



City of Sugar Land

Zoning Board of Adjustment Minutes

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

Wednesday, November 19, 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/340DFzkTM8c?feature=share>

II. Call to Order

QUORUM PRESENT

Chikeersha Puvvada, Josh Morton, David James, Danilo Alvarado, and Doug White were present. Alternate Manisha Gandhi was present but did not serve.

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. MINUTES

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

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the May 21, 2025 meeting**, was made by David James and seconded by Josh Morton; the motion **Passed**.

Ayes: Chikeersha Puvvada, Josh Morton, David James, Danilo Alvarado, Doug White

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

Lucas Corbett, GIS Planner, 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. The public hearing was closed at 5:06 p.m.

A motion to **Approve the special exception to the single-family residential district side yard setback standards for a proposed improvement to the property located at 4014 Brookdale Court**, was made by Josh Morton and seconded by Danilo Alvarado; the motion **Passed**.

Ayes: Chikeersha Puvvada, Josh Morton, David James, Danilo Alvarado, Doug White

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

Jessica Rodriguez, Assistant Director of Planning and Development Services, and Shea Smith, Senior Assistant City Attorney, gave a presentation, made comments, and answered questions from the Board.

VII. Adjournment

A motion to **Adjourn at 5:42 p.m.**, was made by David James and seconded by Josh Morton; the motion **Passed**.

Ayes: Chikeersha Puvvada, Josh Morton, David James, Danilo Alvarado, Doug White

Linda Mendenhall, City Clerk



**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.