



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, JANUARY 25, 2024 - 6:00 PM**

Minutes

**MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 910 S. FRIENDSWOOD
DR, FRIENDSWOOD, TX 77546, COUNCIL CHAMBERS, CITY HALL**

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
JANUARY 25, 2024

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, JANUARY 25, 2024, AT 06:00 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

CHAIRMAN TOM HINCKLEY
VICE-CHAIRMAN RICHARD SASSON
COMMISSIONER MARCUS RIVES
COMMISSIONER BRIAN BOUNDS
COMMISSIONER MARSHA CONRAD
COUNCIL LIAISON JOE MATRANGA
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

COMMISSIONERS TRAVIS MANN AND CATHERINE KOERNER WERE ABSENT FROM THE MEETING.

2. COMMUNICATIONS FROM THE PUBLIC

In order 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 to be placed on a later regular Commission agenda for discussion and/or possible action.

No 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 so requests in which case the item would be removed from the consent agenda and considered separately.

- A. Consider approving the minutes of the regular meeting held Thursday, December 14, 2023

****Vice-Chairman Richard Sasson moved to approve the minutes of the regular meeting held Thursday, December 14, 2023. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

4. ACTION ITEMS

- A. **SITE PLAN AMENDMENT: 104 WHISPERING PINES AVE**

Consider approving a site plan amendment for a building facade change at 104 Whispering Pines Ave.

****Commissioner Brian Bounds moved to approve a site plan amendment for a building facade change at 104 Whispering Pines Ave. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

Harbin said this is an existing building being leased to a new gym. She said the owner will be painting the building's brick earth-tone colors and adding a parapet-like addition to the front elevation.

5. COMMUNICATIONS

- A. Receive Training Session #1 from staff that will provide an overview of the development processes of the City and where to locate information on the City's website.

Harbin presented Training Session 1 that encompasses the various departments, boards, and outside agencies involved in planning and zoning issues. She provided the Commission with direction on where to access codes and links relevant to the Commission.

- B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, February 8, 2024, and (ii) Thursday, February 22, 2024.
- C. Receive Council Liaison updates concerning action taken by the City Council on Planning and Zoning related items, and Commissioner comments concerning items of community interest and/or requesting future agenda items.

Councilman Matranga announced a town hall meeting of the Parks and Trails Master Plan to be held on Friday, January 26th and Wednesday, January 31st at the library.

Commissioner Sasson praised the city staff for being helpful to citizens. He singled out Deputy Director of Administrative Services Rhonda Boskas for helping his HOA decipher historical water usage in their subdivision.

6. ADJOURNMENT

This meeting was adjourned at 06:26 PM.