OF THE PLANNING AND ZONING REGULAR MEETING

This meeting was adjourned at 07:11 PM.