



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, JUNE 12, 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
JUNE 12, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, JUNE 12, 2025, AT 6:00 PM, **910 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546**

COMMISSIONER TRAVIS MANN
COMMISSIONER BRIAN BOUNDS
COMMISSIONER MARSHA CONRAD
COMMISSIONER WILLIE C ANDERSON
COUNCIL LIAISON TRISH HANKS
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

CHAIRMAN TOM HINCKLEY, COMMISSIONER MARCUS RIVES, AND COMMISSIONER STACEY PHILLIPS 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 on Thursday, May 22, 2025.

****Commissioner Marsha Conrad moved to approve the minutes of the Planning and Zoning Commission regular meeting held on Thursday, May 22, 2025. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

4. ACTION ITEMS

- A. Consider approving a site plan amendment for Industry Park Friendswood Phase Two located at 4500 and 4552 FM 2351.

Director Harbin explained this project was first approved in June 2022 after a subcommittee of the commission amended several ordinances to better fit the panhandle area of the city. She said the original landscape plan included a total of 34 trees, 9 of which have been installed as mitigation trees. The developer has since reached out to city council members to request waiving the installation of the remaining trees. The commission has since then amended the landscape section of the zoning ordinance to provide more latitude in considering the adjacent property conditions. The developer has obtained letters from the abutting businesses who do not object to waiving the buffer trees.

Commissioner Mann acknowledged the city has amended several ordinances to accommodate this development and said waiving the buffer trees makes sense. He questioned why the other proposed trees could not be installed. Stephanie Canady/Coastal Bend Engineering responded that some of the other trees would block the view of security cameras. Commissioner Mann said he would prefer the absent commissioners be part of the conversation and motioned to postpone the discussion until the next meeting.

****Commissioner Travis Mann moved to postpone until the next regular meeting a site plan amendment for Industry Park Friendswood Phase Two located at 4500 and 4552 FM 2351. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

- B. Consider approving a site plan amendment for Dance Expressions located at 204 W Heritage Drive.

Director Harbin said the original project, Dance Expressions, was built in 2012 and the owner is now proposing to add 7,000 square feet plus additional parking and detention.

Commissioner Conrad commented the proposal looks good and that the amount of parking should be sufficient for office use.

****Commissioner Willie Anderson moved to approve a site plan amendment for Dance Expressions located at 204 W Heritage Drive. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

- C. Consider approving the site plan for Sterling Falls Venue to be located at 2600 S Friendswood Drive.

Director Harbin stated the proposed project is to construct an event center which would be inside a courtyard and heavily landscaped to mitigate noise from FM 518. She said the applicant is requesting to waive the sidewalk installation along FM 518 due to safety concerns. She explained the property abuts a large drainage ditch with no way to cross. Therefore, the sidewalk would lead pedestrians into a steep drop-off. She mentioned there is also a 50-foot drainage easement plus another 30-foot drainage easement on the opposite side of the property that would negate the requirement to install a residential landscape buffer.

Commissioner Anderson said he would be interested in hearing public comments. Harbin responded that a few neighbors had contacted the city, specifically one that backs up to the development. She provided the builder with contact information for the homeowner and encouraged them to discuss optional designs to promote being good neighbors.

Commissioner Mann commented the project has drainage areas on all three sides, easements and ditches on the sides and a detention pond in the rear. He agreed that adding a fence or similar on the residential side may be neighborly.

****Commissioner Marsha Conrad moved to approve the site plan for Sterling Falls Venue to be located at 2600 S Friendswood Drive and waive the sidewalk installation. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

- D. Consider approving the preliminary plat of Falling Leaf Ranch, a subdivision of 122.007 acres of land out of those certain tracts as described by deeds recorded under G.C.C.F. NO. 2023024935 and being a Replat of Lots 1-14, Block 2, Falling Leaf Dr., B-Bar Circle, and D-Bar Circle, Mustang Meadows Section One Plat Record 15, Map No. 14, G.C.M.R. B.B.B. & C.R.R. Co. Survey, A-46 Robert Hoppel Survey, A-83 City of Friendswood, Galveston County, Texas, to be generally located southeast of Stonewall Pass Lane, southwest of Baker Road, northeast of Janet Lane, and northwest of Wilderness Trails, Friendswood, Galveston County, Texas.

Director Harbin explained the proposed subdivision would be for large residential lots and provide for the extension of Friendswood Parkway. She said it will be a partial replat of Mustang Meadows where streets were dedicated but never built. Harbin said this property is within a Tax Reinvestment Increment Zone and a Public Improvement District. She said the developer is working through environmental concerns and that the preliminary plat has been submitted for the city to review the street layout and verify utility availability. Harbin advised the commission they may approve the plat with conditions, following which the applicant must remedy the outstanding comments and then return to the commission for reconsideration.

Commissioners Bounds and Anderson both commented that they prefer not to approve a plat that would have to be reconsidered anyway. Mann motioned to approve with conditions. Sel Thint/Everest Design Group outlined the complexity of the project and that preliminary plat approval is critical for phasing and financing.

Commissioner Mann clarified his motion to approve with conditions is meant to satisfy the developer's phasing and financing needs, and allow the design team to keep moving forward but ensuring the items are addressed and brought back to the commission. Commissioner Bounds asked if Falling Leaf Drive would be widened. Harbin answered that the existing portions of Falling

Leaf Drive are identified in the city's Major Thoroughfare Plan to be widened, but there are no plans or funding at this time. She said access to the subdivision could eventually be gained via Falling Leaf Drive, Friendswood Parkway, or Wilderness Trail. Thint said the intent is to utilize the new parkway for primary access.

****Commissioner Travis Mann moved to conditionally approve the preliminary plat of Falling Leaf Ranch. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

5. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, June 26, 2025, and (ii) Thursday, July 10, 2025.
- B. Receive the May 2025 DRC Report, the May 2025 Business 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 announced a new Business Report has been created and will now be available to the commission. She said staff created the report to provide information on new businesses, certificates of occupancy, commercial alterations, and tenant occupancies.

Councilmember Hanks reported that several commissioners were reappointed at the June City Council meeting. She said council also received an update on the city's storm readiness as hurricane season is beginning.

Commissioner Anderson thanked staff for putting together the large amount of backup material needed for tonight's items. He encouraged the public to speak up about projects they are interested in. Bounds also thanked staff for their hard work and the public for attending. Conrad said she is pleased to see the new projects coming to the city. Mann thanked the staff and public, as well.

6. ADJOURNMENT

This meeting was adjourned at 06:47 PM.