



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

Wednesday, July 7, 2021

12:00 PM

City Council Chambers

I. CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
President Tyler Jackson	☐	☐	☐	
Commission Member Ryan Daniel	☐	☐	☐	
Commission Member Rick Jenner	☐	☐	☐	
Commission Member Emily Cook	☐	☐	☐	
Commission Member Lindsay Lawrence	☐	☐	☐	
Commission Member Cody Abshier	☐	☐	☐	

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 - Jun 2, 2021 12:00 PM

IV. REGULAR AGENDA

A. Regular Session

1. Oath of Office to be administered to all Commission Members.
2. Consider approving a replat of Lot 2 of the Fontenot Cove Subdivision.
3. Consider rezoning 201562 Highway 90 South to allow a manufactured home to be placed on the lot.

V. PRESENTATIONS / REPORTS

1. Commission Member and Staff Comments

VI. 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 2nd day of July 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 _____, 2021.



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, June 2, 2021

12:00 PM

City Council Chambers

I. CALL TO ORDER

The meeting was called to order on June 2, 2021 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 12:05 PM by President Tyler Jackson.

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

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

A. Minutes Approval

1. Planning and Zoning Commission - Meeting - Mar 17, 2021 12:00 PM

IV. REGULAR AGENDA

A. Regular Session

Minutes Acceptance: Minutes of Jun 2, 2021 12:00 PM (Minutes Approval)

1. Consider a variance request to the property building setback requirements at 1609 Browning. Joe Edd Stifflemire owns the property at 1609 Browning. Mr. Stifflemire is requesting a variance to build a carport that will encroach upon the property setbacks. Current setback requirements for residential property are 20 feet in the front and 7.5 feet on the side.

Mr. Stifflemire expects the carport to encroach upon both the front and side setbacks.

Motion was made to approve the variance with the following condition: 1) the carport does not extend into any city-owned right-of-way or easements.

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

V. ADJOURN

There being no further business before the Board, President Jackson adjourned the meeting at 12:10 p.m.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

Minutes Acceptance: Minutes of Jun 2, 2021 12:00 PM (Minutes Approval)



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

4.A.1

Meeting: 07/07/21 12:00 PM

Department: Administration
Category: Oaths

P&Z INFORMATION ITEM (ID # 5141)

DOC ID: 5141

Subject: Oath of Office

Background: City Secretary April Gilliland will administer the Oath of Office to all Planning and Zoning Commission Members.



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

4.A.2

Meeting: 07/07/21 12:00 PM

Department: Administration
Category: Property

P&Z ACTION (ID # 5142)

DOC ID: 5142

Department: Community Development

Subject: Minor Plat

Background: Ellen English has applied to replat her lot at 3918 E. Highway 90. The replat is necessary to incorporate a small tract of land into the existing property. With the replat, the size of the lot will increase from .3772 acres to .4115 acres. There are no changes being made to Lot 1.

Funding Source: n/a

Staff Recommendation: Staff recommends approval of the replat for Fontenot Cove Subdivision at 3918 Highway 90.



PLAT APPLICATION

City of Liberty Community Development Department
1829 Sam Houston, Liberty, Texas 77575

Phone: 936-336-3684 | Fax: 936-336-9846 | Email: permits@cityofliberty.org

APPLICATION FOR

- ☐ *Minor Plat (2 or fewer lots) - \$150.00 ☐ Preliminary Plat - \$25.00
- ☒ *Short Form Final Plat (4 or fewer lots) - \$150.00 ☐ *Final Plat - \$150.00

PROPERTY INFORMATION

Subdivision Name: Fontenot Cove Address/Location: 3918 E. Highway 901

Lot(s): 2 Block(s): N/A

of Acres: .4115 # of Lots: 1 # of Units: 1

APPLICANT INFORMATION

Name: Ellen English Company: N/A

Mailing Address: 3918 E. Highway 90 City: Liberty State: TX Zip: 77575

Email Address: englism@gmail.com Phone: 936-346-1290

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

SIGNATURE

Ellen Marie Fontenot English
Owner's Signature

June 29, 2021
Date

Ellen Marie Fontenot English
Applicant Signature

6/29/2021
Date

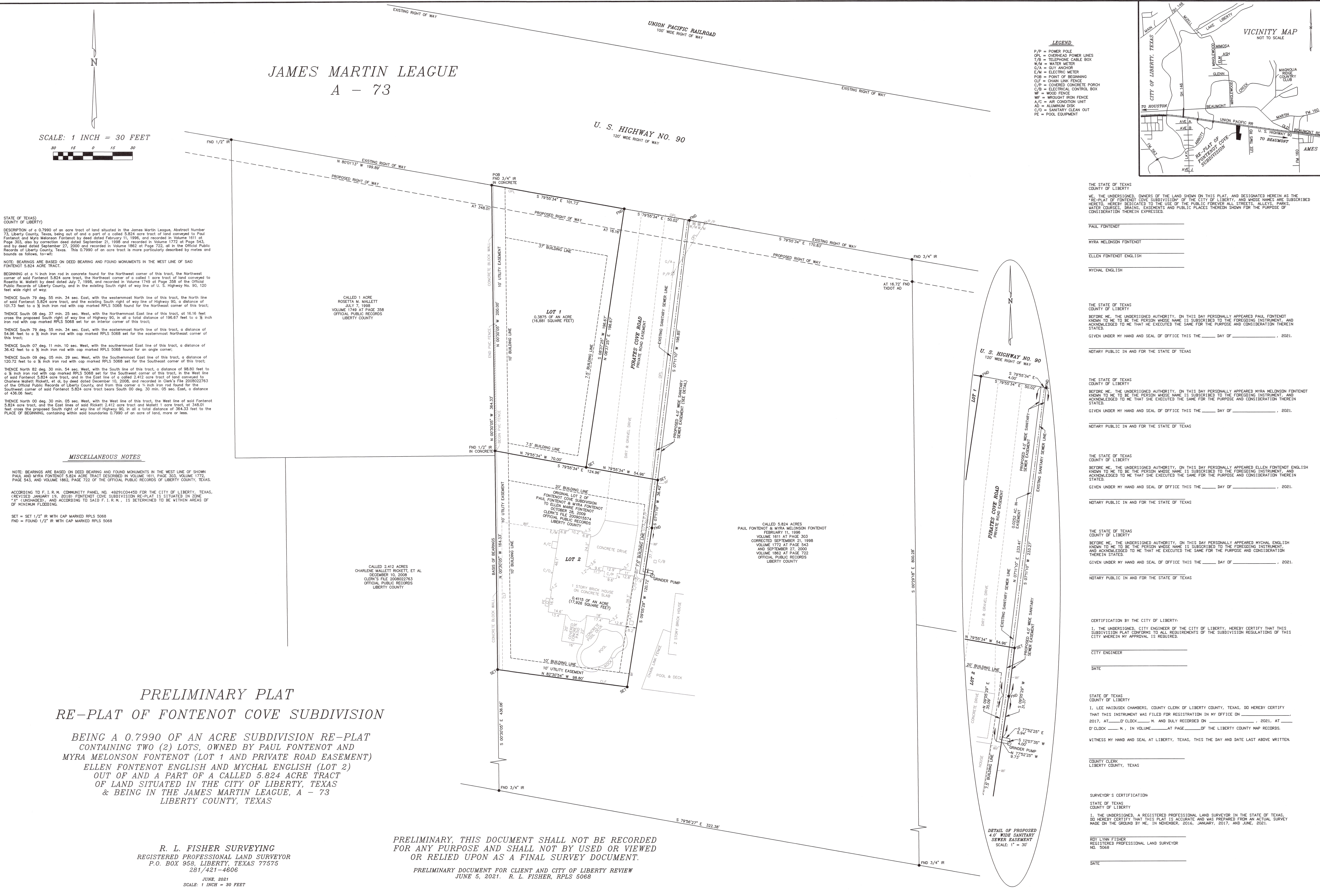
Attachment: EXHIBIT A - English Plat Application (5142 : Fontenot Cove Replat)

PLAT APPROVAL CHECKLIST

1. Title or name of plat, meridian north point, scale of map and vicinity/location map.
2. Definite legal description and identification of the tract being subdivided.
3. All block, lot and street boundary lines reference to Texas State Plane Coordinate System.
4. Building lines and easements.
5. Actual width of all streets, measured at right angles or radially, where curved, shown on map.
6. All necessary dimensions accurately displayed.
7. Names of all streets and adjoining subdivisions shown on map.
8. Flood zones and boundaries, if applicable, shown on map. Elevations for full subdivision.
9. Certificate of ownership signed, stamped and notarized.
10. Signature line for City official, and County official, approving the plat (signatures must be notarized).
11. Name, address, telephone, and fax number of engineer, surveyor, landscape architect, or land planner preparing the plat.
12. All legal restrictions and regulations placed on the approval of the plat shown clearly on map
13. All plats must conform to the city's subdivision ordinance
14. Plats must be 24 x 36 in size

FILING REQUIREMENTS

1. Three (3) copies of the plat printed on Mylar (must include original signature and stamp seal of the surveyor)
2. A tax certificate from the Liberty County Tax Office, indicating that no delinquent ad valorem taxes are owed, must be presented with the plat
3. * = Fee includes courthouse filing fee





Search Here:



30°03'21"N 94°45'31"W

0 50 100ft

(1 of 2)

Parcel Owner: FONTENOT ELLEN MARIE

[View More Property Information](#)

[Click Here for GIS Shapefile Data](#)

Property Information

Property ID: 177063

Legal Acreage: 0.38

GEO ID: 004315-000002-000

Legal Description: FONTENOT COVE, LOT 2, ACRES .3772

Tract or Lot: 2

Abstract Subdivision Code: 004315

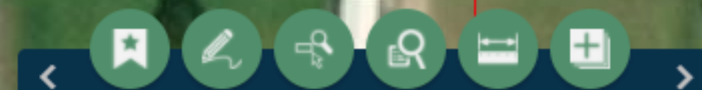
Block:

Neighborhood Code: LISD01

School District: SLI

City Limits: CLI

[Zoom to](#)





P&Z ACTION (ID # 5144)

DOC ID: 5144

Department: Community Development

Subject: Rezoning Request

Background: Richard Watson has applied to rezone property located at 201562 Highway 90 South (parcel 25839) into the manufactured home zoning district. Currently 201562 Highway 90 South is located in the city limits, but not in the area where manufactured homes are allowed.

New manufactured homes are only allowed in the following areas:

- South Liberty Oilfield
- Westwood Avenue (FM 563 to End of Road)
- Layl Drive (Avenue A to Avenue J)
- Shivers Manufactured Home Park (Original and Expansion)
- Twin Oaks Manufactured Home Park
- Beaumont Ave Manufactured Home Subdivision
- Minglewood (Dogwood to Glenn)

Funding Source: n/a

Staff Recommendation: n/a



ZONE CHANGE APPLICATION

4.A.3.a

City of Liberty Community Development Department

1829 Sam Houston, Liberty, Texas 77575

Phone: 936-336-3684 | Fax: 936-336-9846 | Email: permits@cityofliberty.org

APPLICATION OF ZONING CHANGE FOR

☒ Manufactured Home Zone

☐ Recreational Vehicle Zone

APPLICANT INFORMATION

Name: Richard Watson

Address: 334 County Road 2087 Liberty, TX 77575

Telephone: 936-346-2636

Email: Richard_Watson25@yahoo.com

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: Oran W and Laura Trousdale

Address: PO Box 8053 Liberty, TX 77575

Telephone: 936-334-5870

Email: williet5485@sbcglobal.net

PROPERTY DESCRIPTION

Address: 201562 Hwy 90 S Liberty, TX 77575

Subdivision: _____

Tract 000274 H&TC-169 Tract 24

Block No. _____

OR

Plat _____

Lot No. _____

Survey _____

Number of Acres: _____

Number of Acres: 2.89 acres

REQUIREMENTS

1. Applicant must attach a letter stating the reasons for the zone change (**EXHIBIT A**).

NOTICE AND SIGNATURE

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct. The applicant will hold the City of Liberty harmless, and indemnify it against all suits, costs, expenses, and damages that may arise or grow out of such abandonment.

Richard Watson
Signature

July 2, 2021
Date

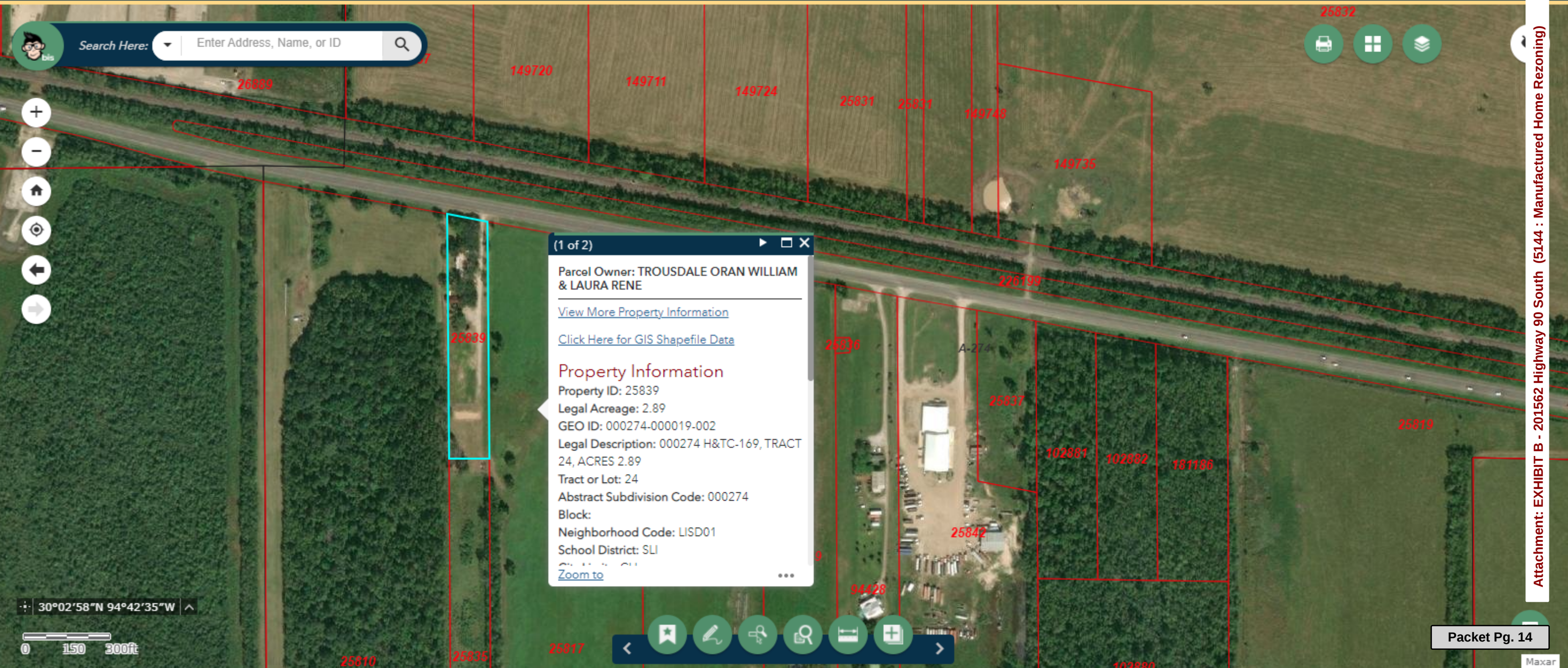
Updated 05-17-2021

Packet Pg. 12

Attachment: EXHIBIT A - Zone Change Application (5144 : Manufactured Home Rezoning)

EXHIBIT A

Please attach a letter stating why the zone change request should be considered.



Search Here: Enter Address, Name, or ID



(1 of 2)

Parcel Owner: TROUSDALE ORAN WILLIAM
& LAURA RENE

[View More Property Information](#)

[Click Here for GIS Shapefile Data](#)

Property Information

Property ID: 25839

Legal Acreage: 2.89

GEO ID: 000274-000019-002

Legal Description: 000274 H&TC-169, TRACT
24, ACRES 2.89

Tract or Lot: 24

Abstract Subdivision Code: 000274

Block:

Neighborhood Code: LISD01

School District: SLI

City: Houston

[Zoom to](#)



30°02'58"N 94°42'35"W

0 150 300ft



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

5.1

Meeting: 07/07/21 12:00 PM

Department: Administration
Category: Miscellaneous Issues

P&Z INFORMATION ITEM (ID # 5143)

DOC ID: 5143

Subject: Commission Member & Staff Comments

Background: This agenda item affords the Commission Members and Members of Staff to comment on the community and upcoming events, etc.