



**PLANNING AND ZONING COMMISSION, REGULAR MEETING
THURSDAY, OCTOBER 10, 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 approval of the minutes of the Planning and Zoning Regular Meeting held Thursday, September 12, 2024.
- B. Consider approval of the Final Plat of Sterling Falls Wedding Venue located at 2600 S Friendswood Drive, Galveston County, Friendswood, Texas.

4. ACTION ITEMS

A. REQUEST TO VACATE 10-FOOT WATERLINE EASEMENT IN JOYFUL PARK SUBDIVISION

- i Conduct a public hearing regarding a request to vacate a 10-foot water line easement within the Joyful Park Subdivision, generally located at 2907 W Parkwood Avenue, said easement being an approximate 14,637.67 square foot tract of land within Joyful Park, a subdivision in the Beaty, Seale, and Forwood Survey No. 5, Abstract 625 in Friendswood, Galveston County, Texas.
- ii Consider a recommendation to the City Council regarding a request to vacate a 10-foot water line easement within the Joyful Park Subdivision generally located at 2907 W Parkwood Avenue, said easement being an approximate 14,637.67 square foot tract of land within Joyful Park, a subdivision in the Beaty, Seale, and Forwood Survey No. 5, Abstract 625 in Friendswood, Galveston County, Texas.

B. PRELIMINARY PLAT EXTENSION REQUESTS

Consider approving a one-time, six-month plat extension for two preliminary plats: Georgetown Section 1 Preliminary Plat and Sherry Lane Preliminary Plat.

C. RECOMMENDATION TO COUNCIL REGARDING PARKING REGULATIONS

Receive a report from the Planning Subcommittee and consider Parking Recommendations to City Council following up to the Ad Hoc Parking Subcommittee Recommendation (March 2024).

D. AMEND P&Z RULES OF PROCEDURE

Consider approving amendments to the Planning and Zoning Rules of Procedure adopted January 12, 2023, to allow friendly amendments, change the procedure to debate items, and designate Robert's Rules of Order to be used as a guide.

5. COMMUNICATIONS

- A. Receive an update from staff on changes to the Neighborhood Empowerment Zone.
- B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, October 24, 2024, and (ii) Thursday, November 14, 2024.
- C. Receive the September 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.

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).



Approved for posting by:
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 7th day of October 2024, at 5:30 P.M..



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: Consider approval of the minutes of the Planning and Zoning Regular Meeting held Thursday, September 12, 2024.

Action:

SUMMARY / ORIGINATING CAUSE

This item allows the Commission to review and approve the Planning and Zoning Regular Meeting held Thursday, September 12, 2024.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. PZ Commission Minutes 9-12-2024



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, SEPTEMBER 12, 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
SEPTEMBER 12, 2024

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, SEPTEMBER 12, 2024, AT 06:00 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

CHAIRMAN TOM HINCKLEY
COMMISSIONER TRAVIS MANN
COMMISSIONER MARCUS RIVES
COMMISSIONER BRIAN BOUNDS
COMMISSIONER MARSHA CONRAD
COMMISSIONER WILLIE C ANDERSON
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

VICE-CHAIRMAN RICHARD SASSON AND COUNCIL LIAISON TRISH HANKS 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.

****Commissioner Brian Bounds moved to approve the CONSENT AGENDA. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

- A. Consider approval of the minutes for the Planning and Zoning Regular Meeting held Thursday, August 22, 2024.
- B. Consider approving the Final Plat of AJ Estates located at 61 Windsong Lane, Friendswood, Texas 77546.

4. ACTION ITEMS

- A. Consider approving the Preliminary Plat of Sterling Falls Wedding Venue, 4.8476 acres of land out of Lot 64 and 65 of Slone Subdivision, out of the John Dickinson League, to Galveston County, Texas, located at 2600 S. Friendswood Drive, Friendswood, Texas 77546.

****Commissioner Marcus Rives moved to approve the Preliminary Plat of Sterling Falls Wedding Venue, located at 2600 S. Friendswood Drive, Friendswood, Texas 77546. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

Harbin said a zone change had been previously approved, and the project was now at the platting stage. She said this plat would create a single commercial reserve and the commission would later see the final plat for consideration. Chairman Hinckley added that, although the name of the plat is Sterling Falls Wedding Venue, the commission is not voting on a wedding venue, just the plat. Harbin said the commercial site plan for the wedding venue would be the last step.

- B. Consider approving the Preliminary Plat of Friendswood Trails Section 5B, a subdivision of 67.10 acres located west of Sunmeadow Subdivision, accessed via W. Parkwood Ave. to Friendswood Trail, Friendswood, Texas 77546.

****Commissioner Marcus Rives moved to approve the Preliminary Plat of Friendswood Trails Section 5B, a subdivision of 67.10 acres. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

Harbin explained the Planned Unit Development was approved in 2016 and this plat would be the final section of the subdivision. She said the commission had previously approved the plat with conditions.

Sel Thint/engineer stated the previous comments had been addressed, and the developer is ready to move forward. Commissioner Bounds questioned if this was the section with only one point of access. Harbin answered that the divided boulevard acted as two points of access, plus there would be an emergency access point into Sunmeadow subdivision, near the city water plant. Commissioner Mann confirmed there would be no tie in to Windsong Lane.

5. COMMUNICATIONS

- A. Receive an update from Chase Bains, Graduate Engineer, regarding the progress of the Capital Improvement Plan identified in the 2023 Impact Fee Update Study

Director Harbin stated the Planning and Zoning Commission acts as the Capital Improvement Advisory Committee and presented an update on the progress of the involved capital projects.

- B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, September 26, 2024, and (ii) Thursday, October 10, 2024.
- C. Receive the August 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.

Chairman Hinckley stated that the city council approved the adoption of an updated Official Zoning Map and the associated ordinance changes at their last meeting.

6. ADJOURNMENT

This meeting was adjourned at 06:14 PM.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: Consider approval of the Final Plat of Sterling Falls Wedding Venue located at 2600 S Friendswood Drive, Galveston County, Friendswood, Texas.

Action:

SUMMARY / ORIGINATING CAUSE

This plat is a single lot, commercial subdivision where the future Sterling Falls Wedding Venue will be located. The property fronts FM 518 and is 4.876 acres of land.

The zone change for the property was approved in April 2024 to change the zoning to Community Shopping Center (CSC). The preliminary plat was approved by the Commission on September 12, 2024. Future development of the tract will require site plan approval by the Commission.

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 future 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.

P&Z Action Options:

- 1) Approve** - If approved, the plat shall be endorsed with a certificate of approval by the planning and zoning commission chairman and attested by the commission's secretary. This can include minor staff comments.
- 2) Approve with Conditions** - conditions included on attached corrections report; requires resubmittal and Commission action
- 3) Disapprove with Reasons** - reasons included on attached corrections report; requires resubmittal and Commission action

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Approval of the final plat is subject to review and approval by the commission, in accordance with the City of Friendswood subdivision ordinance.

RECOMMENDATIONS

The plat was reviewed by staff in the following departments: Planning, Engineering, Public Works, Fire Marshal's Office, Police Department and Parks & Recreation. There are no outstanding conditions or reasons that would require reconsideration by the Commission.

Staff recommends approval.

ATTACHMENTS

1. Sterling Falls Wedding Venue Final Plat

NOTES:

1. ALL BEARINGS ARE LAMBERT GRID BEARINGS AND ALL COORDINATES REFER TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, AS DEFINED BY ARTICLE 21.071 OF THE NATURAL RESOURCES CODE OF THE STATE OF TEXAS, 1983 DATUM (2011 ADJUSTMENT) EPOCH 2010.00. ALL DISTANCES ARE GROUND DISTANCES. SCALE FACTOR = 0.999866936.

2. SOUTHEAST LINE OF F.M. 518 (AKA SOUTH FRIENDSWOOD DRIVE WAS HELD FOR HORIZONTAL DIRECTIONAL CONTROL.

3. THE SURVEYOR HAS NOT PERFORMED AN ABSTRACT OF TITLE, THERE MAY BE OTHER MATTERS WHICH APPLY NOT REFLECTED UPON THIS SURVEY.

4. THE SURVEYOR HAS NOT ABSTRACTED THIS PROPERTY. THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, BUILDING LINES AND/OR ORDINANCES NOT CONTAINED UNDER THE CURRENT DEED OF RECORD.

5. THIS PLAT HAS BEEN PREPARED UTILIZING A CITY PLANNING LETTER PROVIDED BY TEXAS AMERICAN TITLE COMPANY, FILE NUMBER OF 2791024-03991, DATED AUGUST 16, 2024, RECEIVED BY THE SURVEYOR ON AUGUST 16, 2024.

6. THE SUBJECT PROPERTY LIES WITHIN ZONE "X", AS SCALED ON FIRM No. 48167C0206G, MAP DATED AUGUST 15, 2019. THIS INFORMATION IS FOR FLOOD INSURANCE PURPOSES ONLY AND WILL NOT IDENTIFY ANY SPECIFIC POSSIBLE FLOODING HAZARDS.

7. THE ELEVATIONS SHOWN HEREON ARE BASED ON NGS REFERENCE MARK AW5596 WITH A PUBLISH ELEVATION OF 29.50, NAVD 88.

PROJECT BENCHMARK:
AW5596

PROJECT BENCHMARK IS DESCRIBED AS BEING PUNCH MARK IN THE TOP OF A STAINLESS STEEL ROD DRIVEN INTO THE GROUND AND INSIDE A 1-INCH PVC PIPE THAT IS 20.00 FEET LONG FILLED WITH GREASE THAT IS ENCASED IN A 5-INCH PVC PIPE WITH A LOGO CAP STAMPED "HGCSD 54 1986", THE ROD IS RECESSED 8 CM BELOW THE GROUND SURFACE. LOCATED 26.0 METERS (85.3 FEET) SOUTHEAST OF THE CENTERLINE OF FM 528 AND 0.6 METER (2.0 FEET) SOUTHWEST OF THE EDGE OF A CURB.

PUBLISHED ELEV: 29.50, NAVD 88

TBM "A"

TEMPORARY BENCHMARK "A" IS A 5/8" IRON ROD SET, AS SHOWN ON THE SURVEY MAP.

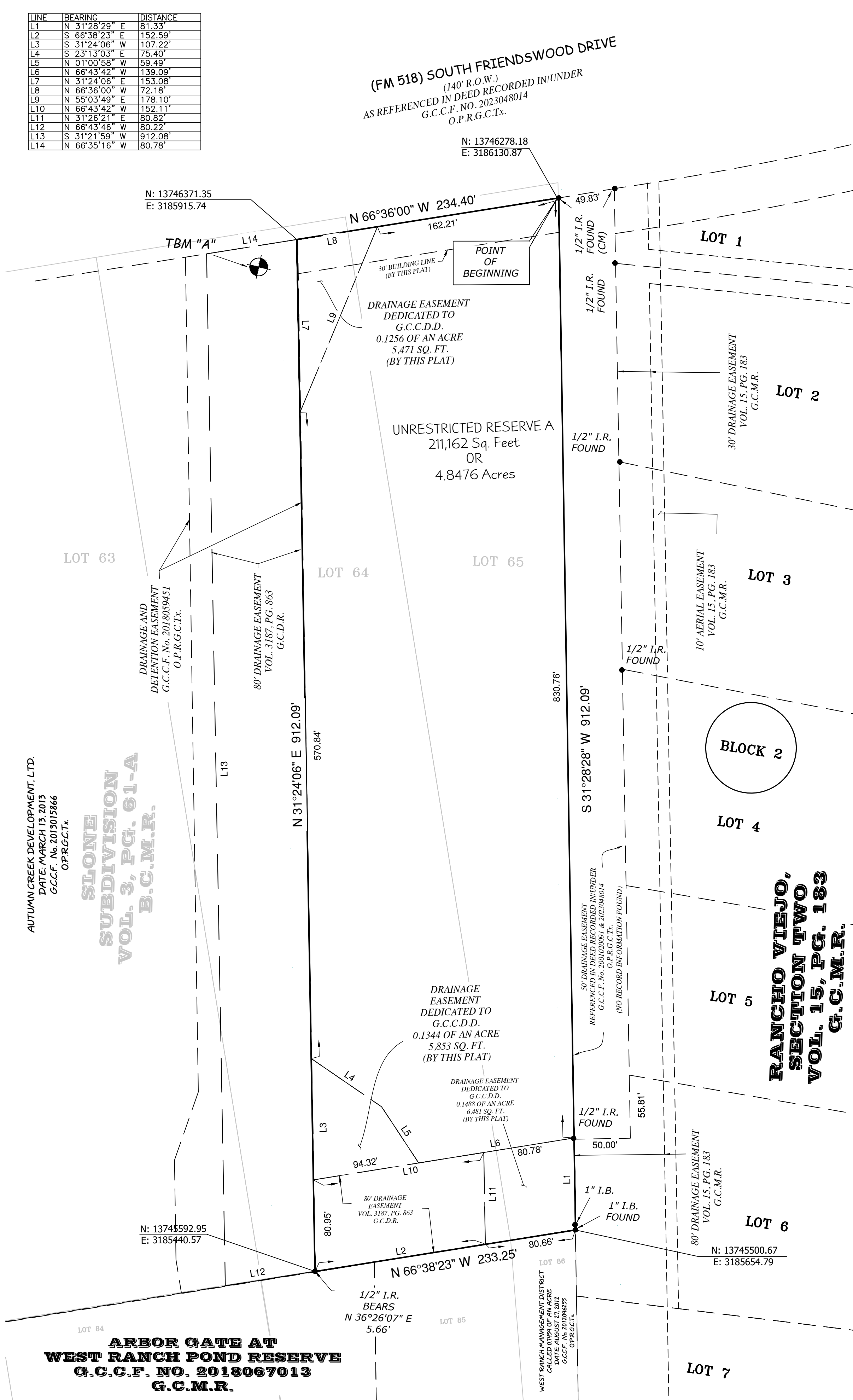
ELEV: 26.82, NAVD 88

ABBREVIATIONS

CM.	CONTROL MONUMENT.
CPF.	CORRUGATED PLASTIC PIPE.
G.C.C.D.D.	GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT.
G.C.C.F.	GALVESTON COUNTY CLERK FILE.
G.C.D.R.	GALVESTON COUNTY DEED RECORDS.
G.C.M.R.	GALVESTON COUNTY MAP RECORDS.
I.B.	IRON BAK.
I.R.	IRON ROD.
No.	NUMBER.
O.P.R.G.C.Tx.	OFFICIAL PUBLIC RECORDS GALVESTON COUNTY TEXAS.
PG.	PAGE.
RCB.	REINFORCED CONCRETE BOX.
RCP.	REINFORCED CONCRETE PIPE.
R.O.W.	RIGHT OF WAY.
VOL.	VOLUME.
	TOP OF BANK.
	MONUMENT (SEE DESCRIPTION)

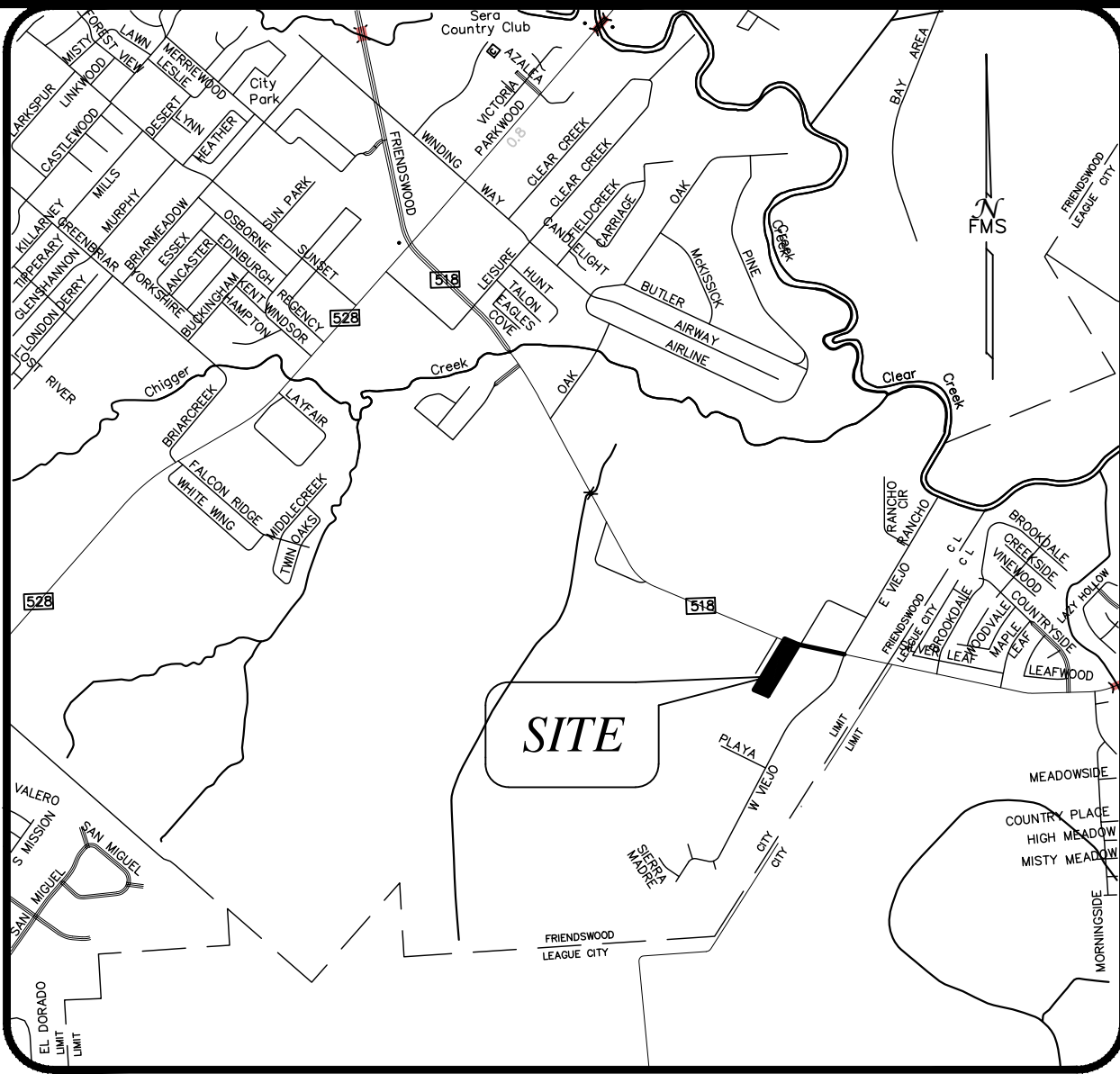
PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

LINE	BEARING	DISTANCE
L1	N 31°28'29" E	81.33'
L2	S 66°38'23" E	152.59'
L3	S 31°24'06" W	107.22'
L4	S 23°13'03" E	75.40'
L5	N 01°00'58" W	59.49'
L6	N 66°43'42" W	159.09'
L7	N 31°24'06" E	153.08'
L8	N 66°36'00" W	72.18'
L9	N 55°03'49" E	178.10'
L10	N 66°43'42" W	152.11'
L11	N 31°26'21" E	80.82'
L12	N 66°43'46" W	80.22'
L13	S 31°21'59" W	912.08'
L14	N 66°35'16" W	80.78'



OWNER:
GINGER GRIGSBY,
2557 SCENIC HILLS DRIVE,
FRIENDSWOOD, TEXAS 77546
CONTACT: GINGER GRIGSBY
PHONE: (832) 748-8870
EMAIL: gmgngsby@verizon.net

SURVEYOR:
F.M.S. SURVEYING
7523 RUSSELL STREET,
MANVEL, TEXAS 77578
PHONE: (281) 519-8530
EMAIL: rchase@fmsurveying.com
TBPELS FIRM # 10040400
FMS JOB No. 69785
DRAFTING: REC
www.fmsurveying.com



VICINITY MAP
SCALE: 1"=2640'

METES AND BOUNDS DESCRIPTION
OF

A 4.8476 acres (211,162 square feet) tract of land comprised of part of Lot 64 and all of Lot 65 of the Slone Subdivision, in the John Dickinson League, to Galveston County, Texas, Abstract 9, according to the map or plat thereof, recorded in Volume 254-A, Page 6 of the Map Records and transferred to Plat 3, Map Number 61A, both of the Map Records of Galveston County, Texas, and also described in deed to Ginger Grigsby recorded under Galveston County Clerk's File Number 2023048014 of the Official Public Records of Galveston County (O.P.R.G.C.Tx.), Texas, with said 211,162 square foot tract of land being more particularly described by metes and bounds as follows, (all bearings referenced hereon are based on the Texas State Plane Coordinate System, South Central Zone No. 4204, NAD 83);

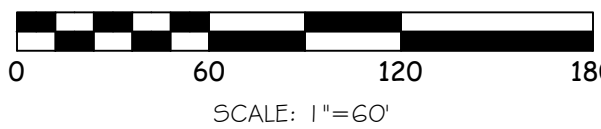
BEGINNING: at a 1/2-inch iron rod found in the South right-of-way line of F.M. 518 (aka South Friendswood Drive) called 140 feet in width, as referenced in/under G.C.C.F. No. 2023048014, O.P.R.G.C.Tx., at the Northwest corner of Rancho Viejo, Section Two recorded in/under Volume 15 (Vol.), Page 183 (Pg.) of the Map Records of Galveston County, at the Northeast corner of the tract described herein;

THENCE: S 31°28'28" W, departing from the South right-of-way line of said F.M. 518, along and with the Westerly line of a 50.00 foot Drainage Easement that adjoins said Rancho Viejo, Section Two subdivision tract and East line of this tract, a distance of 830.76 feet pass a 1/2-inch iron rod found, for a total distance of 912.09 feet to a 1-inch iron bar found for the Southeastly corner of said Lot 65, same being the Northeast corner Arbor Gate at West Ranch Pond Reserve, recorded in/under G.C.C.F. No. 2018067013 of the Map Records of Galveston County, Texas, and Southeast corner of this tract, from which bears a 1-inch iron bar, N 20°13'20" E, 2.46 feet;

THENCE: N 66°38'23" W, departing from the West line of said Rancho Viejo, Section Two subdivision tract, along and with the North line of said Arbor Gate at West Pond Reserve subdivision tract and Southerly line of said Lots 65 and 64, and South line of this tract, a distance of 233.25 feet to a Point For Corner, same being the Southeast corner of a certain tract of land described in deed to Autumn Creek Development, LTD., recorded in/under G.C.C.F. No. 2013015866, O.P.R.G.C.Tx. and Southwest corner of this tract, from which bears a 1/2-inch iron rod, N 36°26'07" E, 5.66 feet;

THENCE: N 31°24'06" E, departing from the North line of said Arbor Gate at West Ranch Pond Reserve subdivision tract, along and with the East line of said Autumn Creek Development tract and West line of this tract, and to the South right-of-way line of said F.M. 518, a distance of 912.09 feet to a Point For Corner;

THENCE: N 66°36'00" E, along and with South right-of-way line of said F.M. 518 and North line of this tract, a distance of 234.40 feet to the **POINT OF BEGINNING** and containing 4.8476 acres of land.



THE FINAL PLAT
OF
STERLING FALLS
WEDDING VENUE

BEING A 4.8476 ACRE TRACT OF LAND COMPRISED OF PART OF LOT 64 AND ALL OF LOT 65 OF THE SLONE SUBDIVISION, IN THE JOHN DICKINSON LEAGUE, TO GALVESTON COUNTY, TEXAS, ABSTRACT 9, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 254-A, PAGE 6 OF THE MAP RECORDS AND TRANSFERRED TO PLAT 3, MAP NUMBER 61A, BOTH OF THE MAP RECORDS OF GALVESTON COUNTY, TEXAS, AND ALSO DESCRIBED IN DEED TO GINGER GRIGSBY RECORDED UNDER GALVESTON COUNTY CLERK'S FILE NUMBER 2023048014 OF THE OFFICIAL PUBLIC RECORDS OF GALVESTON COUNTY, TEXAS.

1 BLOCK, 0 LOT, 1 RESERVE
211,162 SQ. FT
4.8476 ACRES

OCTOBER 03, 2024

Preliminary Plat Submittal (GCCDD): JUNE 21, 2024
Revised: JULY 24, Addressed WGA/GCCDD Comments

CITY OF FRIENDSWOOD NOTES:

1) SIDEWALKS AND ADA RAMPS ARE REQUIRED ALONG ALL CURB AND GUTTER STREETS PER THE APPROVED SIDEWALK ACCESSIBILITY PLAN. THE DEVELOPER MUST INSTALL SIDEWALKS AND ADA RAMPS ALONG RESERVES AND COMMON AREAS PRIOR TO THE CITY COUNCIL'S ACCEPTANCE OF THE SUBDIVISION INFRASTRUCTURE. WHEN SIDEWALKS ARE REQUIRED THEY SHALL BE A WIDTH OF NO LESS THAN FOUR FEET AND COMPLY WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS.

2) NO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL STRUCTURE SHALL BE PERMITTED TO BE BUILT NEARER THAN 150 FEET FROM ANY WELL OR RELATED FACILITY. OTHER THAN STRUCTURES NECESSARY TO OPERATE THE WELL OR FACILITY.

3) EXCEPT FOR LOW-PRESSURE DISTRIBUTION SYSTEM PIPELINES AS DEFINED IN CHAPTER 28, OF THE FRIENDSWOOD CITY CODE, NO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL STRUCTURE SHALL BE ERECTED OR MOVED TO A LOCATION NEARER THAN 50 FEET TO ANY PIPELINE, OTHER THAN STRUCTURES NECESSARY TO OPERATE THE PIPELINE.

4) THE CITY OF FRIENDSWOOD SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS (DRIVEWAYS, SIDEWALKS, AND EMERGENCY ACCESS EASEMENTS) , WATERLINES, SANITARY SEWR LINES, STORM SEWER FACILITIES (DETENTION PONDS, DRAINAGE EASEMENTS, OUTFALLS AND SWALES) , RECREATIONAL AREAS, RESERVES AND OTHER PRIVATE FACILITIES THAT ARE WITHIN PRIVATE EASEMENTS; THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR THESE ITEMS. THE CITY OF FRIENDSWOOD SHALL BE RESPONSIBLE FOR MAINTENANCE OF PUBLIC STREETS, SIDEWALKS, STREET SIGNS, WATERLINES, SANITARY SEWER LINES, STORM SEWER FACILITIES, DRAINAGE EASEMENTS, OUTFALLS AND SWALES THAT ARE WITHIN THE PUBLIC RIGHT-OF-WAY OR WITHIN PUBLIC AND/OR EXCLUSIVE EASEMENTS. THE MAINTENANCE OF STREET LIGHTS SHALL BE THE RESPONSIBILITY OF TEXAS NEW MEXICO POWER.

5) ALL UTILITY COMPANIES HAVE BEEN CONTACTED AND THE EASEMENTS SHOWN ON THE PLAT CONSTITUTE ALL OF THE EASEMENTS REQUIRED BY THE UTILITY COMPANIES FOR THEIR OPERATIONS.

6) THE FINISHED FLOOR ELEVATIONS OF ALL STRUCTURES SHALL BE LOCATED ABOVE THE BASE FLOOD ELEVATION ESTABLISHED BY FEMA, AND AS PRESCRIBED IN THE FLOOD DAMAGE PREVENTION ORDINANCE OF THE CITY OF FRIENDSWOOD, TEXAS.

7) ANY AND ALL RIGHT OF WAY ISLANDS LOCATED WITHIN THE BOUNDARIES OF THIS PLAT, EVEN IF NOT SHOWN ON THE FACE OF THE PLAT, SHALL BE MAINTAINED BY THE PROPERTY OWNER.

8) THERE ARE NO EXISTING PIPELINES OR PIPELINE EASEMENTS WITHIN THE LIMITS OF THIS SUBDIVISION.

CERTIFICATE FOR PLANNING AND ZONING COMMISSION

This is to certify that the Planning and Zoning Commission of the City of Friendswood, Texas, has approved this plat and subdivision of The Final Plat of Sterling Falls Wedding Venue in conformance with all of the existing rules and regulations of the City as adopted by the City Council and authorized the recording of this plat this _____ day of _____, 2024 .

By: _____
Becky Bennett, Assistant Planner

By: _____
Tom Hinckley, Chairman

OWNERS ACKNOWLEDGMENT

STATE OF TEXAS

COUNTY OF GALVESTON/HARRIS

I, Ginger Grigsby, owner hereinafter referred to as Owner, whether one or more, of the 4.8476 acre tract described in the above and foregoing plat of The Final Plat of Sterling Falls Wedding Venue, do hereby make and establish said subdivision of said property according to all lines, dedications, restrictions and notations on said plat and hereby dedicate to the use of the public forever, all streets, alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind myself, my heirs, successors and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever an unobstructed aerial easement above the ground level upward, to all public easements shown hereon.

WITNESS my hand in the City of Friendswood, Texas, this _____ day of _____, 2024.

ATTEST:

Owner _____

STATE OF TEXAS

COUNTY OF GALVESTON/HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared Ginger Grigsby, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and considerations therein expressed .

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 2024.

Notary Public in and for the State of Texas

My Commission Expires: _____

(Affix notary seal)

GALVESTON COUNTY

I, DWIGHT D. SULLIVAN, COUNTY CLERK, GALVESTON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE WRITTEN INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE ON _____, 20____, AT _____ O'CLOCK, _____ M, AND DULY RECORDED ON _____, 20____, AT _____ O'CLOCK, _____ M. INSTRUMENT # _____, GALVESTON COUNTY RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE, AT GALVESTON, TEXAS, THE DAY AND DATE LAST ABOVE WRITTEN.

DWIGHT D. SULLIVAN
COUNTY CLERK
GALVESTON COUNTY, TEXAS

BY: _____
DEPUTY

CERTIFICATE FOR SURVEYOR

I, Scott R. Sheridan, am registered under the laws of the State of Texas to practice the profession of surveying and hereby certify that all bearings, distances, and other associated boundary information on the above subdivision is true and correct; was prepared from an actual survey of the property made under my supervision on the ground; that all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other suitable permanent metal) pipes or rods having an outside diameter of not less than three-quarter inch and a length of not less than three (3) feet; and that the plat boundary corners have been tied to the nearest survey corner.

PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

SCOTT R. SHERIDAN

Texas Registration No. 6174

SURVEYOR:

F.M.S. SURVEYING
7523 RUSSELL STREET,
MANVEL, TEXAS 77578
PHONE: (281) 519-8530
EMAIL: rchase@fmsurveying.com
TBPELS FIRM # 10040400
FMS JOB No. 69785
DRAFTING: REC
www.fmsurveying.com



OWNER:

GINGER GRIGSBY,
2557 SCENIC HILLS DRIVE,
FRIENDSWOOD, TEXAS 77546
CONTACT: GINGER GRIGSBY
PHONE: (832) 748-8870
EMAIL: gmgrigsby@venzon.net

CERTIFICATE FOR CITY ENGINEER

I, Jildardo Arias, P.E., CFM, City Engineer and Director of Engineering of the City of Friendswood, Texas, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the City of Friendswood, Texas and further it complies with all of the ordinances as currently adopted by City Council.

By: _____
Jildardo Arias, P.E., CFM, City Engineer/Director of Engineering

1. Buildings, fences, or other permanent improvements shall not be erected in GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT (the District) rights-of-way or drainage easements.

2. The detention and drainage facilities are to be maintained by the property owner unless all requirements mentioned in Note # 3 have been satisfied and the District has accepted the facility for maintenance.

3. The detention facility is to be maintained by the District provided that the District has approved the construction of the facility, the developer has paid the required fee, the site and access have been deeded to the District in fee, and subject to approval by the Board.

4. No building permit shall be issued for any lot within this subdivision until a detention and drainage plan has been approved by the District. Construction of detention improvements shall precede the construction of impervious cover on site.

5. Additional drainage easements may be required at the time a drainage plan is submitted to the District for approval.

6. Plantings, flowerbeds, or other landscaping are not permitted within side lot drainage or detention easements.

7. No building permit shall be applied for until all drainage and detention facilities are constructed, inspected, and approved by the District.

8. No permanent improvements including landscaping, paving, trees, sprinklers, utilities, playground equipment, park benches, tables, sport fields, piers, or sidewalks shall be constructed within the detention facility (including maintenance berms) without specific, prior approval of the District.

Approved by the GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT

Director _____ Date _____

Director _____ Date _____

This is to certify that the above was signed based on the recommendation of the District's Engineer having reviewed all sheets provided and found them to be in general compliance with the "District's Criteria Manual". This approval is only valid for three hundred sixty-five (365) calendar days. Please note that this does not necessarily mean that the plat has been completely checked and verified. The plat as submitted, was prepared, signed, and sealed by a Professional Land Surveyor licensed to practice surveying in the State of Texas, which conveys responsibility and accountability to that Surveyor.

GCDD REF ID#G240068

CITY OF FRIENDSWOOD
ZONING TABLE

ZONING DISTRICT	LOT AREA MIN-MUM SQUARE FEET	LOT WIDTH MIN-MUM FEET	LOT DEPTH MIN-MUM FEET	YARDS- MINIMUM FEET						HEIGHT MAX-MUM FEET (B AND E)	LANDSCAPE REQUIREMENTS	EXCEPTION NOTES	MAXIMUM LOT COVERAGE
				FRONT	REAR	SIDE							
						INTERIOR		EXTERIOR					
						WHEN ABUTTING PROPERTY IN A RESIDENTIAL DISTRICT OR GARDEN HOME DISTRICT	WHEN ABUTTING PROPERTY IN A NON-RESIDENTIAL DISTRICT OR	WHEN BACKING UP TO AN ABUTTING SIDE YARD	WHEN BACKING UP TO AN ABUTTING REAR YARD				
CSC	15,000	100	150	30	15	25	10	25	10	40	YES		30%

THE FINAL PLAT
OF
**STERLING FALLS
WEDDING VENUE**

BEING A 4.8476 ACRE TRACT OF LAND COMPRISED OF PART OF LOT 64 AND ALL OF LOT 65 OF THE SLONE SUBDIVISION, IN THE JOHN DICKINSON LEAGUE, TO GALVESTON COUNTY, TEXAS, ABSTRACT 9, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 254-A, PAGE 6 OF THE MAP RECORDS AND TRANSFERRED TO PLAT 3, MAP NUMBER 61A, BOTH OF THE MAP RECORDS OF GALVESTON COUNTY, TEXAS, AND ALSO DESCRIBED IN DEED TO GINGER GRIGSBY RECORDED UNDER GALVESTON COUNTY CLERK'S FILE NUMBER 2023048014 OF THE OFFICIAL PUBLIC RECORDS OF GALVESTON COUNTY, TEXAS.

1 BLOCK, 0 LOT, 1 RESERVE
211,162 SQ. FT
4.8476 ACRES

OCTOBER 03, 2024



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject:

Conduct a public hearing regarding a request to vacate a 10-foot water line easement within the Joyful Park Subdivision, generally located at 2907 W Parkwood Avenue, said easement being an approximate 14,637.67 square foot tract of land within Joyful Park, a subdivision in the Beaty, Seale, and Forwood Survey No. 5, Abstract 625 in Friendswood, Galveston County, Texas.

Action:

SUMMARY / ORIGINATING CAUSE

This public hearing allows the commission to receive public comments regarding a request to vacate a 10-foot public waterline easement. The Joyful Park Subdivision plat was recorded in 2022 and dedicated a public 10-foot waterline easement down the side and across the rear of the property. In the process of developing more detailed utility connections for the property, it was determined that boring under FM 528 to connect to the existing water system was more feasible, which rendered the dedicated easement unnecessary. Additionally, the easement is a significant hindrance to the new landscaping and drainage plans for the property, therefore, the owner is requesting to abandon the designated portions of the public waterline easements. The 10' foot public waterline easement along the front of the property running parallel to FM 528 will remain.

The legal notice was published on September 18, 2024, and the property owners abutting the easement were notified of the public hearings.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Abandoning the easement will aid in the development of the property in regards to landscaping and drainage.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Staff Report_2907 W Parkwood Ave
2. Exhibit_2907 W Parkwood Ave
3. Joyful Park Recorded Plat
4. Aerial Map_2907 W Parkwood Ave
5. Location Map_2907 W Parkwood Ave
6. Zoning Map_2907 W Parkwood Ave



Staff Report

October 2024

Location: 2907 W Parkwood Avenue

Legal: Approximate 14,637.67 square foot tract of land within Joyful Park, a subdivision in the Beaty, Seale, and Forwood Survey No. 5, Abstract 625 of the map records of Galveston County in Friendswood, Galveston County, Texas

Project: Joyful Park Subdivision

Request: A request to vacate a 10-foot water line easement within the Joyful Park Subdivision, generally located at 2907 W Parkwood Ave, said easement being an approximate 14,637.67 square foot tract of land within Joyful Park, a subdivision in the Beaty, Seale, and Forwood Survey No. 5, Abstract 625 of the map records of Galveston County in Friendswood, Galveston County, Texas.

Existing Use/Site Attributes

The Joyful Park Subdivision was recorded in 2022 and dedicated a 10-foot public waterline easement down the side and across the rear of the property. In the process of developing more detailed utility connections for the property, it was determined that boring under FM 528 to connect to the existing water system was more feasible, which rendered the dedicated easement unnecessary. Additionally, the easement is a significant hindrance to the new landscaping and drainage plans for the property, therefore, the owner is requesting to abandon the designated portions of the public waterline easements. No utilities were ever installed in the easement and it would not benefit any nearby owners. The 10-foot public waterline easement along the front of the property running parallel to FM 528 will remain.

The application was reviewed by staff in Public Works, Engineering, and Planning and staff recommends granting the request to abandon the easement.

T-OF-WAY
ARE FEET
TARY SEWER EASEMENT
NAGE EASEMENT
ITY EASEMENT
PRICIPAL UTILITY EASEMENT
ER LINE EASEMENT
ET LIGHT EASEMENT
AL EASEMENT
OING LINE
MENT
CAPPED 3/4" IR "WINDROSE"
FEET LIGHT

PERMISSIBLE SIDEWALK
CITY OF FREDERICK
G.C.C.F. NO. 01-50-105

F.M. 528
W. 180' S.O.W.
G.C.C.F. NO. 857053

N 29°09'51" E 692.38'
10' PUBLIC U.T.E.
30' R.L.

X: 3,170,319.9354 (GRID)
Y: 13,736,341.7307 (GRID)

LUNDY LANE
R.O.W. VARIES

R=6189.89'
D=1746.32'
L=1746.32'
Q=1281.74'
C=1746.32' E

①
UNRESTRICTED RESERVE "A"
2.6052 AC. / 113,481 SQ. FT.

①
UNRESTRICTED RESERVE "B"
0.4862 AC.
21,178 SQ. FT.

①
UNRESTRICTED RESERVE "C"
4.5000 AC. / 196,020 SQ. FT.

10' Water Line
Easement to be
Vacated

LOT 9
CALLED 6.273 ACRES
CONVEYED BY
G.C.C.F. NO. 201402504

LOT 9
VAN PELT SUBDIVISION
VOL. 486, PG. 26, G.C.D.R.

P.O.B.
PND 5/9" IS
X: 3,168,887.3466 (GRID)
Y: 13,737,579.9395 (GRID)

CALLED 6.4953 ACRES
CAMELL R. ALLISON AND DOROTHY P. ALLISON
G.C.C.F. NO. 9831466

X: 3,170,507.6122 (GRID)
Y: 13,737,583.3346 (GRID)

COUNTY OF GALVESTON

We, SUBC Commercial XXII, LLC, a Texas limited liability company, acting by and through Jeff Beard, Manager, hereinafter referred to as the owners of the 7,6430 acre tract described in the above and foregoing map of JOYFUL PARK, do hereby make and establish said subdivision and development plan of said property on behalf of SUBC Commercial XXII, LLC, a Texas limited liability company, according to lines, dedications, restrictions and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind ourselves, our heirs, successors and assigns to warrant and defend the title to the land so dedicated.

Further, we do hereby certify that we are owners of all property adjacent to the boundaries of this plat where public utility and/or drainage easements are to be established outside the boundaries of the above and foregoing plat and do dedicate to the use of public forever easements shown in said adjacent acreage.

Further, we do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such obutting property shall not be permitted to drain directly in the easement except by means of an approved drainage structure.

IN TESTIMONY WHEREOF, SUBC Commercial XXII, LLC, a Texas limited liability company, has caused these presents to be signed by Jeff Beard, Manager, thereunto authorized, and its common seal thereunto affixed, this the 12th day of October, 2022.

SUBC Commercial XXII, LLC, a Texas limited liability company

Jeff Beard
Jeff Beard,
Manager

STATE OF TEXAS
COUNTY OF Montgomery

BEFORE ME, the undersigned authority, on this day personally appeared Jeff Beard, Manager, of SUBC Commercial XXII, LLC, a Texas limited liability company, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledgment to me that they executed the same for the purposes and considerations therein expressed, and in the capacity herein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 12th day of October, 2022.

Notary Public in and for the State of Texas
September 18, 2023
My Commission Expires:

I, Lisa M. Dobrowski, am registered under the laws of the State of Texas to practice the profession of surveying and hereby certify that all bearings, distances, and other associated boundary information on the above subdivision is true and correct and forms a mathematical closure greater than 1:10,000; was prepared from an actual survey of the property made under my supervision on the ground; that all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other suitable permanent metal) pipes or rods having an outside diameter of not less than three-quarter inch and a length of not less than three (3) feet; and that the plat boundary corners have been tied to the nearest survey corner.

10-12-22
Lisa M. Dobrowski
Lisa M. Dobrowski
Texas Registration No. 6544

I, Jildardo Arias, P.E., CFM, City Engineer and Director of Engineering of the City of Friendswood, Texas, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the City of Friendswood, Texas and further it complies with all the ordinances as currently adopted by City Council.

Jildardo Arias, P.E., CFM
Jildardo Arias, P.E., CFM
City Engineer/Director of Engineering

This is to certify that the Planning and Zoning Commission of the City of Friendswood, Texas, has approved this plat and subdivision of JOYFUL PARK in conformance with all of the existing rules and regulations of the City as adopted by the City Council and authorized the recording of this plat this 15 day of November, 2022.

Becky Bennett
Becky Bennett, Development Coordinator

Joe Mitranga
Joe Mitranga, Chairman

I, Dwight D. Sullivan, County Clerk of Galveston County, Texas do hereby certify that the written instrument was filed for record in my office on November 14th, 2022 at 2:17 o'clock P.M., and duly recorded on November 14th, 2022 at 2:17 o'clock P.M., Instrument # 2022070741 Galveston County Records.

Witness my hand and seal of office, at Galveston, Texas, the day and date last above written.

Dwight D. Sullivan
County Clerk of
Galveston County, Texas

Debra Clark
Debra Clark

DESCRIPTION

A TRACT OR PARCEL CONTAINING 7.6430 ACRES OR 332,916 SQUARE FEET OF LAND BEING THE SAME CALLED 7.5785 ACRE TRACT DESCRIBED IN DEED TO SALLYE W. STAPLETON, AS RECORDED UNDER GALVESTON COUNTY CLERK FILE NO. 200502037, PART OF A 4.42 AC. TRACT DESCRIBED IN DEED TO LOUIE WILLY LUNDY AND WIFE, KATHRYN LUNDY, AS RECORDED UNDER G.C.C.F. NO. 200704433, SITUATED IN THE CITY OF FRIENDSWOOD, GALVESTON COUNTY, TEXAS, WITH SAID 7.6430 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: WITH ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 83):

BEGINNING AT A 5/8 INCH IRON ROD FOUND ON THE SOUTHEAST RIGHT-OF-WAY (R.O.W.) LINE OF F.M. 528 (R.O.W. BEING AS RECORDED UNDER VOL. 976, PG. 3, GALVESTON COUNTY DEED RECORDS (G.C.C.F. NO. 8927433 FOR THE NORTHWEST CORNER OF A CALLED 6.4953 AC. TRACT DESCRIBED IN DEED TO CAMELL R. ALLISON AND DOROTHY P. ALLISON AS RECORDED UNDER G.C.C.F. NO. 9631466 AND THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 29 DEG. 09 MIN. 51 SEC. EAST, ALONG THE SOUTHEAST R.O.W. LINE OF SAID F.M. 528, A DISTANCE OF 692.36 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET FOR THE BEGINNING OF A CURVE TO THE LEFT;

THENCE CONTINUING ALONG THE SOUTHEAST R.O.W. LINE OF SAID F.M. 528 AND WITH SAID CURVE TO THE LEFT, HAVING A RADIUS OF 5,819.98 FEET, A CENTRAL ANGLE OF 01 DEG. 45 MIN. 32 SEC., AN ARC LENGTH OF 178.64 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 28 DEG. 17 MIN. 06 SEC. - 178.63 FEET TO THE INTERSECTION OF THE SOUTH R.O.W. LINE OF LUNDY LANE (R.O.W. VARIES) AND THE SOUTHEAST LINE OF SAID F.M. 528, FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 83 DEG. 34 MIN. 09 SEC. EAST, ALONG THE SOUTH R.O.W. OF SAID LUNDY LANE, A DISTANCE OF 121.77 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET FOR THE WESTERLY CORNER OF A SAID 1.735 ACRE, SAME BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 89 DEG. 49 MIN. 52 SEC. EAST, CONTINUING ALONG THE SOUTH R.O.W. OF SAID LUNDY LANE, A DISTANCE OF 228.67 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET FOR THE NORTH CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 08 DEG. 25 MIN. 51 SEC. WEST, OVER AND ACROSS SAID 1.735 ACRE TRACT, A DISTANCE OF 27.73 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET ON THE COMMON LINE OF SAID 1.735 ACRE TRACT AND SAID 7.5785 ACRE TRACT, FOR AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 83 DEG. 34 MIN. 09 SEC. EAST, ALONG AFORESAID COMMON LINE, A DISTANCE OF 54 FEET TO A 1/2 INCH IRON ROD FOUND FOR THE NORTH CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 08 DEG. 25 MIN. 51 SEC. WEST, ALONG THE COMMON LINE OF SAID 45.273 ACRE TRACT AND SAID 7.5785 ACRE TRACT, SAME BEING THE WEST LINE OF SAID LOT 8, A DISTANCE OF 132.69 FEET TO A 1/2 INCH IRON ROD FOUND FOR THE NORTHEAST CORNER OF SAID CALLED 6.4953 ACRE TRACT AND THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 89 DEG. 49 MIN. 51 SEC. WEST, ALONG THE COMMON LINE OF SAID 6.4953 ACRE TRACT AND SAID 7.5785 ACRE TRACT, A DISTANCE OF 609.82 FEET TO THE PLACE OF BEGINNING AND CONTAINING 7.6430 ACRES OR 332,916 SQUARE FEET OF LAND.

- GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT NOTES**
- Buildings, fences, or other permanent improvements shall not be erected in GAL VEST ON COUNTY CONSOLIDATED DRAINAGE DISTRICT (the DISTRICT) right-of-ways or drainage easements.
 - The detention and drainage facilities are to be maintained by the property owner unless all requirements mentioned in Note # 3 have been satisfied and the DISTRICT has accepted the facility for maintenance.
 - The detention facility is to be maintained by the DISTRICT provided that the DISTRICT has approved the construction of the facility, the developer has paid the required fee, the site and access has been deeded to the DISTRICT in fee, and subject to approval by the Board.
 - No building permit shall be issued for any lot within this subdivision until a detention and drainage plan has been approved by the DISTRICT. Construction of detention improvements shall precede the construction of improvements on the lot.
 - Additional drainage easements may be required at the time a drainage plan is submitted to the DISTRICT for approval.
 - Plantings, flowerbeds, or other landscaping is not permitted within side lot drainage or detention easements.
 - No building permit shall be applied for until all drainage and detention facilities are constructed, inspected, and approved by the DISTRICT.
 - No permanent improvements including landscaping, paving, trees, sprinklers, utilities, playground equipment, park benches, tables, sport fields, piers, or sidewalks shall be constructed within the detention facility (including maintenance berms) without specific, prior approval of the DISTRICT.

Approved by the GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT
Director
10-25-22
Date
10-25-22
Date

This is to certify that the above was signed based on the recommendation of the District's Engineer having reviewed all sheets provided and found them to be in general compliance with the District's "Drainage Criteria Manual". This approval is only valid for three hundred sixty-five (365) calendar days. Please note that this does not necessarily mean that the plat has been completely checked and verified. The plat as submitted, was prepared, signed, and sealed by a Professional Land Surveyor licensed to practice surveying in the State of Texas, which conveys responsibility and accountability to that Surveyor.

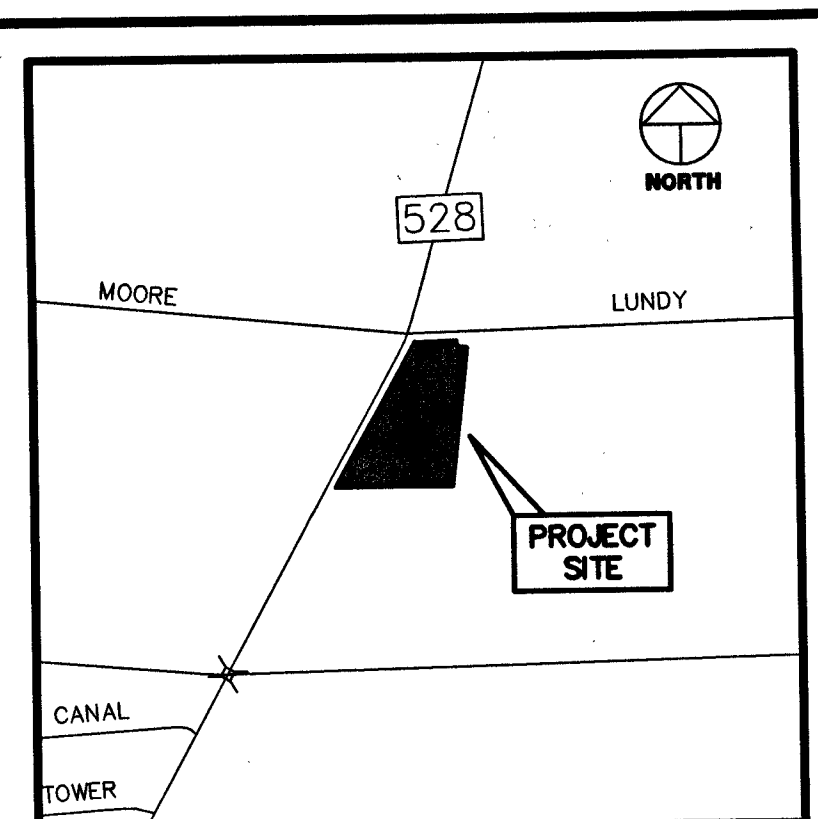
GCDD Reference ID G200010

ABBREVIATIONS

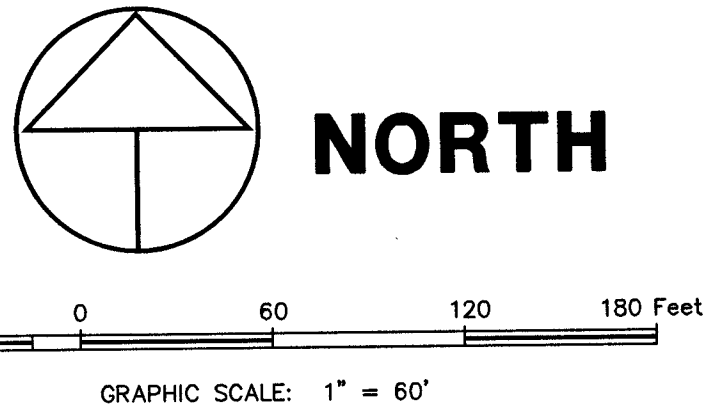
- FND - FOUND
IP - IRON PIPE
IR - IRON ROD
IRC - CAPPED IRON ROD
G.C.C.F. - GALVESTON COUNTY CLERK FILE
G.C.D.R. - GALVESTON COUNTY DEED RECORDS
G.C.M.R. - GALVESTON COUNTY MAP RECORDS
NO. - NUMBER
VOL. - VOLUME
PG. - PAGE
R.O.W. - RIGHT-OF-WAY
SQ. FT. - SQUARE FEET
S.S.E. - SANITARY SEWER EASEMENT
STM.S.E. - STORM SEWER EASEMENT
D.E. - DRAINAGE EASEMENT
U.E. - UTILITY EASEMENT
M.U.E. - MUNICIPAL UTILITY EASEMENT
W.L.E. - WATER LINE EASEMENT
S.L.E. - STREET LIGHT EASEMENT
A.E. - AERIAL EASEMENT
B.L. - BUILDING LINE
ESMT - EASEMENT
SET - SET CAPPED 3/4" IR "WINDROSE"
*LP - STREET LIGHT

W.E. HOMEOWNERS ASSOCIATION
G.C.C.F. NO. 200502037
RESERVE "B"
WINDSOR ESTATES
SECTION ONE
PR. 18, MN. 711, G.C.M.R.

FRIENDSWOOD COMMUNITY CHURCH INC.
G.C.C.F. NO. 015-48-2271
RESERVES "A" AND "B" OF
FRIENDSWOOD COMMUNITY CHURCH
REPLAT NO. 1
VOL. 2005A, PG. 17, G.C.M.R.



GALVESTON COUNTY, TEXAS
VICINITY MAP
SCALE: 1" = 2000'



GENERAL NOTES

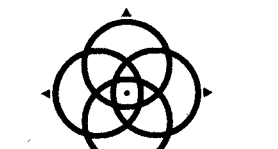
- BEARINGS WERE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 83). ALL DISTANCES SHOWN HEREON ARE SURFACE DISTANCES AND MAY BE BROUGHT TO GRID BY APPLYING THE FOLLOWING SCALE FACTOR: 0.9999886673.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), FLOOD INSURANCE RATE MAP (FIRM) FOR HARRIS COUNTY, TEXAS, MAP NO. 48177C0010 REVISED/DATED AUGUST 15, 2019, THE SUBJECT TRACT APPEARS TO LIE WITHIN UNSHADED ZONE "X". THIS DETERMINATION WAS MADE BY GRAPHIC PLOTTING AND IS APPROXIMATE ONLY, AND HAS NOT BEEN FIELD VERIFIED. THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY OR STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. ON RARE OCCASIONS FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF WINDROSE LAND SERVICES.
- THIS SUBDIVISION LIES WHOLLY WITHIN THE CORPORATE LIMITS OF THE CITY OF FRIENDSWOOD.
- SIDEWALKS AND ADA RAMPS ARE REQUIRED ALONG ALL CURB AND GUTTER STREETS PER THE APPROVED SIDEWALK ACCESSIBILITY PLAN. THE DEVELOPER MUST INSTALL SIDEWALKS AND ADA RAMPS ALONG RESERVES AND COMMON AREAS PRIOR TO THE CITY COUNCIL'S ACCEPTANCE OF THE SUBDIVISION INFRASTRUCTURE. WHEN SIDEWALKS ARE REQUIRED THEY SHALL BE A WIDTH OF NO LESS THAN FOUR FEET AND COMPLY WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS.
- NO RESIDENTIAL, COMMERCIAL, OR INDUSTRIAL STRUCTURE SHALL BE PERMITTED TO BE BUILT NEARER THAN 150 FEET FROM ANY WELL OR RELATED FACILITY, OTHER THAN STRUCTURES NECESSARY TO OPERATE THE WELL OR FACILITY.
- EXCEPT FOR LOW-PRESSURE DISTRIBUTION SYSTEM PIPELINES AS DEFINED IN CHAPTER 26 OF THE FRIENDSWOOD CITY CODE, NO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL STRUCTURE SHALL BE ERRECTED OR MOVED TO A LOCATION NEARER THAN FIFTY FEET (50') TO ANY PIPELINE, OTHER THAN STRUCTURES NECESSARY TO OPERATE THE PIPELINE.
- THE CITY OF FRIENDSWOOD SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS (DRIVEWAYS, SIDEWALKS, AND EMERGENCY ACCESS EASEMENTS), WATERLINES, SANITARY SEWER LINES, STORM SEWER FACILITIES, DETENTION PONDS, DRAINAGE EASEMENTS, OUTFALLS AND SWALES), RECREATIONAL AREAS, RESERVES AND OTHER PRIVATE FACILITIES THAT ARE WITHIN PRIVATE EASEMENTS. THE PROPERTY OWNER(S) SHALL BE RESPONSIBLE FOR THESE ITEMS. THE CITY OF FRIENDSWOOD SHALL BE RESPONSIBLE FOR MAINTENANCE OF PUBLIC STREETS, SIDEWALKS, STREET LIGHTS, WATERLINES, SANITARY SEWER LINES, STORM WATER FACILITIES, DRAINAGE EASEMENTS, OUTFALLS AND SWALES THAT ARE WITHIN THE PUBLIC RIGHT-OF-WAY OR WITHIN PUBLIC AND/OR EXCLUSIVE EASEMENTS. THE MAINTENANCE OF STREET LIGHTS SHALL BE THE RESPONSIBILITY OF TEXAS NEW MEXICO POWER.
- ALL UTILITY COMPANIES HAVE BEEN NOTICED AND THE EASEMENTS SHOWN ON THE PLAT CONSTITUTE ALL OF THE EASEMENTS REQUIRED BY THE UTILITY COMPANIES FOR THEIR OPERATIONS.
- THE FINISHED FLOOR ELEVATIONS OF ALL STRUCTURES SHALL BE LOCATED ABOVE THE BASE FLOOD ELEVATION ESTABLISHED BY FEMA, AND AS PREScribed IN THE FLOOD DAMAGE PREVENTION ORDINANCE OF THE CITY OF FRIENDSWOOD, TEXAS.
- ANY AND ALL RIGHT-OF-WAY ISLANDS LOCATED WITHIN THE BOUNDARIES OF THIS PLAT, EVEN IF NOT SHOWN ON THE FACE OF THE PLAT, SHALL BE MAINTAINED BY THE PROPERTY OWNER(S).
- ALL EXISTING PIPELINES OR PIPELINE EASEMENTS THROUGH THE SUBDIVISION HAVE BEEN SHOWN.
- AT THE TIME OF DEVELOPMENT A 15' WIDE LANDSCAPING BUFFER WILL BE REQUIRED ALONG F.M. 528. TREES WITHIN THE LANDSCAPING BUFFER CANNOT BE LOCATED WITHIN WATER OR SEWER EASEMENTS.
- GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT WILL NOT BE LIABLE FOR MAINTENANCE OF THE CROSSING OR DAMAGE TO IT. IT MUST BE DONE TO IT BY GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT DURING MAINTENANCE OR ACCESS TO THE FACILITY.

FINAL PLAT OF
JOYFUL PARK
A SUBDIVISION OF
7.643 AC. / 332,916 SQ. FT.
SITUATED IN THE BEATY, SEALE, AND
FORWOOD SURVEY NO. 5, ABSTRACT NO. 625,
CITY OF FRIENDSWOOD,
GALVESTON COUNTY, TEXAS

1 BLOCK 3 RESERVES

September 1, 2022

Owner
SUBC Commercial XXII, LLC
a Texas limited liability company
Jeff Beard, Manager
10077 Grogan's Mill Road, Suite 135
The Woodlands, Texas, 77380
281-367-2220
Surveyor



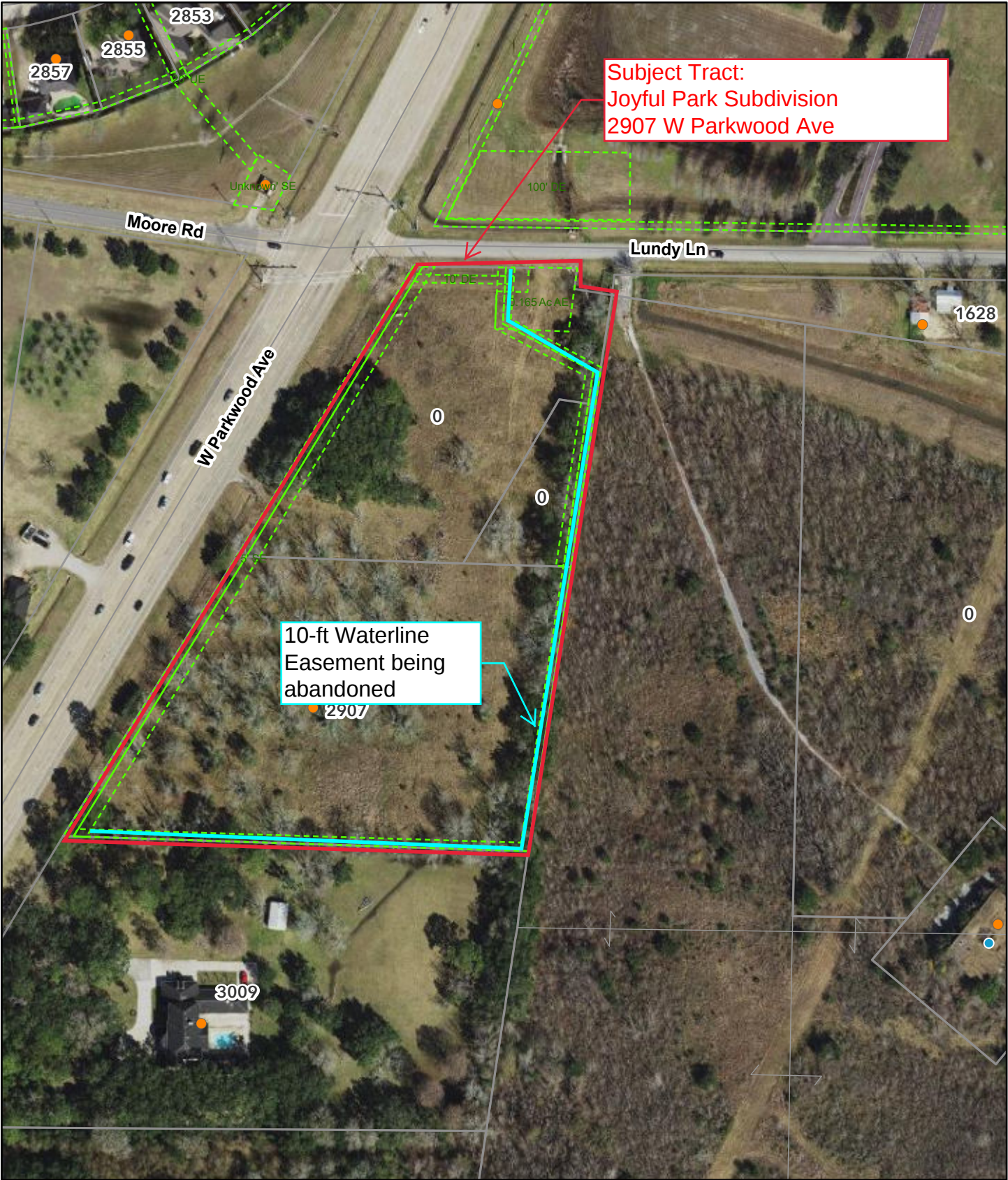
WINDROSE
LAND SURVEYING & PLATTING
11111 RICHMOND AVE., SUITE 150 | HOUSTON, TX 77062 | 713.458.2281
FIRM REGISTRATION NO. 10108801 | WINDROSESERVICES.COM

ZONING DISTRICT	LOT AREA MINIMUM SQUARE FEET	LOT AREA MAXIMUM FEET	LOT DEPTH MINIMUM FEET	YARDS-MINIMUM FEET						HEIGHT MAXIMUM FEET (MAX. 4 STORIES)	LANDSCAPE REQUIREMENTS	EXCEPTION NOTES	MAXIMUM LOT COVERAGE	
				FRONT	SIDE		INTERIOR		EXTERIOR					
					WHEN ABUTTING PROPERTY IN A NON-RESIDENTIAL DISTRICT OR CHURCH HOME DISTRICT	WHEN ABUTTING PROPERTY IN A NON-RESIDENTIAL DISTRICT OR CHURCH HOME DISTRICT	WHEN BACKING UP TO AN ABUTTING SIDE YARD	WHEN BACKING UP TO AN ABUTTING REAR YARD	WHEN ABUTTING PROPERTY IN A NON-RESIDENTIAL DISTRICT OR CHURCH HOME DISTRICT					WHEN ABUTTING PROPERTY IN A NON-RESIDENTIAL DISTRICT OR CHURCH HOME DISTRICT
CSC	15,000	100	150	30	15	25	10	25	10	40	YES		30%	

LINE	BEARING	DISTANCE
L1	S 83°34'09" E	12.17'
L2	S 06°25'51" W	27.13'
L3	S 83°34'09" E	51.54'
L4	S 06°25'51" W	17.64'
L5	S 06°25'51" W	95.58'
L6	N 64°31'45" W	140.85'
L7	N 00°22'03" E	55.91'
L8	S 06°25'51" W	38.44'
L9	S 83°34'09" E	51.54'
L10	S 06°25'51" W	120.53'
L11	S 00°22'03" W	30.00'
L12	N 89°37'57" W	40.00'
L13	S 00°22'03" W	49.16'
L14	S 89°37'57" E	100.71'
L15	N 06°25'51" E	53.75'

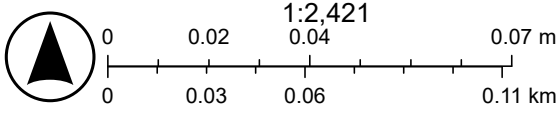
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City of Friendswood



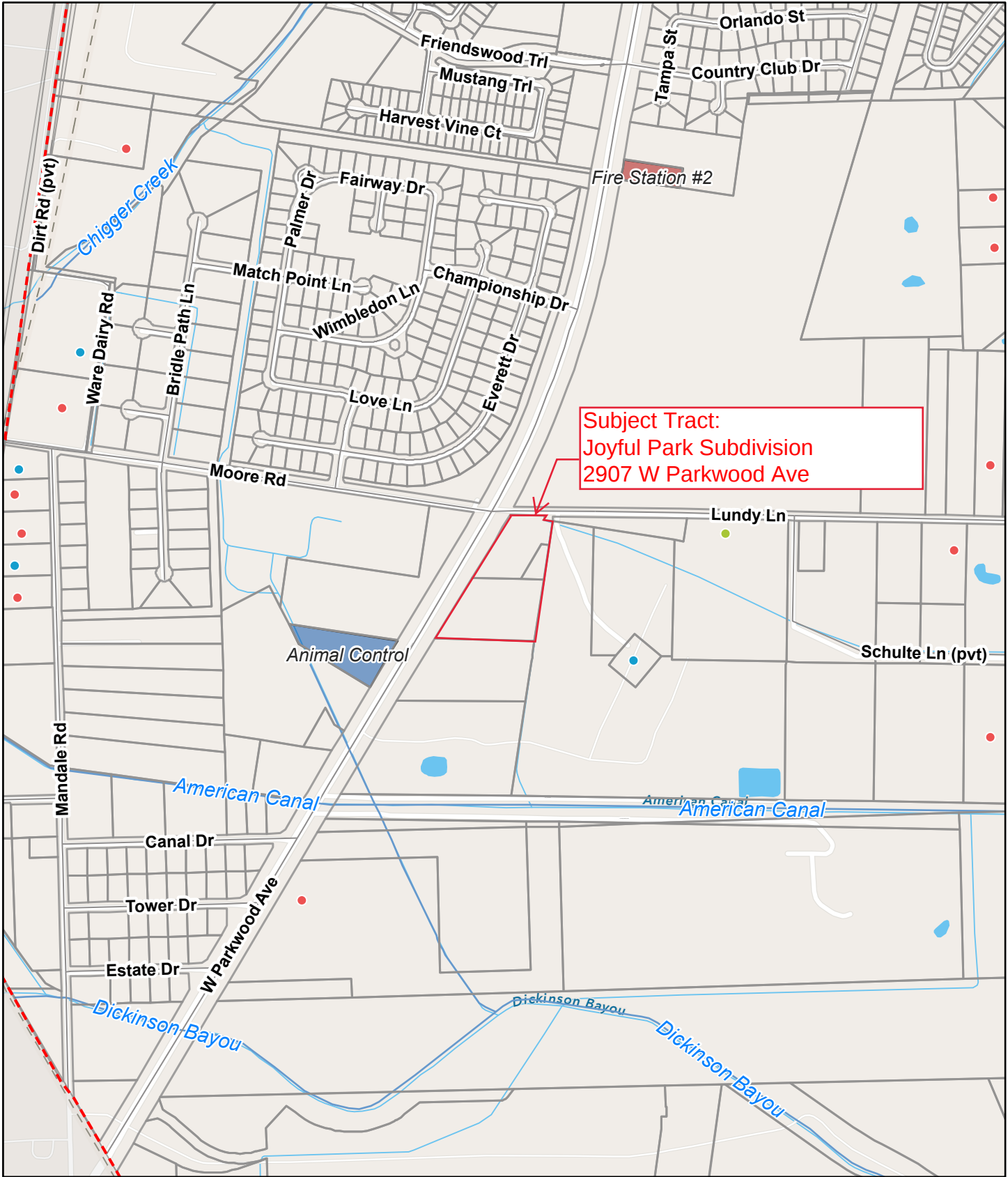
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- Address Points
- City Limit
- Easements
- GCAD Lot lines
- OSSFs
- DEAD
- Parcels (grey)
- Streets



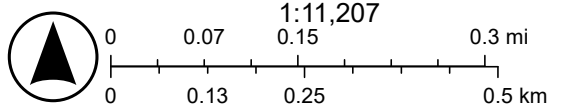
Houston- Galvesotn Area Council

City of Friendswood



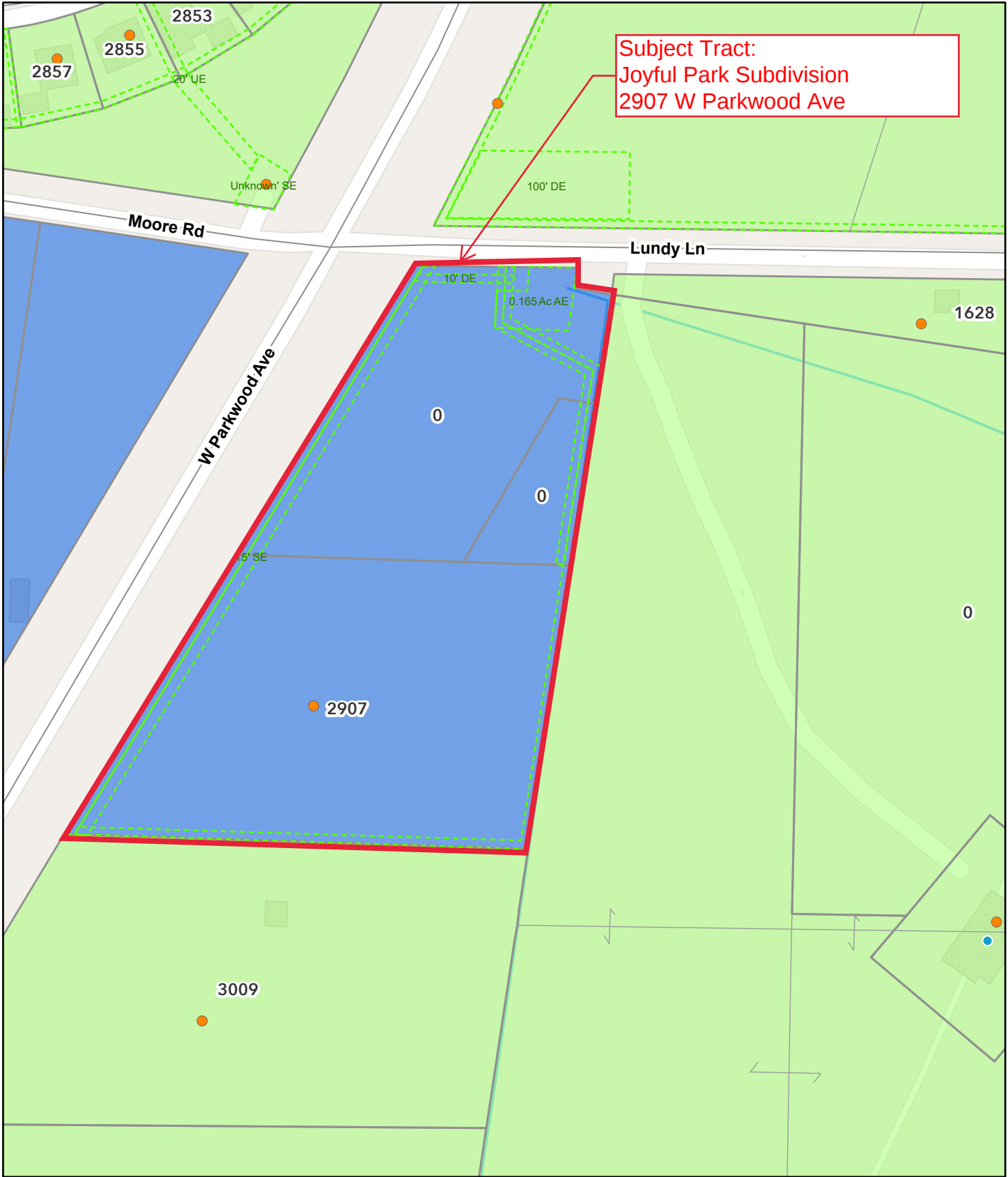
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- | | | |
|------------|-------------------|--------------------|
| City Limit | PLANS APPROVED | Streets |
| OSSFs | Parcels (grey) | Surrounding Cities |
| DEAD | Public Facilities | Water Lines |
| INACTIVE | Animal Control | |
| INSPECTED | Fire Station #2 | |

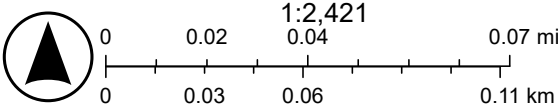
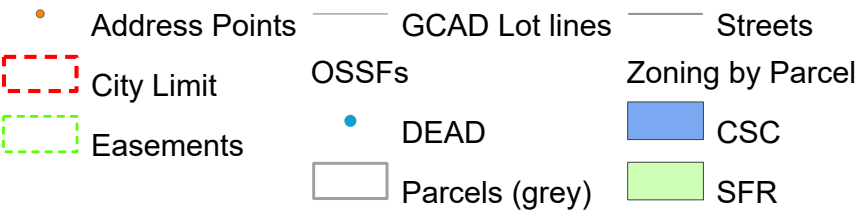


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City of Friendswood



9/4/2024, 3:59:25 PM



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FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: Consider a recommendation to the City Council regarding a request to vacate a 10-foot water line easement within the Joyful Park Subdivision generally located at 2907 W Parkwood Avenue, said easement being an approximate 14,637.67 square foot tract of land within Joyful Park, a subdivision in the Beaty, Seale, and Forwood Survey No. 5, Abstract 625 in Friendswood, Galveston County, Texas.

Action:

SUMMARY / ORIGINATING CAUSE

This item allows the commission to vote on a recommendation to City Council regarding a request to vacate a 10-foot public waterline easement. The Joyful Park Subdivision plat was recorded in 2022 and dedicated a public 10-foot waterline easement down the side and across the rear of the property. In the process of developing more detailed utility connections for the property, it was determined that boring under FM 528 to connect to the existing water system was more feasible, which rendered the dedicated easement unnecessary. Additionally, the easement is a significant hindrance to the new landscaping and drainage plans for the property, therefore, the owner is requesting to abandon the designated portions of the public waterline easements. The 10' foot public waterline easement along the front of the property running parallel to FM 528 will remain.

The legal notice was published on September 18, 2024, and the property owners abutting the easement were notified of the public hearings.

City Council will hold a public hearing on Monday, November 4 and also consider the item in the same meeting.

See attachments on the public hearing item.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: **PRELIMINARY PLAT EXTENSION REQUESTS**

Consider approving a one-time, six-month plat extension for two preliminary plats: Georgetown Section 1 Preliminary Plat and Sherry Lane Preliminary Plat.

Action:

SUMMARY / ORIGINATING CAUSE

This item allows the Commission to consider granting a one-time, six-month extension. The written request is attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Granting the extension will allow the developer to continue working on the development agreement with the City of Friendswood and obtaining approval for the infrastructure.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Written Request for Plat Extensions - Georgetown Sec 1 and Sherry Lane Preliminary Plats

From: [Josh Bouquet @PD](#)
To: [Becky Bennett](#)
Cc: [Amanda Edmondson @PD](#); [Nancy Valdivia @PD](#)
Subject: [EXTERNAL]Georgetown - Sec 1 and Sherry Lane EOA
Date: Thursday, September 19, 2024 2:38:49 PM

Hey Becky,

Thanks for taking my call this afternoon!

We'd like to request an extension of approval for the Georgetown Sec 1 and Sherry Lane Preliminary Plats.

The reason is due to the utility agreement and plans still needing to be approved.

Let me know if you need anything else.

Kind Regards,

Josh Bouquet, P.E. | Project Engineer
Pape-Dawson Engineers

2107 CityWest Boulevard, Third Floor, Houston, TX 77042
P: 713-428-2400 | **E:** jbouquet@pape-dawson.com
www.pape-dawson.com

Texas | Florida | Georgia | Tennessee

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If you have received this transmission in error, please immediately notify the sender and delete it from your system.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: **RECOMMENDATION TO COUNCIL REGARDING PARKING REGULATIONS**

Receive a report from the Planning Subcommittee and consider Parking Recommendations to City Council following up to the Ad Hoc Parking Subcommittee Recommendation (March 2024).

Action:

SUMMARY / ORIGINATING CAUSE

The Planning Subcommittee Members of the Planning and Zoning Commission, Marcus, Travis, and Brian, discussed the recommendations of the Parking Ad Hoc Subcommittee. After several meetings and consideration, they recommend leaving the parking regulations as-is, but would also like to recommend to City Council that emphasis be placed on solutions for public parking opportunities within the Downtown District. Solutions such as public parking lots or garages on city-owned property in strategic or central locations would provide a place for patrons to park and then walk to multiple businesses. The intent of the Downtown District has always been to promote a pedestrian environment, but the infrastructure is just not there yet. Once there are public parking options available, parking could be revisited at that time.

The original recommendation from the Ad Hoc Parking Subcommittee is attached as well as a new recommendation to be forwarded from the Planning and Zoning Commission.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

See attached memo.

ATTACHMENTS

1. Ad Hoc Parking Subcommittee FINAL REPORT March 2024
2. PZ Final Report re Ad Hoc Parking Subcommittee Rec October 2024



Ad Hoc Parking Subcommittee Final Report

To: Mayor and City Council
Planning and Zoning Commission

From: Marcus Rives, Chairman
Aubrey Harbin, Director of Community Development/Planner

Date: March 21, 2024

Re: Recommendations regarding Parking Standards

Handwritten signature in blue ink: AH (MR)

Many cities across the nation and the State of Texas are taking action to remove minimum parking requirements. Reasons such as increasing taxable value for cities by allowing buildings to be constructed rather than parking spaces, the addition of more green space, and reducing construction costs for developers are a couple of the driving forces behind the changes. Additionally, the use of vehicles is decreasing, and, in the future, parking spaces may be obsolete. More people are using ride share programs such as Uber and Lyft and less people are obtaining a driver's license. According to a data analysis performed by the Insurance Information Institute, in 1997, 43% of 16-year-olds had a driver's license. In 2020, only 25% of 16-year-olds had a driver's license.

In Friendswood, small lots in the Downtown District (DD) are proving to be difficult to develop. In 2017, Lauren Griffith and Associates authored the Downtown Improvement Plan. The plan cataloged parking spaces in the district and the consultant was confident that there is sufficient parking within the district; however, shared use agreements may be necessary to capitalize on the opportunities of sharing parking spaces. The goal of the Downtown District is a more walkable, pedestrian friendly area as stated in the Zoning Ordinance, "Development within the DD should be pedestrian friendly with an emphasis on shared parking and shared access between developments." With the completion of the sidewalks in the DD, the goal is to reduce unsightly parking lots and encourage visitors to walk. In other areas of town, large parking lots that were built in the 1970s and 1980s are not being utilized.

Other local concerns for Friendswood are drainage and build out of the city. Requiring less parking could result in less paving and more green space, which would reduce the impact on drainage throughout the city. Geographically, Friendswood is a land-locked community. Responsible and intentional development of the remaining land in Friendswood is crucial.

The ad hoc subcommittee was formed and appointed by City Council in August 2023 to review parking regulations for Friendswood and consider the trends listed above, and if necessary, make recommendations for any changes in the City of Friendswood's parking regulations.

Committee members

The committee members spent a great deal of time understanding the current parking regulations and researching current issues related to parking challenges. They researched news articles, reviewed parking requirements from other cities, attended sessions at various conferences, participated in virtual meetings, and visited other cities.

The following people were appointed to the subcommittee:

Marcus Rives, Planning and Zoning Commission, Chairman
Tom Hinckley, Planning and Zoning Commission
Susan Asimakis, CEDC
Ron Cox, FDEDC
Rebecca Hillenburg, FDEDC
Brett Banfield, developer
David Stanley, local DD business owner
Sally Branson, Councilmember

Current Parking Regulations

The first step was for the Committee to understand the City's current regulations. The Parking Group Table details the parking ratios based on use and is in the Design Criteria Manual, Appendix C. Parking regulations have intentionally been included in the DCM because it is adopted by resolution and does not require a variance from the Zoning Board of Adjustment for alternate considerations. Staff may approve a 5% deviation from the recommended parking requirements unless an alternative plan is approved by the Planning and Zoning Commission.

Developers may also submit a Design Modification Form for the City Engineer to consider alternate parking plans with justification by an engineer. Historically, the City of Houston's shared parking calculator has been accepted and proven to provide sufficient parking for mixed use developments.

Additionally, the regulations for the Downtown District (DD) in the Zoning Ordinance encourage and require shared parking areas and allow on-street, head-in parking.

Zoning Ordinance Section 8.N.

3. Parking. To promote pedestrian friendly environments, shared parking and shared parking access is encouraged. Parking spaces and parking lot geometrics shall comply with the requirements of the current Design Criteria Manual.

- a. Off-site parking shall be allowed if within one block of the development. For purposes of this subsection, one block shall constitute no less than 300 linear feet and no more than 1,200 linear feet.*
- b. Shared parking areas shall be allowed.*

c. Shared access agreements shall be required between adjacent developments.

d. On-street, head-in parking may be allowed in the Downtown District (DD) with the approval of the Planning and Zoning Commission, upon recommendation of the city engineer, in areas at least 75 feet from FM 518 and/or FM 2351. No on-street parking shall be allowed on FM 518 or on FM 2351 within the DD.

e. Development plans shall indicate how freight and goods will be delivered.

f. Development plans shall show the design and layout for all parking. Documentation shall be provided to verify authority for all shared or off-site parking.

g. All such required documentation shall be presented before a development plan is approved.

Research and Benchmarking

The committee read and reviewed many published articles on parking trends. They also reviewed parking regulations for other cities such as Pearland, League City, Georgetown, Bastrop, and others. The committee members crafted a questionnaire to receive consistent feedback from other cities. They received feedback from Cedar Park and Georgetown.

In October, the committee members hosted a virtual meeting with Brad Wiseman, the Director of Planning and Development Services for the City of Round Rock. He presented details on the City of Round Rock's regulations, challenges they faced and how they addressed them.

Marcus Rives attended a session at the American Planning Association Texas Conference and met Kareem Heshmat, the Senior Planner for the City of Sugar Land, which resulted in an invitation for the committee to attend a virtual presentation in November to hear about the changes the City of Sugar Land made to their parking regulations.

A discovery trip to the City of Conroe in February organized by Susan Asimakis and hosted by Scott Harper, the President of the Conroe Chamber of Commerce, allowed a few committee members to visit another city and gain additional perspectives on parking situations. Several members also visited the City of Bastrop.

The committee members found that cities in general are removing barriers for development, whether those be for parking, housing, or other land use related regulations.

Final Recommendation

The Ad Hoc Parking Subcommittee recommends a 15 percent reduction of parking spaces in addition to the current 5% deviation in the Design Criteria Manual, Appendix C, Parking Group Table, for a total of 20% reduction in minimum parking spaces. The committee settled on this number as a good faith effort to reduce the cost of development to developers and allow for additional green spaces to be incorporated into developments, or additional taxable buildings. Observation of the larger parking lots not being utilized led to the idea of reducing the minimum requirements by 20%. In making these changes, the subcommittee hopes that it would provide a natural incentive for redevelopment of large parking lots throughout the City.

Many cities throughout Texas and other states are removing minimum parking requirements, but in those instances the cities have public transportation, parking garages, and/or on-street parking. Without these benefits, the committee did not feel that it is time to eliminate the parking requirements as a whole and would like to establish a subsequent review of the parking regulations in two years.

The subcommittee also recommends staff increase transparency of existing alternative parking solutions such as shared parking agreements and the opportunity to present parking analyses for consideration by the City Engineer. This information is and will continue to be conveyed to developers and property owners during DRC meetings.



Planning & Zoning Commission Final Report

To: Mayor and City Council
From: Planning & Zoning Commission
Date: October 2024
Re: Recommendations regarding Parking Standards

The Planning and Zoning Commission reviewed the actions and research of the Ad Hoc Parking Subcommittee that was formed by City Council and discussed their final recommendation.

Recommendation

It is the opinion of the Commission that the current parking regulations in conjunction with the exceptions, deviations, and options for alternate parking considerations (detailed below) are sufficient and no changes are necessary at this time. The Commission recommends that emphasis be placed on public parking opportunities in the Downtown District that might allow for parking reductions in the future such as shared and overflow public parking lots and/or parking garages at city facilities.

The Commission agreed with the Parking Subcommittee for staff to increase transparency of existing alternative parking solutions such as shared parking agreements and the opportunity to present parking analyses for consideration by the City Engineer. This information will continue to be conveyed to developers and property owners during DRC meetings.

Current Parking Regulations

Minimum Number of Spaces: The Parking Group Table details the parking ratios based on use and is in the Design Criteria Manual, Appendix C. The number of parking spaces is based on use and were derived utilizing national parking standards. Parking regulations have intentionally been included in the DCM because it is adopted by resolution and does not require a variance from the Zoning Board of Adjustment for alternate considerations. Staff may approve a 5% deviation from the recommended parking requirements unless an alternative plan is approved by the Planning and Zoning Commission.

Design Modification Form: Developers may also submit a Design Modification Form for the City Engineer to consider alternate parking plans with justification by an engineer. Historically, the City of

Houston's shared parking calculator has been accepted and proven to provide sufficient parking for mixed use developments.

Shared Parking in DD: The regulations for the Downtown District (DD) in the Zoning Ordinance encourage and require shared parking areas and allow on-street, head-in parking.

*Zoning Ordinance
Section 8.N.*

3. Parking. To promote pedestrian friendly environments, shared parking and shared parking access is encouraged. Parking spaces and parking lot geometrics shall comply with the requirements of the current Design Criteria Manual.

- a. Off-site parking shall be allowed if within one block of the development. For purposes of this subsection, one block shall constitute no less than 300 linear feet and no more than 1,200 linear feet.*
- b. Shared parking areas shall be allowed.*
- c. Shared access agreements shall be required between adjacent developments.*
- d. On-street, head-in parking may be allowed in the Downtown District (DD) with the approval of the Planning and Zoning Commission, upon recommendation of the city engineer, in areas at least 75 feet from FM 518 and/or FM 2351. No on-street parking shall be allowed on FM 518 or on FM 2351 within the DD.*
- e. Development plans shall indicate how freight and goods will be delivered.*
- f. Development plans shall show the design and layout for all parking. Documentation shall be provided to verify authority for all shared or off-site parking.*
- g. All such required documentation shall be presented before a development plan is approved.*



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: **AMEND P&Z RULES OF PROCEDURE**

Consider approving amendments to the Planning and Zoning Rules of Procedure adopted January 12, 2023, to allow friendly amendments, change the procedure to debate items, and designate Robert's Rules of Order to be used as a guide.

Action:

SUMMARY / ORIGINATING CAUSE

This item allows the Commission to make the following amendments to the Rules of Procedure:

1. Friendly amendments

A motion may be amended without a formal vote as a "friendly amendment" if both the first and second of the main motion agree to the amended language. If they do not, the amended motion is voted on and then the Commission shall return to the main motion.

2. Procedure to Debate

Prior to a motion concerning an item on the agenda, the Presiding Officer may (i) call upon the City Planner or designee to provide an overview of the item, and/or (ii) allow the members of the Commission to discuss the matter.

3. Robert's Rules of Order as a guide

Robert's Rules of Order shall be used as a guide for the Commission's to follow.

City Council made the same changes to its Rules of Procedure and the Commission has the same latitude.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

The amendments will allow for more orderly meetings and less confusion.

RECOMMENDATIONS

n/a

ATTACHMENTS

1. P&Z - Rules of Procedure - 2024
2. P&Z - Rules of Procedure - 2024 Clean
3. 2023 P&Z - Rules of Procedure Adopted 1-2023

FRIENDSWOOD PLANNING AND ZONING COMMISSION

RULES OF PROCEDURE

1. AUTHORITY

- 1.1 Authority.** Pursuant to the provisions of Section 2-23 of the Friendswood City Code, the Planning and Zoning Commission enacts these rules of procedure for all meetings of the Commission of the City of Friendswood, Texas.
- 1.2 Purpose.** During any regular or special commission meeting, a reasonable opportunity shall be given to the citizens of the City to be heard, including, but not limited to, those matters under consideration. The rules of procedure are enacted as guidelines to be followed by all persons in the Council Chamber, including City administrative staff, news media and visitors.

2. GENERAL RULES

- 2.1 Meetings to be Public.** All official meetings of the Commission shall be open to the public, except as authorized by law.
- 2.2 Quorum.** Four or more members of the Commission is considered a majority of the members of the Commission and shall constitute a quorum for the transaction of business.
- 2.3 Compelling Attendance.** No member shall be excused from attendance at a Commission meeting except for good, valid reasons.
- 2.4 Minutes of Meetings.** An account of all proceedings of the Commission shall be kept by the Secretary and shall constitute the official record of the Commission.
- 2.5 Questions to Contain One Subject.** All questions submitted for a vote shall contain only one (1) subject.
- 2.6 Right of Floor.** Any member desiring to speak shall be recognized by the Presiding Officer and shall confine his/her remarks to the subject under consideration or to be considered and will not be interrupted.
- 2.7 City Planner.** The City Planner shall attend all meetings of the Commission, unless excused. He/she may make recommendations to the Commission and shall have the right to take part in all discussions of the Commission but shall have no vote.
- 2.8 City Attorney.** The City Attorney shall attend all meetings of the Commission unless excused and shall, upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the Commission's parliamentarian.
- 2.9 Secretary.** The City Planner or his/her designee shall (i) serve as the Commission's Secretary, (ii) attend all meetings of the Commission unless excused, (iii) act as the reading and recording secretary of the Commission, (iv) keep the official minutes, and (v) perform such other duties as may be requested and assigned by the Chairperson. The Secretary shall keep a copy of these rules available for reference.

- 2.10 Sergeant at Arms.** The highest-ranking police officer of the Friendswood Police Department in attendance at any meeting of the Commission, shall be, and is hereby, designated and appointed as the Sergeant at Arms for such meeting.
- 2.11 Suspension of Rules.** Any provision of these rules not governed by state or local law may be temporarily suspended by the affirmative vote of four or more members of the Commission present.
- 2.12 Amendment of Rules.** These rules may be amended, or new rules adopted by the ~~recommendation of the Commission and subject to approval by Council~~ with an affirmative vote of four or more members of the ~~City Council~~Commission.

3. TYPES OF MEETINGS

- 3.1 Regular Meetings.** The Commission shall hold regular and special meetings open to the public. The Commission shall meet in the Council Chamber of the City Hall on the second and fourth Thursday of each month, commencing at 6:00 o'clock p.m., unless otherwise directed by the City Planner and/or the Chairperson, provided one or more complete applications have been submitted requiring their consideration. In the event Thursday falls on a holiday, the meeting for that day shall be scheduled as determined by the Commission.
- 3.2 Special Meetings.** Special meetings of the Commission shall be called at the request of the Chairperson, the City Planner, or three (3) members of the Commission. In the event of a special called meeting, the City Planner shall notify each member of the Commission. Special meetings may be held at City Hall or another location.

4. PRESIDING OFFICER AND DUTIES

- 4.1 Presiding Officer.** The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside as the Presiding Officer at all meetings of the Commission. In the absence of both the Chairperson and Vice-Chairperson and with a quorum being present, any Commissioner may be appointed by a majority of the Commission present to preside. No member of the Commission shall be required to abstain from voting on the election of a Presiding Officer under this section.
- 4.2 Call to Order.** The meetings of the Commission shall be called to order by the Chairperson, or in his /her absence the Vice-Chairperson, and in the absence of both the Chairperson and the Vice-Chairperson, the meeting shall be called to order by the City Planner.
- 4.3 Preservation of Order.** The Presiding Officer shall (i) preserve order and decorum, (ii) prevent insulting references to Commissioners, impugning of other member"s motives, and repetitious comments, and (iii) confine remarks to the question under discussion. The Presiding Officer shall call upon the Sergeant at Arms as necessary to enforce compliance with the rules contained therein.
- 4.4 Substitution for Chair.** The Chairperson may call upon the Vice-Chairperson, or if he/she is unavailable, then any other member to take his/her place, for the portion of a meeting. Such substitution is not to continue beyond adjournment.

- 4.5 Points of Order.** The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Commission. If any appeal is taken, then questions shall be, "Shall the decision of the Presiding Officer be sustained"? If four or more members present vote "No," the ruling of the Presiding Officer is overruled; otherwise, it is sustained.
- 4.6 Questions to be Stated.** The Presiding Officer shall state all questions submitted for a vote and announce the results. A roll call shall be taken upon the request of any member.
- 4.7 Call for Recess.** The Presiding Officer may recess a meeting for up to fifteen minutes at regular intervals of approximately one hour at appropriate points in the meeting.
- 4.8 Votes.** Commissioners shall clearly indicate their vote on each matter submitted to a vote.
- (a) The Presiding Officer may make or second motions and shall vote on all matters before the Commission unless otherwise prohibited by law.
 - (b) Neither the Chairperson, the Vice-Chairperson, nor any Commissioner appointed to preside, shall have any power to either recess a meeting or adjourn a meeting, or prevent the Commission from considering an agenda item or lay the same out for consideration except in strict accordance with the Texas Open Meetings Act and these rules. If not withstanding the positive provisions of this rule, the Presiding Officer, whether Chairperson, Vice-Chairperson, or Commissioner presiding, shall attempt to prevent the Commission from taking any action on any agenda item brought before it, any Commissioner present may call for a vote of the Commission to consider the matter.
 - (c) Except as otherwise provided by law or these rules, all action required of the Commission shall be made by a majority of the members of the Commission present at the meeting.
 - (d) Excluding conflicts of interest as provided by state law or by City Charter, all Commissioners present at each meeting must vote on each subject presented for Commission vote.

5. CODE OF CONDUCT

5.1 Commissioners

- (a) During Commission meetings, Commissioners shall preserve order and decorum and shall not, by conversation or otherwise, delay or interrupt the proceedings or refuse to observe the rules of the Commission.
- (b) A Commissioner, once recognized, shall not be interrupted while speaking unless a point of order is raised by another member or the parliamentarian, or unless the speaker chooses to yield to questions from another member. If a Commissioner is called to order while he/she is speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed.

- (c) Any member of the Commission, including the Presiding Officer, who fails to observe decorous and orderly behavior during a meeting or who disturbs a meeting of the Commission with such disorderly conduct, is subject to being expelled from such meeting upon motion passed by two-thirds (2/3) vote of the Commission present at the meeting.
- (d) Any member of the Commission, including the Presiding Officer, reprimanded by motion or expelled from a meeting by motion who thereafter commits another breach of decorous and disorderly behavior during a subsequent meeting and again disturbs any meeting of the Commission by such disorderly conduct shall be subject to the same power of the Commission to reprimand him/her, to expel him/her from the meeting, or to request Council to remove him/her from the Commission.

5.2 Administrative Staff

- (a) Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Commission and shall have no voice unless and until recognized by the Presiding Officer.
- (b) While the Presiding Officer shall have the authority to preserve decorum in meetings as far as staff members and City employees are concerned, the City Planner also shall be responsible for the orderly conduct and decorum of all City employees under his/her direction and control.
- (c) All remarks and questions addressed to the Commission shall be addressed to the Commission as a whole and not to any individual member thereof.
- (d) No staff member, other than a staff member having the floor, shall enter into a discussion either directly or indirectly without permission of the Presiding Officer.

5.3 Citizens

- (a) Citizens are welcome and invited to attend all meetings of the Commission and will be admitted to the Council Chamber or other room in which the meeting is held, up to the fire safety capacity of the room and/or to protect the health, safety and welfare of the public.
- (b) Citizens will refrain from private conversation in the Chamber or other room while the Commission meeting is in session.
- (c) Citizens attending Commission meetings shall observe the same rules of propriety, decorum, and good conduct applicable to the administrative staff. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer, and such person shall be barred from further audience before the Commission during that session of the Commission.
- (d) Unauthorized remarks from the audience, stamping of feet, applauding, whistles, yells, and similar demonstrations shall not be permitted; and the Presiding Officer

shall direct the Sergeant at Arms to remove such offenders from the room. In case the Presiding Officer shall fail to act, any member of the Commission may move to require him/her to act to enforce the rules, and the affirmative vote of four or more members of the Commission present shall require the Presiding Officer to act.

- (e) No placards, banners, or exhibits of any kind will be permitted in the Council Chamber except exhibits, displays, and visual aids used in connection with presentations to the Commission, provided that such exhibits, displays and visual aids do not disrupt the meeting.

5.4 In General

- (a) **Rules.** Robert's Rules of Order (latest revision) shall be used as a guide, govern in all cases, unless Robert's Rules of Order are in conflict with the City Charter, City ordinances, or rules of procedure hereby adopted, provided that the "Rules Governing Debate, Rules Against the Chair's Participation in Debates" shall not be applicable; and the Chairperson, or Presiding Officer, shall have the right to participate in debate of issues pending before the Commission.

Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate the state law or the Charter, and provided that four or more members of the Commission present vote in favor of such suspension. Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended.

- (b) **Recognition by Presiding Officer.** No person shall address the Commission without first being recognized by the Presiding Officer.
- (c) **Procedure.** Each person addressing the Commission shall approach the podium, give his/her name and address in an audible tone of voice for the record, and state the subject the person wishes to discuss. All comments shall be addressed to the Commission as a whole and not to any member thereof. No person other than members of the Commission and the person having the floor shall be permitted to enter into any discussion, directly or through a member of the Commission, without permission of the Presiding Officer. No question may be asked a member of the City staff without the permission of the Presiding Officer.
- (d) **Charges against Employees.** Should any person in a Commission meeting charge an employee with improper conduct, malfeasance, nonfeasance, or misfeasance, then in such event, such person shall be ruled out of order immediately and instructed to refer his/her complaint to the City Manager.
- (e) **Disturbances.** No person attending any Commission meeting shall delay, interrupt, or disrupt the proceedings or refuse to obey the orders of the Presiding Officer. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer.

(f) Communication Devices.

- (1)** The use of wireless communication devices to send/receive text messages, instant messages, and/or emails between members of the Commission during Commission meetings is prohibited.
- (2)** No person attending any Commission meeting shall possess a pager, cellular telephone, radiotelephone or other device that is set in a mode to provide audible notification of an incoming call, text, or page.
- (3)** No person attending any Commission meeting shall use a cellular telephone, radiotelephone, or other telecommunication device for audible communications while the Commission meeting is in session.

6. ORDER OF BUSINESS

6.1 Agenda. The order of business of each regular and special meeting shall be as contained in the agenda prepared by the City Planner. The agenda shall be a listing by topic of subjects to be considered by the Commission. Placement of items on the agenda shall be governed by this section. Conduct of business at special meetings shall likewise be governed by an agenda and the rules of procedure contained therein. The placement of agenda items for each meeting is determined as follows:

- (a)** Any and all action items or other matters, including all written data, except emergency items, to be brought before the Commission for its consideration by the Chairperson or by any member of the Commission, shall be submitted in writing to the City Planner not later than ten (10) calendar days preceding the meeting at which the same is to be considered.
- (b)** When a motion or other measure of any sort has been placed before the Commission and defeated, the same identical question shall not again be considered by the Commission until ninety (90) days have elapsed, unless the Commission, by majority vote, waives this restriction as to the item, or unless the item is a plat or plan being submitted to the Commission in accordance with the approval procedures outlined in Chapter 212 of the Local Government Code.

The agenda order set out is the desired order for conducting the business of the Commission in regular and special meetings. When the best interest of the Commission and the citizens of the City require, any item appearing on the agenda shall be considered out of order as shall be determined by the Presiding Officer in his/her sole discretion.

6.2 The order of the agenda shall be as follows unless the Chairperson or City Planner determines that a different order is in the best interest of the Commission and/or the citizens of the City:

(a) Call to Order.

(b) Public Comment.

- (1)** Any citizen shall have a reasonable opportunity to be heard at any and all regular or special meetings of the Commission in regard to any and all

matters to be considered at any such meetings, or such other matters as citizens may wish to bring to Commission's attention.

- (2) Any matter not posted on the agenda may not be discussed by the Commission, nor shall any action be taken by the Commission, except to indicate that the matter may be placed on a later agenda.
- (3) Each speaker shall submit a card requesting the right to address the Commission to the Secretary prior to the commencement of the meeting.
- (4) Each speaker shall be granted a three-minute time period to speak before the Commission, and the Presiding Officer shall retain the discretion to further limit or increase this time as he /she deems appropriate.
- (5) No electronic media is allowed for presentation during the public comment period. Information being presented to the Commission should be in paper format, and ten (10) copies should be provided to the Secretary for distribution to the Commission and staff.

(c) Work Session Topics.

(d) Public Hearings - as called.

- (1) *Sign-in procedure.* Prior to the start of the public hearing, the Presiding Officer may require that all persons desiring to be heard sign in with the Secretary, giving their names and addresses. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard.
- (2) Each speaker that requests to speak at a public hearing shall be granted a five-minute time period to speak before the Commission, and the Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate. However, a member of the public who addresses the Commission through a translator shall be given a ten-minute time period in which to speak in order to ensure that non-English speakers receive the same opportunity to address the Commission.
- (3) *Presentations.*
 - a. Staff will present the Commission with an overview of the public hearing.
 - b. The person, group, or applicant of the item at hand shall be granted a 15-minute time period to give the Commission a presentation. The Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate.
 1. Any PowerPoint presentation must be received by the City Planner not later than 9:00 a.m. on the Monday

preceding the meeting at which the same is to be considered.

2. Information being presented to the Commission should be in paper format and ten (10) copies should be provided to the City Planner for distribution to the Commission and staff.
- (4) No member of the Commission, including the Presiding Officer, shall be permitted to address the Commission during a public hearing held by the Commission or to address any board or other commission of the City during a public hearing held by such board or other commission.
- (e) **Consent Agenda.** Routine matters which require no discussion (any member of the Commission may remove an item from the consent agenda for discussion, and may include the following items):
 - (1) Minutes.
 - (2) Final plats.
- (f) **Action Items.**
- (g) **Discussion Items.**
- (h) **Communications.**
 - (1) **Items of community interest.** Each member of the Commission will be given a five-minute time period to provide comments of community interest pursuant to Section 551.0415 of the Texas Government Code, which include:
 - a. Expressions of thanks, congratulations, or condolences;
 - b. Information regarding holiday schedules;
 - c. An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office of public employment is not an honorary or salutory recognition;
 - d. Reminder about an upcoming event organized or sponsored by the Commission;
 - e. Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the Commission; and

- f. Announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.
- (2) **Commission Report.** The members of the Commission may provide Liaison Reports concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.
- (3) **Council Liaison Report.** The City Council Liaison may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.
- (4) **Staff Report.** The City Planner may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.
- (i) **Executive Session.**
The Commission may recess into executive session as authorized by Chapter 551, Texas Government Code. Matters discussed during each Executive Session shall be identified by certified agenda or tape recorded, prepared, and retained as required by law.
- (j) **Action Related to Executive Session.**
- (k) **Adjournment.**

7. CONSIDERATION OF AGENDA ITEMS

- 7.1 **Printed or Typewritten Form.** All backup materials, such as draft ordinances, staff reports, site plans and plats shall be provided to the Commission in printed or electronic form.
- 7.2 **Distribution of Information.** The City Planner or his/her designee shall provide electronic or paper copies of all backup materials, such as draft ordinances, staff reports, site plans and plats, to all members of the Commission before or at the meeting at which the site plan or plat is to be considered.
- 7.3 **Discussion, Consideration and Processing of Items.**
 - (a) **Motion to Table.** Since the Commission will have regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an agenda item. If such agenda item is tabled by a majority vote of the Commission present at a meeting, such agenda item, if not sooner removed from the table, must be removed at the third meeting and acted upon, even if only to place the item on the table again.
 - (b) ~~Procedure to Debate~~**Objection to Consideration.** Upon any agenda item, other than a site plan, plat, or other item where state law mandates timely action, being laid out, or any motion being made, any Commissioner present, before there is any debate opened on the subject, may make a parliamentary objection to the consideration of the subject which need not be seconded. No debate shall then be

permitted, and the Presiding Officer shall immediately put the question, "Shall the objection be sustained"? If the objection is sustained by a vote of two-thirds (2/3) of the Commissioners present, the agenda item is permanently defeated for that meeting and shall not be debated unless reconsidered under Section 6.1(b) of these rules.

- (c) **Closing of Debate.** If, during debate upon any agenda item before the Commission, any member moves that the subject under discussion be put to a vote without further debate (and such a motion need not be seconded), the Presiding Officer shall immediately ask the Commission, "Is there any objection to proceeding to a vote on the agenda item before the Commission being taken immediately"? If any member objects, the Presiding Officer shall immediately and without debate put the question, "Shall the subject being discussed be put to a vote, without debate"? to a vote of the Commission, and if two-thirds (2/3) of the Commissioners present vote in favor of ordering the vote, debate on the question shall be closed and a vote on the agenda item taken immediately.

(d) Procedure to Debate

(1) The Chairperson or Presiding Officer shall have the right to participate in debate of issues pending before the Commission.

(2) Prior to a motion concerning an item on the agenda, the Chairperson or Presiding Officer may (i) call upon the City Planner or designee to provide an overview of the item, and/or (ii) allow the members of the Commission to discuss the matter.

- (e) Amendments.** A motion may be amended without a formal vote as a "friendly amendment" if both the first and second of the main motion agree to the amended language. If they do not, the amended motion is voted on and then the Commission shall return to the main motion.

- (d)(f) Reducing Motion to Writing.** All oral motions must be seconded before being put to vote by the Presiding Officer (except where otherwise provided in these rules); and upon request of any member of the Commission, the party making any such oral motion (except a motion to order a vote on a subject being considered per 7.3(c) or other such procedural matter) shall reduce the same to writing or request the City Planner to do the same.

- (e)(g) Majority Vote Required.** All action required of the Commission shall be made by an affirmative vote of a majority of the members of the Commission present and voting at such Commission meeting. Should state law require more than a majority vote, the City Attorney shall notify the Commission of such requirement prior to the vote. As used in these rules, any action requiring a vote of a majority of the Commission present shall mean a majority of the commission present and voting.

- (f)(h) Recommendations.** When required by State law, the Commission shall provide a final report to City Council. The final report or recommendation is a definitive action of approval or disapproval coupled with a recitation of reasons for the decision reported which are necessary to support the Commission.

8. CREATION OF AD HOC SUBCOMMITTEES

- 8.1 Commission Subcommittees.** The Commission may, as the need arises, authorize the appointment of the "ad hoc" subcommittees composed of members of the Commission. Any subcommittee so created shall be created by a majority vote of the Commission and shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Commission present.

9. ANNUAL REPORT TO CITY COUNCIL

- 9.1 Annual Report.** When directed to do so by City Council, the Chairman shall provide to City Council a report of activities accomplished over the previous year as well as upcoming or current goals that the Commission is working toward.

FRIENDSWOOD PLANNING AND ZONING COMMISSION RULES OF PROCEDURE

1. AUTHORITY

- 1.1 Authority.** Pursuant to the provisions of Section 2-23 of the Friendswood City Code, the Planning and Zoning Commission enacts these rules of procedure for all meetings of the Commission of the City of Friendswood, Texas.
- 1.2 Purpose.** During any regular or special commission meeting, a reasonable opportunity shall be given to the citizens of the City to be heard, including, but not limited to, those matters under consideration. The rules of procedure are enacted as guidelines to be followed by all persons in the Council Chamber, including City administrative staff, news media and visitors.

2. GENERAL RULES

- 2.1 Meetings to be Public.** All official meetings of the Commission shall be open to the public, except as authorized by law.
- 2.2 Quorum.** Four or more members of the Commission is considered a majority of the members of the Commission and shall constitute a quorum for the transaction of business.
- 2.3 Compelling Attendance.** No member shall be excused from attendance at a Commission meeting except for good, valid reasons.
- 2.4 Minutes of Meetings.** An account of all proceedings of the Commission shall be kept by the Secretary and shall constitute the official record of the Commission.
- 2.5 Questions to Contain One Subject.** All questions submitted for a vote shall contain only one (1) subject.
- 2.6 Right of Floor.** Any member desiring to speak shall be recognized by the Presiding Officer and shall confine his/her remarks to the subject under consideration or to be considered and will not be interrupted.
- 2.7 City Planner.** The City Planner shall attend all meetings of the Commission, unless excused. He/she may make recommendations to the Commission and shall have the right to take part in all discussions of the Commission but shall have no vote.
- 2.8 City Attorney.** The City Attorney shall attend all meetings of the Commission unless excused and shall, upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the Commission's parliamentarian.
- 2.9 Secretary.** The City Planner or his/her designee shall (i) serve as the Commission's Secretary, (ii) attend all meetings of the Commission unless excused, (iii) act as the reading and recording secretary of the Commission, (iv) keep the official minutes, and (v) perform such other duties as may be requested and assigned by the Chairperson. The Secretary shall keep a copy of these rules available for reference.

- 2.10 Sergeant at Arms.** The highest-ranking police officer of the Friendswood Police Department in attendance at any meeting of the Commission, shall be, and is hereby, designated and appointed as the Sergeant at Arms for such meeting.
- 2.11 Suspension of Rules.** Any provision of these rules not governed by state or local law may be temporarily suspended by the affirmative vote of four or more members of the Commission present.
- 2.12 Amendment of Rules.** These rules may be amended, or new rules adopted by the Commission with an affirmative vote of four or more members of the Commission.

3. TYPES OF MEETINGS

- 3.1 Regular Meetings.** The Commission shall hold regular and special meetings open to the public. The Commission shall meet in the Council Chamber of the City Hall on the second and fourth Thursday of each month, commencing at 6:00 o'clock p.m., unless otherwise directed by the City Planner and/or the Chairperson, provided one or more complete applications have been submitted requiring their consideration. In the event Thursday falls on a holiday, the meeting for that day shall be scheduled as determined by the Commission.
- 3.2 Special Meetings.** Special meetings of the Commission shall be called at the request of the Chairperson, the City Planner, or three (3) members of the Commission. In the event of a special called meeting, the City Planner shall notify each member of the Commission. Special meetings may be held at City Hall or another location.

4. PRESIDING OFFICER AND DUTIES

- 4.1 Presiding Officer.** The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside as the Presiding Officer at all meetings of the Commission. In the absence of both the Chairperson and Vice-Chairperson and with a quorum being present, any Commissioner may be appointed by a majority of the Commission present to preside. No member of the Commission shall be required to abstain from voting on the election of a Presiding Officer under this section.
- 4.2 Call to Order.** The meetings of the Commission shall be called to order by the Chairperson, or in his /her absence the Vice-Chairperson, and in the absence of both the Chairperson and the Vice-Chairperson, the meeting shall be called to order by the City Planner.
- 4.3 Preservation of Order.** The Presiding Officer shall (i) preserve order and decorum, (ii) prevent insulting references to Commissioners, impugning of other member's motives, and repetitious comments, and (iii) confine remarks to the question under discussion. The Presiding Officer shall call upon the Sergeant at Arms as necessary to enforce compliance with the rules contained therein.
- 4.4 Substitution for Chair.** The Chairperson may call upon the Vice-Chairperson, or if he/she is unavailable, then any other member to take his/her place, for the portion of a meeting. Such substitution is not to continue beyond adjournment.
- 4.5 Points of Order.** The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Commission. If any appeal is taken, then questions

shall be, "Shall the decision of the Presiding Officer be sustained"? If four or more members present vote "No," the ruling of the Presiding Officer is overruled; otherwise, it is sustained.

- 4.6 Questions to be Stated.** The Presiding Officer shall state all questions submitted for a vote and announce the results. A roll call shall be taken upon the request of any member.
- 4.7 Call for Recess.** The Presiding Officer may recess a meeting for up to fifteen minutes at regular intervals of approximately one hour at appropriate points in the meeting.
- 4.8 Votes.** Commissioners shall clearly indicate their vote on each matter submitted to a vote.
- (a) The Presiding Officer may make or second motions and shall vote on all matters before the Commission unless otherwise prohibited by law.
 - (b) Neither the Chairperson, the Vice-Chairperson, nor any Commissioner appointed to preside, shall have any power to either recess a meeting or adjourn a meeting, or prevent the Commission from considering an agenda item or lay the same out for consideration except in strict accordance with the Texas Open Meetings Act and these rules. If not withstanding the positive provisions of this rule, the Presiding Officer, whether Chairperson, Vice-Chairperson, or Commissioner presiding, shall attempt to prevent the Commission from taking any action on any agenda item brought before it, any Commissioner present may call for a vote of the Commission to consider the matter.
 - (c) Except as otherwise provided by law or these rules, all action required of the Commission shall be made by a majority of the members of the Commission present at the meeting.
 - (d) Excluding conflicts of interest as provided by state law or by City Charter, all Commissioners present at each meeting must vote on each subject presented for Commission vote.

5. CODE OF CONDUCT

5.1 Commissioners

- (a) During Commission meetings, Commissioners shall preserve order and decorum and shall not, by conversation or otherwise, delay or interrupt the proceedings or refuse to observe the rules of the Commission.
- (b) A Commissioner, once recognized, shall not be interrupted while speaking unless a point of order is raised by another member or the parliamentarian, or unless the speaker chooses to yield to questions from another member. If a Commissioner is called to order while he/she is speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed.
- (c) Any member of the Commission, including the Presiding Officer, who fails to observe decorous and orderly behavior during a meeting or who disturbs a meeting of the Commission with such disorderly conduct, is subject to being expelled from

such meeting upon motion passed by two-thirds (2/3) vote of the Commission present at the meeting.

- (d) Any member of the Commission, including the Presiding Officer, reprimanded by motion or expelled from a meeting by motion who thereafter commits another breach of decorous and disorderly behavior during a subsequent meeting and again disturbs any meeting of the Commission by such disorderly conduct shall be subject to the same power of the Commission to reprimand him/her, to expel him/her from the meeting, or to request Council to remove him/her from the Commission.

5.2 Administrative Staff

- (a) Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Commission and shall have no voice unless and until recognized by the Presiding Officer.
- (b) While the Presiding Officer shall have the authority to preserve decorum in meetings as far as staff members and City employees are concerned, the City Planner also shall be responsible for the orderly conduct and decorum of all City employees under his/her direction and control.
- (c) All remarks and questions addressed to the Commission shall be addressed to the Commission as a whole and not to any individual member thereof.
- (d) No staff member, other than a staff member having the floor, shall enter into a discussion either directly or indirectly without permission of the Presiding Officer.

5.3 Citizens

- (a) Citizens are welcome and invited to attend all meetings of the Commission and will be admitted to the Council Chamber or other room in which the meeting is held, up to the fire safety capacity of the room and/or to protect the health, safety and welfare of the public.
- (b) Citizens will refrain from private conversation in the Chamber or other room while the Commission meeting is in session.
- (c) Citizens attending Commission meetings shall observe the same rules of propriety, decorum, and good conduct applicable to the administrative staff. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer, and such person shall be barred from further audience before the Commission during that session of the Commission.
- (d) Unauthorized remarks from the audience, stamping of feet, applauding, whistles, yells, and similar demonstrations shall not be permitted; and the Presiding Officer shall direct the Sergeant at Arms to remove such offenders from the room. In case the Presiding Officer shall fail to act, any member of the Commission may move to require him/her to act to enforce the rules, and the affirmative vote of four or

more members of the Commission present shall require the Presiding Officer to act.

- (e) No placards, banners, or exhibits of any kind will be permitted in the Council Chamber except exhibits, displays, and visual aids used in connection with presentations to the Commission, provided that such exhibits, displays and visual aids do not disrupt the meeting.

5.4 In General

- (a) **Rules.** Robert's Rules of Order (latest revision) shall be used as a guide, , provided that the "Rules Governing Debate, Rules Against the Chair's Participation in Debates" shall not be applicable; and the Chairperson, or Presiding Officer, shall have the right to participate in debate of issues pending before the Commission.

Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate the state law or the Charter, and provided that four or more members of the Commission present vote in favor of such suspension. Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended.

- (b) **Recognition by Presiding Officer.** No person shall address the Commission without first being recognized by the Presiding Officer.
- (c) **Procedure.** Each person addressing the Commission shall approach the podium, give his/her name and address in an audible tone of voice for the record, and state the subject the person wishes to discuss . All comments shall be addressed to the Commission as a whole and not to any member thereof. No person other than members of the Commission and the person having the floor shall be permitted to enter into any discussion, directly or through a member of the Commission, without permission of the Presiding Officer. No question may be asked a member of the City staff without the permission of the Presiding Officer.
- (d) **Charges against Employees.** Should any person in a Commission meeting charge an employee with improper conduct, malfeasance, nonfeasance, or misfeasance, then in such event, such person shall be ruled out of order immediately and instructed to refer his/her complaint to the City Manager.
- (e) **Disturbances.** No person attending any Commission meeting shall delay, interrupt, or disrupt the proceedings or refuse to obey the orders of the Presiding Officer. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer.
- (f) **Communication Devices.**
 - (1) The use of wireless communication devices to send/receive text messages, instant messages, and/or emails between members of the Commission during Commission meetings is prohibited.

- (2) No person attending any Commission meeting shall possess a pager, cellular telephone, radiotelephone or other device that is set in a mode to provide audible notification of an incoming call, text, or page.
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6. ORDER OF BUSINESS

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- (a) Any and all action items or other matters, including all written data, except emergency items, to be brought before the Commission for its consideration by the Chairperson or by any member of the Commission, shall be submitted in writing to the City Planner not later than ten (10) calendar days preceding the meeting at which the same is to be considered.
- (b) When a motion or other measure of any sort has been placed before the Commission and defeated, the same identical question shall not again be considered by the Commission until ninety (90) days have elapsed, unless the Commission, by majority vote, waives this restriction as to the item, or unless the item is a plat or plan being submitted to the Commission in accordance with the approval procedures outlined in Chapter 212 of the Local Government Code.

The agenda order set out is the desired order for conducting the business of the Commission in regular and special meetings. When the best interest of the Commission and the citizens of the City require, any item appearing on the agenda shall be considered out of order as shall be determined by the Presiding Officer in his/her sole discretion.

6.2 The order of the agenda shall be as follows unless the Chairperson or City Planner determines that a different order is in the best interest of the Commission and/or the citizens of the City:

- (a) **Call to Order.**
- (b) **Public Comment.**
 - (1) Any citizen shall have a reasonable opportunity to be heard at any and all regular or special meetings of the Commission in regard to any and all matters to be considered at any such meetings, or such other matters as citizens may wish to bring to Commission's attention.
 - (2) Any matter not posted on the agenda may not be discussed by the Commission, nor shall any action be taken by the Commission, except to indicate that the matter may be placed on a later agenda.

- (3) Each speaker shall submit a card requesting the right to address the Commission to the Secretary prior to the commencement of the meeting.
- (4) Each speaker shall be granted a three-minute time period to speak before the Commission, and the Presiding Officer shall retain the discretion to further limit or increase this time as he /she deems appropriate.
- (5) No electronic media is allowed for presentation during the public comment period. Information being presented to the Commission should be in paper format, and ten (10) copies should be provided to the Secretary for distribution to the Commission and staff.

(c) Work Session Topics.

(d) Public Hearings - as called.

- (1) *Sign-in procedure.* Prior to the start of the public hearing, the Presiding Officer may require that all persons desiring to be heard sign in with the Secretary, giving their names and addresses. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard.
- (2) Each speaker that requests to speak at a public hearing shall be granted a five-minute time period to speak before the Commission, and the Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate. However, a member of the public who addresses the Commission through a translator shall be given a ten-minute time period in which to speak in order to ensure that non-English speakers receive the same opportunity to address the Commission.
- (3) *Presentations.*
 - a. Staff will present the Commission with an overview of the public hearing.
 - b. The person, group, or applicant of the item at hand shall be granted a 15-minute time period to give the Commission a presentation. The Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate.
 - 1. Any PowerPoint presentation must be received by the City Planner not later than 9:00 a.m. on the Monday preceding the meeting at which the same is to be considered.
 - 2. Information being presented to the Commission should be in paper format and ten (10) copies should be provided to the City Planner for distribution to the Commission and staff.

- (4) No member of the Commission, including the Presiding Officer, shall be permitted to address the Commission during a public hearing held by the Commission or to address any board or other commission of the City during a public hearing held by such board or other commission.
- (e) **Consent Agenda.** Routine matters which require no discussion (any member of the Commission may remove an item from the consent agenda for discussion, and may include the following items):
 - (1) Minutes.
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- (f) **Action Items.**
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 - (1) **Items of community interest.** Each member of the Commission will be given a five-minute time period to provide comments of community interest pursuant to Section 551.0415 of the Texas Government Code, which include:
 - a. Expressions of thanks, congratulations, or condolences;
 - b. Information regarding holiday schedules;
 - c. An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office of public employment is not an honorary or salutory recognition;
 - d. Reminder about an upcoming event organized or sponsored by the Commission;
 - e. Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the Commission; and
 - f. Announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.
 - (2) **Commission Report.** The members of the Commission may provide Liaison Reports concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.

(3) **Council Liaison Report.** The City Council Liaison may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.

(4) **Staff Report.** The City Planner may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.

(i) **Executive Session.**

The Commission may recess into executive session as authorized by Chapter 551, Texas Government Code. Matters discussed during each Executive Session shall be identified by certified agenda or tape recorded, prepared, and retained as required by law.

(j) **Action Related to Executive Session.**

(k) **Adjournment.**

7. **CONSIDERATION OF AGENDA ITEMS**

7.1 **Printed or Typewritten Form.** All backup materials, such as draft ordinances, staff reports, site plans and plats shall be provided to the Commission in printed or electronic form.

7.2 **Distribution of Information.** The City Planner or his/her designee shall provide electronic or paper copies of all backup materials, such as draft ordinances, staff reports, site plans and plats, to all members of the Commission before or at the meeting at which the site plan or plat is to be considered.

7.3 **Discussion, Consideration and Processing of Items.**

(a) **Motion to Table.** Since the Commission will have regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an agenda item. If such agenda item is tabled by a majority vote of the Commission present at a meeting, such agenda item, if not sooner removed from the table, must be removed at the third meeting and acted upon, even if only to place the item on the table again.

(b) **Objection to Consideration.** Upon any agenda item, other than a site plan, plat, or other item where state law mandates timely action, being laid out, or any motion being made, any Commissioner present, before there is any debate opened on the subject, may make a parliamentary objection to the consideration of the subject which need not be seconded. No debate shall then be permitted, and the Presiding Officer shall immediately put the question, "Shall the objection be sustained"? If the objection is sustained by a vote of two-thirds (2/3) of the Commissioners present, the agenda item is permanently defeated for that meeting and shall not be debated unless reconsidered under Section 6.1(b) of these rules.

(c) **Closing of Debate.** If, during debate upon any agenda item before the Commission, any member moves that the subject under discussion be put to a vote without further debate (and such a motion need not be seconded), the Presiding

Officer shall immediately ask the Commission, "Is there any objection to proceeding to a vote on the agenda item before the Commission being taken immediately"? If any member objects, the Presiding Officer shall immediately and without debate put the question, "Shall the subject being discussed be put to a vote, without debate"? to a vote of the Commission, and if two-thirds (2/3) of the Commissioners present vote in favor of ordering the vote, debate on the question shall be closed and a vote on the agenda item taken immediately.

(d) Procedure to Debate

- (1)** The Chairperson or Presiding Officer shall have the right to participate in debate of issues pending before the Commission.
- (2)** Prior to a motion concerning an item on the agenda, the Chairperson or Presiding Officer may (i) call upon the City Planner or designee to provide an overview of the item, and/or (ii) allow the members of the Commission to discuss the matter.

- (e) Amendments.** A motion may be amended without a formal vote as a "friendly amendment" if both the first and second of the main motion agree to the amended language. If they do not, the amended motion is voted on and then the Commission shall return to the main motion.

- (f) Reducing Motion to Writing.** All oral motions must be seconded before being put to vote by the Presiding Officer (except where otherwise provided in these rules); and upon request of any member of the Commission, the party making any such oral motion (except a motion to order a vote on a subject being considered per 7.3(c) or other such procedural matter) shall reduce the same to writing or request the City Planner to do the same.

- (g) Majority Vote Required.** All action required of the Commission shall be made by an affirmative vote of a majority of the members of the Commission present and voting at such Commission meeting. Should state law require more than a majority vote, the City Attorney shall notify the Commission of such requirement prior to the vote. As used in these rules, any action requiring a vote of a majority of the Commission present shall mean a majority of the commission present and voting.

- (h) Recommendations.** When required by State law, the Commission shall provide a final report to City Council. The final report or recommendation is a definitive action of approval or disapproval coupled with a recitation of reasons for the decision reported which are necessary to support the Commission.

8. CREATION OF AD HOC SUBCOMMITTEES

- 8.1 Commission Subcommittees.** The Commission may, as the need arises, authorize the appointment of the "ad hoc" subcommittees composed of members of the Commission. Any subcommittee so created shall be created by a majority vote of the Commission and shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Commission present.

9. ANNUAL REPORT TO CITY COUNCIL

- 9.1 Annual Report.** When directed to do so by City Council, the Chairman shall provide to City Council a report of activities accomplished over the previous year as well as upcoming or current goals that the Commission is working toward.

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FRIENDSWOOD PLANNING AND ZONING COMMISSION RULES OF PROCEDURE

1. AUTHORITY

- 1.1 Authority.** Pursuant to the provisions of Section 2-23 of the Friendswood City Code, the Planning and Zoning Commission enacts these rules of procedure for all meetings of the Commission of the City of Friendswood, Texas.
- 1.2 Purpose.** During any regular or special commission meeting, a reasonable opportunity shall be given to the citizens of the City to be heard, including, but not limited to those matters under consideration. The rules of procedure are enacted as guidelines to be followed by all persons in the Council Chamber, including City administrative staff, news media and visitors.

2. GENERAL RULES

- 2.1 Meetings to be Public.** All official meetings of the Commission shall be open to the public, except as authorized by law.
- 2.2 Quorum.** Four or more members of the Commission is considered a majority of the members of the Commission and shall constitute a quorum for the transaction of business.
- 2.3 Compelling Attendance.** No member shall be excused from attendance at a Commission meeting except for good, valid reasons.
- 2.4 Minutes of Meetings.** An account of all proceedings of the Commission shall be kept by the Secretary and shall be entered in a book constituting the official record of the Commission.
- 2.5 Questions to Contain One Subject:** All questions submitted for a vote shall contain only one subject.
- 2.6 Right of Floor.** Any member desiring to speak shall be recognized by the Presiding Officer and shall confine his/her remarks to the subject under consideration or to be considered and will not be interrupted.
- 2.7 City Planner.** The City Planner shall attend all meetings of the Commission, unless excused. He/she may make recommendations to the Commission and shall have the right to take part in all discussions of the Commission but shall have no vote.
- 2.8 City Attorney.** The City Attorney shall attend all meetings of the Commission unless excused and shall, upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the Commission's parliamentarian.
- 2.9 Secretary.** The City Planner or his/her designee shall (i) serve as the Commission's Secretary, (ii) attend all meetings of the Commission unless excused, (iii) act as the reading and recording secretary of the Commission, (iv) keep the official minutes, and (v) perform such other duties as may be requested and assigned by the Chairperson. The Secretary shall keep a copy of these rules available for reference.

- 2.10 Sergeant at Arms.** The highest-ranking police officer of the Friendswood Police Department in attendance at any meeting of the Commission, shall be, and is here by, designated and appointed as the Sergeant at Arms for such meeting.
- 2.11 Suspension of Rules.** Any provision of these rules not governed by state or local law may be temporarily suspended by the affirmative vote of a four or more members of the Commission present.
- 2.12 Amendment of Rules.** These rules may be amended, or new rules adopted by the recommendation of the Commission and subject to approval by Council with an affirmative vote of four or more members of the City Council.

3. TYPES OF MEETINGS

- 3.1 Regular Meetings.** The Commission shall hold regular and special meetings open to the public. The Commission shall meet in the Council Chambers of the City Hall on the second and fourth Thursday of each month, commencing at 6:00 o'clock p.m., unless otherwise directed by the City Planner and/or the Chairperson, provided one or more complete applications have been submitted requiring their consideration. In the event Thursday falls on a holiday, the meeting for that day shall be scheduled as determined by the Commission.
- 3.2 Special Meetings.** Special meetings of the Commission shall be called at the request of the Chairperson, the City Planner, or three (3) members of the Commission. In the event of a special called meeting, the City Planner shall notify each member of the Commission. Special meetings may be held at City Hall or another location.

4. PRESIDING OFFICER AND DUTIES

- 4.1 Presiding Officer.** The Chairperson, or in his/her absence, the Vice Chairperson, shall preside as the Presiding Officer at all meetings of the Commission. In the absence of both the Chairperson and Vice Chairperson and with a quorum being present, any commissioner may be appointed by a majority of the Commission present to preside. No member of the Commission shall be required to abstain from voting on the election of a Presiding Officer under this section.
- 4.2 Call to Order.** The meetings of the Commission shall be called to order by the Chairperson, or in his /her absence the Vice Chairperson, and in the absence of both the Chairperson and the Vice Chairperson, the meeting shall be called to order by the City Planner.
- 4.3 Preservation of Order.** The Presiding Officer shall (i) preserve order and decorum, (ii) prevent insulting references to Commissioners, impugning of other member's motives, and repetitious comments, and (iii) confine remarks to the question under discussion. The Presiding Officer shall call upon the Sergeant at Arms as necessary to enforce compliance with the rules contained therein.
- 4.4 Substitution for Chair.** The Chairperson may call upon the Vice Chairperson, or if he/she is unavailable, then any other member to take his/her place, for the portion of a meeting, such substitution is not to continue beyond adjournment.

- 4.5 Points of Order.** The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Commission. If any appeal is taken, then questions shall be, "Shall the decision of the presiding officer be sustained? If a four or more members present vote "No," the ruling of the Presiding Officer is overruled; otherwise, it is sustained.
- 4.6 Questions to be Stated.** The Presiding Officer shall state all questions submitted for a vote and announce the results. A roll call shall be taken upon the request of any member.
- 4.7 Call for Recess.** The Presiding Officer may recess a meeting for up to fifteen minutes at regular intervals of approximately one hour at appropriate points in the meeting.
- 4.8 Votes.** Commissioners shall clearly indicate their vote on each matter submitted to a vote.
- (a)** The Presiding Officer may make or second motions, and shall vote on all matters before the Commission, unless otherwise prohibited by law.
 - (b)** Neither the Chairperson, the Vice-Chairperson, nor any Commissioner appointed to preside, shall have any power to either recess a meeting or adjourn a meeting, or prevent the Commission from considering an agenda item or lay the same out for consideration except in strict accordance with Texas Open Meetings Act and these rules. If not withstanding the positive provisions of this rule, the Presiding Officer, whether Chairperson, Vice-Chairperson, or Commissioner presiding, shall attempt to prevent the Commission from taking any action on any agenda item brought before it, any Commissioner present may call for a vote of the Commission to consider the matter.
 - (c)** Except as otherwise provided by law or these rules, all action required of the Commission shall be made by a majority of the members of the Commission present at the meeting.
 - (d)** Excluding conflicts of interest as provided by state law or by City Charter, all Commissioners present at each meeting must vote on each subject presented for Commission vote.

5. CODE OF CONDUCT

5.1 Commissioners

- (a)** During Commission meetings, Commissioners shall preserve order and decorum and shall not, by conversation or otherwise, delay or interrupt the proceedings or refuse to observe the rules of the Commission.
- (b)** A Commissioner, once recognized, shall not be interrupted while speaking unless a point of order is raised by another member or the parliamentarian, or unless the speaker chooses to yield to questions from another member. If a Commissioner is called to order while he/she is speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed.

- (c) Any member of the Commission, including the Presiding Officer, who fails to observe decorous and orderly behavior during a meeting or who disturbs a meeting of the Commission with such disorderly conduct, is subject to being expelled from such meeting upon motion passed by two-thirds (2/3) vote of the Commission present at the meeting.
- (d) Any member of the Commission; including the Presiding Officer, reprimanded by motion or expelled from a meeting by motion who thereafter commits another breach of decorous and disorderly behavior during a subsequent meeting and again disturbs any meeting of the Commission by such disorderly conduct shall be subject to the same power of the Commission to reprimand him/her, to expel him/her from the meeting, or to request Council to remove him/her from the Commission.

5.2 Administrative Staff

- (a) Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Commission and shall have no voice unless and until recognized by the Presiding Officer.
- (b) While the Presiding Officer shall have the authority to preserve decorum in meetings as far as staff members and City employees are concerned, the City Planner also shall be responsible for the orderly conduct and decorum of all City employees under his/her direction and control.
- (c) All remarks and questions addressed to the Commission shall be addressed to the Commission as a whole and not to any individual member thereof.
- (d) No staff member, other than a staff member having the floor, shall enter into a discussion either directly or indirectly without permission of the Presiding Officer.

5.3 Citizens

- (a) Citizens are welcome and invited to attend all meetings of the Commission and will be admitted to the Council Chamber or other room in which the meeting is held, up to the fire safety capacity of the room and /or to protect the health, safety and welfare of the public.
- (b) Citizens will refrain from private conversation in the Chamber or other room while the Commission meeting is in session.
- (c) Citizens attending Commission meetings shall observe the same rules of propriety, decorum, and good conduct applicable to the administrative staff. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer, and such person shall be barred from further audience before the Commission during that session of the Commission.
- (d) Unauthorized remarks from the audience, stamping of feet, applauding, whistles, yells, and similar demonstration shall not be permitted and the presiding officer shall

direct the Sergeant at Arms to remove such offenders from the room. In case the Presiding Officer shall fail to act, any member of the Commission may move to require him/her to act to enforce the rules, and the affirmative vote of four or more members of the Commission present shall require the presiding officer to act.

- (e) No placards, banners, or exhibits of any kind will be permitted in the Council Chamber except exhibits, displays, and visual aids used in connection with presentations to the Commission, provided that such exhibits, displays and visual aids do not disrupt the meeting.

5.4 In General

- (a) **Rules.** Robert's Rules of Order (latest revision) shall govern in all cases, unless Robert's Rules of Order are in conflict with the City Charter, City ordinances, or rules of procedure hereby adopted, provided that the "Rules Governing Debate, Rules Against the Chair's Participation in Debates" shall not be applicable and the Chairperson, or Presiding Officer, shall have the right to participate in debate of issues pending before the Commission.

Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate the state law or the Charter, and provided that not less than two-thirds (2/3) Commissioners vote in favor of such suspension. Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended.

- (b) **Recognition by Presiding Officer.** No person shall address the Commission without first being recognized by the Presiding Officer.
- (c) **Procedure.** Each person addressing the Commission shall approach the podium, give his/her name and address in an audible tone of voice for the records, and state the subject the person wishes to discuss. All comments shall be addressed to the Commission as a whole and not to any member thereof. No person other than members of the Commission and the person having the floor shall be permitted to enter into any discussion, directly or through a member of the Commission, without permission of the Presiding Officer. No question may be asked a member of the City staff without the permission of the Presiding Officer.
- (d) **Charges against Employees.** Should any person in a Commission meeting charge an employee with improper conduct, malfeasance, nonfeasance, or misfeasance, then in such event, such person shall be immediately and instructed to refer his/her complaint to the City Manager.
- (e) **Disturbances.** No person attending any Commission meeting shall delay, interrupt, or disrupt the proceedings or refuse to obey the orders of the Presiding Officer. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Commission or while attending the Commission meeting shall be removed from the room if the Sergeant at Arms is so directed by the Presiding Officer.
- (f) **Communication Devices.**

- (1) The use of wireless communication devices to send/receive text messages, instant messages, and/or emails between members of the Commission during Commission meetings is prohibited.
- (2) No person attending any Commission meeting shall possess a pager, cellular telephone, radiotelephone or other device that is set in a mode to provide audible notification of an incoming call, text, or page.
- (3) No person attending any Commission meeting shall use a cellular telephone, radiotelephone,, or other telecommunication device for audible communications while the Commission meeting is in session.

6. ORDER OF BUSINESS

6.1 Agenda. The order of business of each regular and special meeting shall be as contained in the agenda prepared by the City Planner. The agenda shall be a listing by topic of subjects to be considered by the Commission. Placement of items on the agenda shall be governed by this Section. Conduct of business at special meetings shall likewise be governed by an agenda and the rules of procedure contained therein. The placement of agenda items for each meeting is determined as follows:

- (a) Any and all action items or other matters, including all written data, except emergency items, to be brought before the Commission for its consideration, by the Chairperson or by any member of the Commission, shall be submitted in writing to the City Planner not later than ten (10) calendar days preceding the meeting at which the same is to be considered.
- (b) When a motion or other measure of any sort has been placed before the Commission and defeated, the same identical question shall not again be considered by the Commission until ninety (90) days have elapsed, unless the Commission, by majority vote, waives this restriction as to the item, or unless the item is a plat or plan being submitted to the Commission in accordance with the approval procedures outlined in Chapter 212 of the Local Government Code.

The agenda order set out is the desired order for conducting the business of the Commission in regular and special meetings. When in the best interest of the Commission and the citizens of the City require, any item appearing on the agenda shall be considered out of order as shall be determined by the Presiding Officer in his /her sole discretion.

6.2 The order of the agenda shall be as follows unless the Chairperson or City Planner determines that a different order is in the best interest of the Commission and/or the citizens of the City:

- (a) **Call to Order.**
- (b) **Public Comment.**
 - (1) Any citizen shall have a reasonable opportunity to be heard at any and all regular or special meetings of the Commission in regard to any and all matters to be considered at any such meetings, or such other matters as citizens may wish to bring to Commission's attention.

- (2) Any matter not posted on the agenda may not be discussed by the Commission, nor shall any action be taken by the Commission, except to indicate that the matter may be placed on a later agenda.
- (3) Each speaker shall submit a card requesting the right to address the Commission to the Secretary prior to the commencement of the meeting.
- (4) Each speaker shall be granted a three-minute time period to speak before the Commission and the Presiding Officer shall retain the discretion to further limit or increase this time as he /she deems appropriate.
- (5) No electronic media is allowed for presentation during the public comment period. Information being presented to the Commission should be in paper format and ten (10) copies should be provided to the Secretary for distribution to the Commission and staff.

(c) Work Session Topics.

(d) Public Hearings - as called.

- (1) *Sign in procedure.* Prior to the start of the public hearing, the Presiding Officer may require that all persons desiring to be heard sign in with the Secretary, giving their names and addresses. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard.
- (2) Each speaker that requests to speak at a public hearing shall be granted a five-minute time period to speak before the Commission and the Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate. However, a member of the public who addresses the Commission through a translator shall be given a ten-minute time period in which to speak in order to ensure that non-English speakers receive the same opportunity to address the Commission.
- (3) *Presentations.*
 - a. Staff will present the Commission with an overview of the public hearing.
 - b. The person, group, or applicant of the item at hand shall be granted a 15-minute time period to give the Commission a presentation. The Presiding Officer shall retain the discretion to further limit or increase this time as he/she deems appropriate.
 - 1. Any PowerPoint presentation must be received by the City Planner not later than 9:00 a.m. on the Monday preceding the meeting at which the same is to be considered.
 - 2. Information being presented to the Commission should be in paper format and ten (10) copies should be provided to

the City Planner for distribution to the Commission and staff.

- (4) No member of the Commission, including the Presiding Officer, shall be permitted to address the Commission during a public hearing held by the Commission or to address any board or other commission of the City during a public hearing held by such board or other commission.
- (e) **Consent Agenda.** Routine matters which require no discussion (any member of the Commission may remove an item from the consent agenda for discussion, and may include the following items):
 - (1) Minutes.
 - (2) Final plats.
- (f) **Action Items.**
- (g) **Discussion Items.**
- (h) **Communications.**
 - a. **Items of community interest.** Each member of the Commission will be given a five-minute time period to provide comments of community interests pursuant to Section 551.0415 of the Texas Government Code, which include:
 - 1. Expressions of thanks, congratulations, or condolences;
 - 2. Information regarding holiday schedules;
 - 3. An honorary or salutatory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a persons' public office of public employment is not an honorary or salutatory recognition;
 - 4. Reminder about an upcoming event organized or sponsored by the governing body;
 - 5. Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official of the governing body; and
 - 6. Announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.
 - b. **Commission Report.** The members of the Commission may provide Liaison Reports concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.
 - c. **Council Liaison Report.** The City Council Liaison may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.

d. **Staff Report.** The City Planner may provide a Liaison Report concerning items of community interest or that are posted in accordance with Section 551.041 of the Texas Government Code.

(i) **Executive Session.**

The Commission may recess into executive session as authorized by Chapter 551, Texas Government Code. Matters discussed during each Executive Session shall be identified by certified agenda or tape recorded, prepared, and retained as required by law.

(j) **Action Related to Executive Session.**

(k) **Adjournment.**

7. CONSIDERATION OF AGENDA ITEMS

7.1 Printed or Typewritten Form. All back up materials such as draft ordinances , staff reports, site plans and plats shall be provided to the Commission in printed or electronic form.

7.2 Distribution of Information. The City Planner or his /her designee shall provide electronic or paper copies of all back up materials such as draft ordinances, staff reports, site plans and plats to all members of the Commission before or at the meeting at which the site plan or plat is to be considered.

7.3 Discussion, Consideration and Processing of Items:

(a) **Motion to Table.** Since the Commission will have regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an agenda item. If such agenda item is tabled by a majority vote of the Commission present at a meeting, such agenda item, if not sooner removed from the table, must be removed at the third meeting, and acted upon, even if only to place the item on the table again.

(b) **Procedure to Debate.** Upon any agenda item, other than a site plan, plat, or other item where state law mandates timely action, being laid out, or any motion being made, any Commissioner present, before there is any debate opened on the subject, may make a parliamentary objection to the consideration of the subject which need not be seconded. No debate shall then be permitted, and the presiding officer shall immediately put the question, "shall the objection be sustained"? If the objection is sustained by a vote of two-thirds (2/3) of the Commissioners present, the agenda item is permanently defeated for that meeting and shall not be debated unless reconsidered under Section 6.1(b) of these rules.

(c) **Closing of Debate.** If, during debate upon any agenda item before the Commission, any member moves that the subject under discussion be put to a vote without further debate (and such a motion need not be seconded), the presiding officer shall immediately ask the Commission, "is there any objection to proceeding to a vote on the agenda item before the Commission being taken immediately?" If any member objects, the presiding officer shall immediately and without debate put the question, "shall the subject being discussed be put to a vote,

without debate?" to a vote of the Commission, and if two-thirds (2/3) of the Commissioners present vote in favor of ordering the vote, debate on the question shall be closed and a vote on the agenda item taken immediately.

- (d) **Reducing Motion to Writing.** All oral motions must be seconded before being put to vote by the Presiding Officer (except where otherwise provided in these rules); and upon request of any member of the Commission, the party making any such oral motion (except a motion to order a vote on a subject being considered per 7.4.(c) or other such procedural matter) shall reduce the same to writing or request the City Planner to do the same.
- (e) **Majority Vote Required.** All action required of the Commission shall be made by an affirmative vote of a majority of the members of the Commission present and voting at such Commission meeting. Should state law require more than a majority vote, the City Attorney shall notify the Commission of such requirement prior to the vote. As used in these rules, any action requiring a vote of a majority of the Commission present shall mean a majority of the commission present and voting.
- (f) **Recommendations.** When required by State law, the Commission shall provide a final report to City Council. The final report or recommendation is a definitive action of approval or disapproval coupled with a recitation of reasons for the decision reported which are necessary to support the Commission.

8. CREATION OF AD HOC SUBCOMMITTEES

- 8.1 **Commission Subcommittees.** The Commission may, as the need arises, authorize the appointment of the "ad hoc" subcommittees composed of members of the Commission. Any subcommittee so created shall be created by a majority vote of Commission and shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Commission.

9. ANNUAL REPORT TO CITY COUNCIL

- 9.1 **Annual Report.** When directed to do so by City Council, the Chairman shall provide to City Council a report of activities accomplished over the previous year as well as upcoming or current goals that the Commission is working toward.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: Receive an update from staff on changes to the Neighborhood Empowerment Zone.

Action:

SUMMARY / ORIGINATING CAUSE

Neighborhood empowerment zones may be created in targeted areas within a municipality to provide incentives for development within the zone. The City of Friendswood established such a zone in the Downtown District in 2008. The following summarizes actions that the City Council has taken regarding Neighborhood Empowerment Zone #1 (the "Zone"):

Date	Ordinance / Resolution	Council Action
06/16/2008	Res. R2008-54	Council created Neighborhood Empowerment Zone #1 in the City's Downtown District and provided the following incentives for eligible developments within the Zone: 1. waiver of certain building, zoning, park dedication, and platting fees, 2. waiver of water and wastewater impact fees, and 3. tax abatements in accordance with the City's tax abatement policy.
10/20/2008	Ord. 2008-30	Council amended boundaries of the Downtown District.
12/15/2008	Res. R2008-103	Council expanded the Zone, provided that the geographic area of the Zone would expand as the Downtown District expanded, and established the following incentives properties within the Zone if zoned Downtown District for for-profit businesses: Area A 1. waiver of certain building, zoning, park dedication, and platting fees and 2. waiver of water and wastewater impact fees Area B if sidewalk or façade improvements in accordance with downtown district guidelines were incorporated into the development 1. waiver of certain building, zoning and platting fees and 2. waiver of water and wastewater impact fees. Other Developments on properties not zoned Downtown District could also receive these same incentives if they incorporated sidewalks and façade improvements into their overall development plan.
05-06-2019	Ord 2019-16	Council amended boundaries of the Downtown District.

The proposed resolution:

- removes the Area designations so that incentives will be the same throughout the Zone;
- limits the incentives to the waiver of only the following fees:
 - zone change fees,
 - plat fees, and
 - site plan fees,provided the development (i) incorporates the Downtown District Amenities into the development, (ii) is to be used as a commercial for-profit purpose, and (iii) is zoned Downtown District (DD);
- removes incentives for developments that are not zoned Downtown District (DD).

The Community and Economic Development Committee (CEDC) reviewed this item at its August 7th and October 2nd meetings and recommended these changes, and Council approved the changes on October 7.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Since the sidewalks and lights are now installed in the Downtown District (DD), property owners will not be required to install them. The original intent of the NEZ was to offset the cost of these amenities. It has now run its course and is no longer necessary; however, waiving the zone change fees, site plan, and plat fees will provide incentives for the DD that are set apart from other zoning districts.

RECOMMENDATIONS

n/a

ATTACHMENTS

1. Resolution - Neighborhood Empowerment Zone #1 Amendments (3)
2. Exhibit A - NEZ #1 Boundaries (2)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AMENDING RESOLUTION NOS. R2008-54 AND R2008-103 TO FURTHER DEFINE IMPROVEMENTS THAT ARE ELIGIBLE FOR INCENTIVES IN NEIGHBORHOOD EMPOWERMENT ZONE #1 AND TO REFINE THE INCENTIVES AVAILABLE; REPEALING RESOLUTIONS INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 16, 2008, after making the requisite findings, the City Council of the City of Friendswood created Neighborhood Empowerment Zone #1 (the "Zone") via Resolution No. R2008-54 to increase economic development in the Zone; and

WHEREAS, the City Council amended the Downtown District Boundary via Ordinance No. 2008-30; and

WHEREAS, thereafter, on December 15, 2008, the City Council of the City of Friendswood expanded the Zone's geographical boundaries via Resolution No. R2008-103 in accordance with Ordinance 2008-30 to include any current and future properties that are zoned Downtown District (DD) within the Downtown District and made provisions for projects to be eligible for certain incentives; and

WHEREAS, the City Council amended the Downtown District Boundary again via Ordinance No. 2019-16; and

WHEREAS, the City Council desires to further define improvements that are eligible for incentives in the Zone; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. That the City Council hereby amends Section 1 of Resolution No. R2008-54, dated June 16, 2008, and Section 1 of Resolution No. 2008-103 dated December 15, 2008, to establish the boundaries of the Zone as depicted in Exhibit "A," which is attached hereto and incorporated herein for all intents and purposes. Furthermore, the Zone shall be automatically expanded to include future properties that are zoned Downtown District (DD) by the City Council.

Section 2. That the City Council hereby amends Section 4 of Resolution No. R2008-54, dated June 16, 2008, and Section 2 of Resolution No. 2008-103 dated December 15, 2008, to read as follows:

The City Council hereby declares that the following incentives will be provided within the Zone:

The City shall waive one hundred percent (100%) of all applicable zone change fees, plat fees, and site plan fees for new developments or developments that have lost their nonconformity as further defined in Appendix C, Subsection 6.D of the Friendswood City Code, if such developments:

- (1) incorporate the Downtown District Amenities, found in Appendix E of the City's Design Criteria Manual, into their development,
- (2) are used as commercial for-profit purposes, and
- (3) are zoned Downtown District (DD).

Section 3. That the City Council hereby repeals Section 3 of Resolution No. R2008-103 in its entirety.

Section 4. That Resolution Nos. R2008-54 and R2008-103 and all other resolutions or parts of resolutions inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 5. That this resolution shall be effective immediately upon its passage and approval.

INTRODUCED, READ AND PASSED by the affirmative vote of the City Council of the City of Friendswood on this the 7th day of October, 2024.

MIKE FOREMAN, Mayor

ATTEST:

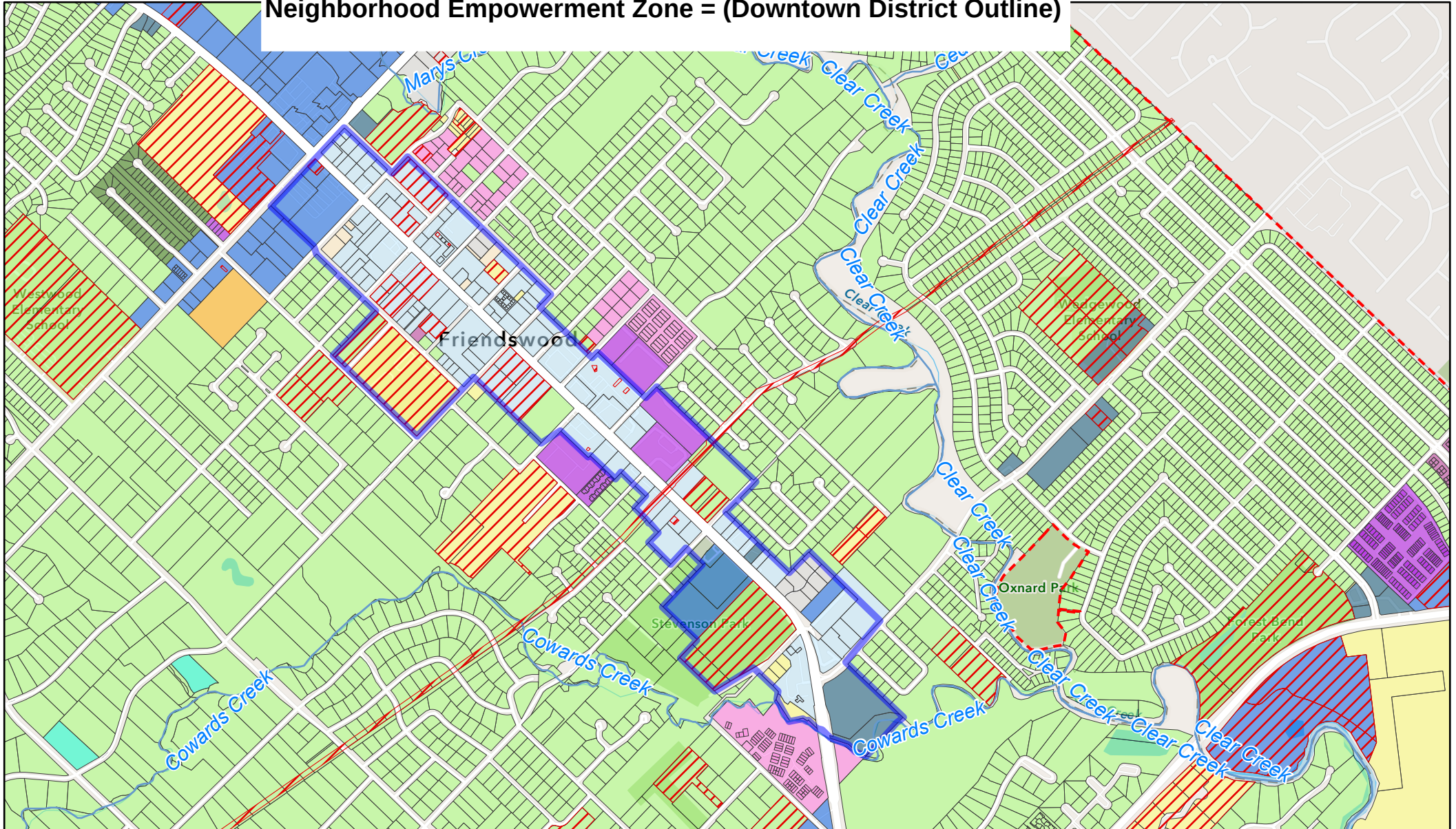
LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

Exhibit "A"

Neighborhood Empowerment Zone = (Downtown District Outline)



8/8/2024, 3:09:03 PM

City Limit

Downtown District Outline

Surrounding Cities

Specific Use Permit

Water Lines

Zoning by Parcel

CSC

DD

LI

GHD

MFR-H

MFR-L

MFR-M

MHR

NC

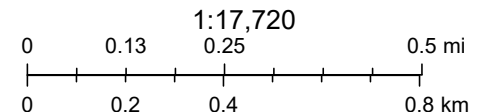
NO ZONING

OPD

PUD

SFR

SFR-E



Esri Community Maps Contributors, City of Houston, HPB, Texas Parks & Wildlife, CONANP, Esri, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: October 10, 2024

Subject: Receive the September 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

DRC Report for September 2024 is attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. September 2024 DRC Report

COMMUNITY DEVELOPMENT DEPARTMENT

MONTHLY DRC REPORT

SEPTEMBER 2024



Project	Current Zoning	Zone Change Required? Y/N	Issues discussed	Location
2006 Schulte Ln Residential Lot, subdivide into 2 lots	SFR	No	☐ Zone change ☐ Meets Future Land Use Map ☒ Replat required ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval required ☐ Community Overlay District (300 feet) ☐ Downtown District – development fees waived ☐ Water Available – existing shared water well managed by Harris Galveston Subsidence District ☐ Sewer Available ☒ On-site detention required ☐ May be eligible for regional detention ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells ☐ TxDOT Permits required – driveway improvements Misc Notes: Open ditch residential subdivision – no sidewalks required	

3103 FM 528 Multi-specialty clinic with urgent care; re-occupying the former Chase Bank building in front of Kroger	CSC	Yes	☐ Zone change ☐ Meets Future Land Use Map ☐ Preliminary and Final Plats - Existing ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval required – existing building ☒ Community Overlay District (300 feet) ☐ Downtown District – development fees waived ☒ Water Available - existing ☒ Sewer Available - existing ☒ On-site detention required - existing ☐ May be eligible for regional detention ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells – 50 ft setback required for habitable buildings ☐ TxDOT Permits required – FM 518 Misc Notes: none	
105 W Edgewood Dr. #101 108 S Friendswood Dr. Ace Hardware expanding into next building	CSC	No	☒ Zone change – eligible to change to DD zoning ☐ Meets Future Land Use Map ☐ Preliminary and Final Plats - Existing ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval required – existing building ☒ Community Overlay District (300 feet) ☐ Downtown District – development fees waived ☒ Water Available - existing ☒ Sewer Available - existing ☒ On-site detention required - existing ☐ May be eligible for regional detention ☐ High hazard flood zone(s) ☐ Pipelines and abandoned oil wells – 50 ft setback required for habitable buildings ☐ TxDOT Permits required – FM 518	