



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, DECEMBER 11, 2025 - 6:00 PM**

Minutes

MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 416 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546, FRIENDSWOOD PUBLIC LIBRARY, COMMUNITY ROOM

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
DECEMBER 11, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, DECEMBER 11, 2025, AT 06:03 PM **416 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546**

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

CHAIRMAN TOM HINCKLEY AND COMMISSIONER WILLIE ANDERSON 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.

**Commissioner Brian Bounds moved to approve the consent agenda. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.

- A. Consider approval of the minutes for the Planning and Zoning Commission regular meeting held Thursday, November 13, 2025.
- B. Consider approval of the minutes for the Planning and Zoning Commission special meeting held Wednesday, December 3, 2025.

4. ACTION ITEMS

A. PUBLIC HEARING: PUD AMENDMENT - FRIENDSWOOD CITY CENTER PUD 2023-28

Conduct a public hearing concerning a request to amend Planned Unit Development (PUD) 2023-28 commonly known as Friendswood City Center located at 4001, 3727, 3723, 3715, 3711, 3771, 3761, 3751 and 3801 FM 528 Rd.; 18001, 18005, 18009, and 18013 Blackhawk Blvd; and Restricted Reserves O, L, and M (no address assigned) also known as the Final Plat of Friendswood City Center, 106.472 acres of land being a replat of Restricted Reserves "A" and "C" Clear Creek Community Church Friendswood, Film Code No 691601, Harris County Map Records (H.C.M.R); and 95.78 acres situated in the Sarah McKissick Survey, Abstract No. 549, City of Friendswood, Harris County, Texas, to amend certain building heights, number of stories, density, landscaping, signage, and setbacks.

Director Harbin said the City Center Planned Unit Development was originally approved in 2023. She explained that the proposed amendments were the result of finalizing details related to the architectural designs. She said the developer is requesting to increase the height and number of stories on certain buildings, allow a gas canopy on one lot, include provisions for signage, and clarify landscape installation.

Blair Korndorffer/Diamond Design Group said they knew the parcel and street layout at the time of the original PUD, but not the needs of each individual owner. He stated the increase in building height is due to market conditions and financing. Korndorffer explained that the landscape changes would allow the developer to install cohesive plantings throughout the entire center.

B. RECOMMENDATION: PUD AMENDMENT - FRIENDSWOOD CITY CENTER PUD 2023-28

Consider a recommendation to City Council for the requested amendment to Planned Unit Development (PUD) 2023-28, commonly known as Friendswood City Center, located at 4001, 3727, 3723, 3715, 3711, 3771, 3761, 3751 and 3801 FM 528 Rd. and 18001, 18005, 18009, and 18013 Blackhawk Blvd, and Restricted Reserves O, L, and M (no address assigned), also known as the Final Plat of Friendswood City Center, 106.472 acres of land being a replat of Restricted Reserves "A" and "C" Clear Creek Community

Church Friendswood, Film Code No 691601, Harris County Map Records (H.C.M.R); and 95.78 acres situated in the Sarah McKissick Survey, Abstract No. 549, City of Friendswood, Harris County, Texas, to amend certain building heights, number of stories, density, landscaping, signage, and setbacks.

Harbin said staff has reviewed the proposed changes and recommends approval. She reminded the commission that each commercial site plan would be submitted to the commission for review. Commissioner Phillips said allowing residential on the rear of buildings was a good idea. Vice Chairman Rives commented that although the buildings would be taller, they meet the increased setback requirements used elsewhere in the city. He said he was okay with the gas canopy exception, as well.

**Commissioner Travis Mann moved to approve a positive recommendation to City Council for the requested amendment to Planned Unit Development (PUD) 2023-28, commonly known as Friendswood City Center, to amend certain building heights, number of stories, density, landscaping, signage, and setbacks, subject to staff comments. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.

C. PUBLIC HEARING: FUTURE LAND USE MAP AMENDMENT TO CHANGE FROM "RETAIL" AND "INDUSTRIAL" TO "MIXED USE"

Conduct a public hearing concerning a request for an amendment to the Future Land Use Map (FLUM) for the property located generally at the 4700 block of FM 2351, a tract of land containing 29.3726 acres, to change from "Retail" and "Industrial" to "Mixed Use."

Harbin said the Future Land Use Map was updated a few years ago and the panhandle area of the city remained retail along the street frontage with industrial in the rear. She said a change in the FLUM is required in order to approve the next agenda item, a zone change.

Jeff Boutte/EHRA Engineering said there is a high school and apartment complexes across the road. He said the subject tract also has a golf course behind and a county park to the side and a mixed-use development would be a good transition zone.

