



City of Sugar Land

Planning & Zoning Commission Agenda

Sugar Land City Hall
2700 Town Center
Boulevard North
Sugar Land, TX 77479

Tuesday, July 8, 2025
Planning & Zoning Commission Meeting
City Council Chamber
6:30 PM

I. Attention

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://www.sugarlandtx.gov/1238/SLTV-16-Live-Video> or <https://www.youtube.com/user/SugarLandTXgov/live>. Sugar Land Comcast/Xfinity Cable Subscribers can also tune-in on Channel 16.

II. Call to Order

III. Public Comment

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

IV. Minutes

A. MINUTES

Consideration of and action on the minutes of the June 26, 2025 meeting.

Linda Mendenhall, City Clerk

V. Subdivision Plat

A. Consideration of and action on Ryehill Section Five Preliminary Plat.

Jessica Echols, Senior Planner

VI. Public Hearings

A. **PUBLIC HEARING 6:30 P.M.:** Receive and hear all persons desiring to be heard on the proposed Conditional Use Permit for the establishment of a Private School (Elementary, Middle, and High) at 800 Brooks Street and 802 Brooks Street, further described as 6.0024 acres located in the S.M. Williams League, A-97 and 17.1949 acres located in the S.M. Williams League, A-97 and Alexander Hodge League, A-32, Fort Bend County, Texas located west of Brooks Street.

Consideration of and action on a recommendation for the proposed Conditional Use

Permit for the establishment of a Private School (Elementary, Middle, and High) at 800 Brooks Street and 802 Brooks Street, further described as 6.0024 acres located in the S.M. Williams League, A-97 and 17.1949 acres located in the S.M. Williams League, A-97 and Alexander Hodge League, A-32, Fort Bend County, Texas located west of Brooks Street, to the Members of City Council.

Jessica Echols, Senior Planner

VII. Reports

A. Planning and Zoning Commission Liaison Report

- City Council Meeting July 1, 2025

Chuck Brown, Commissioner

B. City Staff Report

- Calendar of Scheduled Meetings and Events

Lisa Kocich-Meyer, Director of Planning & Development Services

VIII. Adjournment

The Planning and Zoning Commission reserve the right, upon motion, to suspend the rules to consider business out of the posted order. In addition to any Executive Session listed above, the Planning and Zoning Commission reserves the right to adjourn into Executive Session at any time during this meeting for the purpose of consultation with the Attorney as authorized by Texas Government Code Sections 551.071 to discuss any of the matters listed above.

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the City Secretary, (281) 275-2730. Requests for special services must be received 48 hours prior to the meeting time. Reasonable accommodations will be made to assist your needs.

The agenda and supporting documentation is located on the [City Website](#) under meeting agendas.



Planning & Zoning Commission Agenda Request **July 8, 2025**

Agenda Request No: IV.A.

Agenda of: Planning & Zoning Commission Meeting

Initiated by: Justin Perez, Agenda Coordinator

Presented by: Linda Mendenhall, City Clerk

Responsible Department: Admin

Agenda Caption:

MINUTES

Consideration of and action on the minutes of the June 26, 2025 meeting.

Recommended Action:

Consider the minutes of the May 6, 2025 Joint City Council and Planning & Zoning Commission meeting, and the May 22, 2025 Planning & Zoning Commission meeting.

Executive Summary:

Consider the minutes of the June 26, 2025 meeting.

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

1. 062625pz_minutes



City of Sugar Land

Planning & Zoning Commission Minutes

Sugar Land City Hall
2700 Town Center
Boulevard North
Sugar Land, TX 77479

Thursday, June 26, 2025
Planning & Zoning Commission Meeting Minutes
City Council Chamber
6:30 PM

I. Attention

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II. Public Comment

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Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

No members of the public addressed the Commission.

III. Call to Order

QUORUM PRESENT

Chuck Brown, Mary Smith, Apurva Parikh, Sapana Patel, and Matthew Caligur were present. Taylor Landin, Fareena Dawood, and Randall Halbrook were absent.

IV. Minutes

A. MINUTES

Consideration of and action on the minutes of the May 6, 2025 Joint City Council and Planning & Zoning Commission meeting, and the May 22, 2025 Planning & Zoning Commission meeting.

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the May 6, 2025 Joint City Council and Planning and**

Zoning Commission meeting and the May 22, 2025 Planning and Zoning Commission meeting, was made by Chuck Brown and seconded by Mary Smith; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Apurva Parikh, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Fareena Dawood, Randall Halbrook

V. Fact, Findings, and Recommendation

A. RECOMMENDATION ON PROPOSED FISCAL YEAR 2026-2030 CAPITAL IMPROVEMENT PROGRAM

Consideration of and action on a recommendation for the proposed Fiscal Year 2026-2030 Capital Improvement Program, to the Members of City Council.

Robert Wilson, Assistant City Engineer

Robert Wilson, Assistant City Engineer, gave a presentation, made comments, and answered questions from the Commission.

A motion to **Approve a recommendation for the proposed Fiscal Year 2026-2030 Capital Improvement Program to the members of City Council**, was made by Matthew Caligur and seconded by Apurva Parikh; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Apurva Parikh, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Fareena Dawood, Randall Halbrook

VI. Reports

A. Planning and Zoning Commission Liaison Report

- City Council Meeting June 3, 2025
- City Council Meeting June 17, 2025

Mary Smith, Commissioner

Commissioner Mary Smith attended and reported on the June 3, 2025, and June 17, 2025 City Council meetings.

B. City Staff Report

- Calendar of Scheduled Meetings and Events

Lisa Kocich-Meyer, Director of Planning & Development Services

Jessica Rodriguez, Assistant Director of Planning and Development Services, reported on upcoming scheduled meetings and events.

VII. Adjournment

A motion to **Adjourn at 6:58 p.m.**, was made by Matthew Caligur and seconded by Sapana

Patel; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Apurva Parikh, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Fareena Dawood, Randall Halbrook

Linda Mendenhall, City Clerk





Planning & Zoning Commission Agenda Request

July 8, 2025

Agenda Request No: V.A.

Agenda of: Planning & Zoning Commission Meeting

Initiated by: Jessica Echols, Senior Planner

Presented by: Jessica Echols, Senior Planner

Responsible Department: Planning and Development Services

Agenda Caption:

Consideration of and action on Ryehill Section Five Preliminary Plat.

Recommended Action:

Staff Recommends Approval of the Ryehill Section Five Preliminary Plat.

Executive Summary:

This is the Preliminary Plat for Ryehill Section Five. It consists of 32.243 acres and includes 114 single-family lots, 5 blocks, and 4 reserves. This property is part of the Ryehill Development and is located in the City's ETJ, south of FM 2759 and east of FM 762. Access will be provided via Ryehill Parkway from Lazy Daisy Lane.

A 30' drill site access easement (C.F. NO. 2024001915 O.P.R.F.B.C.) is located within the proposed Sand Lily Trail right-of-way and must be abandoned prior to Final Plat approval for this Section; however, it does not impact the approval of the Preliminary Plat.

This Preliminary Plat complies with the Pulte (Ryehill) Development Agreement in terms of lot sizes, lot widths, lot depths, building lines, and other development standards outlined in the agreement. It is also consistent with the General Plan (Exhibit B of the Development Agreement – amended 01/15/25) and meets the Subdivision Regulations in Chapter 5 of the Development Code.

Budget

Expenditure Required: n/a

Current Budget: n/a

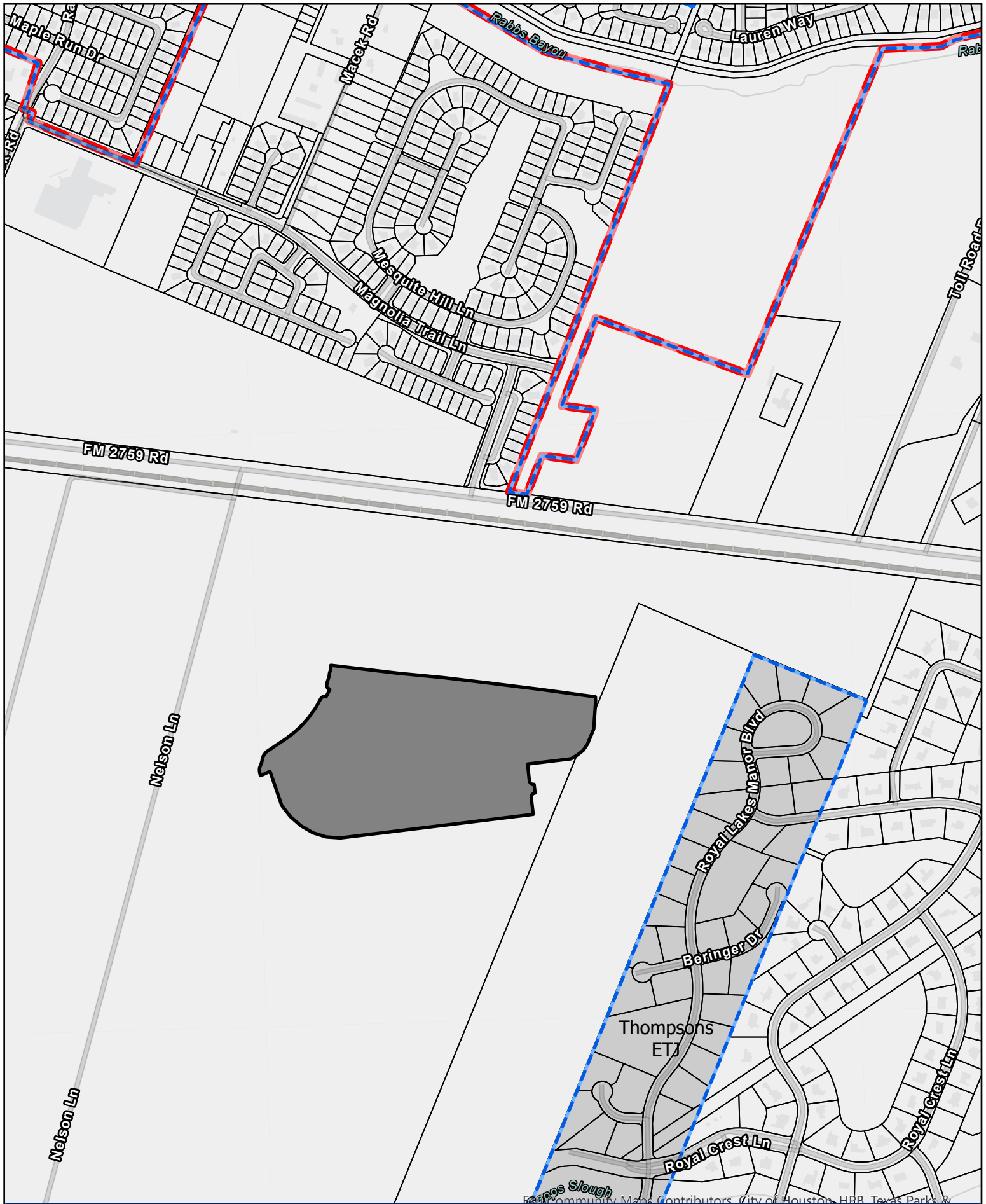
Additional Funding: n/a

Funding Source: n/a

Account Number (ORG-OBJ-Project): n/a

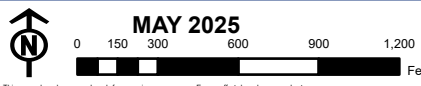
Attachments

1. Vicinity Map
2. Preliminary Plat & Box Exhibit
3. Ryehill General Plan
4. Commission Guide for Platting Compliance



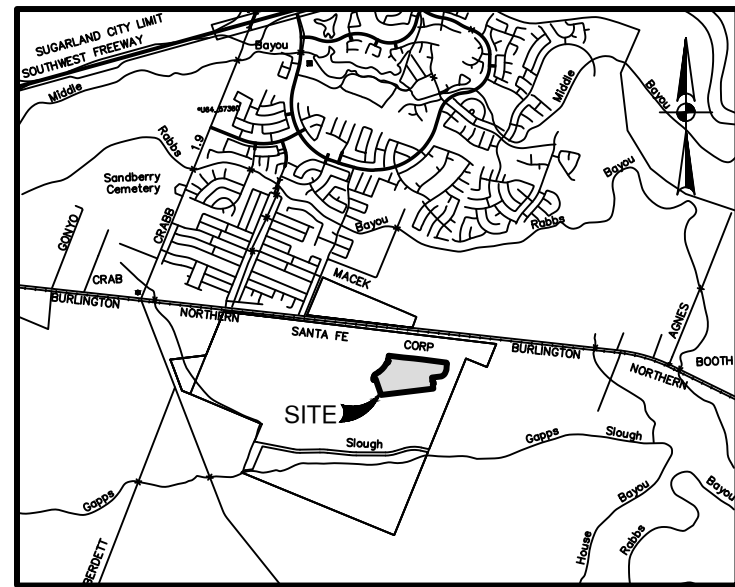
Ryehill Section Five

- ETJ
- City Limits
- Subject Site

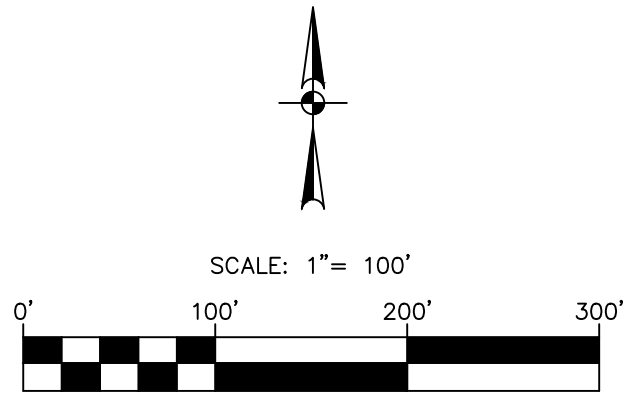


MAY 2025
This map has been produced from various sources. Every effort has been made to ensure the accuracy of this map. However, the City of Sugar Land assumes no liability or damages due to errors, or omissions. This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. If any errors are detected, please contact the GIS Division of Information Technology at (281) 279-2379.





LOCATION MAP
NOT-TO-SCALE



LEGEND			
FBCDR	FORT BEND COUNTY DEED RECORDS	POB	POINT OF BEGINNING
(SURVEYOR)	● FOUND 5/8" IRON ROD (UNLESS NOTED OTHERWISE)	OPRFBC	OFFICIAL PUBLIC RECORDS FORT BEND COUNTY NUMBER
O	SET 5/8" IRON ROD (PD)	BL	BUILDING LINE
OF NO	SET 5/8" IRON ROD (PD)-ROW	VOLUME	VOLUME/PAGE(S)
ESMT	CLERK'S FILE NUMBER	ROW	RIGHT-OF-WAY
ETJ	EASEMENT	R	RADIUS
	EXTRATERRITORIAL	SF	SQUARE FEET
AC	ACRE(S)	L	LENGTH
(A)	RESERVE LETTER	(1)	BLOCK NUMBER

- (A) RESTRICTED RESERVE A
(RESTRICTED TO LANDSCAPE, OPEN SPACE
AND INCIDENTAL UTILITY PURPOSES ONLY)
0.937 AC. 40,796 SQ.FT.
- (B) RESTRICTED RESERVE B
(RESTRICTED TO LANDSCAPE, OPEN SPACE
AND INCIDENTAL UTILITY PURPOSES ONLY)
0.072AC. 3,125 SQ.FT.
- (C) RESTRICTED RESERVE C
(RESTRICTED TO LANDSCAPE, OPEN SPACE
AND INCIDENTAL UTILITY PURPOSES ONLY)
0.070 AC. 3,062 SQ.FT.
- (D) RESTRICTED RESERVE D
(RESTRICTED TO LANDSCAPE, OPEN SPACE
AND INCIDENTAL UTILITY PURPOSES ONLY)
1.561 AC. 66,867 SQ.FT.

PRELIMINARY PLAT OF
**RYEHILL
SECTION FIVE**

A SUBDIVISION OF 32.243 ACRES SITUATED IN THE ABNER KUYKENDALL SURVEY, A-48, IN THE CITY OF SUGAR LAND ETJ, FT. BEND COUNTY, TEXAS.

114 RESIDENTIAL LOTS 4 RESERVES 5 BLOCKS

DATE OF PREPARATION: JUNE 5, 2025

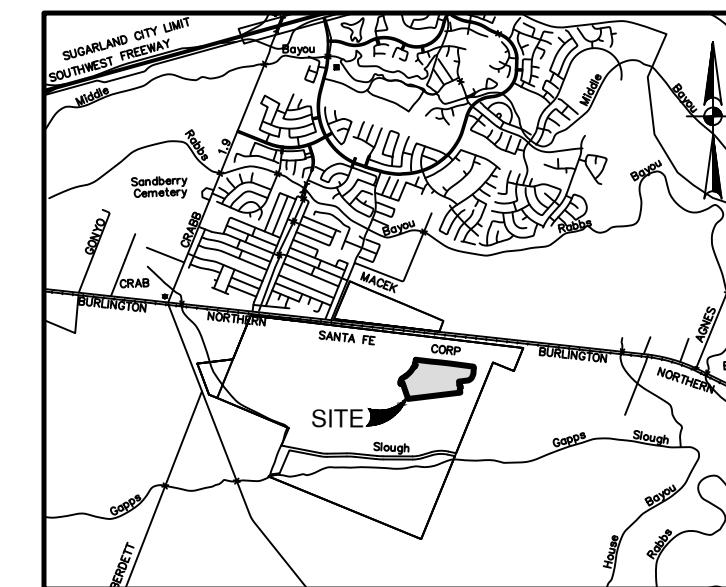
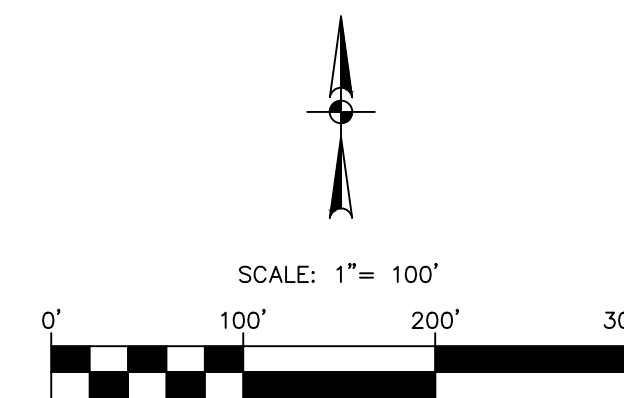
OWNER/DEVELOPER:
JEN TEXAS 37, LLC, A TEXAS LIMITED LIABILITY COMPANY
1401 LAKE PLAZA DRIVE, SUITE 200-158
SPRING, TEXAS 77389
TEL: (214) 394-0493



2107 CITYWEST BLVD, 3RD FLR | HOUSTON, TX 77042 | 713.428.2400
TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

ELEVATIONS USED FOR DELINEATING CONTOUR LINES ARE BASED UPON U.S.C. & G.S. DATUM, NAVD-88 (1991 ADJ.)

THE COORDINATES SHOWN HEREON ARE TEXAS SOUTH CENTRAL ZONE NUMBER 4204 STATE PLANE GRID COORDINATES (NAD 83) AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING COMBINED SCALE 1.00013.



LEGEND				
FBCDR	FORT BEND COUNTY DEED RECORDS	POB	POINT OF BEGINNING	
(SURVEYOR) ●	FOUND 5/8" IRON ROD (UNLESS NOTED OTHERWISE)	OPRBC	OFFICIAL PUBLIC RECORDS FORT BEND COUNTY NUMBER	
○	SET 5/8" IRON ROD (PD)	BL	BUILDING LINE	
◊	SET 5/8" IRON ROD (PD)-ROW	VOU/PG	VOLUME/PAGE(S)	
CF NO	CLERK'S FILE NUMBER	ROW	RIGHT-OF-WAY	
ESMT	EASEMENT	R	RADIUS	
ETJ	EXTRATERRITORIAL JURISDICTION	SF	SQUARE FEET	
AC	ACRE(S)	L	LENGTH	
(A)	RESERVE LETTER	①	BLOCK NUMBER	

A	RESTRICTED RESERVE A (RESTRICTED TO LANDSCAPE, OPEN SPACE AND INCIDENTAL UTILITY PURPOSES ONLY) 0.937 AC. 40,796 SQ.FT.
B	RESTRICTED RESERVE B (RESTRICTED TO LANDSCAPE, OPEN SPACE AND INCIDENTAL UTILITY PURPOSES ONLY) 0.072AC. 3,125 SQ.FT.
C	RESTRICTED RESERVE C (RESTRICTED TO LANDSCAPE, OPEN SPACE AND INCIDENTAL UTILITY PURPOSES ONLY) 0.070 AC. 3,062 SQ.FT.
D	RESTRICTED RESERVE D (RESTRICTED TO LANDSCAPE, OPEN SPACE AND INCIDENTAL UTILITY PURPOSES ONLY) 1.581 AC. 68,867 SQ.FT.

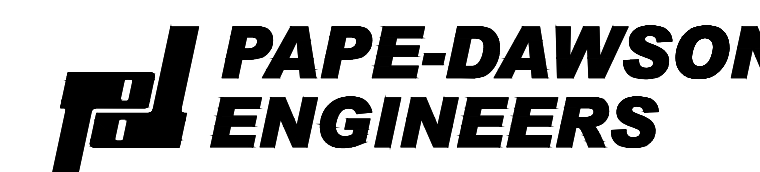
BOX EXHIBIT OF
RYEHILL
SECTION FIVE

A SUBDIVISION OF 32.243 ACRES SITUATED IN THE ABNER KUYKENDALL SURVEY, A-48, IN THE CITY OF SUGAR
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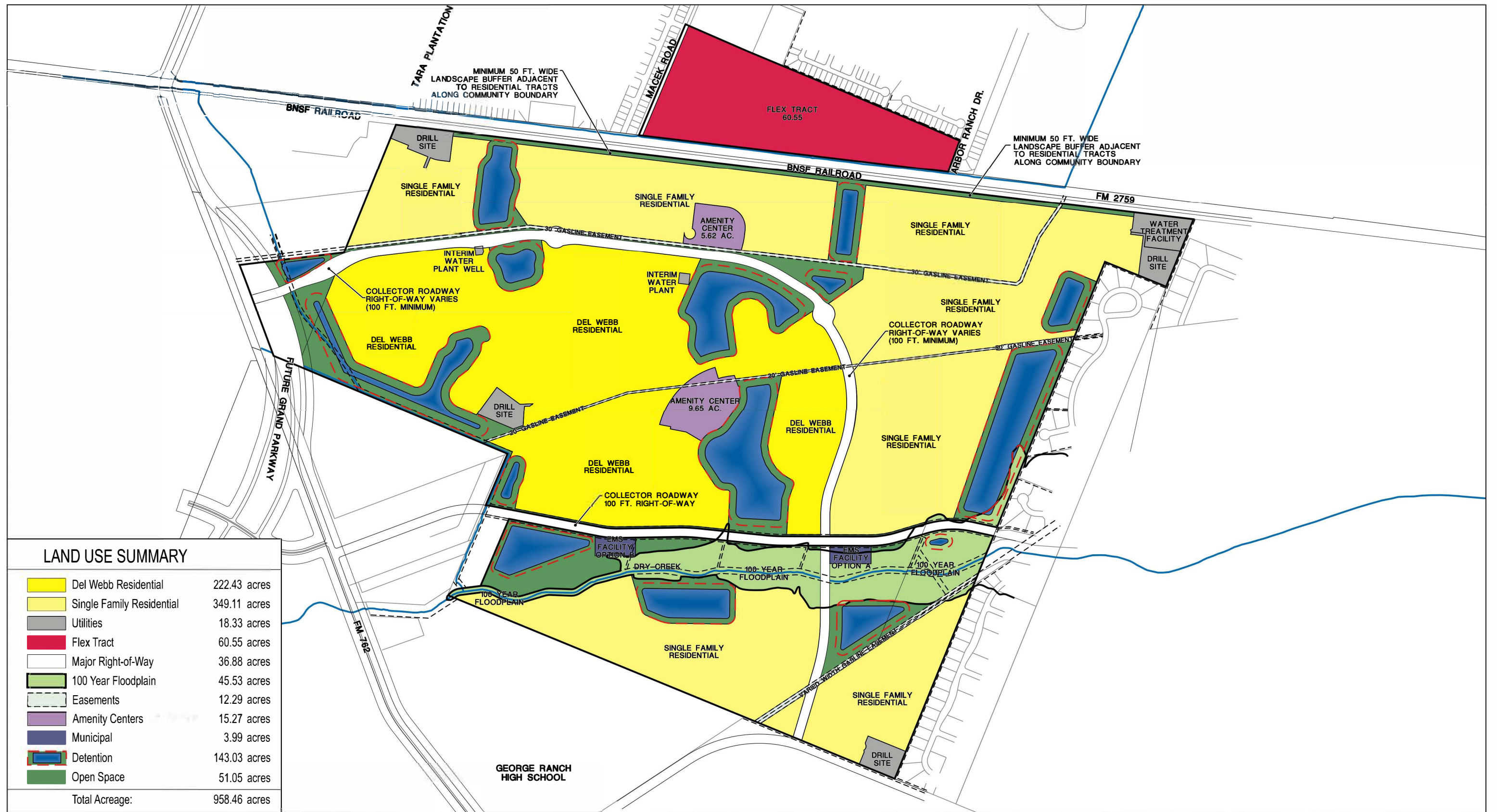
DATE OF PREPARATION: JUNE 5, 2025

OWNER/DEVELOPER:
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TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

SHEET 1 OF 2



Planning & Zoning Commission- Quick Reference Guide for Platting Compliance – 2024

In accordance with requirements from TX HB 3167 adopted 2019 and updated Chapter 5 (Subdivision Regulations) of Development Code from Ordinance No. 2187 (2020)

STATE LAW ESSENTIALS FOR PLATTING

- **State Law does not prescribe specifics for preliminary plats, but must be processed within timeframes and the shot clock of Final Plats as of September of 2019**
- **Elements required for Final Plats / Replats in State Law**
 - **Plat must accurately describe a piece of property with measurements / dimensions**
 - **Plats must be tied to a point of beginning and within a survey section of land**
 - **Final Plats must be prepared by a Registered Professional Land Surveyor (RPLS)**
 - **Final Plats must be prepared in a manner for recordation which includes notarized signatures of owners**
- **Municipal and County Governments then prescribe specifics for content of plats including text and graphic requirements through authority granted under State Law. The City of Sugar Land's primary documents for specifics on platting are Chapter 5 (Subdivision Regulations) of the Development Code, and the code-authorized Development Application Handbook.**

EXPLANATION/HOW TO USE PRELIMINARY PLAT AND FINAL PLAT GUIDE TABLES-

The following tables for Preliminary Plat and Final Plat review have been prepared for plat decision-making by the Commission. The tables are to assist Commissioners with specific references to City documents for plat approval with conditions or denial with reasons, as per State Law TX HB 3167. These tables are not intended to replace the Development Code or the Development Application Handbook, but are to provide a general guide for a Commissioner reviewing plat documents and making motions.

Example-

For a motion to approve a preliminary plat where the Commission noted an element missing such as the Point of Beginning (POB), a condition for approval could then be cited as follows- "Missing Point of Beginning- as required by the Development Application Handbook". For an error of needing a call-out for a dimension on a plat, this could be stated as "Missing Call-out for Lot- as required by Development Code Chapter 5".

It is important to note that the Sugar Land Planning & Zoning Commission typically states what items (if any) need to be corrected as conditions for approval of a plat, or in rare cases when a plat is denied, the statement of the issue / issues. When stating those items of conditions or reasons on the record, the new state law changes will simply require a document reference. The primary purpose of State Law on identifying requirements (conditions) for plat approval and reasons for plat denials is to ensure that there are no arbitrary or preferential requirements being placed on platting by the approval authorities. Over time, this guide may be expanded as appropriate, to assist with a variety of platting situations. While the goal of City staff is to reference all plat issues with the applicant and have them make corrections to the documents or point out the issues, there will be times where unexpected issues arise that may warrant conditions, or in a rare case, may require denial with specific reasons. City Staff will also be available to assist prior to plat motions as to specific references.

PRELIMINARY PLATS

(Primary purpose for Preliminary Platting is to provide a general understanding of property location, including general street and lot layout, and receive approval, prior to submittal of Final Platting and the Infrastructure Construction Plans to the City)

TYPE OF REQUIREMENT / CONDITION	CODE & STANDARDS REFERENCES FOR CITING- COSL's Development Code (DC) /Design Standards (DS) /Dev. App. Handbook (DAH) NOTE- any DAH conditions are based on authority granted in Chapter 5 (Subdivision Regulations) of the Development Code
KEY IDENTIFIER INFO- Vicinity map, acreage amount, Abstract & League, North Arrow, Graphic Scale, Point of Beginning (POB) and plat boundary in bold and general dimension call-outs. Jurisdictions also must be included such as location (i.e. City or ETJ), listing MUD's, LID's when located within the plat boundary. Information about property adjacent and within 200' of the plat boundary such as recordation information (plats, deeds if unplatted, property descriptions, lot lines). Note- In some cases, certain identifier information may not be available at time of prelim. platting or may not be finalized.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat. & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGEND TABLE- Reference for elements that are abbreviated on the plat (ex. B.L. Building Line, S.S.E. Sanitary Sewer Easement) As applicable.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
STREETS- General dimension call-outs, radius dimensions, including at cul-de-sacs, noted on street. Also include any proposed access easement information as applicable. Placeholder street names at a min. for any new streets. Note- streets must be confirmed by Fire Dept. prior to Final Plat approval to avoid duplicate names or similarities for emergency response purposes.	Design Standards (DS), Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LOTS & RESERVES- General dimension call-outs, min. width, depth, and area for res. lots, reserve table with acreage and type of reserve if reserves included. For residential lots in-city, zoning district prevails in Ch. 2 and in ETJ min. single-family regulations prevail in Ch. 5 (Ex. 50' x 100' for R-1Z is Ch. 2) Illustrating min. front yard and street side yards on prelim. plats. Lot, block, reserve numbering / lettering information to be	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17 & Development Code (DC) Ch. 2, Art. II for City Limits Or Development Code (DC) Ch. 5, Art. III, Sec. 5-21 for ETJ

included and accurate. Note- Final plats require course and bearing info, not Prelim. Plats	
CONTOURS OR SPOT ELEVATIONS- Identifying information for property elevation	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
EASEMENTS- Proposed easements not required, with exception of access easements to serve as main access (for commercial sites only) - Existing Recorded Easements Required to be referenced by recordation file, type of easement, and width.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGIBILITY- Ability to clearly identify graphics, text, and call-outs, including darkened overall plat boundary. If plat utilizes match lines, i.e. for larger acreage or unusual geographic shaped property, those must accurately match up.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
SPECIAL LOT WIDTH TOOL FOR NON-PERPENDICULAR RESIDENTIAL LOTS (BOX EXHIBIT)- Utilized for non-perpendicular residential lots to illustrate minimum width and a total square footage of lots. Not a house pad, but a lot width tool as set forth in the Development Application Handbook. Reviewed as a separate exhibit from the Plat.	Development App. Handbook (DAH) Sec. 4 (Separate Exhibit) Prelim. Plats Only & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
NOTE- For plats that are located within an approved General Land Plan jurisdiction, staff will provide a recommendation of compliance per assessment under the GLP and Dev. Code (DC).	If Preliminary Plat is non-compliant with General Land Plan, citation would be Development Code (DC) Ch. 5, Art. II , Sec. 5-10

FINAL PLATS & REPLATS

(Primary purpose for Final Platting is to provide a plat document suitable for future recordation, detailing all lots, reserves, and streets with specific measurements and dimensions and prepared by a registered professional land surveyor. Final Plats must include the Infrastructure Construction Plans as part of the submittal to the City at time of application, and approval of the plans by the City prior to plat recordation).

TYPE OF REQUIREMENT / CONDITION	CODE & STANDARDS REFERENCES FOR CITING- COSL's Development Code (DC) /Design Standards (DS) /Dev. App. Handbook (DAH) NOTE- any DAH conditions are based on authority granted in Chapter 5 (Subdivision Regulations) of the Development Code
KEY IDENTIFIER INFO- Vicinity map, acreage amount, Abstract & League, North Arrow, Graphic Scale, Point of Beginning (POB) and plat boundary in bold and general dimension call-outs. Jurisdictions also must be included such as location (i.e. City or ETJ), listing MUD's, LID's when located within the plat boundary. Information about property adjacent and within 200' of the plat boundary such as recordation information (plats, deeds if unplatted, property descriptions, lot lines, streets). Course and bearing of overall boundary.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGEND TABLE- Reference for elements that are abbreviated on the plat (ex. B.L. Building Line, S.S.E. Sanitary Sewer Easement) Information to be provided as applicable.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
STREETS- Specific dimension call-outs, finalized street names at min., radius dimensions at cul-de-sac noted on street. Curve, line, and bearing information to be shown on street or referenced in table as appropriate. Also include any access easement information as applicable. Finalized street names for any new streets are required.	Design Standards (DS), Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LOTS & RESERVES- Specific dimension call-outs, min. width and depth for res. lots, reserve table with acreage and type of reserve if reserves included in plat. Curve, line, and bearing information to be shown on the lots and reserves or referenced in table/tables as appropriate. Lot, block, reserve numbering / lettering information to be included and accurate.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat Development Code (DC) & Development Code (DC) Ch. 5, Art. II, Sec. 5-17 & Development Code (DC) Ch. 2, Art. II for City Limits Or Development Code (DC) Ch. 5 , Art. II, Sec. 5-21 for ETJ

CONTOURS OR SPOT ELEVATIONS- Identifying information for property elevation	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
EASEMENTS- Proposed easements identified by type and dimensions when created by plat, existing recorded easements referenced by type and recorded file info. Note- any proposed separate instrument easements must be recorded and noted by file number for plat to be authorized by Commission. There may also be cases of easements required to serve the plat outside the boundary but adjacent, which will need call-outs and recorded file number on the document. (Not to be a condition for recordation of separate instruments after Commission approval. Those instruments need to be recorded and noted on the final plat prior to Commission approval).	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Design Standards (DS) & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGIBILITY- Ability to clearly identify graphics, text, and call-outs, including darkened overall plat boundary. If plat utilizes match lines, i.e. for larger acreage or unusual geographic shaped property, those must accurately match up.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
USE OF PLAT INSETS FOR FINAL PLATS- While insets are not required under the Codes, if plat includes insets to show an enlarged specific area of the plat, i.e. when multiple easements are included or intersect, then all information on plat face within that area must be shown within the inset for accuracy, including easement widths/dimensions.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
MASTER NOTES- Master notes to be included on final plats as applicable from COSL Master Note List.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
OWNER'S DEDICATION BLOCK & SIGNATURE AREAS, INCLUDING LIENHOLDERS INFORMATION WHEN APPLICABLE- Owner's Dedication block and signature areas to be included with information at minimum from COSL Dedication Block reference. Entities and names should match on owners dedication, and owner	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17

information under notaries, as well as within title block. Lienholder information should be present (if lienholders exist for the property, based on title report / city planning letter).	
SIGNAUTRE BLOCK FOR REGISTERED PROFESSIONAL LAND SURVEYOR- (RPLS) To be included as per requirements of reference block.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-11 & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
SIGNATURE BLOCKS FOR CITY & COUNTY To be included with current information of officials and titles.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
NOTE- For plats that are located within an approved General Land Plan jurisdiction, staff will provide a recommendation of compliance per assessment under the GLP and Dev. Code (DC).	If Final Plat is non-compliant with General Land Plan, citation would be Development Code (DC) Ch. 5, Art. II, Sec. 5-11 This would also be the citation if Final Plat is non-compliant with an approved Preliminary Plat for the property.



Planning & Zoning Commission Agenda Request

July 8, 2025

Agenda Request No: VI.A.

Agenda of: Planning & Zoning Commission Meeting

Initiated by: Jessica Echols, Senior Planner

Presented by: Jessica Echols, Senior Planner

Responsible Department: Planning and Development Services

Agenda Caption:

PUBLIC HEARING 6:30 P.M.: Receive and hear all persons desiring to be heard on the proposed Conditional Use Permit for the establishment of a Private School (Elementary, Middle, and High) at 800 Brooks Street and 802 Brooks Street, further described as 6.0024 acres located in the S.M. Williams League, A-97 and 17.1949 acres located in the S.M. Williams League, A-97 and Alexander Hodge League, A-32, Fort Bend County, Texas located west of Brooks Street.

Consideration of and action on a recommendation for the proposed Conditional Use Permit for the establishment of a Private School (Elementary, Middle, and High) at 800 Brooks Street and 802 Brooks Street, further described as 6.0024 acres located in the S.M. Williams League, A-97 and 17.1949 acres located in the S.M. Williams League, A-97 and Alexander Hodge League, A-32, Fort Bend County, Texas located west of Brooks Street, to the Members of City Council.

Recommended Action:

Hold a Public Hearing followed by Consideration and Action. Staff supports a Recommendation of Approval of the Conditional Use Permit to Members of City Council with the proposed conditions.

Executive Summary:

This request is for a Conditional Use Permit (CUP) for the establishment of a Private School (Elementary, Middle, High) on an approximately 23.2 acres site situated west of Brooks Street and south of Camellia Street. The subject site is zoned Business Office District (B-O), which requires a CUP for Private Schools (Elementary, Middle, High). The area immediately adjacent to the subject property is also zoned B-O, with surrounding land uses including two churches, an independent and assisted living facility, and a drainage ditch.

Logos Preparatory Academy is currently in the process of purchasing land from Faith Lutheran Church (5.77 acres) and The Bridge (17.1949 acres) for the development of a new school campus. The school currently leases facilities from Faith Lutheran Church for their primary school and uses the existing gymnasium building for athletics. The proposed CUP would allow for

Phase 1 of the development, which includes the construction of a three-story 60,000 sq. ft. academic building, 8,000 sq. ft. cafeteria and outdoor pavilion, multi-purpose play field, surface parking, detention, and the renovation of the existing gymnasium building. Subsequent phases of development will require a new CUP.

At the time of writing this report, Staff has received no inquiries and is not aware of opposition to the request. Staff recommends approval of the Conditional Use Permit for a Private School located at 800 Brooks Street and 802 Brooks Street with the condition that the site be developed in accordance with the attached Site Plan and Circulation Plan, and that the maximum number of students on site at any time is 536. Note that additional conditions may be placed on the CUP by the Commission or Council beyond what Staff has recommended.

Budget

Expenditure Required: n/a

Current Budget: n/a

Additional Funding: n/a

Funding Source: n/a

Account Number (ORG-OBJ-Project): n/a

Attachments

1. Staff Report
2. Site Plan
3. Circulation Plan
4. Renderings
5. Letter from Applicant

LOGOS PREPARATORY ACADEMY CUP

This request is for a Conditional Use Permit (CUP) for the establishment of a Private School (Elementary, Middle, High) on an approximately 23.2 acres site situated west of Brooks Street and south of Camellia Street. The subject site is zoned Business Office District (B-O), which requires a CUP for Private Schools (Elementary, Middle, High). The area immediately adjacent to the subject property is also zoned B-O, with surrounding land uses including two churches, an independent and assisted living facility, and a drainage ditch.

Logos Preparatory Academy is currently in the process of purchasing land from Faith Lutheran Church (5.77 acres) and The Bridge (17.1949 acres) for the development of a new school campus. The school currently leases facilities from Faith Lutheran Church for their primary school and uses the existing gymnasium building for athletics. The proposed CUP would allow for Phase 1 of the development, which includes the construction of a three-story 60,000 sq. ft. academic building, 8,000 sq. ft. cafeteria and outdoor pavilion, multi-purpose play field, surface parking, detention, and the renovation of the existing gymnasium building. Subsequent phases of development will require a new CUP.

The expected student enrollment for the new campus is 976 students; however, not all students will be present on campus simultaneously. The academic schedule is split between Monday-Wednesday-Friday classes and Tuesday-Thursday classes. The highest student presence is expected on Monday-Wednesday-Friday, with a maximum of 536 students on campus during those days.

The campus will be accessed from Brooks Street, a major collector roadway, via a proposed Primary Access Easement. Queueing for morning drop-off and afternoon pick-up take place on site with the Faith Lutheran parking lot being utilized to prevent any overflow onto Brooks Street. Staff has thoroughly examined the site and has found the proposed circulation adequate. The City of Sugar Land has reviewed and concurred with the Traffic Impact Analysis (TIA) that includes the proposed circulation plan.

The required parking ratio for Private Schools is 1:20 students for elementary and middle schools, and 1:4 students for high schools. Logos Preparatory Academy proposes to construct a surface parking lot and enter into shared parking agreements with Faith Lutheran Church and The Bridge to utilize their

excess parking spaces in order to meet the minimum parking requirements. These shared parking agreements will be required at the time of site plan package submittal.

This property is identified in the Future Land Use Plan as “Neighborhood Commercial & Services.” This category consists of conventional car-oriented retail and services, such as small offices, religious institutions, and other low impact commercial uses that serve local neighborhoods. A portion of this property is also categorized as “Parks and Open Space,” which applies to regional parks and other open spaces of city wide significance which are expected to remain as open space, such as golf courses and large linear greenways along major drainage channels and significant detention facilities.

RECOMMENDATION

Staff recommends holding the Public Hearing followed by Consideration and Action at the July 8th meeting. Staff supports a Recommendation of Approval of the Logos Preparatory Academy Conditional Use Permit to Members of City Council with the condition that the site is developed in accordance with the attached Site Plan and Circulation Plan, and that the maximum number of students on site at any time is 536. Additional conditions of approval may be added to the proposed CUP if deemed appropriate by the Commission.

PUBLIC HEARING NOTICE

The Notice of Public Hearing was published in a newspaper of general circulation and posted on the City of Sugar Land’s Public Hearings webpage. All property owners within 200’ of the subject property were notified via mailers and a courtesy public hearing sign was placed at the property. A map of properties that received mailers is included at the end of this report. The public hearing notice included a link to an online form that can be submitted to provide comments in advance of the meeting. At the time of writing this report, staff has received no inquiries.



NOTICE OF PUBLIC HEARING

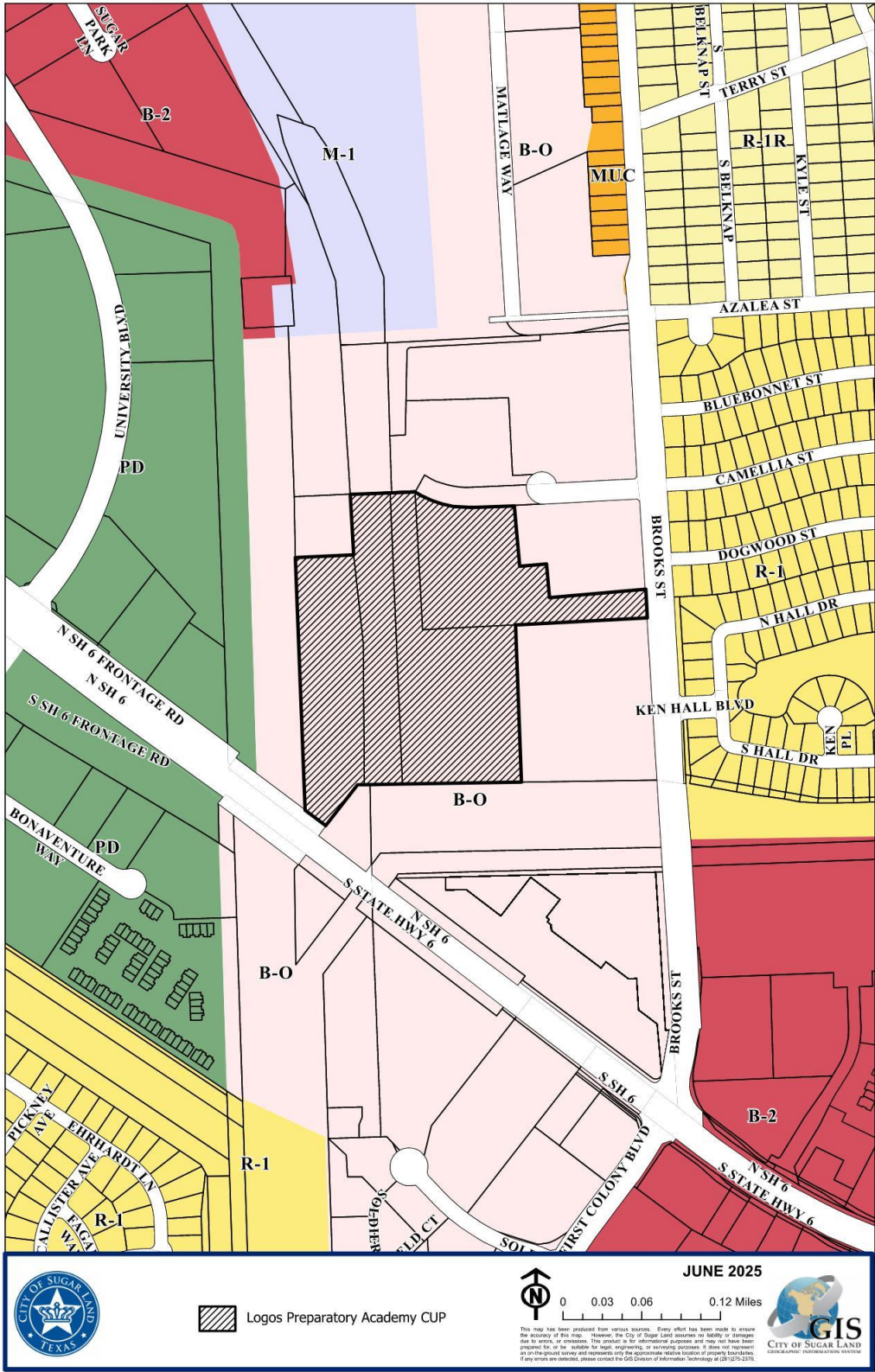
PROPOSED CONDITIONAL USE PERMIT FOR THE ESTABLISHMENT OF A PRIVATE SCHOOL (ELEMENTARY, MIDDLE, AND HIGH) ON APPROXIMATELY 23.2 ACRES AT 800 BROOKS STREET AND 802 BROOKS STREET

Planning and Zoning Commission Public Hearing 6:30 p.m., July 8, 2025, City of Sugar Land City Council Chamber, 2700 Town Center Boulevard North, hosted via live stream at <http://www.sugarlandtx.gov/1238/SLTV-16-Live-Video> or <https://www.youtube.com/sugarlandtxgov/live>, and Sugar Land Comcast Subscribers can also tune-in on Channel 16, to hear all persons interested in the proposed Conditional Use Permit for the establishment of a Private School (Elementary, Middle, and High) at 800 Brooks Street and 802 Brooks Street, further described as 6.0024 acres located in the S.M. Williams League, A-97 and 17.1949 acres located in the S.M. Williams League, A-97 and Alexander Hodge League, A-32, Fort Bend County, Texas located west of Brooks Street.

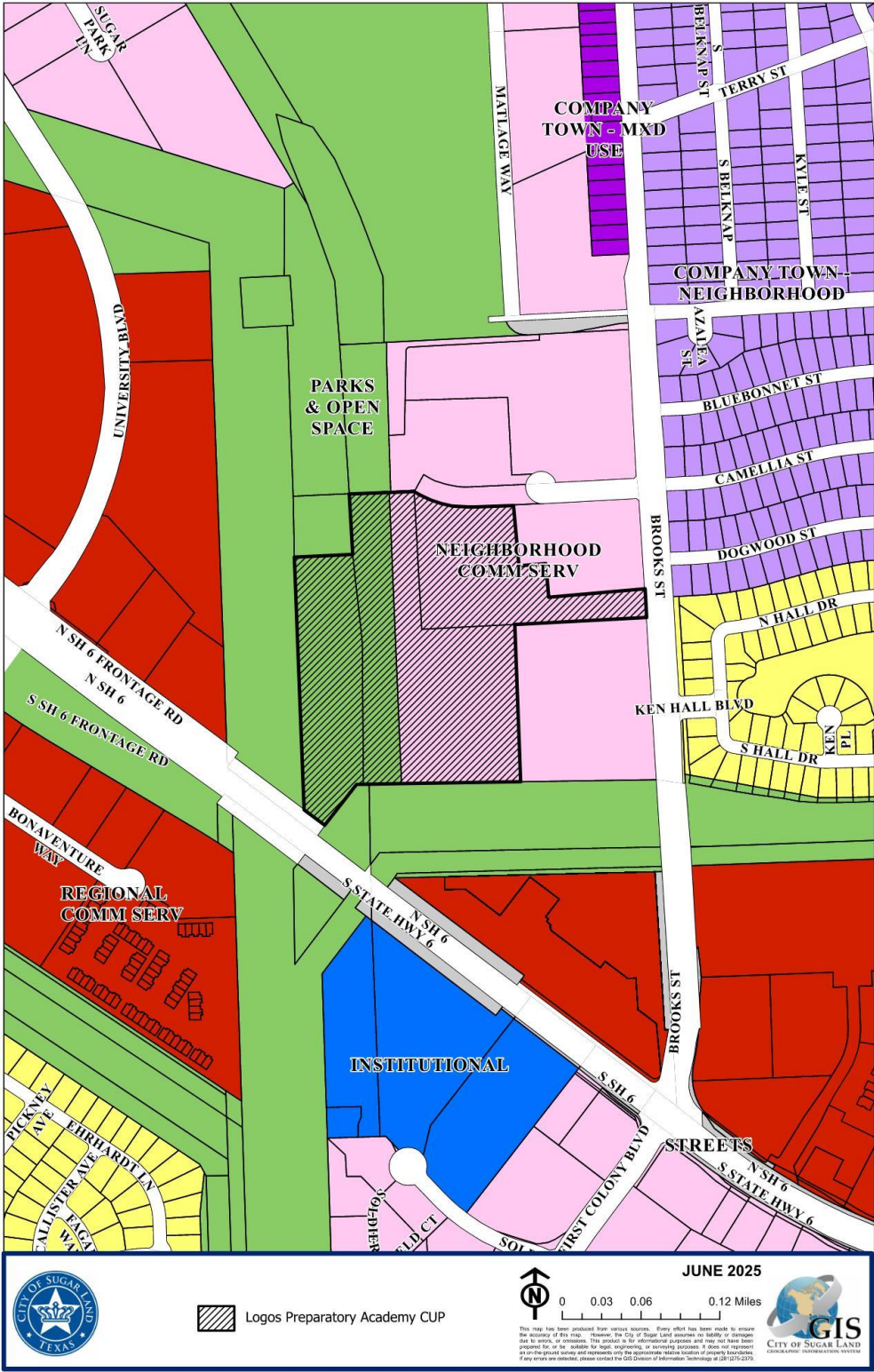
The proposed Conditional Use Permit would allow for the construction of a 60,000 sq. ft. academic building, 8,000 sq. ft. cafeteria and outdoor pavilion, multi-purpose play field, surface parking, detention, and the renovation of an existing gym building.

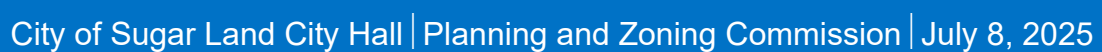
The agenda item for this meeting will be placed on the City of Sugar Land website at www.sugarlandtx.gov under "Meeting Agendas" Planning and Zoning Commission no later than Thursday, July 3, 2025. Request details or provide feedback on the proposed Conditional Use Permit online at www.sugarlandtx.gov/PublicHearingComment or contact City of Sugar Land Planning & Development Services Department at (281) 275-2218.

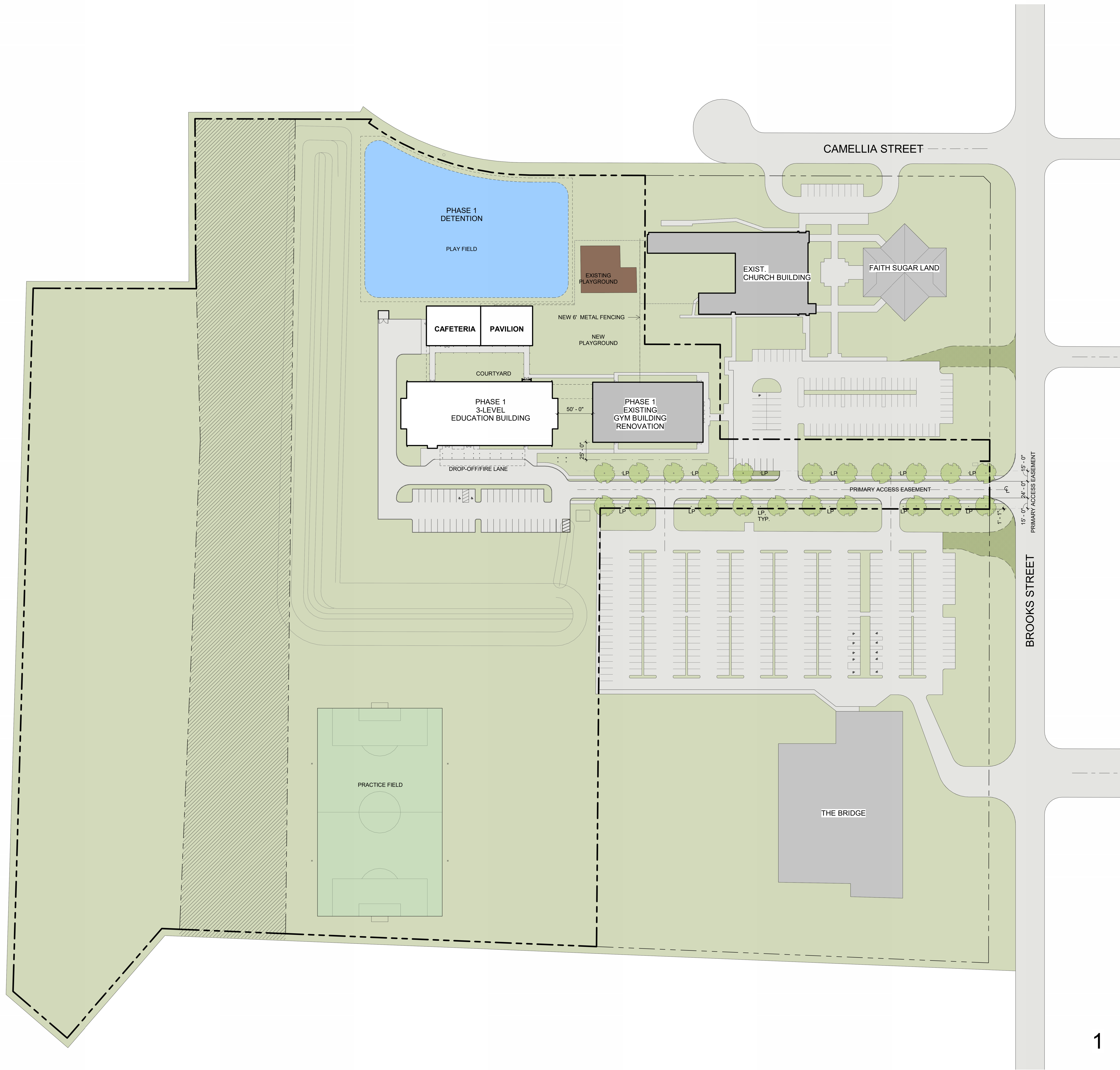
VICINITY MAP



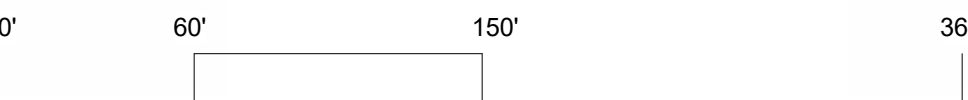
FUTURE LAND USE MAP EXCERPT



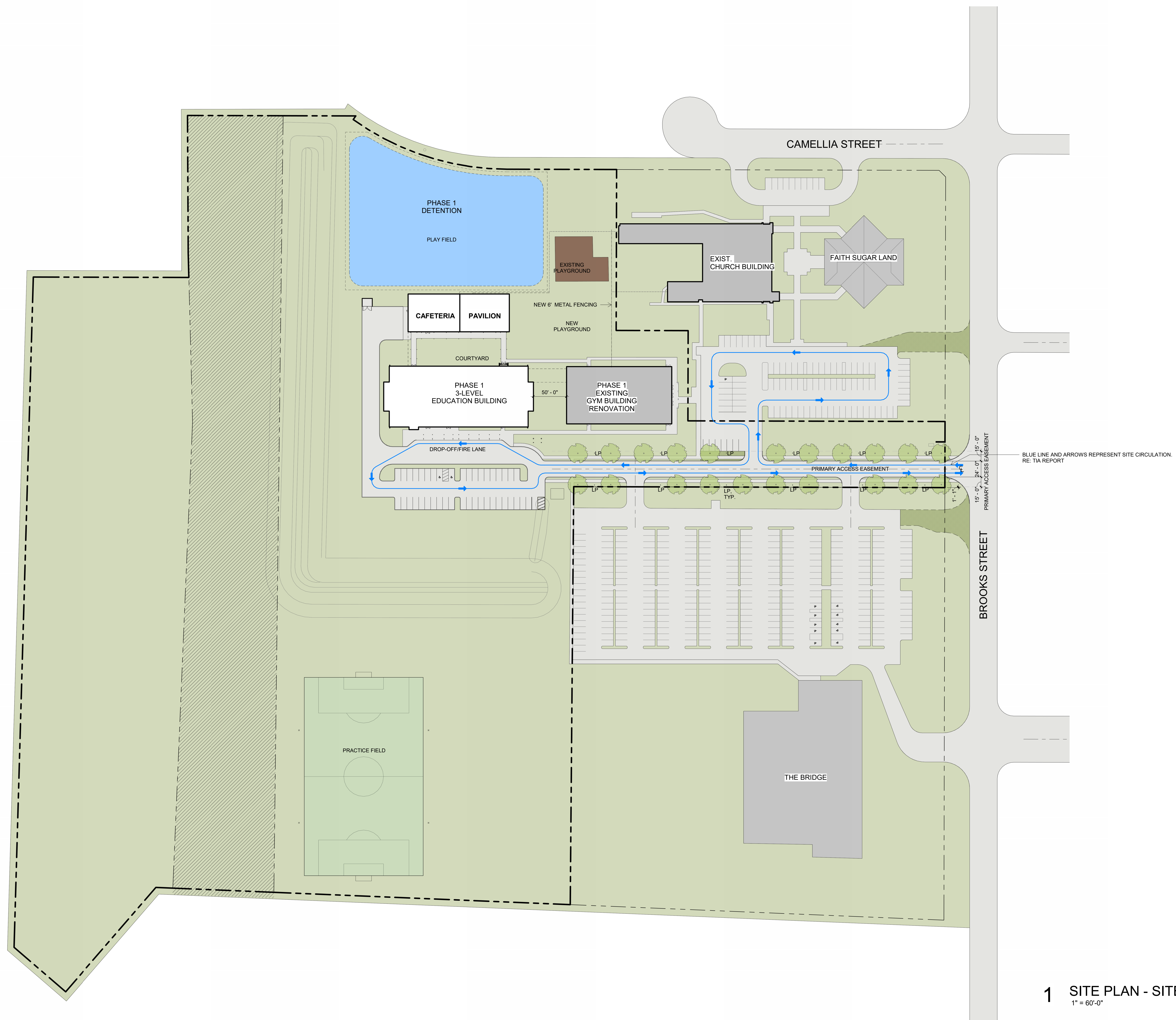




1 SITE PLAN
1" = 60'-0"



OVERALL SITE PLAN

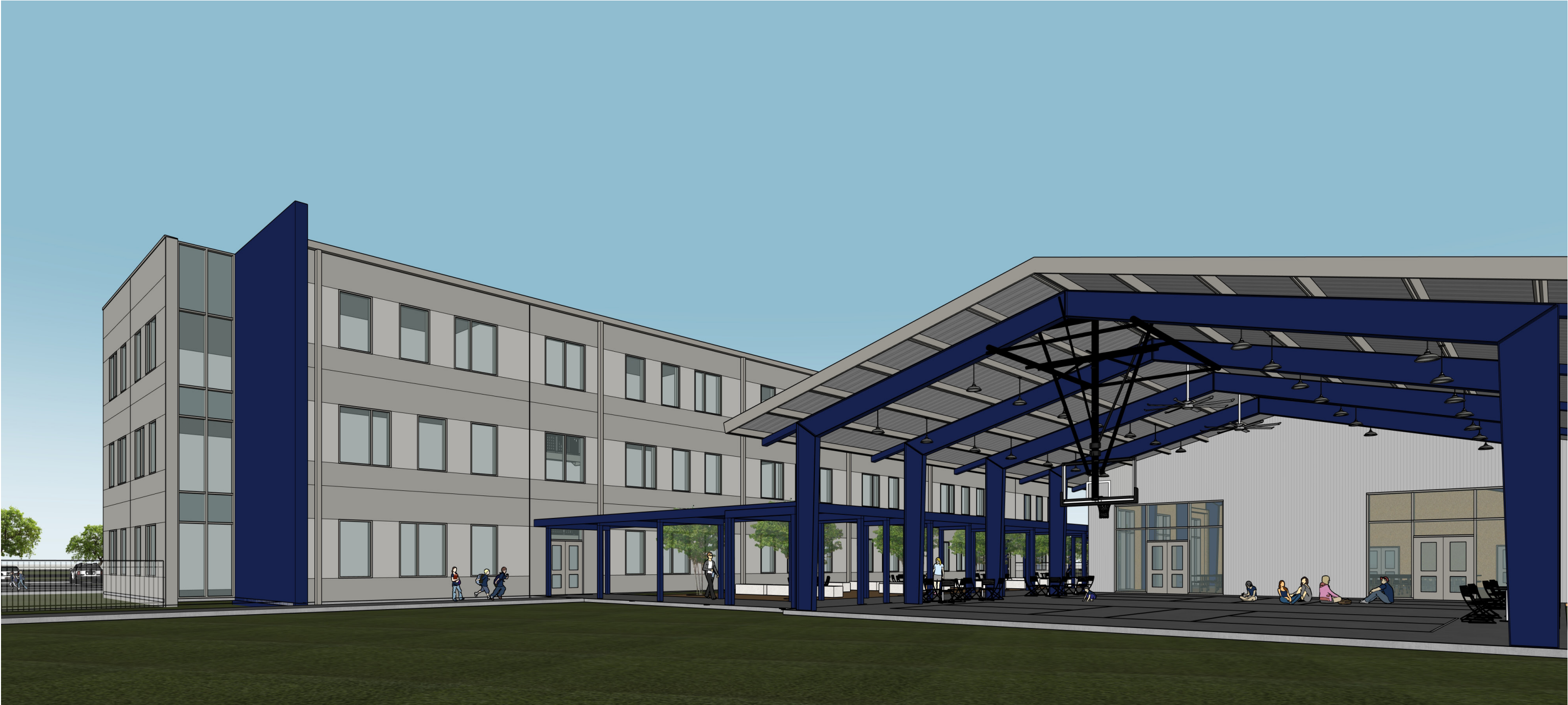


PERSPECTIVE | SOUTH VIEW



VIEW FROM SOUTH EAST

PERSPECTIVE | NORTH VIEW



VIEW FROM NORTH EAST

SITE | MULTI-PURPOSE FIELD



Conditional Use Permit

Applicant Request Letter

LOGOS PREPARATORY ACADEMY

March 2025



Items on **BOLD** on page 5 address CoSL comments to the CUP.

