



MEETING MINUTES
MAY 21, 2026

SEABROOK PLANNING & ZONING
COMMISSION
MEETING

Chairman Gary Renola called the Seabrook Planning and Zoning Commission to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were Gary Renola, Scott Reynolds, Edward Klein, Jared Justus, and Russ Rhodes. Also present were Deputy City Manager/Planning and Zoning Director Sean Landis and Community and Economic Development Coordinator Ranya Botros.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments.

2. SPECIFIC PUBLIC HEARING

- 2.1 Conduct a public hearing to consider a request to amend the Code of Ordinances of the City of Seabrook, Texas, by revising Chapter 18, "Buildings and Building Regulations," Division 6, "Plumbing," through the creation of Section 18-339, titled "Temporary Portable Restroom Units." The proposed amendment establishes regulations governing the permitting, placement, maintenance, and enforcement of temporary portable restroom units for construction sites, public events, residential uses, and certain permanent installations.**

Chairman Gary Renola opened the public hearing at 6:01 p.m. There were no public comments during this hearing. Chairman Gary Renola closed the public hearing at 6:01 p.m.

3. NEW BUSINESS

- 3.1 Consider and take all appropriate action on a request to amend the Code of Ordinances of the City of Seabrook, Texas, by revising Chapter 18, "Buildings and Building Regulations," Division 6, "Plumbing," through the creation of Section 18-339, titled "Temporary Portable Restroom Units." The proposed amendment establishes regulations governing the permitting, placement, maintenance, and enforcement of temporary portable restroom units for construction sites, public events, residential uses, and certain permanent installations.**

Deputy City Manager/Planning and Zoning Director Sean Landis gave a presentation about the proposed amendments to the Code of Ordinances.

Motion:	To Approve
Made By:	P&Z Member Klein
Seconded By:	P&Z Member Rhodes
Vote:	Passed unanimously by all present.

4. ROUTINE BUSINESS

- 4.1 Report from the Director of Planning and Community Development on the status of a list of actions taken by Planning & Zoning and sent to City Council for its action or review.**

Deputy City Manager/Planning and Zoning Director Sean Landis indicated that there isn't anything that has been recently sent to City Council.

- 4.2 Approve minutes from the April 7, 2026 joint City Council and P&Z meeting.**

Motion: To Approve
Made By: P&Z Member Reynolds
Seconded By: P&Z Member Klein
Vote: **Passed** unanimously by all present.

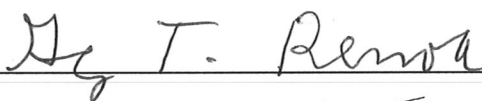
4.3 Approve minutes from the April 16, 2026 regular P&Z meeting

Motion: To Approve
Made By: P&Z Member Rhodes
Seconded By: P&Z Member Justus
Vote: **Passed** unanimously by all present.

Motion: To Adjourn
Made By: P&Z Member Rhodes
Seconded By: P&Z Member Klein
Vote: **Passed** unanimously by all present.

The meeting was adjourned at 6:11 p.m.

APPROVED:


Chair

DATE: 6/18/26

ATTEST:

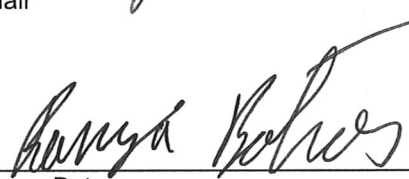

Ranya Botros
Community & Economic Development Coordinator

Exhibit A

**PUBLIC HEARING NOTICE
SEABROOK PLANNING & ZONING COMMISSION
THURSDAY, MAY 21, 2026 – 6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE PLANNING AND ZONING COMMISSION OF THE CITY OF SEABROOK WILL HOLD A PUBLIC HEARING ON **THURSDAY, MAY 21, 2026, AT 6:00 P.M.** IN SEABROOK CITY HALL, 1700 FIRST STREET, SEABROOK, TEXAS, TO DISCUSS THE AGENDA ITEM LISTED BELOW.

THIS HEARING IS OPEN TO THE PUBLIC AND EVERYONE ATTENDING WILL HAVE THE OPPORTUNITY TO SPEAK FOR OR AGAINST THESE REQUESTS IN ACCORDANCE WITH THE PROCEDURES OF THE COMMISSION. ALL REQUIRED DOCUMENTS REGARDING THIS REQUEST ARE AVAILABLE FOR REVIEW AT CITY HALL IN THE COMMUNITY DEVELOPMENT DEPARTMENT WEEKDAYS FROM 8:00 A.M. TO 5:00 P.M. PLEASE CALL (281) 291-5705 IF YOU HAVE QUESTIONS.

SPECIFIC PUBLIC HEARING

Conduct a public hearing to consider a request to amend the Code of Ordinances of the City of Seabrook, Texas, by revising Chapter 18, “Buildings and Building Regulations,” Division 6, “Plumbing,” through the creation of Section 18-339, titled “Temporary Portable Restroom Units.” The proposed amendment establishes regulations governing the permitting, placement, maintenance, and enforcement of temporary portable restroom units for construction sites, public events, residential uses, and certain permanent installations.

CERTIFICATE

I certify that this notice was posted on the bulletin board at Seabrook City Hall on or before 5:00 p.m., Wednesday, April 22, 2026, and that it will remain posted until after completion of the hearing.

/s/ Ranya Botros, Administrative Assistant

Exhibit B

Sec. 18-339. Portable Restroom Units.

(a) Purpose and Authority.

1. This section is adopted pursuant to the City's police powers under the Texas Constitution and applicable state law to protect public health, safety, welfare, sanitation, environmental quality, and community standards.
2. The regulations contained herein are intended to establish uniform, objective standards governing the placement, use, servicing, and maintenance of portable restroom units within the City.
3. Nothing in this section shall be construed to authorize any use prohibited by the Zoning Ordinance or other applicable law.

(b) Definitions.

For purposes of this section:

1. Portable Toilet means a self-contained, non-plumbed, movable sanitation unit designed for single-user occupancy and not connected to a permanent wastewater system.
2. Trailer Restroom Unit means a sanitation facility constructed on or mounted to a trailer or mobile chassis for transport and temporary placement.
3. Long-Term Installation means a portable toilet or trailer Restroom Unit:
(a) located on the same property for more than ninety (90) consecutive days; or
(b) located on the same property for an aggregate of more than ninety (90) days within any twelve (12) month period.
4. Licensed Servicing Provider means an entity authorized under Texas law to transport and dispose of sewage and holding tank waste and registered with the City, if required.
5. Construction Site means property subject to an active, valid building, demolition, or infrastructure permit issued by the City.
6. Event means a temporary gathering reasonably expected to involve more than fifty (50) persons on private or public property.

(c) Permit Requirement.

1. General Rule. No person shall place, install, maintain, or allow the placement of a portable toilet or trailer Restroom Unit within the City without first obtaining a portable restroom permit, unless expressly exempted.

2. Property Owner Responsibility. The property owner and the person placing the unit shall be jointly and severally responsible for compliance.
3. Exemptions. A permit is not required for:
 - (a) Units located on an active construction site complying with subsection (f);
 - (b) Units placed by the City or another governmental entity for governmental purposes;
 - (c) Units deployed during a declared emergency or disaster response.
4. Application Requirements. An application shall include:
 - (a) A scaled site plan showing location, setbacks, screening, and service access;
 - (b) Duration of use;
 - (c) Written property owner authorization, if applicant is not owner;
 - (d) Identification of the licensed servicing provider.
5. Administrative Decision. The Building Official shall approve the permit if the application demonstrates compliance with this section and shall deny the permit if the application fails to meet objective requirements.
6. Duration. Temporary permits shall not exceed ninety (90) days unless otherwise authorized by Special Use Permit.

(d) Objective Placement Standards.

All units shall:

1. Be located at least ten feet (10') from all property lines;
2. Be located at least fifty feet (50') from waterways, drainage ditches, storm drains, or inlets;
3. Be placed on stable, level ground;
4. Be secured or stabilized to prevent tipping or displacement;
5. Not block required parking spaces, ADA-accessible routes, fire lanes, public rights-of-way, or required means of egress;
6. Maintain unobstructed access for servicing vehicles;
7. Comply with all applicable accessibility requirements under federal and state law;
8. Comply with all applicable floodplain requirements under federal, state and local law.

Failure to comply with any placement requirement constitutes a separate violation per unit.

(e) Screening.

1. Units located on residential or commercially zoned property for more than forty-eight (48) hours shall be screened from public street view by fencing, landscaping, or placement behind a structure where physically feasible.
2. Screening shall not obstruct required access or violate other City codes.
3. The screening requirement shall not apply to construction sites during active permitted construction.

(f) Construction Sites.

1. At least one (1) portable toilet shall be provided when permanent restroom facilities are not available.
2. Servicing shall occur at least once every seven (7) days.
3. Units shall be removed within seven (7) days after issuance of a Certificate of Occupancy or expiration or final inspection of the permit.

(g) Events.

1. Portable restroom facilities shall be provided at a minimum ratio of:
(a) One (1) unit per seventy-five (75) attendees for events four (4) hours or less;
(b) One (1) unit per fifty (50) attendees for events exceeding four (4) hours.
2. At least five percent (5%) of required units, and no fewer than one (1), shall be ADA-accessible.
3. Units shall be removed within forty-eight (48) hours after event conclusion.

(h) Residential Temporary Use.

