NOTICE OF A REGULAR MEETING OF THE CITY OF FRIENDSWOOD PLANNING AND ZONING COMMISSION, TO BE HELD THURSDAY, JUNE 21, 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. 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

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

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

   Thursday, July 5 – Regular Meeting
   Thursday, July 19 – Regular Meeting

6. Communications from the Commission

   a. Commissioners
      Suggestions for future agenda items and general comments
      Updates from liaison assignments
   b. Council Liaison
      None at this time
   c. Staff
      May 2018 DRC Report

7. Adjournment
This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative services must be made 48 hours prior to this meeting. Please contact the City Secretary’s Office at (281) 996-3270 for further information.

I, Melinda Welsh, City Secretary of the City of Friendswood, do certify that the ABOVE NOTICE OF MEETING of the Friendswood Planning and Zoning Commission was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code on the 18th day of June, 2018, at ____________.

Melinda Welsh, City Secretary

*All meetings of the Planning & Zoning Commission are open to the public, except when there is a necessity to meet in an Executive Session (closed to the public) under the provisions of Section 551, Texas Government Code. The Planning & Zoning Commission reserves the right to convene into Executive Session to hear any of the above described agenda items that qualifies for an executive session by publicly announcing the applicable section number of the Open Meetings Act.*
Joint Work Session

The Joint Work Session began at 6:29pm 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
City Council

Commissioner Brett Banfield
Commissioner Joe Matranga
Commissioner Eric Guenther
Mary Kay Fischer, City Attorney
Morad Kabiri, City Manager

Harbin explained the North American Industry Classification System (NAICS) is a reference book that updates every five years. She said the Permitted Use Table references the 2012 NAICS and needed to be changed to cite the 2017 NAICS. She further explained that City staff would like to change the Zoning Ordinance to say “current” version of NAICS instead of using a specific year.

Harbin said NAICS #425 Wholesale Electronics markets and Agents and Brokers was inadvertently omitted during the last review and needed to be added. She stated use #447 Gasoline Stations included uses such as truck stops and was currently allowed in Community Shopping Center (CSC) districts. Harbin recommended expanding the category to six digits NAICS #447190 Other Gasoline Stations and requiring a Specific Use Permit in CSC.

Sasson said the Ordinance Subcommittee looked into the proposed changes in detail and agreed with staff’s recommendations.

Harbin stated staff would like to add an exception to residential setbacks involving entry stairs. She said several homeowners had approached staff, and two have applied for variances with the Zoning Board of Adjustment, following Hurricane Harvey. She explained that people raising their homes needed to add entry stairs but the extension encroaches the front build line in most cases. Harbin said staff wanted to find a way to
decrease the hardship in these cases drafted an exception using the City of Galveston as a guide. Harbin said the subcommittee vetted the proposal very well.

The Joint Work Session ended at 6:37pm.

**Joint Public Hearing**

1. The Joint Public Hearing was called to order at 7:09pm with the same people in attendance.

2. Receive comments from the public, both oral and written, regarding:

   A. **Zone change request** for 2.504 acres out of Lot 12 Block 2 of Friendswood Subdivision, as recorded in Volume 238, page 14, of the Office of the County Clerk of Galveston County, Texas, located at 213 E. Heritage Dr., Friendswood, Galveston County, Texas, **to change from Single Family Residential (SFR), Multi-Family Residential Low Density (MFR-L), and Multi-Family Residential Low Density / Specific Use Permit (MFR-L/SUP) to Planned Unit Development (PUD)**

   Harbin explained the facility has an existing Specific Use Permit (SUP) from 1974 but when Hurricane Harvey damaged the building more than 50%, the site became required to come into compliance with current codes. She said the City’s Permitted Use Table no longer allows the use in residential districts with a SUP and the zoning would need to be changed to a Planned Unit Development (PUD). She stated the site and building would remain the same. Harbin also said the original restrictions from the SUP would be integrated into the PUD. She said upon zoning approval, the owners would bring the interior into compliance.

   Ric Pearson/agent explained the facility was bringing the zoning into compliance as the City’s codes had changed over time. He said the owner would be remodeling the interior and that the building fit in with the neighborhood.

   Phil Ratisseau/citizen said everyone knows the facility had five feet of water inside during the hurricane. Ratisseau said the facility had not planned at all for evacuation and told Council not to go through that again.

   B. Proposed amendments to **Appendix C, Zoning Ordinance Section 7.P.5. North American Industry Classification System (NAICS) Codes to change version reference from “1997” to the “current” North American Industry Classification System (NAICS) Codes; and Section 7.P.6. Permitted Use Table to update the reference to the 2017 NAICS Codes; to add NAICS Use #425 Wholesale Electronics markets and Agents and Brokers; and to add NAICS Use #447190, Other Gasoline Stations (gas stations without convenience stores; truck stops; and marine service stations)**

   Harbin recapped the Joint Work Session and stated the proposed changes included updating to the 2017 NAICS, adding 425 to the PUT, and expanding 447 to 447190.

   No public comments.

   C. Proposed amendments to **Appendix C, Zoning Ordinance Section 7.Q.3. Area and **
Height exceptions, to allow stairs of an elevated house to encroach the front building line in certain situations

Harbin read the proposed exception: Stairs in Certain Situations. In residential zoning districts that have minimum front yard requirements, uncovered stairways associated with a residential use may project into the required front yard but shall remain a minimum of 10 feet from the front property line, if:

1. A building is being elevated or reconstructed on an existing foundation to meet or exceed current City floodplain standards; and
2. The stairway projection into the required front yard is limited to the minimum area required to meet elevation standards; and
3. The stairway, at its widest point, shall not exceed 10 feet.

No public comments.

3. The Joint Public Hearing adjourned at 7:17pm.

Regular Meeting

1. The Regular Meeting was called to order at 7:20pm with the same people in attendance minus the City Attorney, City Manager, and Council.

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 May 17, 2018 regular meeting
   b. Friendswood Plaza Reserve B Replat

Motion to approve: Banfield
Second: Guenther
Vote: 6 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 a zone change request for 2.504 acres out of Lot 12 Block 2 of Friendswood Subdivision, as recorded in Volume 238, page 14, of the Office of the County Clerk of Galveston County, Texas, located at 213 E. Heritage Dr., Friendswood, Galveston County, Texas, to change from Single Family Residential (SFR), Multi-Family Residential Low Density (MFR-L), and Multi-Family Residential Low Density / Specific Use Permit (MFR-L/SUP) to Planned Unit Development (PUD) Communities (with on-site nursing), and #623312 - Assisted Living Facilities for the Elderly, without on-site nursing (assisted living and memory care)

Motion to approve: Matranga
Second: Clark
Vote: 6 to 0 Unanimous

Matranga asked if the six restrictions listed in the SUP were being maintained in the proposed PUD. Harbin said the ones that were still applicable are. He asked if changing the zoning to a Planned Unit Development could have unintended consequences. Harbin explained the PUD would be more restrictive than the Specific Use Permit since the facility would be tied to a site plan and use.

Sasson said he understood the zone change request to be more of an administrative approval since the facility already exists in that location.

Guenter asked if the facility was a non-conforming use. Harbin said it was a non-conforming use and structure until the building was destroyed more than 50%.

5. Consideration and possible action regarding proposed amendments to Appendix C, Zoning Ordinance Section 7.P.5. North American Industry Classification System (NAICS) Codes to change version reference from “1997” to the “current” North American Industry Classification System (NAICS) Codes; and Section 7.P.6. Permitted Use Table to update the reference to the 2017 NAICS Codes; to add NAICS Use #425 Wholesale Electronics markets and Agents and Brokers; and to add NAICS Use #447190, Other Gasoline Stations (gas stations without convenience stores; truck stops; and marine service stations)

Motion to approve: Sasson
Second: Clark
Vote: 6 to 0 Unanimous

6. Consideration and possible action regarding proposed amendments to Appendix C, Zoning Ordinance Section 7.Q.3. Area and Height exceptions, to allow stairs of an elevated house to encroach the front building line in certain situations

Motion to approve: Matranga
Second: Clark
Vote: 6 to 0 Unanimous

7. Consideration and possible action regarding future Planning and Zoning Commission meeting dates
Harbin said the next regular meeting would be Thursday, June 21st.

7. Communications from
   a. Commissioners – Neel said the next meeting will be her last meeting on the Commission.

   b. Staff – Harbin said new commissioners were on Council’s agenda tonight and would become effective in July. She said another commissioner would become effective in September when Banfield leaves. Harbin announced Councilperson Branson would be the new Council liaison to the Commission.

8. The meeting was adjourned at 7:40pm.

These minutes respectfully submitted by:

Becky Summers

Becky Summers
Development Coordinator/P&Z Secretary
Arbor Gate at West Ranch Pond Reserve Final Plat

1. Compliance memo
2. Plat page 1
3. Plat page 2
Memo

To: Planning and Zoning Commission

From: Becky Summers, Development Coordinator

Date: June 19, 2018

Re: Arbor Gate at West Ranch Pond Reserve
    Final Plat - revision

Project Description: The final plat was approved on February 15, 2018. The developer has changed from a single detention reserve to two separate reserves. The updated drainage easements will be recorded via separate instrument.

The plan has been reviewed by staff in the following departments: Planning, Public Works/Engineering, Fire Marshal, and Police Department. The proposed project appears to be in compliance with current City code.

The plan is subject to review and approval by the Planning and Zoning Commission.
Ranch Express
2210 S. Friendswood Drive

1. Compliance memo
2. Cover sheet
3. Site plan
4. Gas station building elevations – front and side
5. Gas station building elevations – rear and side
6. Gas station canopy elevations
7. Retail lease spaces building elevations – all four sides
8. Dumpster screening
9. Landscape plan
10. Tree survey
11. Photometric plan
Memo

To: Planning and Zoning Commission

From: Becky Summers, Development Coordinator

Date: June 12, 2018

Re: Ranch Express – 2210 S. Friendswood Drive
Commercial Site Plan

Project Description: A new commercial development including a convenience store, gas pumps, and retail strip center. Project is located at the corner of South Friendswood Drive (FM 518) and Old Road, near the West Ranch subdivision.

The plan has been reviewed by staff in the following departments: Planning, Public Works/Engineering, Fire Marshal, and Police Department. The proposed project appears to be in compliance with current City code with the following exception:

1) Mitigation needed for 12 trees. Payment into tree fund required prior to Certificate of Occupancy.

The plan is subject to review and approval by the Planning and Zoning Commission.
EXTERIOR WITH STONE VENEER AT BOTTOM + COLUMN FACES

EXTERIOR ELEVATION - FRONT (GRAND ENTRY)

EXTERIOR ELEVATION - FRONT (PARALLELS TO OLD ROAD)
EXTERIOR ELEVATION - REAR SIDE

EXTERIOR ELEVATION - LEFT SIDE
FUEL CANOPY ABOVE
141'-6" FROM FARTHEST POINT
TO REFLECTION CORNER INTERSECTION
(TYPICAL BOTH LONG SIDES)

GENERAL CONTRACTOR TO COORDINATE ELECTRICAL CONDUIT RUAL
UP COLUMN SELECTED PRIOR TO START OF CONSTRUCTION.

15'-0" CLEARANCE

PROPOSED 4" CONCRETE CURB LINES WILL BE PLACED BEHIND CURB TO PREVENT CONTACT WITH TYPICAL ELECTRICAL RUAL
(TYPICAL ALL SIDES)

FUEL CANOPY PROFILE (APPROXIMATED)

PLAN - PUMP DISPENSERS

CONTRACTION 41 X 3'-0" DEEP MINIMUM
PER 41.41.13
NOTES
1. Obligation required for all trees 12 inches in diameter or greater.

TREE SURVEY
OF
2.084 ACRES
BEING A PART OF
LOT 45, SLONE SUBDIVISION
OUT OF THE
B.W. CAMP RICE FARMS
IN THE
JOHN DICKERSON LEAGUE
GALVESTON COUNTY, TEXAS
The following DRC Meetings were held in **May 2018**.

<table>
<thead>
<tr>
<th>Project</th>
<th>Current Zoning</th>
<th>Zone Change Required? Y/N</th>
<th>Issues discussed</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>West Ranch Monthly Meeting</strong></td>
<td>PUD</td>
<td>No</td>
<td>Pedestrian gate specs were provided to Parks and Recreation and should be installed within the next month; finalizing the pond plat and will resubmit soon; Arbor Gate Section 6 is the last residential section; submitted drainage plans to improve drainage around Jim Hill’s property; punch list items – removal of curb ramp to be completed next week; warranty on stop signs expired; Restroom/Pavilion – under management district; need engineer letter for welds of the pavilion building, also need windstorm letter and final inspections on both structures; City would like management district to withhold payment until letters are received</td>
<td></td>
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<tr>
<td><strong>1301 E Winding Way</strong></td>
<td>SFR</td>
<td>Yes</td>
<td>Zone change to either MFR-L or PUD would be required to allow the development; Future Land Use Map identifies the property as Mixed Use/Special Study Area; plat required; site plan approval required; property is subject to the Community Overlay District requirements; park dedication fee of $600 per dwelling unit would be due at time of permitting; water and sewer service are available; GCCDD approval required; on-site detention and engineered drainage plan required; property is located in various flood zones including AE, Unshaded X, Shaded X and Floodway</td>
<td></td>
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<tr>
<td>Friendswood Trails Subdivision</td>
<td>PUD</td>
<td>No</td>
<td></td>
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<tr>
<td>Discussed overall progress of the project regarding installation of water, sewer, drainage and street paving and potential dates to get the subdivision on a Council agenda for acceptance; a representative of Texas New Mexico Power was also present to discuss the relocation of electrical lines with the subdivision.</td>
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<tr>
<th>Schulte Ln – 10 acres</th>
<th>SFR</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Preliminary and final plats required in order to subdivide the lot into two lots; for water service, a well is an option or extend waterline from Lundy Ln; sewer is not available, therefore a septic system would be required; on-site detention required with an engineered drainage plan required, unless GCCDD issues approval to buy into regional detention; no hazardous flood zones;</td>
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<tr>
<th>315 S. Friendswood Dr.</th>
<th>LI</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Zone change to DD recommended; Certificate of Platting Exemption has been issued; site plan approval required for major changes to the building/site; utilities are existing, but may need to upgrade; grease trap required for food service; no drainage requirements as site is existing; no high hazard flood zone; fire sprinkler (and possibly additional items) required for café with occupant load of 100 or more; elevator required for medical offices on second floor;</td>
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</tr>
<tr>
<td>Address</td>
<td>Use</td>
<td>Permit Required</td>
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<tr>
<td>4203 Friendswood Link Rd. Crossfit Gym</td>
<td>NC</td>
<td>Yes; SUP</td>
</tr>
<tr>
<td>2205 W. Parkwood Ave. Grease Monkey; oil and lube</td>
<td>CSC</td>
<td>No</td>
</tr>
<tr>
<td>83 El Dorado New single family residence</td>
<td>SFR</td>
<td>No</td>
</tr>
</tbody>
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