



**PLANNING AND ZONING COMMISSION, REGULAR MEETING
THURSDAY, FEBRUARY 22, 2024 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL
910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

AGENDA

1. CALL TO ORDER

2. OATHS OF OFFICE

- A. Administer the oath of office to Mr. Willie Anderson as Planning and Zoning Commissioner.

3. 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.

4. 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 of the Planning and Zoning Commission Regular Meeting held Thursday, January 25, 2024.

5. ACTION ITEMS

A. SITE PLAN: 1610 West Blvd.

Consider approving the site plan for Riverstone Montessori School to be located at 1610 West Boulevard.

6. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, March 14, 2024, and (ii) Thursday, March 28, 2024.
- B. Receive the January 2024 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.
- C. Receive a staff update regarding the City Council, February 5, 2024, workshops regarding (i) mobile vendors and (2) short-term rentals.

7. 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 16th day of February 2024, at 1:00 P.M.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: February 22, 2024

Subject: Consider approval of the minutes of the Planning and Zoning Commission Regular Meeting held Thursday, January 25, 2024.

Action:

SUMMARY / ORIGINATING CAUSE

The draft minutes are attached for review and consideration.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. PZ Commission Minutes 1-25-2024



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, JANUARY 25, 2024 - 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
JANUARY 25, 2024

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, JANUARY 25, 2024, AT 06:00 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

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

COMMISSIONERS TRAVIS MANN AND 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 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.

- A. Consider approving the minutes of the regular meeting held Thursday, December 14, 2023

**Vice-Chairman Richard Sasson moved to approve the minutes of the regular meeting held Thursday, December 14, 2023. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.

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.

**Commissioner Brian Bounds moved to approve a site plan amendment for a building facade change at 104 Whispering Pines Ave. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.

Harbin said this is an existing building being leased to a new gym. She said the owner will be painting the building's brick earth-tone colors and adding a parapet-like addition to the front elevation.

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.

Harbin presented Training Session 1 that encompasses the various departments, boards, and outside agencies involved in planning and zoning issues. She provided the Commission with direction on where to access codes and links relevant to the Commission.

- 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.

Councilman Matranga announced a town hall meeting of the Parks and Trails Master Plan to be held on Friday, January 26th and Wednesday, January 31st at the library.

Commissioner Sasson praised the city staff for being helpful to citizens. He singled out Deputy Director of Administrative Services Rhonda Boskas for helping his HOA decipher historical water usage in their subdivision.

6. ADJOURNMENT

This meeting was adjourned at 06:26 PM.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: February 22, 2024

Subject: **SITE PLAN: 1610 West Blvd.**

Consider approving the site plan for Riverstone Montessori School to be located at 1610 West Boulevard.

Action:

SUMMARY / ORIGINATING CAUSE

Riverstone Montessori Friendswood will be located at 1610 West Blvd., which is at the intersection of West Blvd. and Friendswood Parkway. The proposal includes a 2-story building with 14,050 square feet on the first floor and 1,100 square feet on the second floor. The site will include outdoor activities for the children, including a playground, basketball court, shade structures, and a splash pad. The property is subject to the Community Overlay District (COD) since it fronts Friendswood Parkway. The landscaping and parking appear to meet the requirements of the Zoning Ordinance. There were no trees existing on the property.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The development will be an asset to the West Ranch community, especially being across the street from Cline Elementary. The Community Economic Development Committee (CEDC) recommended and City Council approved a municipal grant for this project.

RECOMMENDATIONS

The plans were reviewed by staff in the following departments: Planning, Public Works, Engineering, Fire Marshal, and Police Department. 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. Riverstone Montessori Friendswood Site Plan and Related Plans

Riverstone Montessori

1610 West Blvd.
Friendswood, Texas 77546



MT Architects
8004 Oakwood Bend Dr.
Houston, Texas 77040
Call : 713.320.4322
Fax : 281.486.1256
marchitects@comcast.net

Project Number:

Date Issued:

Revisions:		
NO.	DATE	DESCRIPTION

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OTHER THAN THE DESIGNATED PROJECT,
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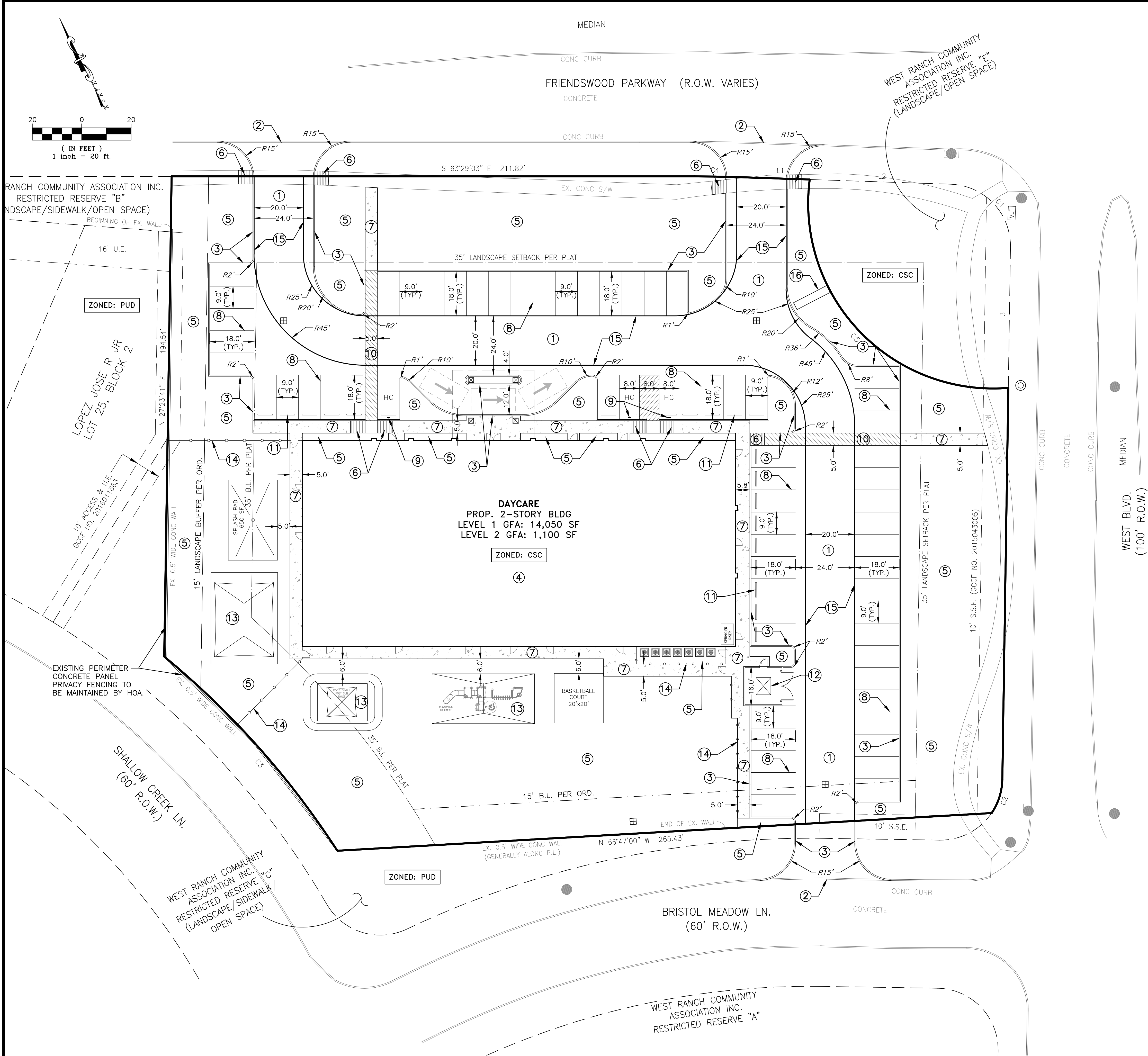
RIVERSTONE MONTESSORI

1610 WEST BLVD.
FRIENDSWOOD, TEXAS 77546

COVER SHEET



Sheet Number:



PROPOSED PARKING SUMMARY	
REQUIRED PARKING	
DAYCARE:	
0.3 SPACE PER PERSON ENROLLED	65
218 * 0.3	
TOTAL =	65
PROPOSED PARKING	
STANDARD PARKING (9'X18')	62
HANDICAP PARKING PROVIDED (INCLUDES 1 VAN ACCESSIBLE)	3
TOTAL =	65

SITE DATA	
1. SITE AREA: 1.88 AC (81,905 SF)	
2. ZONING: CSC (W/ COD)	
3. LOT COVERAGE:	
14050/81905 * 100 = 17%	

BENCHMARK:
HARRIS GALVESTON COASTAL SUBSIDENCE DISTRICT MONUMENT NO. 54 (NATIONAL GEODETIC SURVEY PID AW5596); FOUND STAINLESS STEEL ROD IN SLEEVE STAMPED "HCSD 54 1986" AT THE NORTHEAST CORNER OF THE INTERSECTION OF FM 528 AND WHITAKER DRIVE AT THE SOUTHWEST (SW) EDGE OF THE FIRST 2 PARKING SPACES TO THE SW OF MAIN DRIVEWAY. ELEVATION = 29.40' (NAVD 1988, 2012 ADJ.)

TEMPORARY BENCHMARK:
CUT "X" ON BACK OF CURB NEAR THE SOUTHEAST PROPERTY LINE OF THE SUBJECT TRACT. EXACT LOCATION AS SHOWN HEREON. ELEVATION 29.07' (NAVD 1988, 2012 ADJ.)

FLOODPLAIN NOTE:
THIS PROPERTY LIES IN ZONE 'X' (UNSHADED), DESIGNATED AS "AREAS OUTSIDE THE 0.2% (500-YR) ANNUAL CHANCE FLOOD" PER THE NATIONAL FLOOD INSURANCE PROGRAM FIRM COMMUNITY PANEL NUMBER 48167C0202G AND 48167C0206G, LATEST AVAILABLE PUBLISHED REVISION DATED AUGUST 15, 2019.

SITE PLAN EXPIRATION NOTE:
APPROVED SITE PLAN WILL EXPIRE ONE YEAR AFTER THE DATE OF THE COMMISSION'S APPROVAL. UPON EXPIRATION, THE APPLICANT MUST RESUBMIT A SITE PLAN THAT CONFORMS TO LATEST STANDARDS AND ORDINANCES. HOWEVER, THE APPLICANT MAY REQUEST AN EXTENSION IN WRITING, WHICH MAY BE GRANTED BY THE COMMISSION, FOR A PERIOD NOT TO EXCEED A TOTAL OF SIX MONTHS.

FIRE LANE SPECIFICATIONS:

- ALL CURBED AND FLAT AREAS (I.E. BEHIND PARKING SPOTS) OF THE FIRE LANES SHALL BE PAINTED RED.
- ALL FIRE LANES SHALL BE STENCILED "FIRE LANE NO PARKING TOW AWAY ZONE" AT 30' INTERVALS.
- LETTERING SHALL BE FOUR (4) INCHES HIGH AND WHITE.

FIRE LANE DETAIL
NTS

- SCHEDULE OF KEY NOTES:**
- 6" CONCRETE PAVEMENT ON 6" LIME STABILIZED SUBGRADE. SEE SHEET 13 FOR DETAILS.
 - REMOVE EX. CURB. SAW CUT 12" OF EX PAVEMENT AND PROVIDE PAVEMENT HEADER PER DETAIL ON SHEET 13.
 - PROPOSED 6" CONCRETE CURB. SEE SHEET 13 FOR DETAILS.
 - PROPOSED BUILDING. SEE ARCHITECTURAL DRAWINGS AND STRUCTURAL PLANS FOR DETAILS.
 - PROPOSED LANDSCAPE AREA. SEE SHEET 24 FOR DETAILS.
 - PROPOSED HANDICAP ACCESSIBLE RAMP @ MAX 1:12 SLOPE. SEE SHEET 13 FOR DETAILS.
 - PROPOSED CONCRETE SIDEWALK.
 - 4" WIDE WHITE TRAFFIC PAINT STRIPE (TYPICAL AT PARKING SPACE), TWO (2) COATS OF PAINT REQUIRED.
 - PROPOSED HANDICAP PARKING VERTICAL SIGN. SEE SHEET 22 FOR DETAIL.
 - PROPOSED HANDICAP ACCESS WITH STRIPED PAINT.
 - PROPOSED WHEEL STOP.
 - PROPOSED TRASH DUMPSTER WITH ENCLOSURE.
 - PROPOSED PLAYGROUND EQUIPMENT.
 - PROPOSED 6' HIGH WROUGHT IRON FENCE.
 - PROPOSED FIRE LANE STRIPING. SEE DETAIL THIS SHEET.
 - PROPOSED SIGN. SEE SHEET 22 FOR DETAILS.

NO.	DATE	REVISIONS	APP.

JILDARDO ARIAS, PE, CFM
DIRECTOR OF ENGINEERING & PROJECTS/
CITY ENGINEER

RENE IBARRA, CFM, CPM
DIRECTOR OF PUBLIC WORKS

NOTE:
THIS IS TO CERTIFY THAT THE ABOVE SIGNED HAVE REVIEWED ALL SHEETS PROVIDED AND FOUND THEM TO BE IN GENERAL COMPLIANCE WITH THE REQUIREMENTS ESTABLISHED BY THE CITY OF FRIENDSWOOD. THIS APPROVAL IS ONLY VALID FOR THREE HUNDRED SIXTY (360) CALENDAR DAYS. PLEASE NOTE: THIS DOES NOT NECESSARILY MEAN THAT ALL THE CALCULATIONS PROVIDED IN THE PLANS HAVE BEEN COMPLETELY CHECKED AND VERIFIED. THE PLANS SUBMITTED HAVE BEEN PREPARED, SIGNED AND SEALED BY A PROFESSIONAL ENGINEER LICENSED TO PRACTICE ENGINEERING IN THE STATE OF TEXAS, WHOSE CONSENT IS THE ENGINEER'S RESPONSIBILITY AND ACCOUNTABILITY.

EFFECTIVE DATE: SEPTEMBER 1, 2022

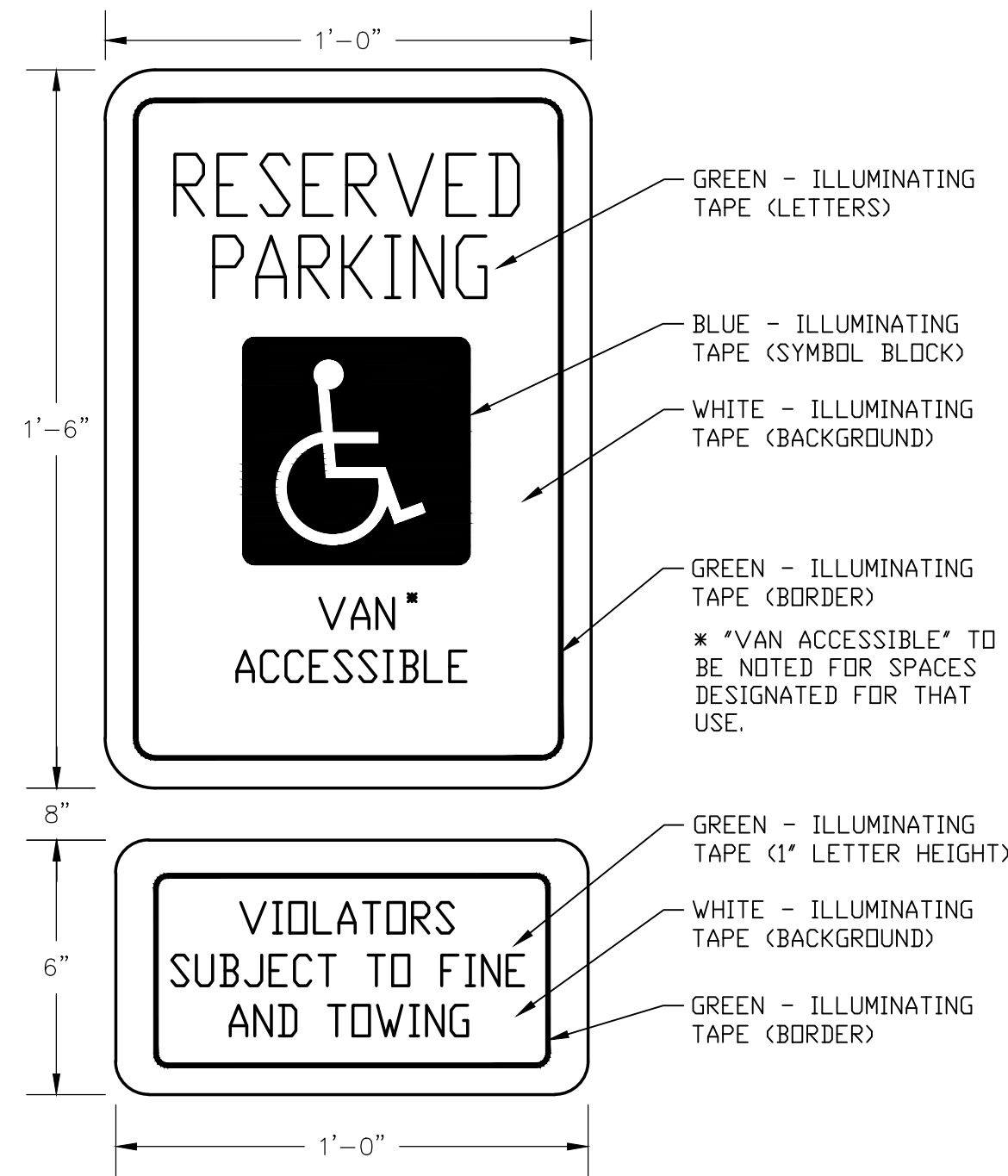
Everest Design Group, LLC
Planning, Engineering, Construction Management
907 S. FRIENDSWOOD DRIVE, STE 200
FRIENDSWOOD, TX 77546
PHONE: 281-993-3770 FAX: 281-648-2294

RIVERSTONE MONTESSORI FRIENDSWOOD
1610 WEST BLVD
FRIENDSWOOD, TX 77546

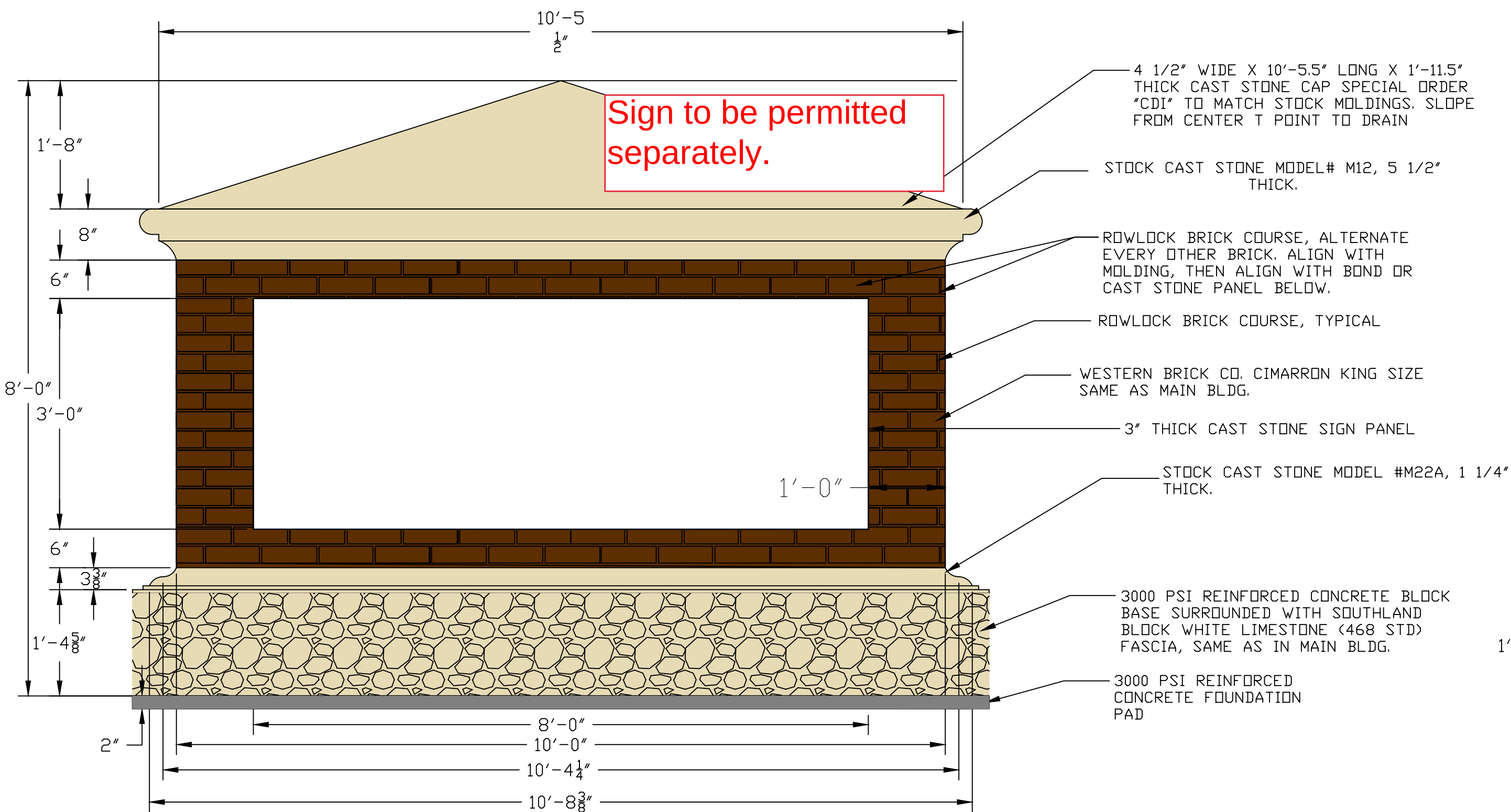
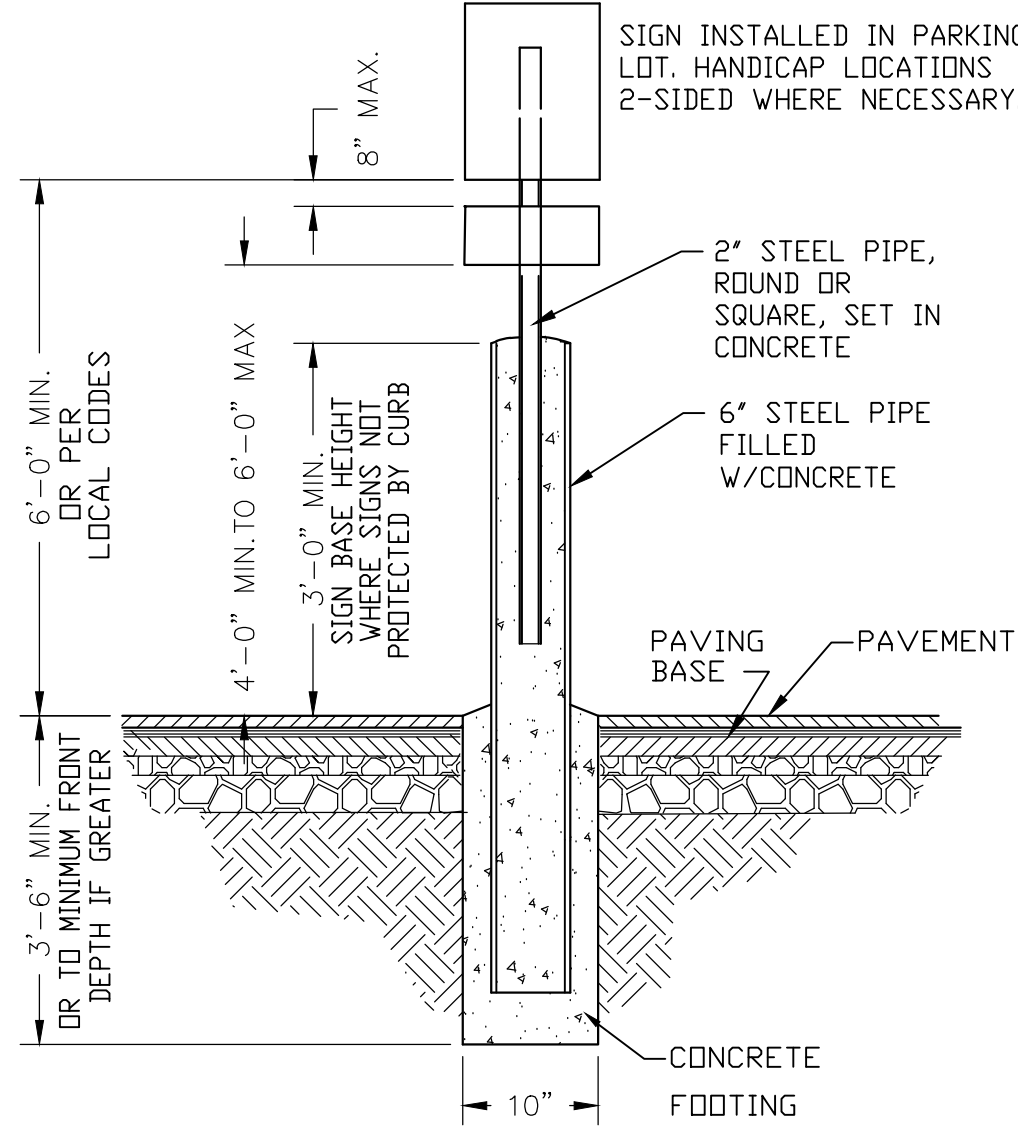
SITE LAYOUT PLAN

F-9440
SELWYN P. THINT
80446
LICENSED PROFESSIONAL ENGINEER
1.4.2024

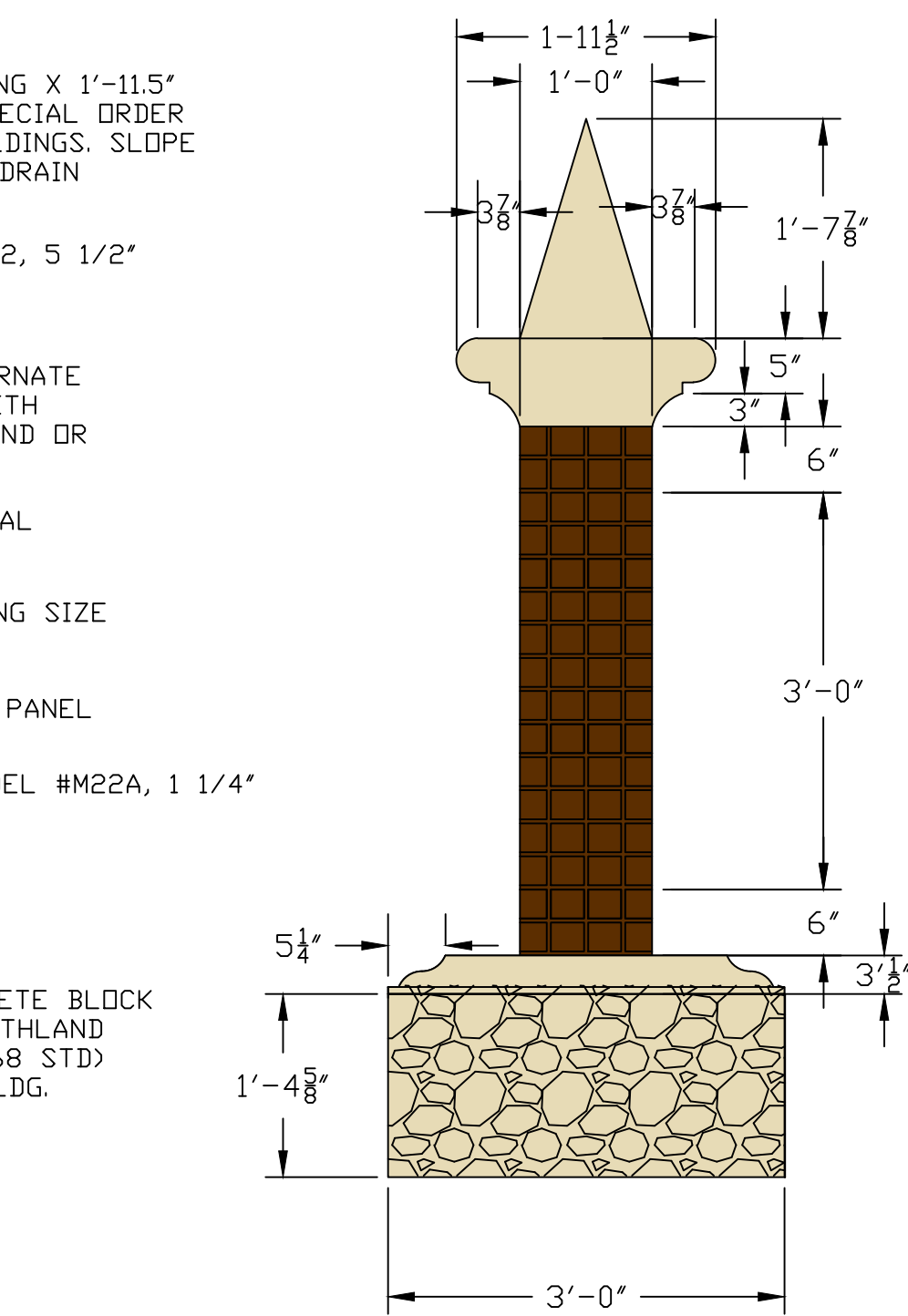
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DESIGNED BY:	BP	DATE: JANUARY 4, 2024	5
APPROVED BY:	ST	SCALE: AS SHOWN	



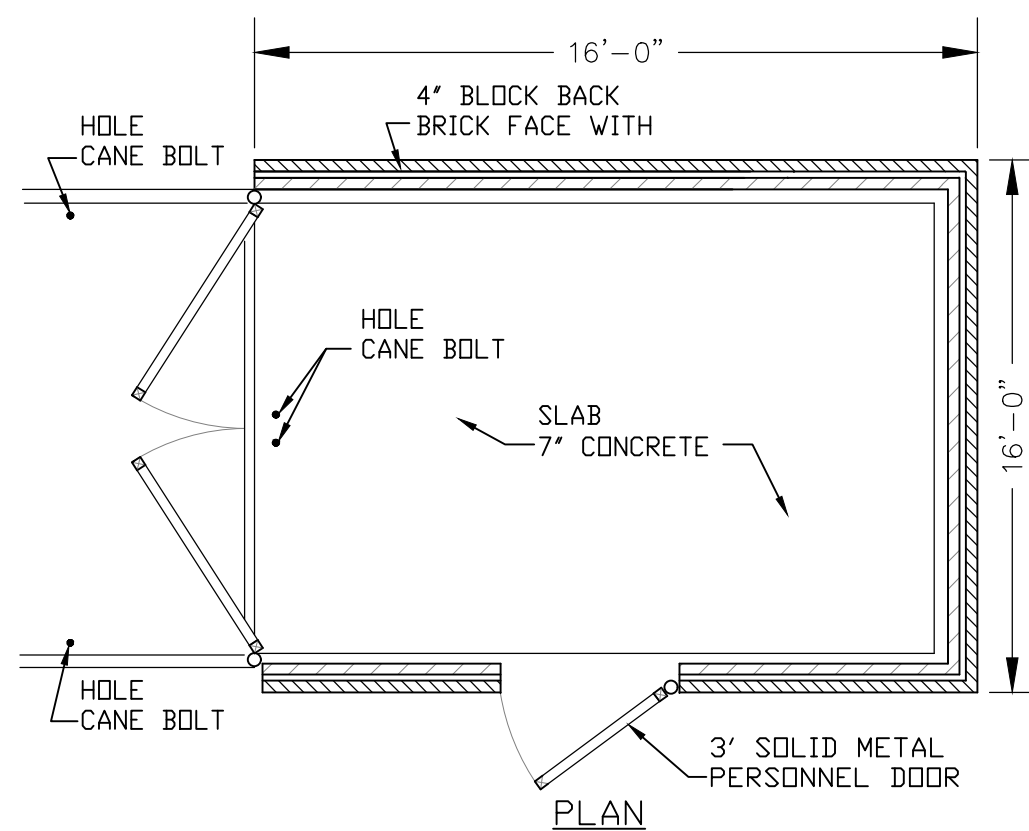
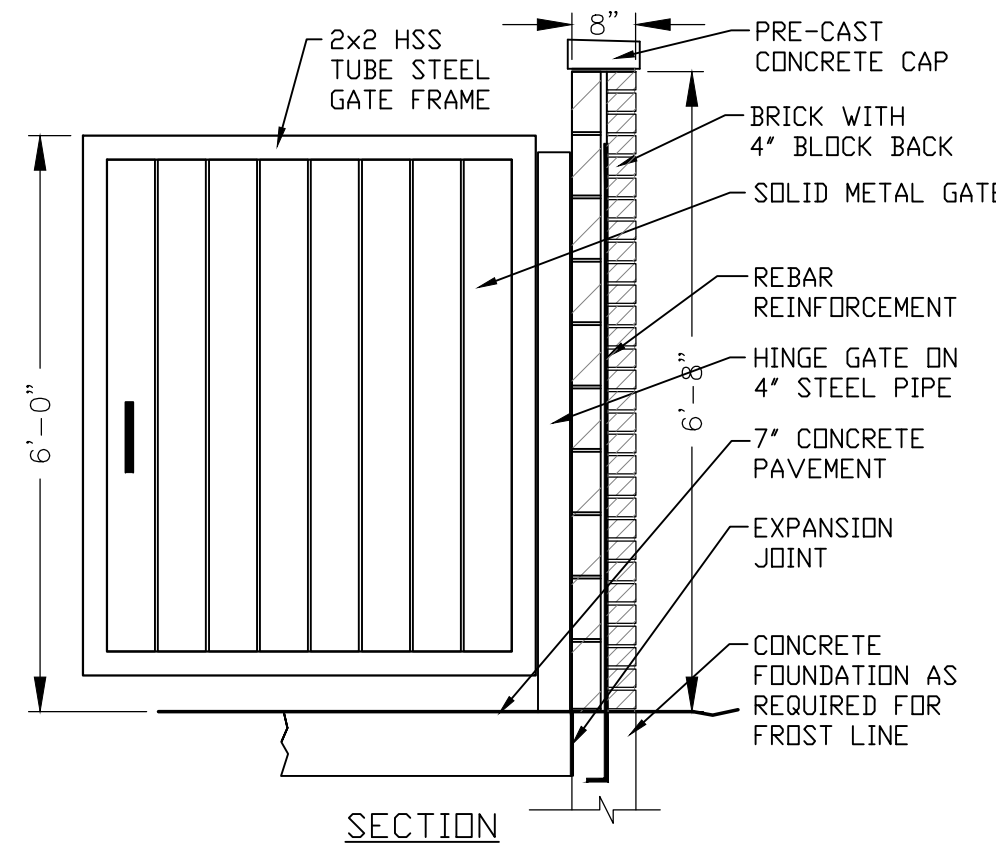
HANDICAP PARKING SIGNAGE DETAIL
SCALE: NTS



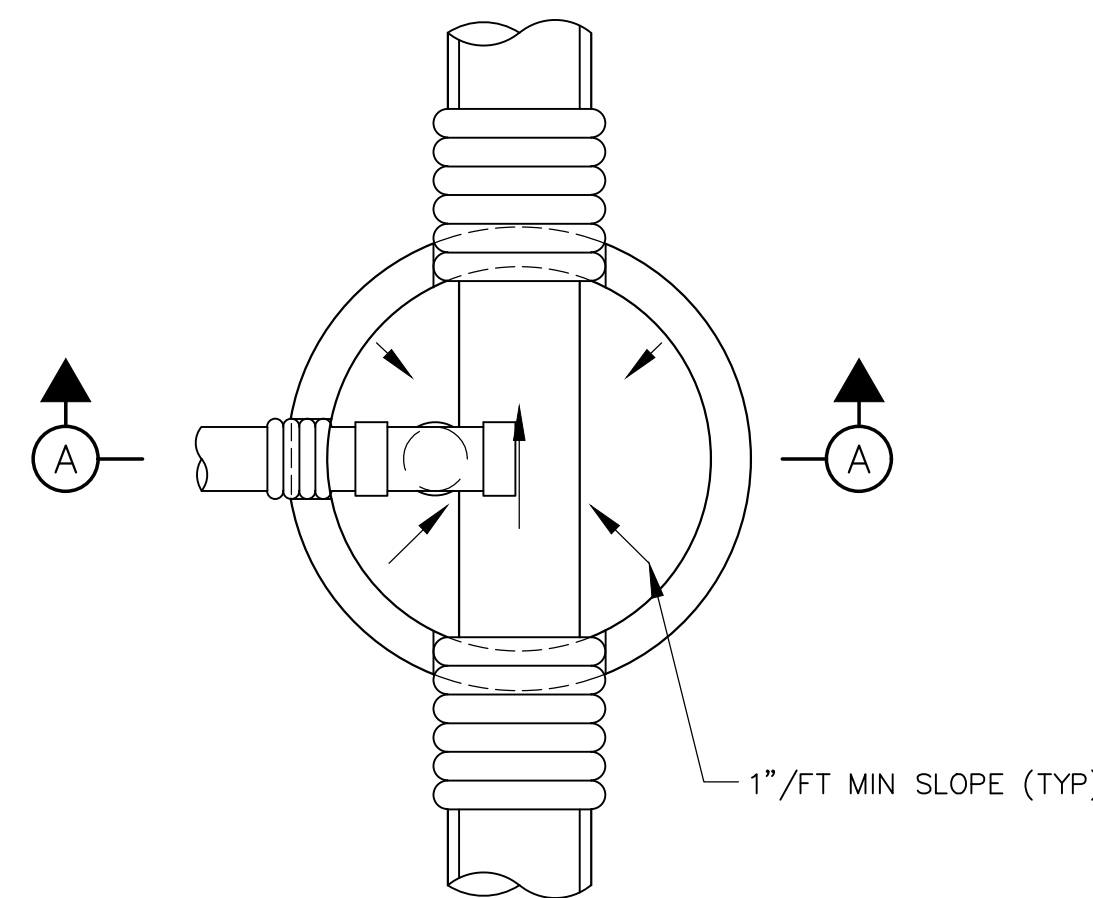
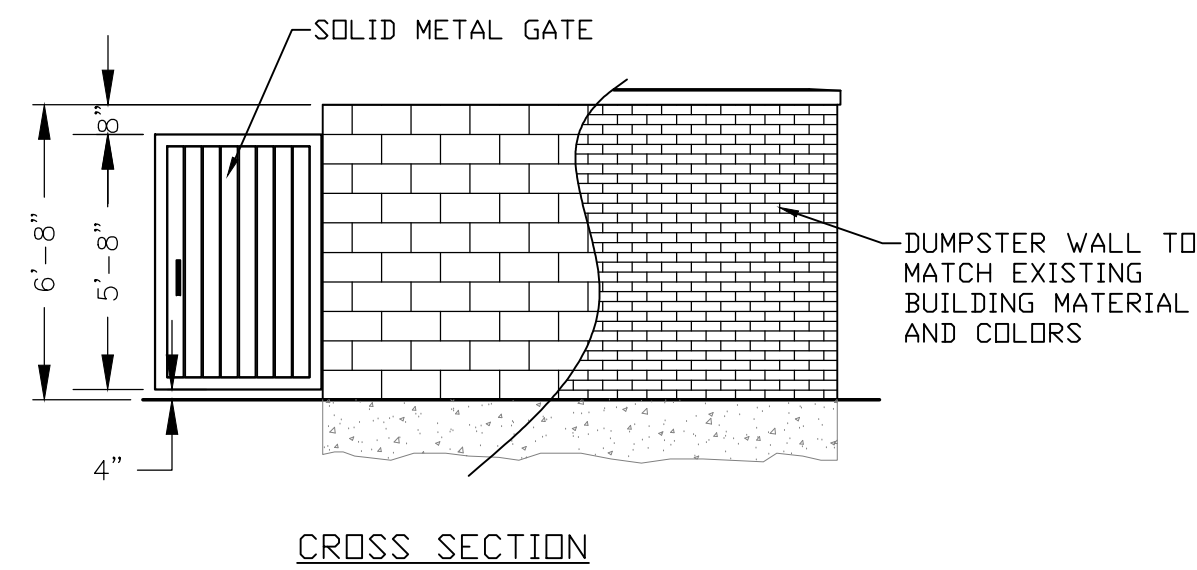
1 SIGN WALL FRONT ELEVATION
2 REQUIRED (BACK ELEVATION SIMILAR WITHOUT GRAPHICS)



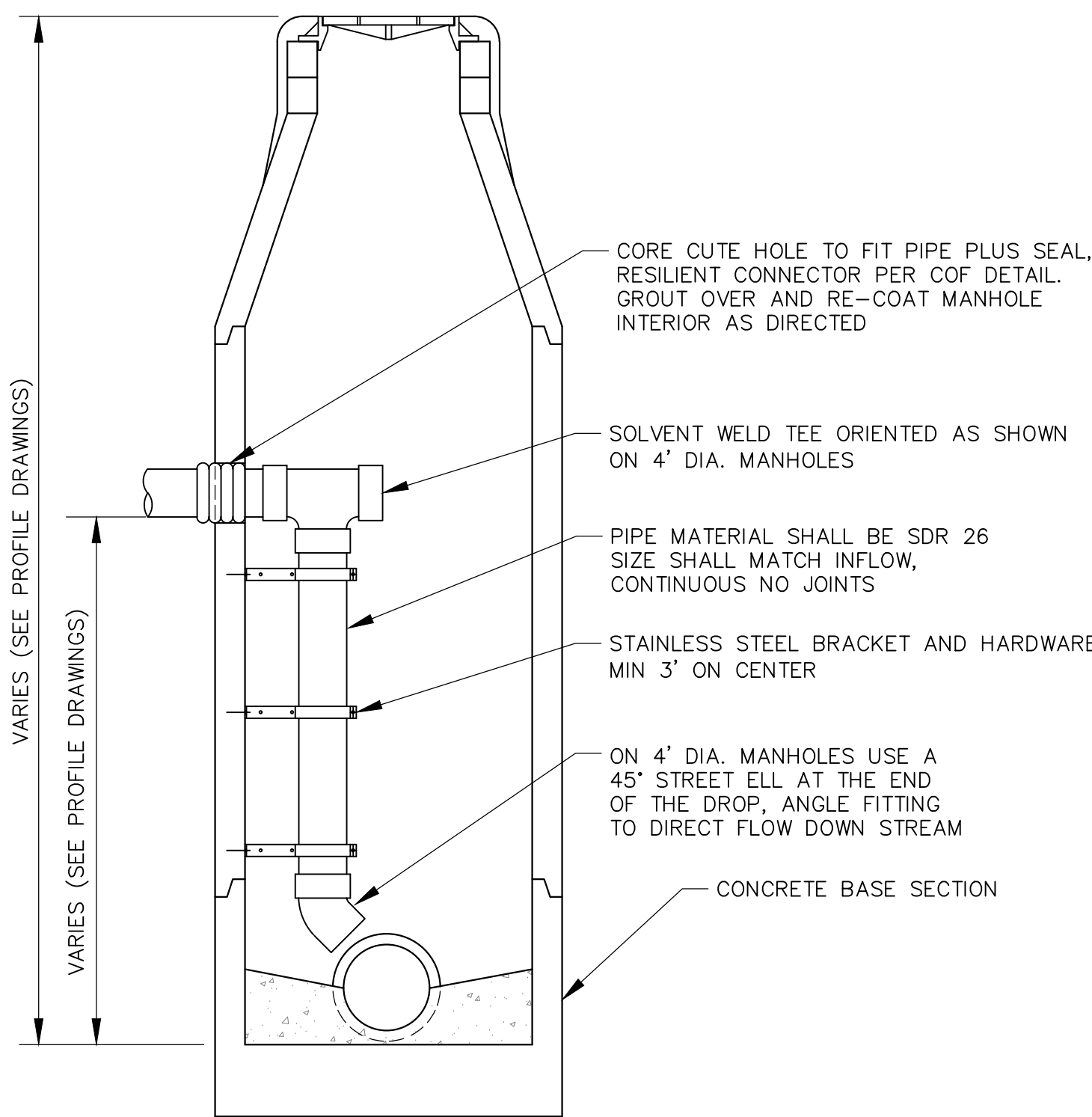
2 SIGN WALL SECTIONS
SCALE: NTS



TRASH ENCLOSURE DETAILS
NOT TO SCALE



4'-0" DIAMETER MANHOLE PLAN VIEW



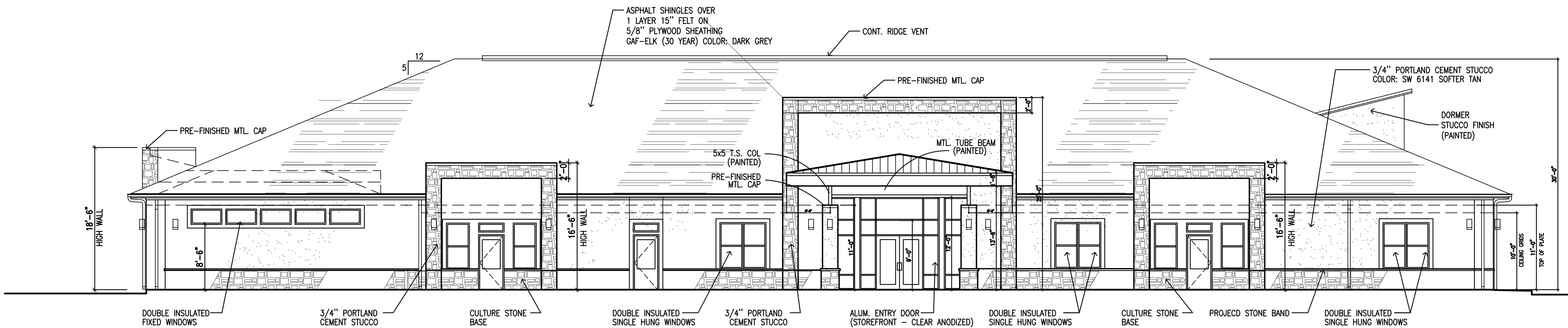
4'-0" DIAMETER MANHOLE SECTION (A)

4' SANITARY SEWER MANHOLE - INTERNAL DROP
NTS

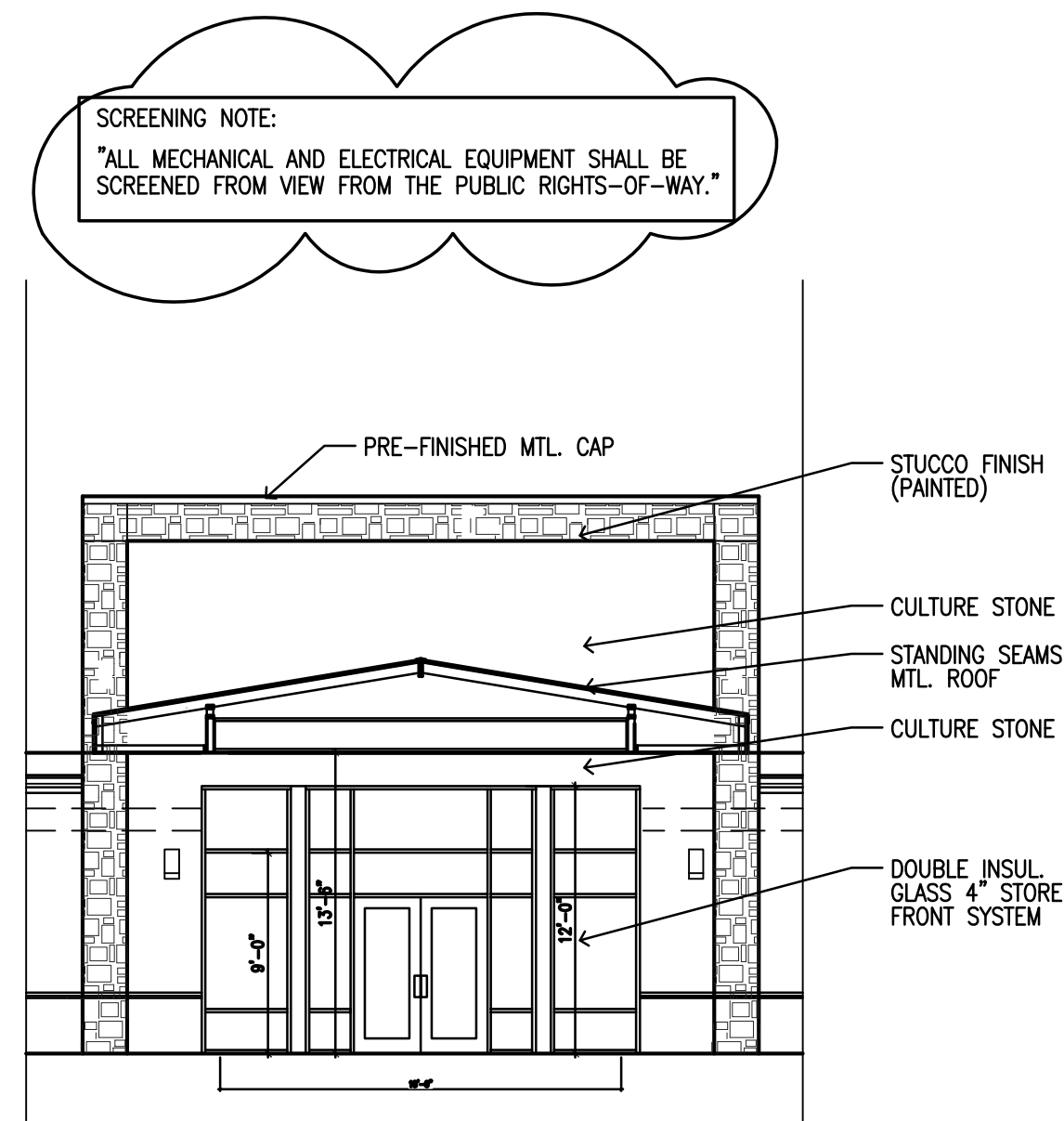
NOTES

1. PROVIDE DROP ONLY WHEN CALLED FOR IN PLAN AND PROFILE DRAWINGS. INTERNAL DROP STRUCTURE ONLY ALLOWED WHERE PRE-APPROVED BY THE CITY.
2. USE A NON-SHRINK GROUT TO FORM CHANNELS AND DIRECT FLOW IN BOTTOM OF MANHOLE IF NOT ALREADY FORMED IN BASE AND AS NECESSARY.
3. INTERIOR SURFACE OF MANHOLE SHALL BE INTACT AND SOUND FOR INTERNAL STRUCTURE TO BE INSTALLED. CITY TO PREDETERMINE.
4. ANY DAMAGE CAUSED TO LINED MANHOLES BY INSTALLATION OF PROPOSED INTERNAL DROP STRUCTURE SHALL BE REPAIRED WITH SAME LINING MATERIAL TO MANUFACTURER'S RECOMMENDATIONS.
5. ALL METAL BRACKETS, SUPPORTS AND ASSOCIATED HARDWARE SHALL BE STAINLESS STEEL.
6. ALTERNATIVE PIPE MAKEUP TO BUILD DROP STRUCTURE SHALL BE REVIEWED AND APPROVED BY THE CITY BEFORE BUILD OR INSTALLATION.
7. PIPE FITTINGS USED ON THE INTERIOR OF MANHOLE SHALL BE SOLVENT WELD ASTM 3034 (SDR 35)
8. CORE CUTS INTO MANHOLES SHALL NOT OCCUR AT OR WITHIN 6" PLUS JOINT MAKE-UP OF SECTIONAL JOINTS.
9. INTERIOR DROP PIPE SHALL NOT EXCEED 8" FOR MANHOLES OF 4 FOOT DIAMETER.

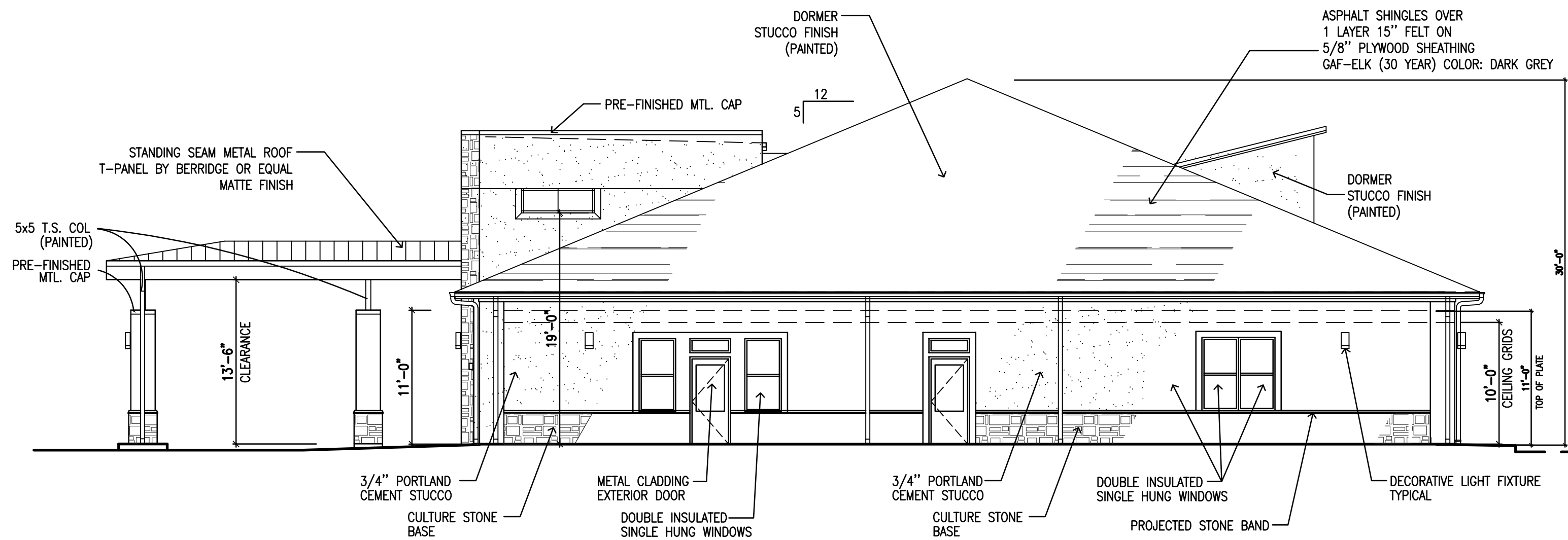
NO.	DATE	REVISIONS	APP.
JILDARDO ARIAS, PE, CFM DIRECTOR OF ENGINEERING & PROJECTS/ CITY ENGINEER			
RENE IBARRA, CFM, CPM DIRECTOR OF PUBLIC WORKS			
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 Everest Design Group, LLC Planning, Engineering, Construction Management 907 S. FRIENDSWOOD DRIVE, STE 200 FRIENDSWOOD, TX 77546 PHONE: 281-993-3770 FAX: 281-648-2294			
RIVERSTONE MONTESSORI FRIENDSWOOD 1610 WEST BLVD FRIENDSWOOD, TX 77546			
MISCELLANEOUS DETAILS			
DRAWN BY: BP PROJECT NO. 2022-0908 SHEET NO.			
DESIGNED BY: BP DATE: JANUARY 4, 2024 22			
APPROVED BY: ST SCALE: AS SHOWN			



