



City of Sugar Land

Planning & Zoning Commission Agenda

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

Thursday, August 13, 2026
Planning & Zoning Commission Meeting
City Council Chambers
6:00 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://www.sugarlandtx.gov/1238/SLTV-16-Live-Video> or <https://youtube.com/live/rzfb3n7OC4?feature=share>. Sugar Land Comcast/Xfinity Cable Subscribers can also tune-in on Channel 16.

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 regarding matters posted for consideration or workshop 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 July 23, 2026, meeting.

Linda Mendenhall, City Clerk

V. Subdivision Plat

A. ABBEY LAKES SECTION TWO PRELIMINARY PLAT

Consideration of and action on the Abbey Lakes Section Two Preliminary Plat.

Emily Ercius, Planner II

VI. Reports

A. Planning and Zoning Commission Liaison Report

- City Council Meeting August 4, 2026

Randall Halbrook, Commissioner

B. City Staff Report

- Calendar of Scheduled Meetings and Events

Lisa Kocich-Meyer, Director of Planning & Development Services

VII. Adjournment

The Planning and Zoning Commission reserve the right, upon motion, to suspend the rules to consider business out of the posted order. In addition to any Executive Session listed above, the Planning and Zoning Commission reserves the right to adjourn into Executive Session at any time during this meeting for the purpose of consultation with the Attorney as authorized by Texas Government Code Sections 551.071 to discuss any of the matters listed above.

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 4th day of August, 2026 at 12:00 P.M.



Planning & Zoning Commission Agenda Request

August 13, 2026

Agenda Request No: IV.A.

Agenda of: Planning & Zoning Commission 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 July 23, 2026, meeting.

Recommended Action:

Consider the approval of the minutes of the July 23, 2026 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. 7.23.26 -Planning & Zoning Commission Meeting Minutes



City of Sugar Land

Planning & Zoning Commission Minutes

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

Thursday, July 23, 2026
Planning & Zoning Commission Meeting Minutes
City Council Chamber
6:00 PM

I. Attention

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II. Call to Order

QUORUM PRESENT

Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood and Sapana Patel were present. Chuck Brown, Matthew Caligur, Timothy Hart, Bradley Tilton were absent. Linda Mendenhall, City Clerk, called the meeting to order at 6:00 p.m. to nominate a Commissioner as the Chair Pro Tem. Commission Apruva Parikh made a motion to nominate Fareena Dawood as Chair Pro Tem. Commissioner Mary Smith seconded the motion. The vote passed unanimously.

III. Public Comment

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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 approval of the minutes of the July 9, 2026, meeting.

Linda Mendenhall, City Clerk

A motion to **Approve July 9, 2026 minutes**, was made by Mary Smith and seconded by Apurva Parikh; the motion **Passed**.

Ayes: Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel

Absent: Chuck Brown, Matthew Caligur, Timothy Hart, Bradley Tilton

V. Subdivision Plat

A. FINAL PLAT - RYEHILL PARKWAY STREET DEDICATION SECTION THREE

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

Ethan Cantu, Principal Planner

Ethan Cantu, Principal Planner, gave a presentation, made comments and answered questions from the Commission.

A motion to **Approve the Ryehill Parkway Street Dedication Section Three Final Plat.**, was made by Sapana Patel and seconded by Apurva Parikh; the motion **Passed**.

Ayes: Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel

Absent: Chuck Brown, Matthew Caligur, Timothy Hart, Bradley Tilton

VI. Workshop

A. LAKE POINTE REDEVELOPMENT (LPR) DISTRICT

Review of and discussion on changes to the Lake Pointe Redevelopment (LPR) zoning district.

Jessica Rodriguez, Assistant Director of Planning & Development Services

Emily Ercius, Planner II, gave a presentation to the Commission. Emily Ercius, Planner II, Lisa Kocich-Meyer, Director of Planning and Development Services, and Frank Liu, Lovett Homes made comments and answered questions from the Commission.

VII. Reports

A. Planning and Zoning Commission Liaison Report

- City Council Meeting July 21, 2026

Timothy Hart, Commissioner

Commissioner Timothy Hart was absent and did not present a report.

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 scheduled meetings and events.

VIII. Adjournment

A motion to **Adjourn at 6:44 p.m.** , was made by Mary Smith and seconded by Sapana Patel; the motion **Passed**.

Ayes: Mary Smith, Randall Halbrook, Apurva Parikh, Fareena Dawood, Sapana Patel

Absent: Chuck Brown, Matthew Caligur, Timothy Hart, Bradley Tilton

Linda Mendenhall, City Clerk





Planning & Zoning Commission Agenda Request

August 13, 2026

Agenda Request No: V.A.

Agenda of: Planning & Zoning Commission Meeting

Initiated by: Emily Ercius, Planner II

Presented by: Emily Ercius, Planner II

Responsible Department: Planning and Development Services

Agenda Caption:

ABBEY LAKES SECTION TWO PRELIMINARY PLAT

Consideration of and action on the Abbey Lakes Section Two Preliminary Plat.

Recommended Action:

Staff Recommends the Approval of the Abbey Lakes Section 2 Preliminary Plat.

Executive Summary:

This is the Preliminary Plat for Abbey Lakes Section 2, in the Abbey Lakes Development. The Abbey Lakes Development consists of approximately 130 acres of R-1 and R-1Z single-family lots, and approximately 30 acres of M-1 industrial property. This Preliminary Plat consists of 25.19 acres and includes 77 lots with 4 blocks and 7 reserves. The property is located within the City Limits located just north of US Highway 90A and is a part of Fort Bend County MUD 234. The property located within the bounds of this Preliminary Plat is zoned as Standard Single-Family Residential (or R-1) Zoning. Access to Abbey Lakes Section 2 will be provided through John Sharp Drive (to the south), and through Abbey Lakes Section Six (from the west).

This Preliminary Plat complies with the Benchmark Acquisitions (Abbey Lakes) Development Agreement (last amended in 2022) in terms of lot sizes, lot widths, lot depths, building lines, and other development standards. Additionally, the Preliminary Plat is also consistent with the General Land Plan for the development and meets the Standard Single-Family Residential standards from the Subdivision Regulations found in Chapter 5 of the Sugar Land Development Code.

Budget

Expenditure Required: N/A

Current Budget: N/A

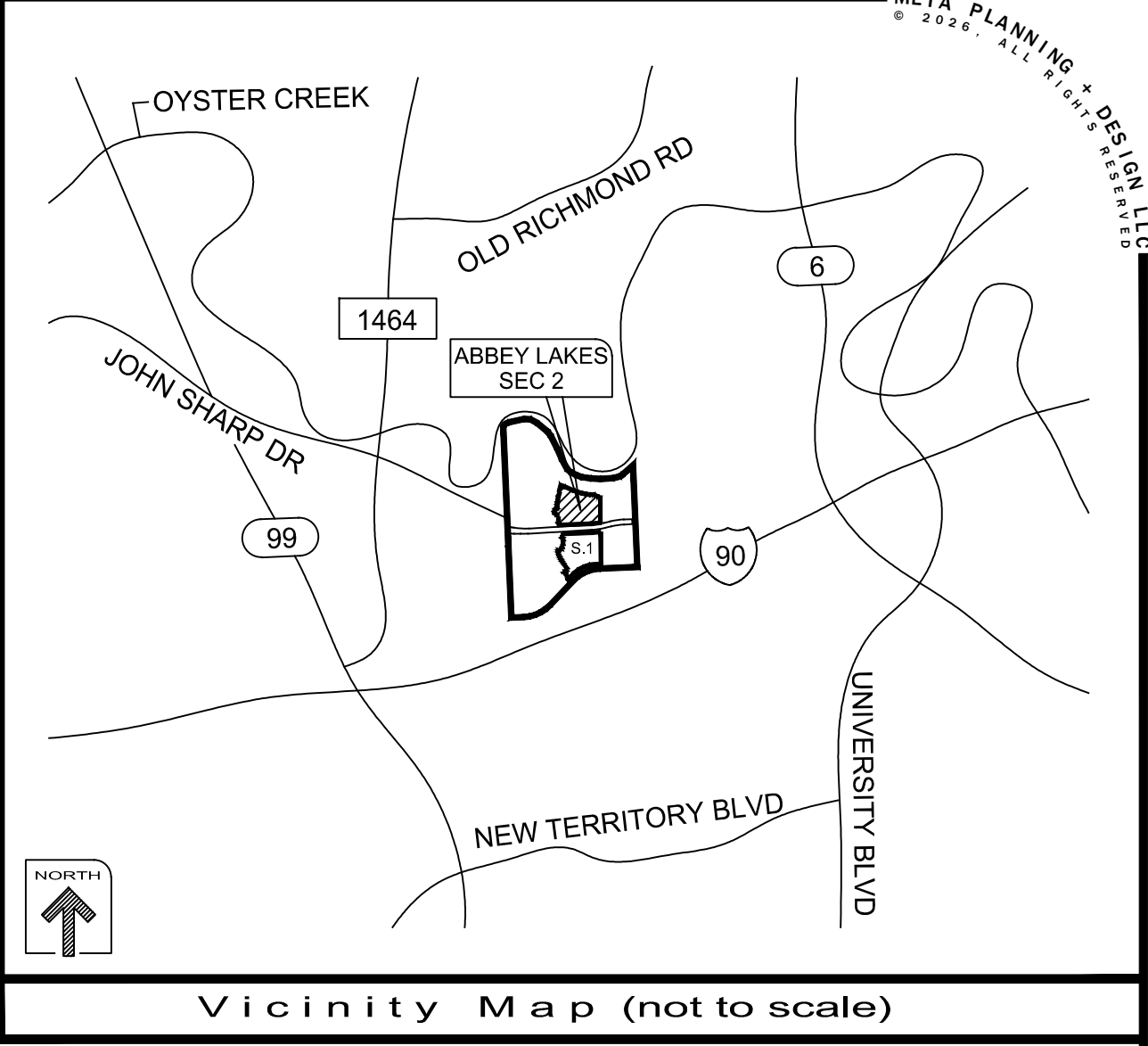
Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

1. Abbey Lakes Section Two Preliminary Plat
2. Abbey Lakes Section Two Box Exhibit
3. Abbey Lakes General Land Plan
4. Abbey Lakes Section Two Preliminary Plat Vicinity Map
5. Commission Guide for Platting Compliance



- ABBREVIATIONS NOTE:
- 1) "B.L." INDICATES BUILDING LINE.
 - 2) "R.O.W." INDICATES RIGHT OF WAY.
 - 3) "R." INDICATES RADIUS.
 - 4) ——— INDICATES FLOODZONE.
 - 5) [A] INDICATES RESERVE LABEL.
 - 6) [B] INDICATES BLOCK LABEL.
 - 7) - - - - - INDICATES FLOODWAY.
 - 8) "F.B.C.P.R." INDICATES FORT BEND COUNTY PLAT RECORDS.
 - 9) "C.C.F." INDICATES COUNTY CLERK'S FILE.
 - 10) "F.B.C.O.P.R.R.P." INDICATES FORT BEND COUNTY OFFICIAL PUBLIC RECORDS OF REAL PROPERTY.

NOTE:

- [A] RESTRICTED RESERVE "A"
LANDSCAPE/OPEN SPACE
0.56 ACRE
- [B] RESTRICTED RESERVE "B"
LANDSCAPE/OPEN SPACE
0.26 ACRE
- [C] RESTRICTED RESERVE "C"
LANDSCAPE/OPEN SPACE/
INCIDENTAL UTILITIES
0.15 ACRE
- [D] RESTRICTED RESERVE "D"
LANDSCAPE/OPEN SPACE
0.50 ACRE
- [E] RESTRICTED RESERVE "E"
LANDSCAPE/OPEN SPACE
0.29 ACRE
- [F] RESTRICTED RESERVE "F"
AMENITIZED PARKLAND
2.75 ACRES
- [G] RESTRICTED RESERVE "G"
LANDSCAPE/OPEN SPACE
0.46 ACRES

LINE TABLE:

LINE	BEARING	DISTANCE
L1	S 85°15'42" W	60'
L2	S 85°15'42" W	706'
L3	S 85°15'42" W	80'
L4	N 04°44'18" W	59'
L5	N 18°47'01" E	50'
L6	N 64°35'24" E	130'
L7	N 16°46'59" W	56'
L8	N 00°33'06" E	56'
L9	N 08°08'17" E	170'
L10	N 02°05'39" E	68'
L11	N 17°10'08" E	136'
L12	N 11°14'17" E	192'
L13	S 72°28'53" E	188'
L14	S 67°24'07" E	103'
L15	S 69°31'41" E	110'
L16	S 70°49'58" E	60'
L17	S 70°49'58" E	59'
L18	S 75°41'46" E	118'
L19	S 80°45'07" E	118'
L20	S 85°48'28" E	118'
L21	N 87°13'56" E	114'
L22	S 46°48'57" E	14'
L23	S 65°50'32" E	99'
L24	N 85°04'57" E	14'
L25	S 49°55'03" E	70'
L26	N 87°13'06" E	15'
L27	S 02°46'54" E	696'

A PRELIMINARY PLAT OF

ABBEY LAKES
SEC 2

BEING 25.19 ACRES OF LAND

OUT OF THE
M.M BATTLE SURVEY, A-09
FORT BEND COUNTY, TEXAS
CITY OF SUGAR LAND CITY LIMITS

CONTAINING 77 LOTS (60' X 130' TYP.) AND
SEVEN RESERVES IN FOUR BLOCKS

OWNER/DEVELOPER:
ACADEMY DEVELOPMENT
13141 NORTHWEST FREEWAY
HOUSTON, TEXAS, 77040

PLANNER:

META
PLANNING + DESIGN

Meta Planning + Design LLC
24285 KATY FREEWAY, SUITE 525
KATY, TEXAS 77494 | TEL: 281-810-1422

JULY 16, 2026

HOU-1262

CURVE TABLE:

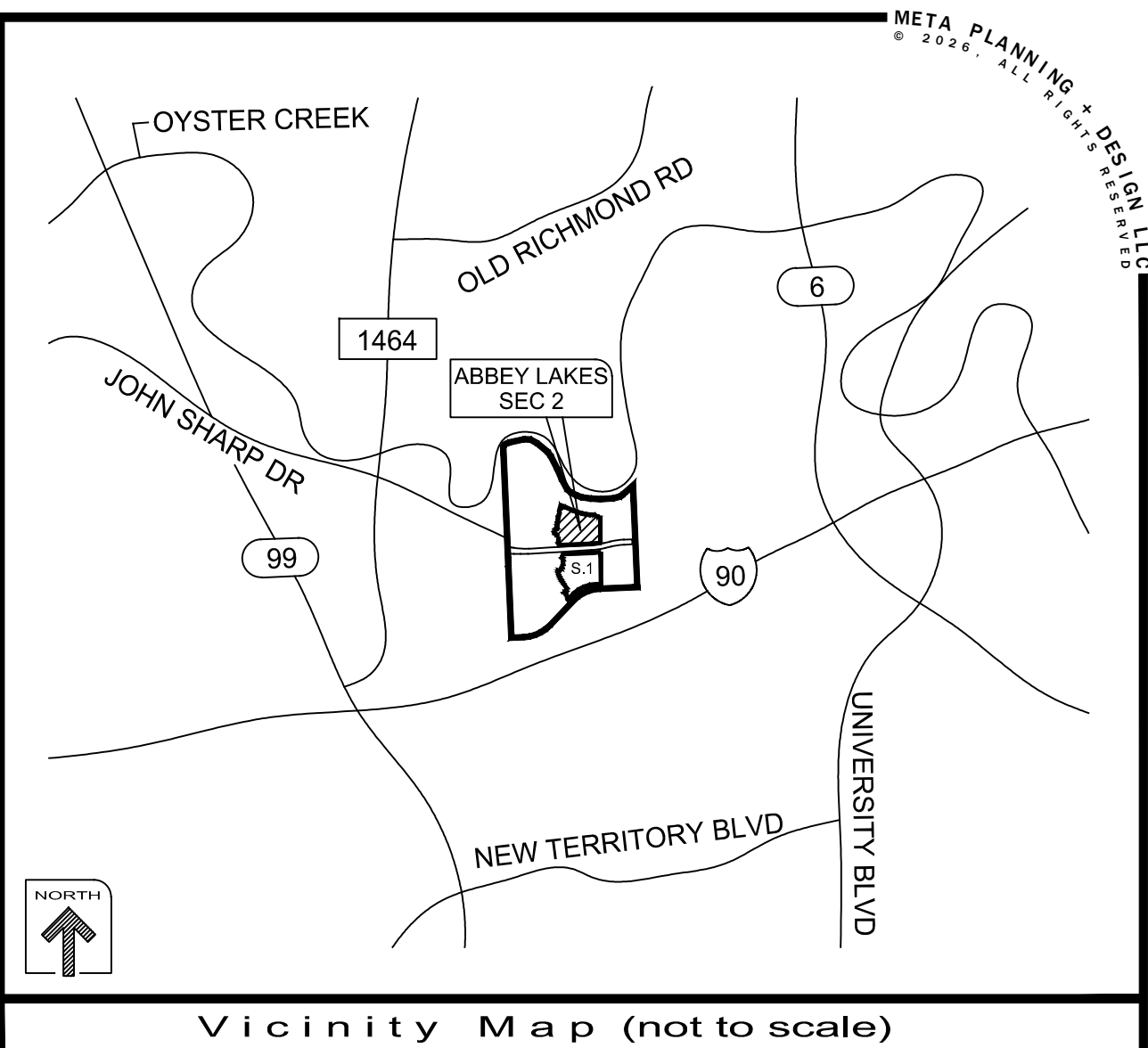
CURVE	ARC RADIUS	CENTRAL ANGLE	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	1940'	06°46'34"	229'	S 81°17'47" W	229'
C2	30'	90°23'31"	47'	N 50°07'10" W	43'
C3	30'	90°00'00"	47'	S 40°15'42" W	42'
C4	30'	90°00'00"	47'	N 49°44'18" W	42'
C5	440'	09°44'26"	75'	N 00°07'55" E	75'
C6	25'	76°13'06"	33'	N 33°06'25" W	31'
C7	315'	45°48'23"	252'	N 48°18'47" W	245'
C8	825'	01°45'36"	25'	N 77°52'55" W	25'

PARKLAND BANK

PLAT	NUMBER OF LOTS	REQUIRED PARKLAND DEDICATION	PROVIDED PARKLAND DEDICATION	PARKLAND TAKEN FROM BANK	EXCESS PARKLAND PROVIDED PER SECTION	AMOUNT OF PARKLAND IN BANK AFTER SECTION
SECTION 1	113	1.13 ACRES	2.67 ACRES	1.13 ACRES	1.54 ACRES	1.54 ACRES
SECTION 2	77	0.77 ACRES	2.75 ACRES	0.77 ACRES	1.98 ACRES	3.52 ACRES

ABBEY LAKES SECTION TWO
PARKLAND ANALYSIS

TOTAL PARKLAND REQUIRED : (1 AC / 350 PERSONS) x 77 LOTS = 0.77 AC.
TOTAL PARKLAND PROVIDED (PUBLIC) : 0.500 AC.
TOTAL PARKLAND PROVIDED (PRIVATE) : 2.75 AC.
TOTAL PARKLAND REMAINING (PARKLAND BANK) : (154 AC x 2.75 AC - 0.77 AC) : 3.52 AC



LOT NO.	LOT AREA SQ. FT.	LOT NO.	LOT AREA SQ. FT.	LOT NO.	LOT AREA SQ. FT.
BLOCK 1		BLOCK 2		BLOCK 1	
LOT 1	8,049	LOT 24	11,630	LOT 19	7,989
LOT 2	8,100	LOT 25	13,331	LOT 20	7,990
LOT 3	8,100	LOT 26	8,339	LOT 21	7,990
LOT 4	8,100	BLOCK 3		LOT 22	7,953
LOT 5	8,100	LOT 1	7,800	LOT 23	7,799
LOT 6	8,100	LOT 2	7,800	LOT 24	7,750
LOT 7	8,100	LOT 3	7,800	LOT 25	7,703
LOT 8	8,100	LOT 4	7,800	LOT 26	8,261
LOT 9	8,100	LOT 5	7,800	LOT 27	8,750
LOT 10	8,100	LOT 6	10,734		
LOT 11	8,100	LOT 7	10,296		
LOT 12	8,068	LOT 8	7,800		
BLOCK 2		LOT 9	7,800		
LOT 1	8,775	LOT 10	7,800		
LOT 2	8,579	LOT 11	7,800		
LOT 3	8,386	LOT 12	7,750		
LOT 4	8,050	BLOCK 4			
LOT 5	8,100	LOT 1	12,434		
LOT 6	8,262	LOT 2	8,437		
LOT 7	8,429	LOT 3	8,307		
LOT 8	8,434	LOT 4	8,307		
LOT 9	8,434	LOT 5	8,437		
LOT 10	8,434	LOT 6	8,424		
LOT 11	8,434	LOT 7	9,589		
LOT 12	8,434	LOT 8	11,776		
LOT 13	8,434	LOT 9	13,420		
LOT 14	8,493	LOT 10	19,815		
LOT 15	8,708	LOT 11	7,800		
LOT 16	13,769	LOT 12	7,944		
LOT 17	8,257	LOT 13	8,044		
LOT 18	8,223	LOT 14	8,044		
LOT 19	8,100	LOT 15	8,044		
LOT 20	7,977	LOT 16	8,044		
LOT 21	7,854	LOT 17	11,930		
LOT 22	7,731	LOT 18	10,673		
LOT 23	7,572				

ABBREVIATIONS NOTE:
 1) "BL" INDICATES BUILDING
 2) "B.C." IS DRIVE/ST. CROSSING

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SEC 2

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OWNER/DEVELOPER:
ACADEMY DEVELOPMENT
L3141 NORTHWEST FREEWAY
HOUSTON, TEXAS, 77040

PLANNER:
META
PLANNING + DESIGN

Graphic Scale: 1" = 100'

100' 200'

JULY 16, 2026

META Planning + Design LLC
24285 KATY FREEWAY, SUITE 525
KATY, TEXAS 77494 | TEL: 281-810-1426

HOU-1-261

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ABBEY LAKES SECTION TWO PARKLAND ANALYSIS	
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TOTAL PARKLAND PROVIDED (PUBLIC) :	0.000 Ac.
TOTAL PARKLAND PROVIDED (PRIVATE) :	2.75 Ac.
TOTAL PARKLAND REMAINING (PARKLAND BANK) :	(154 Ac. + 2.75 Ac. - 0.77 Ac.) : 352 Ac.

