



City of Sugar Land

Building Standards Commission Agenda

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

Wednesday, December 10, 2025
Building Standards Commission Meeting
City Council Chamber
5:30 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://youtube.com/live/VSUMUUVfmc?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 minutes of the November 12, 2025 meeting.
Linda Mendenhall, City Clerk

V. Orientation

A. BOARD ORIENTATION

Review of and discussion on purpose, roles, responsibilities, and functions of the Building Standards Commission.

Joshua Doyle, Chief Building Official, Nicole Guevara, Assistant Director of Neighborhood Services, Stephen Lammers, Building Inspector III

VI. Adjournment

The Building Standards Commission 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.

I hereby certify that the above notice was posted on the outside bulletin boards, a place convenient and readily accessible to the general public at all times, City of Sugar Land City Hall, 2700 Town Center Boulevard North, Sugar Land, Fort Bend County, Texas, 77479, and on the [City Website](#) under meeting agendas.

Posted on this 3rd day of December 2025 at 10:00 A.M.



Building Standards Commission Agenda Request December 10, 2025

Agenda Request No: IV.A.

Agenda of: Building Standards Commission Meeting

Initiated by: Nicole Fontenette, Public Meeting Coordinator

Presented by: Linda Mendenhall, City Clerk

Responsible Department: Admin

Agenda Caption:

MINUTES

Consideration of and action on the minutes of the November 12, 2025 meeting.

Recommended Action:

Consideration of and action on the minutes of the November 12, 2025 meeting

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

1. 11.12.25 BSC meeting minutes



City of Sugar Land

Building Standards Commission Minutes

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

Wednesday, November 12, 2025
Building Standards Commission Meeting Minutes
City Council Chamber
5:30 PM

I. Attention

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The meeting will live stream at <https://youtube.com/live/xteIlejjxj4?feature=share>

II. Call to Order

Lisa Morris, Sanjay Jain, Sivaraja Pothi, Ravi Arora, and Mal Lusky were present. Lana Goldberg, Kelly Knake, Hakim Bouadi, Jitesh Chanchani, and Mumtaz Qureshi were absent.

III. 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.

IV. Minutes

A. MINUTES

Consideration of and action on the minutes of the September 10, 2025 meeting.

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the September 10, 2025 meeting**, was made by Ravi Arora and seconded by Sivaraja Pothi; the motion **Passed**.

Ayes: Lisa Morris, Sanjay Jain, Sivaraja Pothi, Ravi Arora, and Mal Lusky

Absent: Lana Goldberg, Kelly Knake, Hakim Bouadi, Jitesh Chanchani, and Mumtaz Qureshi

V. Public Hearings

- A. **PUBLIC HEARING 5:30 P.M.:** Receive and hear all persons desiring to be heard on the declaration of the residential property located at 103 St. Marks St. as a public nuisance and dangerous building.

Consideration of and action on the declaration of the residential property located at 103 St. Marks St. as a public nuisance and dangerous building.

Joshua Doyle, Chief Building Official

Joshua Doyle, Chief Building Official, gave a presentation, made comments, and answered questions from the Commission.

Vice Chair, Sanjay Jain, opened the public hearing at 5:53 p.m. Steve Tralie and Mark Bradrich spoke about the residential property located at 103 Marks St. The public hearing was closed at 6:00 p.m.

A motion to **Approve the declaration of the residential property located at 103 St. Marks St. as a public nuisance and a dangerous building** was made by Sanjay Jain and seconded by Ravi Arora; the motion **Passed**.

Ayes: Lisa Morris, Sanjay Jain, Sivaraja Pothi, Ravi Arora, and Mal Lusky

Absent: Lana Goldberg, Kelly Knake, Hakim Bouadi, Jitesh Chanchani, and Mumtaz Qureshi

- B. **PUBLIC HEARING 5:30 P.M.:** Receive and hear all persons desiring to be heard regarding the property located at 2627 Ferry Landing, Sugar Land, Texas 77478, The Highlands Sec 1, Block 4, Lot 83-84 (PT), to determine compliance with the order issued on September 10, 2025, to perform a structural assessment to repair the structure and provide the engineer's report by September 26, 2025. During the hearing, the owner, lienholder, or mortgagee must submit proof of the scope of work completed to bring the property into compliance with the Order. The Building Standards Commission will review information and make a final determination regarding actions to be taken by the owner, lienholder or mortgagee to bring the property into compliance with the Code of Ordinances.

Review of and action on a recommendation for the property located at 2627 Ferry Landing, Sugar Land, Texas 77478, The Highlands Sec 1, Block 4, Lot 83-84 (PT), to determine compliance with the order issued on September 10, 2025, to perform a structural assessment to repair the structure and provide the engineer's report by September 26, 2025. The Building Standards Commission will review information and make a final determination regarding actions to be taken by the owner, lienholder or mortgagee to bring the property into compliance with the Code of Ordinances, including, but not limited to, repairing, removing, or demolishing the property and failure to comply will result in the City of Sugar Land repairing, removing, or demolishing the property and attaching a lien to the property for the expense.

Joshua Doyle, Chief Building Official

Joshua Doyle, Chief Building Official, gave a presentation, made comments, and answered questions from the Commission.

Vice Chair, Sanjay Jain, opened the public hearing at 6:30 p.m. Daniel Harris spoke about the residential property located at 2627 Ferry Landing. The public hearing was closed at 6:35 p.m.

A motion to **Approve a recommendation for property located at 2627 Ferry Land to determine compliance order issued on September 10, 2025, to be repaired, removed, and /or demolished**, was made by Sivaraja Pothi and seconded by Ravi Arora; the motion **Passed**.

Ayes: Lisa Morris, Sanjay Jain, Sivaraja Pothi, Ravi Arora, and Mal Lusky
Absent: Lana Goldberg, Kelly Knake, Hakim Bouadi, Jitesh Chanchani, and Mumtaz Qureshi

VI. Adjournment

A motion to **Adjourn at 6:52 p.m.**, was made by Ravi Arora and seconded by Lisa Morris; the motion **Passed**.

Ayes: Lisa Morris, Sanjay Jain, Sivaraja Pothi, Ravi Arora, and Mal Lusky
Absent: Lana Goldberg, Kelly Knake, Hakim Bouadi, Jitesh Chanchani, and Mumtaz Qureshi

Linda Mendenhall, City Clerk





Building Standards Commission Agenda Request **December 10, 2025**

Agenda Request No: V.A.

Agenda of: Building Standards Commission Meeting

Initiated by: Nicole Guevara, Assistant Director of Neighborhood Services

Presented by: Joshua Doyle, Chief Building Official, Nicole Guevara, Assistant Director of Neighborhood Services, Stephen Lammers, Building Inspector III

Responsible Department: Public Works

Agenda Caption:

BOARD ORIENTATION

Review of and discussion on purpose, roles, responsibilities, and functions of the Building Standards Commission.

Recommended Action:

Hear and discuss an annual Commission orientation and training

Executive Summary:

City staff will conduct the annual orientation and required training for the Building Standards Commission (BSC). This session ensures all members understand their roles, responsibilities, statutory authority, and the procedures governing commission actions in accordance with state law and local ordinance.

Key topics to be covered:

- Overview of Commission Roles & Responsibilities

Staff will review the purpose of the Building Standards Commission, including its quasi-judicial role in hearing substandard structure cases and issuing orders for repair or demolition.

- Legal Requirements & Statutory Authority

Staff will present an overview of the Texas Local Government Code Chapter 54 and the International Property Maintenance Code.

- Review of Meeting Procedures

Staff will provide a walkthrough of the typical case flow—presentation of evidence, public testimony, deliberation, and issuance of orders.

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