



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, APRIL 10, 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
APRIL 10, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING
COMMISSION THAT WAS HELD ON THURSDAY, APRIL 10, 2025, AT [ACTUAL_START_TIME]
910 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546

CHAIRMAN TOM HINCKLEY
COMMISSIONER TRAVIS MANN
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
ADMINISTRATIVE ASSISTANT KRISTINA CUELLAR

COMMISSIONER MARCUS RIVES, COUNCIL LIAISON TRISH HANKS, AND ASSISTANT
PLANNER BECKY BENNETT 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. 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 Planning and Zoning Commission Regular Meeting held Thursday, March 13, 2025.

****Commissioner Travis Mann moved to approve the minutes of the Planning and Zoning Commission Regular Meeting held Thursday, March 13, 2025. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

4. ACTION ITEMS

A. PROPOSED AMENDMENTS TO APPENDIX C, ZONING FOR COMMERCIAL ACTIVITIES AND TEMPORARY USES

- i Conduct a public hearing regarding 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.

Planner Harbin said the proposed changes include comments made by commissioners during the past few discussions. She said the end time of a temporary use would be no later than 10:00pm to coincide with the city's noise ordinance. Harbin also stated that multi-business buildings, like strip centers, would allow six permits per year per lot, otherwise each tenant or suite having six per year could become overwhelming. She said the property owner or landlord would need to provide written authorization for a temporary use.

Jacob Finnen/Friendswood Scoop Shop spoke in favor of the 30-day permit for uses such as a pumpkin patch. He said he would need to research if six 4-day event permits would be sufficient.

- ii Consider a recommendation to the City Council regarding 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.

Commissioner Mann had some concerns with multi-business locations being limited to the number of yearly permits. Harbin suggested the commission review how the ordinance was working at their annual retreat. Commissioner Conrad mentioned a previous comment about allowing eight 4-day permits a year. Harbin responded that another business had suggested eight permits per year, but the commission agreed to draft the ordinance allowing six. Harbin said the number of yearly permits could be reviewed during the retreat, as well. Commissioner Bounds agreed he would prefer to allow six permits per year for now. Hinckley questioned if a landlord holding an event would decrease the number of tenant permits per year and provided an example of the Texas Music Festival at Captain's Corner. Harbin said that particular property was actually four separate lots.

****Commissioner Brian Bounds moved to approve a recommendation to the City Council regarding 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. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

B. PROPOSED AMENDMENTS TO APPENDIX C, ZONING REGARDING PERIMETER LANDSCAPING AND SCREENING

- i Conduct a public hearing regarding proposed amendments to Appendix C "Zoning," Section 8.2 "Perimeter Landscaping and Screening" of the Friendswood City Code to give the Planning and Zoning Commission more latitude in considering site conditions and adjacent zoning when approving site plans.

Harbin said the proposed changes are primarily rearranging the existing sections to allow the commission more latitude when considering required screening based on adjacent conditions. She said one other change was to consider screening on a property with a Specific Use Permit.

- ii Consider a recommendation to the City Council regarding proposed amendments to Appendix C "Zoning," Section 8.2 "Perimeter Landscaping and Screening" of the Friendswood City Code to give the Planning and Zoning Commission more latitude in considering site conditions and adjacent zoning when approving site plans.

Commissioner Conrad said the Ordinance Subcommittee discussed various possible scenarios and are comfortable with the proposed changes.

****Commissioner MARSHA CONRAD moved to approve a recommendation to the City Council regarding proposed amendments to Appendix C "Zoning," Section 8.2 "Perimeter Landscaping and Screening" of the Friendswood City Code to give the Planning and Zoning Commission more latitude in considering site conditions and adjacent zoning when approving site plans. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

- C. Consider approval of a site plan amendment for the property located at 212 and 214 S Friendswood Drive, also known as the One Sixty One development, which will include the addition of benches per the Downtown District regulations, provide for the future addition of a patio to the end of the building, 6-foot brick paved sidewalks along W Shadowbend Ave, and new landscaping.

Harbin said this is an existing commercial development that was recently platted and has been working on site improvements. She said the owner will be installing a six-foot brick paved sidewalk along Shadowbend, which is greater than the required six-foot concrete sidewalk. She said this is a non-conforming site and the owner will be adding trees, bringing the property closer to conformance. She said part of the site plan amendment being considered is to allow Ocean Sushi (a tenant) to build an outdoor dining patio. Harbin stated a separate building permit would be processed through Community Development for the patio.

Brett Banfield/owner said the staff summarized the changes, and he was there for any questions. The commissioners agreed the changes looked great.

****Commissioner Marsha Conrad moved to approve a site plan amendment for the property located**

at 212 and 214 S Friendswood Drive, also known as the One Sixty One development, which will include the addition of benches per the Downtown District regulations, provide for the future addition of a patio to the end of the building, 6-foot brick paved sidewalks along W Shadowbend Ave, and new landscaping. Seconded by Commissioner Travis Mann. The motion was approved unanimously.

5. COMMUNICATIONS

- A. Announce the next Planning and Zoning Commission regular meetings for (i) Thursday, April 24, 2025, and (ii) Thursday, May 8, 2025.
- B. Receive the March 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.

Council Liaison Matranga reported that City Council approved the de-annexation of 130 acres, staggering commissioner terms, and changes to the Sign Ordinance at April's meeting.

Commissioner Mann said he appreciates the work put in by subcommittees to help vet ordinance changes. Chairman Hinckley reiterated that there is a lot of work behind the scenes, and he appreciates everyone's efforts.

Harbin explained that the Sign Ordinance is Appendix A and does not require Commission approval, but it does require two readings. She said the proposed changes are regarding temporary use signs and its second reading should align with the first and final reading of changes to the Zoning Ordinance discussed tonight.

Harbin announced the city had been awarded a \$250,000 grant that will be used to hire a professional planning firm to update the Comprehensive Plan, a significant project the Planning Subcommittee had been working on. She said that it will be a three-year project that will kick off this month.

Aubrey said Assistant Planner Becky Bennett was absent from tonight's meeting because she was in Austin attending the annual Land Use Law Conference. She thanked Administrative Assistant Kristina Cuellar for filling in.

6. ADJOURNMENT

This meeting was adjourned at 06:26 PM.