



City of Sugar Land

Planning & Zoning Commission Agenda

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

Thursday, August 28, 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 August 12, 2025 meeting.

Linda Mendenhall, City Clerk

V. Subdivision Plat

A. RYEHILL SECTION SIX PRELIMINARY PLAT

Consideration of and action on the Ryehill Section Six Preliminary Plat.

Jessica Echols, Senior Planner

VI. Reports

A. Planning and Zoning Commission Liaison Report

- City Council Meeting August 19, 2025

Matthew Caligur, Chair

B. City Staff Report

- Calendar of Scheduled Meetings and Events

Lisa Kocich-Meyer, Director of Planning & Development Services

VII. 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

August 28, 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 August 12, 2025 meeting.

Recommended Action:

Consider the minutes of the August 12, 2025 meeting.

Executive Summary:

Consider the minutes of the August 12, 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. 081225pz_minutes



City of Sugar Land

Planning & Zoning Commission Minutes

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

Tuesday, August 12, 2025
Planning & Zoning Commission Meeting Minutes
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.

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II. Call to Order

QUORUM PRESENT

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

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.

No members of the public addressed the Commission.

IV. Minutes

A. MINUTES

Consideration of and action on the minutes of the July 24, 2025 meeting.

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the July 24, 2025 meeting**, was made by Taylor Landin and seconded by Matthew Caligur; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Matthew Caligur, Taylor Landin

Absent: Fareena Dawood, Sapana Patel

V. Subdivision Plat

A. RYEHILL SECTION ONE FINAL PLAT

Consideration of and action on the Ryehill Section One Final Plat.

Jessica Echols, Senior Planner

Jessica Echols, Senior Planner, gave a presentation, made comments, and answered questions from the Commission.

A motion to **Approve the Ryehill Section One Final Plat**, was made by Chuck Brown and seconded by Taylor Landin; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Matthew Caligur, Taylor Landin

Absent: Fareena Dawood, Sapana Patel

VI. Fact, Findings, and Recommendation

A. CONDITIONAL USE PERMIT FOR THE EXPANSION OF FORT BEND CHRISTIAN ACADEMY

Consideration of and action on a recommendation for a proposed Conditional Use Permit for the expansion of Fort Bend Christian Academy, located at 1201 Lakeview Drive and 1250 Seventh Street, to the Members of City Council.

Jessica Echols, Senior Planner

Jessica Echols, Senior Planner, gave a presentation, made comments, and answered questions from the Commission.

The Planning and Zoning Commission approved the Fort Bend Christian Academy Conditional Use Permit with the following conditions:

- Site to be developed in accordance with the attached Overall Site Plan
- Traffic flow and vehicular stacking must comply with the attached Traffic Circulation Plan. The drop-off and pick-up times detailed on the Traffic Circulation Plan must be maintained, and the school shall continue to contract with police officers to enforce the turn restrictions.
- The Lower/Middle School has a maximum enrollment of 570 students.

Commissioner Chuck Brown recused himself at 6:35 p.m. He did not vote on this agenda item and returned at 6:49 p.m.

Commissioner Taylor Landin retracted his initial motion for the approval of the Fort Bend Christian Academy Conditional Use permit. A second motion to approve the Fort Bend Christian Academy Conditional Use Permit was made by Commissioner Matthew Caligur.

A motion to **Approve the Fort Bend Christian Academy Conditional Use Permit**, was made by Matthew Caligur and seconded by Taylor Landin; the motion **Passed**.

Ayes: Mary Smith, Randall Halbrook, Apurva Parikh, Matthew Caligur, Taylor Landin Abstain: Chuck Brown

Absent: Fareena Dawood, Sapana Patel

VII. Reports

A. Planning and Zoning Commission Liaison Report

- City Council Meeting August 5, 2025

Matthew Caligur, Chair

Matthew Caligur, Chair, attended and reported on the August 5, 2025, City Council meeting.

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, and Lisa Kocich-Meyer, Director of Planning and Development Services, reported on upcoming meetings and events.

VIII. Adjournment

A motion to **Adjourn at 6:52 p.m.**, was made by Taylor Landin and seconded by Mary Smith, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Matthew Caligur, Taylor Landin

Absent: Fareena Dawood, Sapana Patel

Linda Mendenhall, City Clerk





Planning & Zoning Commission Agenda Request

August 28, 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:

RYEHILL SECTION SIX PRELIMINARY PLAT

Consideration of and action on the Ryehill Section Six Preliminary Plat.

Recommended Action:

Staff Recommends Approval of the Ryehill Section Six Preliminary Plat.

Executive Summary:

This is the Preliminary Plat for Ryehill Section Six. It consists of 40.055 acres and includes 117 single-family lots, 2 blocks, and 5 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 to Ryehill Parkway will be provided through Ryehill Section Five and Ryehill Section Four.

A 30' drill site access easement (C.F. NO. 2024001915) is located within the proposed 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

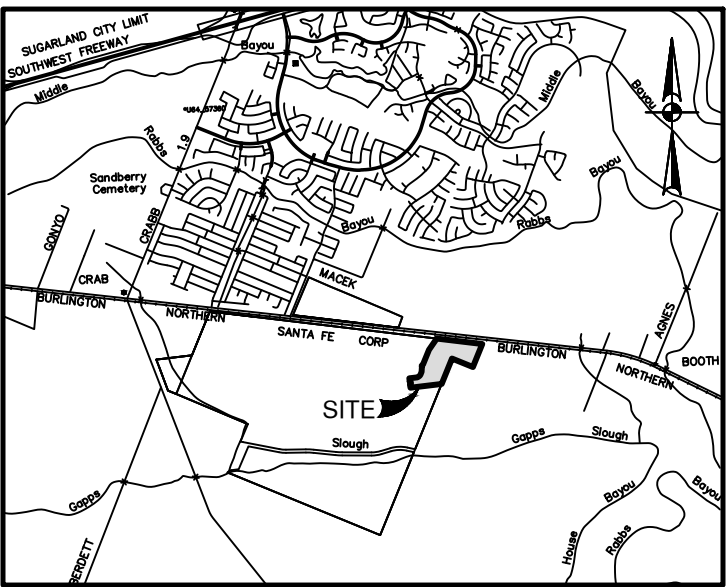
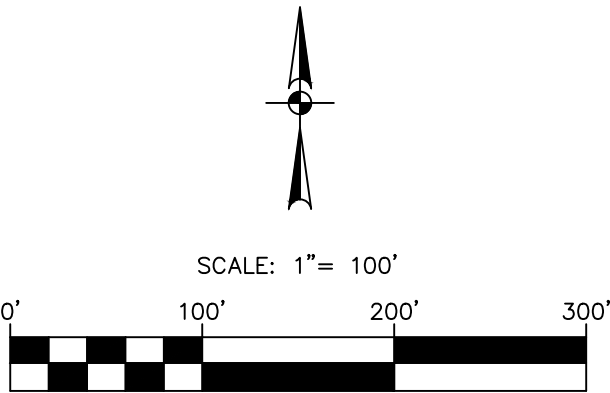
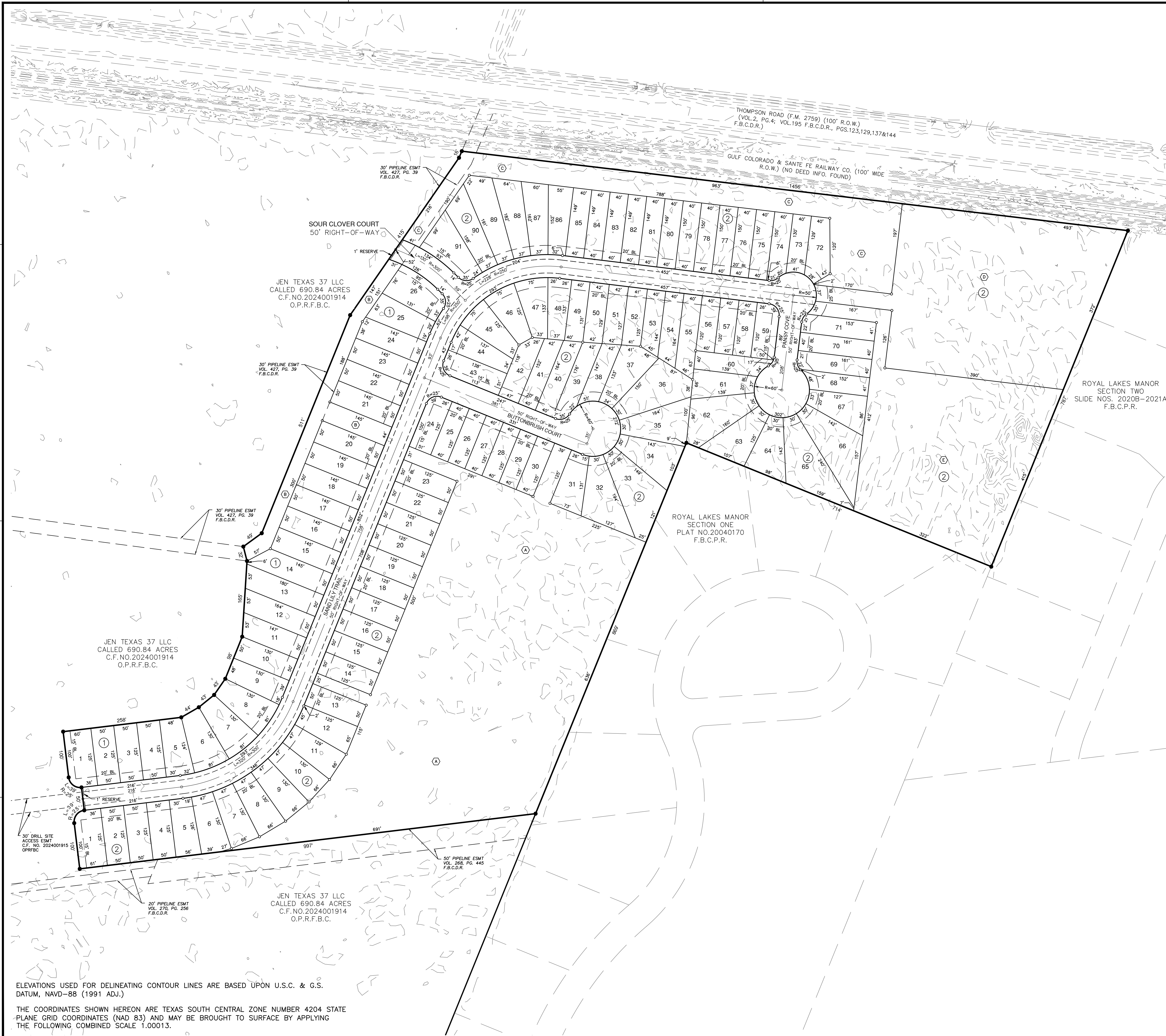
Additional Funding: n/a

Funding Source: n/a

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

Attachments

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



LOCATION MAP
NOT-TO-SCALE

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

- (A) RESTRICTED RESERVE A (RESTRICTED TO LANDSCAPE, OPEN SPACE, DRAINAGE/DETENTION AND INCIDENTAL UTILITIES PURPOSES ONLY) 7.942 AC. 345,958 SQ.FT.
- (B) RESTRICTED RESERVE B (RESTRICTED TO LANDSCAPE, OPEN SPACE AND INCIDENTAL UTILITY PURPOSES ONLY) 0.650 AC. 28,303 SQ.FT.
- (C) RESTRICTED RESERVE C (RESTRICTED TO LANDSCAPE, OPEN SPACE AND INCIDENTAL UTILITY PURPOSES ONLY) 1.781 AC. 77,596 SQ.FT.
- (D) RESTRICTED RESERVE D (RESTRICTED TO WATER TREATMENT FACILITY PURPOSES ONLY) 3.777 AC. 164,533 SQ.FT.
- (E) RESTRICTED RESERVE E (RESTRICTED TO DRILL SITE PURPOSES ONLY) 3.243 AC. 141,282 SQ.FT.

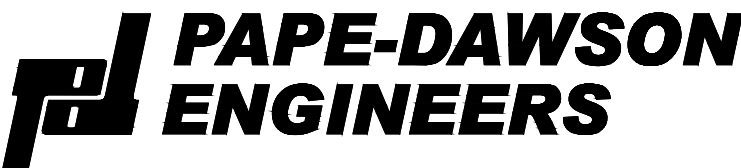
PRELIMINARY PLAT OF
RYEHILL
SECTION SIX

A SUBDIVISION OF 40.055 ACRES SITUATED IN THE ABNER KUYKENDALL SURVEY, A-48, IN THE CITY OF SUGAR LAND ETJ, FT. BEND COUNTY, TEXAS.

117 RESIDENTIAL LOTS 5 RESERVES 2 BLOCKS

DATE OF PREPARATION: AUGUST 4, 2025

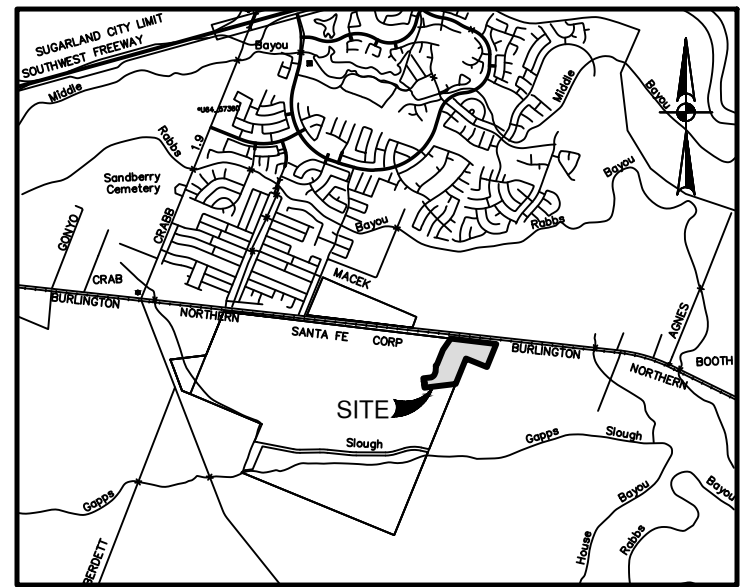
OWNER/DEVELOPER:
JEN TEXAS 37, LLC, A TEXAS LIMITED LIABILITY COMPANY
1401 LAKE PLAZA DRIVE, SUITE 200-158
SPRING, TEXAS 77389
TEL: (214) 394-0493



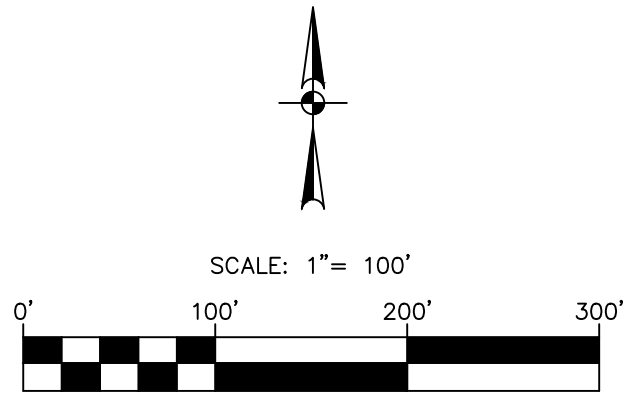
2107 CITYWEST BLVD, 3RD FLR | HOUSTON, TX 77042 | 713.428.2400
TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

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.

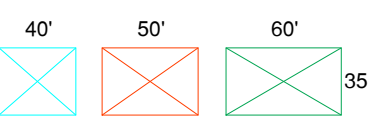


LOCATION MAP
NOT-TO-SCALE



LEGEND			
FBCDR	FORT BEND COUNTY DEED RECORDS	OPRFBC	OFFICIAL PUBLIC RECORDS
(SURVEYOR)	FOUND 5/8" IRON ROD (UNLESS NOTED OTHERWISE)	FBCPR	FORT BEND COUNTY PLAT RECORDS
o	SET 5/8" IRON ROD (PD)-ROW	BL	BUILDING LINE
P.O.B.	POINT OF BEGINNING	VOLUME	VOLUME/PAGE(S)
CLERK'S FILE NUMBER		ROW	RIGHT-OF-WAY
ESMT	EASEMENT	R	RADIUS
AC	ACRE(S)	SF	SQUARE FEET
①	BLOCK NUMBER	L	LENGTH
(A)	RESERVE LETTER		

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BOX EXHIBIT OF

RYEHILL SECTION SIX

A SUBDIVISION OF 40.055 ACRES SITUATED IN THE ABNER KUYKENDALL SURVEY, A-48, IN THE CITY OF SUGAR LAND ETJ, FT. BEND COUNTY, TEXAS.

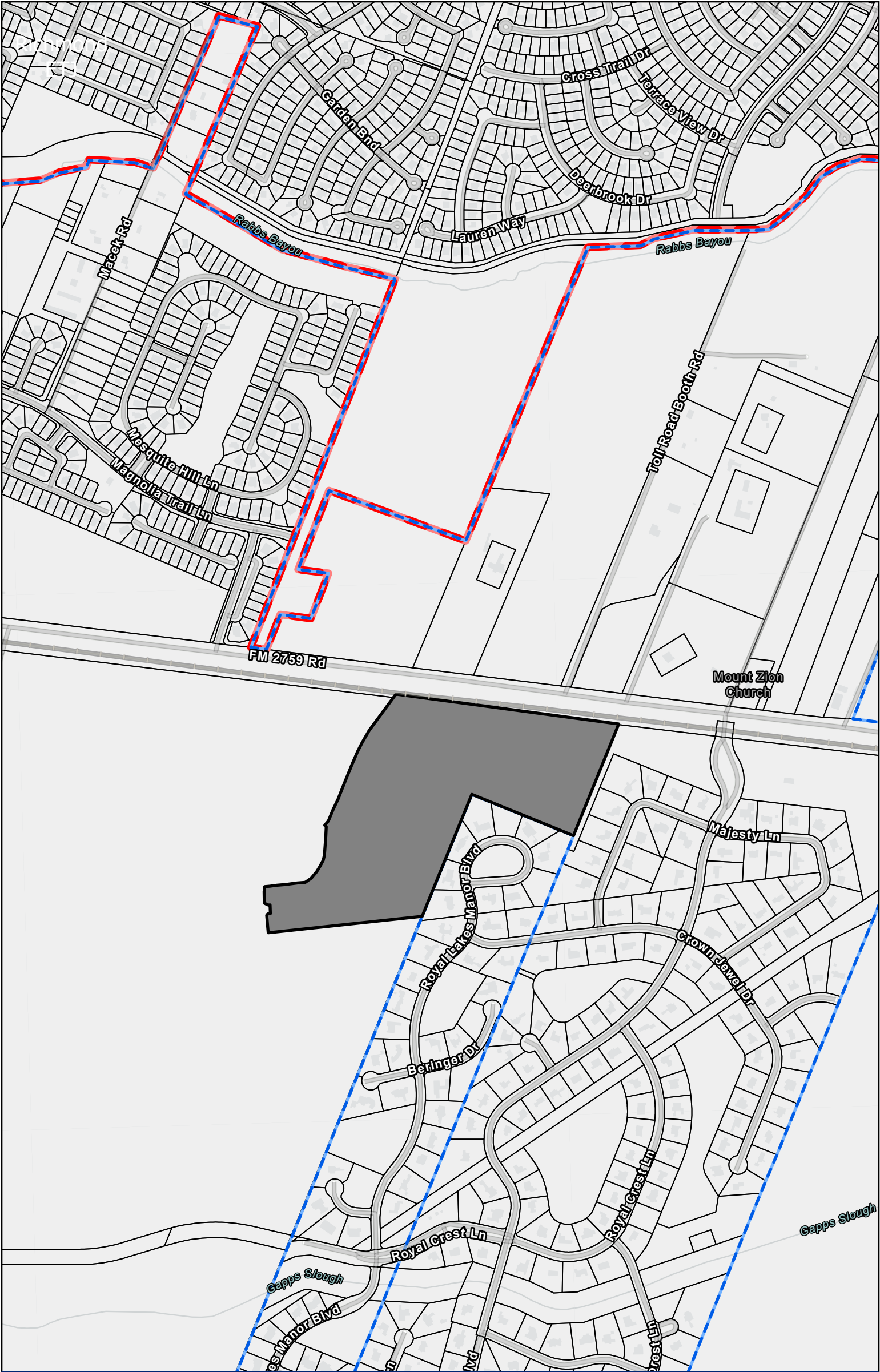
117 RESIDENTIAL LOTS 5 RESERVES 2 BLOCKS

DATE OF PREPARATION: AUGUST 4, 2025

OWNER/DEVELOPER:
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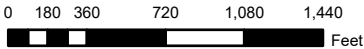


**Ryehill
Section 6**

- ETJ
- City Limits
- Subject Site

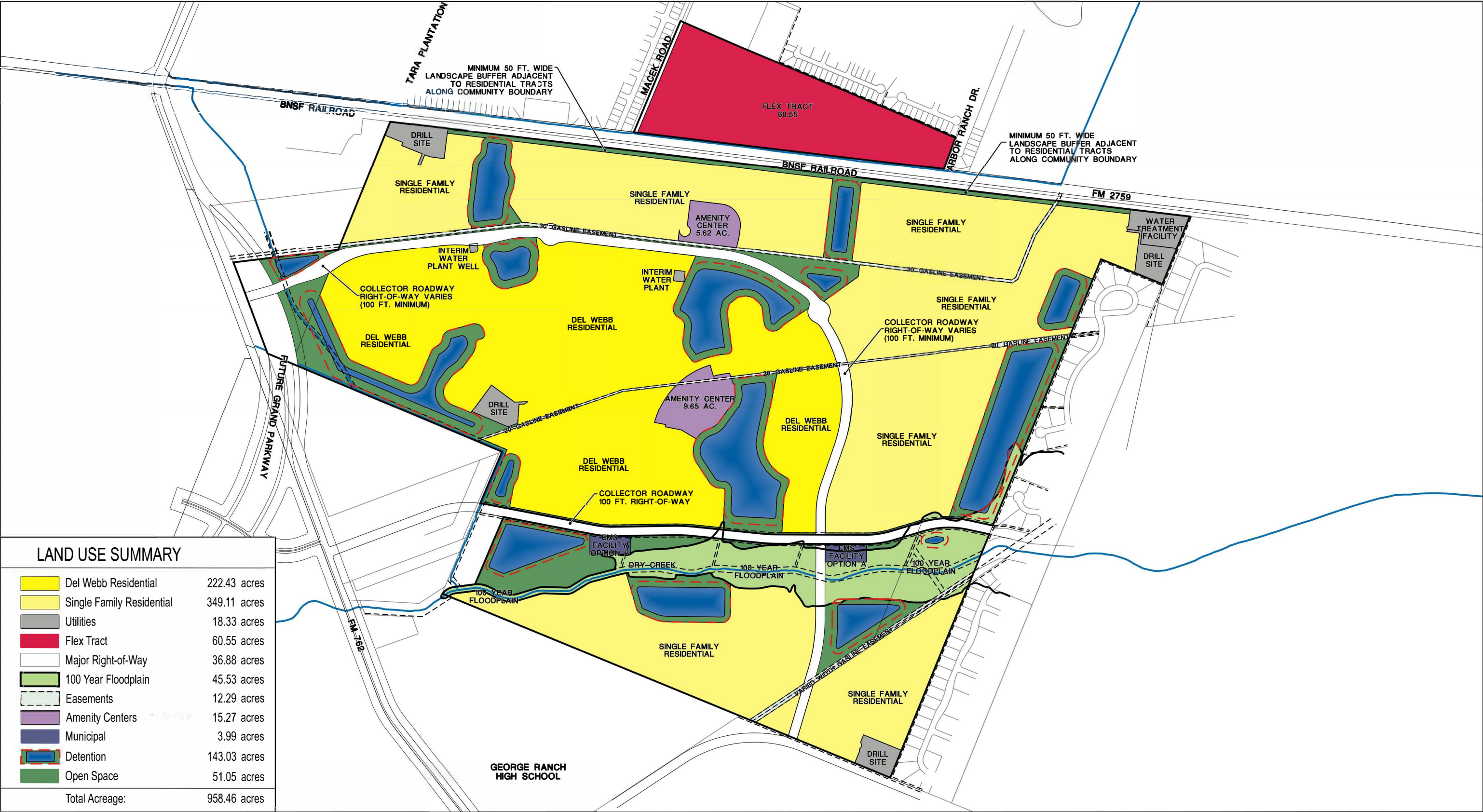


AUGUST 2025



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)275-2379.





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

August 28, 2025

Agenda Request No: VI.A.

Agenda of: Planning & Zoning Commission Meeting

Initiated by: Justin Perez, Agenda Coordinator

Presented by: Matthew Caligur, Chair

Responsible Department: Admin

Agenda Caption:

Planning and Zoning Commission Liaison Report

- City Council Meeting August 19, 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

August 28, 2025

Agenda Request No: VI.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