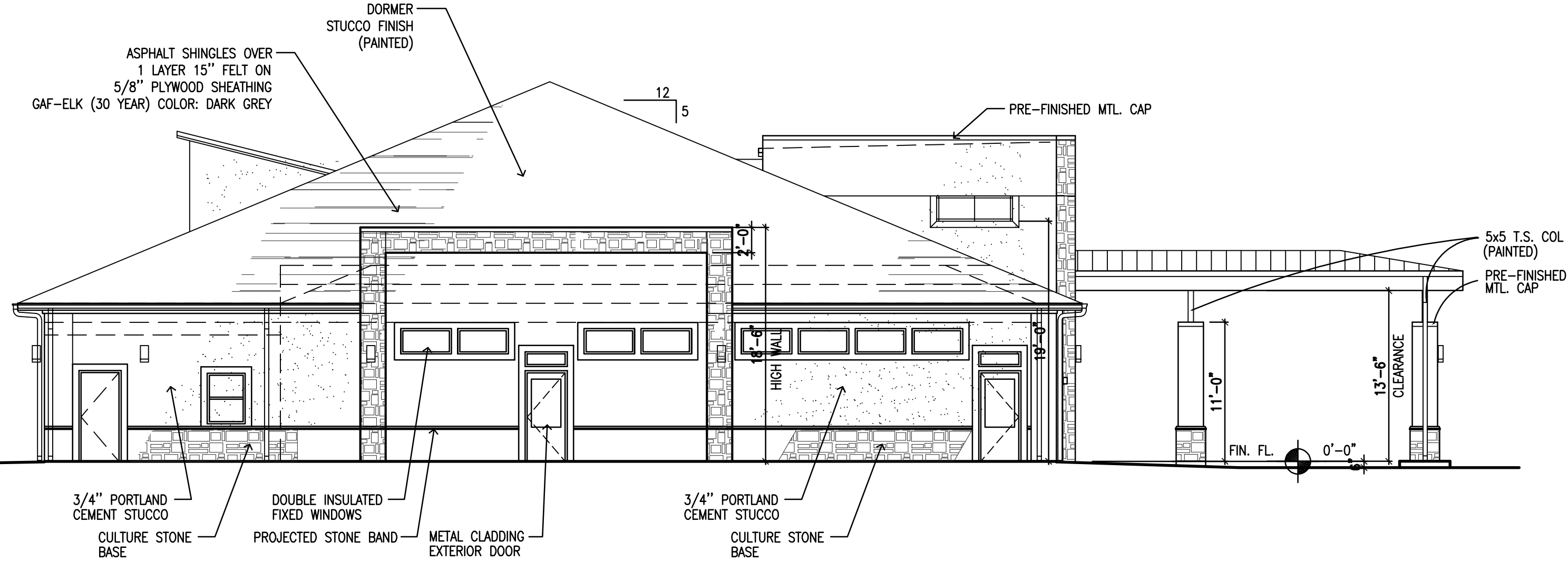
11 FRONT ELEVATION
3/16"=1'-0"



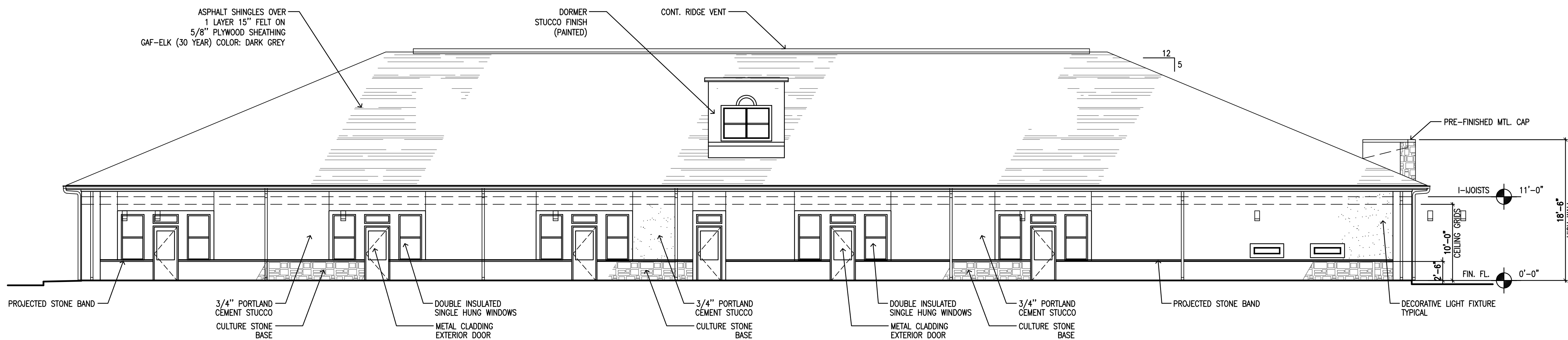
3 SECTION AT PORTE-COCHERE
3/16"=1'-0"



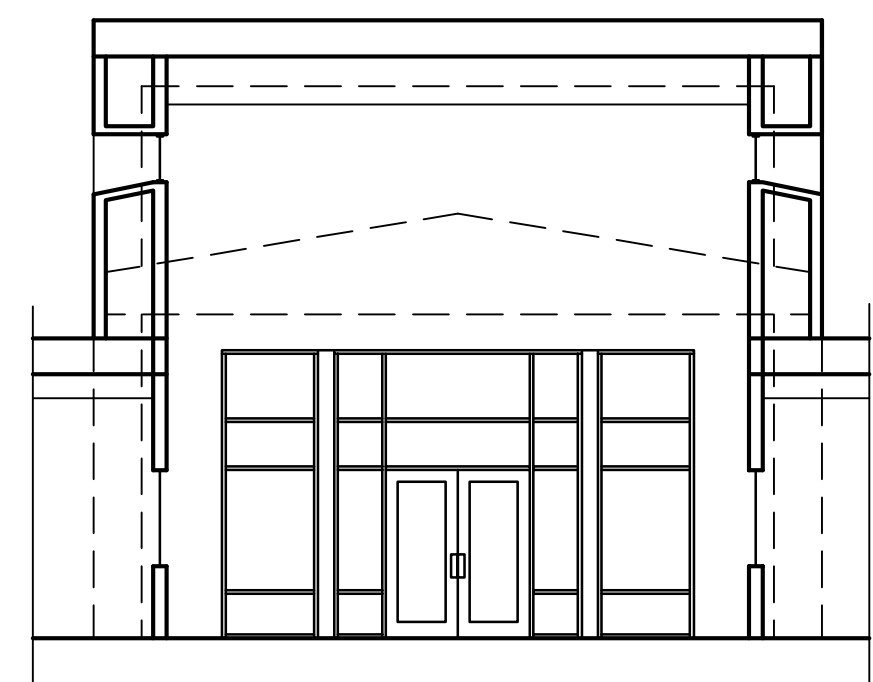
10 RIGHT ELEVATION
3/16"=1'-0"



5 LEFT ELEVATION
3/16"=1'-0"



9 REAR ELEVATION
3/16"=1'-0"



1 REAR ELEVATION
3/16"=1'-0"



MT Architects
8004 Oakwood Bend Dr.
Houston, Texas 77040
Call : 713.320.4522
Fax : 1.866.486.1256
mtarchitects@comcast.net

Project Number:

Date Issued:

MARK	DATE	DESCRIPTION

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RIVERSTONE MONTESSORI

1610 WEST BLVD.
FRIENDSWOOD, TEXAS 77546

EXTERIOR
ELEVATIONS

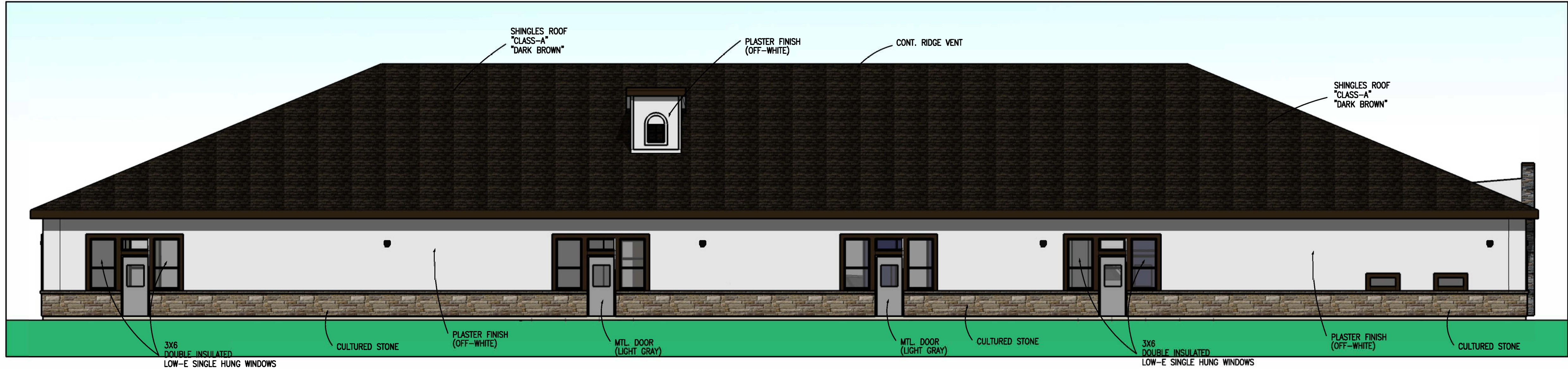


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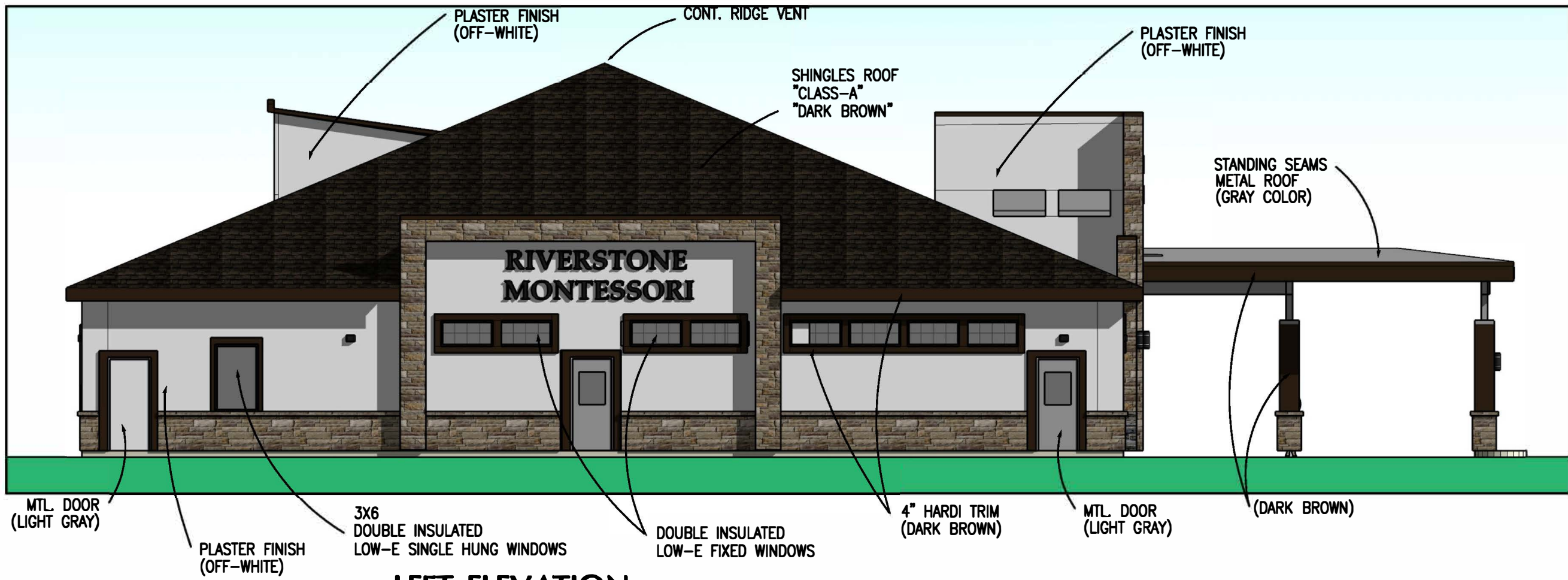
A-3.0



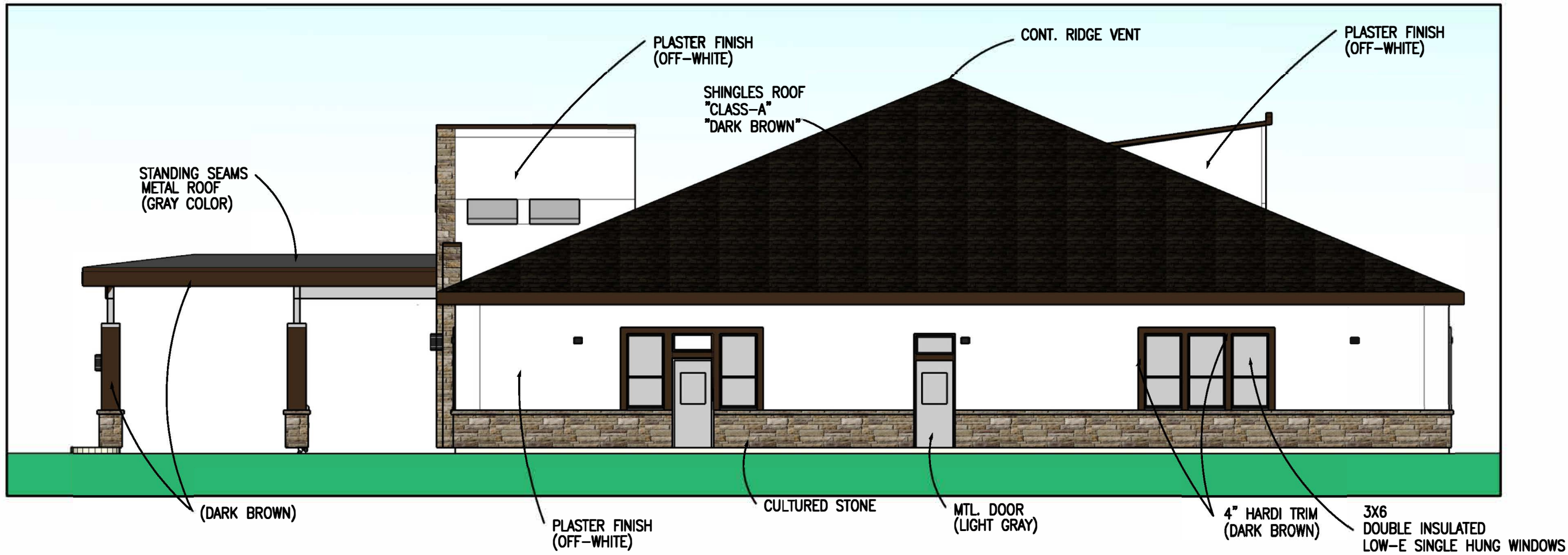
3 FRONT ELEVATION
NTS



2 REAR ELEVATION
NTS



4 LEFT ELEVATION
NTS



1 RIGHT ELEVATION
NTS



MT Architects
8004 Oakwood Bend Dr.
Houston, Texas 77040
Cell : 713.320.4322
Fax: 281.664.8612
mtarchitects@comcast.net

Project Number:

Date Issued:

Revisions:

NO.	DATE	DESCRIPTION

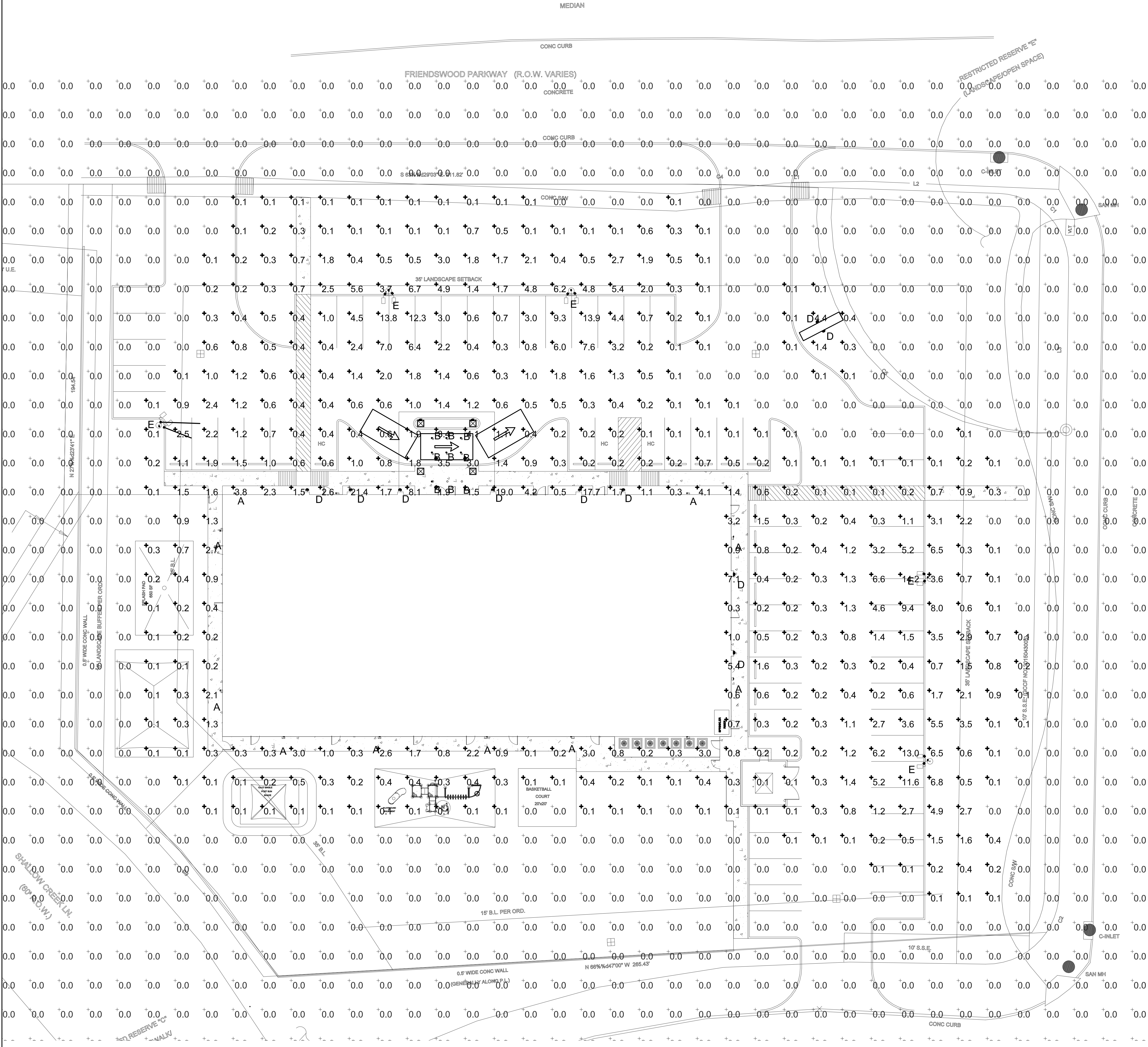
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RIVERSTONE MONTESSORI
1610 WEST BLVD.
FRIENDSWOOD, TEXAS 77546

**COLOR
EXTERIOR
ELEVATIONS**



Sheet Number:
A-3.1



LUMINAIRE SCHEDULE						
Symbol	Label	Qty	Description	Lamp	MANF.	Lumens
	A	10	WALLPACK WITH FULL CUT-OFF OLWX1LED	LED_40-WATT M4 LED	LITHONIA	5000
	B	9	6" RECESSED CAN LDN6RV	LED 22-WATT 30/3000	LITHONIA	3000
	D	8	WALL SCONE UP & DOWNLIGHT	LED 4000K OLLWU LED	LITHONIA	3,500
	E	3	D-SERIES DSXO LED P6 40K T2M XYOLT SPA PIRHN DBBXD	(2) LED_72-WATT	LITHONIA	9,500

OUT SIDE LIGHT FIXTURES NOTE:
Outdoor lights shall be full cutoff light fixtures so that their rays are directed toward the ground and away from adjacent residential property or street and no light trespass falls on any residential property. A full cut-off light fixture has a solid barrier (cap) at the top of the fixture in which the lamp (bulb) is located. The fixture is angled so the lamp is not visible below the barrier (no light visible below the horizontal angle).



MT Architects
8004 Oakwood Bend Dr.
Houston, Texas 77040
Cell : 713.320.4522
Fax: 1866.486.1256
mtarchitects@comcast.net

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RIVERSTONE MONTESSORI
1610 WEST BLVD.
FRIENDSWOOD, TEXAS 77546

PHOTOMETRIC PLAN



Sheet Number:

PH-1



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: February 22, 2024

Subject: Receive the January 2024 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

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. January 2024 DRC Report

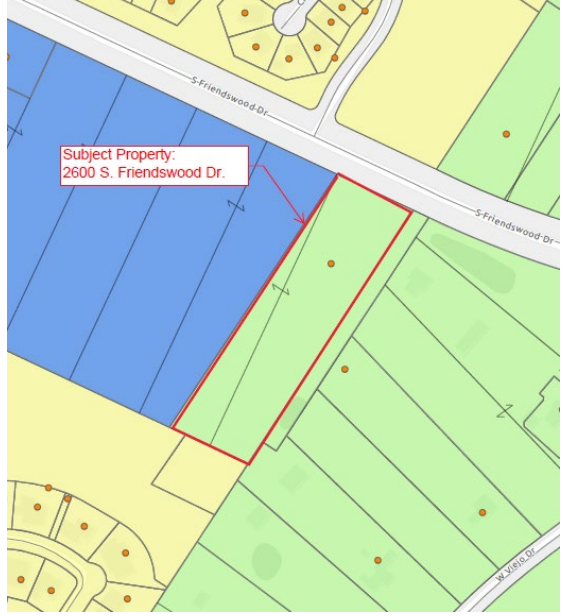
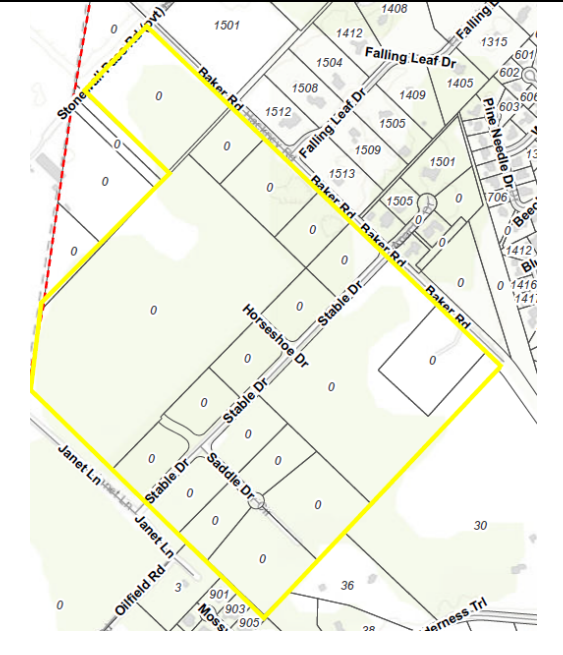
COMMUNITY DEVELOPMENT DEPARTMENT

MONTHLY DRC REPORT

JANUARY 2024



Project	Current Zoning	Zone Change Required? Y/N	Issues discussed	Location
2911 W Parkwood Ave Event Center for approx. 250 people; 12-acre tract	SFR	Yes - CSC	☒ Zone change ☒ 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 ☒ On-site detention required ☐ May be eligible for regional detention ☐ High hazard flood zone(s) – AE, Floodway, and Shaded X; on-site flood mitigation required ☒ Pipelines and abandoned oil wells ☒ TxDOT Permits required Misc Notes: Parking requirements 30 spaces per 1000	

2600 S Friendswood Drive Wedding event venue – 1500sqft chapel and 5000 sqft banquet hall	SFR	Yes	☒ Zone change ☐ Meets Future Land Use Map – adjacent property is planned for mixed use ☒ Plat required ☐ Eligible for Certificate of Platting Exemption - issued ☒ Site plan approval ☒ Community Overlay District (300 feet) ☐ Downtown District ☒ Water Available – existing ☒ Sewer Available – must be extended to property ☒ On-site detention required ☐ May be eligible for regional detention ☐ High hazard flood zone(s) – AE, Floodway, and Shaded X; on-site flood mitigation required ☐ Pipelines and abandoned oil wells ☒ TxDOT Permits required Misc Notes: Parking requirements – 150 spaces; 5ft sidewalk required along FM 518	
Falling Leaf Ranch Subdivision Former Exxon property – follow up meeting Proposed 30 lots – 2.5 acres each	SFR	No	☐ Zone change ☒ Meets Future Land Use Map ☒ Plat required ☐ Eligible for Certificate of Platting Exemption - issued ☐ Site plan approval ☒ Community Overlay District (300 feet) – future Friendswood Parkway ☐ Downtown District ☒ Water Available – must be looped ☒ Sewer Available – must be extended to property ☒ On-site detention required ☐ May be eligible for regional detention ☒ High hazard flood zone(s) – AE, Floodway, and Shaded X; on-site flood mitigation required ☒ Pipelines and abandoned oil wells ☐ TxDOT Permits required Misc Notes: put engineer in contact with engineer of The	

			Estates at Wilderness Trails for coordination of sewer.	
2911 W Parkwood Ave (a) OR 3111 W Parkwood Ave (b) Heavy/Civil Engineering or Construction New 3 story office building and yard, plus 20,000sqft warehouse; 40-60 employees; relocated headquarters from Houston	(a) SFR (b) BP	SUP required (a) Would need to be changed to BP	☒ Zone change – SUP required ☒ Meets Future Land Use Map – commercial frontage ☒ Plat required ☐ Eligible for Certificate of Platting Exemption - issued ☒ Site plan approval – included with SUP ☒ Community Overlay District (300 feet) ☐ Downtown District ☒ Water Available – across FM 528 ☒ Sewer Available – across FM 528 ☒ On-site detention required ☐ May be eligible for regional detention ☐ High hazard flood zone(s) – AE, Floodway, and Shaded X; on-site flood mitigation required ☒ Pipelines and abandoned oil wells ☒ TxDOT Permits required Misc Notes: easement will be required to GCCDD for bayou; tree mitigation will be required	



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: February 22, 2024

Subject: Receive a staff update regarding the City Council, February 5, 2024, workshops regarding (i) mobile vendors and (2) short-term rentals.

Action:

SUMMARY / ORIGINATING CAUSE

Mobile Vendors - this item was discussed with City Council on Monday, February 5. They were somewhat in favor of allowing food trucks. However, the limitations on not being able to prohibit certain types of mobile vendors persuaded them to leave the ordinances as they exist.

Explanation:

Currently, a business is required to have a brick-and-mortar building or permanent structure to operate a business. Food trucks and other vendors are allowed if invited by a business owner for a permitted special event. We also allow food truck parks...an establishment on a tract of land that would provide parking spaces and utilities for the mobile units, as well as parking for customers, restrooms for customers and mobile unit workers, and a place to sit, preferably a shaded area in our climate!

Our current ordinance has allowed us to be successful in the removal of clothing and household item donation boxes. These are for-profit businesses locating boxes throughout communities and then collecting items and reselling them for a profit. Donations at these boxes is not monitored daily and often, items that will not fit in the boxes get left sitting beside them. If the boxes are full, items also get left sitting outside the boxes.

Allowing mobile vendors would not be limited to just food trucks. Mobile vendors could also include food carts, tents and vehicles selling crafts, blankets, rugs, neon signs, sports memorabilia, or refrigerated trucks selling meat, donation boxes, etc. Some concerns about allowing mobile vendors are availability of restrooms, trash disposal, parking, parking on other people's properties, and the number of units once they are allowed. Mobile vendors could impact existing brick and mortar stores if they are selling the same type of products without the costs of occupying a permanent structure. Illegal signage such as flag banners and signs placed in the right-of-way is a concern.

Some benefits of mobile vendors would be increased sales tax. Mobile vendors should pay sales tax to the municipality where they make a sale. Additionally, mobile vendors would provide more options for start-up businesses and provide more of a variety of goods for residents for purchase.

Do we want to allow mobile vendors? Just food vendors (this would be more difficult)?

Short Term Rentals

For this topic, Council expressed a desire for moderate regulation. They do not want staff to be burdened with the regulation of STRs, but they do feel that it is necessary to address this topic while it is manageable. There are several large events and entertainment venues coming to the region in the near future, and there is concern that the number of STRs will increase.

Explanation:

Short-term Rentals (STRs) have become a hot topic among communities in the last few years. With the adoption of the Hotel Occupancy Tax (HOT), the subject has become more essential in Friendswood. Staff is coming to Council to request guidance prior to drafting an ordinance regarding regulations of STRs.

Short-term Rentals are defined as rental of any residential structure, or portion of a residential structure (single room, detached garage, etc.), for a period of less than 30 days in areas zoned for residential use. Generally, it

does not include bed and breakfasts, hotels, dormitories, or boarding houses.

Questions...

What type of regulation...low, moderate or high? Do any council members have feedback on the STR regulation approach? Are there best practices from other cities that the council members would like to see implemented? Are there any additional research steps you would like the staff to take?

It is illegal to prohibit STRs, so that is not an option being considered. Other options for regulation include a **low, moderate, and high** method of regulation. **Low** level registration would be to do nothing and just allow owners to self-report taxes to the City. A **moderate** level registration would be a registration process to obtain contact information and ensure collection of the taxes on a monthly basis. The county tax office and state comptroller are not responsible for collection of HOT for the City. A **high** level registration would be a more detailed registration and possibly include site inspections, information brochures for renters, notice to neighbors up to a certain distance providing a 24/7 contact for the property, posting a list or map of rentals on the City website, monitoring advertisements, and penalties for violations. These actions are all common in other cities, as shown in the attached spreadsheet. These levels of regulation also reflect the impact on City staff and resources such as software, inspections, and enforcement.

Positive aspects of STRs include providing renters with alternative lodging options, provide city hotel alternatives with low city investment, visitors spending money in the community, income opportunity and increased value to owners, and limited impact on neighbors and neighborhoods. Negative aspects include security concerns over having multiple occupants per week or month, cleaning crews coming and going, noise higher in volume due to the number of guests or the nature of using the property, and large groups could result in over parking and traffic issues.

Some actions related to high regulation/permitting by other cities:

- Post information to website – map or list
- Notify property owners within 200 feet; include contact name and number
- Good neighbor brochure for renters (Galveston and Coppell examples attached)
- In-person orientation of city rules, including noise ordinance
- Termination notice to let the city know when unit is no longer a rental
- Monitor sources of advertisement/require permit number to be included
- Permits posted on site
- Contact person available 24/7 to resolve issues
- Penalty for not registering, violations

Once direction is received, staff would draft ordinance and establish necessary procedures with applicable departments.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

n/a

RECOMMENDATIONS

n/a

ATTACHMENTS