D. RECOMMENDATION: FUTURE LAND USE MAP AMENDMENT TO CHANGE FROM "RETAIL" AND "INDUSTRIAL" TO "MIXED USE"

Consider a recommendation to City Council regarding a request to amend the Future Land Use Map (FLUM) for the property located generally at the 4700 block of FM 2351, a tract of land containing 29.3726 acres, to change from "Retail" and "Industrial" to "Mixed Use."

Commissioners Mann and Rives commented that a mixed-use district could open up development opportunities.

**Commissioner Travis Mann moved to approve a positive recommendation to City Council regarding a request to amend the Future Land Use Map (FLUM) for the property located generally at the 4700 block of FM 2351, a tract of land containing 29.3726 acres, to change from "Retail" and "Industrial" to "Mixed Use." Seconded by P&Z Commissioner Stacey Phillips. The motion was approved unanimously.

E. PUBLIC HEARING: ZONE CHANGE REQUEST TO CHANGE FROM COMMUNITY SHOPPING CENTER (CSC) AND INDUSTRIAL (I) TO PLANNED UNIT DEVELOPMENT (PUD)

Conduct a public hearing concerning a request for a zone classification change for the

property generally at the 4700 block of FM 2351, a tract of land containing 29.3726 acres, to change from Community Shopping Center (CSC) and Industrial (I) to Planned Unit Development (PUD).

Harbin introduced the project as a mixed-use development to include 391 residential units plus retail/office buildings towards the front of the property. She said the proposed parking plan utilized the City of Houston's shared parking analysis, and provided several scenarios since the commercial users are not yet known.

Jeff Boutte/EHRA Engineering added that the proposed commercial uses prohibit a gas station. He said the plan is conceptual and, if approved, would be engineered in detail later.

Nick Deutsch spoke as the representative for 65 owners within the Garage Ultimate development. He said they are concerned allowing residential units in an industrial area would result in the new residents making noise complaints against the existing industrial occupants. He said Garage Ultimate is a luxury garage condominium group that routinely holds car shows, and whose owners perform maintenance on high-performance vehicles. Deutsch said another concern was that allowing a high-density use could result in higher crime rates. Deutsch also spoke against increased traffic using a private access easement and questioned the long-term maintenance costs.

F. RECOMMENDATION: ZONE CHANGE REQUEST TO CHANGE FROM COMMUNITY SHOPPING CENTER (CSC) AND INDUSTRIAL (I) TO PLANNED UNIT DEVELOPMENT (PUD)

Consider making a recommendation to City Council regarding a request to change the zoning classification for the property generally at the 4700 block of FM 2351, a tract of land containing 29.3726 acres, to change from Community Shopping Center (CSC) and Industrial (I) to Planned Unit Development (PUD).

Commissioner Phillips asked if the noise ordinance would apply to the situations Mr. Deutsch mentioned. Harbin answered that if a residential use was built in the industrial area, then the city would need to investigate each noise complaint for compliance. She said there are some exceptions but that generally the noise ordinance allows 58–70 dB depending on the zoning district.

Commissioner Bounds said the apartment developer could proactively plan for the neighboring noise and design with that in mind. Boutte said they could shift the layout of the buildings to create greater separation. Phillips said moving the buildings was a decent compromise for the existing businesses. Commissioner Mann stated that the noise ordinance applies regardless of whether there is anyone nearby to hear the noise and file a complaint.

Vice Chair Rives questioned the phasing of the project, concerned that the apartments would be built and not the commercial buildings.

Earl Thrift/Garage Ultimate asked if a traffic light would be installed. He said the traffic is already heavy along FM 2351 and especially from the high school across the road. Harbin responded that TXDot would most likely not approve a traffic light based on proximity to the lights at Timber Creek and Blackhawk Blvd.

****Commissioner Marcus Rives moved to approve a positive recommendation to City Council regarding a request to change the zoning classification for the property generally at the 4700 block**

of FM 2351, a tract of land containing 29.3726 acres, to change from Community Shopping Center (CSC) and Industrial (I) to Planned Unit Development (PUD) subject to staff comments and contingent upon including a buffer along the eastern property line to create additional distance and sound mitigation to the nearest multifamily buildings. Seconded by Commissioner Travis Mann. The motion was approved unanimously.

G. PRELIMINARY PLAT: NTL PARKWOOD OUTLOT

Consider approval of Preliminary Plat of NTL Parkwood Outlot, a subdivision of 2.133 acres situated in the A.H. Jackson Survey, Abstract No. 128, City of Friendswood, Galveston County, Texas.

Harbin said the plat was for the corner lot at W Parkwood Ave and Friendswood Parkway to dedicate the right-of-way needed for construction of the parkway.

**Commissioner Marsha Conrad moved to approve the Preliminary Plat of NTL Parkwood Outlot, a subdivision of 2.133 acres situated in the A.H. Jackson Survey, Abstract No. 128, City of Friendswood, Galveston County, Texas. Seconded by P&Z Commissioner Stacey Phillips. The motion was approved unanimously.

