



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, FEBRUARY 13, 2025 - 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
FEBRUARY 13, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, FEBRUARY 13, 2025, AT 06:01 PM **910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

CHAIRMAN TOM HINCKLEY
VICE CHAIRMAN MARCUS RIVES
COMMISSIONER BRIAN BOUNDS
COMMISSIONER MARSHA CONRAD
COMMISSIONER WILLIE C ANDERSON
COMMISSIONER STACEY PHILLIPS
COUNCIL LIAISON JOE MATRANGA
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

COMMISSIONER TRAVIS MANN AND COUNCIL LIAISON TRISH HANKS WERE ABSENT FROM THE MEETING.

- A. Administer the oath of office for newly appointed Planning and Zoning Commissioner Stacey Phillips.

Director Harbin administered the oath of office to new Commissioner Stacey Phillips.

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.

****Chairman Tom Hinckley moved to remove Item B from the Consent Agenda. Seconded by Vice Chairman Marcus Rives. The motion was approved unanimously.**

- A. Consider approval of the minutes for the Planning and Zoning Commission Regular Meeting held on Thursday, January 9, 2025.

****Commissioner Marsha Conrad moved to approve the minutes for the Planning and Zoning Commission Regular Meeting held on Thursday, January 9, 2025. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

- B. Consider approval of the Wild Pines Final Plat located at 400 Fence Post Rd.

Harbin stated that staff found the cul-de-sac radius to be drawn as 50-feet when 60-feet is the minimum. She said the commission may approve the plat subject to staff comments and that staff will ensure the drawing is corrected prior to recordation. Chairman Hinckley commented then he will also have to sign the mylar and will verify the correction has been made.

****Vice Chairman Marcus Rives moved to approve the Wild Pines Final Plat subject to staff comments. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

4. ACTION ITEMS

A. SITE PLAN AMENDMENT: 4326 FRIENDSWOOD LINK RD

Consider approving a site plan amendment for EZ Mart located at 4326 Friendswood Link Rd., to allow for the addition of a fuel canopy, six (6) fuel pumps, and fuel tanks.

Harbin explained the existing convenience store at 4326 Friendswood Link Rd is proposing to add gas pumps with a canopy. She said the property was originally developed decades ago, outside the city limits, and the applicant had some challenges meeting the current zoning ordinance. She stated the rear and side property lines abut residential zoning and require an 8-foot, opaque fence with a tree every 25-feet. She said due to the location of existing utilities and proposed drainage swales, some of the trees are unable to be installed.

Vice Chairman Rives commented that the existing pole sign is not shown on the site plan and wondered if the sign would be replaced. Harbin said if the existing, non-conforming pole sign is removed, the owner will need to install a new sign that is compliant with current code.

Several commissioners were concerned with how the existing 6-foot wooden fences would be converted to 8-foot fences. Rives commented that the Building Department would ensure the

fences are constructed properly.

Commissioner Phillips expressed uncertainty regarding the type of trees being installed. She and staff discussed updating the city's Qualified Tree List in the future.

****Vice Chairman Marcus Rives moved to approve a site plan amendment for EZ Mart located at 4326 Friendswood Link Rd., to allow for the addition of a fuel canopy, six (6) fuel pumps, and fuel tanks. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

5. DISCUSSION

- A. Discuss proposed amendments to Appendix C "Zoning," Section 8 "Supplementary district regulations," Subsection M "Commercial activities and outdoor sales" and Appendix A "Signs" of the Friendswood City Code to amend and add provisions for temporary outdoor uses, currently known as outdoor sales permits and special events.

Harbin said that updating the sections related to Outdoor Sales has been on the Ordinance Subcommittee's "To Do" list and coincided with community interest in the permitting process. She explained that the current ordinance is not clear, so the proposed changes are a combination of administrative clean-up and clarifications. Harbin stated the most notable change would be to rename Outdoor Sales and Special Event permits as either a 30-day Temporary Use Permit or a 4-day Temporary Use Permit. The 4-day permit would allow food trucks to operate, as would a Farmers Market permit. Harbin asked the commission to provide feedback on how many permits could be issued in a calendar year.

Vice-Chairman Rives commented that six permits per year would be appropriate. He said more would appear to be like a permanent operation. Chairman Hinckley asked if the ordinance allows additional time to set up and break down for the temporary uses. Bennett said there is a section related to breaking down the event and staff will add a section to allow for set-up time, as well.

Harbin said the application requirements include submitting 30 days prior to the event to allow staff adequate time for review, which allows the applicant plenty of time to advertise. She said the ordinance requires non-profit organizations to obtain permits, but the city will waive the application fee. She explained this process will ensure adequate parking, traffic control, and life safety precautions without impacting the non-profit organization financially. Harbin said that the Parks and Recreation Department has a similar application for events on public property and that the proposed submittal requirements would be comparable. She explained the Parks application requests information such as the number of attendees and if alcohol would be sold.

Harbin said the proposed changes to the Sign Ordinance are to allow temporary uses to advertise. She said the current ordinance prohibits bandit signs and off-premise signs. Vice-Chairman Rives suggested allowing off-premise signs to be located at shared parking locations.

- B. Discuss proposed amendments to Appendix C "Zoning," Section 8 "Supplementary District Regulations" Subsection I "Landscaping and screening requirements" of the Friendswood City Code to provide additional flexibility for the Commission to consider adjacent land uses when determining required landscaping and screening.

Harbin said the proposed changes are in response to a recent issue voiced by a developer. The reorganization of Section 8.I. would give the Commission latitude to consider necessary landscape buffers/screening based on adjacent property uses.

6. COMMUNICATIONS

- A. Review the Commission's "TO DO LIST" for 2025 established at the annual retreat in December 2025.

Harbin explained the provided spreadsheet is a "to do list" for the Commission to work on throughout the year.

- B. Announce the next Planning and Zoning Commission regular meetings for (i) Thursday, February 27, 2025, and (ii) Thursday, March 13, 2025.
- C. Receive the 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 said City Council approved the zone change for 311 Laurel at their last meeting. He and the commissioners welcomed the new commissioner, Stacey Phillips.

Commissioner Conrad said the subcommittee met on tonight's items and thought the ordinance changes were headed in the right direction.

7. ADJOURNMENT

This meeting was adjourned at 07:08 PM.