



PLANNING & ZONING COMMISSION

**MINUTES OF A
SPECIAL & REGULAR MEETING
HELD THURSDAY, NOVEMBER 15, 2018
AT 7:00 PM**

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

SPECIAL MEETING AS CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

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

Chairman Joe Matranga	Commissioner Richard Sasson
Commissioner Brett Banfield	Commissioner Lisa Lundquist
Commissioner Marcus Perry	City Attorney Mary K. Fischer
Aubrey Harbin, Director of CDD/Planner	
Becky Summers, Development Coordinator	

Absent: Clark, Guenther

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.)

No public comments.

3. Consideration and possible action regarding the City of Friendswood **2018 Update Study for Land Use Assumptions, Capital Improvements Plan, and Impact Fees**

Motion to Approve: Sasson

Second: Perry

Vote: 5 to 0 Unanimous

Motion Passed

Harbin explained that for the City to be allowed to charge impact fees, Chapter 395 of the Local Government Code requires a review every five years.

Patrick Donart, City Engineer/Director of Public Works thanked Harbin and Summers for their help with the 2018 study and introduced Dan Johnson, the engineer that prepared the

study. Donart said Johnson made the information very easy to follow and felt the study was thorough.

Johnson said he had been the City Engineer for Friendswood from 2000 to 2006 and was part of the 2003 Impact Fee Study. He said the previous formulas were very convoluted using the number of bathrooms, etc. and was difficult to explain to developers. He said the current method is based on water meter size and is very common with other cities.

Johnson explained he used the number of meters in service, provided by the Utility Billing Department, to calculate the percentage of residential versus commercial in the City. Perry asked if upcoming developments were taken into consideration. Harbin answered the Georgetown development was excluded because the developer would be installing three water lines as part of their project.

Perry questioned if schools and churches were exempt from impact fees by the City's choice. Johnson stated schools are exempt by code but churches can be charged impact fees.

Lundquist asked Johnson for a big picture overview. Johnson explained that cities do not have to charge impact fees but if they do, a review is required every five years. He said the study looks at population and capital projects to see what their impact would be on city services. He said projects are divided by connections and Local Government Code allows up to 50% be recouped through impact fees.

Sasson said the numbers seemed reasonable based on the study provided. He asked if old capital project costs were figured into the study. Johnson said he used a clean slate and did not calculate in the cost of previous projects. He said the numbers even out in the long run.

Sasson mentioned charging interest on capital project bonds along with the impact fees. Johnson said the code allowed for that but he was not comfortable adding in those fees. He said it opens up the City and the study to more scrutiny.

Sasson pointed out that water fees decreased and sewer fees increased. He guessed the fees swing based on water versus sewer projects. Donart agreed.

Banfield asked if the City had been adopting the maximum rate for impact fees, historically. Johnson said the max rate has been opted for after each study. Banfield said he was comfortable with keeping with that trend.

Perry asked if commercial growth was included in the study. Johnson explained commercial growth was too hard to predict.

Sasson asked how the proposed fee stood against other cities. Johnson said on the low end, Manvel charges \$3000 while on the higher end, League City charges \$6477. The proposed impact fee of \$4211 for Friendswood would fall in the middle.

Sasson asked staff if developers ever push back against impact fees. Harbin said builders roll that cost into the home and pass it on to buyers.

4. The Special Meeting adjourned at 7:47pm.

Regular Meeting

1. The Regular Meeting was called to order at 7:47pm with the same people in attendance.
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.)

No public comments.

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 November 5, 2018

Motion to approve: Lundquist

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 the **Preliminary Plat of Clear Creek Community Church of Friendswood** being a subdivision of 39.41 acres of land out of a call 135.778 acre tract of land located in the Sarah McKissick Survey, A-549, City of Friendswood, Harris County, Texas

Motion to approve: Sasson

Second: Banfield

Vote: 5 to 0 Unanimous

Motion passed

Harbin said the property being platted was known as the Whitcomb Property or Friendswood Towne Center based on the ordinance approved in 2015 for a Planned Unit Development (PUD). She explained this was a partial plat of the 135 acre tract which was exhibited on the face of the plat.

Harbin stated the church would be on one of the restricted reserves with the other reserves being for commercial use and detention use.

Sasson remarked the parcels on the PUD and the reserves on the plat looked a little different in size. Harbin said a PUD allows for a 25% deviation in area. She said the conceptual plan on the PUD did not account for the needed area to build roads. Harbin said the church was also proposing changes to the driveway layout and would be submitting an updated Traffic Impact Analysis.

Sasson commented that the PUD did not include a detention reserve as shown on the plat. Harbin said the church, commercial tract, and roadways will all drain to the pond reserve.

Perry asked how to ensure the PUD is complied with. Harbin said staff has been meeting with the church to work through minor changes. She said the important thing, at this point, is to make sure the Townes Road extension is aligned properly. She explained the church is still on their allocated parcel and the City has a vested interest in protecting the remainder for commercial development.

Lundquist mentioned the church property abutted a creek and asked what flood zone map is being used. Harbin said the 2017 maps are in effect and the structure must be built to comply with the City's flood ordinance.

Matranga asked what other plans the Commission would see. Harbin said the Commission would see the final plat then site plans for the church and any future commercial development. Matranga said the PUD showed the church having a smaller parcel. Harbin explained the plat combined the church parcel and the green space behind. Summers said staff would review the church's lot coverage during site plan review. She explained one parcel is cleaner for platting.

Lundquist asked if the flood maps change, could the church change what they build. Harbin said yes but showed on the plat where the church was dedicating land to the Harris County Flood Control District. She explained the church will not be able to expand towards the creek because they are giving that land away.

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

Harbin said the next regular meetings would be held December 6th and December 20th plus a Commission retreat to be held on December 4th.

6. Communications

a. Commissioners – Sasson said the FDEDC meeting was good and they would be making a presentation to the Commission soon to share information.

Matranga said the Downtown District subcommittee had just had their kickoff meeting and it went well.

b. Council Liaison – Not present.

c. Staff - Harbin stated the October 2018 DRC Report had been sent out and that projects were slowing down with the holidays coming up.

7. The meeting was adjourned at 8:08pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary