



PLANNING & ZONING COMMISSION

**MINUTES OF A
REGULAR MEETING
HELD THURSDAY, MAY 17, 2018
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 Rhonda Neel
Commissioner Richard Sasson
Commissioner Eric Guenther
Becky Summers, Development Coordinator
Aubrey Harbin, City Planner/Director of CDD

Commissioner Brett Banfield
Commissioner Joe Matranga
Commissioner Dick Clark
Mary K. Fischer, City Attorney

2. Communication from the public/committee liaisons
(To comply with the 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 or citizen so requests in which case the item would be removed from the consent agenda and considered separately.

a. Minutes from April 19, 2018 regular meeting

Motion to approve: Sasson

Second: Matranga

Vote: 6 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 proposed changes to **Zoning Ordinance Section 7.P.5. North American Industry Classification System (NAICS) Codes to change version reference from “1997” to the “current” North American Industry Classification System (NAICS) Codes**

Motion to approve: Sasson

Second: Neel

Vote: 6 to 0 Unanimous

Motion passed

Harbin explained the Ordinance Subcommittee had discussed and vetted the proposed change. She said staff’s recommendation was to change using the specific year of NAICS reference to “current.” She said the reference book was updated every five years and staff does look at the changes on an annual basis.

Sasson asked the City Attorney if she agreed with using the term “current” to which Fischer answered staff reviews the changes annually and she did not see any issues. Sasson said he understood other reference codes were also referred to as “current” to which Fischer confirmed it was more efficient.

5. Consideration and possible action regarding proposed changes to **Zoning Ordinance Section 7.P.6. Permitted Use Table, specifically to update to the 2017 NAICS Codes and to consider adding NAICS Use #425 Wholesale Electronic Markets and Agents and Brokers and to expand NAICS Use #447 Gasoline Stations to further define NAICS Use #447190 Other Gasoline Stations (gas stations without convenience stores, truck stops and marine service stations)**

Motion to approve: Clark

Second: Banfield

Vote: 6 to 0 Unanimous

Motion passed

Harbin explained the Permitted Use Table references the 2017 NAICS which enables the reader to know which version of the reference book is being used even though the ordinance will read “current.” She said while reviewing the PUT, staff found use 425 had been inadvertently left off during the last review.

Harbin said an inquiry had recently been made to develop a truck stop and staff found that truck stops fell under the broad category of gasoline stations. Staff’s recommendation is to expand use 447 to 447190 to allow more supervision of intensive uses such as truck stops. Sasson and Clark said the subcommittee agreed with the changes after much discussion to vet any possible unintended consequences.

Matranga asked if expanding uses from three to six digits creates issues. Harbin answered that several other uses are expanded under categories. She explained the number expansion just makes the uses more specific.

6. Consideration and possible action regarding proposed changes to **Zoning Ordinance Section 7. Q. 3. Area and Height exceptions, to allow stairs of an elevated house to encroach the front building line in certain situations**

Motion to approve: Sasson

Second: Clark

Vote: 6 to 0 Unanimous

Motion passed

Harbin said post hurricane several people were demolishing their homes and rebuilding elevated structures on the same lot. She said the elevation requires adding stairs to reach the main level and most homes are built right at the front building line causing the stairs to encroach. Harbin explained these residents are already handling enough issues and the City wanted to find a way to alleviate the need to request a variance in these specific situations. Harbin said staff modelled the ordinance language after the City of Galveston since they have many raised homes.

Sasson said the subcommittee grilled staff and agreed with the proposed language. He said the change seemed to be expedient and least intrusive for the citizens.

Clark voiced concern with the “minimum area required” wording. Harbin said the terms were discussed with the Building Official. Summers said the International Residential Code outlines specific stair requirements for tread and risers.

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

Motion to combine the regular and special meeting on June 4: Neel

Second: Clark

Vote: 6 to 0 Unanimous

Motion Passed

8. Communications from the Commission

a. Commissioners - No comments.

b. Planning Subcommittee Update – No comments.

c. Ordinance Subcommittee Update – No comments.

d. Council Liaison - Liaison pending – none present.

e. Staff – Harbin stated that liaison Jim Hill had termed out and that Council would be looking at new liaison schedules. She said the April DRC report had been emailed out prior to the meeting. Harbin also said the Commission would be looking to replace members, as well.

9. The meeting was adjourned at 7:24 pm.

These minutes respectfully submitted by:

Becky Summers

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Development Coordinator/P&Z Secretary