



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, October 1, 2020

12:00 PM

City Council Chambers

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 / CITIZEN'S FORUM

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

All consent items listed are considered to be routine by the Planning and Zoning Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commission Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

A. Minutes Approval

1. Planning and Zoning Commission - Meeting - Jul 22, 2020 12:00 PM
2. Planning and Zoning Commission - Meeting - Sep 10, 2020 12:00 PM

IV. REGULAR AGENDA

A. Regular Session

1. Consider the appeal of Angie Giles at 1935 North San Jacinto regarding the placement of a recreational vehicle in the driveway.
2. Consider the appeal of Doug Alford at 2008 Glendale regarding the placement of a recreational vehicle in the driveway.
3. Consider the appeal of Tim Killion at 330 Still Forest regarding the placement of a recreational vehicle in the driveway.

B. Work Session

1. Hold a work session to discuss meeting times.

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 25th day of September at 5:00 PM. 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

Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Wednesday, July 22, 2020

12:00 PM

City Hall - Liberty Center

I. CALL TO ORDER

Those individuals listed in the Call to Order were physically present in the Liberty Center. The public was not yet allowed entrance into the meeting due to COVID-19. Public access was allowed through the Zoom Meeting Platform.

The meeting was called to order on July 22, 2020 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 12:13 PM by President Tyler Jackson.

Attendee Name	Title	Status	Arrived
Kim Anderson	Commission Member	Absent	
Ryan Daniel	Commission Member	Present	
Emily Cook	Commission Member	Absent	
Rick Jenner	Commission Member	Remote	
Tyler Jackson	President	Present	
Chris Jarmon	Assistant City Manager	Present	
Dianne Tidwell	City Secretary	Present	
April Gilliland	Administrative Assistant	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Asst. City Manager Chris Jarmon welcomed those individuals participating through the Zoom Meeting Platform.

III. CONSENT AGENDA

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

A. Minutes Approval

1. Planning and Zoning Commission - Meeting - Jun 18, 2020 12:15 PM

IV. REGULAR AGENDA

A. Regular Session

1. Consider a request to abandon the Plymouth Street Right-of-Way

Mr. Brandon Smith has requested that a portion of Plymouth Street be abandoned near the intersection of Jefferson and Chrysler, to provide future commercial

Minutes Acceptance: Minutes of Jul 22, 2020 12:00 PM (Minutes Approval)

development with parking and driveway space. Following discussion of the right-of-way, a motion was made to approve the abandonment of the Plymouth Street Right-of-Way subject to the City retaining an electrical easement and the applicant submits a survey sealed by a licensed surveyor.

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

V. ADJOURNMENT

A. Motion To: Adjourn

There being no further business before the Commission, President Jackson adjourned the meeting at 12:24 p.m.

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

The July 22, 2020 meeting was attended, and Minutes completed, by previous City Secretary Dianne Tidwell. New City Secretary April Gilliland was in attendance at the meeting in which these minutes were approved.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

Minutes Acceptance: Minutes of Jul 22, 2020 12:00 PM (Minutes Approval)



The City of Liberty

Planning and Zoning Commission

Meeting ~ Minutes ~

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

The meeting was called to order on September 10, 2020 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 12:00 PM by President Tyler Jackson.

Attendee Name	Title	Status	Arrived
Tyler Jackson	President	Present	
Kim Anderson	Commission Member	Present	
Ryan Daniel	Commission Member	Absent	
Emily Cook	Commission Member	Present	
Rick Jenner	Commission Member	Present	
Chris Jarmon	Assistant City Manager	Present	
April Gilliland	City Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZEN'S FORUM

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

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

A. Minutes Approval

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

Motion was made by Commission Member Jenner, Seconded by Commission Member Cook to approve the minutes of the P&Z Meeting of August 4, 2020.

IV. REGULAR AGENDA

A. Regular Session

Minutes Acceptance: Minutes of Sep 10, 2020 12:00 PM (Minutes Approval)

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

Assistant City Manager Chris Jarmon reported that 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?

After a lengthy discussion, a final motion was made by Commission Member Anderson, seconded by Commission member Jenner, to approve the appeal.

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

V. ADJOURN

There being no further business before the Commission, a motion was made by President Jackson, seconded by Commission Member Jenner to adjourn the meeting at 12:30 PM.

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

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

Minutes Acceptance: Minutes of Sep 10, 2020 12:00 PM (Minutes Approval)



The City of Liberty
Planning and Zoning Commission
1829 Sam Houston
Liberty, TX 77575

4.A.1

Meeting: 10/01/20 12:00 PM

Department: Administration
Category: Code Enforcement

P&Z ACTION (ID # 4922)

DOC ID: 4922

Department: Community Development.

Subject: Hold an appeal hearing regarding a code violation.

Background: Section 3.08.116 of the Code of Ordinances states that “the placement of a recreational vehicle for occupancy longer than fourteen (14) days shall not be permitted except in an approved recreational vehicle park. A recreational vehicle may be placed at an owner's residence as long as the RV is placed in the side or rear yard area and not used for occupancy longer than fourteen (14) days in a twelve (12) month period.”

On September 17 the city's Code Enforcement Officer observed a recreational vehicle placed in the front driveway and issued the property owner a Notice of Violation. However, the Code of Ordinances allows someone who is subject to a Notice of Violation related to the RV ordinance to request a hearing before the Planning and Zoning Commission.

Funding Source: n/a

Staff Recommendation: Deny the appeal.



P&Z ACTION (ID # 4923)

DOC ID: 4923

Department: Community Development.

Subject: Hold an appeal hearing regarding a code violation.

Background: Section 3.08.116 of the Code of Ordinances states that “the placement of a recreational vehicle for occupancy longer than fourteen (14) days shall not be permitted except in an approved recreational vehicle park. A recreational vehicle may be placed at an owner's residence as long as the RV is placed in the side or rear yard area and not used for occupancy longer than fourteen (14) days in a twelve (12) month period.”

On September 15 the city's Code Enforcement Officer observed a recreational vehicle placed in the front driveway and issued the property owner a Notice of Violation. However, the Code of Ordinances allows someone who is subject to a Notice of Violation related to the RV ordinance to request a hearing before the Planning and Zoning Commission.

Funding Source: n/a

Staff Recommendation: Deny the appeal.



P&Z ACTION (ID # 4924)

DOC ID: 4924

Department: Community Development.

Subject: Hold an appeal hearing regarding a code violation.

Background: Section 3.08.116 of the Code of Ordinances states that “the placement of a recreational vehicle for occupancy longer than fourteen (14) days shall not be permitted except in an approved recreational vehicle park. A recreational vehicle may be placed at an owner's residence as long as the RV is placed in the side or rear yard area and not used for occupancy longer than fourteen (14) days in a twelve (12) month period.”

On September 18 the city's Code Enforcement Officer observed a recreational vehicle placed in the front driveway and issued the property owner a Notice of Violation. However, the Code of Ordinances allows someone who is subject to a Notice of Violation related to the RV ordinance to request a hearing before the Planning and Zoning Commission.

Funding Source: n/a

Staff Recommendation: Deny the appeal.



The City of Liberty
Planning and Zoning Commission
1829 Sam Houston
Liberty, TX 77575

4.B.1

Meeting: 10/01/20 12:00 PM

Department: Administration
Category: Committees/Boards

P&Z ACTION (ID # 4925)

DOC ID: 4925

Department: Community Development.

Subject: Hold a work session

Background: Historically, the Planning & Zoning Commission has met on Wednesday's at noon on an as-needed basis. The purpose of the work session is to determine if this is still a good meeting date and time for Commission Members.

Funding Source: n/a

Staff Recommendation: Hold the work session