



# City of Sugar Land

## Zoning Board of Adjustment Agenda

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

Wednesday, May 21, 2025  
Zoning Board of Adjustment Meeting  
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/GUCcVB4zrk4?feature=share>

### II. Call to Order/Roll Call

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

### 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. Consideration of and action on the minutes of the February 19, 2025 meeting.  
**Linda Mendenhall, City Clerk**

### 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 Restricted Single-Family Residential District (R-1R) side yard setback standards for a proposed addition to the property located at 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

Consideration of and action on a recommendation on a request for a Special Exception to the Restricted Single-Family Residential District (R-1R) side yard setback standards for a proposed addition to the property located at 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

**Emily Ercius, Planner I**

### VI. Adjournment

The Zoning Board of Adjustment 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.

The agenda and supporting documentation is located on the [City Website](#) under Meeting Agendas.



## **Zoning Board of Adjustment Agenda Request May 21, 2025**

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**Agenda Request No:** IV.A.

**Agenda of:** Zoning Board of Adjustment Meeting

**Initiated by:** Ashley Newsome, Deputy City Clerk

**Presented by:** Linda Mendenhall, City Clerk

**Responsible Department:** Admin

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**Agenda Caption:**

Consideration of and action on the minutes of the February 19, 2025 meeting.

**Recommended Action:**

Consider the minutes of the February 19, 2025 meeting.

**Executive Summary:**

Consider the minutes of the February 19, 2025 meeting.

### **Budget**

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**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. 2.19.25 ZBA Minutes (1) (1)



# ZONING BOARD OF ADJUSTMENT

## MINUTES

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

WEDNESDAY, FEBRUARY 19, 2025

ZONING BOARD OF ADJUSTMENT

CITY COUNCIL CHAMBER

[https://youtube.com/live/\\_YtZd0qOPAs?feature=share](https://youtube.com/live/_YtZd0qOPAs?feature=share)

5:15 PM

### QUORUM PRESENT

*All members of the Board were present except for Danilo Alvarado, Ravi Brahmhatt and Doug White*

#### I. ATTENTION

- A. *Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through videoconferencing 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/\\_YtZd0qOPAs?feature=share](https://youtube.com/live/_YtZd0qOPAs?feature=share).*

#### II. 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 three (3) minutes, speakers requiring a translator will have six (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.

#### III. MINUTES

- A. Consideration of and action on the minutes of the March 20, 2024 meeting.

**Ashley Newsome, Deputy City Secretary**

The minutes for the March 20, 2024 meeting was approved with the following condition:  
David James made the motion for agenda item III-A.

A motion to **Approve**, Item III-A, Approval of the minutes of the March 20, 2024 meeting, was made by David James and seconded by Phillip Butler, the motion **Passed**.

Ayes: Boettcher, Butler, James, Morton, Puvvada

Absent: Alvarado, Brahmhatt, White

#### IV. PUBLIC HEARING

- A. **PUBLIC HEARING 5:00 P.M.:** Receive and hear all persons desiring to be heard on the proposed Special Exception to the Rear Yard Setback for 5211 Palm Royale Blvd, Lot 7, Block 1, Sweetwater, Section 3-A in the Residential Estate (R-1E) Zoning District.

Consideration of and action on a proposed Special Exception to the Rear Yard Setback for 5211 Palm Royale Blvd, Lot 7, Block 1, Sweetwater, Section 3-A in the Residential Estate (R-1E) Zoning District.

**Emily Ercius, Planner I**

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

Chairman Puvvada opened the public hearing at 5:20 p.m. No members of the public addressed the Board, and the public hearing was closed at 5:20 p.m.

A motion to **Approve**, Motion, was made by Phillip Butler and seconded by Josh Morton, the motion **Passed**.

Ayes: Boettcher, Butler, James, Morton, Puvvada

Absent: Alvarado, Brahmhatt, White

#### V. ORIENTATION

- A. Review of and discussion on purpose, roles, responsibilities, and functions of the Zoning Board of Adjustment.

**Jessica Rodriguez, Interim Assistant Director of Planning and Development Services and Shea Smith, Assistant City Attorney**

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

#### VI. ADJOURNMENT

A motion to **Approve**, Adjournment at 5:45 p.m., was made by David James and seconded by Phillip Butler, the motion **Passed**.

Ayes: Boettcher, Butler, James, Morton, Puvvada

Absent: Alvarado, Brahmhatt, White

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Linda Mendenhall, City Clerk







## Zoning Board of Adjustment Agenda Request May 21, 2025

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**Agenda Request No:** V.A.

**Agenda of:** Zoning Board of Adjustment Meeting

**Initiated by:** Emily Ercius, Planner I

**Presented by:** Emily Ercius, Planner I

**Responsible Department:** Planning and Development Services

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**Agenda Caption:**

**PUBLIC HEARING 5:00 P.M.:** Receive and hear all persons desiring to be heard on a request for a Special Exception to the Restricted Single-Family Residential District (R-1R) side yard setback standards for a proposed addition to the property located at 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

Consideration of and action on a recommendation on a request for a Special Exception to the Restricted Single-Family Residential District (R-1R) side yard setback standards for a proposed addition to the property located at 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

**Recommended Action:**

Staff recommends that the Special Exception be approved subject to the following conditions:

- The proposed addition is constructed in accordance with the attached site plan.
- The proposed addition is constructed in accordance with the attached elevations.

**Executive Summary:**

Request for a Special Exception to the Restricted Single-Family Residential District (R-1R) side yard setback standards for a proposed addition to the property located at 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

### Budget

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**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. 4006 Woodbriar Court Staff Report PDF

## SPECIAL EXCEPTION 4006 WOODBRIAR COURT

Request for a Special Exception to the Restricted Single-Family Residential District (R-1R) side yard setback standards for 4006 Woodbriar Court, Lot 14, Colony Woods, Section 1.

### *Analysis of Four Criteria*

*Criterion One: The latest recorded plat of the property was approved prior to being annexed into the City.*

Plat Recorded: 1988

Property Annexed: 1997

*Criterion Two: The latest recorded plat or other recorded restriction for the property establishes a setback or other regulation that results in a setback that is less restrictive than the setback required by the City of Sugar Land Development Code (Chapter 2).*

The recorded restriction establishes a 38-inch side yard setback.

Per Chapter 2, Article II, Section 2-72 of Sugar Land's Development Code, primary structures within the Restricted Single-Family Residential (R-1R) Zoning District are required to meet a side yard setback of 5 feet. The proposed addition will extend approximately 22-inches into the required side yard. Granting the Special Exception would relieve the 5-foot side yard primary setback requirement, allowing the new porte-cochere to be constructed as proposed.

*Criterion Three: Granting the Special Exception will not establish a setback that is less restrictive than the setback established by the latest approved plat or other recorded restriction.*

The recorded restriction establishes a 38-inch side yard setback. The Special Exception will not grant a setback that is less restrictive than those established by the recorded restrictions.

*Criterion Four: Granting the Special Exception will not be detrimental to the public welfare or injurious to the property or improvements in the district or neighborhood in which the property is located.*

Staff has examined the proposed Special Exception for three key aspects:

- *Public Safety Review:* There do not appear to be any public safety issues associated with this request. Staff has not identified safety concerns as a result of the new addition.
- *Proposal and the Neighborhood – Side Yard Setback Comparison:* The proposed addition appears to be generally compatible with the neighborhood based on an analysis of the surrounding area. Approximately seven homes within the immediate area do not meet the

## Special Exception 4006 Woodbriar Court

side yard setback requirement of 5 feet. There are three approved Special Exceptions in the area. The proposed addition is in compliance with the recorded restrictions.

- *Proposal and the Neighborhood* – General Architectural: The proposed addition appears to be architecturally compatible with the existing single-family residence and neighborhood.

## PUBLIC HEARING NOTICE

The Notice of Public Hearing was published in a newspaper of general circulation and on the City of Sugar Land's Internet Home Page. All property owners within 200-feet of the subject property were notified. The public hearing notice included a link to an online form that can be submitted to provide comments in advance of the meeting. A courtesy public hearing sign was placed at the property. At the time of writing this report, staff has received no inquiries and is not aware of any opposition to the Special Exception.

## RECOMMENDATION

Staff recommends that the Special Exception be approved subject to the following conditions:

- The proposed addition is constructed in accordance with the attached site plan.
- The proposed addition is constructed in accordance with the attached elevations.

# PUBLIC HEARING NOTICE

## NOTICE OF PUBLIC HEARING

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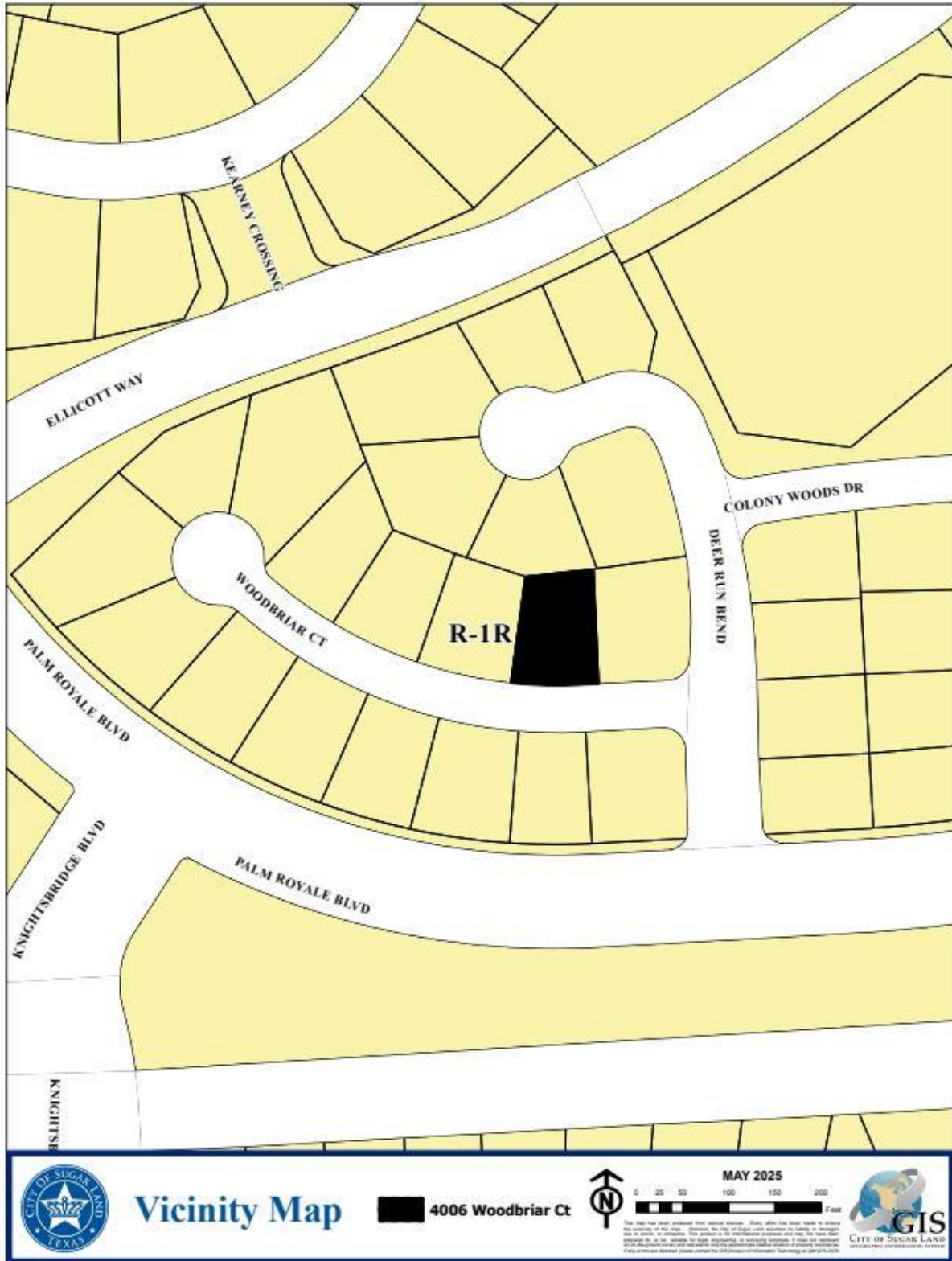
SPECIAL EXCEPTION REQUEST FROM THE SIDE YARD SETBACK REQUIREMENTS IN THE RESTRICTED SINGLE-FAMILY RESIDENTIAL (R-1R) ZONING DISTRICT FOR THE PROPERTY LOCATED AT 4006 WOODBRIAR COURT

**Zoning Board of Adjustment Public Hearing 5:00 p.m., May 21, 2025**, City of Sugar Land City Council Chamber, 2700 Town Center Boulevard North, hosted via live stream at <http://www.sugarlandtx.gov/1238/SLTV-16-Live-Video> or <https://www.youtube.com/sugarlandtxgov/live> and Sugar Land Comcast Subscribers can also tune-in on Channel 16, to hear all persons interested in the proposed Special Exception to the Side Yard Setback for 4006 Woodbriar Court, Lot 14, Block 1, Colony Woods, Section 1 in the Restricted Single-Family Residential (R-1R) Zoning District.

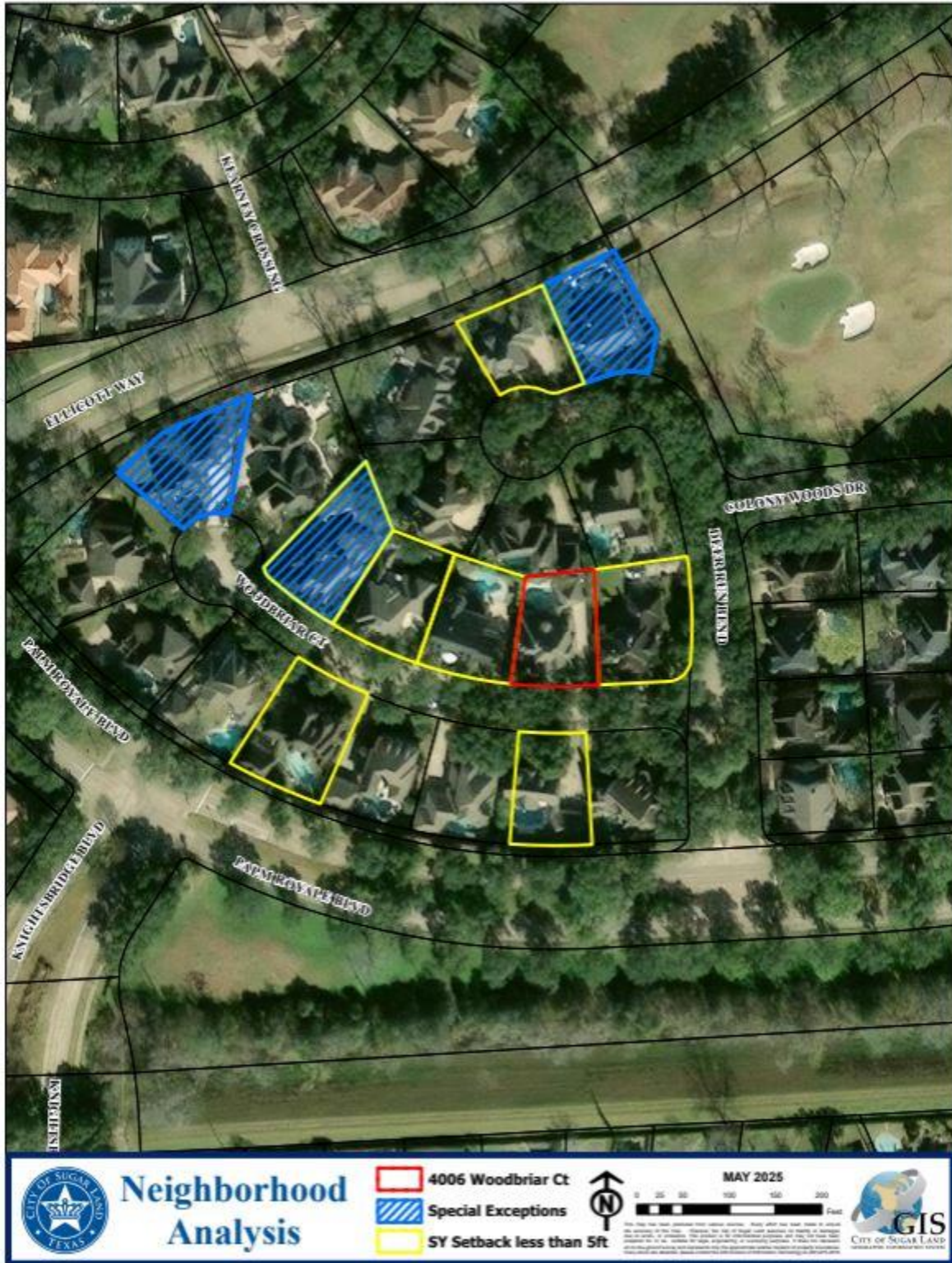
The Special Exception would relieve the 5-foot side yard primary setback requirement, allowing the new addition to meet the recorded restriction of 38 inches.

The agenda item for this meeting will be placed on the City of Sugar Land website at [www.sugarlandtx.gov](http://www.sugarlandtx.gov) under "Meeting Agendas" Zoning Board of Adjustment no later than Friday, May 16, 2025. Request details or provide feedback on the proposed special exception online at [www.sugarlandtx.gov/PublicHearingComment](http://www.sugarlandtx.gov/PublicHearingComment) or contact City of Sugar Land Planning & Development Services Department at (281) 275-2218.

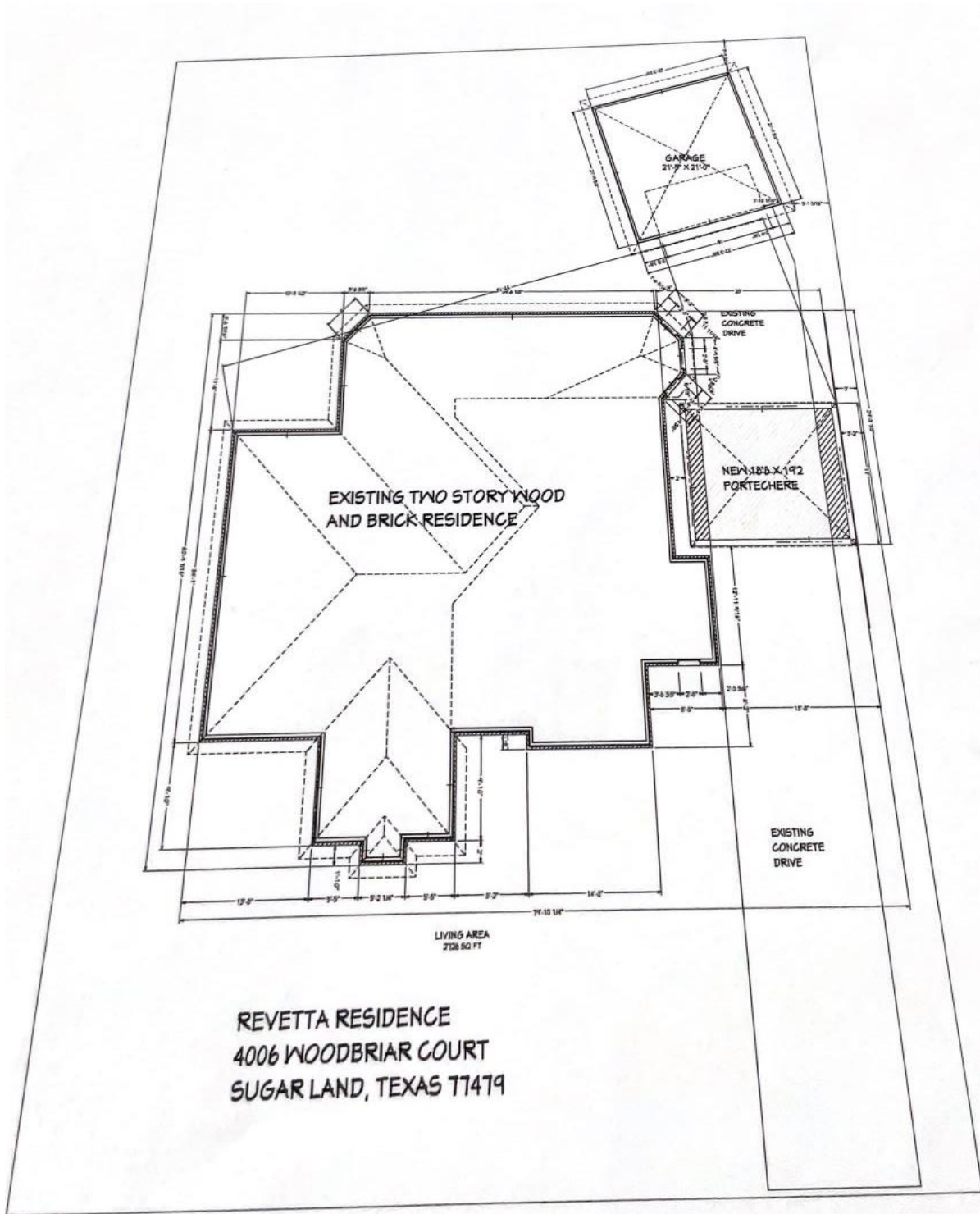
# VICINITY MAP



# AERIAL MAP

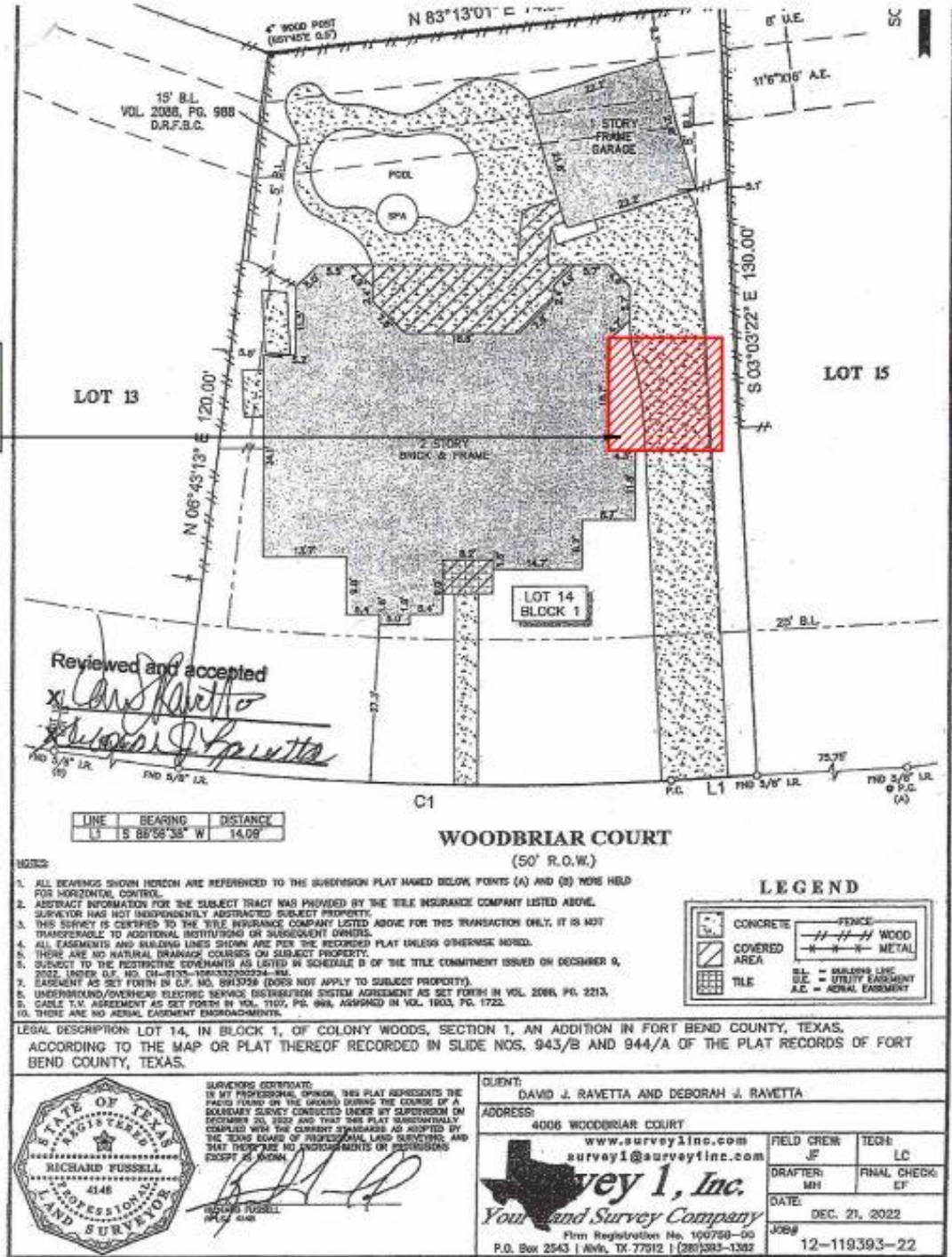


# PLOT PLAN

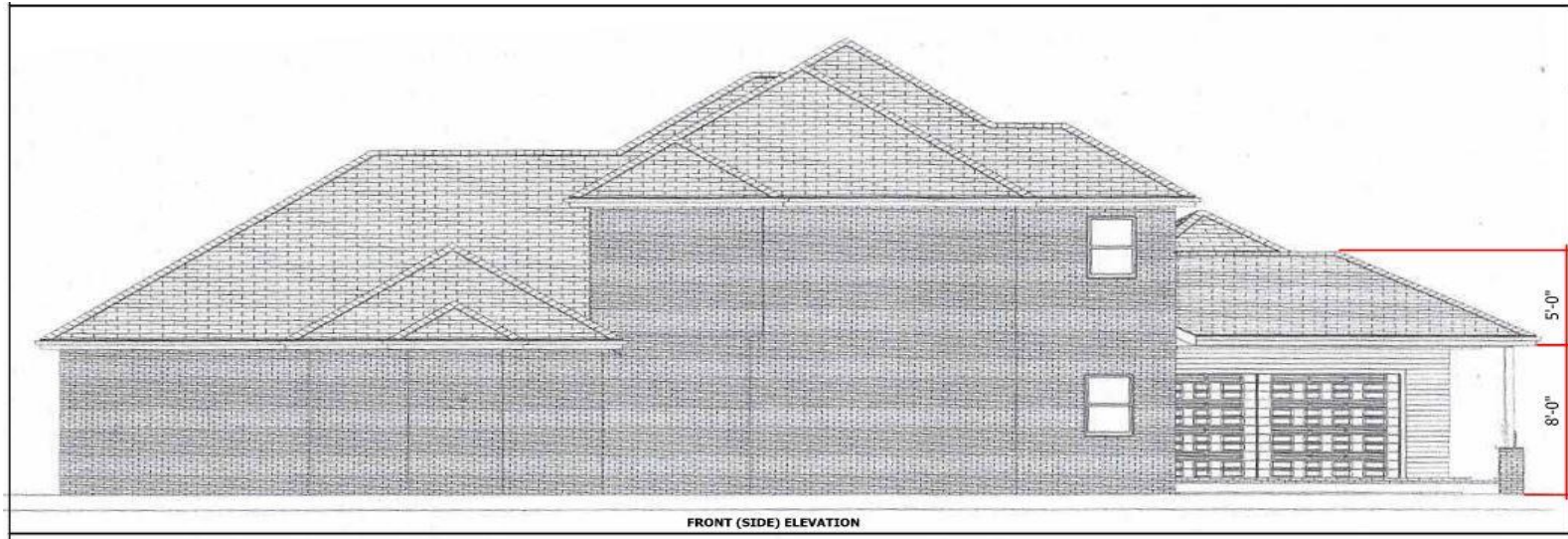


# SURVEY OF PROPERTY

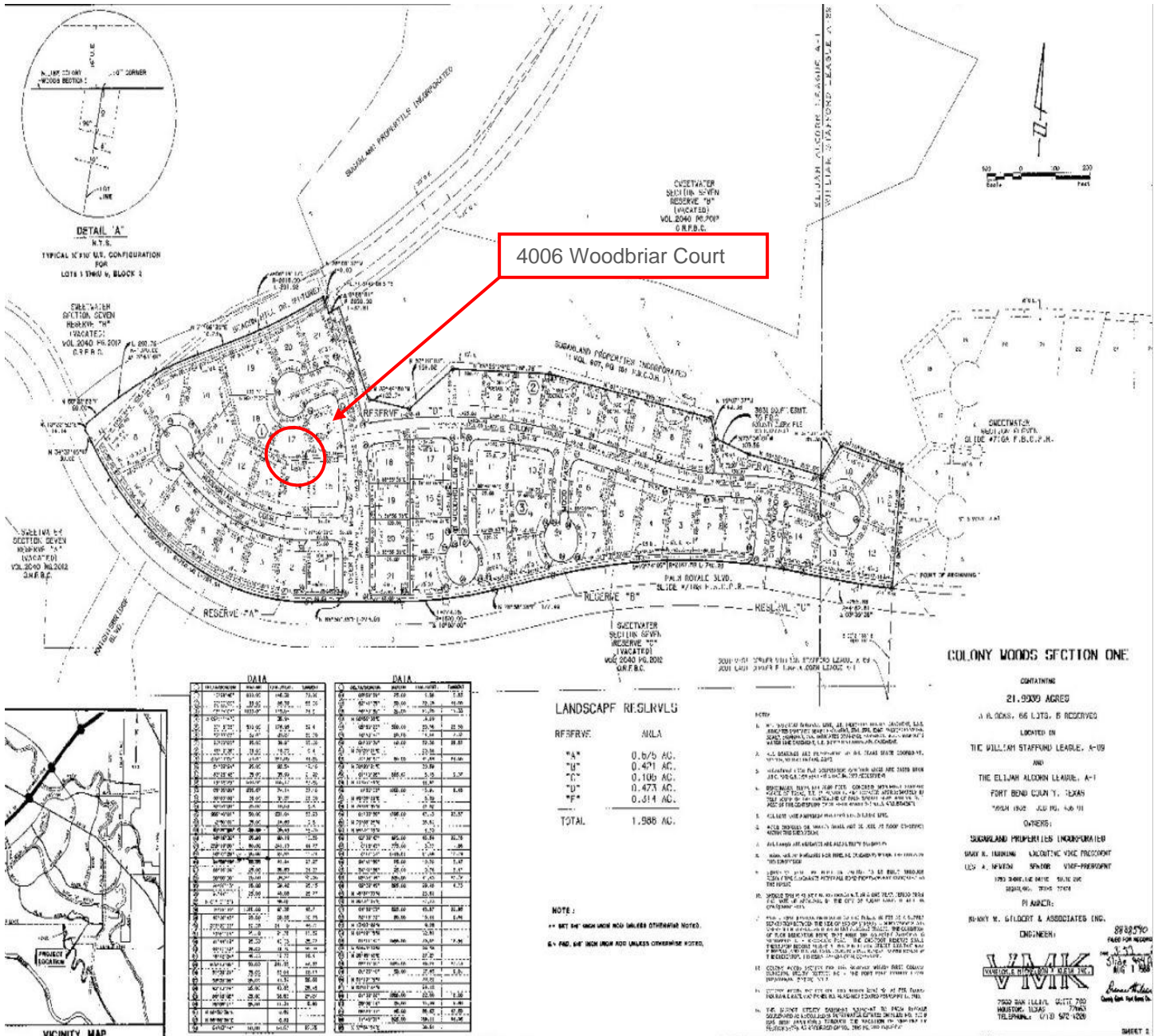
ADDITION/PORTE COCHERE  
SEE FOUNDATION, CEILING,  
& FRAMING PLANS FOR  
ADDITIONAL INFORMATION  
(APPROX. 500SF)



# ELEVATIONS



# PLAT EXCERPT



Address: 4006 Woodbriar Court

Platted as: Lot 14, Block 1, Colony Woods, Section 1

Recorded in 1988 as Instrument No. 8838540 F.B.C.P.R.

# HOA DOCUMENTATION

## VARIANCE

THE STATE OF TEXAS           §  
   §  
 COUNTY OF FORT BEND       §

FIRST COLONY COMMUNITY SERVICES ASSOCIATION, INC.

This Variance is granted by FIRST COLONY COMMUNITY SERVICES ASSOCIATION, INC. ("the Association"), a Texas Non-Profit Corporation, in favor of DAVID J. and DEBORAH J. RAVETTA ("Owners") whose address is 4006 Woodbriar Ct., Sugar Land, Texas 77479.

### RECITALS:

1. The Colony Woods Supplemental Amendment, was recorded in the Real Property Records of Fort Bend County, Texas under Fort Bend County Clerk's File Number 8863856. This document is hereinafter referred to as "the Restrictions."
2. The Restrictions require that any exterior alterations or construction done to any lot within the subdivision have prior approval of the Association.
3. The Owners of 4006 Woodbriar Ct., Sugar Lane, Texas ("the Property") desire a variance allowing a porte-cochere to be built nearer to the side building line than five (5) feet. The Property is legally described as follows:

Lot 14, Block 1, Colony Woods, Section One (1), a subdivision in Fort Bend County, Texas; more commonly described as 4006 Woodbriar Ct., Sugar Land, Texas.

~~NOW, THEREFORE~~, for and in consideration of the mutual covenants set forth herein, the parties agree as follows:

The Board of Directors has agreed to allow Owners to construct a porte-cochere to be placed 22 inches beyond the existing driveway, leaving a space of three feet, two inches (3'2") between the porte-cochere and side property line of the Property.

This Variance is binding upon the parties and their respective successors, heirs and assigns. The parties agree that this Variance is to be recorded in the Official Public Records of Real Property of Fort Bend County, Texas to provide notice of its terms to all persons dealing with the Property.