



**PLANNING AND ZONING COMMISSION, REGULAR MEETING
THURSDAY, JANUARY 25, 2024 - 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 of the regular meeting held Thursday, December 14, 2023

4. ACTION ITEMS

A. SITE PLAN AMENDMENT: 104 WHISPERING PINES AVE

Consider approving a site plan amendment for a building facade change at 104 Whispering Pines Ave.

5. COMMUNICATIONS

A. Receive Training Session #1 from staff that will provide an overview of the development processes of the City and where to locate information on the City's website.

B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, February 8, 2024, and (ii) Thursday, February 22, 2024.

C. 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.

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 22nd day of January 2024, at 5:00 P.M.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 25, 2024

Subject: Consider approving the minutes of the regular meeting held Thursday, December 14, 2023

Action:

SUMMARY / ORIGINATING CAUSE

The minutes are attached for review and consideration.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. 12-14-2023 PZ Minutes



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, DECEMBER 14, 2023 - 6:00 PM**

Minutes

MINUTES OF A FRIENDSWOOD 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
DECEMBER 14, 2023

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, DECEMBER 14, 2023, AT 06:00 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

CHAIRMAN TOM HINCKLEY
COMMISSIONER MARCUS RIVES
COMMISSIONER TRAVIS MANN
COMMISSIONER BRIAN BOUNDS
COMMISSIONER MARSHA CONRAD
COUNCIL LIAISON JOE MATRANGA
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

VICE-CHAIRMAN RICHARD SASSON AND COMMISSIONER CATHERINE KOERNER 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.

No public 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 Brian Bounds moved to approve the CONSENT AGENDA. Seconded by Commissioner MARSHA CONRAD. The motion was approved unanimously.**

- A. Consider approving the minutes of the Planning and Zoning Commission Regular Meeting held on Thursday, November 16, 2023.
- B. Consider approving the minutes of the Planning and Zoning Commission Special Meeting held on Tuesday, December 5, 2023.

4. ACTION ITEMS

A. ZONE CHANGE REQUEST: 903 S. FRIENDSWOOD DR FROM NC TO DD

- i Conduct a public hearing regarding a request for a zone classification change for the property located at 903 S. Friendswood Drive, 0.34 acres being Lot Two (2), 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 explained the neighboring property at 910 S. Friendswood Drive recently changed its zoning from Neighborhood Commercial (NC) to Downtown District (DD) to comply with the city's long range plans. She said this property received notice and would like to opt into the Downtown District zone, as well. He is not proposing any exterior changes to the property. Harbin said there are about twenty properties left within the Downtown District boundary that have yet to change to DD zoning and staff may reach out to begin those processes.

- ii Consider a recommendation to the City Council regarding a requested zone classification change for the property located at 903 S. Friendswood Drive, 0.34 acres being Lot Two (2), 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).

****Commissioner Marcus Rives moved to approve a recommendation to the City Council regarding a requested zone classification change for the property located at 903 S. Friendswood Drive. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

Commissioner Rives questioned how many of the remaining twenty properties were located on S. Friendswood Drive versus one block back. Harbin answered about half. Commissioner Bounds asked the applicant why he would like to change the zoning district. Dr. Ouyang said the Downtown District zoning designation may be beneficial to him if he ever decides to sell the property. He said he located this building in 2007 and purchased it in 2011.

5. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, January 11, 2024, and (ii) Thursday, January 25, 2024.
- B. Receive the November 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.

Councilman Matranga said the City Council approved the adjacent zone change for 901 S. Friendswood Drive at their last meeting.

Chairman Hinckley told the other Commissioners to check out the ongoing City Center project because it includes not only platting and site plans but also financial vehicles that are interesting.

Harbin said the November DRC Report was provided in the back up material, but only included one meeting because the holiday months usually slow down.

6. ADJOURNMENT

This meeting was adjourned at 06:10 PM.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 25, 2024

Subject: **SITE PLAN AMENDMENT: 104 WHISPERING PINES AVE**

Consider approving a site plan amendment for a building facade change at 104 Whispering Pines Ave.

Action:

SUMMARY / ORIGINATING CAUSE

The property owner is proposing a change to the facade of the existing building located at 104 Whispering Pines Ave. The new facade will create a rectangular front to the building.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The proposal will be an improvement to the building to compliment the new construction of the adjacent building, 106 Whispering Pines Ave.

RECOMMENDATIONS

The plans were reviewed by staff in the following departments: Planning. The proposed project appears to be in compliance with current city codes. This plan is subject to approval by the Planning and Zoning Commission.

ATTACHMENTS

1. Texas Behavioral Health-4





FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 25, 2024

Subject: Receive Training Session #1 from staff that will provide an overview of the development processes of the City and where to locate information on the City's website.

Action:

SUMMARY / ORIGINATING CAUSE

This is the first session of a series of training sessions that will be presented by staff to provide information and training to Commissioners.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. Community Development -Session 1 2024

P&Z Training Session 1



**COMMUNITY DEVELOPMENT
CITY DEPARTMENTS
OUTSIDE AGENCIES
DRC MEETINGS
BOARDS AND COMMITTEES
CITY WEB SITE**

Community Development



Building Permits & Inspections

Administer building codes, floodplain administration, issue permits, conduct inspections, work with Zoning Board of Adjustment (ZBOA) & Construction Board of Adjustment (CBOA).



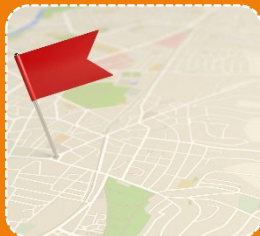
Code Enforcement

Investigates complaints and issues citations, when necessary, for violations such as high grass and weeds, illegal signs, junk vehicles on private property and unsanitary swimming pools.



Planning & Zoning

Platting, zone changes, and site plan approvals, works with Planning & Zoning Commission (P&Z) and ZBOA, and conducts final site inspections on new commercial projects.



Geographic Information Systems (GIS)

Provide mapping assistance to all city departments and maintain data regarding city infrastructure including streets, utilities, fire hydrants, zoning, buyout lots, license agreements and more!

Other Departments



Public Works - Utilities, Streets and Drainage
Review plans, operate & maintain all public infrastructure



Fire Marshal
Review/inspect projects for life safety compliance, accessibility of emergency vehicles, fire hydrant spacing and fire sprinkler requirements; annual inspections of businesses, daycares and foster homes



Parks & Recreation
Oversee Parkland Dedication requirements in addition to maintaining all City parks and facilities and hosting a variety of events and entertainment for citizens



Engineering
Review plans, inspect installation of new streets and all utilities; includes Capital Projects division which oversees City capital projects and new construction and Stormwater Management.



Police Department
Review site plans and subdivision plats for traffic concerns and street name conflicts

Agencies Outside the City



Galveston
County
Consolidated
Drainage
District



Galveston
County
Health
District



Friendswood ISD
Leading to Achieve Excellence



Planning & Zoning Commission



- Capital Improvement Advisory Committee
 - Annual updates
 - Impact Fee updates every 5 years; last reviewed 2022
- Recommending body to City Council
- Comprehensive Plan
 - Future Land Use Map
 - Major Thoroughfare Map
- Official Zoning Map
- Zoning Ordinance
- Subdivision Ordinance
- Design Criteria Manual
 - Appendix C Parking Group Table
 - Appendix D Qualified Tree List
 - Appendix E Downtown District Amenities

Planning & Zoning Commission

P&Z Guidebook

P&Z origination and purpose

Rules of Procedure

Sign Ordinance

Subdivision Ordinance

Zoning Ordinance

Checklists

Flow Charts

Maps

Design Criteria Manual

Vision 2020

Comprehensive Plan

Boards & Committees

- City Council
- Community & Economic Development Committee (CEDC)
- Zoning Board of Adjustment (ZBOA)
- Construction Board of Adjustment (CBOA)
- Friendswood Downtown Economic Development Corp (FDEDC)
- Keep Friendswood Beautiful (KFB)
- 4th of July Steering Committee
- Charter Review Commission
- Citizen Advisory Team
- Friendswood Public Library Board
- Investment Committee
- Senior Citizen Advisory Board

ZONING BOARD OF ADJUSTMENT

- 9 Board Members - 5 regular; 4 alternates
- Quasi-judicial board
- Hear and decide variances and special exceptions to requirements in the Zoning Ordinance and height and setbacks for signs; and appeals to an order, requirement, decision or determination by an administrative official in the enforcement of the Zoning Ordinance.
- Also serve as the Building and Standards Commission (BASC) for cases regarding substandard structures.

CONSTRUCTION BOARD OF ADJUSTMENT

- Established by the 2009 International Building Code
- 7 members; 2 alternates
- Hear appeals to orders, decisions, and determinations of the building official regarding interpretations of the adopted building codes

DRC Meetings



Informal meetings to discuss development processes with owners, buyers, real estate agents, developers, home builders, and others

**Every Wednesday
9am, 10am, 11am**

Not public meetings

All the previously discussed departments attend.

DEVELOPMENT INFORMATION

provided at a DRC meeting

Staff from various departments provides details on development process for individual tracts of land.

Zoning Requirements

Platting Process

Site Plan & Permitting Process

Utility Availability – Water & Sewer

Drainage Requirements

Life Safety Requirements

Fees & Economic Development Incentives

New Commercial Buildings

DRC Meeting



Zone and/or Plat, if required



Submit plans/staff review



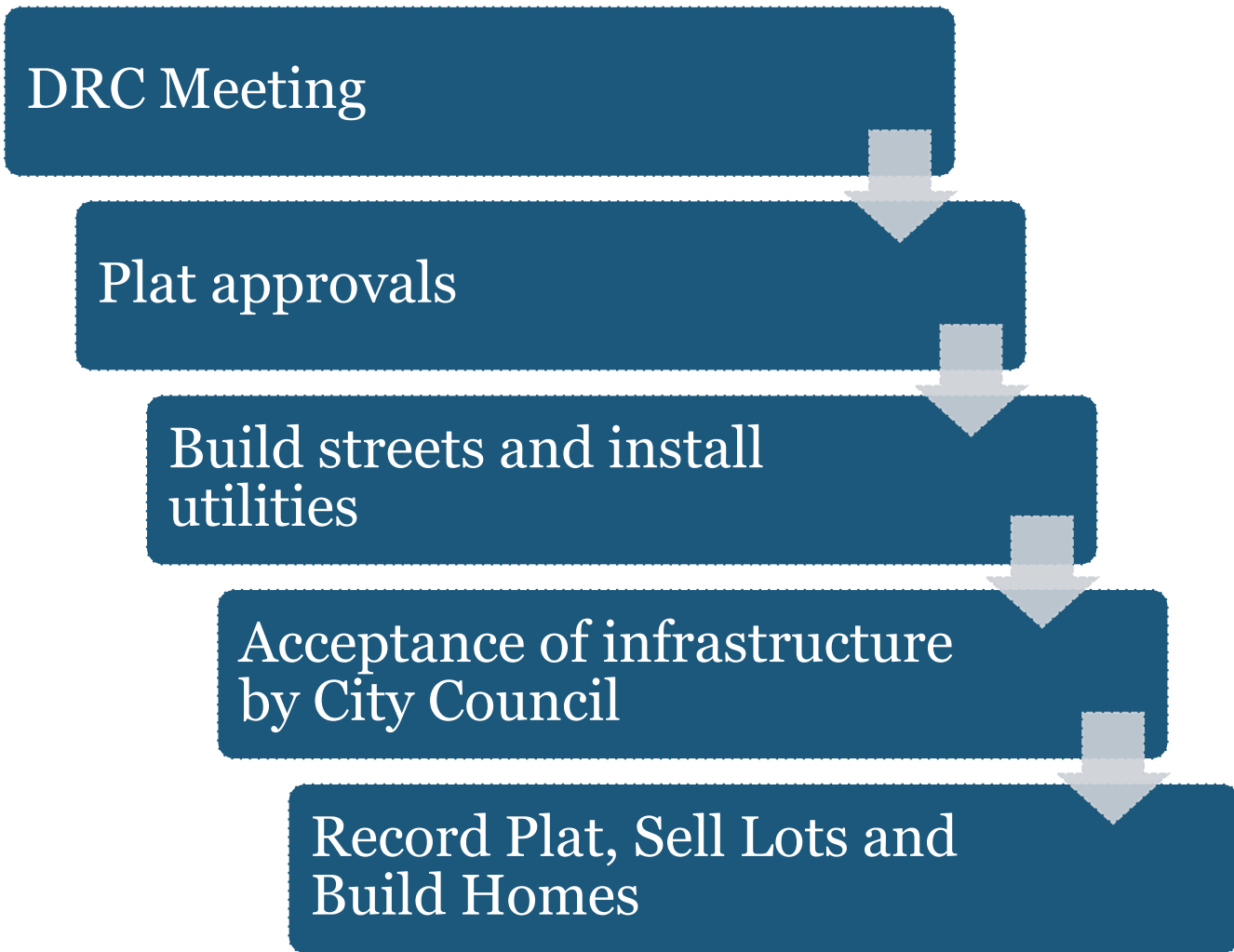
P&Z Approval



Construction & Final Inspections

New Residential Subdivision Process

DRC Meeting



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graph TD; A[DRC Meeting] --> B[Plat approvals]; B --> C[Build streets and install utilities]; C --> D[Acceptance of infrastructure by City Council]; D --> E[Record Plat, Sell Lots and Build Homes];
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The diagram illustrates a five-step process for a new residential subdivision. It begins with a 'DRC Meeting', followed by 'Plat approvals', 'Build streets and install utilities', 'Acceptance of infrastructure by City Council', and finally 'Record Plat, Sell Lots and Build Homes'. Each step is contained within a dark blue rectangular box, and the steps are connected by downward-pointing arrows, indicating a sequential flow.

Plat approvals

Build streets and install
utilities

Acceptance of infrastructure
by City Council

Record Plat, Sell Lots and
Build Homes

www.friendswood.com

[Boards & Commissions](#)

[Agendas & Minutes](#)

[Development Process](#)

[Municode](#)

[Public Information Requests](#)

[GIS](#)

[Zone Change Info](#)

