



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, OCTOBER 9, 2025 - 6:00 PM**

Minutes

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

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
OCTOBER 9, 2025

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, OCTOBER 9, 2025, AT 06:00 PM **416 S. FRIENDSWOOD DR, FRIENDSWOOD, TX 77546**

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

COMMISSIONERS BRIAN BOUNDS AND WILLIE C 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.

David Townsend, a representative for the Sunpark subdivision, said he had spoken with the

developer of the proposed Sterling Estates subdivision and found their drainage plans to be beneficial. Mr. Townsend said his subdivision is in favor of the new development. He did request that someone from the city evaluate the existing drainage system on Briarmeadow Ave.

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 approving the minutes of the Planning and Zoning Commission regular meeting held Thursday, August 28, 2025.

****Commissioner Marsha Conrad moved to approve the minutes of the Planning and Zoning Commission regular meeting held Thursday, August 28, 2025. Seconded by Commissioner Stacey Phillips. The motion was approved unanimously.**

4. ACTION ITEMS

- A. **PUBLIC HEARING FOR FUTURE LAND USE MAP (FLUM) AMENDMENT: 401 W EDGEWOOD DR**

Conduct a public hearing regarding a request for an amendment to the Future Land Use Map (FLUM) for the property located at 401 W Edgewood Drive, also known as McReaken Manor Final Plat, a subdivision containing a 3.9187-acre tract of land out of Lot 2, Block 1, Friendswood Volume 238, Page 14 Sarah McKissick Survey Abstract 151, Galveston County, Friendswood, Texas, to change the FLUM from "Low Density" residential to "Retail."

Harbin explained a proposed zone change for the property would require a change in the Future Land Use map from Low Density residential to Retail. She said this property is situated between adjacent properties that would be complemented by either commercial or residential. She said the land had been rezoned several times over the years.

- B. **RECOMMENDATION TO COUNCIL FOR FUTURE LAND USE MAP (FLUM) AMENDMENT: 401 W EDGEWOOD DR**

Consider making a recommendation to City Council regarding a request to amend the Future Land Use Map (FLUM) for the property located at 401 W Edgewood Drive, also known as McReaken Manor Final Plat, a subdivision containing a 3.9187-acre tract of land out of Lot 2, Block 1, Friendswood Volume 238, Page 14 Sarah McKissick Survey Abstract 151, Galveston County, Friendswood, Texas, to change the FLUM from "Low Density" residential to "Retail."

****Commissioner Marsha Conrad moved to approve a recommendation to City Council regarding a request to amend the Future Land Use Map (FLUM) for the property located at 401 W Edgewood Drive, to change the FLUM from "Low Density" residential to "Retail." Seconded by Commissioner Marcus Rives. The motion was approved unanimously.**

- C. **PUBLIC HEARING FOR ZONE CHANGE REQUEST: 401 W EDGEWOOD DR**

Conduct a public hearing regarding a request for a zone classification change for the property located at 401 W Edgewood Drive, also known as McReaken Manor Final Plat, a subdivision containing a 3.9187-acre tract of land out of Lot 2, Block 1, Friendswood

Volume 238, Page 14 Sarah McKissick Survey Abstract 151, Galveston County, Friendswood, Texas to change the zoning from Single Family Residential (SFR) to Community Shopping Center (CSC).

Harbin said the applicant is proposing to change the property from residential use to commercial use. She explained that the property is located on FM 2351 and would be subject to the Community Overlay District (COD) regulations, which include increased landscaping and screening requirements. She said the property has proved difficult because the drainage ditch on FM 2351 is very shallow and will require a pumped detention system.

D. RECOMMENDATION TO COUNCIL FOR ZONE CHANGE REQUEST: 401 W EDGEWOOD DR

Consider making a recommendation to City Council regarding a request to change the zoning classification for the property located at 401 W Edgewood Drive, also known as McReaken Manor Final Plat, a subdivision containing a 3.9187-acre tract of land out of Lot 2, Block 1, Friendswood Volume 238, Page 14 Sarah McKissick Survey Abstract 151, Galveston County, Friendswood, Texas to change the zoning from Single Family Residential (SFR) to Community Shopping Center (CSC).

Commissioner Mann commented that a commercial use seems to fit into that location.

Commissioner Rives asked if noise from the rumored baseball batting cage would disturb the neighbors. Tory Kennedy/architect said a batting facility was a possibility and that if that tenant did come to fruition, the property owner would be cognizant of possible noise because he would be constructing his office on the same land.

Chairman Hinckley said he would prefer a commercial use along FM 2351.

****Commissioner Marcus Rives moved to approve a recommendation to City Council regarding a request to change the zoning classification for the property located at 401 W Edgewood Drive from Single Family Residential (SFR) to Community Shopping Center (CSC). Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

E. PRELIMINARY PLAT: STERLING ESTATES (OLD CLINE ELEMENTARY SCHOOL SITE)

Consider approval of the Preliminary Plat of Sterling Estates, also known as 505 Briarmeadow Ave and the former Cline Elementary School site, a subdivision of 11.392 acres being lots 7 and 8 in Block 5 and Lots 3 and 4 in Block 7 of Friendswood Subdivision in the Sarah McKissick or J.R. Williams League, Abstract 151, recorded in Volume 7, Page 21 of the Galveston County Map Records, City of Friendswood, Galveston County, Texas.

Harbin explained the preliminary plat was the first step in the redevelopment process. She said the proposed subdivision would consist of 24 lots between 90-feet and 120-feet wide. She said the Galveston County Consolidated Drainage District (GCCDD) has also approved the preliminary plat along with preliminary and final drainage plans. She said the final plat would be considered at the GCCDD meeting to be held October 14th.

Adam Hill/owner said he is dedicated to ensuring a quality product that his customers will be happy with ten years from now. He explained he is a developer and a homebuilder, as well as a resident, and he would not want to develop a subdivision with drainage issues.

Commissioner Mann thanked Hill for working with the existing neighbors to alleviate their drainage concerns. Chairman Hinckley suggested he also work with the neighbors regarding fencing as to avoid duplicate fences or drainage impediments.

****Commissioner Marcus Rives moved to approve the Preliminary Plat of Sterling Estates. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

F. SITE PLAN AMENDMENT: 109 E SHADOWBEND AVE

Consider approval of a site plan amendment for a proposed building renovation and site improvements at 109 E Shadowbend Ave.

Harbin introduced the project as a redevelopment of an older house in the Downtown District into commercial office space. She said the redevelopment would include raising the roof and building height, plus installing sidewalks and head-in parking spaces. She said the office will have access to public head-in parking across the street, as well. Harbin said the owner is asking that the commission approve an alternate landscape plan to use mature, existing trees to count as their required landscaping.

Larry Fly/owner said his business has been located in Friendswood for years, and he is looking forward to having a space of his own. He said he hopes this will also spur additional redevelopment in the area.

The commissioners all commented that they support protecting the existing trees.

****Commissioner Marcus Rives moved to approve a site plan amendment for a proposed building renovation and site improvements at 109 E Shadowbend Ave. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

G. SITE PLAN AMENDMENT: 4500 AND 4552 FM 2351

Consider approval of a site plan amendment for Industry Park Friendswood Phase Two located at 4500 and 4552 FM 2351.

Harbin said the proposed request is to reconsider allowing (6) trees planted in the median of Timber Creek Rd towards trees indicated on the approved site plan for Industry Park Phase II.

Commissioner Mann said he was not opposed to counting the median trees since the developer did install them. He commented that he does not like the way the request has been made.

Commissioner Rives said the applicant's request letter states there is no room on the property to install (6) trees, but that he feels the owner just does not want to install them. He suggested the trees be planted in the open green space on the left when entering the facility. He explained that area is the first thing people see when driving into town on FM 2351.

Commissioner Conrad mentioned the applicant's letter stated trees could not be planted due to the location of utilities, and she also said it appears the owner does not want to comply.

Commissioner Phillips commented that she was not part of the commissioner when the original site plan was approved, nor when the city changed multiple ordinances for the benefit of the developer. She said that even without the history, the owner agreed to a plan and has not kept his word, continuously requesting reductions from the original 34 trees that he promised.

Chairman Hinckley said that although the crepe myrtles in question are not located on the project site, the zoning ordinance allows for offsite tree mitigation. He said he is not opposed to granting the request but agreed there is probably room to install the trees onsite.

****Commissioner Marcus Rives moved to approve a site plan amendment for Industry Park Friendswood Phase Two located at 4500 and 4552 FM 2351. Seconded by Commissioner Travis Mann. The motion failed 2-3 with Commissioner Marcus Rives, Commissioner Marsha Conrad, and Commissioner Stacey Phillips opposed.**

5. 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.

Bennett said the Ordinance Subcommittee met to discuss a developer's request to increase allowable lot coverage. She stated no action or vote was required by the commission and asked Commission Phillips to provide their findings.

Commissioner Phillips explained that the subcommittee weighed the pros and cons of increasing building lot coverage. She said that, ultimately, there was no history of requests nor residents asking for the change. She said the subcommittee did not feel a citywide change was warranted to benefit one developer. She elaborated that existing homeowners would be impacted the most when in-fill lots are developed. Phillips concluded that the subcommittee did not feel that increasing the allowable lot coverage would be harmonious for the neighbors.

Phillips further stated that the subcommittee reviewed the redline language proposed by Commissioner Rives and drafted by staff. She said that if the City Council chooses to pursue the change, then the ordinance was there and ready.

Commissioner Mann said that if lot coverage were increased, all developers and homebuilders would take advantage of the opportunity.

Chairman Hinckley commented that the City of Friendswood limits lot coverage of under-roof structures while other cities limit all impervious coverage. He explained that when benchmarking cities, the comparison is skewed.

Commissioner Rives used an area of redevelopment, West Shadowbend, to help the commission visualize what it looks like when new homes are built next to old homes. He said that although the new homes are compliant with the current lot coverage requirements, they look rather large in comparison, and asked the commission to imagine what an increase in allowable building size would look like.

6. COMMUNICATIONS

- A. Receive an update regarding the Comprehensive Plan and Zoning Ordinance Updates (GLO RCP Grant).

Harbin said the city was awarded a grant to help update the Comprehensive Plan and the project was awarded to the Ardurra Group, a third party consultant. She said the Comprehensive Plan

Update will replace the 1998 version and give the city a new vision, hopefully for the next twenty years.

Commissioner Mann said he would like to participate. Harbin announced there would be a Comprehensive Plan Advisory Committee and that the Planning Subcommittee would be part of that group.

- B. Announcement of the next Planning and Zoning Commission regular meetings for the remainder of the year (i) Thursday, November 13, 2025, and (ii) Thursday, December 11, 2025, in the Community Room at the Friendswood Public Library. The annual retreat will be held on Wednesday, December 3, 2025, at 6:00 pm in the Second Floor Conference Room at the City Hall.
- C. Receive the (i) August 2025 DRC Report, (ii) August 2025 Business Report, (iii) Council Liaison updates concerning action taken by the City Council on Planning and Zoning related items, and (iv) Commissioner comments concerning items of community interest and/or requesting future agenda items.

Council Liaison Matranga said the City Council received an introduction from the Ardurra Group at their last meeting. He said that the Council also approved the first reading of an ordinance to reassign the Capital Improvement Advisory Committee (CIAC) from Planning & Zoning to a separate entity.

7. ADJOURNMENT

This meeting was adjourned at 06:53 PM.