



**CITY OF FRIENDSWOOD  
PLANNING AND ZONING COMMISSION  
THURSDAY, OCTOBER 10, 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  
OCTOBER 10, 2024

**1. CALL TO ORDER**

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, OCTOBER 10, 2024, AT 06:00 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

COMMISSIONER TRAVIS MANN  
COMMISSIONER MARCUS RIVES  
COMMISSIONER BRIAN BOUNDS  
COMMISSIONER MARSHA CONRAD  
COMMISSIONER WILLIE C ANDERSON  
CITY ATTORNEY KAREN HORNER  
ASSISTANT PLANNER BECKY BENNETT

CHAIRMAN TOM HINCKLEY, VICE-CHAIRMAN RICHARD SASSON, DIRECTOR OF CDD/PLANNER AUBREY HARBIN, AND COUNCILMEMBER 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.

None.

**3. CONSENT AGENDA**

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

**\*\*Commissioner Marsha Conrad moved to approve the consent agenda. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

- 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.

Assistant Planner Bennett said the water line easement was dedicated via plat in 2022 down the side and rear of the property. She explained that since then, a more detailed water layout has been developed and the previous route is no longer necessary. She said the city Public Works department has agreed to the abandonment of the public water line easement.

- 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.

**\*\*Commissioner Travis Mann moved to approve 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. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

##### **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.

Bennett stated these two preliminary plats are part of the ongoing Georgetown Subdivision and the developer is working on the infrastructure plans and final plat submittals.

**\*\*Commissioner Brian Bounds moved to approve a one-time, six-month plat extension for two preliminary plats: Georgetown Section 1 Preliminary Plat and Sherry Lane Preliminary Plat. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

**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).

Bennett said the Planning Subcommittee has recommended no changes to current parking regulations. She explained the subcommittee found the exceptions, deviations, and options for alternative parking considerations to be sufficient.

**\*\*Commissioner Brian Bounds moved to approve the Planning Subcommittee recommendation to City Council considering Parking Recommendations. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

**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.

City Attorney Horner said city council recently amended their rules of procedure and the proposed amendments would mimic those. She said the amendments would allow for discussion to take place prior to a motion being made, as well as allow motions to be amended without voting on the original motion. The commissioners thought the proposed amendments would help streamline meetings.

**\*\*Commissioner Travis Mann moved to approve 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. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

**5. COMMUNICATIONS**

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

Bennett reported that the city council had approved amendments to the Neighborhood Empowerment Zone (NEZ) incentives. She explained the original intent of the NEZ, to spur development in the Downtown District, had been accomplished, and that the city would continue to waive planning and zoning fees. However, fees for building permits would now be applicable. She further stated developers could seek economic incentives from the Community and Economic Development Committee.

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.

Bennett said the September 2024 DRC report was provided in the back-up material. The commissioners thanked staff for their hard work.

## **6. ADJOURNMENT**

This meeting was adjourned at 06:14 PM.