



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, January 31, 2024

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 Emily Cook				
Commission Member Lindsay Lawrence				
Commission Member Barry Jones				
Commission Member Lauren Lozano				

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. July 12, 2023

IV. REGULAR AGENDA

A. Regular Session

1. Consider a variance request from ETEC Realty to allow more than one dwelling unit per lot in the McManus Manufactured Home Park.
2. Consider amending the Code of Ordinances by adding section 3.01.009 to require a primary structure to be built before an accessory structure can be built.

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 26th day of January, 2024 by 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
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Meeting

~ Minutes ~

April Gilliland
City Secretary
936-336-3684

Wednesday, July 12, 2023

12:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on July 12, 2023 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:09 p.m. by Commission Member Emily Cook.

Attendee Name	Present	Absent	Late	Arrived
President Tyler Jackson		X		
Commission Member Emily Cook	X			
Commission Member Lindsay Lawrence	X			
Commission Member Janet Pavlock		X		
Commission Member Barry Jones	X			
Commission Member Lauren Lozano	X			

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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Commission Member Cook 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 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 Lawrence to approve all items on the consent agenda. The motion was seconded by Commission Member Cook. The motion passed 4 to 0.

A. Minutes Approval

1. May 24, 2023

IV. REGULAR AGENDA

A. Regular Session

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

The Oath of Office was given to newly appointed members Barry Jones and Lauren Lozano before the meeting started to meet the quorum requirement to have a meeting.

2. Consider approving the Richardson Minor Plat.

Wells Land Survey, on behalf of Darlene Wickliff, has applied to replat two lots out of an existing 8-acre tract (LCAD Property ID 203801). Each lot will be 1-acre in size and both lots will have road access via Private Road 164A.

A motion was made by Commission Member Lawrence to approve the Richardson Minor Plat. The motion was seconded by Commission Member Lozano. The motion passed 4 to 0.

B. Work Session

1. Review and discuss the status of 116 McManus.

Mr. Brant Phillips, with Invest Home Pro, presented to the planning and zoning commission his redevelopment plans for the Herndon Manufactured Home Park at 116 McManus Street. Mr. Phillips showed pictures of the current Manufactured Home Park and then his plans to improve the area. Mr. Phillips is trying to get direction from the Planning and Zoning Commission on what might be approved other than a Manufactured Home Park. Options given were; Tiny Homes, Modular Homes or stick-built homes. After a brief discussion with the board members and answering questions, Mr. Phillips concluded his presentation.

V. ADJOURNMENT**A. Motion To: Adjourn**

With no further business to discuss, Commission Member Cook adjourned the meeting at 12:39 p.m.

Commission Member, Emily Cook

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Meeting Date: January 31, 2024

Agenda Wording: Consider a variance request from ETEC Realty to allow more than one dwelling unit per lot in the McManus Manufactured Home Park.

Department: Community Development

Subject: McManus Manufactured Home Park (116 McManus)

Background: The McManus Manufactured Home Park was recently purchased by ETEC Realty. The park is limited to 16 spaces, of which no more than six can be manufactured homes. The owner intends to use a one-time change out to replace the six manufactured homes and install tiny homes (416 sf) on the remaining 10 spaces.

Due to their small size, ETEC Realty is requesting approval to install two tiny homes per space. The proposed property layout is attached for your review.

The Planning Commission has previously denied a request to allow more than six manufactured homes on the property.

