



The City of Liberty

Planning and Zoning Commission

Meeting

~ Agenda ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

April Gilliland
City Secretary
936-336-3684

Thursday, September 10, 2020

12:00 PM

City Hall - Liberty Center

I. CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
President Tyler Jackson	☐	☐	☐	
Commission Member Kim Anderson	☐	☐	☐	
Commission Member Ryan Daniel	☐	☐	☐	
Commission Member Emily Cook	☐	☐	☐	
Commission Member Rick Jenner	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Citizen's Forum is reserved for members of the public who would like to address the Planning and Zoning Commission Members regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Commissioners may not deliberate or take any action during citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public's comments with a factual statement or clarification. The Commissioners may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

III. CONSENT AGENDA

A. Minutes Approval

1. Planning and Zoning Commission - Special/Joint Meeting - City Council - LCDC - Aug 4, 2020 6:00 PM

IV. REGULAR AGENDA

A. Regular Session

1. Consider the appeal of the Building Official's decision regarding the placement of a recreational vehicle at 3306 Oilfield Road.

V. ADJOURN

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 4th day of September, 2020 at 5:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

April Gilliland
April Gilliland, City Secretary

NOTICE

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at 936-336-3684 or by Fax at 936-336-9846. The building is wheelchair accessible, with parking available, on the west side of the building.

I certify that the attached Notice and Agenda of items to be considered by the Planning and Zoning Commission was removed by me from the bulletin board at the City Hall on the _____ day of _____, 2020.



The City of Liberty
Planning and Zoning Commission
Special/Joint Meeting - City Council - LCDC

1829 Sam Houston
 Liberty, TX 77575
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~ Minutes ~

April Gilliland
 City Secretary
 936-336-3684

Tuesday, August 4, 2020

6:00 PM

City Hall - Liberty Center

I. CALL TO ORDER

The meeting was called to order on August 4, 2020 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:00 PM by President Tyler Jackson.

Attendee Name	Title	Status	Arrived
Tyler Jackson	President	Present	
Kim Anderson	Commission Member	Present	
Ryan Daniel	Commission Member	Present	
Emily Cook	Commission Member	Present	
Rick Jenner	Commission Member	Absent	
Tom Warner	City Manager	Present	
Chris Jarmon	Assistant City Manager	Present	
Damon Jones	Public Works Director	Present	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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III. REGULAR AGENDA

A. Work Session

1. Work Session for Unified Development Ordinance Stakeholders.

This meeting was a Joint Meeting of the Liberty City Council, Liberty Community Development Corporation and the City's Planning and Zoning Commission. Mr. David Baird and Mr. Bret Keast from Kendig Keast, addressed the Boards regarding the primary project goals of the Unified Development Ordinance. Mr. Baird explained that this project was to streamline and standardize the City's land development process and consolidate existing development ordinances. Mr. Baird presented a detailed project schedule with deliverables and proposed meetings with a proposed completion date for the fall of 2021.

After a lengthy discussion of the Unified Development Ordinance project with city staff members and all stakeholders, Kendig Keast concluded their presentation.

Minutes Acceptance: Minutes of Aug 4, 2020 6:00 PM (Minutes Approval)

IV. ADJOURNMENT**A. Motion to: Adjourn**

A motion was made by Commission Member Daniel, seconded by President Jackson to adjourn the Planning and Zoning Commission meeting at 7:17 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ryan Daniel, Commission Member
SECONDER:	Tyler Jackson, President
AYES:	Tyler Jackson, Kim Anderson, Ryan Daniel, Emily Cook
ABSENT:	Rick Jenner

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

Minutes Acceptance: Minutes of Aug 4, 2020 6:00 PM (Minutes Approval)



P&Z ACTION (ID # 4901)

DOC ID: 4901

Department: Community Development

Subject: Appeal of Building Official's Decision Regarding Placement of Recreational Vehicle at 3306 Oilfield Road.

Background: Mr. James Leonard has applied for electrical service for a recreational vehicle (RV) at 3306 Oilfield Road. The Building Official has denied the service. The decision of the Building Official's decision is being appealed by Mr. Leonard. The Building Official's denial of service is based on the following ordinances:

1 - License: The Code of Ordinances, Section 3.08.104. (a) Required: application. states "it shall be unlawful for any person to operate any RV park within the city limits unless he/she holds a valid license issued annually by the city in the name of such person for the specific park." 3306 Oilfield Road is not currently licensed as an RV park.

2 - Occupancy: The Code of Ordinances, Section 3.08.129 Permanent occupancy prohibited states "the placement of recreational vehicles for occupancy longer than fourteen (14) days shall not be permitted except in an approved recreational vehicle park."

3 - Floodway: a significant portion of 3306 Oilfield road is within the "regulatory floodway" as that term is defined by Section 3.07.005 of the Code of Ordinances. Floodway determinations are based on FEMA floodplain maps.

Section 3.08.131 of the Code Ordinances, Recreational vehicles in mobile home parks; mobile homes in recreational vehicle parks states "existing manufactured mobile home parks that have spaces for recreational vehicles existing prior to the adoption of this division shall be permitted to occupy the space with a recreational vehicle." Mr. Leonard's site at 3306 Oilfield Road includes both manufactured homes and RVs. Therefore, the Planning and Zoning Commission must determine the following: (1) does section 3.08.131 exempt Mr. Leonard from the RV Ordinance and therefore allow occupancy in a non-permitted RV park and (2) if Mr. Leonard is allowed electrical service, is the electrical service required to be compliant with the currently adopted National Electrical Code?

Funding Source: n/a

Staff Recommendation: Deny the appeal.