



**CITY OF FRIENDSWOOD
PLANNING AND ZONING COMMISSION
THURSDAY, JUNE 11, 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
JUNE 11, 2026

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PLANNING AND ZONING COMMISSION THAT WAS HELD ON THURSDAY, JUNE 11, 2026, AT 06:00 PM **910 S. FRIENDSWOOD DR., FRIENDSWOOD, TX 77546**

CHAIRMAN TOM HINCKLEY
COMMISSIONER MARCUS RIVES
COMMISSIONER BRIAN BOUNDS
COMMISSIONER WILLIE C ANDERSON
CITY ATTORNEY KAREN HORNER
DIRECTOR OF CDD/PLANNER AUBREY HARBIN
ASSISTANT PLANNER BECKY BENNETT

COMMISSIONER TRAVIS MANN, COMMISSIONER STACEY PHILLIPS, AND COUNCIL LIAISON TRISH HANKS 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.

No comments.

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 on Thursday, May 14, 2026.

****Commissioner Marcus Rives moved to approve the minutes of the Planning and Zoning Commission regular meeting held on Thursday, May 14, 2026. Seconded by Commissioner Brian Bounds. The motion was approved unanimously.**

4. ACTION ITEMS

- A. **PRELIMINARY PLAT: SHERRY LANE PHASE 2 STREET DEDICATION (APPROX. 800 FEET OF ROADWAY)**

Consider approving the Preliminary Plat of Sherry Lane Phase 2 Street Dedication, a subdivision of 1.220 acres of land situated in the I&GN RR CO Survey, Section 23, Abstract 624, City of Friendswood, Galveston County, Texas.

Director Harbin explained this plat was denied by the Commission on April 9th. She said the applicant has corrected most items and resubmitted. She mentioned there are a few administrative items outstanding but that they do not impact the plat layout and may be addressed during construction plan review.

****Commissioner Marcus Rives moved to approve the Preliminary Plat of Sherry Lane Phase 2 Street Dedication, subject to staff comments. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

- B. **PRELIMINARY PLAT: GEORGETOWN BLVD PHASE 2 STREET DEDICATION (APPROX. 1450 FEET OF ROADWAY)**

Consider approving the Preliminary Plat of Georgetown Blvd Phase 2 Street Dedication, a subdivision of 3.365 acres of land situated in the I&GN RR CO Survey, Section 23, Abstract 624, City of Friendswood, Galveston County, Texas.

Director Harbin explained this plat was also denied by the Commission on April 9th. She said the applicant has corrected most items and resubmitted. She mentioned there are a few administrative items outstanding but that they do not impact the plat layout and may be addressed during construction plan review. She added that the first phase of this street section lies within the City of Alvin who confirmed preliminary approval on their side.

****Commissioner Brian Bounds moved to approve the Preliminary Plat of Georgetown Blvd Phase 2 Street Dedication, subject to staff comments. Seconded by Commissioner Willie Anderson. The motion was approved unanimously.**

5. DISCUSSION

- A. **DESIGN CRITERIA MANUAL**

Discuss proposed changes to the Design Criteria Manual specifically Section VI Site

Development, Appendix C Parking Group Table, Appendix D Qualified Tree List, and Appendix E Downtown District Amenities.

Harbin announced that the City's Engineering Department was updating the Design Criteria Manual (DCM), and this discussion item was to go over items related to site plans and plats. She said that the DCM was historically adopted by resolution, but this version will be heard at two public hearings then codified into an ordinance.

Harbin explained many of the proposed changes are a result of the recent shift to staff approval of site plans and the move to digital plan reviews. She said several other changes involved removing conflicts with other ordinances and relocating processes to ordinances and leaving technical specifications in the DCM. She mentioned one thing of note is a proposal to increase the minimum sidewalk widths. She said the proposed change is a result of the Active Transportation Plan created by the Houston-Galveston Area Council (HGAC).

The summary of changes included no changes to Appendix C, reorganization of Appendix D, and removing the Downtown District lighting requirements from Appendix E. Chairman Hinckley questioned who was responsible for removing the obsolete black light poles. Harbin answered that the city had notified property owners to remove the poles. Since the poles are private property, some of the owners are choosing to reinstall them elsewhere on their properties.

6. COMMUNICATIONS

A. Receive a report from staff on approved site plans.

Harbin said there are none to report this meeting and that this item would be a standing placeholder to keep the commission informed.

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

Nothing new to report.

C. Announcement of the next Planning and Zoning Commission regular meetings for (i) Thursday, June 25, 2026, and (ii) Thursday, July 9, 2026.

D. Receive the May 2026 DRC Report, May 2026 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.

Harbin told the commission that staff would be attending the Land Use Conference put on by the Texas Municipal League for the first time this year. She said the budget allows for all the commissioners to attend and asked that they RSVP before the early bird pricing ends on July 25th. She said the conference would be held in Round Rock on August 20-21.

7. ADJOURNMENT

This meeting was adjourned at 06:18 PM.