



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

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, DECEMBER 12, 2024, AT 06:01 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

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

COMMISSIONERS TRAVIS MANN AND 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.

- A. Consider approval of the minutes of the Planning and Zoning Special Meeting held on Monday, November 18, 2024.

****Commissioner Marsha Conrad moved to approve the minutes of the Planning and Zoning Special Meeting held on Monday, November 18, 2024. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

4. ACTION ITEMS

- A. Consider electing a vice chairperson.

****Commissioner Brian Bounds moved to nominate Marcus Rives as vice chairperson. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

- B. Consider approving the Preliminary Plat of Laurel Park Friendswood III, located at 214 S Friendswood Drive and being a tract of land containing 1.9850 acres situated in Lot 3, Block 2 of Friendswood Subdivision, a subdivision in Galveston County, Texas, according to the map or plat thereof, recorded in Volume 238, Page 14 in the official public records of real property of Galveston County, Texas, being all of a called 1.7947 acre tract of land as conveyed to the Laurel Park Friendswood III Ltd by deed recorded in Galveston County Clerk's File Number 2021056103 and a called 8291.50 square foot tract of land as conveyed to Laurel Park Friendswood III, Ltd., by deed recorded in Galveston County Clerk's File Number 2021056104, in Friendswood, Galveston County, Texas.

Harbin explained the plat is for one commercial tract that is already developed and needs to dedicate right-of-way for FM 518. She said this is a cleanup item to allow the issuance of building permits for site work.

****Commissioner Marsha Conrad moved to approve the Preliminary Plat of Laurel Park Friendswood III. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

- C. Consider approving the Preliminary Plat of Georgetown Boulevard Phase 2, a subdivision of 3.365 acres of land situated in the I & G.N. R.R. Survey, Section 23, Abstract 624, City of Friendswood, Galveston County, Texas.

Harbin said this plat was for the second section of roadway along with two reserves. She said the two reserves would provide for drainage and a city lift station. Harbin stated that the first phase of roadway is located in the City of Alvin and would connect FM 528 to the city limits.

Commissioner Bounds asked if a traffic light would be installed or if the subdivision would be gated. Harbin answered no to both questions. Commissioner Anderson asked if a traffic impact analysis was performed. Harbin said she was unable to answer because FM 528 is a TxDOT roadway and that the connection will be made in the City of Alvin. Lacey Bell/LJA Engineering stated there is not currently a traffic light planned, but that the subdivision would have interior stop signs to regulate traffic.

****Commissioner Brian Bounds moved to approve the Preliminary Plat of Georgetown Boulevard Phase 2. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

- D. Consider approving the Preliminary Plat of Sherry Lane Phase 2, a subdivision of 1.220 acres of land situated in the I. & G.N. R.R. Survey, Section 23, Abstract 624, City of Friendswood, Galveston County, Texas.

Harbin stated this is another roadway plat and will be for the second phase of Sherry Lane. She said the first phase of Sherry Lane is part of Section 1 and will connect FM 528 to Georgetown Blvd inside the subdivision. Commissioner Conrad commented that all previous correction items appear to have been addressed.

****Commissioner Marsha Conrad moved to approve the Preliminary Plat of Sherry Lane Phase 2. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

5. COMMUNICATIONS

- A. Receive Training Session 3 regarding an overview of the Zoning Ordinance.

Harbin provided an overview of the City of Friendswood Zoning Ordinance.

- B. Announcement of the next Planning and Zoning Commission regular meetings scheduled for (i) Thursday, January 9, 2025, and (ii) Thursday, January 23, 2025, with no meeting being scheduled for December 26, 2024.
- C. Receive the November 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.

Councilman Joe Matranga announced that Planning and Zoning Vice Chairman Richard Sasson had passed away on December 2nd. He thanked the commission for their show of support during the meeting. He then mentioned City Council would be discussing adding an appeals process to allow them to reconsider items of certain boards and committees, including the Planning and Zoning Commission. He asked the commission to stay informed.

The commissioners and staff each expressed the loss of Vice Chairman Sasson and acknowledged his many contributions of volunteering with the city as a commissioner and as a private citizen.

6. ADJOURNMENT

This meeting was adjourned at 06:45 PM.