



PLANNING & ZONING COMMISSION

**MINUTES OF A
REGULAR MEETING
HELD THURSDAY, APRIL 18, 2019
AT 7:00 PM**

**CITY HALL
COUNCIL CHAMBERS
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TEXAS**

Regular Meeting

1. The regular meeting was called to order at 7:00pm with the following people in attendance:

Chairman Joe Matranga
Commissioner Eric Guenther
Becky Summers, Development Coordinator
Aubrey Harbin, City Planner/Director of CDD

Commissioner Richard Sasson
Commissioner Marc Perry
Mary Kay Fischer, City Attorney

Absent: Lundquist, Banfield, Clark

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 April 1, 2019

Motion to approve: Sasson

Second: Perry
Vote: 4 to 0 Unanimous

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 one-time, one-year extension for the final plat of Friendswood Trails Section 1, 2, and Commercial Reserve

Motion to approve: Guenther

Second: Sasson

Vote: 4 to 0 Unanimous

Motion Passed

Harbin said the Subdivision Ordinance allows developers to request a year extension on final plats.

5. Consideration and possible action regarding site plan for Site One Landscape to be located at 4448 FM 2351

Motion to approve: Perry

Second: Guenther

Vote: 4 to 0 Unanimous

Motion Passed

Harbin said the proposed project was for a landscape supply company to be located on FM 2351 as part of the recently approved Industry Park Friendswood.

Stephanie Canady/Coastal Bend Engineering explained Northwinds Construction is to buy and develop the land to lease to Site One Landscape. She said they are excited to bring new business to Friendswood.

Perry asked if sidewalks would be installed. Canady answered sidewalks would not be installed since the access is through a private easement as opposed to a roadway. Sasson asked if the business was a nursery or landscape company. Canady said she believed they provided both services.

Matranga questioned the minimal amount of windows and chain link fencing. Harbin stated the property is zoned Industrial so the chain link fencing and metal building were permitted. She also said Industrial zoning did not have fenestration requirements.

6. Consideration and possible action regarding amendments to R2010-09 Planning and Zoning Rules of Procedure to change meeting days from first and third Thursdays to second and fourth Thursdays

Motion to approve: Perry

Second: Sasson

Vote: 4 to 0 Unanimous

Motion Passed

Harbin said she did not have any additional information since the last discussion. She explained the new dates and process would be effective June 1st.

7. Discussion regarding the addition of NAICS use #6239 Other Residential Care Facilities to the Appendix C Zoning Ordinance Section 7.P.6. Permitted Use Table

Harbin explained staff received an inquiry about opening a 24-hour day care facility. She said the City's Permitted Use Table did not include NAICS #6239 Other Residential Care Facilities and staff was working on adding it to the PUT. Harbin said the state has requirements for such facilities and the City process would be similar to the one used for Personal Care Facilities with the S1 designation. She finished by explaining staff needs more time to research but wanted to give the Commission a heads up.

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

Harbin said a Joint Public Hearing would be held on Monday, May 6th.

Motion to move regular meeting to May 6: Sasson

Second: Guenther

Vote: 4 to 0 Unanimous

Motion Passed

13. Communications from the Commission

a. Commissioners – Perry said he had been unable to attend his liaison assignment and asked the Chairman if they need to discuss changes. He said he does monitor the agendas in case any PZ related items are scheduled. Matranga said it was fine for now but to let him know if attending became an issue.

b. Ordinance Subcommittee Update – Sasson said the subcommittee was still on hold.

c. Planning Subcommittee Update – Banfield not in attendance.

d. Downtown District Subcommittee Update – Matranga said the Downtown subcommittee was on hold.

e. Council Liaison – Branson said Keep Friendswood Beautiful was awarded a gold star.

f. Staff – Harbin said the March 2019 DRC report had been sent out.

10. The regular meeting adjourned at 7:27 pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary