



## City of Sugar Land

### Planning & Zoning Commission Minutes

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

**Tuesday, December 9, 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**

##### **QUORUM PRESENT**

Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Timothy Hart, Bradley Tilton were present. Apurva Parikh and Matthew Caligur 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 November 11, 2025 meeting.  
**Linda Mendenhall, City Clerk**

A motion to **Approve the minutes of the November 11, 2025 meeting**, was made by Chuck Brown and seconded by Sapana Patel; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Bradley Tilton

Abstain: Timothy Hart  
Absent: Apurva Parikh, Matthew Caligur

## **V. Subdivision Plat**

### **A. DEL WEBB SUGAR LAND AT RYEHILL SECTION 1B FINAL PLAT**

Consideration of and action on the approval of the Del Webb Sugar Land at Ryehill Section 1B 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 Del Webb Sugar Land at Ryehill Section 1 B Final Plat**, was made by Mary Smith and seconded by Fareena Dawood; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Timothy Hart, Bradley Tilton

Absent: Apurva Parikh, Matthew Caligur

## **VI. Orientation**

### **A. BOARD ORIENTATION**

Review of and discussion on the purpose, roles, responsibilities, and functions of the Planning and Zoning Commission.

**Jessica Rodriguez, Assistant Director of Planning & Development Services,  
Angelie Thomas, Senior Assistant City Attorney**

Jessica Rodriguez, Assistant Director of Planning & Development Services, and Angelie Thomas, Senior Assistant City Attorney, gave a presentation, made comments, and answered questions from the Commission.

## **VII. Reports**

### **A. Planning and Zoning Commission Liaison Report**

- City Council Meeting December 2, 2025

**Matthew Caligur, Chair**

No report was given for the December 2, 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 & Development Services, reported on the upcoming scheduled meetings and events.

## VIII. Adjournment

A motion to **Adjourn at 7:44 p.m.**, was made by Mary Smith and seconded by Fareena Dawood; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Fareena Dawood, Sapana Patel, Timothy Hart, Bradley Tilton

Absent: Apurva Parikh, Matthew Caligur

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**Linda Mendenhall, City Clerk**





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#### **II. Call to Order**

Sammon Dixon, Administrative Manager, called the meeting to order at 6:30 p.m. The Commission nominated Fareena Dawood as Chair Pro Tem in the absence of Matthew Caligur, Chair, and Timothy Hart, Vice Chair.

A motion to **Approve the nomination of Chair Pro Tem**, was made by Apurva Parikh and seconded by Chuck Brown; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel, Bradley Tilton

Absent: Matthew Caligur, Timothy Hart

#### **III. Public Comment**

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No members of the public addressed the Commission.

#### **IV. Minutes**

A. **MINUTES**

Consideration of and action on the minutes of the October 30, 2025 meeting.

**Linda Mendenhall, City Clerk**

A motion to **Approve October 30, 2025 minutes.**, was made by Fareena Dawood and seconded by Chuck Brown, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel, Bradley Tilton

Absent: Matthew Caligur, Timothy Hart

V. **Subdivision Plat**

A. **NEW TERRITORY DETENTION EXPANSION NO. 1 FINAL PLAT**

Consideration of and action on the New Territory Detention Expansion No. 1 Final Plat.

**Emily Ercius, Planner I**

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

A motion to **Approve the New Territory Detention Expansion No. 1 Final Plat**, was made by Mary Smith and seconded by Sapana Patel; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel, Bradley Tilton

Absent: Matthew Caligur, Timothy Hart

B. **JOHN SHARP DRIVE STREET DEDICATION AND LIFT STATION PRELIMINARY PLAT EXTENSION**

Consideration of and action on the approval of the Preliminary Plat Extension for John Sharp Drive Street Dedication and Lift Station.

**Jessica Rodriguez, Assistant Director of Planning & Development Services**

Jessica Rodriguez, Assistant Director of Planning and Development Services, gave a presentation, made comments, and answered questions from the Commission.

A motion to **Approval of John Sharp Drive Street Dedication and Lift Station Preliminary Plat Extension**, was made by Fareena Dawood and seconded by Bradley Tilton, the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel, Bradley Tilton

Absent: Matthew Caligur, Timothy Hart

VI. **Reports**

A. Planning and Zoning Commission Liaison Report

- City Council Meeting November 4, 2025

**Randall Halbrook, Commissioner**

Commissioner, Fareena Dawood, reported on the November 4, 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 and Development Services, reported on the calendar of scheduled meetings and upcoming events.

**VII. Adjournment**

A motion to **Adjourn at 6:48 p.m.**, was made by Fareena Dawood and seconded by Chuck Brown; the motion **Passed**.

Ayes: Chuck Brown, Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel, Bradley Tilton

Absent: Matthew Caligur, Timothy Hart

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**Linda Mendenhall, City Clerk**

