



PLANNING & ZONING COMMISSION

**MINUTES OF A
REGULAR MEETING
HELD THURSDAY, AUGUST 16, 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 7:03 pm with the following people in attendance:

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

Commissioner Brett Banfield
Commissioner Lisa Lundquist
Mary Kay Fischer, City Attorney

Absent: Sasson, Clark, Perry

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.)

Kevin Harris spoke regarding his parents' property at 108 and 110 Whispering Pines. He explained one property is included within the Downtown District boundary while the other is not. He asked the Commission to consider changing the boundary to include both properties.

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. **Oath of Office:** Aubrey Harbin, Notary Public, will administer **Oath of Office for new Commissioner, Marc Perry**

Skipped – Perry not present.

4. 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 August 2, 2018

B. Minutes from August 6, 2018

Motion to approve: Banfield

Second: Lundquist

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.

5. Consideration and possible action regarding **Sterling Creek Section 3-B Preliminary Plat, a Private Subdivision**, being 7.9426 acres of land out of a called 194.21 acre tract of land known as Tract A and being recorded in Clerk's File No. 2010059686, comprised of the residue of Lots 14, 15, 16 out of the David Fahey Subdivision recorded in Volume 118, Page 417 and being situated in the Mary Fabreau Survey, A-69, Friendswood, Galveston County, Texas

Motion to approve: Banfield

Second: Guenther

Vote: 4 to 0 Unanimous

Motion Passed

Harbin explained this plat would be the second phase of the third section in Sterling Creek. She said this phase consisted of twenty lots that were previously removed from the Section 3 plat because a secondary point of access was not available. Harbin stated since that time, Galveston County had approved a bond for the construction of the Friendswood Lakes Boulevard.

Guenther asked when the road would be constructed. Harbin answered the road was in design now and would hopefully be under construction in about two years. Lundquist asked if the subdivision would be built before the road. Harbin said the Fire Marshal was comfortable with the phasing of the subdivision and the boulevard.

6. Consideration and possible action regarding a **site plan amendment for Tires By Design located at 3516 FM 528** to amend the fence material from stone veneer finish to wood fence

Motion to approve: Guenther

Second: Banfield

Vote: 4 to 0 Unanimous

Motion Passed

Harbin said the original site plan showed a masonry fence to be installed between the business and the apartment complex. She explained the business owner had been

coordinating with the apartments on utilizing a shared fence instead of installing a new masonry wall against the existing wooden fence. Harbin said the City has allowed other businesses to use wooden fences in the Community Overlay District (COD) such as JSC Federal Credit Union and Remax.

Martin Walsh, Tires By Design owner, said his general contractor did not include the masonry fence in his bid and the City noticed during final inspection. He said he approached the apartments about replacing the existing 6-foot wooden fence with a new 8-foot wooden fence instead of having back to back fences.

Lundquist asked if there were other masonry fences in the area. Walsh answered there were not. Banfield stated since the fence was in the rear of the property and the adjacent owner has agreed, he was okay with the wooden fence. Banfield asked if the missing fence was holding up the business' occupancy to which Summers answered yes, the final inspection cannot be approved until the fence is installed.

7. Consideration and possible action regarding **site plan approval for Grease Monkey** to be located at **2205 W. Parkwood Ave**, in the Fountains at Friendswood development

Motion to approve: Banfield

Second: Guenther

Vote: 4 to 0 Unanimous

Motion Passed

Harbin said the proposed oil lube facility would be located at FM 528 and Thomas Trace near the recently completed JJ's Car Wash. She said staff made a note to not install trees in the utility easement but otherwise the project complies with the requirements of the Community Overlay District. She stated the designers turned the whole building so the bay doors would not face the right-of-way.

Amanda Wright, architect, explained the site was a prototypical design with express service and quick lube. She said the company has an elevated level of customer service.

8. Consideration and possible action regarding **site plan approval for Virgata Commons**, two new buildings to be located at **1765 and 1769 S. Friendswood Drive**, at the corner of FM 518 and Leisure Lane

Motion to approve: Guenther

Second: Lundquist

Vote: 4 to 0 Unanimous

Motion Passed

Harbin explained the project would consist of two commercial buildings, one zoned Community Shopping Center (CSC) and the other zoned Office Park District (OPD) but on the same tract of land. She said the zoning districts did not have any differences for design requirements, just uses within the buildings. Harbin said the applicant was requesting to pay into the sidewalk fund in lieu of installing a sidewalk along Leisure Lane due to the open ditch and pipeline. She explained the applicant would be required to pay an average of three bids to the City prior to being issued a Certificate of Occupancy.

Harbin stated the applicant was also requesting to use metal panels on the façade. She said other buildings had been approved before. Jim Peterson, applicant, and Carmen

Kearns, architect, showed the Commission photographs of similar projects. Kearns explained the metal panels would be installed behind the signage area for aesthetics and the building is not a metal building.

Guenther asked why the sidewalk could not be installed along Leisure Lane. Peterson explained the pipeline operator did not want to allow paving within the pipeline easement. Banfield said he remembered the discussions regarding the sidewalk during the zone change but between the pipeline and the open ditch, if it cannot be installed, it cannot be installed.

Banfield said the mixture of materials on the building was needed. Lundquist said it was a lovely project and felt the compromises, such as no driveway on Leisure Lane, were acceptable.

Motion to amend motion to include payment to sidewalk fund and metal facade:

Guenther

Second: Lundquist

Vote: 4 to 0 Unanimous

Motion Passed

9. **Consideration and possible action regarding site plan approval for Friendswood Dermatology to be located at 6 Oak Tree Drive**

Motion to approve: Banfield

Second: Guenther

Vote: 3 to 1 (Lundquist)

Motion Failed

Harbin explained the project was for a free-standing dermatology office to which staff only had a minor correction. She said the applicant was requesting to install an 8-foot wooden fence in lieu of the required masonry fence. Harbin explained the property did not face FM 518 but still fell within the Community Overlay District (COD).

Cody Owen, builder, stated the fence would be in the rear of the property and be split by two different residential lots. He said the masonry wall would look out of place for the residents. Owen suggested working with the neighbors to replace their existing wooden fences with an 8-foot wooden fence so there are not two fences back to back. He said some of the existing fence was in bad shape.

Lundquist stated she previously lived in the abutting neighborhood and would prefer a masonry fence. Owen said he could build a stronger wooden fence than typical. He explained no other fence in the area is masonry.

Banfield stated he would normally prefer the masonry fence but thought in this case it would look funny.

Motion to reconsider item: Lundquist

Second: Banfield

Vote: 4 to 0 Unanimous

Motion Passed

Motion to amend original motion to include a rot board and fence cap: Banfield

Second: Guenther

Vote: 4 to 0 Unanimous

Motion Passed

10. Consideration and possible action regarding **appointments to the Planning Subcommittee and Ordinance Subcommittee and updating the Liaison Assignments**

Planning Subcommittee appointments: Banfield, Guenther, Lundquist

Ordinance Subcommittee appointments: Sasson, Clark, Perry

Liaison assignments were briefly discussed and Chairman Matranga would discuss with the Commissioners who were not present.

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

Monday, September 10 – JPH with City Council; Special and Regular Meeting
Thursday, September 20 – Regular Meeting

12. Communications from the Commission

a. Commissioners- no comments

b. Council Liaison – Sally Branson congratulated Matranga on his first meeting as Chairman and the large agenda.

c. Staff – no comments.

13. The meeting was adjourned at 8:05 pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary