



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

1. CALL TO ORDER

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

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

CHAIRMAN TOM HINCKLEY, COMMISSIONER STACEY PHILLIPS, AND COUNCIL LIAISON TRISH HANKS 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.

None.

3. ACTION ITEMS

- A. Consider approving site plan amendments at 2131 W Parkwood Ave, Parkwood American Grille, which includes changing facade materials and colors on the existing building.

Planner Harbin said the new owners of the former Rancho Mexican Restaurant building are proposing facade changes to the building.

Raz Halili/owner said his company owns other restaurants, such as Pier 6, and they will be opening an elevated dining experience in Friendswood. Harbin said the commissioners had wondered if the porte-cochere would remain. Mr. Halili answered that it is remaining and will be improved for better access.

****Commissioner Brian Bounds moved to approve site plan amendments at 2131 W Parkwood Ave, Parkwood American Grille, which include changing facade materials and colors on the existing building. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

- B. Consider approving the preliminary plat of The Bristol located at 650 and 800 N Friendswood Drive.

Harbin reminded the commission that this property was recently rezoned to a Planned Unit Development to allow age-restricted apartments plus commercial frontage. She said the proposed preliminary plat was the next step in the development process. Harbin added there were a few administrative comments on the plat that staff will ensure are corrected before recording the plat. She said the final plat is also on tonight's agenda in an effort to help keep the developer within his timelines.

Anderson asked why some documents reference The Belmont and others are labeled as The Bristol. Hubble Hausman/owner said the development name was revised.

****Commissioner Brian Bounds moved to approve the preliminary plat of The Bristol located at 650 and 800 N Friendswood Drive, subject to staff comments. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

4. 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.

****Commissioner Marsha Conrad moved to approve the Consent Agenda. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

- A. Consider approving the minutes of the Planning and Zoning Commission regular meeting held on Thursday, February 13, 2025.
- B. Consider approving the Final Plat of The Bristol located at 650 and 800 N Friendswood Drive with staff comments.
- C. Consider approving the Final Plat of Mcreaken Manor located at 401 W Edgewood Drive.

5. DISCUSSION

- A. Discuss proposed amendments to Appendix C "Zoning," Section 8.2 "Perimeter Landscaping and Screening" of the Friendswood City Code to give the Commission more latitude in consideration site conditions and adjacent zoning when approving site plans.

Harbin said no changes had been made to the proposed ordinance change since the last commission meeting. She said the change would allow more latitude for the commission to consider screening requirements based on the adjacent land uses. She explained the proposed changes also address Specific Use Permits (SUPs) established on residential property such as a church or school being developed next to a commercial property. Commissioners Rives and Mann asked what happened if the commercial property wanted the screening. Harbin said the ordinance allows the commission to determine the necessary screening.

- B. Discuss proposed amendments to Appendix C "Zoning" to amend Section 8 "Supplementary district regulations," Subsection M "Commercial Activities and Temporary Uses" Paragraph 2 "Temporary Outdoor Sales" of the Friendswood City Code to update the regulations pertaining to temporary outdoor sales activities, including consolidating the provisions for Outdoor Sales and Special Events.

Harbin said she incorporated the commission's suggestions from the last meeting, including better defining what constitutes a temporary use. She said the proposed ordinance allows six 4-day permits per year, but that a local business had suggested eight 4-day permits per year. She mentioned that same business had already planned on having more than six events in 2025 but had canceled some to comply with the proposed ordinance. Harbin said if the commission recommended six permits per year for now, the topic could be re-examined at a later date. The commissioners commented that six permits per year seemed fair and liked that they could reconsider the number later on, if needed.

- C. Discussion regarding proposed amendments to Chapter 2 "Administration," Division 10 "Planning and Zoning Commission," Section 2-71(b) "Membership" of the Friendswood City Code to more equally stagger the terms of office.

Harbin explained that the current commission is slated to expire five commissioners at one time. She said the proposed ordinance change would allow one commissioner to serve a one-time, one-year term to balance the expiration terms 4-3 instead of 5-2. Harbin said Chairman Hinckley would be reaching out to the expiring members to verify they would like to remain on the commission, and ask if one member would volunteer to serve a one-year term.

6. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, March 27, 2025, and (ii) Thursday, April 10, 2025.
- B. Receive the February 2025 DRC Report, 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.

Harbin stated the February DRC report was in the backup material, if anyone had any questions.

Councilman Matranga expressed his condolences to the Griffon family; Councilman Griffon's father had passed away. Matranga said that the Master Drainage Plan project was kicked off at the last council meeting. He said it is expected to wrap up mid-2026. Matranga said the other item of interest is that the council voted on the first reading to dis-annex a portion of property to the City of League City. He mentioned the early steps for the Falling Leaf Estates development had begun.

7. ADJOURNMENT

This meeting was adjourned at 06:33 PM.