The City of Liberty

Planning & Zoning Commission

Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Wednesday, August 24, 2022 | **12:15 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

A.

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				
Commission Member Janet Pavlock				

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. June 01, 2022 Planning and Zoning Minutes

IV. REGULAR AGENDA

A. Regular Session

1. Oath of Office to be administered to appointed Board Members

2. Consider approving a minor plat of the Collins Estates

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 19th day of August, 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, June 1, 2022 | **12:00 PM** | **City Council Chambers**

I. CALL TO ORDER

This meeting was called to order on June 1, 2022 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:01 p.m. by Commission Member Rick Jenner.

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.

Commission Member Rick Jenner welcomed guests and visitors in attendance, 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 Cody Abshier to approve all items on the consent agenda. The motion was seconded by Commission Member Rick Jenner. The motion passed 3 to 0 with all present members voting yes and Commission Members Jackson, Daniel & Cook being absent.

A. Minutes Approval

1. April 13, 2022

2. April 20, 2022

IV. REGULAR AGENDA

A. Regular Session

1. Consider approving a minor plat of Block 70 of the Liberty Inner Blocks.

H&H Professional Land Services, on behalf of Jose Rangel, has applied for a minor plat to split Property ID 56205 into two separate lots. Property ID 56205 is currently one 0.63 acre lot and will be divided into two 0.31 acre lots. One lot will face Missouri Street and one lot will face Bowie Street.

A motion was made by Commission Member Jenner to approve the minor plat of Block 70 of the Liberty Inner Blocks. The motion was seconded by Commission Member Lawrence. The motion passed 3 to 0 with all present members voting yes and Commission Members Jackson, Daniel and Cook being absent.

V. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, Commission Member Jenner adjourned the meeting at 12:04 p.m.

_____
Rick Jenner, Commission Member

ATTEST:

_____
April Gilliland, City Secretary

CITY OF LIBERTY

Planning & Zoning Commission
Agenda Item Form

Council Meeting Date: August 24, 2022

Agenda Wording: Oath of Office to be administered to appointed Board Members

Department: Community Development

Subject: Oath of Office

Background: Oath of Office will be administered to re-appointed Board Member Tyler Jackson and newly appointed Board Member Janet Pavlock.

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Planning & Zoning Commission
Agenda Item Form

Council Meeting Date: August 24, 2022

Agenda Wording: Consider approving a minor plat of the Collins Estates

Department: Community Development

Subject: Minor Plat

Background: Wells Land Survey, on behalf Dwayne Collins, has applied for a minor plat to subdivide two 0.5-acre lots out of an existing 72.9797-acre tract (property ID 112502). The two 0.5-acre lots will have access to McGuire Road via an access easement on a private road.

Funding Source: n/a

Staff Recommendation: Approval of the minor plat

DocuSign Envelope ID: 762481E0-6796-477D-BE17-143CF3EEE915

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) - $300.00

☐ Preliminary Plat - $100.00

☐ *Short Form Final Plat (4 or fewer lots) - $300.00

☐ *Final Plat - $300.00

PROPERTY INFORMATION

Subdivision Name: Collins Estates Minor Plat

Address/Location: McGuire Rd Liberty TX

Lot(s): 2

Block(s): 1

# of Acres: 1.0000

# of Lots: 2

# of Units: 0

APPLICANT INFORMATION

Name: Deanna Broussard

Company: Wells Land Survey

Mailing Address: 712 FM 562

City: Anahuac

State: TX

Zip: 77514

Email Address: dbroussard@wellslandsurvey.com

Phone: 409.267.3002

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: Dwayne T. Collins

Company:

Mailing Address: 4630 McGuire Rd

City: Liberty

State: TX

Zip: 77575

Email Address:

Phone:

SIGNATURE

DocuSigned by:
Dwayne T. Collins
1BF6FCC0626040F...
Owner's Signature

8/15/2022
Date

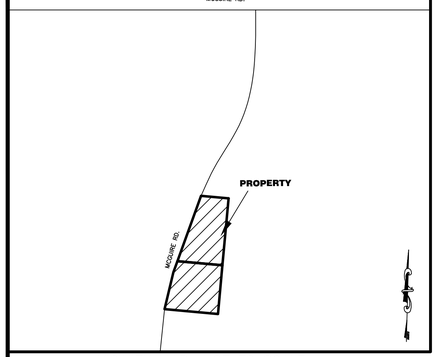
Deanna Broussard
Applicant Signature

8/15/22
Date

Updated 06-29-2022

COLLINS ESTATES MINOR PLAT

BEING A TRACT OR PARCEL CONTAINING 1.0000 ACRE (43,560 SQUARE FEET) OF LAND IN THE GEORGE ORR LEAGUE, ABSTRACT NO. 91, LIBERTY COUNTY, TEXAS, BEING OUT OF AND A PART OF A CALLED 72.9797 ACRE TRACT CONVEYED FROM ROBERT J. KALBITZ AND ANNA MARIE KALBITZ TO DWAYNE T. COLLINS, RECORDED IN CLERK'S FILE NO.2017–014353 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY



VICINITY MAP: NOT TO SCALE

I, DWAYNE T. COLLINS, OWNER OF SAID 1.0000 ACRES, BEING THE COLLINS ESTATES MINOR PLAT DO HEREBY MAKE AND ESTABLISH SAID SUBDIVISION OF SAID PROPERTY, ACCORDING TO ALL LINES, DEDICATIONS, RESTRICTIONS, AND NOTATIONS ON SAID MAP OR PLAT AND HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL EASEMENTS SHOW THEREON AND DO HEREBY BIND MYSELF, MY SUCCESSORS AND ASSIGNS TO WARRANT AND FOREVER DEFEND THE TITLE TO THE LAND SO DEDICATED.

FURTHER, I DWAYNE T. COLLINS DO HEREBY COVENANT AND AGREE THAT ALL OF THE PROPERTY WITHIN THE BOUNDARIES OF THIS PLAT AND ADJACENT TO ANY DRAINAGE EASEMENT, DITCH, GULLY, CREEK OR NATURAL DRAINAGE WAY SHALL HEREBY BE RESTRICTED TO KEEP SUCH DRAINAGE WAYS AND EASEMENTS CLEAR OF FENCES, BUILDINGS, PLANTING AND OTHER OBSTRUCTIONS TO THE OPERATIONS AND MAINTENANCE OF THE DRAINAGE FACILITY AND THAT SUCH ABUTTING PROPERTY SHALL NOT BE PERMITTED TO DRAIN DIRECTLY INTO THIS EASEMENT EXCEPT BY MEANS OF AN APPROVED DRAINAGE STRUCTURE.

FURTHER, I, DWAYNE T. COLLINS, OWNER CERTIFY AND COVENANT THAT I HAVE COMPLIED WITH OR WILL COMPLY WITH SUBSECTIONS 13.504 D AND ALL OTHER REGULATIONS HERETOFORE ON FILE WITH THE LIBERTY COUNTY ENGINEER AND ADOPTED BY THE COMMISSIONERS' COURT OF LIBERTY COUNTY.

IN TESTIMONY WHEREOF, I, DWAYNE T. COLLINS, BEING THE OWNER OF SAID PROPERTY, HAVE CAUSED THESE PRESENTS TO BE SIGNED BY ME THIS _____ DAY OF _____, 20___.

_____
DWAYNE T. COLLINS, OWNER

STATE OF TEXAS
COUNTY OF CHAMBERS

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED DWAYNE T. COLLINS, OWNER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20___.

_____
NOTARY PUBLIC FOR THE STATE OF TEXAS

I, CHRIS JARMON, ASSISTANT CITY MANAGER OF THE CITY OF LIBERTY, CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THIS CITY WHEREIN MY APPROVAL IS REQUIRED.

_____
CHRIS JARMON, ASSISTANT CITY MANAGER

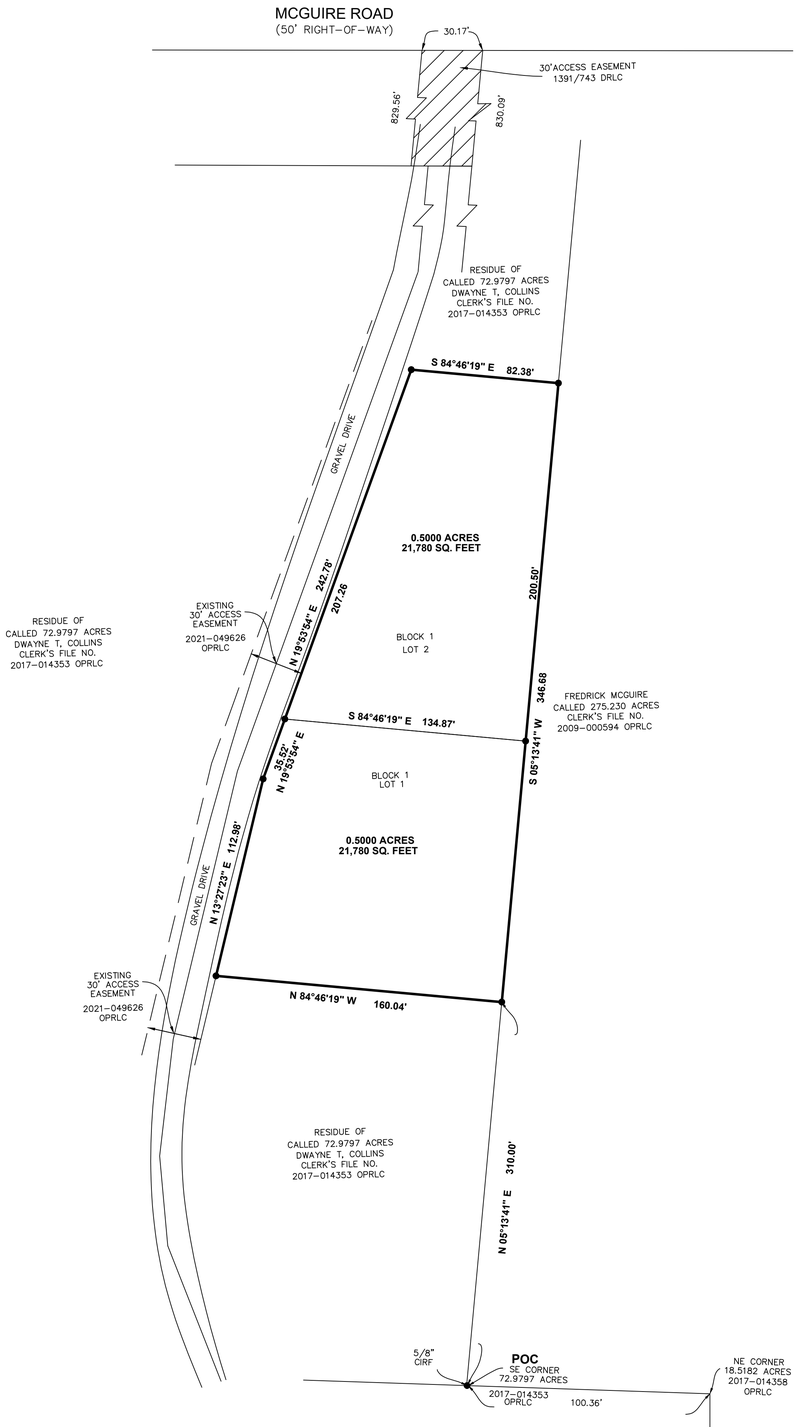
STATE OF TEXAS
COUNTY OF LIBERTY

I, LEE H. CHAMBERS, COUNTY CLERK OF LIBERTY COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR REGISTRATION IN MY OFFICE ON THIS _____ DAY OF _____, A.D. 20___, AND DULY RECORDED ON _____ _____2022, A.D. AT _____ A.M. IN THE PLAT RECORDS OF LIBERTY COUNTY, TEXAS UNDER INSTRUMENT NO. _____.

WITNESS MY HAND AND SEAL OF OFFICE, THIS _____ DAY OF _____, 20___.

_____
LEE H. CHAMBERS
COUNTY CLERK, LIBERTY COUNTY, TEXAS

COUNTY CLERK OF LIBERTY COUNTY, TEXAS



SCALE: 1"= 40'

0 20 40 20 0

LEGAL DESCRIPTION 1.0000 ACRES
GEORGE ORR LEAGUE, ABSTRACT NO. 91
LIBERTY COUNTY, TEXAS

BEING A TRACT OR PARCEL CONTAINING 1.0000 ACRE (43,560 SQUARE FEET) OF LAND IN THE GEORGE ORR LEAGUE, ABSTRACT NO. 91, LIBERTY COUNTY, TEXAS, BEING OUT OF AND A PART OF A CALLED 72.9797 ACRE TRACT CONVEYED FROM ROBERT J. KALBITZ AND ANNA MARIE KALBITZ TO DWAYNE T. COLLINS, RECORDED IN CLERK'S FILE NO.2017–014353 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY, SAID 1.0000 ACRE BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS. THE BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD 83;

COMMENCING AT A 5/8 INCH CAPPED IRON ROD FOUND IN THE NORTH LINE OF THE DWAYNE T. COLLINS AND LAWANNA K. COLLINS CALLED 18.5182 ACRE TRACT DESCRIBED IN CLERK'S FILE NO. 2017–014358 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY, THE SOUTHEAST CORNER OF SAID CALLED 72.9797 ACRE TRACT, AND THE SOUTHWEST CORNER OF THE FREDRICK MCGUIRE CALLED 275.230 ACRE TRACT DESCRIBED IN CLERK'S FILE NO. 2009–000594 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY;

THENCE NORTH 05 DEGREES 13 MINUTES 41 SECONDS EAST, ALONG THE EAST LINE OF SAID CALLED 72.9797 ACRE TRACT, WITH THE WEST LINE OF SAID FREDRICK MCGUIRE CALLED 275.230 ACRE TRACT, A DISTANCE OF 310.00 FEET TO A 5/8 INCH CAPPED IRON ROD SET FOR THE SOUTHEAST CORNER AND POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 84 DEGREES 46 MINUTES 19 SECONDS WEST, ACROSS SAID CALLED 72.9797 ACRE TRACT, A DISTANCE OF 160.04 FEET TO A 5/8 INCH CAPPED IRON ROD SET IN THE EAST LINE OF A 30 FOOT ACCESS EASEMENT RECORDED IN CLERK'S FILE NO. 2021–049626 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY, AND BEING THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 13 DEGREES 27 MINUTES 23 SECONDS EAST, ACROSS SAID CALLED 72.9797 ACRE TRACT, AND WITH THE EAST LINE OF SAID 30 FOOT ACCESS EASEMENT, A DISTANCE OF 112.98 FEET TO A 5/8 INCH CAPPED IRON ROD SET FOR AN ANGLE POINT IN THE WEST LINE OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 19 DEGREES 53 MINUTES 54 SECONDS EAST, ACROSS SAID CALLED 72.9797 ACRE TRACT, AND WITH THE EAST LINE OF SAID 30 FOOT ACCESS EASEMENT, A DISTANCE OF 242.78 FEET TO A 5/8 INCH CAPPED IRON ROD SET FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 84 DEGREES 46 MINUTES 19 SECONDS EAST, ACROSS SAID CALLED 72.9797 ACRE TRACT, A DISTANCE OF 82.38 FEET TO A 5/8 INCH CAPPED IRON ROD SET IN THE EAST LINE OF SAID CALLED 72.9797 ACRE TRACT, IN THE WEST LINE OF SAID FREDRICK MCGUIRE CALLED 275.230 ACRE TRACT, AND BEING THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 05 DEGREES 13 MINUTES 41 SECONDS WEST, ALONG THE EAST LINE OF SAID CALLED 72.9797 ACRE TRACT, WITH THE WEST LINE OF SAID FREDRICK MCGUIRE CALLED 275.230 ACRE TRACT, A DISTANCE OF 346.68 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.0000 ACRE OF LAND, MORE OR LESS.

LEGEND:

CIRS – CAPPED IRON ROD SET
F.I.R.M. – FLOOD INSURANCE RATE MAP
OPRLC – OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY
POB – POINT OF BEGINNING
POC – POINT OF COMMENCING
DRLC – DEED RECORDS LIBERTY COUNTY
● – 5/8 INCH CAPPED IRON ROD SET

NOTES:
1. THE BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD 83, AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING COMBINED SCALE OF 1.00011437082020.
2. THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF A TITLE REPORT, CERTAIN EASEMENTS AND/OR BUILDING LINES MAY HAVE BEEN GRANTED WHICH ARE NOT REFLECTED HEREON. THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
3. THE PURPOSE OF THIS FACILITY SHALL NOT HINDER THE SURFACE FLOW FROM ADJACENT LAND, NOR CAUSE FLOODING TO ADJACENT PROPERTY.
4. ALL CORNERS MARKED WITH 5/8 INCH IRON RODS UNLESS OTHERWISE NOTED.

PROPERTY LIES WITHIN FLOOD ZONE "X", ACCORDING TO F.I.R.M. NO. 48291C0475D DATED JAN. 19, 2018, BY GRAPHIC PLOTTING ONLY. WELLS LAND SURVEY DOES NOT ASSUME RESPONSIBILITY FOR EXACT DETERMINATION. BEFORE ANY DEVELOPMENT PLANNING, DESIGN, OR CONSTRUCTION IS STARTED, THE COMMUNITY, CITY, AND COUNTY IN WHICH SUBJECT TRACT EXISTS SHOULD BE CONTACTED. SAID ENTITIES MAY IMPOSE GREATER FLOOD PLAIN AND FLOODWAY RESTRICTIONS THAN SHOWN BY THE F.I.R.M. THAT MAY AFFECT DEVELOPMENT.

SURVEYOR'S CERTIFICATION

I, TIM WELLS WHITE, AM REGISTERED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THE ABOVE SUBDIVISION IS TRUE AND ACCURATE; WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND; THAT, EXCEPT AS SHOWN ALL BOUNDARY CORNERS, ANGLE POINTS, POINTS OF CURVATURE AND OTHER POINTS OF REFERENCE HAVE BEEN MARKED WITH IRON (OR OTHER OBJECTS OF A PERMANENT NATURE) PIPES OR RODS HAVING AN OUTSIDE DIAMETER OF NOT LESS THAN FIVE EIGHTHS (5/8) INCH AND A LENGTH OF NOT LESS THAN THREE (3) FEET; AND THAT THE PLAT BOUNDARY CORNERS HAVE BEEN TIED TO THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE.

- **THIS SURVEY IS CERTIFIED FOR THIS TRANSACTION ONLY.**

Tim Wells White, Registered Professional Land Surveyor No. 5742

COLLINS ESTATES MINOR PLAT

BEING A TRACT OR PARCEL CONTAINING 1.0000 ACRE (43,560 SQUARE FEET) OF LAND IN THE GEORGE ORR LEAGUE, ABSTRACT NO. 91, LIBERTY COUNTY, TEXAS, BEING OUT OF AND A PART OF A CALLED 72.9797 ACRE TRACT CONVEYED FROM ROBERT J. KALBITZ AND ANNA MARIE KALBITZ TO DWAYNE T. COLLINS, RECORDED IN CLERK'S FILE NO.2017–014353 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY

ADDRESS: 4630 MCGUIRE ROAD LIBERTY, TX 77575

PLATTED FOR: DWAYNE T. COLLINS

TBPLS LICENSE # 10193909
712 F.M. 562
ANAHUAC, TX 77514
(409) 267–3002
www.wellslandsurvey.com

JOB NO: 579–22	*DATE: 06–30–22*
DRAWN BY: AL	*SCALE: 1"= 40'*