



**PLANNING AND ZONING COMMISSION, REGULAR MEETING  
THURSDAY, JANUARY 22, 2026 - 6:00 PM  
COUNCIL CHAMBERS, CITY HALL  
910 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546**

## **AGENDA**

### **1. CALL TO ORDER**

### **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.

### **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 approval of the minutes of the Planning and Zoning Commission regular meeting held Thursday, January 8, 2026.
- B. Consider approval of the Final Plat of NTL Parkwood Outlot located at W. Parkwood Ave and Friendswood Parkway (future).

### **4. ACTION ITEMS**

- A. Consider approving a one-time, six-month extension for the site plan approval granted at 4326 Friendswood Link Rd, EZ Mart, to construct a fuel canopy; original approval was granted Thursday, February 13, 2025.

### **5. DISCUSSION**

- A. Proposed changes to site plan and plat approval procedures which would require amendments to Appendix B "Subdivisions" Friendswood City Code, Appendix C "Zoning" Friendswood City Code, and the Design Criteria Manual (DCM).

### **6. COMMUNICATIONS**

- A. Receive an update on the Comprehensive Plan Update Project (A Resilient Communities Project (RCP) Grant from the General Land Office).
- B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, February 12, 2026, and (ii) Thursday, February 26, 2026.
- C. Receive the December 2025 Business Report and 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.

### **7. ADJOURNMENT**

PUBLIC NOTICE IS GIVEN THAT IN ADDITION TO ANY EXECUTIVE SESSION LISTED ABOVE, THE PLANNING AND ZONING COMMISSION RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE SECTIONS 551.071 - 551.090 TO DISCUSS ANY MATTERS LISTED ABOVE.

THE CITY OF FRIENDSWOOD IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST. PLEASE CONTACT THE CITY SECRETARY'S OFFICE BY PHONE AT (281) 996-3270, FAX (281) 482-1634, OR CONTACT (281) 996-3270 VIA RELAY TEXAS AT 711 OR 1-800-735-2988 FOR TYY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).



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Approved for posting by:  
Aubrey Harbin, LEED AP  
Director of Community Development/City Planning



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Posted by: Raquel Martinez, TRMC, City Secretary  
Posted in compliance with the Texas Open Meetings Act this  
15<sup>th</sup> day of January 2026, at 5:00 P.M.



# FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 22, 2026

Subject: Consider approval of the minutes for the Planning and Zoning Commission regular meeting held Thursday, January 8, 2026.

Action:

## SUMMARY / ORIGINATING CAUSE

The draft of the minutes is attached for review and consideration.

## IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

## RECOMMENDATIONS

## ATTACHMENTS

1. P&Z Minutes 2026-01-08 Regular



**CITY OF FRIENDSWOOD  
PLANNING AND ZONING COMMISSION  
THURSDAY, JANUARY 8, 2026 - 6:00 PM**

## **Minutes**

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

**DRAFT**

STATE OF TEXAS  
CITY OF FRIENDSWOOD  
COUNTIES OF GALVESTON/HARRIS  
JANUARY 8, 2026

### **1. CALL TO ORDER**

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, JANUARY 8, 2026, AT 06:00 PM **416 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546**

CHAIRMAN TOM HINCKLEY  
COMMISSIONER MARCUS RIVES  
COMMISSIONER BRIAN BOUNDS  
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

COMMISSIONERS TRAVIS MANN AND MARSHA CONRAD 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 Marcus Rives. The motion was approved unanimously.

- A. Consider approving the minutes of the Planning and Zoning Commission Regular Meeting held Thursday, December 11, 2025.

### 4. ACTION ITEMS

#### A. PUBLIC HEARING: REQUEST TO VACATE 20-FOOT SANITARY SEWER EASEMENT

Conduct a public hearing to receive comments regarding a request to vacate a 20-foot Sanitary Sewer Easement traversing lots addressed as 3727, 3723, 3715, 3711 E FM 528 Rd and 18001 Blackhawk Boulevard, properties also located within the Friendswood City Center Subdivision Final Plat, said easement being an approximate 0.706-acre tract of dedicated by separate instrument as evidenced by H.C.C.F. RP-2020-59908 in Friendswood, Harris County, Texas.

Director Harbin stated that a public sanitary sewer easement was dedicated by Clear Creek Community Church during construction of their campus. She said the sewer line will be rerouted through the pad sites of Friendswood City Center to allow for installation of the required right-of-way landscaping.

#### B. RECOMMENDATION: REQUEST TO VACATE 20-FOOT SANITARY SEWER EASEMENT

Consider making a recommendation regarding a request to vacate a 20-foot Sanitary Sewer Easement traversing lots addressed as 3727, 3723, 3715, 3711 E FM 528 Rd and 18001 Blackhawk Boulevard, properties also located within the Friendswood City Center Subdivision Final Plat, said easement being an approximate 0.706-acre tract of dedicated by separate instrument as evidenced by H.C.C.F. RP-2020-59908 in Friendswood, Harris County, Texas.

\*\*P&Z Commissioner Stacey Phillips moved to recommend approval of a request to vacate a 20-foot Sanitary Sewer Easement traversing lots addressed as 3727, 3723, 3715, 3711 E FM 528 Rd and 18001 Blackhawk Boulevard, properties also located within the Friendswood City Center Subdivision Final Plat. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.

#### C. 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 alternate tree types, alternate screening plan, and alternate dumpster screening material.

Harbin began with a request to consider allowing the installation of alternate trees. She said some of the trees to be protected during construction were removed.

Tommy Kuban/SLI Group explained that the trees were removed to install a water line. He asked to allow installation of four, three-inch oak trees to mitigate for the trees that were removed. The commission discussed and found live oaks to be acceptable.

**\*\*Commissioner Brian Bounds moved to approve the alternate tree types. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

The second request discussed was to allow the dumpster enclosure to be constructed of wood as opposed to masonry. Harbin explained that the Community Overlay District typically requires the dumpster screening to match the building material, but that this was a metal building. Mr. Kuban said the change to wooden construction was for the purpose of value engineering. The commission discussed and agreed as long as the property owner kept the enclosure in good condition.

**\*\*Commissioner Brian Bounds moved to approve the alternate dumpster screening material. Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

The third request by Kuban was to allow an alternate screening plan, of which he had three proposals. The first proposal would waive the installation of fencing along the eastern property line. None of the commissioners were in favor of proposal A.

Proposal B would install fencing along the baseball outfield and Proposal C would install the fence along the property line and require the removal of one tree.

Commissioners Rives said he was concerned future development of the adjacent tract would result in having double fences. He suggested Proposal B would leave space for maintenance of the drainage swale. Commissioner Anderson agreed that either Proposal B or C would meet the intent of the ordinance. Commissioners Phillips and Bounds expressed the same sentiment and said they were partial to Proposal B.

**\*\*Commissioner Marcus Rives moved to approve Proposal B. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

## **5. COMMUNICATIONS**

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

Harbin announced the Comprehensive Plan Advisory Committee would be scheduling a bus tour of the city and that FIRD agreed to loan the city a school bus. She said the consulting firm has been distributing surveys, as well as, planning to meet with stakeholder groups such as property owners in the Panhandle area of the city and high school students. She said the biggest response received from the surveys so far is regarding the Downtown District.

- B. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, January 22, 2026, and (ii) Thursday, February 12, 2026.

Bennett said the City Hall remodel was nearly complete and that the next regular meeting should be able to be held in Council Chambers.

- C. Receive the December 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.

Councilman Matranga said that Council approved the City Center PUD amendments, but tabled the Clear Creek Village PUD until the next meeting. He said there were a lot of pros and cons to the project and that council asked the developer to bring back plans to address noise mitigation and a phasing plan. Harbin told the commission that the developer had moved the building further back and added a 20-foot tree line buffer in response to comments made during their public hearing.

Harbin announced that the city had adopted updated building and fire codes at the last council meeting. She said the new codes would be effective as of March 1, 2026, and that staff has been promoting the change for about a year. Harbin explained that keeping current with codes allows the city to maintain lower insurance rates for its citizens.

## **6. ADJOURNMENT**

This meeting was adjourned at 06:24 PM.



# FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 22, 2026

Subject: Consider approval of the Final Plat of NTL Parkwood Outlot located at W. Parkwood Ave and Friendswood Parkway (future).

Action:

## SUMMARY / ORIGINATING CAUSE

**Zoning: Community Shopping Center (CSC).** Minimum lot size is 100-ft by 150-ft, 15,000 sqft.

This plat is for the corner lot at W Parkwood Ave and Friendswood Parkway. Right-of-way is being dedicated to allow for the intersection improvements that will be installed by Castle Biosciences in accordance with the Development Agreement under Tax Reinvestment Zone #2. A location map is attached for reference.

The plat was reviewed by staff in the following departments: Planning, Engineering, Public Works, Fire Marshal's Office, and Police Department. There are no outstanding conditions or reasons that would require reconsideration by the Commission.

### Staff recommends approval.

**Standards for approval.** The Commission shall approve a plat if:

- (1) It conforms to the general plan of the City of Friendswood and the current and future streets, alleys, parks, playgrounds, and public utility facilities;
- (2) It conforms to the general plans for extension of roads, streets, and public highways, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- (3) It conforms to the Subdivision Ordinance and Local Government Code Chapter 212.

### P&Z Action Options:

- 1) Approve - If approved, the plat shall be endorsed with a certificate of approval by the planning and zoning commission chairman and attested by the commission's secretary. This can include minor staff comments.
- 2) Approve with Conditions - conditions included on attached corrections report; requires resubmittal and Commission action.
- 3) Disapprove with Reasons - reasons included on attached corrections report; requires resubmittal and Commission action.

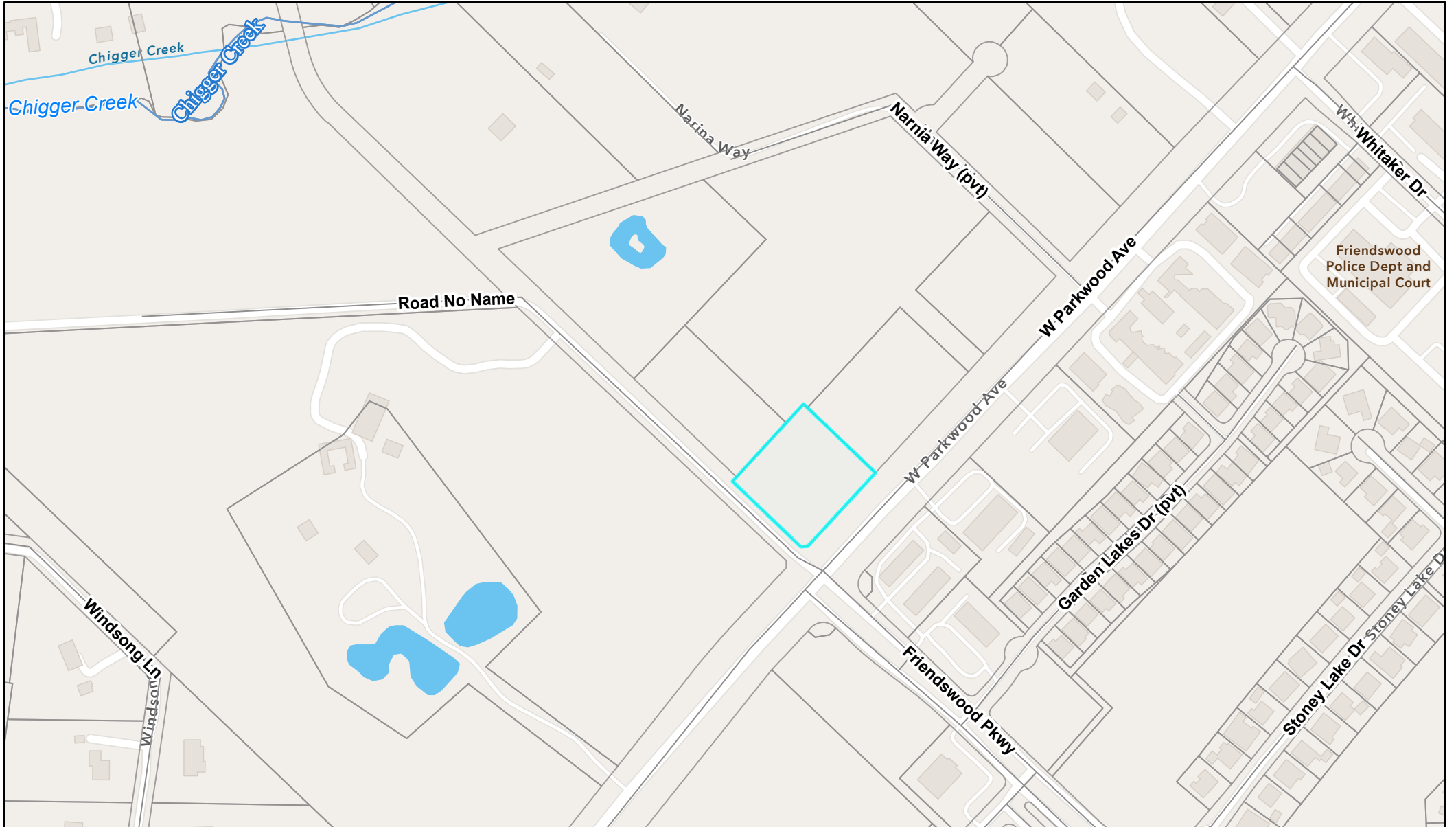
## IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