1. Portable restroom units on residential property not associated with active construction shall not exceed seventy-two (72) consecutive hours within any thirty (30) day period.
2. Units shall not be used as a substitute for required plumbing fixtures under adopted building codes.

(i) Long-Term Installations – Special Use Permit Required.

1. A Long-Term Installation requires approval of a Special Use Permit (SUP) by City Council.

For purposes of this section

(a) City Council Hearing:

- 1. The City Council shall consider the application at a hearing conducted in accordance with the Texas Open Meetings Act.**
 - 2. The City Council shall evaluate the required findings set forth in this section.**
 - 3. The City Council may approve, approve with conditions, or deny the Special Use Permit application.**
- 2. The applicant bears the burden of demonstrating compliance with all approval criteria.**
 - 3. Required Findings. City Council must find:**
 - (a) The installation will not create a public health hazard;**
 - (b) The installation will not materially interfere with surrounding property use;**
 - (c) Adequate wastewater servicing is secured;**
 - (d) The installation is necessary due to documented hardship or absence of feasible permanent facilities.**
 - 4. Conditions. The SUP may require:**
 - (a) Concrete or paved pad;**
 - (b) Six-foot (6') opaque screening;**
 - (c) ADA accessibility where required by law;**
 - (d) Lighting;**
 - (e) Periodic review;**
 - (f) Expiration date.**
 - 5. Annual Renewal. All Long-Term Installations shall require annual renewal demonstrating continued compliance.**
 - 6. Revocation. The City may revoke an SUP upon failure to maintain sanitary conditions, violation of placement or servicing requirements, creation of a nuisance, or failure to renew. Revocation shall follow written notice and opportunity to cure, except where an imminent health risk exists.**

(j) Maintenance and Prohibited Acts.

- 1. All units shall be maintained in sanitary, leak-free condition.**
- 2. Only a Licensed Servicing Provider may remove or dispose of waste.**
- 3. It is unlawful to:**
 - (a) Discharge wastewater onto the ground;**
 - (b) Discharge wastewater into storm drainage;**

- (c) Tamper with or overturn a unit;
- (d) Remove a City notice or stop order.

(k) Temporary Handwashing Facilities.

Temporary handwashing facilities shall be provided in conjunction with all temporary restroom facilities and shall be located in close proximity to ensure convenient access for users. Handwashing stations must be compatible with the scale and capacity of the temporary restroom facilities provided and maintained in a clean, sanitary, and operable condition at all times.

Each handwashing station shall be equipped with:

1. Potable water delivered through a hands-free or manually operated spigot.
2. Soap or other approved cleansing agents.
3. Single-use paper towels or hand-drying devices, and
4. A waste receptacle for disposal of used materials.

The number of handwashing stations shall be proportionate to the number of temporary restroom units, at a minimum ratio of one (1) handwashing station per every Six (6) restroom units, unless otherwise approved by the City.

All facilities shall be serviced regularly to ensure adequate supplies and proper wastewater disposal.

(l) Storm Event Removal Requirement.

All temporary restroom facilities, including portable toilets, hand-washing stations, and trailer-mounted restroom units, shall be removed from the site upon the issuance of a tropical storm or hurricane watch or warning affecting any portion of the City or adjacent surrounding areas, as issued by the National Weather Service.

Removal shall be completed within a reasonable timeframe following the issuance of such watch or warning, but in no case later than forty-eight (48) hours prior to the anticipated onset of tropical storm force winds in the City, as projected by official forecasts.

The owner, operator, permit holder, or person responsible for the site shall be responsible for ensuring timely removal of all units. No temporary restroom facility shall remain on-site during the duration of a tropical storm or hurricane event.

Facilities may be returned to the site only after the expiration of all applicable watches or warnings and when conditions are deemed safe for reinstallation.

Failure to comply with this requirement may result in enforcement action, including but not limited to citation, revocation of permits, or removal by the City at the owner's expense.

This requirement shall not apply where the City or emergency management authority has expressly authorized temporary restroom facilities for emergency response, disaster relief, or public safety purposes.

(m) Inspection Authority.

The City may inspect portable restroom units at reasonable times to ensure compliance. Refusal to permit lawful inspection constitutes a violation.

(n) Enforcement.

1. Each day a violation continues constitutes a separate offense.
2. A violation is punishable by a fine not to exceed five hundred dollars (\$500.00) per day, per violation.
3. The City may issue stop-use orders, suspend or revoke permits, remove units posing imminent health threats, seek injunctive relief, and recover abatement costs.
4. If a unit poses an immediate threat to public health or safety, the City may summarily remove or abate the unit without prior notice. The property owner shall be liable for all associated costs.

(o) Enforcement and Penalties.

1. This section shall be enforced by the Building Official, Code Enforcement Officer or Police Officer.
2. Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00) per day, per violation.
3. The city may summarily remove or abate any portable restroom unit that poses an imminent threat to public health or safety.