

910 S. Friendswood Drive
Friendswood, TX 77546
(281) 996-3270
www.friendswood.com



CITY OF FRIENDSWOOD

BOARDS, COMMITTEES, & COMMISSIONS REFERENCE BOOK

APPLY
HERE



CITY OF FRIENDSWOOD
CITY SECRETARY'S OFFICE

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has"

– Margaret Mead

Boards, Commissions, and Committees Defined. The City of Friendswood City Council depends on the input from residents serving on Boards, Commissions and Committees. These Boards, Commissions and Committees advise the City Council, City Manager and City Staff and play a key role in keeping the city close to the people it serves and providing ideas, feedback and suggestions and may serve as a sounding board for proposed policy. The City of Friendswood has the following Boards, Commissions and Committees:

Non-Advisory	Advisory
Construction Board of Adjustment and Appeals	Animal Shelter Advisory Committee
Planning and Zoning Commission (P&Z)	Community & Economic Development Committee (CEDC)
Zoning Board of Adjustment	Charter Review Committee
	Fourth of July Steering Committee
	Investment Committee
	Keep Friendswood Beautiful (KFB)
	Library Board
	Senior Citizens Advisory Committee

Non-advisory board shall mean and include a board, commission, committee, or task force established by the city, which has rulemaking or quasi-judicial power or whose decisions are typically "rubber stamped" by the city council.

Advisory board shall mean and include a board, commission, committee, or task force established by the city, which is advisory in nature and treated as such.

Board shall mean and include either an advisory board or a non-advisory board.

ANIMAL SHELTER ADVISORY COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022

Division 2 “Animal Shelter Advisory Committee Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS: 5 full members

APPOINTED BY: City Council

COMPOSED OF: The animal shelter advisory committee shall be composed of five members, who are: (i) residents of the city, (ii) business owners that pay ad valorem taxes to the city, or (iii) officers or employees of a business entity that pays ad valorem taxes to the city and are appointed by the city council for staggered three-year terms commencing on July 1. The membership shall include one licensed veterinarian, one municipal official, one person whose duties include the daily operation of an animal shelter, one representative from an animal welfare organization, and one interested citizen.

TERM OF OFFICE: Three-year term

MEETINGS: 3 times annually

DUTIES: (1) To assist the city in complying with the requirements of V.T.C.A., Health and Safety Code, ch. 823; and
(2) To perform other duties as may be delegated to it by the city council.

CHARTER REVIEW COMMITTEE (ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022

**Division 3 “Charter Review Committee Article II “Board, Committees, and Commissions,”
Chapter 2 “Administration,” Friendswood Code of Ordinances**

NUMBER OF MEMBERS: 7 full members

APPOINTED BY: Mayor by at least four members of the City Council

COMPOSED OF: The Charter review committee shall be composed of seven citizens of the city appointed by the mayor, subject to confirmation by a vote of at least four members of the city council at its first meeting in July of every fifth year after 2011, and at other times as deemed advisable by the city council. Members shall hold office for a term of six months

TERM OF OFFICE: 6-months

MEETINGS: As approved by the Committee

DUTIES: (1) To perform the duties specified in the Charter; and
(2) To perform other duties that may be delegated to it by the city council.

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022

Division 4 “Community and Economic Development Committee Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	9 full members
APPOINTED BY:	City Council
COMPOSED OF:	The community and economic development committee shall be composed of nine members, who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the city council for staggered three-year terms commencing on July 1.
TERM OF OFFICE:	Three-year term
MEETINGS:	1 st Wednesday of every month at 4:00 PM
DUTIES:	<ol style="list-style-type: none">(1) To provide recommendations to the city council to encourage commercial and industrial developments which are compatible with the image of the city;(2) To provide recommendations to the city council regarding codes, ordinances, policies, and procedures that assist economic development in the city;(3) To conduct surveys of citizens and businesses to gain understanding of various economic development matters, which are compatible with the city's interest, needs, and image; and(4) To perform other duties as may be delegated to it by the city council.

CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

(NON-ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
**Division 5 “Construction Board of Adjustment and Appeals, Article II “Board,
Committees, and Commissions,” Chapter 2 “Administration,” Friendswood
Code of Ordinances**

NUMBER OF MEMBERS:	7 full members, and 2 alternative members
APPOINTED BY:	City Council by at least four members of the City Council
COMPOSED OF:	Full members of the board should be composed of residents with knowledge and experience in the technical codes, such as design professionals, contractors, building industry representatives, fire protection engineering professionals, industrial safety professionals, and licensed electrical contractors. Alternate members, if appointed, should consist of a member at-large from the building industry and one member at-large from the public.
TERM OF OFFICE:	Two-year term
MEETINGS:	As needed

**Construction Board of
Adjustment and
Appeals
(Continued)**

DUTIES:

- (1) To hear and decide appeals of decisions and interpretations of the building official pursuant to [chapter 14](#);
- (2) To hear and decide appeals of decisions and interpretations of the fire marshal pursuant to [chapter 30](#);
- (3) To consider variances to the technical codes, including, but not limited to, the following:
 - a. The International Building Code adopted in [section 14-24](#) of this Code,
 - b. The National Electrical Code adopted in [section 14-62](#) of this Code,
 - c. The International Plumbing Code adopted in [section 14-252](#) of this Code,
 - d. The International Mechanical Code adopted in [section 14-274](#) of this Code,
 - e. The International Fuel Gas Code adopted in [section 14-299](#) of this Code, and
 - f. The International Residential Code for One- and Two-Family Dwellings, adopted in [section 14-389](#) of this Code;
- (4) To hear and render judgments on requests for variances from article II, [chapter 34](#) of this Code;
- (5) To hear and decide appeals of decisions of the fire marshal under the life safety code pursuant to [section 30-119](#) of this Code;
- (6) To hear and render judgment on appeals and requests for variances concerning the city's flood damage prevention regulations pursuant to section 34-34 of this Code; and
- (7) To perform other duties as may be delegated to it by the city council.

FOURTH OF JULY STEERING COMMITTEE

(ADVISORY)

**Ordinance No. 2022-27, passed on November 7, 2022, and
Ordinance No. 2025-27, passed on September 8, 2025
Division 6 "Fourth of July Steering Committee Article II "Board, Committees, and
Commissions," Chapter 2 "Administration," Friendswood Code of Ordinances**

NUMBER OF MEMBERS: 15 full members

APPOINTED BY: City Council

COMPOSED OF: The Fourth of July Steering Committee (the "Committee") shall be composed of 15 members appointed by at least four members of the city council, staggered three-year terms commencing November 1st. The Committee is responsible for assisting staff with organizing, planning, coordinating, and overseeing the annual Fourth of July activities of the city, and performing other duties as may be delegated to it by the city council

TERM OF OFFICE: Three-year term

MEETINGS: 3rd Wednesday of every month at 6:00 PM

DUTIES: (1) To assist staff in organizing, planning, coordinating, and overseeing the annual Fourth of July activities of the city; and (2) To perform other duties as may be delegated to it by the city council.

INVESTMENT COMMITTEE

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022

Division 7 “Investment Committee Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS: 3 full members

APPOINTED BY: City Council

COMPOSED OF: The investment committee shall be composed of three members, who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the city council for staggered three-year terms commencing on November 1.

TERM OF OFFICE: Three-year term

MEETINGS: Quarterly at 4:00 PM

DUTIES: (1) To review the investment practices of staff and ensure that such practices are in accordance with the city's investment policy; and
(2) To perform other duties as may be delegated to it by the city council

KEEP FRIENDSWOOD BEAUTIFUL COMMITTEE

(ADVISORY)

**Ordinance No. 2022-27, passed on November 7, 2022, and
Ordinance No. 2025-27, passed on September 8, 2025**

**Division 8 “Keep Friendswood Beautiful Committee Article II “Board, Committees,
and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances**

NUMBER OF MEMBERS: 15 full members

APPOINTED BY: City Council

COMPOSED OF: The Keep Friendswood Beautiful Committee shall be composed of 15 members, appointed by at least four members of the city council for three-year staggered terms commencing on November 1. At least 8 of the members shall be either residents of the city or business owners who pay taxes to the city.

TERM OF OFFICE: Three-year term

MEETINGS: 4th Tuesday of every month at 6:00 PM

DUTIES:

- (1) To engage in activities to enhance the aesthetic appearance of the city and to encourage residents to take an active role in maintaining its image;
- (2) To direct and coordinate management and planning of beautification projects and education of the community;
- (3) To recommend budget and project priorities to city council;
- (4) To seek grants for funding opportunities subject to prior approval of the city council or city manager in accordance with [section 2-24](#);
- (5) To suggest ways to conserve and protect natural resources;
- (6) To serve as the advisory committee to the city's storm water management plan;
- (7) To make recommendations to the city council concerning fees in lieu of land dedication in order to obtain compliance with section XIII of appendix B of this Code;
- (8) To serve as the public art committee to assist in the administration of the city's public art/display policy; and
- (9) Perform other duties as may be delegated to it by the city council.

LIBRARY BOARD

(ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 9 “Library Board Article II “Board, Committees, and Commissions,” Chapter 2
“Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS:	9 full members
APPOINTED BY:	City Council by at least four members of the City Council
COMPOSED OF:	<p>The library board shall be composed of nine members, who are qualified voters and residents of the city and appointed by at least four members of the city council for staggered three-year terms commencing on July 1.</p> <p>Registered Voter and resident.</p>
TERM OF OFFICE:	Three-year term
MEETINGS:	3rd Tuesday of every month (if needed) at 6:00 PM
DUTIES:	<p>(1) To provide recommendations regarding the policies and operations of the public library;</p> <p>(2) To assist staff in establishing general library policy for the orderly use of the library facilities for approval of the city manager; and</p> <p>(3) To perform other duties as may be delegated to it by the city council.</p>

PLANNING AND ZONING COMMISSION

(NON-ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 10 “Planning and Zoning Commission Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS: 7 full members

APPOINTED BY: Mayor, subject to majority vote of the City Council

COMPOSED OF: The planning and zoning commission shall be composed of seven members. Such members shall be resident citizens and qualified voters of the city, all of whom shall be appointed by the mayor, subject to confirmation by a majority vote of the city council for staggered two-year terms commencing on July 1.

Must be a registered voter.

TERM OF OFFICE: Two-year term

MEETINGS: 2nd and 4th Thursday of each month at 6:00 PM

**Planning and Zoning
Commission
(Continued)**

DUTIES:

- (1) To perform the duties imposed upon the planning and zoning commission by appendix B of this Code as well as V.T.C.A., Local Government Code, ch. 212;
- (2) To perform the duties imposed upon the zoning commission by appendix C of this Code as well as upon the zoning commission by V.T.C.A., Local Government Code, ch. 211;
- (3) To hear and render decisions on appeals concerning: (i) a license revocation or suspension; (ii) any order for utility disconnection; or (iii) any decision, order, or action taken by the building official pursuant to [section 50-163](#) of this Code;
- (4) To hear and render decisions on the need for sidewalks pursuant to [section 70-64](#) of this Code;
- (5) To perform all duties and functions as conferred on a capital improvements advisory committee by V.T.C.A., Local Government Code, ch. 395;
- (6) To review and monitor the implementation of the city's comprehensive plan and all amendments thereto and make recommendations concerning the same to the city council pursuant to V.T.C.A., Local Government Code § 213.003;
- (7) To monitor the implementation of the city's comprehensive plan and to make reports to the city council as to the status of efforts to implement the comprehensive plan; and
- (8) To perform other duties as may be delegated to it by the city council.

SENIOR CITIZENS ADVISORY COMMITTEE (ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022
Division 11 “Senior Citizen Advisory Committee Article II “Board, Committees, and Commissions,” Chapter 2 “Administration,” Friendswood Code of Ordinances

NUMBER OF MEMBERS: 9 full members

APPOINTED BY: City Council

COMPOSED OF: The senior citizens advisory committee shall be composed of nine members, who are residents of the city or business owners that pay ad valorem taxes to the city and are appointed by at least four members of the city council for staggered three-year terms commencing on November 1.

TERM OF OFFICE: Three-year term

MEETINGS: 2nd Monday of every month at 10:00 AM

DUTIES: The senior citizens advisory committee shall have the following powers and duties:
(1) To recommends programming for the senior citizen program; and
(2) To perform other duties as may be delegated to it by the city council.

ZONING BOARD OF ADJUSTMENTS

(NON-ADVISORY)

Ordinance No. 2022-27, passed on November 7, 2022

**Division 12 “Zoning Board of Adjustment Article II “Board, Committees, and Commissions,”
Chapter 2 “Administration,” Friendswood Code of Ordinances**

NUMBER OF MEMBERS: 5 full members and 4 alternate members

APPOINTED BY: City Council

COMPOSED OF: The zoning board of adjustment shall be composed of five members, who shall be residents of the city. Members will be appointed by at least four members of the city council for two-year terms commencing on July 1. The city council may remove a board member for cause on a written charge after a public hearing. The city council shall appoint four alternate board members to serve in the absence of one or more regular members when requested to do so by the mayor or city manager.

Alternate member serves for the same period as a regular member and is subject to removal in the same manner as a regular member.

TERM OF OFFICE: Two-year term

MEETINGS: 4th Tuesday of the month (if needed) at 6:00 PM

DUTIES:

- (1) To perform the duties imposed upon the board of adjustment specified in appendix C of this Code and required by V.T.C.A., Local Government Code, ch. 211;
- (2) To serve as the building standards commission pursuant to article VII, chapter 14 of this Code and V.T.C.A., Local Government Code, ch. 54, subch. C;
- (3) To serve as the fire and life safety code board of adjustment and appeals pursuant to the fire code adopted in [section 30-84](#) of this Code;
- (4) To hear and render judgment on requests for variances concerning the city's sign code pursuant to [section 28](#) of Appendix A of this Code; and
- (5) To perform other duties as may be delegated to it by the city council.



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