



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, JANUARY 22, 2026 - 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
JANUARY 22, 2026

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, JANUARY 22, 2026, 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 STACEY PHILLIPS
COUNCIL LIAISON JOE MATRANGA
CITY ATTORNEY KAREN HORNER

DIRECTOR OF CDD/PLANNER AUBREY HARBIN

COMMISSIONER WILLIE C ANDERSON AND ASSISTANT PLANNER BECKY BENNETT 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 Stacey Phillips moved to approve the consent agenda. Seconded by Commissioner Travis Mann. The motion was approved unanimously.**

- A. Consider approval of the minutes for 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 for 4326 Friendswood Link Rd, EZ Mart, to construct a fuel canopy; original approval was granted Thursday, February 13, 2025.

Harbin said the property owner is requesting additional time to begin their project for financial reasons.

****Commissioner Marcus Rives moved to approve a one-time, six-month extension for the site plan approval granted for 4326 Friendswood Link Rd, EZ Mart, to construct a fuel canopy. Seconded by Commissioner Marsha Conrad. The motion was approved unanimously.**

5. DISCUSSION

- A. 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).

Harbin said there have been discussions to allow staff approval for plats and site plans that meet city ordinances. She said any project requesting a deviation, exception, or special consideration would still be subject to commission approval. She said staff approval would save time for developers, staff, and reduce the number of commission meetings necessary.

Commissioner Mann was in favor of efficiency, but was concerned with the commission losing exposure to plats and site plans. He said for the commission to consider exceptions, not seeing those items regularly without exceptions, would make it difficult. He likened the consideration of plats and site plans on a regular basis to muscle memory. Harbin stated she had a similar concern and suggested providing a staff report of approved projects, so the commission could stay informed.

Commissioner Rives said he heard several cities discussing the same changes at the American Planning Association Conference. He asked if staff could benchmark other cities' processes. Harbin explained that the statute allowing staff approval was passed in 2023. She said she is aware that

the City of Georgetown provided a lot of input to the state regarding the process. Rives commented that the commission also serves as an extra set of eyes on projects. Mann added that the commission's perspective could be different from staff's, as well, since the commission does not get caught up in the minute details of a project.

Commissioner Rives expressed concern that public comments about projects would no longer apply and asked how other cities addressed public concerns. Commissioner Bounds suggested more than one staff member sign the final plans.

The commission discussed the timing of approvals and meetings. Harbin said one benefit of staff approval is that it could encourage applicants to meet city ordinance to save time. She said staff could approve a project that meets all codes, but if an applicant is requesting special considerations, they would need to wait for commission approval and the commission would only meet once a month.

6. COMMUNICATIONS

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

Harbin said the committee would be participating in a bus tour next week. She said the consultant had put together a route with points of interest. Harbin announced the consultant would also be workshopping a group of high school students next month.

- 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.

Councilman Matranga said he recently attended the Fourth of July Steering Committee meeting and said there are exciting changes to come for this year's 250-yr celebration.

Harbin said the Clear Creek Village PUD would be discussed again at the next City Council meeting. She said phasing percentages had been included in their plan. She asked the commission to check their calendars regarding Spring Break in March, in case the first meeting of the month needed to be canceled.

7. ADJOURNMENT

This meeting was adjourned at 06:30 PM.