PLANNING & ZONING COMMISSION

MINUTES OF A
REGULAR MEETING
HELD THURSDAY, SEPTEMBER 20, 2018
AT 7:00 PM

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

Regular Meeting

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

   Chairman Joe Matranga
   Commissioner Eric Guenther
   Commissioner Dick Clark
   Commissioner Brett Banfield
   Commissioner Lisa Lundquist
   Becky Summers, Development Coordinator
   Aubrey Harbin, City Planner/Director of CDD

   Absent: Sasson, Fischer, 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.)

   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 September 10, 2018

B. Final Plat of Flying Leaf Estates

Motion to approve: Banfield
Second: Lundquist
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 Shadowbend Office Park to be located at 103 and 105 E. Shadowbend**

Motion to approve: Banfield
Second: Clark
Vote: 5 to 0 Unanimous **Motion Passed**

Harbin stated the proposed site plan was to construct two new office buildings, 5,000 square feet each, located in the Downtown District. She said the plans met all Downtown District criteria such as installing the benches, lights, and brick paved sidewalks plus fenestration and landscaping requirements.

Banfield expressed his appreciation the parking area was not fronting Friendswood Drive.

Clark asked if the dumpster was facing the street to which Wayne Berkenmeier (owner) explained the dumpster would be surrounded by a CMU wall with metal gates to screen the dumpster.

Lundquist asked which building side was facing Friendswood Drive. Berkenmeier said the front of the building faced the parking lot so the back of the building faced Friendswood Drive. Summers stated the back of the building along Friendswood Drive met the 40% fenestration requirement.

Matranga asked if a new power pole was being installed for the project. Berkenmeier said there was an existing pole and Harbin explained the additional power pole was necessary per Texas New Mexico Power Company. She said the service lines would all be underground.

Matranga asked if the dumpster could be moved further back onto the property. Berkenmeier explained moving the dumpster would eliminate required parking spaces.

Matranga asked about what type of trees would be used along the roadways. Berkenmeier said he would install any type of tree the Commission wanted but those on the plan were chosen by his architect.

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

Motion to move Oct 1 meeting back to Oct 4: Lundquist

Second: Guenther
Vote: 5 to 0 Unanimous **Motion Passed**

Thursday, October 4 – Regular Meeting
Thursday, October 18 – No Meeting – APA Conference

Harbin said the Joint Public Hearing item had been withdrawn and asked the Commission if they would like to move the meeting back to the regular night.

Motion to move Oct 1 meeting to Oct 4: Sasson
Second: Lundquist
Vote: 5 to 0 Unanimous **Motion Passed**

6. Communications from the Commission

a. Commissioners- Lundquist asked about attending Keep Friendswood Beautiful meetings and Harbin said she would send her the information.
b. Council Liaison – Not present.
c. Staff – Harbin reminded the Commissioners to let her know if they would like to attend the APA Conference in October.

7. The meeting was adjourned at 7:16 pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary