



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, February 16, 2022

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

- 12.22.2021 Planning & Zoning Minutes

IV. REGULAR AGENDA

A. Regular Session

1. Consider approving a replat of Lots 1-7 of the Holly Street Manor Subdivision.

B. Work Session

1. Hold a work session related to the Unified Development Ordinance (UDO)

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 11th day of February, 2022 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

Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Wednesday, December 22, 2021

12:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on December 22, 2021 in the City Council Chambers, 1829 Sam Houston, Liberty, Texas at 12:01 pm 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.

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 motion was made by Commission Member Daniel to approve all items on the consent agenda and seconded by Commission Member Jenner. Motion passed 4 to 0.

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

Mr. Brant Phillips, with Invest Home Pro, presented to the planning and zoning commission his redevelopment plans for the Herndon Manufactured Home Park on North Main Street. Mr. Phillips showed pictures of the current Manufactured Home Park and then his plans to improve the area if it was approved to be placed in the Manufactured Home Zone. After a brief discussion with the board members and answering questions, Mr. Phillips concluded his presentation.

V. ADJOURNMENT

A. Motion To: Adjourn

There being no further business before the Board, President Jackson adjourned the meeting at 12:45 pm.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Council Meeting Date: February 16, 2022

Agenda Wording: Consider approving a replat of Lots 1-7 of the Holly Street Manor Subdivision.

Department: Community Development

Subject: Short Form Final Plat

Background: On April 29, 2020, the Planning Commission voted 4-0 to approve the final plat of the Holly Street Manor Subdivision. That plat created seven (7) single family lots approximately 0.22 acres in size. Since that time, no homes have been built on the property. The property owner is now requesting to replat the property. He would like to create four (4) single family lots approximately 0.996 acres in size on the site. No new infrastructure is being created with the replat.

The proposed plat is attached for your review.

Funding Source: N/A

Staff Recommendation: Approval of the replat



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: Holly Street Manor Address/Location: Holly Street

Lot(s): 1, 2, 3, 4 Block(s): Outer Block 2

of Acres: 3.99 # of Lots: 4 # of Units: 4

APPLICANT INFORMATION

Name: Chris Heinrich Company: Merrick Renovations

Mailing Address: 18915 Aquatic Dr. City: Humble State: Tx Zip: 77346

Email Address: Chris@MerrickHomesLLC.com Phone: 281 639 0037

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: _____ Company: _____

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

Email Address: _____ Phone: _____

SIGNATURE

Chris Heinrich
Owner's Signature

2-3-22
Date

Applicant Signature

Date

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

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Council Meeting Date: February 16, 2022

Agenda Wording: Hold a work session related to the Unified Development Ordinance (UDO)

Department: Community Development

Subject: Unified Development Ordinance (UDO)

Background: The Unified Development Ordinance (UDO) is a tool that will guide the City's future growth and development. It is a comprehensive document that will review and update all the city's development, subdivision and land use ordinances and regulations. The UDO will also create the city's first zoning map and zoning districts.

Previous work sessions have included a review of module 1 and module 2 of the UDO and issues with the City's current development code.

Funding Source: N/A

Staff Recommendation: Hold the work session