H. SITE PLAN: 650 AND 800 N FRIENDSWOOD DRIVE

Consider approving the site plan for The Bristol, an age-restricted community, at 650 and 800 N Friendswood Drive, in accordance with Planned Unit Development Ordinance 2024-21.

Harbin stated the Planned Unit Development approved earlier in the year was conceptual, so now the detailed site plan is being presented for consideration. She said the current site plan is for Phase 1 of The Bristol, an age-restricted apartment complex. Harbin said the developer is asking for two special considerations by the commission related to landscape requirements. The developer would like to omit trees along the interior property line and install them along the right-of-way instead. He also asks to decrease the 15-foot landscape buffer along Chelsea Ln to 6-feet and install intersection triangles in lieu. Harbin said the developer is trying to obtain approval from TXDOT to install a traffic signal at Chelsea Ln.

Brett Banfield/Banfield Properties Inc said the site has proved challenging due to the property straddling the city and county line plus being on a TXDOT right-of-way. He said the right-of-way is very crowded with existing utilities from Texas New Mexico Power Co., AT&T, Verizon, EZ Fiber, and Centerpoint gas. He said they also had to increase detention by 10% to comply with requirements set by the Galveston County Consolidated Drainage District. Banfield commended city staff for their assistance with the project.

Vice Chair Rives commented that the landscaping is still being installed, and he did not have an issue with the compromises to buffer width and locations. Banfield said his existing facilities have a minimum 2-year wait list and said this development would help ease the demand in Friendswood. Commissioner Bounds asked what size the buffer requirement is on the City of Pearland side of this project. Banfield said there is a buffer along the rear property line and that the City of Pearland had no additional comments. Commissioner Mann said he felt the landscape adjustments were reasonable given the big picture of the project.

**Commissioner Brian Bounds moved to approve the site plan for The Bristol, an age-restricted community, at 800 N Friendswood Drive, in accordance with Planned Unit Development Ordinance 2024-21, including two alternative landscape requests, and subject to staff comments. Seconded by Commissioner Travis Mann. The motion was approved unanimously.

I. SITE PLAN AMENDMENT: 2907 W PARKWOOD AVE

Consider approval of a site plan amendment for Hardball Academy located at 2907 W Parkwood Ave to consider an alternate tree types, alternate screening plan, and alternate dumpster screening material.

Harbin explained the site plan for Hardball Academy had been approved a couple of years ago and now that they are at final inspections, a few deficiencies have been found. She said the owner is asking to allow the planting of four new oak trees to replace four trees removed during construction. He is also requesting to install a wooden dumpster enclosure instead of a masonry enclosure. Harbin said the academy abuts residential zoning on two sides which requires an 8-foot opaque fence plus one tree every 25-feet. She said the original plan was to maintain an existing tree line, install the fence, and plant new trees in some areas. She said the owner is proposing to install the fence about halfway down the side lot line and then along the outfield of the baseball field instead of along the rear property line. She said there are some drainage swales and wooded areas that make installation of the fence difficult. Harbin expressed concern that the side property should be fully fenced to protect the existing home.

Richie Beard/Hardball Academy said he agrees that the neighbor should be shielded and thinks the proposed fencing plan would accomplish that.

Bennett clarified that the original landscape plan was an alternate equal approved by the commission to allow the existing tree line in lieu of one tree per 25-feet. She said the tree requirement is partly for sound mitigation and that by installing the fence inside the trees, the ordinance requirement is not being met. The commission voted to table the item and asked the applicant to present a different plan that better protects the neighbors and meets the intent of the ordinance. Mr. Beard was concerned about being able to receive a temporary certificate of occupancy, to which Bennett responded that the commission's decision would not prevent the city issuing a TCO and letting him open his business.

**Commissioner Travis Mann moved to postpone consideration of a site plan amendment for Hardball Academy located at 2907 W Parkwood Ave to consider an alternate tree types, alternate screening plan, and alternate dumpster screening material until the next regular meeting. Seconded by P&Z Commissioner Stacey Phillips. The motion was approved unanimously.

5. COMMUNICATIONS

- A. Receive an update on Comprehensive Plan update (A Resilient Communities Project (RCP) Grant from the General Land Office).

Harbin announced that the Comprehensive Plan Advisory Committee (CPAC) would be holding their first meeting on Tuesday, December 16th, from 5:00-7:00pm. She said they will adopt rules of procedure, elect a chairperson and vice-chairperson, and participate in an interactive survey.

- B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, January 8, 2026, and (ii) Thursday, January 22, 2026.

- C. Receive the November 2025 DRC Report and the November 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.

Councilman Matranga commented on the hard work involved in such a heavy agenda. He offered holiday wishes to the commission and staff. The commission expressed the same sentiment.

6. ADJOURNMENT

This meeting was adjourned at 07:48 PM.