



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, AUGUST 28, 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
AUGUST 28, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, AUGUST 28, 2025, AT 06:00 PM **910 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546**

CHAIRMAN TOM HINCKLEY
COMMISSIONER TRAVIS MANN
COMMISSIONER MARCUS RIVES
COMMISSIONER BRIAN BOUNDS
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

2. OATHS OF OFFICE

- A. Administer the oath of office to Commissioner Thomas Hinckley and Commissioner Brian Bounds.

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.

Davis Townsend spoke on behalf of Sunpark Subdivision, expressing concern over drainage impacts that may be caused by the re-development of the former Cline Primary School into residential lots. He asked the Commission not to increase allowable lot coverage (related to item 6.A.)

Adam Hill/Sterling Builders stated re-development of the former Cline Primary School would result in less impervious coverage. He said compliant, engineered drainage plans will be submitted to the city and the drainage district.

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 Commission regular meeting held Thursday, July 24, 2025.

**Commissioner Travis Mann moved to approve the minutes of the Planning and Zoning Commission regular meeting held Thursday, July 24, 2025. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.

5. ACTION ITEMS

- A. Consider election of a chairperson and vice chairperson.

**Commissioner Brian Bounds moved to re-elect Tom Hinckley as Chairman and Marcus Rives as Vice-Chairman. Seconded by Commissioner Stacey Phillips. The motion was approved unanimously.

- B. Consider approving a site plan amendment for the location of 405 W Parkwood for the addition of a detached, covered patio.

Harbin said the retail center near HEB (which includes Menchie's Yogurt and Cato Fashions) is building out a coffee shop on the left-hand lease space and would also like to add a shade structure outside. She said the structure would be located in a grassy area at the end of the parking lot and would not impact the existing trees.

Aiman Albsharat/owner said the property has capacity in the existing detention pond for the addition of the structure.

**Commissioner Marcus Rives moved to approve a site plan amendment for the location of 405 W Parkwood for the addition of a detached, covered patio. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.

6. DISCUSSION

- A. Discuss lot coverage requirements in the Single Family Residential (SFR) zoning district as contained in the "Residential Regulation Matrix" contained in Section 7.P and/or Section 20 "Definitions" of Appendix C "Zoning" of the City Code.

Harbin explained that Adam Hill/Sterling Builders had requested the commission consider increasing allowable lot coverage from 35% to 40%. She said the city's current requirement was adopted in 1997 and is based on aesthetic, not drainage, concerns. She provided a comparison of other city's allowances, of which some include only under roof area and some include all coverage (under roof, swimming pools, concrete.)

Commissioner Phillips said she understands the builder's comment that homeowners are looking for large, one-story homes so that they may age in place. She said she did not understand the assertion that aging homeowners want smaller yards for less maintenance while at the same time opting for larger homes. Phillips commented that increasing lot coverage seemed to be moving further away from the character of large homes on large lots in Friendswood.

Commissioner Conrad commented that the neighbor's drainage comments were something to consider. She said she did not feel that a 5% increase was a drastic change.

Commissioner Mann said he also understands the desire for large homes as well as the neighbor's flooding concerns. Mann said the city and the drainage district have completed a lot of work to improve drainage. He said the subdivision's existing drainage concerns need to be addressed separately from the proposed ordinance change or future subdivision. Mann suggested developing larger lots to accommodate larger homes.

Commissioner Anderson agreed that significant drainage improvements had been made over the years. He felt the neighbor's photographs of flooding from 1997 and 2001 were a misrepresentation of current conditions. He referenced that the area did not flood during Hurricane Harvey. Commissioner Bounds provided similar input as the previous commissioners.

Vice-Chairman Rives commented that the current ordinance requires larger homes to be placed on larger lots. He said the purpose of lot coverage requirements is to avoid areas appearing bulky or overly dense. Rives said if the commission chooses to pursue an increase, he suggested limiting structures to one-story with a decreased allowable height. Rives proposed defining that one-story homes may not include stairs or walk-in attics in an effort to avoid future expansion. He said limiting the overall impervious coverage could be helpful, as well. Commissioner Mann said that the downside would be a homeowner who purchases such a lot, with the intent of expanding, and who is not aware of the restrictions.

Chairman Hinckley reminded the commission that any change made would impact the entire city, not just the proposed Sterling Estates subdivision. He suggested receiving feedback from other cities with higher lot coverage percentages. He said he would also like to hear from the City Engineer regarding drainage. Harbin said she had some notes from the City Engineer who commented that 55% is the standard used for drainage purposes. Commissioner Anderson questioned the amount of coverage at Cline Primary School. Adam Hill said they had removed more than 76,000 sq ft of impervious cover during the demolition of the school. He said the new subdivision would result in less impervious coverage than the school.

Chairman Hinckley stated that researching an increase in lot coverage was warranted. Commissioner Mann asked that a subcommittee be established.

- B. Discuss the requirements and definitions of accessory buildings and primary structures as required by the Zoning Ordinance.

Harbin stated that researching the requirements and definitions of accessory buildings and primary structures had been on the commission's "to do list." She said staff examined the need for changes and ultimately is proposing no action be taken. Harbin explained that the city's current ordinances were sufficient.

7. COMMUNICATIONS

- A. Receive an update on changes in state laws as they pertain to the Planning and Zoning Commission and land use generally.

City Attorney Karen Horner provided an overview of land use changes that may affect the commission. She mentioned items such as the size of zone change signs, regulating home-based businesses, and providing for areas zoned mobile home district.

- B. Discuss and set a date for the annual Planning and Zoning Commission retreat in December.

The commission discussed dates for the annual retreat and tentatively decided on Wednesday, December 3rd.

- C. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, September 11, 2025, and (ii) Thursday, September 25, 2025.
- D. Receive the July 2025 DRC Report, July 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 announced the annual Ice Cream Social coming up on Labor Day. He said the city will also have a tent for Winter Weather Preparedness present. Other items of interest from City Council's recent meetings included an intent to partner with the Friendswood ISD's development of an agricultural facility, awarding a proposal to Ardurra Group for consulting services to update the city's comprehensive plan, and first reading of land annexation near Lake Friendswood.

All the commissioners thanked staff and the public for participating and providing feedback. Chairman Hinkley mentioned that his daughter is a two-time cancer survivor and announced December as being Childhood Cancer Awareness Month.

8. ADJOURNMENT

This meeting was adjourned at 06:59 PM.