Re: CUP-2025-003

Name	Logos Preparatory Academy
Founded	2006
Location	Sugar Land, Texas
Grades	K - 12
Enrollment - Current	595
Enrollment - Future	976
Mission	We partner with, strengthen, and equip Christian families and students through quality education using Biblical values for the glory of God.
Vision	Families and students making an impact for Christ
Core Value	Faith, Family, Community, Integrity, Excellence, Discipleship

Overview

Logos Preparatory Academy (LP), located in Sugar Land, Texas, is one of the nation's largest K-12 University-Model® (UM) schools and offers students a family-centric Christian environment with a rewarding college preparatory education. For the past 19 years, LP has successfully educated thousands of students using rented facilities from churches in Fort Bend County. Now serving 595 students and with a growing demand for enrollment, Logos Prep is facing overcrowding in classrooms and athletic spaces. For this reason, LP wishes to embark on building a new permanent home for its school. Future facilities will include new academic areas for students and athletic spaces for student-athletes.

History

LP opened its doors in 2006 with the vision of bringing the University -Model® of education to Fort Bend County. During the nineteen-year history of the school, it has operated out of various churches around Fort Bend County. LP first opened as a tenant of First Colony Bible Chapel. Unexpected interest in the new school meant that, at just over 200 students, LP would max out its space within one year. Twenty-five percent growth in year two made it abundantly clear that a year three at First Colony Bible Chapel would not be feasible. Growing by another 31% in year three, LP approached Sugar Creek Baptist Church (SCBC) and was offered lease space on its campus. During the next two years, the school grew by another 32% resulting in the need for even more additional space. The answer was to find an alternative location for its growing Kindergarten through the second-grade program. In 2013-14, the school's youngest students moved to leased space at Faith Lutheran Church in Sugar Land. Today, enrollment has blossomed to 595, and LP again needs more classroom and athletic space.

Vision and Mission

LP is committed to its vision of “Families and students making an impact for Christ.” This commitment can be seen in all aspects of education, ensuring students graduate as purpose seekers, versatile learners, discerning decision makers, courageous influencers, effective communicators, and community builders.

At LP, the vision is an ideal reinforced by its mission, “We partner with, strengthen, and equip Christian families and students through quality education using Biblical values for the glory of God.” The mission is carried out through purposeful teaching that promotes academic excellence, critical thinking, and imparting a Biblical worldview.

The school’s name and shield are displayed throughout campus and serve as a reminder that Jesus is The Word. The term “Logos” is Greek for “word.” The school crest represents the shield of faith, the Word of God, the Sword of the Spirit, and the Lion of Judah. The Bible verse John 1:1 reads, “In the beginning was the Word, and the Word was with God, and the Word was God.”

Through the shared values of faith, family, community, integrity, excellence and discipleship that LP is able to live out its mission and vision.

Christian faith is integrated into all aspects of the LP experience, including academics, athletics, student life activities, service to others and more. The LP educator seeks to partner with families and churches to impart Christian values and encourage each student’s Christian Faith.

Partnership with families is a distinct difference between LP and many other school communities. Family is a school core value because the school recognizes that strong families create strong children who then form strong societies. LP gives time back to families so that parents may do the important work of imparting their values to their children while building bonds for a lifetime.

Community is strengthened when families are strengthened. The students and families of Logos Prep are encouraged to serve and be present both in the school community and within the greater community in which they live. Students at LP understand their responsibility to others when living in community.

Integrity is a value often claimed and rarely lived out. At LP, students are taught to live courageously, and choose wisely even when no one is watching. Living with integrity leads to living with excellence.

The core value of excellence is taught at LP using the visual cue of a plumb line. Just as the carpenter's plumb line measure the depth and uprightness of a thing, LP students are reminded that there is a measure of excellence and standards of living that create lives lived in excellence.

Every core value at LP is taught through a spirit of discipleship. LP students are loved well, have adults modeling the LP values, and are taught to live as followers of Jesus Christ. It is LP's desire that students grow to be learners and disciples all of their days.

Current Challenges

LP has grown from a small start-up school to an established school earning awards and accolades. For this reason, the community's need and appreciation for LP's educational offerings have grown. The school's current enrollment is 595 students, and it expects to grow to over 600 students next school year. Because of space limitations, the school is forced to waitlist many deserving students seeking an LP education.

In addition to its need for additional space, LP recognizes the risk of continuing to lease space in shared facilities and the wasted cost of investing in someone else's facilities. Fortunately, LP has enjoyed healthy relationships with its landlords throughout the years. Still, LP is not guaranteed any time beyond its current leases, both of which expire by August 2025. Relocating any part of its program on short notice would likely prove impossible without dramatically altering the school. Temporary tenancy in shared space on the property of multiple churches with whom the school is not otherwise associated creates a significant strategic threat. It also inhibits LP's ability to offer a robust school program and maximize all aspects of those programs.

While LP has run an excellent academic program, producing results that rival or exceed the best public and private schools in the area, the school's leased facilities have always lacked much-needed athletic fields and courts, performing arts spaces, and science labs. These specialty spaces require a significant investment which, in a leased space, will be wasted when the school leaves. In addition, LP has severely restricted how and when it can use the facilities, including classrooms. This creates insurmountable challenges for the school in establishing the consistent excellence desired in its programs. A permanent campus would address these issues by eliminating the strategic risk of sudden homelessness, accommodating sustained enrollment growth, and affording expanded program offerings. Additionally, by owning its facilities, LP will ultimately be better stewards of tuition dollars.

Additionally, LP desires to add a high-quality preschool program to its already flourishing school to better serve the families and students in the Fort Bend area.

Master Plan Site Plans and Use

In the spring of 2022, the School Board began the search for property to fit the growing needs of the school. When the exploration was launched, it was essential to keep the school close to its current location and that the acreage be large enough to build a school equipped for a PreK through grade 12 school with a maximum population of **976 students** (approximately **376** more students than currently enrolled at LP today). The land must fit classroom space and other critical ancillary rooms like a lunchroom, library, science labs, art rooms, maker space, flex space, theater, and gymnasiums. Additionally, outdoor fields for football, baseball, track and field, and playground space are also needed to eliminate the need for rented field space. Lastly, the need for space for students to gather as a community for discussion groups and group work is essential. **All amenities listed above are for the completion of Logos overall Master Plan, which will be built out in future phases. Below addresses the components in the first phase of work (Phase 1) under 'Conditional Use Permit'.**

Conditional Use Permit

To aid in their new permanent home and future growth, LP has an agreement with property owners to purchase a total of 23.2 acres of land from Faith Lutheran Church at 800 Brook Street and The Bridge (First Baptist Church of Sugar Land) at 802 Brook Street. These properties both lie within zoning district B-O (business office), so a Conditional Use Permit (CUP) is required to begin building the new school campus within this district. Currently LP leases facilities from Faith Lutheran for their Primary School and uses the existing on-site gymnasium building for athletics.

This CUP will cover the Phase 1 scope of work. Phase 1 will consist of surface parking, a multi-purpose play field, a new academic building with an adjacent cafeteria and pavilion, and required surface detention for the new impervious areas. The proposed structures will be a 60,000 s.f. 3-story (20,000 s.f. per floor) academic building and an adjacent 8,000 s.f. pre-engineered building with half of that space being conditioned for their cafeteria and the other half serving as an outdoor pavilion. The existing gym building will be lightly modified to address LPs program needs. Surface parking will be included to support the school as well as athletic programs at the multi-purpose field and renovated gymnasium. Surface detention will also be included in this phase of work and positioned to the north of the cafeteria and pavilion building.

A Traffic Impact Analysis (TIA) has been completed for the property and is attached as an exhibit.

Land Purchase Agreement

Currently, Logos is finalizing the purchasing of the 23.2 acres of land from Faith Lutheran Church and The Bridge. It is anticipated that Logos will have a Letter of Intent (LOI) from Faith Lutheran and a Purchase & Sale Agreement from The Bridge in the coming weeks. The City of Sugar Land suggests Logos obtain letters from

both Faith Lutheran and The Bridge stating these agreements if they are not finalized at the time of the CUP submission.

Primary Access Easement

With Logos new proposed home being uniquely situated within the property, a Primary Access Easement will be required to access the site. This proposed PAE has been reviewed with the City of Sugar Land in a pre-development meeting and subsequent follow up meetings. See site plan exhibit for location of the proposed PAE.



Planning & Zoning Commission Agenda Request

July 8, 2025

Agenda Request No: VII.A.

Agenda of: Planning & Zoning Commission Meeting

Initiated by: Justin Perez, Agenda Coordinator

Presented by: Chuck Brown, Commissioner

Responsible Department: Admin

Agenda Caption:

Planning and Zoning Commission Liaison Report

- City Council Meeting July 1, 2025

Recommended Action:

Executive Summary:

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

None



Planning & Zoning Commission Agenda Request

July 8, 2025

Agenda Request No: VII.B.

Agenda of: Planning & Zoning Commission Meeting

Initiated by: Justin Perez, Agenda Coordinator

Presented by: Lisa Kocich-Meyer, Director of Planning & Development Services

Responsible Department: Admin

Agenda Caption:

City Staff Report

- Calendar of Scheduled Meetings and Events

Recommended Action:

Executive Summary:

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

None