

NOTICE OF A REGULAR MEETING OF THE CITY OF FRIENDSWOOD PLANNING AND ZONING COMMISSION, TO BE HELD THURSDAY, AUGUST 2, 2018, BEGINNING AT 7 PM, IN THE COUNCIL CHAMBERS AT CITY HALL LOCATED AT 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS

1. Call to order
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.)
3. **Oaths of Office:** Aubrey Harbin, Notary Public, will administer **Oaths of Office for one reappointed Commissioner, Richard Sasson, and one new Commissioner, Lisa Lundquist**
4. Consideration and possible action regarding **election of a new chairperson and vice chairperson**
5. 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 21, 2018 regular meeting

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.

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

Monday, August 6 – JPH with City Council

Thursday, August 16 – Regular Meeting

7. Communications from the Commission
 - a. Commissioners
Suggestions for future agenda items and general comments
 - b. Council Liaison
None at this time
 - c. Staff

June 2018 DRC Report
July 2018 DRC Report

8. Adjournment



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**

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 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 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:

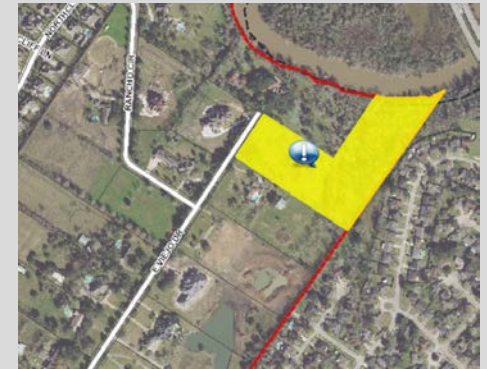
Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary

Memo

To: Planning & Zoning Commission
 From: Aubrey Harbin, Director of Community Development/Planner
 Date: July 5, 2018
 Re: DRC Report

The following DRC Meetings were held in **June 2018**.

Project	Current Zoning	Zone Change Required? Y/N	Issues discussed	Location
West Ranch Monthly Meeting	PUD	No	No meeting with West Ranch this month.	
303 E Viejo Demo existing house and build a new home	SFR	No	Property is platted; water service is existing; owner would change sewer from septic to city sewer; on-site detention is existing; engineered drainage plan required due to location of property in AE flood zone	

1715 and 1743 S. Friendswood Dr.	CSC	No	Previously, P&Z approved the site plan for Lidl Grocery Store to be located on this site, but they did not end up purchasing the property. Virgatta Properties now owns the property and plans to develop the site; discussed the need for a sanitary sewer easement to serve the rear tracts; owners will replat to reconfigure the lots and clean up easements as needed within the Howard Subdivision	
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Memo

To: Planning & Zoning Commission
 From: Aubrey Harbin, Director of Community Development/Planner
 Date: July 31, 2018
 Re: DRC Report

The following DRC Meetings were held in **July 2018**.

Project	Current Zoning	Zone Change Required? Y/N	Issues discussed	Location
West Ranch Monthly Meeting	PUD	No	Arbor Gate Pond Reserve recordation package should be submitted in a few weeks; drainage improvements on commercial tracts based on revised study for overall drainage plan; checking on status of pedestrian gate to Lake Friendswood; interest from a daycare for a site pending connection of Friendswood Lakes Blvd.	
900 Cedarwood Dr Renovations to City of Friendswood Pool – replace restrooms and entry; add flex space and concession stand	CSC	No	Property is platted; parking is existing; verify water and sewer service line sizes; submit to Galveston County Health District for review/approval; engineered drainage plan required; submit to GCCDD for review/approval; no high hazard flood zones; asbestos report required for demolition	

Schulte Ln. 10 acres; proposed 1-3 residential lots	SFR	No	Preliminary and Final plats required; city sewer is not available therefore a septic system would be required; permit thru Galveston County Health District; city water is available, but quite a distance and would need to be looped; a water well may be an option; impact fees due only for tying into city services; on-site detention required with an engineered drainage plan; no high hazard flood zones; Fire Marshal recommended a residential fire sprinkler system or to install a fire hydrant	
Wandering Trail and FM 2351 Proposed coffee shop	NC/SFR	Possibly	Replat required; zone change required to use all of the property for development; site plan approval required for commercial development; property is subject to the Community Overlay District (COD) requirements; water and sewer services are available; on-site detention required, as well as an engineered drainage plan; future flood maps show this property in a high hazard flood zone – verification needed; additional flood zone requirements may apply; permits required for work in TxDOT right-of-way	