PLANNING & ZONING COMMISSION

MINUTES OF A
REGULAR MEETING
HELD THURSDAY, JUNE 21, 2018
AT 7:00 PM

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

<u>Regular Meeting</u>

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

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

   Absent: Guenther, Fischer

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 June 4, 2018 regular meeting**
   b. **Arbor Gate at West Ranch Pond Reserve Final Plat**

   Motion to approve: Clark
   Second: Sasson
   Vote: 5 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 site plan approval for **Ranch Express, a convenience store, gas station, and retail lease spaces, to be located at 2210 S. Friendswood Drive**

Motion to approve: Sasson
Second: Banfield

Harbin stated the proposed gas station and convenience store also included a 8,500 square foot strip center for lease. She explained the property was subject to the Community Overlay District (COD) and the applicant had met all the requirements including an 8-foot opaque screening fence and 15-foot landscape buffers along the side and frontage. She said the applicant had been granted a variance to accommodate the TxDot approved driveway location on FM 518.

Sasson asked how the development would be accessed. Harbin explained there would be an entrance only on FM 518 along with two other driveways along Old Road. She said the fuel trucks would enter from FM 518.

Matranga asked if the project included improvements to Old Road. Harbin said Old Road would be repaved from FM 518 to the rear property line.

Banfield asked if the project would use off-site detention. Harbin answered the Galveston County Consolidated Drainage District (GCCDD) had approved the use of a regional detention system in lieu of on-site detention.

Harbin stated the applicant was still working through drainage plans with GCCDD and the City but their site should remain the same. She said any major changes would be re-presented to the Commission. Harbin said the owner would also be mitigating for twelve trees being removed.

Sasson amended his motion to approve to include the tree mitigation. Neel seconded.

Motion to approve with comments: Sasson
Second: Neel
Vote: 5 to 0 Unanimous **Motion Passed**

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

Harbin said the next regular meeting could be cancelled since there were no pending items. The following meeting would be held on July 19, 2018.

6. Communications from the Commission

a. Commissioners – Neel said her term was up and tonight would be her last meeting. She thanked the City, Sally Branson, Aubrey Harbin, Becky Summers, the Commission and past Commissioners for all their help. Matranga thanked Neel for her leadership and guidance on the Commission.

b. Council Liaison - Sally Branson said she was excited to the be the new liaison from City Council to the Commission.

c. Staff – Harbin thanked Neel for her service and announced everyone was welcome to stay for cake and to sign a plaque for Chairman Neel.

7. The meeting was adjourned at 7:15 pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary