



**PLANNING AND ZONING COMMISSION, REGULAR MEETING
THURSDAY, MAY 22, 2025 - 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 approving the minutes of the Planning and Zoning Commission regular meeting held Thursday, April 10, 2025.
- B. Consider approving the Replat of Industry Park Friendswood Reserves E & F located at 4472, 4480, and 4488 FM 2351.

4. COMMUNICATIONS

- A. Receive an update regarding Planning Subcommittee and Ordinance Subcommittee assignments.
- B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, June 12, 2025, and (ii) Thursday, June 26, 2025.
- C. Receive the April 2025 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.

5. 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 TTY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).

Aubrey Harbin

Approved for posting by:
Aubrey Harbin, LEED AP
Director of Community Development/City Planning

Raquel Martinez



Posted by: Raquel Martinez, TRMC, City Secretary
Posted in compliance with the Texas Open Meetings Act this
19th day of May 2025, at 5:00.P.M.



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, APRIL 10, 2025 - 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
APRIL 10, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING
COMMISSION THAT WAS HELD ON THURSDAY, APRIL 10, 2025, AT [ACTUAL_START_TIME]
910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546

CHAIRMAN TOM HINCKLEY
COMMISSIONER TRAVIS MANN
COMMISSIONER BRIAN BOUNDS
COMMISSIONER MARSHA CONRAD
COMMISSIONER WILLIE C ANDERSON
COMMISSIONER STACEY PHILLIPS
COUNCIL LIAISON JOE MATRANGA
CITY ATTORNEY KAREN HORNER

DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ADMINISTRATIVE ASSISTANT KRISTINA CUELLAR

COMMISSIONER MARCUS RIVES, COUNCIL LIAISON TRISH HANKS, AND ASSISTANT
PLANNER BECKY BENNETT 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 approving the minutes of the Planning and Zoning Commission Regular Meeting held Thursday, March 13, 2025.

****Commissioner Travis Mann moved to approve the minutes of the Planning and Zoning Commission Regular Meeting held Thursday, March 13, 2025. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

4. **ACTION ITEMS**

A. **PROPOSED AMENDMENTS TO APPENDIX C, ZONING FOR COMMERCIAL ACTIVITIES AND TEMPORARY USES**

- i Conduct a public hearing regarding proposed amendments to Appendix C "Zoning," to amend Section 8 "Supplementary district regulations," Subsection M "Commercial Activities and Temporary Uses" Paragraph 2 "Temporary Outdoor Sales" of the Friendswood City Code to update the regulations pertaining to temporary outdoor sales activities, including consolidating the provisions for Outdoor Sales and Special Events.

Planner Harbin said the proposed changes include comments made by commissioners during the past few discussions. She said the end time of a temporary use would be no later than 10:00pm to coincide with the city's noise ordinance. Harbin also stated that multi-business buildings, like strip centers, would allow six permits per year per lot, otherwise each tenant or suite having six per year could become overwhelming. She said the property owner or landlord would need to provide written authorization for a temporary use.

Jacob Finnen/Friendswood Scoop Shop spoke in favor of the 30-day permit for uses such as a pumpkin patch. He said he would need to research if six 4-day event permits would be sufficient.

- ii Consider a recommendation to the City Council regarding proposed amendments to Appendix C "Zoning," to amend Section 8 "Supplementary district regulations," Subsection M "Commercial Activities and Temporary Uses" Paragraph 2 "Temporary Outdoor Sales" of the Friendswood City Code to update the regulations pertaining to temporary outdoor sales activities, including consolidating the provisions for Outdoor Sales and Special Events.

Commissioner Mann had some concerns with multi-business locations being limited to the number of yearly permits. Harbin suggested the commission review how the ordinance was working at their annual retreat. Commissioner Conrad mentioned a previous comment about allowing eight 4-day permits a year. Harbin responded that another business had suggested eight permits per year, but the commission agreed to draft the ordinance allowing six. Harbin said the number of yearly permits could be reviewed during the retreat, as well. Commissioner Bounds agreed he would prefer to allow six permits per year for now. Hinckley questioned if a landlord holding an event would decrease the number of tenant permits per year and provided an example of the Texas Music Festival at Captain's Corner. Harbin said that particular property was actually four separate lots.

****Commissioner Brian Bounds moved to approve a recommendation to the City Council regarding proposed amendments to Appendix C "Zoning," to amend Section 8 "Supplementary district regulations," Subsection M "Commercial Activities and Temporary Uses" Paragraph 2 "Temporary Outdoor Sales" of the Friendswood City Code to update the regulations pertaining to temporary outdoor sales activities, including consolidating the provisions for Outdoor Sales and Special Events. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

B. PROPOSED AMENDMENTS TO APPENDIX C, ZONING REGARDING PERIMETER LANDSCAPING AND SCREENING

- i Conduct a public hearing regarding proposed amendments to Appendix C "Zoning," Section 8.2 "Perimeter Landscaping and Screening" of the Friendswood City Code to give the Planning and Zoning Commission more latitude in considering site conditions and adjacent zoning when approving site plans.

Harbin said the proposed changes are primarily rearranging the existing sections to allow the commission more latitude when considering required screening based on adjacent conditions. She said one other change was to consider screening on a property with a Specific Use Permit.

- ii Consider a recommendation to the City Council regarding proposed amendments to Appendix C "Zoning," Section 8.2 "Perimeter Landscaping and Screening" of the Friendswood City Code to give the Planning and Zoning Commission more latitude in considering site conditions and adjacent zoning when approving site plans.

Commissioner Conrad said the Ordinance Subcommittee discussed various possible scenarios and are comfortable with the proposed changes.

****Commissioner MARSHA CONRAD moved to approve a recommendation to the City Council regarding proposed amendments to Appendix C "Zoning," Section 8.2 "Perimeter Landscaping and Screening" of the Friendswood City Code to give the Planning and Zoning Commission more latitude in considering site conditions and adjacent zoning when approving site plans. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

- C. Consider approval of a site plan amendment for the property located at 212 and 214 S Friendswood Drive, also known as the One Sixty One development, which will include the addition of benches per the Downtown District regulations, provide for the future addition of a patio to the end of the building, 6-foot brick paved sidewalks along W Shadowbend Ave, and new landscaping.

Harbin said this is an existing commercial development that was recently platted and has been working on site improvements. She said the owner will be installing a six-foot brick paved sidewalk along Shadowbend, which is greater than the required six-foot concrete sidewalk. She said this is a non-conforming site and the owner will be adding trees, bringing the property closer to conformance. She said part of the site plan amendment being considered is to allow Ocean Sushi (a tenant) to build an outdoor dining patio. Harbin stated a separate building permit would be processed through Community Development for the patio.

Brett Banfield/owner said the staff summarized the changes, and he was there for any questions. The commissioners agreed the changes looked great.

****Commissioner Marsha Conrad moved to approve a site plan amendment for the property located**

at 212 and 214 S Friendswood Drive, also known as the One Sixty One development, which will include the addition of benches per the Downtown District regulations, provide for the future addition of a patio to the end of the building, 6-foot brick paved sidewalks along W Shadowbend Ave, and new landscaping. Seconded by Commissioner Travis Mann. The motion was approved unanimously.

5. COMMUNICATIONS

- A. Announce the next Planning and Zoning Commission regular meetings for (i) Thursday, April 24, 2025, and (ii) Thursday, May 8, 2025.
- B. Receive the March 2025 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.

Council Liaison Matranga reported that City Council approved the de-annexation of 130 acres, staggering commissioner terms, and changes to the Sign Ordinance at April's meeting.

Commissioner Mann said he appreciates the work put in by subcommittees to help vet ordinance changes. Chairman Hinckley reiterated that there is a lot of work behind the scenes, and he appreciates everyone's efforts.

Harbin explained that the Sign Ordinance is Appendix A and does not require Commission approval, but it does require two readings. She said the proposed changes are regarding temporary use signs and its second reading should align with the first and final reading of changes to the Zoning Ordinance discussed tonight.

Harbin announced the city had been awarded a \$250,000 grant that will be used to hire a professional planning firm to update the Comprehensive Plan, a significant project the Planning Subcommittee had been working on. She said that it will be a three-year project that will kick off this month.

Aubrey said Assistant Planner Becky Bennett was absent from tonight's meeting because she was in Austin attending the annual Land Use Law Conference. She thanked Administrative Assistant Kristina Cuellar for filling in.

6. ADJOURNMENT

This meeting was adjourned at 06:26 PM.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: May 22, 2025

Subject: Consider approving the Replat of Industry Park Friendswood Reserves E & F located at 4472, 4480, and 4488 FM 2351.

Action:

SUMMARY / ORIGINATING CAUSE

The replat includes a reconfiguration of Reserves E & F. Reserves E and F are being expanded to include former Reserve G. The frontage of Reserve F will now be the private cul-de-sac instead of the main private entrance road to avoid disturbing a drainage swale.

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.**

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

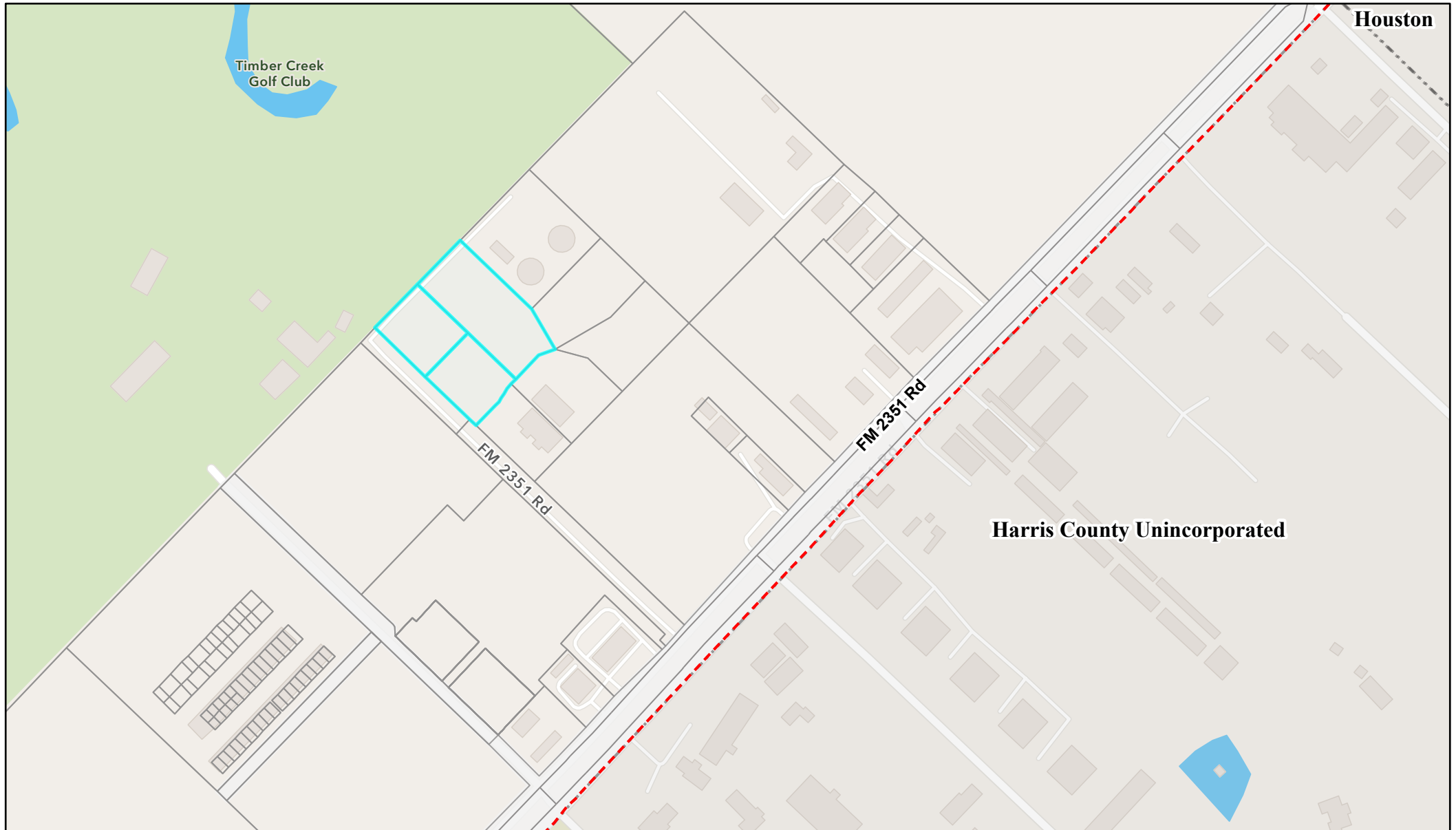
Reconfiguring the lots makes them more developable and they are compliant with the Zoning Ordinance.

RECOMMENDATIONS

ATTACHMENTS

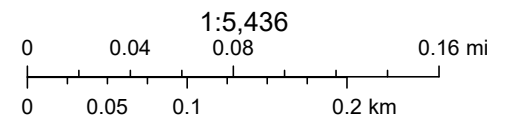
1. Industry Park Location Map
2. PROPOSED REPLAT - Industry Park Reserves E and F Replat
3. ORIGINAL PLAT - Partial Plat Industry Park Friendswood

City of Friendswood

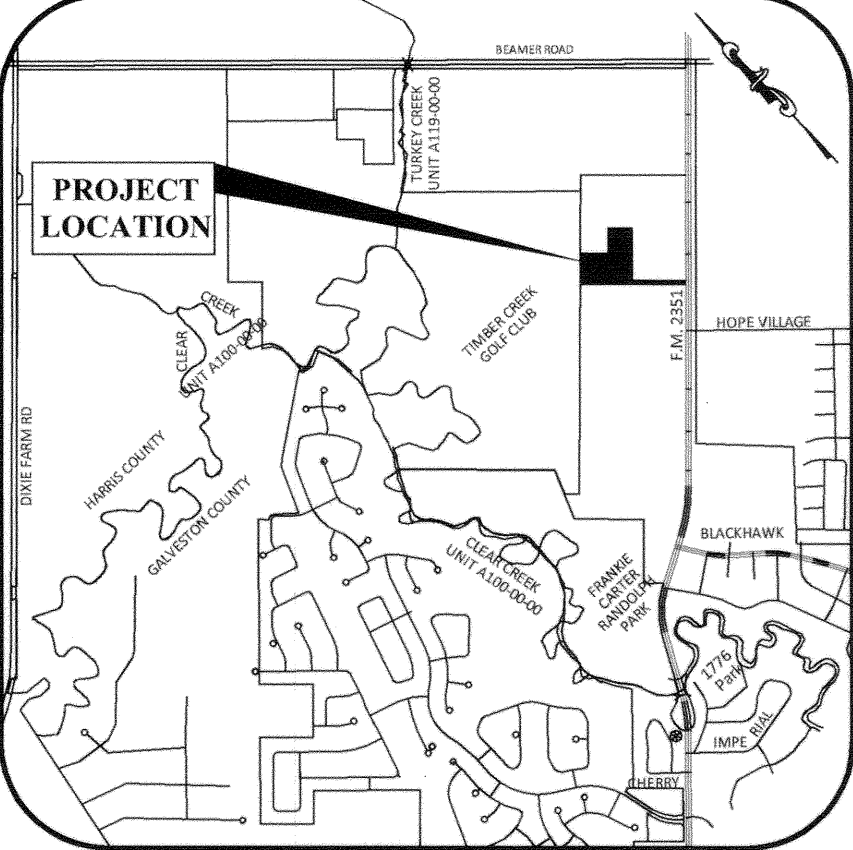
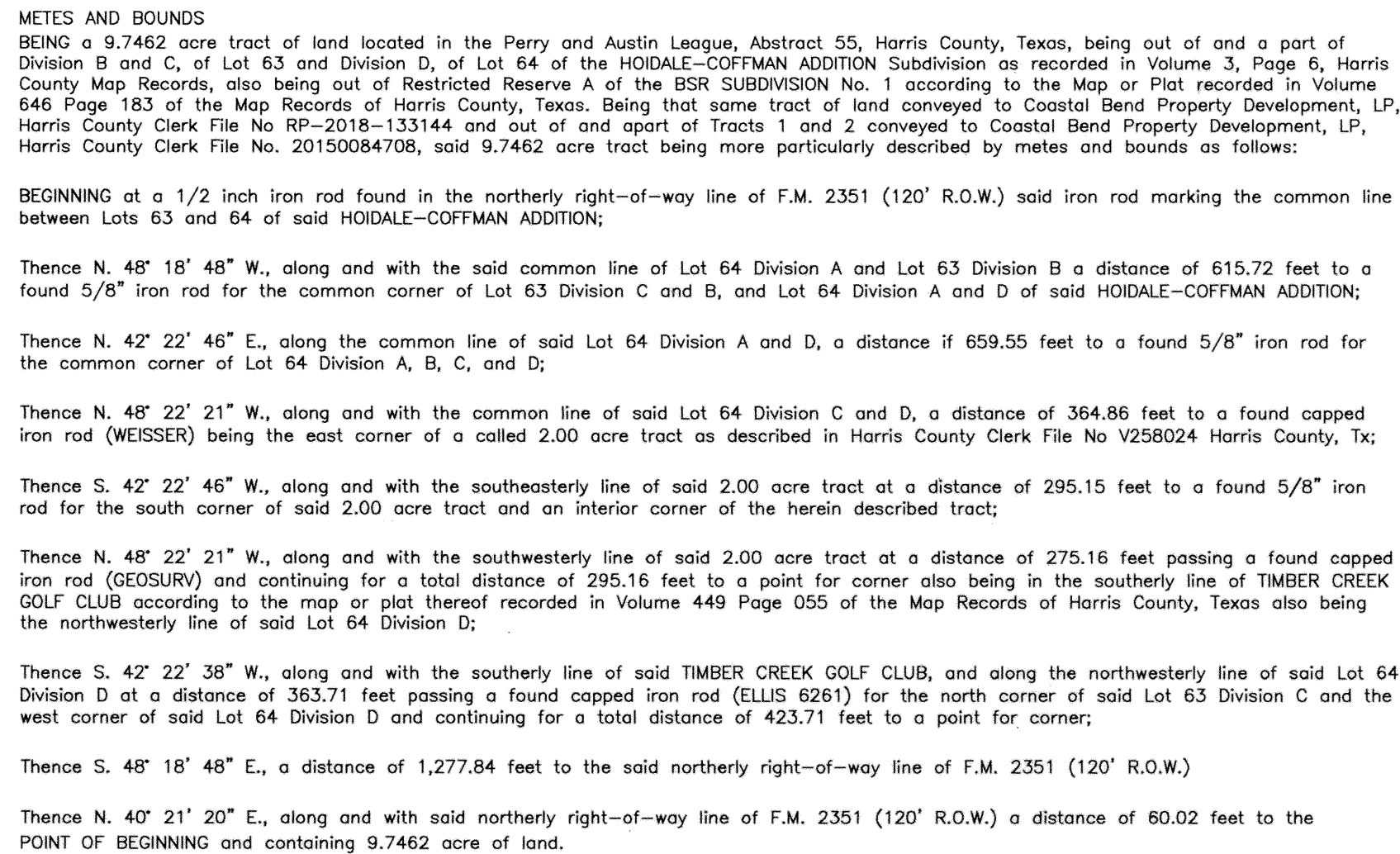


5/15/2025, 12:22:38 PM

-  City Limit
-  Surrounding Cities
-  Parcels
-  ROW
-  Streets (white - to cover labels)
-  Streets



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



VICINITY MAP

SCALE: 1" = 2,640'

KEY MAP NO. 617 J & N

BENCHMARK:

PRIMARY:
HARRIS COUNTY FLOODPLAIN REFERENCE MARK NO. 010423
(BRASS DISC).
ELEV.=25.24' (NAVD88, 2001 ADJ.).

SITE:
TMB "C" Flange bolt over 6" Valve on Fire Hydrant
ELEV.=32.33' located at the northwest corner of tract

NOTES:

1. H.C.F.D. indicates "Harris County Flood Control District".
2. Bearings shown hereon are based on the Texas State Plane Coordinate System, South Central Zone (4204), NAD83 (2001 Adj). All coordinates hereon are Grid.
3. Property corners shown hereon are 5/8" X 24" rebar with Orange caps stamped Scott D Ellis 6261 unless otherwise noted.
4. 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.
5. 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.
6. 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 erected or moved to a location nearer than 50 feet to any pipeline, other than structures necessary to operate the pipeline.
7. The City of Friendswood shall not be responsible for maintenance of private streets, driveways, sidewalks, and emergency access easements, except as outlined in the Access & Utilities Easement Agreement # 180732, 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 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, recreational 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 CenterPoint Energy.
8. 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.
9. 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.
10. 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.
11. The Surveyor did not abstract the property. Easements and other matters of record mentioned or shown hereon are abstracted from the insurance Company's title insurance policy issued by which the title insurance Company (Effective Date: October 27, 2014) of No. ATHC314001085.
12. The mathematical closure of the plat boundary shown hereon exceeds 1 part in 10,000.
13. There are no existing pipelines, pipeline easements on this property.
14. Site drainage plans for the future development of these reserves must be approved by the floodplain administrator.
15. This tract lies in flood zone; Zone X, as shown on Flood Insurance Rate Map (FIRM) No. 485468 0005 E dated Sept. 22, 1999.
16. Tract is subject to Surface Use Agreement Restrictions filed under File No. RP-2018-133145 H.C.D.R.
17. Reserves A, B, & C are subject to Retained Surface Use Agreement filed under File No. RP-2018-133145 H.C.D.R.
18. Reserves H & I are subjected to drainage, landscaping, open space, security, signage, and utility purposes only.

PARTIAL PLAT OF

INDUSTRY PARK FRIENDSWOOD

**A SUBDIVISION OF 9.7462 ACRES OUT OF LOT 63 DIVISIONS "B" & "C" AND LOT 64 DIVISION "D", OF
HOIDALE-COFFMAN ADDITION VOLUME 3, PAGE 6 HARRIS COUNTY MAP RECORDS
IN THE PERRY AND AUSTIN LEAGUE, ABSTRACT 55
CITY OF FRIENDSWOOD, HARRIS COUNTY, TEXAS**

1 BLOCK - 7 UNRESTRICTED RESERVES - 2 RESTRICTED RESERVE

ENGINEER

LAND SURVEYOR**OWNER/DEVELOPER**

COASTAL BEND Engineering

ELLIS SURVEYING SERVICES, LLC

COASTAL BEND
PROPERTY DEVELOPMENT, L.P.

DAN RUCKER, PARTNER
4558 FM 2351
FRIENDSWOOD, TEXAS 77541
(281) 648-1268

At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blackouts, additions and changes were present at the time the instrument was filed and recorded.

MAY, 2019

SHEET 1 OF 1



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: May 22, 2025

Subject: Receive an update regarding Planning Subcommittee and Ordinance Subcommittee assignments.

Action:

SUMMARY / ORIGINATING CAUSE

The subcommittee assignments are attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. PZ Commission Subcommittee Assignments 2025

2025 Planning and Zoning Commission Subcommittees

Approved May 15, 2025

Planning Subcommittee – standing committee to consider and study long-term plans such as the Future Land Use Map, Comprehensive Plan, Official Zoning Map, etc.

Travis Mann
Brian Bounds
Marcus Rives

Staff Liaison: Aubrey Harbin, Director of Community Development/Planner

Ordinance Subcommittee – standing subcommittee to consider and study proposed changes to the Subdivision Ordinance, Zoning Ordinance and any other ordinance topics as requested by City Council.

Willie Anderson
Marsha Conrad
Stacey Phillips

Staff Liaison: Becky Bennett, Development Coordinator

Planning and Zoning Commission Rules of Procedure

Adopted January 12, 2023

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.



FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: May 22, 2025

Subject: Receive the April 2025 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

The April DRC Report is attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. April 2025 DRC Report

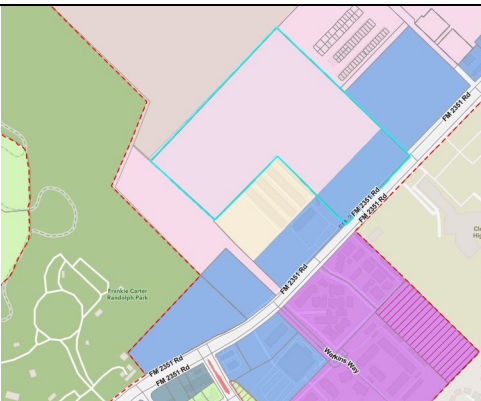
COMMUNITY DEVELOPMENT DEPARTMENT

MONTHLY DRC REPORT

APRIL 2025



Project	Current Zoning	Zone Change Required? Y/N	Issues discussed	Location
505 Briarmeadow Ave Redevelopment of old Cline Elementary site into a residential subdivision – 90ft and 120ft lots	SFR	No	☐ Zone change ☒ Meets Future Land Use Map ☒ Plat required – preliminary and final ☐ Eligible for Certificate of Platting Exemption ☐ Site plan approval required ☐ Community Overlay District (300 ft or 150 ft) ☐ Downtown District ☒ Water available ☒ Sewer available ☒ On-site detention required ☐ May be eligible for regional detention ☐ High hazard flood zone(s) ☒ Pipelines and abandoned active oil wells – remove pipeline to eliminate 50ft setback requirement for habitable structures ☐ TxDOT Permits required Misc Notes: Demolition permit with asbestos report will be required to remove the school building.	

18836 Baker Rd FISD agriculture barn and facility expansion	SFR	Yes – SUP for NAICS Use 6111 – Elementary and Secondary schools (school facilities)	☒ Zone change - SUP ☒ Meets Future Land Use Map ☒ Plat required – preliminary and final; ROW dedication for Baker Rd, Stonewall Pass, and Hackney Rd required ☐ Eligible for Certificate of Platting Exemption ☒ Site plan approval required (included with SUP) ☐ Community Overlay District (300ft or 150ft) ☐ Downtown District ☒ Water available – extension and loop system required ☒ Sewer available – extension of system required ☒ On-site detention required ☐ May be eligible for regional detention ☐ High hazard flood zone(s) ☒ Pipelines and abandoned active oil wells – pipeline and wells exist on the property; setbacks for habitable structures will apply ☐ TxDOT Permits required Misc Notes:	
29 acres on FM 2351 Mixed-use development – commercial, industrial, and residential (multi-family)	CSC & I	Yes – possibly a PUD for a mixed-use development or rezone rear to MFR-H	☒ Zone change ☐ Meets Future Land Use Map – amendment required ☒ Plat required – preliminary and final ☐ Eligible for Certificate of Platting Exemption ☒ Site plan approval required ☒ Community Overlay District (150 ft) ☐ Downtown District ☒ Water available – extension and loop system required ☒ Sewer available – extension of system required ☒ On-site detention required ☐ May be eligible for regional detention ☒ High hazard flood zone(s) – shaded X ☒ Pipelines and abandoned active oil wells – wells exist on the property; setbacks for habitable structures will apply ☒ TxDOT Permits required for driveways, sidewalks, utilities in the right-of-way along FM 2351 Misc Notes: Park dedication fee of \$600 per dwelling unit would apply for any residential units	

1406 W Parkwood Ave Highpoint Church	SFR	Yes – SUP for NAICS Use #8131 Religious Organizations	☒ Zone change - SUP ☐ Meets Future Land Use Map – amendment required ☒ Plat required – preliminary and final ☐ Eligible for Certificate of Platting Exemption ☒ Site plan approval required – included with SUP ☒ Community Overlay District (300 ft) ☐ Downtown District ☒ Water available – extension and loop system required ☒ Sewer available – extension of system required ☒ On-site detention required ☐ May be eligible for regional detention ☒ High hazard flood zone(s) – all flood zones ☐ Pipelines and abandoned active oil wells ☒ TxDOT Permits required for driveways, sidewalks, utilities in the right-of-way along W Parkwood Ave/FM 528 Misc Notes: Engineering is requiring a Traffic Impact Analysis (TIA)	
109 E Shadowbend Convert house (2900sqft) to commercial use – 541, Professional, Scientific and Technical Services	DD	No	☐ Zone change ☒ Meets Future Land Use Map ☐ Plat required ☒ Eligible for Certificate of Platting Exemption ☒ Site plan approval required (fee waived for DD) ☐ Community Overlay District (300 ft) ☒ Downtown District ☒ Water existing – may need to upsize ☒ Sewer existing – may need to upsize ☐ On-site detention required ☒ May be eligible for regional detention ☐ High hazard flood zone(s) ☐ Pipelines and abandoned active oil wells ☐ TxDOT Permits required Misc Notes: May be implementing a shared parking agreement with the church across the street	

3508 FM 528 Proposed hand wash, tinting, wraps, retail, office only for HVAC company This project has been pulled and will not be going through the process.	NC	Yes – SUP for NAICS Use #8111 Auto Maintenance	☒ Zone change - SUP ☒ Meets Future Land Use Map ☒ Plat required ☒ Eligible for Certificate of Platting Exemption ☒ Site plan approval required – included with SUP ☒ Community Overlay District (300 ft) ☐ Downtown District ☒ Water existing ☒ Sewer existing ☒ On-site detention required ☐ May be eligible for regional detention ☐ High hazard flood zone(s) ☐ Pipelines and abandoned active oil wells ☒ TxDOT Permits required for driveways, sidewalks, utilities in the ROW Misc Notes: non-conforming pole sign exists on property; grease interceptor required for auto repair	
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