



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, OCTOBER 24, 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 24, 2024

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, OCTOBER 24, 2024, AT 06:00 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

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

VICE-CHAIRMAN RICHARD SASSON AND COMMISSIONER MARCUS RIVES 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 Brian Bounds moved to approve CONSENT AGENDA. Seconded by Commissioner Travis Mann. The motion was approved unanimously.

- A. Consider approving the minutes of the Planning and Zoning Regular Meeting held Thursday, October 10, 2024.
- B. Consider approving the replat of Lot Twelve (12), Block Two (2), Monte Bello, located at 316 Los Frailes Drive.

4. **ACTION ITEMS**

A. **SITE PLAN: 1500 W PARKWOOD AVE. - CASTLE BIOSCIENCES**

Consider approval of the site plan for Castle Biosciences located at 1500 W Parkwood Ave., Friendswood, Galveston County, Texas.

**Commissioner Marsha Conrad moved to approve the site plan for Castle Biosciences located at 1500 W Parkwood Ave. provided staff obtain clarification on the location of the accessible walkway and the extent of the future Friendswood Parkway. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.

Harbin said the proposed project was for Castle Biosciences, who currently lease two floors at 505 S Friendswood Drive, to build its own campus. She said the first building will be 86,000 square feet within four floors. Harbin mentioned the building height is compliant with city ordinance, but that the architects did have to redesign from the original drawing to decrease the building height.

Harbin said the applicant is requesting a 5% deviation in required parking, as allowed by the City's Design Criteria Manual. She explained the commission recently discussed the use of the standard deviation during parking considerations. Harbin provided the number of trees being removed versus the proposed new plantings. She said the landscape architects are proposing the area be reforested and that it should create a nice area, especially for employees.

Harbin said staff did need clarification on the proposed accessible route. She explained the location differed depending on which plan sheet you looked at.

Commissioner Mann asked if the only entrance to the facility was located on W Parkwood Ave. Harbin clarified that once the parkway is constructed, Reserve B would be accessible via a private access easement through Reserve C. Mann was concerned with traffic about which Harbin said she would verify adequacy with the city engineer. Commissioner Bounds asked if a traffic light would be installed and Harbin responded that a light was installed at Friendswood Parkway and would be expanded.

Commissioner Anderson asked if the parkway would be temporary or permanent. Harbin said that Castle Biosciences is responsible for building two lanes of the parkway per TIRZ #2. She said the remaining two lanes would be dedicated by the adjacent property owner and constructed at a later

date.

Chairman Hinckley asked why the future parkway terminated so early. Harbin said the developer is responsible for extending the parkway to the edge of Reserve A and that staff will have the drawings corrected. Hinckley confirmed the detention pond would be built prior to the building, to which Harbin said the pond plans and private civil work permits have been issued and are under construction. He mentioned the landscape plan shows plantings on property outside Reserve B. Harbin explained the developer was spreading the tree mitigation to other areas and pre-planning for the required landscape buffers. Hinckley asked if a sidewalk was required along Narnia Way. Harbin answered that Narnia Way is a private road and does not require the installation of a sidewalk. Lastly, Hickley said the proposed site would be a research facility and hopefully not create the type of traffic the nearby school did.

5. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meeting for (i) Thursday, November 14, 2024. There will not be a meeting on Thursday, November 28 due to the Thanksgiving holiday.
- B. Receive the Council Liaison updates concerning action taken by the City Council on Planning and Zoning related items, and Commissioner comments concerning items of community interest and/or requesting future agenda items.

Councilman Matranga said the last council meeting saw a presentation about expanding the public library and constructing a new community center. He explained there is no funding for either project, but the designs were a first look and first step to being a possibility in the future. Matranga said the other item of commission concern was that the preliminary assessment plan for the Friendswood City Center was approved. He said the commission would be looking at plats and site plans for the project.

Councilwoman Hanks arrived and announced the FISD 7th grade girls' softball team was undefeated.

Commissioners Bounds and Conrad said they attended the American Planning Association (APA) conference and learned a lot.

Harbin said she was beginning to plan for the commission's annual retreat and would be sending out possible dates for the beginning of December.

6. ADJOURNMENT

This meeting was adjourned at 06:24 PM.