



City of Sugar Land

Planning & Zoning Commission Minutes

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

Thursday, May 22, 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.

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/Roll Call

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

Quorum Present: Matthew Caligur, Chuck Brown, Fareena Dawood, Randall Halbrook, Sapana Patel, Mary Smith

Absent: Taylor Landin, Apurva Parikh

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. Consideration of and action on the May 12, 2025, and the May 13, 2025, Planning & Zoning Commission meetings

Linda Mendenhall, City Clerk

A motion to **Approve, May 12, 2025 and May 13, 2025 meeting minutes**, was made by Chuck Brown and seconded by Fareena Dawood, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Apurva Parikh

V. Subdivision Plat

A. PRELIMINARY PLAT - RYEHILL PARKWAY SECTION THREE

Consideration of and action on the Ryehill Parkway Street Dedication Section Three Preliminary Plat.

Jessica Echols, Senior Planner

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

The Commission approved the Ryehill Parkway Street Dedication Section Three Preliminary Plat with the following conditions:

- Show existing 30-foot drill site access easement (C.F. No. 2024001915 O.P.R.F.B.C.) on the face of the final plat.
 - As required by Sugar Land Development Code, Chapter 5, Article I, Section 5-4. A., Section 5-4. C., and Section 5-11. K.; Development Application Handbook, Section 4, Graphic Requirements; and Development Application Handbook, Section 4, Preliminary Plat Checklist
- Include custom note for the abandonment of the 30-foot drill site access easement (C.F. No. 2024001915 O.P.R.F.B.C.) that may fall within this future right-of-way and fill in the recordation number (F.B.C. Clerk's File No.) once the abandonment document has been recorded.
 - As required by Development Code, Chapter 5, Article I, Section 5-4. A., Section 5-4. C., and Section 5-11. K.; Development Application Handbook, Section 4, Preliminary Plat Checklist; Development Application Handbook, Section 4, Graphic Requirements; and Development Application Handbook, Section 4, Master Notes List for Plats in the ETJ and City Limits of Sugar Land

A motion to **Approve with conditions, Ryehill Parkway Street Dedication Section Three Preliminary Plat**, was made by Matthew Caligur and seconded by Mary Smith, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Apurva Parikh

B. PRELIMINARY PLAT - RYEHILL SECTION FOUR

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

Jessica Echols, Senior Planner

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

A motion to **Approve, Ryehill Section Four Preliminary Plat**, was made by Matthew Caligur and seconded by Chuck Brown, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Apurva Parikh

C. **FINAL PLAT - RYEHILL SECTION TWO**

Consideration of and action on the Ryehill Parkway Street Dedication Section Two Final Plat.

Jessica Echols, Senior Planner

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

The Commission approved the Ryehill Parkway Street Dedication Section Two Final Plat with the following conditions:

- Fill in the recordation number (F.B.C. Clerk's File No.) for the abandonment of the 30-foot drill site access easement (C.F. No. 2024001915 O.P.R.F.B.C.) in Master Note 40.
 - As required by Development Code, Chapter 5, Article I, Section 5-4. A., Section 5-4. C., and Section 5-11. K.; Development Application Handbook, Section 4, Final Plat Checklist; Development Application Handbook, Section 4, Graphic Requirements; and Development Application Handbook, Section 4, Master Notes List for Plats in the ETJ and City Limits of Sugar Land.
- Remove the 30-foot drill site access easement (C.F. No. 2024001915 O.P.R.F.B.C.) from right-of-way on the face of the plat.
 - As required by Development Code, Chapter 5, Article I, Section 5-4. A., Section 5-4. C., and Section 5-11. K.; Development Application Handbook, Section 4, Graphic Requirements; and Development Application Handbook, Section 4, Final Plat Checklist
- Remove the 10-foot HL&P Easement with/ 20-foot by 20-foot AE Centered from the face of the plat.
 - As required by Development Code, Chapter 5, Article I, Section 5-4. A., Section 5-4. C., and Section 5-11. K.; Development Application Handbook, Section 4, Graphic Requirements; and Development Application Handbook, Section 4, Final Plat Checklist
- Correct the jurisdictional boundary between the City of Sugar Land's ETJ and the City of Rosenberg's city limits outside the plat boundary to reflect official boundary data.
 - As required by Development Code, Chapter 5, Article I, Section 5-4. A., Section 5-4. C., and Section 5-11. K.; and Development Application Handbook, Section 4, Graphic Requirements.

A motion to **Approve with conditions, Ryehill Street Dedication Section Two Final Plat**, was made by Matthew Caligur and seconded by Fareena Dawood, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Apurva Parikh

D. FINAL PLAT - RYEHILL SECTION 2A

Consideration of an action on the Ryehill Section 2A Final Plat.

Jessica Echols, Senior Planner

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

The Commission approved the Ryehill Parkway Street Dedication Section Two Final Plat with the following conditions:

- Approval and Recordation of Ryehill Parkway Street Dedication Section Two Final Plat prior to the recordation of Ryehill Section 2A Final Plat to ensure recorded access is provided.
- As required by Development Code, Chapter 5, Article I, Section 5-4. A., Section 5-4. C., Section 5-11. K., and Section 5-21. 6.; and Development Application Handbook, Section 4, Graphic Requirements.

A motion to **Approve with conditions, Ryehill Section 2A Final Plat**, was made by Matthew Caligur and seconded by Mary Smith, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Apurva Parikh

VI. Reports

A. Planning and Zoning Commission Liaison Report

- City Council Meeting May 13, 2025

Sapana Patel, Commissioner

Commissioner Sapana Patel attended and reported on the May 13, 2025 City Council meeting.

B. City Staff Report

- Calendar of Scheduled Meetings and Events

Lisa Kocich-Meyer, Director of Planning & Development Services

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

VII. Adjournment

A motion to **Adjourn at 7:03 p.m.**, was made by Matthew Caligur and seconded by Fareena Dawood, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Matthew Caligur

Absent: Taylor Landin, Apurva Parikh