DISCLAIMER AND LIMITED WARRANTY

THIS PRELIMINARY SUBDIVISION PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF SUGAR LAND SUBDIVISION ORDINANCES IN EFFECT AT THE TIME OF PREPARATION OF THIS PLAN. THE CITY OF SUGAR LAND HAS REVIEWED THE PROVISIONS OF THE AFORESAID ORDINANCE WHICH ARE SUBSEQUENTLY GRANTED BY THE SUGAR LAND PLANNING & ZONING COMMISSION AND/OR CITY-COUNCIL. THE CITY OF SUGAR LAND DOES NOT GUARANTEE THE ACCURACY OF THE INFORMATION IN THE PREPARATION OF ACTUAL ENGINEERING AND DEVELOPMENT PLANS. THIS LIMITED WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND OTHER MERE PLANNING, ENGINEERING, SURVEYING, ARCHITECTURAL OR DRAFTSMAN'S OR EMPLOYEES MAKE ANY OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED CONCERNING THE DESIGN, LOCATION, QUALITY, CHARACTER OF ACTUAL CONSTRUCTION, OR THE ACCURACY OF ANY INFORMATION, OVER, OR UNDER THE PREMISES INDICATED IN THE PRELIMINARY SUBDIVISION PLAN.

50'x120'	±68.9 Ac
60'x130'	±68.1 Ac
INDUSTRIAL	±27.9 Ac
PARK	±0.9 Ac
REC CENTER	±2.7 Ac

 PROJECT BOUNDARY
 CITY LIMITS
 FBC MUD 234
 PROPOSED ARTERIAL

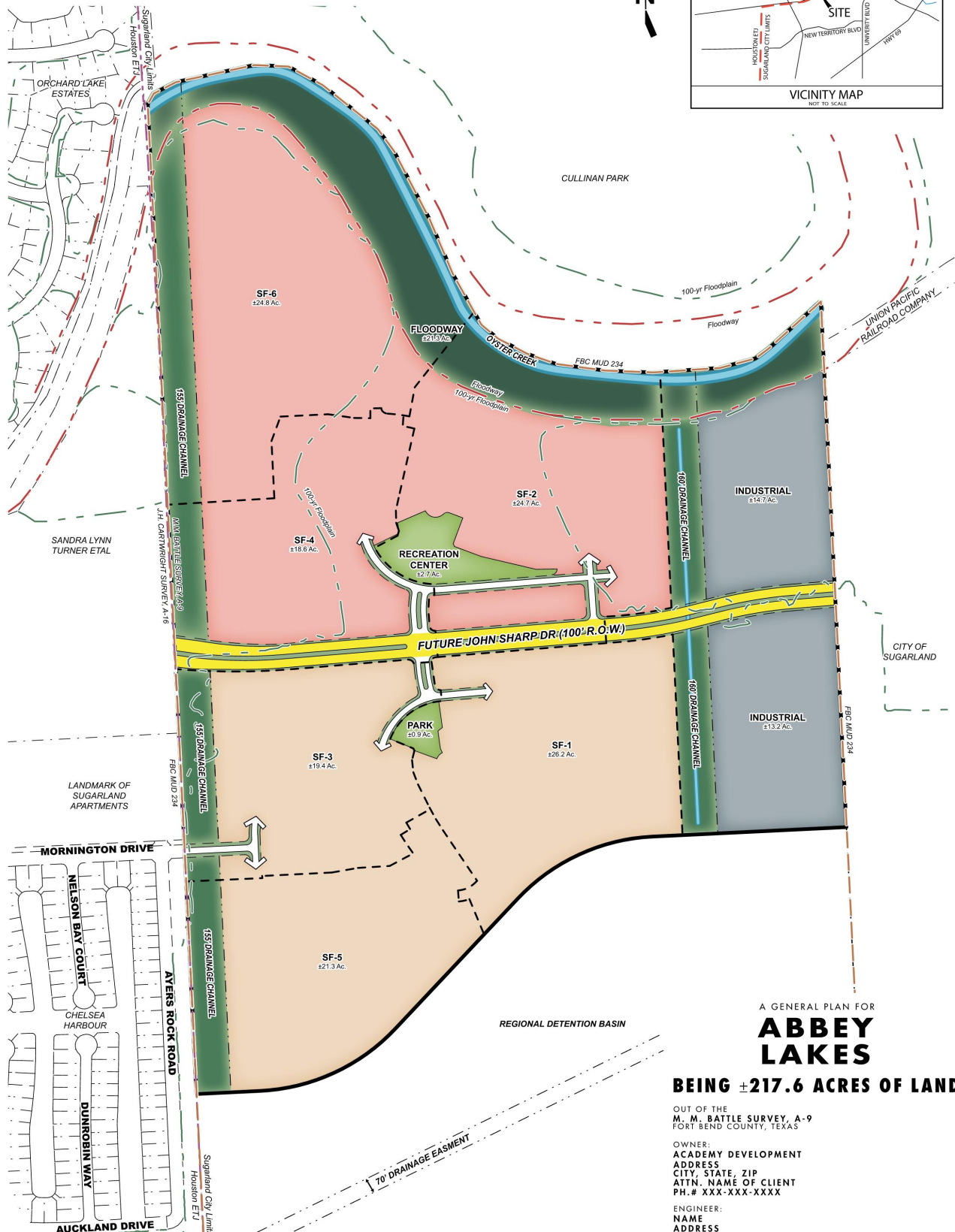
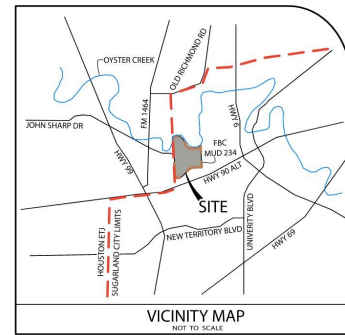


ABB LAKES

OUT OF THE
M. M. BATTLE SURVEY, A-9
FORT BEND COUNTY, TEXAS

OWNER:
ACADEMY DEVELOPMENT
ADDRESS
CITY, STATE, ZIP
ATTN. NAME OF CLIENT
PH.# XXX-XXX-XXXX

ENGINEER:
NAME
ADDRESS
CITY, STATE, ZIP
ATTN. NAME OF ENGINEER
PH.# XXX-XXX-XXXX

24285 Katy Freeway, Ste. 525
Katy, Texas 77494
Tel: 281-810-1422

HOU-1-262
OCTOBER 9, 2025

Page 1 of 18

DISCLAIMER AND LIMITED WARRANTY

THIS GENERAL PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF SUGARLAND SUBDIVISION ORDINANCE IN EFFECT AT THE TIME THIS PLAN WAS PREPARED ALONG WITH ANY VARIANCE OR VARIANCES TO THE ORDINANCE. THE AFFIDAVIT OF ADOPTION OF THIS PLAN SUBSEQUENTLY GRANTED BY THE CITY OF ROSENBERG PLANNING COMMISSION. THIS PRELIMINARY PLAN WAS PREPARED FOR THE LIMITED PURPOSE OF GUIDANCE IN THE PREPARATION OF ACTUAL ENGINEERING AND DEVELOPMENT PLANS. THIS LIMITED WARRANTY IS MADE LESS OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND NEITHER MATE PLANNING + DESIGN LLC, NOR ANY OF ITS OFFICERS, OR DIRECTORS, OR EMPLOYEES MAKE ANY OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED CONCERNING THE ENGINEERING AND DEVELOPMENT PLANS. THIS LIMITED WARRANTY DOES NOT COVER ANY FACILITIES IN, ON, OVER, OR UNDER THE PREMISES INCLUDED IN THE GENERAL PLAN.

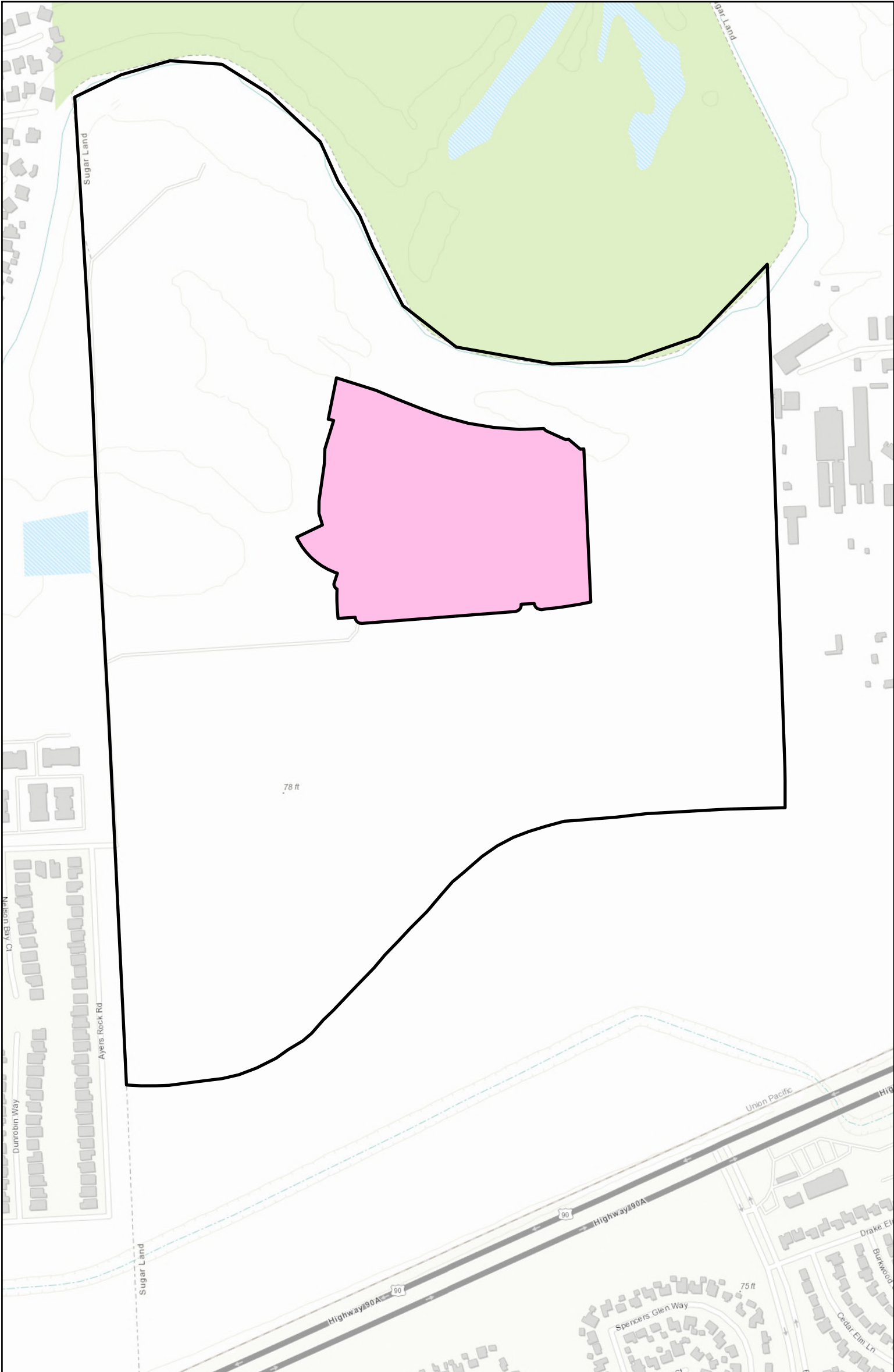
GENERAL NOTES

- 1) ANY DESIRED VARIATIONS FROM THE SUBDIVISION ORDINANCE SHALL BE REQUESTED THROUGH THE FUTURE SUBMITTAL OF DEVELOPMENT AGREEMENTS AMENDMENTS AND/OR VARIANCE REQUESTS
- 2) THIS LAND PLAN IS FOR ILLUSTRATION PURPOSES ONLY. THE PLANS MAY BE AMENDED FROM TIME TO TIME, AND BUYERS OF PROPERTY IN ABBEY LAKES SHOULD NOT RELY ON THE FUTURE DEVELOPMENT OF ABBEY LAKE AS SHOWN ON ILLUSTRATIONS, DEPICTIONS OR MAPS. LOCATIONS OF EXISTING BUILDINGS, ROADS, PARKS AND OTHER AMENITIES ARE APPROXIMATE, AND ADDITIONAL FACILITIES NOT YET SHOWN MAY BE ADDED IN THE FUTURE.

META
PLANNING + DESIGN

SCALE





**Abbey Lakes
Section Two
Preliminary
Plat Bounds**

Abbey Lakes



Abbey Lakes
Section 2



0 105 210 420 630 840 Feet

JULY 2026

This map has been produced from various sources. Every effort has been made to ensure the accuracy of this map. However, the City of Sugar Land assumes no liability or damages due to errors, or omissions. This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. If any errors are detected, please contact the GIS Division of Information Technology at (281)275-2276.



Planning & Zoning Commission- Quick Reference Guide for Platting Compliance – 2024

In accordance with requirements from TX HB 3167 adopted 2019 and updated Chapter 5 (Subdivision Regulations) of Development Code from Ordinance No. 2187 (2020)

STATE LAW ESSENTIALS FOR PLATTING

- **State Law does not prescribe specifics for preliminary plats, but must be processed within timeframes and the shot clock of Final Plats as of September of 2019**
- **Elements required for Final Plats / Replats in State Law**
 - **Plat must accurately describe a piece of property with measurements / dimensions**
 - **Plats must be tied to a point of beginning and within a survey section of land**
 - **Final Plats must be prepared by a Registered Professional Land Surveyor (RPLS)**
 - **Final Plats must be prepared in a manner for recordation which includes notarized signatures of owners**
- **Municipal and County Governments then prescribe specifics for content of plats including text and graphic requirements through authority granted under State Law. The City of Sugar Land's primary documents for specifics on platting are Chapter 5 (Subdivision Regulations) of the Development Code, and the code-authorized Development Application Handbook.**

EXPLANATION/HOW TO USE PRELIMINARY PLAT AND FINAL PLAT GUIDE TABLES-

The following tables for Preliminary Plat and Final Plat review have been prepared for plat decision-making by the Commission. The tables are to assist Commissioners with specific references to City documents for plat approval with conditions or denial with reasons, as per State Law TX HB 3167. These tables are not intended to replace the Development Code or the Development Application Handbook, but are to provide a general guide for a Commissioner reviewing plat documents and making motions.

Example-

For a motion to approve a preliminary plat where the Commission noted an element missing such as the Point of Beginning (POB), a condition for approval could then be cited as follows- "Missing Point of Beginning- as required by the Development Application Handbook". For an error of needing a call-out for a dimension on a plat, this could be stated as "Missing Call-out for Lot- as required by Development Code Chapter 5".

It is important to note that the Sugar Land Planning & Zoning Commission typically states what items (if any) need to be corrected as conditions for approval of a plat, or in rare cases when a plat is denied, the statement of the issue / issues. When stating those items of conditions or reasons on the record, the new state law changes will simply require a document reference. The primary purpose of State Law on identifying requirements (conditions) for plat approval and reasons for plat denials is to ensure that there are no arbitrary or preferential requirements being placed on platting by the approval authorities. Over time, this guide may be expanded as appropriate, to assist with a variety of platting situations. While the goal of City staff is to reference all plat issues with the applicant and have them make corrections to the documents or point out the issues, there will be times where unexpected issues arise that may warrant conditions, or in a rare case, may require denial with specific reasons. City Staff will also be available to assist prior to plat motions as to specific references.

PRELIMINARY PLATS

(Primary purpose for Preliminary Platting is to provide a general understanding of property location, including general street and lot layout, and receive approval, prior to submittal of Final Platting and the Infrastructure Construction Plans to the City)

TYPE OF REQUIREMENT / CONDITION	CODE & STANDARDS REFERENCES FOR CITING- COSL's Development Code (DC) /Design Standards (DS) /Dev. App. Handbook (DAH) NOTE- any DAH conditions are based on authority granted in Chapter 5 (Subdivision Regulations) of the Development Code
KEY IDENTIFIER INFO- Vicinity map, acreage amount, Abstract & League, North Arrow, Graphic Scale, Point of Beginning (POB) and plat boundary in bold and general dimension call-outs. Jurisdictions also must be included such as location (i.e. City or ETJ), listing MUD's, LID's when located within the plat boundary. Information about property adjacent and within 200' of the plat boundary such as recordation information (plats, deeds if unplatted, property descriptions, lot lines). Note- In some cases, certain identifier information may not be available at time of prelim. platting or may not be finalized.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat. & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGEND TABLE- Reference for elements that are abbreviated on the plat (ex. B.L. Building Line, S.S.E. Sanitary Sewer Easement) As applicable.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
STREETS- General dimension call-outs, radius dimensions, including at cul-de-sacs, noted on street. Also include any proposed access easement information as applicable. Placeholder street names at a min. for any new streets. Note- streets must be confirmed by Fire Dept. prior to Final Plat approval to avoid duplicate names or similarities for emergency response purposes.	Design Standards (DS), Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LOTS & RESERVES- General dimension call-outs, min. width, depth, and area for res. lots, reserve table with acreage and type of reserve if reserves included. For residential lots in-city, zoning district prevails in Ch. 2 and in ETJ min. single-family regulations prevail in Ch. 5 (Ex. 50' x 100' for R-1Z is Ch. 2) Illustrating min. front yard and street side yards on prelim. plats. Lot, block, reserve numbering / lettering information to be	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17 & Development Code (DC) Ch. 2, Art. II for City Limits Or Development Code (DC) Ch. 5, Art. III, Sec. 5-21 for ETJ

included and accurate. Note- Final plats require course and bearing info, not Prelim. Plats	
CONTOURS OR SPOT ELEVATIONS- Identifying information for property elevation	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
EASEMENTS- Proposed easements not required, with exception of access easements to serve as main access (for commercial sites only) - Existing Recorded Easements Required to be referenced by recordation file, type of easement, and width.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGIBILITY- Ability to clearly identify graphics, text, and call-outs, including darkened overall plat boundary. If plat utilizes match lines, i.e. for larger acreage or unusual geographic shaped property, those must accurately match up.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Prelim. Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
SPECIAL LOT WIDTH TOOL FOR NON-PERPENDICULAR RESIDENTIAL LOTS (BOX EXHIBIT)- Utilized for non-perpendicular residential lots to illustrate minimum width and a total square footage of lots. Not a house pad, but a lot width tool as set forth in the Development Application Handbook. Reviewed as a separate exhibit from the Plat.	Development App. Handbook (DAH) Sec. 4 (Separate Exhibit) Prelim. Plats Only & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
NOTE- For plats that are located within an approved General Land Plan jurisdiction, staff will provide a recommendation of compliance per assessment under the GLP and Dev. Code (DC).	If Preliminary Plat is non-compliant with General Land Plan, citation would be Development Code (DC) Ch. 5, Art. II , Sec. 5-10

FINAL PLATS & REPLATS

(Primary purpose for Final Platting is to provide a plat document suitable for future recordation, detailing all lots, reserves, and streets with specific measurements and dimensions and prepared by a registered professional land surveyor. Final Plats must include the Infrastructure Construction Plans as part of the submittal to the City at time of application, and approval of the plans by the City prior to plat recordation).

TYPE OF REQUIREMENT / CONDITION	CODE & STANDARDS REFERENCES FOR CITING- COSL's Development Code (DC) /Design Standards (DS) /Dev. App. Handbook (DAH) NOTE- any DAH conditions are based on authority granted in Chapter 5 (Subdivision Regulations) of the Development Code
KEY IDENTIFIER INFO- Vicinity map, acreage amount, Abstract & League, North Arrow, Graphic Scale, Point of Beginning (POB) and plat boundary in bold and general dimension call-outs. Jurisdictions also must be included such as location (i.e. City or ETJ), listing MUD's, LID's when located within the plat boundary. Information about property adjacent and within 200' of the plat boundary such as recordation information (plats, deeds if unplatted, property descriptions, lot lines, streets). Course and bearing of overall boundary.	Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGEND TABLE- Reference for elements that are abbreviated on the plat (ex. B.L. Building Line, S.S.E. Sanitary Sewer Easement) Information to be provided as applicable.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
STREETS- Specific dimension call-outs, finalized street names at min., radius dimensions at cul-de-sac noted on street. Curve, line, and bearing information to be shown on street or referenced in table as appropriate. Also include any access easement information as applicable. Finalized street names for any new streets are required.	Design Standards (DS), Dev. App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LOTS & RESERVES- Specific dimension call-outs, min. width and depth for res. lots, reserve table with acreage and type of reserve if reserves included in plat. Curve, line, and bearing information to be shown on the lots and reserves or referenced in table/tables as appropriate. Lot, block, reserve numbering / lettering information to be included and accurate.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat Development Code (DC) & Development Code (DC) Ch. 5, Art. II, Sec. 5-17 & Development Code (DC) Ch. 2, Art. II for City Limits Or Development Code (DC) Ch. 5, Art. II, Sec. 5-21 for ETJ

CONTOURS OR SPOT ELEVATIONS- Identifying information for property elevation	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
EASEMENTS- Proposed easements identified by type and dimensions when created by plat, existing recorded easements referenced by type and recorded file info. Note- any proposed separate instrument easements must be recorded and noted by file number for plat to be authorized by Commission. There may also be cases of easements required to serve the plat outside the boundary but adjacent, which will need call-outs and recorded file number on the document. (Not to be a condition for recordation of separate instruments after Commission approval. Those instruments need to be recorded and noted on the final plat prior to Commission approval).	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Design Standards (DS) & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
LEGIBILITY- Ability to clearly identify graphics, text, and call-outs, including darkened overall plat boundary. If plat utilizes match lines, i.e. for larger acreage or unusual geographic shaped property, those must accurately match up.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
USE OF PLAT INSETS FOR FINAL PLATS- While insets are not required under the Codes, if plat includes insets to show an enlarged specific area of the plat, i.e. when multiple easements are included or intersect, then all information on plat face within that area must be shown within the inset for accuracy, including easement widths/dimensions.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
MASTER NOTES- Master notes to be included on final plats as applicable from COSL Master Note List.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
OWNER'S DEDICATION BLOCK & SIGNATURE AREAS, INCLUDING LIENHOLDERS INFORMATION WHEN APPLICABLE- Owner's Dedication block and signature areas to be included with information at minimum from COSL Dedication Block reference. Entities and names should match on owners dedication, and owner	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17

information under notaries, as well as within title block. Lienholder information should be present (if lienholders exist for the property, based on title report / city planning letter).	
SIGNAUTRE BLOCK FOR REGISTERED PROFESSIONAL LAND SURVEYOR- (RPLS) To be included as per requirements of reference block.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-11 & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
SIGNATURE BLOCKS FOR CITY & COUNTY To be included with current information of officials and titles.	Development App. Handbook (DAH) Sec. 4 Graphic Requirements for Final Plat & Development Code (DC) Ch. 5, Art. II, Sec. 5-17
NOTE- For plats that are located within an approved General Land Plan jurisdiction, staff will provide a recommendation of compliance per assessment under the GLP and Dev. Code (DC).	If Final Plat is non-compliant with General Land Plan, citation would be Development Code (DC) Ch. 5, Art. II, Sec. 5-11 This would also be the citation if Final Plat is non-compliant with an approved Preliminary Plat for the property.