



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, April 13, 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 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. February 16, 2022

IV. REGULAR AGENDA

A. Regular Session

1. Citizen Request - Laurie Gonzales
2. Consider approving a variance for Enrique Martinez related to building a carport within the building setback

B. Work Session

1. Hold a work session related to the Unified Development Ordinance (UDO) and draft Zoning Map

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 8th day of April, 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, February 16, 2022

12:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on February 16, 2022 in the City Council Chambers, 1829 Sam Houston, Liberty, Texas at 12:00 p.m. by President Tyler Jackson.

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. There were no comments.

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 Cook. Motion passed 5 to 0.

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.

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. A motion was made by Commission Member Daniel to approve the replat of Holly Street manor Subdivision as presented. The motion was seconded by Commission Member Lawrence. Motion passed 5 to 0.

B. Work Session

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

In a work session held on November 15, 2021, Planning and Zoning members wanted to know the differences between what regulations the city has now versus what the regulations would be under the new unified development ordinance. Assistant City Manager Chris Jarmon put together a PowerPoint presentation detailing the current regulations versus proposed regulations. The presentation went over lot sizes, specific use permits, zoning changes, plats, home-based businesses, recreational vehicles, and accessory structures.

V. ADJOURNMENT

A. Motion To: Adjourn

There being no further business before the Board, Commission Member Cook made a motion to adjourn the meeting at 1:09 pm. The motion was seconded by Commission Member Daniel. Motion passed 4 to 0, with President Jackson leaving the meeting at 12:48 p.m.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Council Meeting Date: April 13, 2022

Agenda Wording: Citizen Request - Laurie Gonzales

Department: Community Development

Subject: Laurie Gonzales

Background: Adoption of a proposed lighting ordinance

Funding Source:

Staff Recommendation:



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 4/5/2022

Date of Council Meeting Next one available

Name Laurie Lomas Gonzalez (Trinity River NWR Jr Ranger Program)
Street Address 525 Missouri St Liberty TX
City Liberty State TX Zip Code 77575
Telephone No. 936 776 9614 Fax No. _____

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

Lighting ordinance

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 _____

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Council Meeting Date: April 13, 2022

Agenda Wording: Consider approving a variance for Enrique Martinez related to building a carport within the building setback

Department: Community Development

Subject: Variance

Background: Enrique Martinez has applied to build a carport at 904 Woods. The proposed carport would extend 22 feet from the front of the house toward the street. At this length, the carport would encroach upon the building setback. Mr. Martinez has applied for a variance to build the carport within the building setback.

Mr. Martinez's application is attached for your review.

Funding Source: n/a

Staff Recommendation: Approve the variance with the following condition: 1 – carport shall not extend into the public right-of-way.

VARIANCE APPLICATION

Instructions:

1. Please type or print with ink.
2. Applications must be completed, and accompanied by all required materials at the time of submittal. Incomplete submittals will be returned to the applicant. The City of Liberty cannot guarantee a deadline extension to allow for the submittal of omitted information or materials.
3. Application must be signed by all legal owners of the subject property or by the legally authorized agent for the property owner(s). If the request will be processed by an agent, the application must be accompanied by a notarized "Designation of Agent Form" signed by all legal owners of the property.
4. The Following items shall accompany the application:
 - a. A copy of the deed(s) to the subject property verifying legal ownership.
 - b. A Legible site plan or plot plan of the subject property.
 - c. A letter describing in detail the reason(s) for the request and the hardship on which the request is based.
 - d. Other materials, as appropriate (i.e. photos, slides, drawings, plats, petitions, etc.)

Owner/Agent Information:

Name of Owner(s): Enrique Rene Martinez

Name of Agent, if applicable: Luis Venegas

Phone Number: 936-776-1701 936-256-4545
(call him)

Fax Number: _____

Mailing Address: 904 Woods Drive
Liberty Texas 77575

Property Data:

Street address: 904 Woods Drive Liberty Tx 77575

Legal Description: _____

4. The hardship is based on circumstances which are unique to the property for which the variance is sought, and not circumstances common to other properties:

The porch needs to be done because my vehicles are getting
Burnt and damaging them with the heat, cold & rain.

Notice:

The City of Liberty does not enforce deed restrictions and cannot grant variances to deed restrictions. Any variance granted pursuant to this application and any building permit issued pursuant to such variance does not constitute or represent approval or authority to violate deed restrictions. A plat vacation and replat pursuant to Chapter 212, Texas Local Government Code may be required for such authority.

Signature(s) of Owner(s)/ Agent:

This is to certify that the information provided above is true and correct and that I am the owner of record of the property or the owner(s)' legally authorized agent.

Signature: Enrique A Martinez

Date: 11-4-22

Signature: _____

Date: _____

For Office Use Only

Submittal Date: _____

Planning and Zoning Meeting Date: _____

City Council Meeting Date: _____

Received By: _____

For Office Use Only

Planning & Zoning Approval/Denial: _____

City Council Approval/Denial: _____

Variance Request:

I/ We, being the legal owner(s) or the agent for the legal owner(s) of the property described above, hereby request that the Planning and Zoning commission and City Council of the City of Liberty consider the following variance request to the City of Liberty Code of Ordinances:

List brief description and ordinance(s)

I will like to make a porch to cover & protect my vehicles. This weather is ruining them as they have no shade. This porch will help me and my family with our vehicles.

Reason/Hardship for the Variance:

In order to recommend approval of a variance, the Planning and Zoning Commission must make a finding of hardship. As noted in the instructions, **you must attach a letter** describing the reason for the request and the hardship on which the request is based, stating the grounds for the variance and all of the facts relied upon for the case.

Variance Review Criteria:

In order to make a finding of hardship, the Planning and Zoning Commission must determine that **all** of the following criteria are met. **State how your variance request meets these four criteria. Please note that the hardship cannot be based solely on financial or self-imposed conditions.** (Attach additional pages for multiple variance requests or if additional space is needed.)

1. The granting of the variance will not be detrimental to the public safety health, or welfare, be injurious to surrounding property, or violate the intent and purpose of the regulation:

The porch will be made properly and safely. Following all the guides.

2. The granting of the variance is not based on a hardship which is self-imposed:

We have contracted professional people for the building of these porch.

3. The hardship is not based solely on the cost of complying with the regulation:

We are complying with all regulations and have provided all information requested.

DESIGNATION OF AGENT FORM

This form designates _____ as my/our duly authorized agent, to act on my/our behalf in request in a variance involving the property described below. I am also submitting a copy of the deed(s) to the subject property as evidence of my ownership.

Property Address: 904 Woods Drive Liberty Texas 77575

Legal Description: _____

Signature of Owner: Enrique R Martinez Date: 3/31/2022

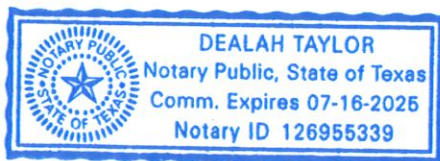
Printed Name: Enrique R. Martinez

Signature of Agent: _____ Date: _____

Printed Name: _____

Notary Statement:

SWORN TO AND SUBSCRIBED before me this the 31st day of March, 2022.



Dealah Taylor
Notary Public in and for Liberty County, Texas
My Commission Expires: 7-16-2025

Repeat page for multiple owners or agents

Date: 01/28/2022



Permit No: _____

The City of Liberty Community Development Department
Residential Building Permit Application
Phone: 936-336-3684 | Fax: 936-336-9846 | Email: permits@cityofliberty.org
1829 Sam Houston, Liberty, Texas 77575

New [\$0.43 per sf] 20'X22 Remodel/Alteration [\$0.28 per sf] _____ Addition [\$0.43 per sf] 20'X22

The undersigned, in accordance with the Building Laws of the City of Liberty, Texas, hereby applies for a residential building permit for the purpose of erecting, remodeling, addition or repairing described as follows:

Job Location: 904 wood drive

Subdivision: _____ Block No. _____ Lot No. Luis V
936-256-4545

Or Legal Description: _____

Owner Name: Enrique R Martinez Owner Phone: 936.776-1701

Owner Mailing Address: 904 wood dr Liberty TX 77575

Owner E-Mail Address: Remartinez75@yahoo.com

Contractor Name: pedro Govea

Contractor Address: 301 west Little york

Contractor Office Phone: _____ Mobile Phone: 346-404-2713

Contractor E-Mail Address: _____

Note: Minimum residential setback from property line and lot size requirements are as follows:

- Inside Lot: Front-20 feet; each side - 7½ ; back-10 feet
- Corner Lot: Front-20 feet; street side -10 feet; interior side - 7½ ; back-10 feet
- Minimum lot size: single-family detached (6,000 square feet); Duplex (11,500 square feet)

Structure Set Backs: Front: _____ Side: _____ Side: _____ Back: _____

Residential: No. Stories _____ No. Bathrooms _____ No. Bedrooms _____

Principal type of frame: Masonry _____ Wood _____ Steel _____ Concrete _____

Type of heat: Gas _____ Electric _____ Type of A/C: Central _____ Window Units _____

Square Footage: _____

Detailed description of work to be done: Building A Front porch in the
House with Conkret Foundation

Other Permits

- _____ Driveway | \$75
- _____ Fence Installation or Repair [no permit required]
- _____ Flatwork | \$75
- _____ Foundation Repair | \$50
- _____ Lawn Sprinkler | \$110
- _____ Re-Roof | \$75
- _____ Siding & Soffit Repair/Replacement | \$100
- _____ Single Trade – Electrical | \$55
- _____ Single Trade – Plumbing | \$55
- _____ Single Trade – Mechanical | \$55
- _____ Swimming Pool (in ground) | \$190
- _____ Swimming Pool (above ground) | \$80 [Prefabricated swimming pools that are less than 24 inches deep are exempt from permitting]
- _____ Window Replacement | \$15 per window

I, _____, hereby certify that I have read this application and filled all information required by the City of Liberty. I understand that all work will be performed in compliance with all provisions of the 2018 International Residential Code (IRC), the 2017 National Electric Code (NEC) and the 2018 International Energy Conservation Code (IECC), ordinances and laws adopted by the City of Liberty and State of Texas. I also acknowledge that the City of Liberty or its authorized agent is not responsible or liable for verification of information enforcing deed restrictions, covenants or homeowner association requirements. I, as the authorized agent of the owner, will allow the City Manager or his authorized agent access to perform inspections during normal working hours.

* All permit fees must be paid before any work can begin.

SUBMITTAL REQUIREMENTS:

- Elevation certificates are required for properties located in flood Zone A or AE
- Two (2) sets of detailed construction documents with a maximum size of 24" x 36" and one (1) set of digital construction documents must be submitted with the permit application. All construction documents must include original registered Texas engineer's seal where applicable (no copies).
 - Construction documents must include site plan which shows all setbacks, property lines and all existing and proposed structures
 - Foundation and Framing plans must be sealed by Texas engineer
- REScheck must be included with permit application
- All new residential construction must include a driveway constructed of concrete or asphalt
- Mechanical, Electrical and Plumbing permits are separate permits

This 28 day of 1-22, _____

Applicant Signature: Enrique Martinez

Date of Approval: _____

Approved by: _____

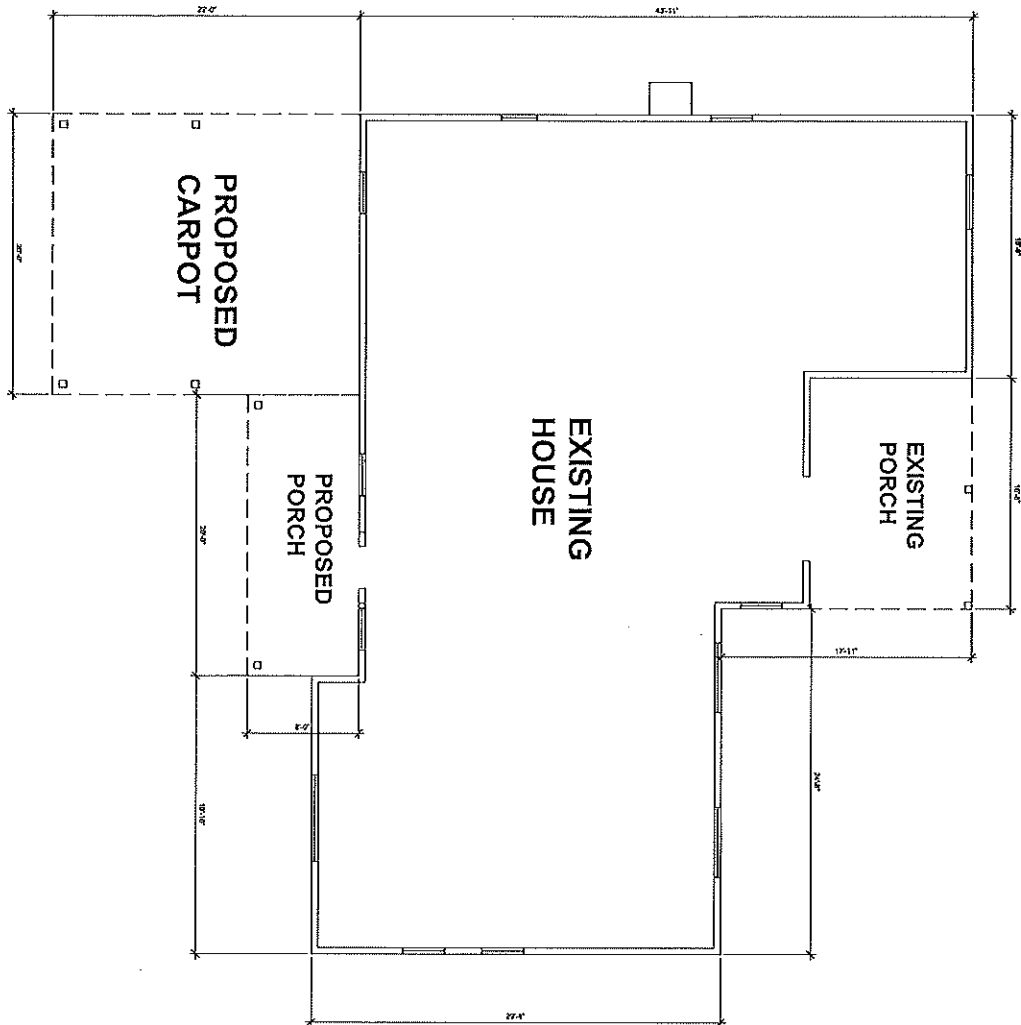
Permit Fees: _____
(updated 01-19-2022)

For Office Use Only (Circle One):

Flood Zone: A, AE

Flood Zone: B, C, X

FLOOR PLAN.



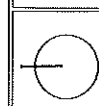
General Notes:

1. All work to be done as per 2012 I.R.C.
2. Water resist gyp, board (full height), shower, tub, and walls subject to water splash.
3. Tub and shower, if not floor glass, shall be tiled.
4. Grouting in shower, tub enclosure, & door, shall be waterproof resistant (temporal).
5. Provide access panels @ plumbing walls, especially tub walls.
6. For installation of A.H.U. use contractor's specifications.
7. All electrical work shall be done as per National Electrical Code.
8. Gas installations and appliances are to be consistent with applicable codes and manufacturer's specifications.
9. Hot water heater to be retained in mechanical room, if not to be replaced, it shall be replaced with a new one.
10. Fire box is to be installed as per 2012 I.R.C. Standard, and manufacturer's specifications are to be followed @ job site.
11. All exterior finishes shall be water resistant.
12. All interior doors shall have safety (tempered) glass.
13. All doors shall be 2' wide.
14. All doors shall be 2' wide.
15. Bathrooms and shower floors and walls above bathtub shall be waterproofed and in shower compartments shall be finished in waterproof Standard, and manufacturer's specifications are to be followed. Such wall surfaces shall extend to a height of not less than 5 feet (1525mm) above the floor.
16. All access appliances (cabinets) W/1005.1, 2012 IRC Amendments provide an unobstructed passageway, not more than 20 feet in height when measured along the centerline of the passageway from the opening to the appliance with the minimum headroom height of 20 inches and a minimum width of 20 inches. All access appliances (cabinets) W/1005.1, 2012 IRC Amendments provide an unobstructed passageway, not more than 20 feet in height when measured along the centerline of the passageway from the opening to the appliance with the minimum headroom height of 20 inches and a minimum width of 20 inches. All access appliances (cabinets) W/1005.1, 2012 IRC Amendments provide an unobstructed passageway, not more than 20 feet in height when measured along the centerline of the passageway from the opening to the appliance with the minimum headroom height of 20 inches and a minimum width of 20 inches.



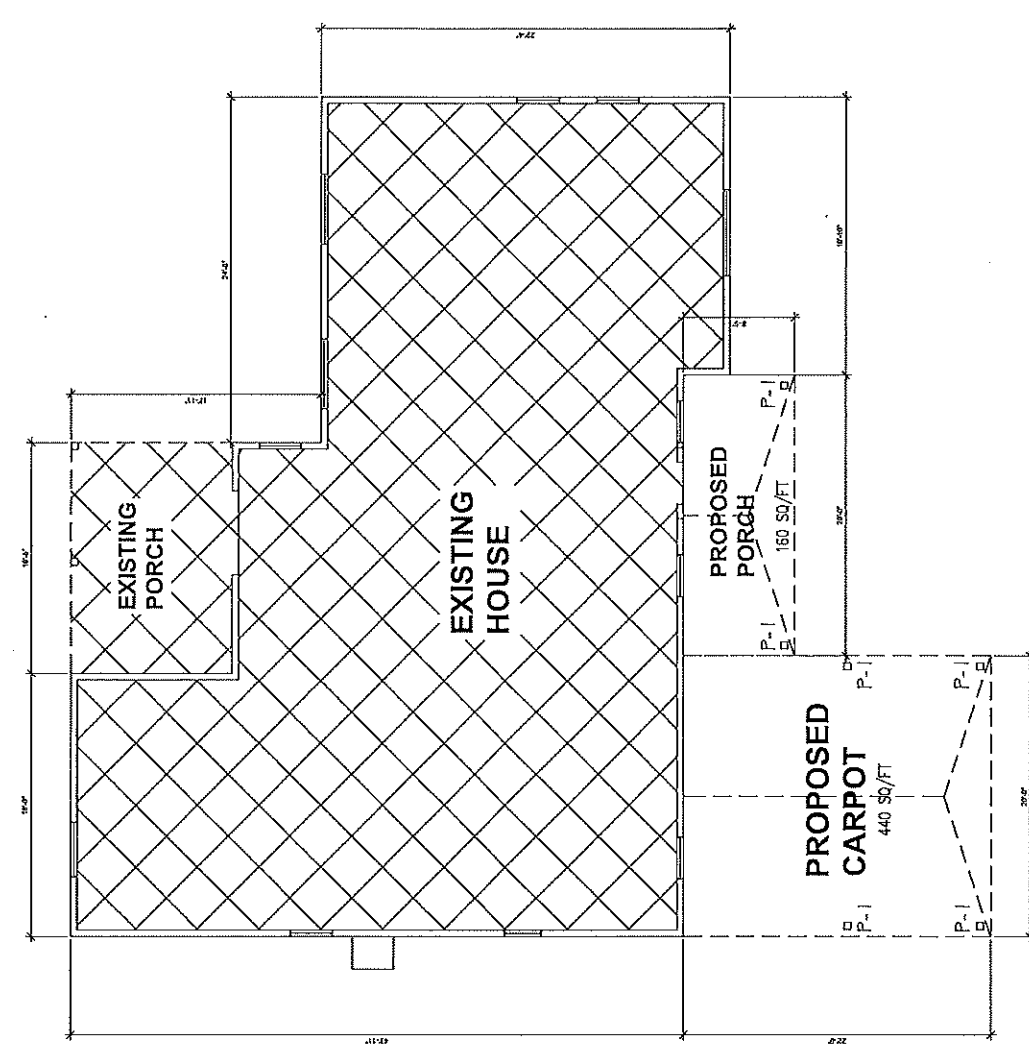
DRAFTING AND DESIGN AUGUSTO A. YEVERINO		PLANO Y PERMISOS CustomHomeDesigns		RENE MARTINEZ 904 Woods Drive LIBERTY TX 77575 (936) 776-1701	
Project Name: _____ Date: 07/29/23 Scale: 1/8" = 1'-0"		Project Name: _____ Date: 07/29/23 Scale: 1/8" = 1'-0"		Project Name: _____ Date: 07/29/23 Scale: 1/8" = 1'-0"	
Project Name: _____ Date: 07/29/23 Scale: 1/8" = 1'-0"		Project Name: _____ Date: 07/29/23 Scale: 1/8" = 1'-0"		Project Name: _____ Date: 07/29/23 Scale: 1/8" = 1'-0"	
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A01



General Notes:

1. All work to be done as per 2012 L.R.C.
2. Water resist gyp. board (full hgt.) @ shower, tub, and walls subject to water splash.
3. Tub and shower, if not floor glass, shall be filled above drain with 1" of concrete.
4. Glass doors shall be full enclosure, & door, shall be impact resistant (tempered).
5. Provide access panels @ plumbing walls, especially tub walls.
6. For installation of A.H.U. see connector.
7. All finished areas must be turned to the outside.
8. Provide C.E.T. where shown on per National Electrical Code.
9. Gas installations and appliances are to be consistent with applicable codes and manufacturer's specifications.
10. Hot water heater to be installed in mechanical room. If not shown, it is to include model print with door to the outside.
11. Fire box is to be installed as per 2012 L.R.C. Standard, and manufacturer's specifications are to be followed @ job site.
12. All exterior finishes shall be water resistant.
13. All exterior doors shall have safety dampener.
14. All partitions and enclosures can not have any passage at any point for a 4" sphere or larger.
15. Bathtubs and shower floors and walls above bathtubs with installed shower heads and in shower enclosure shall be finished with water resistant Standard, and manufacturer's specifications are to be followed.
16. All tile access appliances (showers) M1305.1.3 2012 IRC Amendments provide an unobstructed passageway not more than 20 feet in length when measured along the centerline of the passage way from the opening to the appliance with the minimum headroom height of 30 inches and a minimum width of 30 inches. Access appliance clearance M1305.1.3 2012 Amendments a level surface space at least 30 inches deep and 30 inches wide, and a minimum width of 30 inches at any point for a 4" sphere or larger.



FLOOR PLAN.

Owner: RENE MARTINEZ
Address: 904 Woods Drive
City: LIBERTY TX 77575
Phone: (936) 776-1701

Client: Custom Home Designs

PINCO - ORINI Y PERMISSOS

DRAFTING AND DESIGN

AUGUSTO A. YEVERINO

Drawn by:	ADRIAN HERNANDEZ
Checked by:	ADRIAN HERNANDEZ
Date:	07/29/22
Scale:	1/8" = 1'-0"

A01

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Council Meeting Date: April 13, 2022

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

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-related ordinances, subdivision standards and land use regulations. The UDO will also create the city's first zoning map and zoning districts.

Staff will present a draft zoning map for review and discussion.

Funding Source: n/a

Staff Recommendation: Hold the work session