



PLANNING & ZONING COMMISSION

**MINUTES OF A
SPECIAL & REGULAR MEETING
HELD THURSDAY, DECEMBER 6, 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 7:01pm with the following people in attendance:

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

No public comments.

3. Consideration and possible action regarding providing a written report to City Council regarding the City of Friendswood **2018 Update Study for Land Use Assumptions, Capital Improvements Plan, and Impact Fees – present final draft**

Motion to approve: Sasson

Second: Clark

Vote: 7 to 0 Unanimous

Motion Passed

Harbin said the Commission had voted to adopt the draft version of the Study on November 15, 2018 as presented. She explained that since then, the impact fees had been updated to reflect some water projects.

4. The Special Meeting adjourned at 7:05pm.

Regular Meeting

1. The Regular Meeting was called to order at 7:05pm 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 15, 2018

Motion to approve: Banfield

Second: Lundquist

Vote: 7 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 **site plan for Parkwood District Shopping Center to be located at 1501 W. Parkwood Ave.**

Motion to approve: Banfield

Second: Sasson

Vote: 7 to 0 Unanimous

Motion Passed

Harbin presented the project as two commercial retail buildings to be located between The Gardens at Friendswood Lakes Senior Apartments and Kid City. She said the tract is currently vacant, undeveloped land located in the Community Overlay District.

Joe Garza/owner explained the development would be a basic, retail development with lease spaces.

Sasson asked about the language regarding food service on the parking calculations. Summers explained that staff had the developer notate retail uses and restaurant uses would require different amounts of parking. Garza said he is not looking to overcrowd his development.

Sasson asked Garza if he was proposing to pay into the Sidewalk Fund in lieu of installing the sidewalk along FM 528. Garza confirmed he was and Harbin said the

motion to approve would need to be amended to include payment into the Sidewalk Fund.

Sasson mentioned the trees and fence along the rear property line. Garza stated that was beyond his property line and belonged to the adjacent neighborhood.

Guenther asked if Garza had developed in Friendswood before. Garza answered he had developed before but not within Friendswood.

Matranga stated the plan did not show any trees along the rear of the property. Garza explained planting trees within the water line easement was too difficult. Summers mentioned a landscape buffer was not required along the rear.

Motion to amend motion to allow payment to the Sidewalk Fund: Banfield

Second: Sasson

Vote: 7 to 0 Unanimous

Motion Passed

5. Consideration and possible action regarding the **site plan amendment to add a covered parking structure at 107 W. Heritage Drive**

Motion to approve: Perry

Second: Guenther

Vote: 7 to 0 Unanimous

Motion Passed

Harbin said this was light industrial property with an existing metal building. She said the current owner purchased the property about a year ago for warehousing and storage and is trying to fix the property up. Harbin said the property just barely fell within the Community Overlay District but was subject to the requirements of the COD. She said the owner is wanting to build a covered parking area, add some landscaping, and replace the fence and gate. Harbin stated staff had been working with the owner for quite a while and the changes should improve the site.

Perry questioned what would happen if the parking structure was used for storage instead of parking. Guenther asked how the City polices what goes into the site. Harbin explained businesses and tenants must apply for occupancy which includes city inspections for life safety issues, building code, and code enforcement.

Sasson stated the site does not look nice, including two dead palm trees. Charlotte Grindstaff/owner said some of the landscaping would be replaced as well as the parking areas being resurfaced.

Sasson asked if the fencing would be replaced with the same type. Grindstaff said similar and a little better material would be used. Sasson said it would be nice if she installed a sidewalk like the adjacent properties. Grindstaff explained the existing site was entirely concrete so the driveway and sidewalk are basically one piece.

Motion to amend motion with compliance memo comments: Perry

Second: Guenther

Vote: 7 to 0 Unanimous

Motion Passed

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

Harbin said the next regular meeting date was Thursday, December 20. Summers stated there were possible re-submittals coming in for that agenda date. Harbin said staff would monitor the submittals and let the Commission know if a meeting would be held.

Harbin said the following meeting on January 3, 2019 did have items to discuss.

7. Communications

- a. Commissioners – Perry said he attended two meetings as liaison. He said the Dickinson Bayou Watershed was discussed by the Steering Committee. Perry said there was also a planned workshop to discuss right-of-ways and easements.

Lundquist said Keep Friendswood Beautiful held Santa in the Park on Saturday and had a great turn out.

Sasson said FDEDC had not met yet.

Perry asked if the City had policies regarding light pollution. Harbin said developers must submit photometric plans for review. She said out of compliance sites could be addressed by Code Enforcement.

Matranga said the Downtown District subcommittee had met that day and was making progress.

- b. Council Liaison – Sally Branson remarked on the good job everyone was doing.
- c. Staff – Summers said the Ordinance Subcommittee had been working on changes to the Zoning Ordinance that could help the City increase their ranking in the Scenic City program. She said recommendations would be coming to the full Commission soon.

8. The meeting was adjourned at 7:42pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary