



PLANNING & ZONING COMMISSION

**MINUTES OF A
SPECIAL & REGULAR MEETING
HELD MONDAY, FEBRUARY 4, 2019
AT 5:00 PM**

**CITY HALL
COUNCIL CHAMBERS & 2ND FLOOR
CONFERENCE ROOM
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TEXAS**

Joint Work Session

1. The Joint Work Session began at 5:11pm with the following people in attendance:

Chairman Joe Matranga
Commissioner Richard Sasson
Commissioner Dick Clark
Becky Summers, Development Coordinator
Aubrey Harbin, City Planner/Director of CDD
City Council

Commissioner Brett Banfield
Commissioner Marcus Perry
Commissioner Lisa Lundquist
Mary Kay Fischer, City Attorney
Morad Kabiri, City Manager

Absent: Guenther

2. Joint Work Session with City Council regarding:

- a. Amendments to Appendix B, Subdivision Ordinance and Appendix C, Zoning Ordinance and the Design Criteria Manual in an effort to increase the beautification standards of the City; and

Harbin explained staff and a subcommittee had been working on changes to help with the Scenic City application, a beautification program the City is involved in. She stated the proposed changes are "low hanging fruit" being things the City already practices but need to codify in order to receive application points. Harbin went through a Power Point presentation of the proposed changes to landscaping, signage, and dumpster screening.

Councilman Scott asked if the changes would apply to new development only. Harbin said existing developments would remain as is and the ordinance changes would only apply to new development.

Banfield stated that, as a developer, the proposed changes would not be a burden. He said developers follow most of those guidelines already.

- b. Discussion regarding separate public hearings vs. joint public hearings

Harbin said the Commission wanted to start a conversation about changing the process from Joint Public Hearings to separate Public Hearings. She presented a Power Point show to depict the pros and cons, as well as, the change in timelines.

Matranga said the biggest benefit of having separate hearings would be for the Commission to have legal counsel present. Matranga said having the meeting televised would allow everyone to see the discussions, too.

Councilwoman Branson stated she preferred separate meetings because the upstairs meeting conversation is lost, there is no legal counsel present, and sometimes Council adjourns before the Commission can forward a recommendation.

Councilman Gustafson said he could see the benefits. Rockey and Scott agreed.

3. The Joint Work Session adjourned at 5:49pm.

Joint Public Hearing

1. The Joint Public Hearing began at 7:00pm with the following people in attendance:

Chairman Joe Matranga	Commissioner Brett Banfield
Commissioner Richard Sasson	Commissioner Eric Guenther
Commissioner Dick Clark	Commissioner Lisa Lundquist
Commissioner Marcus Perry	City Council
Becky Summers, Development Coordinator	Mary Kay Fischer, City Attorney
Aubrey Harbin, City Planner/Director of CDD	Morad Kabiri, City Manager

2. Receive comments from the public, both oral and written, regarding:

a. Zone classification change from Single Family Residential (SFR) to Downtown District (DD) for 104 Whispering Pines Ave, a 1.91 acre tract of land out of Lot 4 (4-1) Block 11, Friendswood Subdivision & adjacent abandoned Hatcher Lane right-of-way, located at 104 Whispering Pines Ave, Friendswood, Galveston County, Texas

Harbin explained the subject property is located within the Downtown District boundary and would be subject to the regulations of that district. She said the property was currently being used by a church who was looking to sell the property. She said another church could use the property as is but if they wanted to make changes, a Specific Use Permit would be required.

Donna Whitley/realtor and her client, Texas Behavioral Health, explained they currently have a satellite office in Friendswood and they were looking to combine offices and headquarter in Friendswood. Whitley said the group would utilize the existing building and eventually add a new construction building.

Mona Moore Malone/realtor said she represented the seller and while the Pastor does not want to leave Friendswood, he feels the medical office would be a good use for the location. Miller stated Downtown District zoning is the preferred zoning for the property.

b. Proposed amendments to Appendix B, Subdivision Ordinance, Section IV. Parkland Dedication, f. Additional Requirements to add impervious cover maximum for parks;

Harbin said the proposed amendment states that impervious cover cannot exceed 20% of the open space in parks, as discussed during the Joint Work Session.

c. Proposed amendments to Appendix C, Zoning Ordinance, Section 7.5 Community Overlay District to add a reference to the new dumpster screening requirements;

Harbin said the proposed amendment adds a reference to the new dumpster screening requirements being proposed in Appendix C, Zoning Ordinance.

d. Proposed amendments to and Appendix C, Zoning Ordinance, Section 8. Supplementary District Regulations regarding landscaping and dumpster screening requirements

Harbin reiterated the proposed amendments in this section include relocating language to clarify that all trees planted to meet landscaping requirements be a minimum of 8-feet tall. She said the changes also add criteria for the protection of trees during and after construction, more specific guidelines to require curbs around landscape islands within parking lots, require irrigation for long term maintenance of landscaping, and more specific dumpster screening requirements.

3. The Joint Public Hearing adjourned at 7:10pm.

Regular Meeting

1. The regular meeting was called to order at 7:14pm with the same people in attendance minus the City Attorney, City Manager, and City Council.
2. Communication from the public/committee liaisons
(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 be placed on a later regular Commission agenda for discussion and/or possible action.)

None.

Action Items

According to the Planning and Zoning Rules of Procedure (R2010-09), all action of the Commission shall be made by an affirmative vote of four (4) or more members of the Commission present at such Commission meetings.

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 or citizen so requests in which case the item would be removed from the consent agenda and considered separately.

A. Minutes from January 17, 2019

B. Industry Park Final Plat

Motion to approve: Banfield

Second: Lundquist

Vote: 6 to 0 (Clark abstained)

Motion Passed

Action Items

According to the Planning and Zoning Rules of Procedure (R2010-09), all action of the Commission shall be made by an affirmative vote of four (4) or more members of the Commission present at such Commission meetings.

4. Consideration and possible action regarding a zone classification change from Single Family Residential (SFR) to Downtown District (DD) for 104 Whispering Pines Ave, a 1.91 acre tract of land out of Lot 4 (4-1) Block 11, Friendswood Subdivision & adjacent abandoned Hatcher Lane right-of-way, Friendswood, Galveston County, Texas

Motion to approve: Sasson

Second: Clark

Vote: 7 to 0 Unanimous

Motion Passed

Sasson said the zone change would be moving towards the City's long term plan for the property. Banfield said he was in support of the change.

Guenther asked about a retail portion of use. Whitley said the new construction building could be for compatible uses such as a pharmacy or coffee shop.

Pastor Barnett said he met with the neighboring HOA and had been keeping them informed of the possible changes in ownership and zoning.

5. Consideration and possible action regarding proposed amendments to Appendix B, Subdivision Ordinance of the City of Friendswood Code of Ordinances, regarding amendments to Section IV. Parkland Dedication, f. Additional Requirements to add impervious cover maximum for parks.

Motion to approve: Sasson

Second: Lundquist

Vote: 7 to 0 Unanimous

Motion Passed

Sasson said the subject had been talked about plenty with the subcommittee, the full commission and earlier with City Council.

6. Consideration and possible action regarding proposed amendments to Appendix C, Zoning Ordinance of the City of Friendswood Code of Ordinances, regarding amendments to Section 7.5 Community Overlay District to add a reference to the new dumpster screening requirements.

Motion to approve: Sasson

Second: Lundquist

Vote: 7 to 0 Unanimous

Motion Passed

No further discussion than the Joint Work Session.

7. Consideration and possible action regarding proposed amendments to Appendix C, Zoning Ordinance of the City of Friendswood Code of Ordinances, regarding amendments to Section 8 Supplementary District Regulations regarding landscaping and dumpster screening requirements.

Motion to approve: Sasson

Second: Clark

Vote: 7 to 0 Unanimous

Motion Passed

Banfield said the changes were basically to codify things already being done.

8. Consideration and possible action regarding future Planning and Zoning Commission meeting dates

Harbin said the next regular meeting was February 21st. She asked the Commission if they would like to combine the following meetings due to a Joint Public Hearing with City Council.

Motion to move Mar 7 to Mar 4 meeting: Sasson

Second: Banfield

Vote: 7 to 0 Unanimous

Motion Passed

9. Communications from the Commission

a. Commissioners – Perry asked how the items discussed during the retreat were going. Matranga said he was working on them and would provide the Commission with an update.

b. Ordinance Subcommittee Update – Summers said the Subcommittee was taking a break for now to allow the Downtown District subcommittee time to work through some ordinance items.

c. Planning Subcommittee Update – Banfield said they would resume after the Downtown District Subcommittee finished.

d. Downtown District Subcommittee Update – Sasson said they were still working.

e. Staff – none.

10. The regular meeting adjourned at 7:45 pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary