



City of Sugar Land

Zoning Board of Adjustment Agenda

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

Wednesday, November 19, 2025
Zoning Board of Adjustment Meeting
City Council Chamber
5:00 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://youtube.com/live/340DFzkTM8c?feature=share>

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 approval of the minutes of the May 21, 2025 meeting.

Linda Mendenhall, City Clerk

V. Public Hearings

A. **PUBLIC HEARING 5:00 P.M.:** Receive and hear all persons desiring to be heard on a request for a Special Exception to the Single-Family Residential District (R-1R) side yard setback standards for a proposed improvement to the property located at 4014 Brookdale Court.

Consideration of and action on a recommendation on a request for a Special Exception to the Single-Family Residential District (R-1R) side yard setback standards for a proposed improvement to the property located at 4014 Brookdale Court.

Lucas Corbett, GIS Planner

VI. Orientation

A. **ANNUAL ORIENTATION**

Review of and discussion on the purpose, roles, responsibilities, and functions of the Zoning Board of Adjustment.

Jessica Rodriguez, Assistant Director of Planning & Development Services

VII. Adjournment

The Zoning Board of Adjustment reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (consultation with attorney).

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.

Posted on this 12th day of November, 2025 at 1:30 P.M.



Zoning Board of Adjustment Agenda Request **November 19, 2025**

Agenda Request No: IV.A.

Agenda of: Zoning Board of Adjustment Meeting

Initiated by: Ashley Newsome, Deputy City Clerk

Presented by: Linda Mendenhall, City Clerk

Responsible Department: City Clerk's Office

Agenda Caption:

MINUTES

Consideration of and action on the approval of the minutes of the May 21, 2025 meeting.

Recommended Action:

Consideration of and action on the approval of the minutes of the May 21, 2025 meeting.

Executive Summary:

Consider the minutes of the May 21, 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. 5.21.25 ZBA meeting minutes



City of Sugar Land

Zoning Board of Adjustment Minutes

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

Wednesday, May 21, 2025
Zoning Board of Adjustment Meeting Minutes
City Council Chamber
5:00 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://youtube.com/live/GUCcVB4zrk4?feature=share>

II. Call to Order/Roll Call

The Chair will call the meeting to order, verify the presence of a quorum, and open the public meeting.

QUORUM PRESENT

Josh Morton, Chikeersha Puvvada, Phillip Bulter, Doug White, and Danilo Alvarado were present.
David James was 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 Board.

IV. Minutes

- A. Consideration of and action on the minutes of the February 19, 2025 meeting.
Linda Mendenhall, City Clerk

A motion to **Approve, the February 19, 2025, Zoning Board of Adjustment meeting minutes**, was made by Phillip Butler and seconded by Josh Morton, the motion **Passed** .

Ayes: Josh Morton, Chikeersha Puvvada, Phillip Bulter, Doug White, Danilo Alvarado.
Absent: David James

V. Public Hearings

- A. **PUBLIC HEARING 5:00 P.M.:** Receive and hear all persons desiring to be heard on a request for a Special Exception to the Restricted Single-Family Residential District (R-1R) side yard setback standards for a proposed addition to the property located at 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

Consideration of and action on a recommendation on a request for a Special Exception to the Restricted Single-Family Residential District (R-1R) side yard setback standards for a proposed addition to the property located at 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

Emily Ercius, Planner I

Emily Ercius, Planner I, gave a presentation, made comments, and answered questions from the Board.

Chikeersha Puvvada, Chair, opened the public hearing at 5:06 p.m. No members of the public addressed the Board during the public hearing. Chikeersha Puvvada closed the public hearing at 5:06 p.m.

A motion to **Approve, Special Exception 4006 Woodbriar Court**, was made by Phillip Butler and seconded by Danilo Alvarado, the motion **Passed**.

Ayes: Josh Morton, Chikeersha Puvvada, Phillip Bulter, Doug White, Danilo Alvarado.

Absent: David James

VI. Adjournment

A motion to **Adjourn at 5:10 p.m.**, was made by Josh Morton and seconded by Doug White, the motion **Passed**.

Ayes: Josh Morton, Chikeersha Puvvada, Phillip Bulter, Doug White, Danilo Alvarado.

Absent: David James



Zoning Board of Adjustment Agenda Request

November 19, 2025

Agenda Request No: V.A.

Agenda of: Zoning Board of Adjustment Meeting

Initiated by: Lucas Corbett, GIS Planner

Presented by: Lucas Corbett, GIS Planner

Responsible Department: Planning and Development Services

Agenda Caption:

PUBLIC HEARING 5:00 P.M.: Receive and hear all persons desiring to be heard on a request for a Special Exception to the Single-Family Residential District (R-1R) side yard setback standards for a proposed improvement to the property located at 4014 Brookdale Court.

Consideration of and action on a recommendation on a request for a Special Exception to the Single-Family Residential District (R-1R) side yard setback standards for a proposed improvement to the property located at 4014 Brookdale Court.

Recommended Action:

Staff recommends approval with the following conditions:

- Proposed improvement is constructed in accordance with the attached site plan.
- Proposed improvement is constructed in accordance with the attached elevations.

Executive Summary:

This is a request for a Special Exception from the required 20-foot street side yard setback in the Standard Single-Family Residential (R-1) Zoning District for a proposed improvement located at 4014 Brookdale Court. The property was platted in 1999 as Brazos Landing, Section Two. Once the property was annexed into the City of Sugar Land in 2005, R-1 zoning was subsequently applied to the subdivision, which requires a 20-foot street side yard setback for primary structures.

The recorded plat established a 15-foot street side yard building line and the recorded restrictions reference the recorded plat restrictions.

Per Chapter 2, Article II, Section 2-72 of Sugar Land's Development Code, primary structures within the Standard Single-Family Residential (R-1) Zoning District are required to meet a street side yard setback of 20 feet. The proposed improvement is proposed to be approximately 15 feet away from the street side yard property line. Granting the Special Exception would relieve the 20-foot street side yard primary setback requirement, allowing the proposed improvement to be

constructed as proposed.

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

STAFF REPORT

Request for a Special Exception to the Standard Single-Family Residential District (R-1) street side yard setback standards for 4014 Brookdale Court, *Brazos Landing Section Two*.

Analysis of Special Exception – Four Development Code Criteria:

After the public hearing, the Board may, by concurrence of 75 percent of its members, grant a Special Exception to a residential setback required by Chapter 2 if the Board finds that:

Criterion One:

The latest recorded plat of the property was approved prior to being annexed into the City;

Plat Recorded: 1999

Annexed: 2005

Criterion Two:

The latest recorded plat or other recorded restriction for the property establishes a setback or other regulation that results in a setback that is less restrictive than the setback required by the City of Sugar Land Development Code (Chapter 2);

The recorded plat established a 15-foot street side setback (*Instrument No 1999093398 F.B.C.P.R.*) adjacent to the street side property line.

Per Chapter 2, Article II, Section 2-72 of Sugar Land's Development Code, primary structures within the Standard Single-Family Residential (R-1) Zoning District are required to meet a street side yard setback of 20 feet. The proposed improvement will comply with the recorded and platted restrictions. The proposed improvement will be located approximately 15 feet from the street side property line. Granting the Special Exception would relieve the 20-foot street side yard primary setback requirement, allowing the proposed improvement to be constructed as proposed.

Criterion Three:

Granting the Special Exception will not establish a setback that is less restrictive than the setback established by the latest approved plat or other recorded restriction; and

The recorded plat, *Brazos Landing Section Two* established a 15-foot street side yard setback (*Instrument No 1999093398 F.B.C.P.R.*). The Special Exception will not grant a setback that is less restrictive than those established by the plat or the recorded restrictions.

Criterion Four:

Granting the Special Exception will not be detrimental to the public welfare or injurious to the property or improvements in the district or neighborhood in which the property is located.

Staff have examined the proposed Special Exception for key aspects:

- **Public Safety Review:** There does not appear to be any public safety issues associated with this request. Staff have not identified safety concerns as a result of the proposed improvement.
- **Proposal and the Neighborhood – Street Side Yard Setback Comparison:** The proposed street side yard setback of the new deck appears to be generally compatible with the neighborhood based on an analysis of the surrounding area. Approximately 3 homes within the immediate area do not meet the street side yard setback requirement of 20 feet. The proposed improvement follows the recorded restrictions.
- **Proposal and the Neighborhood – General Architectural:** The proposed improvement appears to be architecturally compatible with the existing single-family residence and neighborhood.

Public Hearing Notice

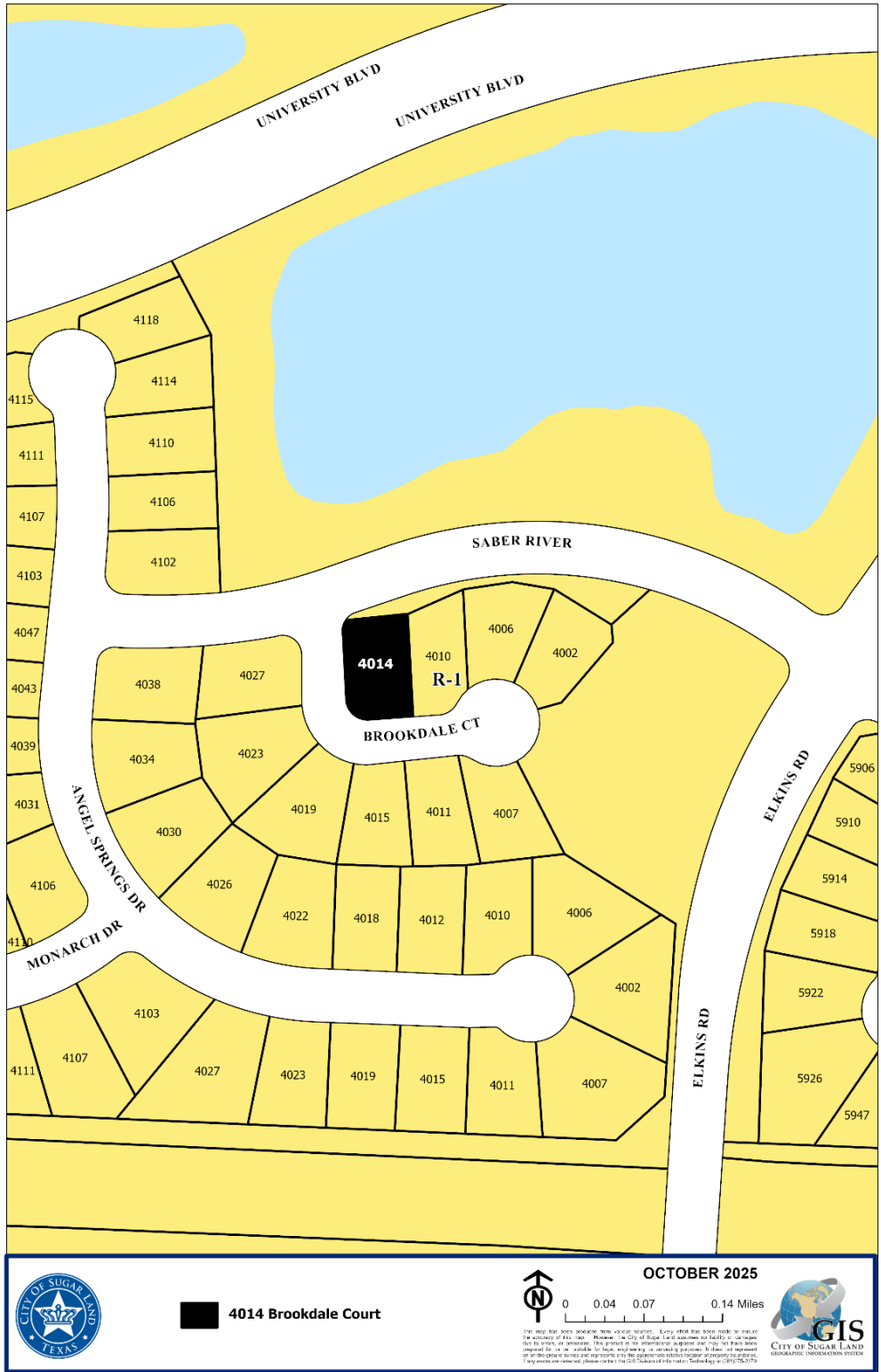
The Notice of Public Hearing was published in a newspaper of general circulation and on the City of Sugar Land's Internet Home Page. All property owners within 200' of the subject property were notified and a courtesy sign was placed on the property. The public hearing notice included a link to an online 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 and is not aware of any opposition to the Special Exception.

Staff Recommendation

Staff recommends that the Special Exception be approved subject to the following conditions:

- Proposed improvement is constructed in accordance with the attached site plan.
- Proposed improvement is constructed in accordance with the attached elevations.

Vicinity Map

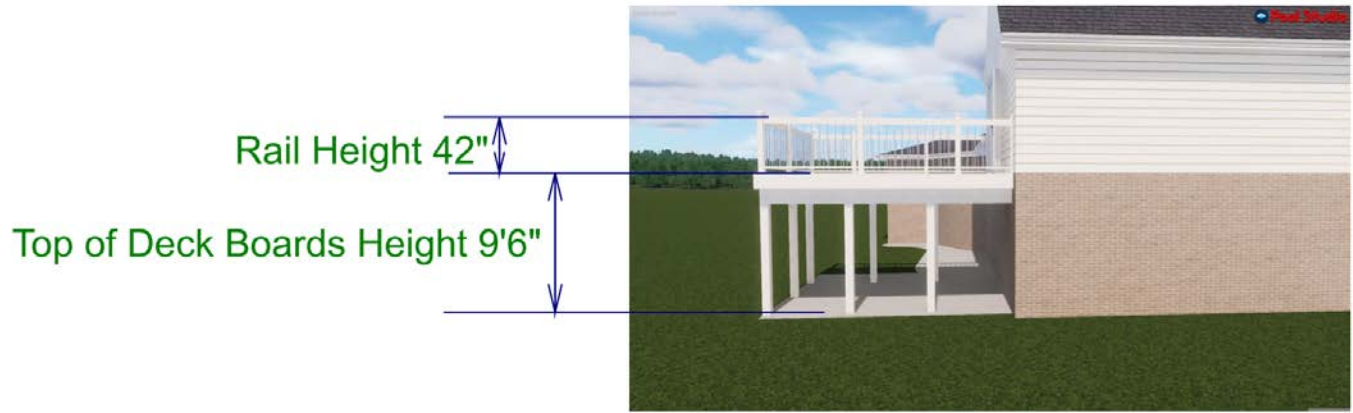


Aerial Map



Proposed Exterior Elevations

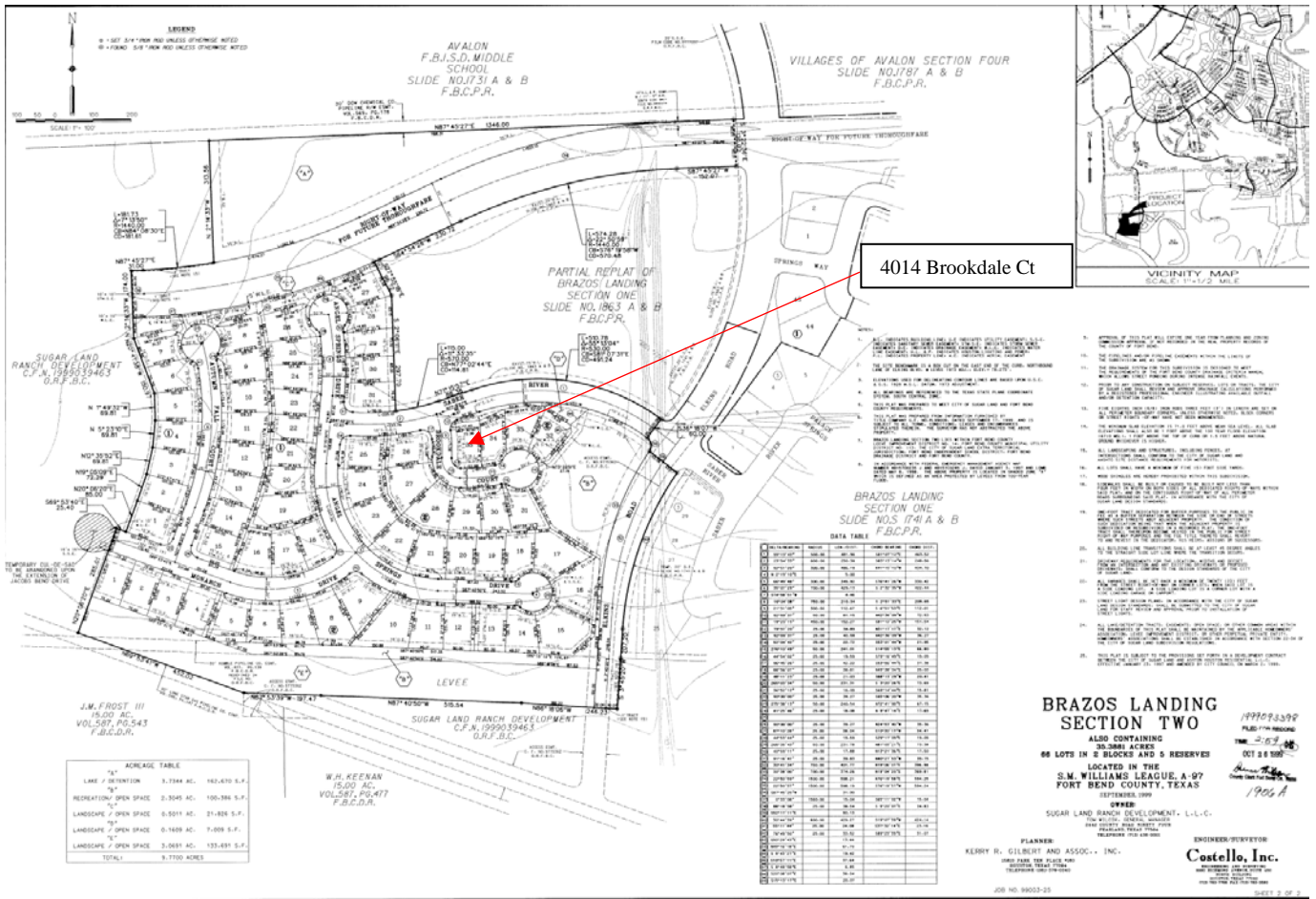
Side



Google Excerpt



Plat Excerpt



ADDRESS: 4014 BROOKDALE COURT

PROPERTY PLATTED AS:
 LOT 35, BLOCK 2, BRAZOS LANDING SECTION TWO
 RECORDED (1999) IN INSTRUMENT NUMBER 1999093398 F.B.C.P.R.

HOA Letter of Approval

Brazos Landing Residential Association, Inc.

1 Avalon Place
Sugar Land, TX 77479

Phone:
Toll Free:
Fax:

832-678-4500

832-678-4543

August 26, 2025

<https://www.sterlingasi.net/>

Qingfeng Zhang
4014 Brookdale Court
Sugar Land, TX 77479

RE: Architectural Submission for 4014 Brookdale Court
Account#: 238274

August 26, 2025

Dear Homeowner,

The Architectural Review Committee for Brazos Landing Residential Association, Inc. has reviewed and **APPROVED** your architectural submission for the installation of Deck and Patio per the plans submitted.

If the conditions require additional information, paperwork or permits, they must be re-submitted within ten (10) days from the date of this correspondence or you will have to resubmit a new Architectural Request.

All construction must commence within 120 days of this approval letter, if construction has not been commenced within the 120 days such approval shall be deemed withdrawn. Once construction is commenced, all work shall be completed within 180 days of commencement.

ARC approval of plans shall not constitute a representation, warranty, or guarantee that such plans and specifications comply with engineering design practices or zoning and building ordinances, or other governmental agency regulations or restrictions. The ARC shall not be responsible for reviewing, nor shall its approval of any plans or design, be deemed approved from the standpoint of structural safety or conformance with building or other codes. By approving such plans and specifications, neither the ARC, the Members thereof, the Association, any Member thereof, their Board of Directors, any Members thereof, or the Declarant assumes any liability or responsibility therefore or for any defect in the construction or improvement from such plans or specifications. As provided in the CC&R's neither the ARC, the Association, the Board of Directors or the Association or any Members thereof, not the Declarant or Developer shall be liable to any Member, Owner, Occupant, or other person or entity for any damage, loss or prejudice suffered or claimed on account of (1) the approval or disapproval of any plans, drawings, or specifications, whether or not defective, or (2) the construction or performance of any work whether or not pursuant to the approved plans, drawings, or specifications.

Your patience and cooperation with the architectural review process is appreciated. If you have any questions, please contact the association at 832-678-4500.

Sincerely,

Architectural Review Committee for
Brazos Landing Residential Association, Inc.

NOTICE OF PUBLIC HEARING



SPECIAL EXCEPTION REQUEST FROM THE STREET SIDE YARD SETBACK REQUIREMENTS IN THE STANDARD SINGLE-FAMILY RESIDENTIAL (R-1) ZONING DISTRICT FOR THE PROPERTY LOCATED AT 4014 BROOKDALE CT

Zoning Board of Adjustment Public Hearing 5:00 p.m., November 19, 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 Special Exception to the Street Side Yard Setback for 4014 Brookdale Ct, Lot 35, Brazos Landing Section 2, in the Standard Single Family Residential (R-1) Zoning District.

The Special Exception would relieve the 20-foot street side yard primary setback requirement, allowing the new addition to meet the recorded restriction of 15 feet.

The agenda item for this meeting will be placed on the City of Sugar Land website at www.sugarlandtx.gov under "Meeting Agendas" Zoning Board of Adjustment no later than Wednesday, November 12, 2025. Request details or provide feedback on the proposed special exception online at www.sugarlandtx.gov/PublicHearingComment or contact City of Sugar Land Planning & Development Services Department at (281) 275-2218.



Zoning Board of Adjustment Agenda Request

November 19, 2025

Agenda Request No: VI.A.

Agenda of: Zoning Board of Adjustment Meeting

Initiated by: Jessica Rodriguez, Assistant Director of Planning & Development Services

Presented by: Jessica Rodriguez, Assistant Director of Planning & Development Services

Responsible Department: Planning and Development Services

Agenda Caption:

ANNUAL ORIENTATION

Review of and discussion on the purpose, roles, responsibilities, and functions of the Zoning Board of Adjustment.

Recommended Action:

Receive Zoning Board of Adjustment Annual Orientation

Executive Summary:

This workshop serves as the annual orientation, in accordance with City Council Policy 3000-09, and is designated to provide an overview of the Zoning Board of Adjustment roles and responsibilities and receive training on legal considerations, such as open meetings and conflict disclosure. The adopted Rules of Procedure for the Zoning Board of Adjustment are attached for reference.

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. ZBA Rules of Procedure

**CITY OF SUGAR LAND ZONING BOARD OF ADJUSTMENT
RULES OF PROCEDURE**

Adopted by the Zoning Board of Adjustment:

June 18, 2008 / Revised October 20, 2010 / Revised August 21, 2019

CREATION AND AUTHORITY

The Zoning Board of Adjustment (Board) has been established by Section 5.02 of the City Charter pursuant to Chapter 211 of the Texas Local Government Code. Section 5.02 of the City Charter provides that the Board has the powers and duties as provided by State law and City ordinance. Under Chapter 211, Texas Local Government Code, and the City's ordinance, the Board may hear zoning matters related to appeals, variances, special exceptions, and other duties assigned by law.

MEMBERSHIP AND TERM

City Council appoints five regular members and three alternate members to the Board for two year terms.

DUTIES AND POWERS

The Board hears and decides appeals on City officials' decisions on zoning regulations, requests for special exceptions to the terms of the zoning ordinance, and requests for variances from the terms of the zoning ordinance. The Board shall decide an appeal with regard to a decision made by an administrative official of the City at the next meeting for which notice can be provided following the hearing and not later than the 60th day after the date the appeal is filed.

APPOINTMENT OF OFFICERS, DUTIES OF OFFICERS

City Council appoints a Chair and Vice Chair from the Board's membership. The Chair presides over meetings of the Board and signs all documents requiring execution on the Board's behalf. The Vice Chair performs the duties of the Chair in the Chair's absence. In the absence of the Chair and Vice-Chair, a member of the Board may call the meeting to order and the members of the Board may vote to elect a temporary chair to preside during the meeting.

RECORDS

The City Secretary prepares all agendas and notices of meetings as required by law, keeps the minutes of the Board's proceedings, and maintains the Board's records.

ATTENDANCE AND VACANCIES

A member unable to attend a Board meeting should notify the City Secretary's office or Planning Department at the earliest possible opportunity. The City Secretary of Planning Department notifies the Chair if absences will prevent a quorum, which consists of not less than four members in order to conduct a meeting. Alternate Board members serve in the absence of one or more regular members. Regular members who miss three consecutive Board meetings are deemed to have automatically resigned from their position. Vacancies will be filled by the City Council. Alternate Board members are expected to regularly attend meetings to be available to serve in the absence of one or more members. Attendance allows Alternate Members to stay apprised of cases and the Board's decision-making and to build on knowledge and training, even if not serving on the Board in the absence of a Board member.

MEETINGS

The Zoning Board of Adjustment shall conduct regular meetings on the third Wednesday of each month, unless there are no applications to review and act upon. Members shall be notified by the first weekday of the month by the Planning Department or City Secretary as to whether a meeting will be held.

Notice of Board meetings will be posted as required by State law. All meetings are open to the public. Four members constitute a quorum of the Board. Each member in attendance, excluding alternates not serving at the time, votes on every matter posted on the agenda for that meeting.

The Chair will call for the items to be considered by the Board in the order presented on the agenda unless the order is changed by four affirmative member votes. The appropriate staff person will be called to the podium to make the presentation.

Members will speak only upon being recognized by the Chair. Members will not interrupt each other while speaking except to make a point of order. The Chair need not recognize any member for a second comment until every member wishing to speak has been allowed a first comment.

Alternate Board Members shall serve in the absence of one or more regular members when requested to do so. Alternate members are expected to attend most meetings and to notify the City Secretary or Planning Department if unable to attend.

The Board will generally take action on matters in the following manner:

1. Making a motion – The Board member proposing any action will make a motion by clearly stating the motion. Any motion may be withdrawn by the mover before it is voted on. The withdrawal is not subject to amendment and does not require a second or a vote.
2. Seconding a motion – All motions must receive a second for action, except for a point of order or the withdrawal of a motion. If a second is made, the Chair will state the names of the members making and seconding the motion. If a motion does not receive a second, it dies.
3. Discussion on the motion – The Board may discuss a pending motion only after the motion has been moved and seconded.
4. Voting on the motion – After discussion, the Chair may call a vote on the motion. A concurring vote of four members is required to authorize a variance, special exception or to reverse an order of the zoning official. Items that do not receive at least four concurring votes in favor of authorizing a variance, special exception or reversal of an order of the zoning official are deemed denied. After voting concludes, the Chair will announce the results. If there is a motion to table an item before the Board, a concurring vote of four members is required in order to table the item.

PUBLIC COMMENT PERIOD

At the beginning of each Board meeting, there will be a public comment period. Citizens who desire to address the Board with regard to matters on the agenda, other than matters pertaining to public hearings, will be received at that time. Each speaker is limited to three (3) minutes. Comments or discussion by Board members will only be made at the time the subject is scheduled for consideration on the Board's agenda.

PUBLIC HEARINGS

Staff will present the City’s staff report to the Board. After the staff presentation, the Board will open the public hearing. Citizens who desire to address the Board with regard to matters pertaining to the public hearing will be received at this time.

Prior to each speaker’s presentation, the Chair will administer the following oath:

“Please raise your right hand. Do you solemnly swear or affirm to tell the truth in these proceedings under the penalty of perjury?”

After being sworn in, speakers will address the Board from the podium, state their name and address, and present their evidence. Applicants, inclusive of their representatives, have ten minutes to present testimony in favor of the application, after being sworn in. Other speakers during the public hearing must limit their testimony to three minutes each. If time permits the Board, by majority vote, may extend the speaker’s time to a new limit as specified in the motion.

A speaker wishing to ask questions of the staff, the Board, or other speakers will direct their question(s) to the Chair, who may, as he deems appropriate, direct the question to the appropriate party. When all speakers have completed their testimony, the Chair will close the public hearing. Once the public hearing is closed no further testimony from the public will be taken.

CONFLICTS

Members and alternates must abstain from discussing and voting on a matter before the Board when the member or alternate has a conflict of interest under State law or City Ordinance; or when the member or alternate, because of personal circumstances, believes that he or she cannot render a fair and impartial decision in the matter. Members and alternates with a conflict of interest must inform the City Secretary of the conflict prior to the start of the meeting so that an alternate can be seated at the meeting. If a member is unsure whether he or she has a conflict of interest, the member is encouraged to contact the City Attorney’s Office sufficiently in advance of the meeting.

EXECUTIVE SESSIONS

The Board may adjourn into a closed executive session to receive legal advice from the City’s attorney regarding a matter on the agenda. Prior to entering a closed meeting, the Chair will announce:

“The Zoning Board of Adjustment of the City of Sugar Land, Fort Bend County, Texas, will adjourn into closed executive session in accordance with Section 551.071, Texas Government Code, to seek advice of its attorney pertaining to Item No.[Insert Agenda Item Number], [Agenda Item Language]”

The Board will not take any final action, decision or vote on any matter during the closed session.

At the end of the closed session, the Chair will make the following announcement:

“The Zoning Board of Adjustment of the City of Sugar Land, Fort Bend County, Texas, ended its closed executive session at ____ o’clock on this ___ day of _____, (month, year).”

All communication in executive session is privileged and should not be discussed outside of executive session with any member of the Board or the public.

APPEALS FROM BOARD DECISIONS

When a request is denied, the same or a substantially similar request may not be again submitted for filing within six months of the date of the Board's denial unless the facts surrounding the case have materially changed since the Board last decided the issue.

A person aggrieved by a decision of the Board may appeal the Board's decision by filing a verified petition with a court of law as provided in §211.011 of the Texas Local Government Code.