## RECOMMENDATIONS






## ATTACHMENTS

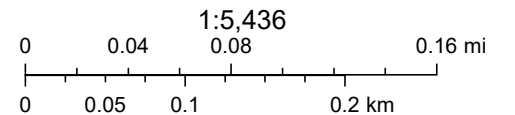
1. Location Map - NTL Parkwood Final Plat
2. 5770 - NTL PARKWOOD OUTLOT V5

# City of Friendswood



12/2/2025, 11:25:56 AM

-  City Limit
-  Parcels
-  Water Lines
-  Creeks/Water
-  Streets



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

STATE OF TEXAS  
COUNTY OF GALVESTON

WE, Northwest Tidwell LTD, a Texas limited company, acting by and through David Foor, its President, owners, hereinafter referred to as Owners, whether one or more, of the 2.133 acre tract described in the above and foregoing plat of NTL PARKWOOD OUTLOT, do hereby make and establish said subdivision of said property according to all lines, dedications, restrictions and notations on said plat and hereby dedicate to the use of the public forever, all streets, alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed, and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever an unobstructed aerial easement above the ground level upward, to all public easements shown hereon.

IN TESTIMONY WHEREOF, Northwest Tidwell LTD, a Texas limited company, has caused these presents to be signed by David Foor, its President, thereunto authorized, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Northwest Tidwell LTD,  
a Texas limited company

By: \_\_\_\_\_  
David Foor  
President

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day personally appeared David Foor, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 2026, A.D.

\_\_\_\_\_  
Notary Public in and for  
The State of \_\_\_\_\_  
Printed Name of Notary / Expires

SURVEYOR'S CERTIFICATION  
STATE OF TEXAS

This is to certify that I, Brian E. Wilson a Registered Professional Land Surveyor for the State of Texas, Registration No. 5745, have plotted the above and foregoing subdivision from an actual survey made on the ground and under my direction; that this plot accurately represents the facts as found by that survey made by me, and, that all corners have been, or will be, properly monumented.

\_\_\_\_\_  
Brian E. Wilson  
Registered Professional Land Surveyor  
State of Texas No. 5745

Date

This is to certify that the Planning and Zoning Commission of the City of Friendswood, Texas, has approved this plat and subdivision of NTL PARKWOOD OUTLOT in conformance with all of the existing rules and regulations of the City as adopted by the City Council and authorized the recording of this plat this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

By: \_\_\_\_\_  
Becky Bennett,  
Assistant Planner

By: \_\_\_\_\_  
Tom Hinckley,  
Chairman

I, Jildardo Arias, P.E., CFM, City Engineer and Director of Engineering of the City of Friendswood, Texas, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the City of Friendswood, Texas and further it complies with all of the ordinances as currently adopted by City Council.

By: \_\_\_\_\_  
Jildardo Arias, P.E., CFM, City Engineer/Director of Engineering

### REGULATION MATRIX

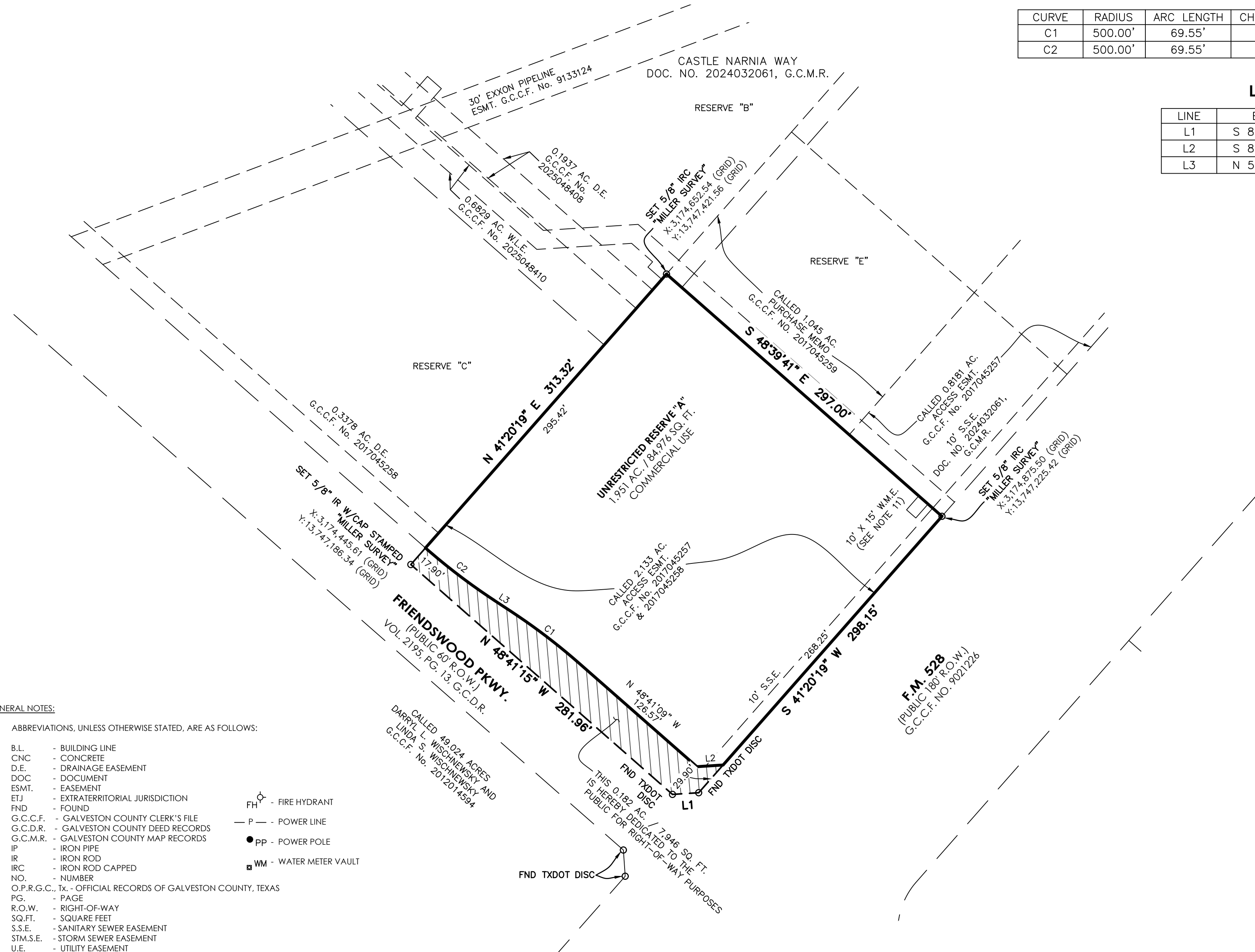
| ZONING DISTRICT                        | LOT AREA (MIN. SQ. FT.) | MINIMUM LOT WIDTH | MINIMUM LOT DEPTH | FRONT | REAR | SETBACKS |          |  |   | HEIGHT MAXIMUM | LANDSCAPE REQUIREMENTS | EXCEPTION NOTES | MAXIMUM LOT COVERAGE |
|--|-------------------------|-------------------|-------------------|-------|------|----------|----------|--|---|----------------|------------------------|-----------------|----------------------|
|  |                         |                   |                   |       |      | SIDE     |          | EXTERIOR   |   |                |                        |                 |                      |
|  |                         |                   |                   |       |      | INTERIOR | EXTERIOR | WHEN ABUTTING PROPERTY IN A RESIDENTIAL DISTRICT OR GARDEN HOME DISTRICT | WHEN ABUTTING PROPERTY IN A NONRESIDENTIAL DISTRICT |                |                        |                 |                      |
| CSC COMMUNITY SHOPPING CENTER DISTRICT | 15,000                  | 100'              | 150'              | 30'   | 15'  | 25'      | 10'      | 25'  | 10'   | 40'            | YES                    | NONE            | 30%                  |

### CURVE TABLE

| CURVE | RADIUS  | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|---------|------------|--------------|---------------|-------------|
| C1    | 500.00' | 69.55'     | 69.49'       | N 52°40'14" W | 7°58'11"    |
| C2    | 500.00' | 69.55'     | 69.49'       | N 52°40'14" W | 7°58'11"    |

### LINE TABLE

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 86°20'19" W | 21.28'   |
| L2   | S 86°20'19" W | 21.28'   |
| L3   | N 56°39'19" W | 16.89'   |



#### GENERAL NOTES:

1. ABBREVIATIONS, UNLESS OTHERWISE STATED, ARE AS FOLLOWS:

- B.L. - BUILDING LINE
- CNC - CONCRETE
- D.E. - DRAINAGE EASEMENT
- DOC - DOCUMENT
- ESMT. - EASEMENT
- ETJ - EXTRATERRITORIAL JURISDICTION
- FND - FOUND
- G.C.C.F. - GALVESTON COUNTY CLERK'S FILE
- G.C.D.R. - GALVESTON COUNTY DEED RECORDS
- G.C.M.R. - GALVESTON COUNTY MAP RECORDS
- IP - IRON PIPE
- IR - IRON ROD
- IRC - IRON ROD CAPPED
- NO. - NUMBER
- O.P.R.G.C. - OFFICIAL RECORDS OF GALVESTON COUNTY, TEXAS
- PG. - PAGE
- R.O.W. - RIGHT-OF-WAY
- SQ.FT. - SQUARE FEET
- S.S.E. - SANITARY SEWER EASEMENT
- STM.S.E. - STORM SEWER EASEMENT
- U.E. - UTILITY EASEMENT
- VOL. - VOLUME
- W.L.E. - WATER LINE EASEMENT
- W.M.E. - WATER METER EASEMENT
- FH - FIRE HYDRANT
- P - POWER LINE
- PP - POWER POLE
- WM - WATER METER VAULT

- SIDEWALKS AND ADA RAMP ARE REQUIRED ALONG ALL STREETS UNLESS THE STREET MEETS AN EXCEPTION ALLOWED BY FRIENDSWOOD CITY CODE CHAPTER 70-44.
- NO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL STRUCTURE SHALL BE PERMITTED TO BE BUILT NEARER THAN 150 FEET FROM ANY WELL OR RELATED FACILITY, OTHER THAN STRUCTURES NECESSARY TO OPERATE THE WELL OR FACILITY.
- EXCEPT FOR LOW-PRESSURE DISTRIBUTION SYSTEM PIPELINES AS DEFINED IN CHAPTER 26, OF THE FRIENDSWOOD CITY CODE, NO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL STRUCTURE SHALL BE ERRECTED OR MOVED TO A LOCATION NEARER THAN 50 FEET TO ANY PIPELINE, OTHER THAN STRUCTURES NECESSARY TO OPERATE THE PIPELINE.
- THE CITY OF FRIENDSWOOD SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS (DRIVEWAYS, SIDEWALKS AND EMERGENCY ACCESS EASEMENTS), WATERLINES, SANITARY SEWER LINES, STORM SEWER FACILITIES (DETENTION PONDS, DRAINAGE EASEMENTS, OUTFALLS AND SWALES), RECREATIONAL AREAS, RESERVES AND OTHER PRIVATE FACILITIES THAT ARE WITHIN PRIVATE EASEMENTS; THE OWNERS SHALL BE RESPONSIBLE FOR THESE ITEMS. THE CITY OF FRIENDSWOOD SHALL BE RESPONSIBLE FOR MAINTENANCE OF PUBLIC STREETS, SIDEWALKS, STREET SIGNS, WATERLINES, SANITARY SEWER LINES, STORM SEWER FACILITIES, DRAINAGE EASEMENTS, OUTFALLS AND SWALES THAT ARE WITHIN THE PUBLIC RIGHT-OF-WAY OR WITHIN PUBLIC AND/OR EXCLUSIVE EASEMENTS. THE MAINTENANCE OF STREET LIGHTS SHALL BE THE RESPONSIBILITY OF TEXAS NEW MEXICO POWER.
- ALL UTILITY COMPANIES HAVE BEEN CONTACTED AND THE EASEMENTS SHOWN ON THE PLAT CONSTITUTE ALL OF THE EASEMENTS REQUIRED BY THE UTILITY COMPANIES FOR THEIR OPERATIONS.
- THE FINISHED FLOOR ELEVATIONS OF ALL STRUCTURES SHALL BE LOCATED ABOVE THE BASE FLOOD ELEVATION ESTABLISHED BY FEMA, AND AS PRESCRIBED IN THE FLOOD DAMAGE PREVENTION ORDINANCE OF THE CITY OF FRIENDSWOOD, TEXAS.
- ANY AND ALL RIGHT OF WAY ISLANDS LOCATED WITHIN THE BOUNDARIES OF THIS PLAT, EVEN IF NOT SHOWN ON THE FACE OF THE PLAT, SHALL BE MAINTAINED BY THE OWNER.
- ALL EXISTING PIPELINES OR PIPELINE EASEMENTS THROUGH THE SUBDIVISION HAVE BEEN SHOWN. THE COORDINATES SHOWN HEREON ARE TEXAS SOUTH CENTRAL ZONE NO. 4204 STATE PLANE SURFACE COORDINATES (NAD83) AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING COMBINED SCALE FACTOR OF 0.999870150708.
- PROPOSED WATER METER EASEMENT SHOWN. FINAL LOCATION TO BE CONFIRMED PRIOR TO FINAL PLAT RECORDATION AND ADJUSTED IF NECESSARY.

**SPECIAL FLOOD HAZARD AREA STATEMENT:**  
ACCORDING TO FEMA FLOOD INSURANCE RATE MAP (FIRM) NOS. 48167C0202G, MAP REVISED AUGUST 15, 2019, THE SURVEYED TRACT LIES IN UNSHADED ZONE X (AREA SUBJECT TO MINIMAL ANNUAL CHANCE FLOOD HAZARD).

#### BENCHMARK INFORMATION:

**PROJECT BENCHMARK:** NATIONAL GEODETIC SURVEY (NGS) HGCS2 54 (PID: AW5594) BEING A BRASS DISK STAMPED "B 457 1951" LOCATED FROM FM 518 AND FM 528; TRAVEL SOUTHWEST ON FM 528 1.1 MILES TO CLEAR CREEK DRAINAGE DISTRICT OFFICE AT 1301 PARKWOOD (FM 528); MONUMENT IS IN THE GRASS AT THE NORTHWEST CORNER OF THE PARKING LOT. ELEVATION = 29.50 NAVD83. THIS BENCHMARK IS APPROXIMATELY 1,100 FT OR 0.2 MILES FROM THE SOUTHEAST CORNER OF THE PROPERTY.

**TEMPORARY BENCHMARK (TBM) "A":** BEING A BOX CUT WITH A SCRIBED "X" IN CONCRETE BEING +/- 74' NORTHWEST FROM THE INTERSECTION OF F.M. 528 AND NARNIA WAY BEING ON THE HEADWALL OF A SAFETY END TREATMENT ON THE SOUTHWEST DITCH LINE OF SAID NARNIA WAY AND THE NORTHWEST DITCH LINE OF SAID F.M. 528. ELEVATION = 30.83' NAVD83

#### METES AND BOUNDS DESCRIPTION:

A TRACT OR PARCEL CONTAINING 2.133 ACRES OR 92,922 SQUARE FEET OF LAND SITUATED IN THE A.H. JACKSON SURVEY, ABSTRACT NO. 128, CITY OF FRIENDSWOOD, GALVESTON COUNTY, TEXAS, BEING OUT OF A CALLED 51.467 ACRE TRACT CONVEYED TO HAL BROWNING BOONE, TRUSTEE AS RECORDED IN GALVESTON COUNTY CLERK FILE (G.C.C.F.) NO. 8299272, WITH SAID 2.133 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, NAD83:

BEGINNING AT A TxDOT DISK FOUND AT THE INTERSECTION OF THE NORTHWEST RIGHT OF WAY LINE OF F.M. HIGHWAY 528 (BASED ON A WIDTH OF 180 FEET) AS RECORDED UNDER G.C.C.F. NO. 9021226, AND THE NORTHEAST R.O.W LINE OF FRIENDSWOOD LAKES BOULEVARD (BASED ON A WIDTH OF 60 FEET) AS RECORDED UNDER VOLUME (VOL.) 2195, PAGE (PG.) 13 GALVESTON COUNTY DEED RECORDS (G.C.D.R.) MARKING THE EASTERLY END OF A CUTBACK CORNER AND THE MOST EASTERLY SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 86 DEGREES 20 MINUTES 19 SECONDS WEST, ALONG SAID NORTHEAST R.O.W OF FRIENDSWOOD LAKES BOULEVARD, A DISTANCE OF 21.28 FEET, TO A TxDOT DISK FOUND MARKING THE WESTERLY END OF SAID CUTBACK CORNER AND A SOUTHERLY CORNER OF THE HEREIN DESCRIBED TRACT;

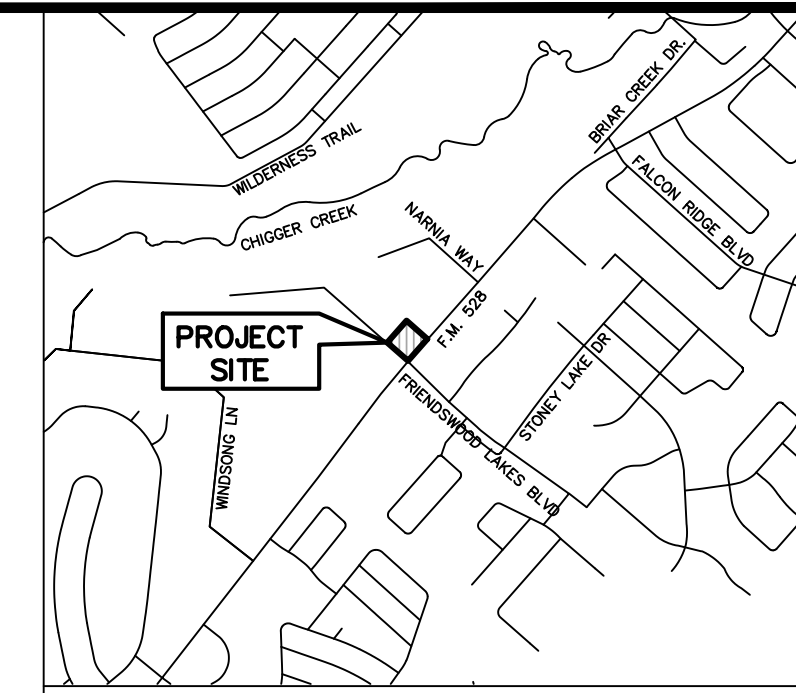
THENCE, NORTH 48 DEGREES 41 MINUTES 15 SECONDS WEST, ALONG NORTHEAST R.O.W LINE OF SAID FRIENDSWOOD LAKES BOULEVARD, A DISTANCE OF 281.26 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE LAND SERVICES" SET MARKING THE WEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, OVER AND ACROSS SAID CALLED 51.467 ACRE TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES:

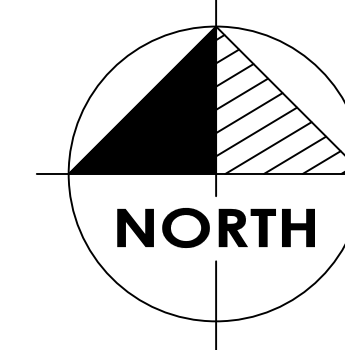
NORTH 41 DEGREES 20 MINUTES 19 SECONDS EAST, A DISTANCE OF 313.32 FEET, TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE LAND SERVICES" SET MARKING THE NORTH CORNER OF THE HEREIN DESCRIBED TRACT;

SOUTH 48 DEGREES 39 MINUTES 41 SECONDS EAST, A DISTANCE OF 297.00 FEET, TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE LAND SERVICES" SET MARKING THE EAST CORNER OF THE HEREIN DESCRIBED TRACT;

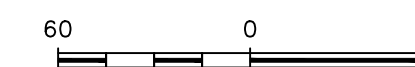
THENCE, SOUTH 41 DEGREES 20 MINUTES 19 SECONDS WEST, ALONG THE NORTHWEST R.O.W LINE OF SAID FM HIGHWAY 528, A DISTANCE OF 298.15 FEET TO THE PLACE OF BEGINNING AND CONTAINING 2.133 ACRES OR 92,922 SQUARE FEET OF LAND, MORE OR LESS.



VICINITY MAP  
SCALE: 1" = 2,000'  
KEY MAP - 656\_Y



GRAPHIC SCALE: 1" = 60'



I, DWIGHT D. SULLIVAN, COUNTY CLERK, GALVESTON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE WRITTEN INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE ON \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK, \_\_\_\_ M. AND DULY RECORDED ON \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK, \_\_\_\_ M. INSTRUMENT # \_\_\_\_\_, GALVESTON COUNTY RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE, AT GALVESTON, TEXAS, THE DAY AND DATE LAST ABOVE WRITTEN.

DWIGHT D. SULLIVAN  
COUNTY CLERK  
GALVESTON COUNTY, TEXAS

By: \_\_\_\_\_  
DEPUTY

### FINAL PLAT OF

## NTL PARKWOOD OUTLOT

A SUBDIVISION OF 2.133 AC. / 92,924 SQ. FT., SITUATED IN THE A.H. JACKSON SURVEY, ABSTRACT NO. 128, CITY OF FRIENDSWOOD, GALVESTON COUNTY, TEXAS.

#### 1 RESERVE

JANUARY 5TH, 2026

**Owners**  
NORTHWEST TIDWELL LTD.

David Foor, President  
240 Palk Street STE 200  
Houston, TX 77003  
(713) 293-6901

**Surveyor**  
MILLER SURVEY | DCCM

1760 W. Sam Houston Parkway N  
Houston, TX 77043  
Firm Reg. No. 10047100  
(713) 413-1900

**Prepared By**  
BEACON  
LAND SERVICES

5301 Katy Freeway, Suite 100  
Houston, TX 77007  
(713) 936-0280



## FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 22, 2026

Subject: Consider approving a one-time, six-month extension for the site plan approval granted for 4326 Friendswood Link Rd, EZ Mart, to construct a fuel canopy; original approval was granted Thursday, February 13, 2025.

Action:

### SUMMARY / ORIGINATING CAUSE

The applicant is requesting a one-time, six month extension for the site plan approval for 4326 Friendswood Link Rd. Original approval was granted on February 13, 2025. No changes have been made to the Zoning Ordinance that would affect this site plan approval.

### IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

### RECOMMENDATIONS

Staff recommends approval.

### ATTACHMENTS

1. Applicant's Request For Permit Extension

City of Friendswood  
910 S. Friendswood Dr.  
Friendswood, Texas 77546

December 29th, 2025

RE: Request for Permit Extension (4326 Friendswood Link Rd)

To whom it may concern,

We are writing to respectfully request an extension on our permit for the above-referenced project. At this time, we are experiencing some financial constraints, which have temporarily delayed our ability to proceed with construction.

As soon as funding becomes available and we are ready to move forward, we will promptly notify the City of Friendswood and coordinate to schedule the required pre-construction meeting.

We sincerely appreciate your time, understanding, and consideration of this request. Please let us know if you need any additional information from our end.

Thank you for your assistance.

Kind Regards,

*Alnoor Tharani*  
Alnoor Tharani



## FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 22, 2026

Subject: Discuss proposed changes to site plan and plat approval procedures which would require amendments to Appendix B "Subdivisions" Friendswood City Code, Appendix C "Zoning" Friendswood City Code, and the Design Criteria Manual (DCM).

Action:

### SUMMARY / ORIGINATING CAUSE

#### **SITE PLAN APPROVALS**

All commercially zoned properties require site plan approval. Currently, that approval is required by the Planning and Zoning Commission. Staff is proposing to change it so that site plans that meet the code can be approved at the staff level. Any site plan requiring special considerations, such as alternate landscape plans, screening, parking or increased building heights would be submitted for Commission review and consideration.

The Commission would still be responsible for the following under the Zoning Ordinance:

- Hear and decide appeals regarding abandonment, destruction or damage, and the timeframe of repairs and maintenance for non-conforming uses and structures;
- Hold public hearings and make recommendations to City Council for ordinance changes to Appendix B "Subdivisions" and Appendix C "Zoning";
- Hold public hearings and make recommendations to City Council for zone change requests, specific use permit requests, and requests to vacate public easements; and
- Approve site plans that include requests for alternate landscaping, screening, parking, increased building heights or other special exceptions/requests.

#### **PLATS**

Currently, the city manager approves amending plats and all others are submitted to the Commission for approval. Plats are ministerial and must be approved if they meet the code requirements. In 2023, the State changed the law regarding approval of plats allowing for city council and planning and zoning commission to delegate approval responsibility to one or more officers or employees of the City. Staff is also proposing that plats that meet the code and do not require a variance be approved at the staff level.

The Commission would still be responsible for the following under Appendix B "Subdivisions" Ordinance:

- Approve plats that include a variance request;
- Hear and decide appeals if the director of community development disapproves a plat;
- Any plats that the director chooses for the commission to consider; and
- Hear and decide appeals from Keep Friendswood Beautiful (KFB) regarding parkland improvements.

Standards for approval of plats would remain the same - approve, approve with condition, disapprove with reasons.

Making these changes will save time for everyone - the developer, the commissioners, and staff. The developers could obtain building permits once all staff reviews are complete rather than having to wait for their item to be placed on a Commission agenda. The changes would save Commissioners' time by reducing the number of meetings to once per month. Staff time would be saved by reducing the number of meetings to once per month in addition to the time required to prepare the materials for the meetings.

Staff is working on drafting the amendments to the ordinances that would be affected, which includes Appendix B "Subdivisions" Friendswood City Code, Appendix C "Zoning" Friendswood City Code, and the Design Criteria Manual (DCM). The plan is to advertise the changes for public hearings in February, P&Z consideration on March 12, 2025, and Council consideration on April 6, 2025.

**IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY**

**RECOMMENDATIONS**

**ATTACHMENTS**



# FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 22, 2026

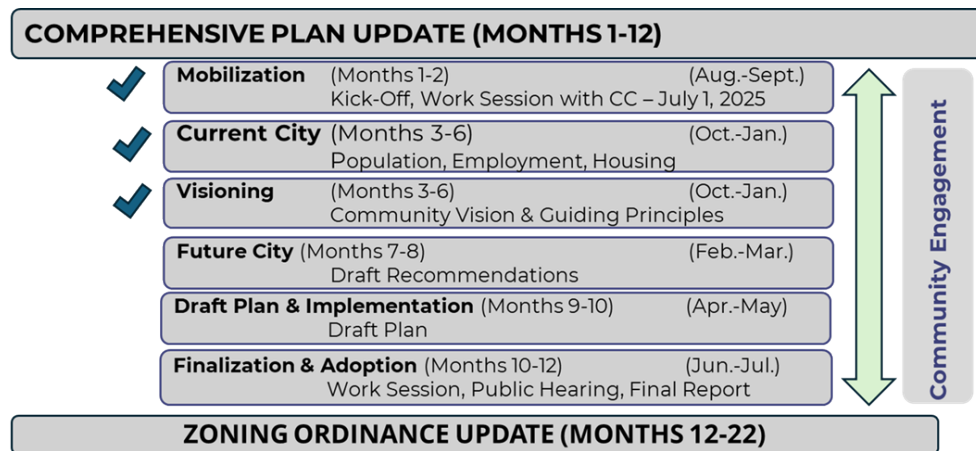
Subject: Receive an update on the Comprehensive Plan Update Project (A Resilient Communities Project (RCP) Grant from the General Land Office).

Action:

## SUMMARY / ORIGINATING CAUSE

[Comprehensive Plan Project Page](#)

Ardurra Group continues to work on the Comprehensive Plan update...we are still in the Visioning stage.



**Completed Actions:**

9-16-2025 - City Staff focus group meeting (summary on project page)

10/6/2025 - City Council focus group meeting (summary on project page)

11/13/2025 - Planning and Zoning Commission focus group meeting (summary on project page)

10/26-2025 - Public Event: Halloween in the Park (summary on project page)

12/16/2025 - CPAC Meeting 1 - The Comprehensive Plan Advisory Committee (CPAC) met at the Friendswood Public Library. It was well attended and the consultant received good feedback. Tram Kim was elected to be the chair of the committee and Travis Mann was elected to be the vice chair. Recurring themes seem to be Downtown improvements and traffic improvements. Also people love the small town charm and community events in Friendswood.

12/18/2025 - The consultants from Ardurra also met with consultants of The Goodman Group and Houston Galveston Area Council (HGAC) to share information about the HGAC Active Transportation study that is currently underway. The Goodman Group hosted public meeting #2 on Thursday, December 18 and presented 14 projects and asked the public to rank the projects.

**Upcoming Actions:**

1/27/2026 - CPAC Bus Tour

1/16/2025 - Friday Folders - Flyers will be distributed at elementary and intermediate schools with the survey information

March - Stakeholder meetings with high school students, FDEDC, and property owners in the panhandle area.

**IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY**

**RECOMMENDATIONS**

**ATTACHMENTS**



# FRIENDSWOOD PLANNING & ZONING COMMISSION AGENDA ITEM FORM

Meeting Date: January 22, 2026

Subject: Receive the December 2025 Business Report and 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.

Action:

**SUMMARY / ORIGINATING CAUSE**

**IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY**

**RECOMMENDATIONS**

**ATTACHMENTS**

1. Friendswood Monthly Business Report Dec 2025



# CITY OF FRIENDSWOOD

## MONTHLY BUSINESS REPORT - DECEMBER 2025

Click [here](#) to access the Current Development Projects presentation/story map.

### Certificates of Occupancy Issued (new, additions, alterations, name, owner and occupant changes)

| Business                        | Address                        | Permit | Zoning |
|---------------------------------|--------------------------------|--------|--------|
| A-S 108 Friendswood Crossing LP | 128 W Parkwood Ave             | ALTER  | CSC    |
| Friendswood Cardiology Imaging  | 107 Woodlawn Dr. Suite 109     | ALTER  | CSC    |
| Hardball Academy (Temp CO)      | 2907 W Parkwood Ave            | NEW    | CSC    |
| Sunken Ship Tattoo Company      | 105 S Friendswood Dr Suite 109 | TO     | DD     |
| LPI Services, LLC               | 1650 E Winding Way             | TO     | CSC    |

### New commercial permits issued:

The Bristol – sitework permit only 800 N Friendswood Drive

### Commercial Add/Alter/Demo permits issued:

All Out Developments Inc 303 N Friendswood Drive  
 Trinity Exterior Group 4552 FM 2351 Rd Suite A-100  
 Counseling Futures - remodel 217 E Parkwood Ave Suite C  
 Social Boutique + Casa Matcha 1616 S Friendswood Drive  
 Magnuson Hardware – demo interior 106 S Friendswood Drive  
 Lueder, Larkin & Hunter LLC – expanding to another suite 505 S Friendswood Dr Suite 113

### Zone Changes:

Friendswood City Center PUD Amendment Approved  
 Clear Creek Village - PUD P&Z – December 11; Council – postponed to Feb. 2

Denotes Location in the Downtown District (DD)

### Community & Economic Development Committee (CEDC)

*Mission: To champion a vibrant and competitive economy by providing leadership and resources for business attraction, retention, and expansion to enhance the quality of life.*

Meeting days – first Wednesday of each month at 4pm; 2<sup>nd</sup> floor conference room at City Hall

- Continue to work on Strategic Goals
- Establishing a small task force to brainstorm ideas for the FutureWorks initiative (internship and job shadowing opportunities)
- Planning for Small Business Week 2026

### Friendswood Downtown Economic Development Corporation (FDEDC)

Type 4B Sales Tax Corporation

Meeting days – second Tuesday of each month at 4pm; Council Chambers

- Waiting on information from third party consultant to explore options on removing overhead communication and/or powerlines on northeastern side of S Friendswood Dr.
- The remainder of the DD street signs have been installed; additional wayfinding signs will be installed in the medians soon.

**Miscellaneous:**

- TIRZ (Tax Increment Reinvestment Zone) #1/PID (Public Improvement District) – Friendswood City Center on FM 528 – 124 acres; approved by City Council December 2023
- TIRZ (Tax Increment Reinvestment Zone) #2 – Friendswood Parkway/FM 528 – 3 – 326.52 acres; approved by City Council June 2024; Castle Biosciences
- We have vacancies on the Zoning Board of Adjustment (ZBOA) and Construction Board of Adjustment (CBOA) – we need volunteers! The [volunteer application](#) is available on the City's website.