



The City of Liberty Planning & Zoning Commission

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

Meeting

~ Agenda ~

April Gilliland
City Secretary
936-336-3684

Wednesday, December 22, 2021

12:00 PM

City Council Chambers

The Planning and Zoning Commission of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

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 / CITIZENS FORUM

The 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 citizens' comments about 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 City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council 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. 11.10.2021 P&Z Minutes

2. 11.15.2021 P&Z Minutes

IV. REGULAR AGENDA

A. Work Session

1. Conduct a work session regarding the Herndon Manufactured Home Park

V. ADJOURNMENT

A. Motion To: 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 16th day of December, 2021 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 Council 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 City Council was removed by me from the bulletin board at the City Hall on the _____ day of _____, ____.



The City of Liberty Planning & Zoning Commission

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

Meeting

~ Minutes ~

April Gilliland
City Secretary
936-336-3684

Wednesday, November 10, 2021

12:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on November 10, 2021 in the City Council Chambers, 1829 Sam Houston, Liberty, Texas at 12:01p.m. by President Tyler Jackson.

A.

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

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

The 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 citizens' comments about 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.

President Jackson welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. Ms. Jennifer Chavira, President of the Liberty county Chamber of Commerce, introduced herself to the Board.

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 motion was made by Commission Member Cook to approve all items on the consent agenda and seconded by Commission Member Abshier. Motion passed 6 to 0.

A. Minutes Approval

1. August 11, 2021 Minutes

IV. REGULAR AGENDA

A. Regular Session

1. Consider approving a minor plat of the Raymar Subdivision.

Marva Wickliff, on behalf of Kristi Hughey, has applied for a minor plat to plat a 2-acre lot out of a 20-acre parcel. The 2-acre lot is located at 268 Private Road 164A. The property is located in the Liberty City Limits, but is served by Entergy for electricity and Raywood Water Supply for water. Access is provided by a 30-foot private road easement.

A motion was made by Commission Member Cook to approve the minor plat of the Raymar Subdivision as presented. The motion was seconded by Commission Member Daniel. Motion passed 6 to 0.

V. ADJOURNMENT

A. Motion To: Adjourn

There being no further business before the Board, President Jackson adjourned the meeting at 12:38 p.m.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary



The City of Liberty Planning & Zoning Commission

Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Monday, November 15, 2021

12:00 PM

City Council Chambers

I. CALL TO ORDER

The meeting was called to order on November 15, 2021 in the City Council Chambers, 1829 Sam Houston St, Liberty, Texas at 12:04 p.m.

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

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

The 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 citizens' comments about 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.

President Jackson welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. No comments were made.

III. REGULAR AGENDA

A. Work Session

1. Conduct a work session regarding the Unified Development Ordinance (UDO), with a presentation from Kendig Keast.

Chris Jarmon started the work session by presenting to the board the reasons why the Unified Development Ordinance was requested, by showing the different sections of the current code of ordinances that people have to go through to determine what is required to develop in the City.

Mr. Brian Mabry from Kendig Keast addressed the board going over the Primary Project Goals of the Unified Development Ordinance. Mr. Mabry reviewed Module 1 of the project, which consisted of consolidation of existing ordinances, project process, stakeholder sessions, key observations, and airport zoning. Mr. Mabry then presented Module 2 of the project, which includes zoning districts and land uses, facilitating infill and redevelopment, accessory structure standards, floodplain regulations, subdivision standards, sign standards, and parking requirements. Module 3 is the next process and will include nonconformities, administration, development review procedures, enforcement and remedies, and rules of construction and definitions.

After a discussion with the board and answering questions, Mr. Mabry concluded his Unified Development Ordinance presentation.

IV. ADJOURNMENT

A. Motion To: Adjourn

There being no further business before the Board, President Jackson adjourned the meeting at 2:55 p.m.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: December 22, 2021

Agenda Wording: Conduct a work session regarding the Herndon Manufactured Home Park

Department: Community Development

Subject: Manufactured Home Park

Background: Brant Phillips is under contract to purchase the Herndon Manufactured Home Park at 3629 N. Main. Mr. Phillips is proposing to rebuild/rehabilitate the park. However, in order to meet current standards, Mr. Phillips needs to request several variances from the City. Mr. Phillips would need variances in the following areas:

1. Acreage – Ordinance requires 5 acres minimum (3.08.031)
2. Zoning – The parcel is not currently located in an area approved for manufactured homes
3. License – Ordinance requires an annual license (3.08.034)

Depending on the site plan and layout of the park, Mr. Phillips may need additional variances.

Funding Source: n/a

Staff Recommendation: Hold the work session



REQUEST FOR PLACEMENT OF AN ISSUE ON A CITY COUNCIL AGENDA

Regular called meetings of the City Council are held on the second Tuesday of each month at 6:00 p.m.

Special called meetings are normally held on the fourth Tuesday of each month at 6:00 p.m., or on other dates as time allows.

The deadline for an issue to be placed on the next council agenda is the Wednesday prior to the council meeting. This form must be turned in by 5:00 p.m. on this day.

Date of Submission of Request 11/4/2021

Date of Council Meeting 12/14/2021

Name

Brant Phillips

Street Address

17424 W Grand Parkway 180

City

Sugar Land

State

Tx

Zip Code

77479

Telephone No.

Fax No.

Please list below the issue that you wish to be brought before the Council.

Herndon MHP

We are under contract to purchase this property and would like to discuss

future plans, development and bringing in additional homes to fill park (total 16)

This request will be reviewed by the City Manager and the requestor will be notified regarding the above-mentioned topic being placed on an agenda.

For City Use Only

Date this form given to the City Manager _____

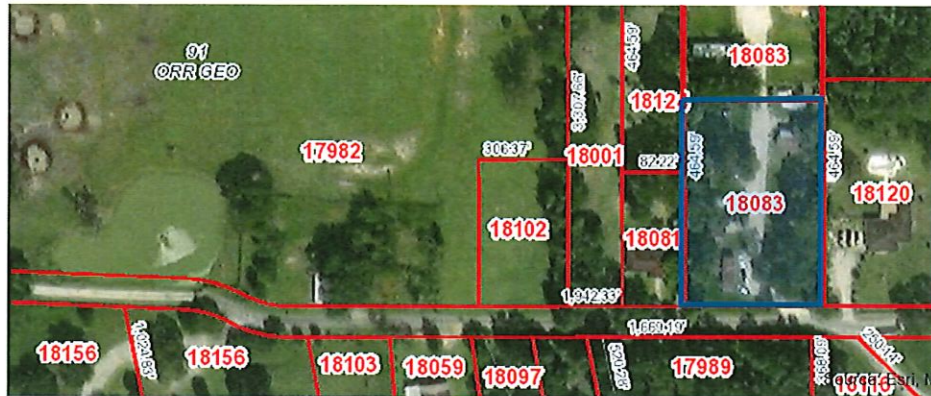
Date requestor was notified _____

Comments _____

Liberty CAD Property Search

Property ID: 18083 For Year 2021

Map



Property Details

Account	
Property ID:	18083
Legal Description:	000091 GEO ORR, TRACT 136 140, ACRES 2.0
Geographic ID:	000091-000298-000
Agent:	
Type:	Real
Location	
Address:	3629 N MAIN, HERNDON MHP TX
Map ID:	52-B
Neighborhood CD:	LISD01
Owner	
Owner ID:	2049891
Name:	HERNDON UARDA LIFE ESTATE
Mailing Address:	C/O RHETA HERNDON 2741 CORNELL LIBERTY, TX 77575
% Ownership:	100.0%
Exemptions:	For privacy reasons not all exemptions are shown online.

Property Values

Improvement Homesite Value:	\$0
Improvement Non-Homesite Value:	\$0
Land Homesite Value:	\$0
Land Non-Homesite Value:	\$65,330
Agricultural Market Valuation:	\$0
Market Value:	\$65,330
Ag Use Value:	\$0
Appraised Value:	\$65,330
Homestead Cap Loss: ⓘ	\$0
Assessed Value:	\$65,330

VALUES DISPLAYED ARE 2021 CERTIFIED VALUES.

Information provided for research purposes only. Legal descriptions and acreage amounts are for appraisal district use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.

Property Taxing Jurisdiction

Entity	Description	Tax Rate	Market Value	Taxable Value	Estimated Tax	Freeze Ceiling
CAD	APPRAISAL DIST	0.000000	\$65,330	\$65,330	\$0.00	
CLI	CITY OF LIBERTY	0.637200	\$65,330	\$65,330	\$416.28	
GLI	LIBERTY COUNTY	0.554300	\$65,330	\$65,330	\$362.12	
HD1	HOSPITAL DISTRICT 1	0.090000	\$65,330	\$65,330	\$58.80	
PR1	PRECINCT 1	0.000000	\$65,330	\$65,330	\$0.00	
SLI	LIBERTY ISD	1.299400	\$65,330	\$65,330	\$848.90	
WD5	WATER DISTRICT 5	0.089900	\$65,330	\$65,330	\$58.73	

Total Tax Rate: 2.670800 Estimated Taxes With Exemptions: \$1,744.83 Estimated Taxes Without Exemptions: \$1,744.83

Property Improvement - Building

Property Land

Type	Description	Acreage	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
MHP	MH PARK	2	87,120.00	0.00	0.00	\$45,330	\$0
SI	SITE IMPROVEMENTS	0	0.00	0.00	0.00	\$20,000	\$0

Property Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap Loss	Assessed
2022	N/A	N/A	N/A	N/A	N/A	N/A
2021	\$0	\$65,330	\$0	\$65,330	\$0	\$65,330
2020	\$0	\$42,800	\$0	\$42,800	\$0	\$42,800
2019	\$0	\$41,330	\$0	\$41,330	\$0	\$41,330
2018	\$0	\$38,000	\$0	\$38,000	\$0	\$38,000
2017	\$0	\$38,000	\$0	\$38,000	\$0	\$38,000
2016	\$0	\$38,000	\$0	\$38,000	\$0	\$38,000
2015	\$1,580	\$38,000	\$0	\$39,580	\$0	\$39,580
2014	\$1,580	\$38,000	\$0	\$39,580	\$0	\$39,580
2013	\$1,580	\$38,000	\$0	\$39,580	\$0	\$39,580
2012	\$1,580	\$38,000	\$0	\$39,580	\$0	\$39,580
2011	\$1,580	\$38,000	\$0	\$39,580	\$0	\$39,580

Property Deed History

Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Number
4/4/2014	LE	LIFE ESTATE			2017000080		
1/4/2014	D	DEED	HERNDON UARDA	HERNDON UARDA LIFE ESTATE	SEE IMAGES DOC-DEED		
1/1/2015	OT	OTHER	HERNDON W L UARDA G	HERNDON UARDA	DEATH CERTIF		

DISCLAIMER

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