



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, JULY 24, 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
JULY 24, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, JULY 24, 2025, AT [ACTUAL_START_TIME]
910 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546

COMMISSIONER TRAVIS MANN
COMMISSIONER MARCUS RIVES
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

COUNCIL LIAISON TRISH HANKS, CHAIRMAN TOM HINCKLEY, AND COMMISSIONER BRIAN BOUNDS WERE ABSENT FROM THE MEETING.

2. OATHS OF OFFICE

A. Administer Oaths of Office for reappointed Commissioners: Marsha Conrad, Travis Mann, and Marcus Rives.

Director Harbin administered the oath of office to Commissioners Conrad, Mann, and Rives.

3. 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.

Adam Hill/Sterling Builders asked the commission to consider increasing allowable lot coverage.

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.

- A. Consider approving the minutes of the Planning and Zoning regular meeting held Thursday, June 26, 2025.

**Commissioner Travis Mann moved to approve the minutes of the Planning and Zoning regular meeting held Thursday, June 26, 2025. Seconded by Commissioner Anderson. The motion was approved unanimously.

5. ACTION ITEMS

- A. Consider approving a site plan amendment at 303 N Friendswood Drive, to allow All Out Offroad to build an addition to the existing building, additional parking, and a detention pond.

Harbin said the former Auto Tech business has been sold, and the new owner is proposing to add to the building, build additional parking, and construct a detention pond onsite. She said the front of the building would be fitted with glass storefronts, improving the overall appearance. She mentioned the existing site has natural treeline buffers and that the improvements would include landscape buffers along the right-of-way and adjacent to residential zoning.

Commissioner Rives asked if the project should include parking lot screening since it is located in the Community Overlay District. Harbin confirmed the site should have shrubs along the parking area and said the commission may include that item in their motion.

**Commissioner Travis Mann moved to approve a site plan amendment at 303 N Friendswood Drive, to allow All Out Offroad to build an addition to the existing building, additional parking, and a detention pond, including shrubs in accordance with the Zoning Ordinance, Section 7.5. Seconded by Commissioner Conrad. The motion was approved unanimously.

- B. Consider approving a site plan amendment at 1757 S Friendswood Drive, to allow Chick-Fil-A to make two full drive-thrus.

Harbin explained that Chick-Fil-A is proposing to construct a full second lane in the drive-thru. She said they will need to relocate an island and a power transformer, plus reestablish the original required landscaping along the right-of-way. She said staff assume some of the trees died during the last freeze or Hurricane Beryl.

Commissioner Phillips expressed concern that the proposed trees are Bald Cypress which grow very large and drop heavy foliage in the winter. She commented that a different type of tree may be

better. Commissioner Mann said the turn radius around the drive-thru appears tight. Avery Hollabaugh/Little Land Development stated the curb return radius had been increased to accommodate drive-thru traffic.

****Commissioner Conrad moved to approve a site plan amendment at 1757 S Friendswood Drive, to allow Chick-Fil-A to make two full drive-thrus. Seconded by Commissioner Anderson. The motion was approved unanimously.**

6. COMMUNICATIONS

- A. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, August 14, 2025, and (ii) Thursday, August 28, 2025.
- B. Receive the June 2025 DRC Report, the June 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.

Councilmember Matranga thanked the commissioners for agreeing to their re-appointments. He said the city had another great 4th of July event. Matranga reported that City Council established new Council Liaison assignments but that he and Councilmember Hanks would remain as liaisons to the commission. He announced that the budget season was beginning to kick off and that an ad hoc committee would be created for a late 2026 Bond Election.

Harbin reminded the commissioners that the annual Texas American Planning Association conference would be held in October.

7. ADJOURNMENT

This meeting was adjourned at 06:23 PM.