Funding Source: n/a

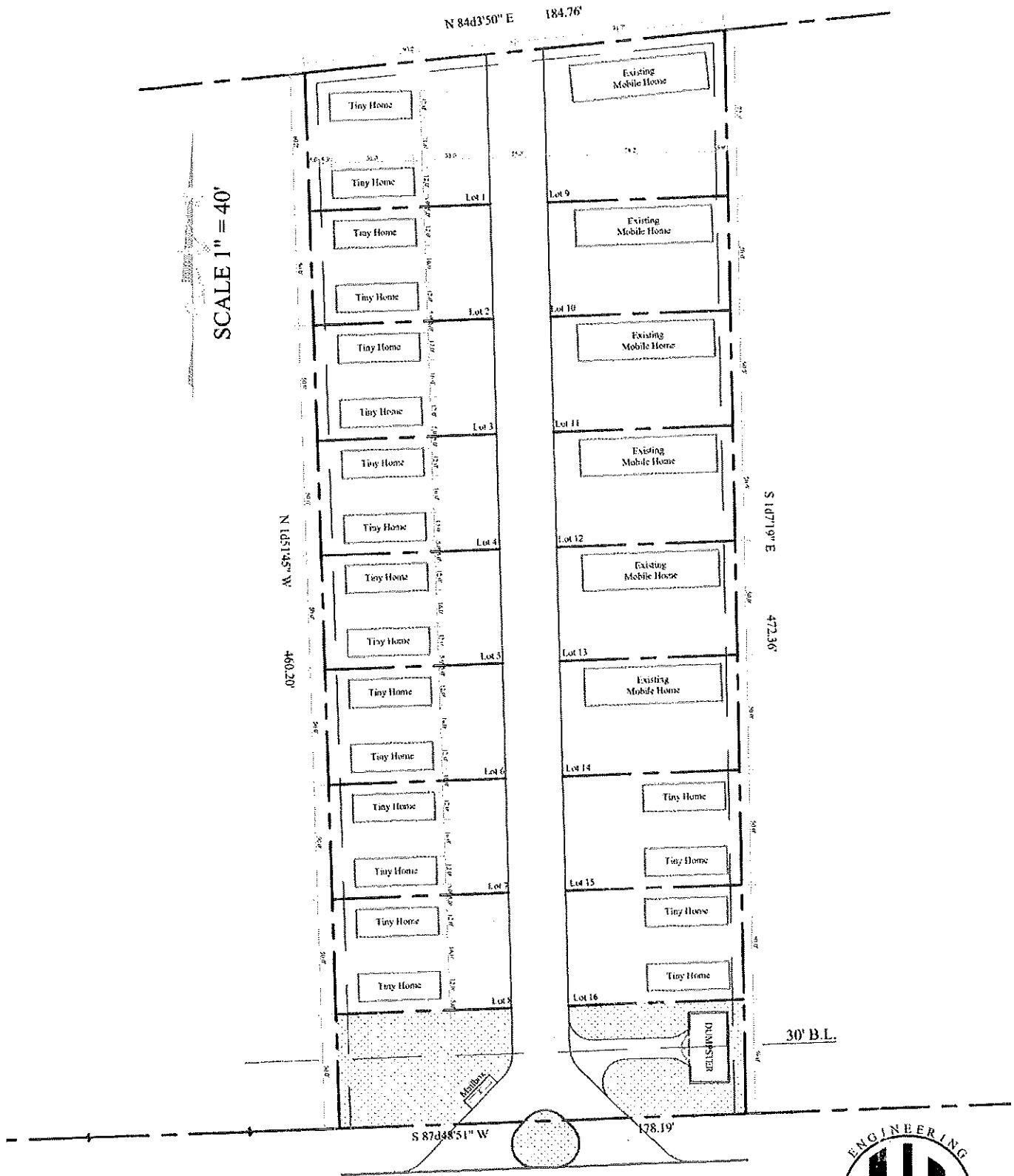
Staff Recommendation: n/a

Proposal to place additional tiny homes at
116 McManus Road Liberty TX 77575

This property previously had 16 mobile home sites, no changes are being made however the leftover 10 now limited to tiny homes are sized and have utilities for full sized mobile homes. The tiny homes will be less than half the size of the previously placed mobile homes. In an effort to utilize the space efficiently we are requesting the City of Liberty to allow for the placement of 2 tiny homes per lot as shown in the attached site plan. Thank you for your time and consideration on this matter.

ETEC Realty
936-641-4008
Email: nmzwork@gmail.com

Proposed Layout



PLANS & PERMITS
PHONE: 812-520-4003

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Meeting Date: January 31, 2024

Agenda Wording: Consider amending the Code of Ordinances by adding section 3.01.009 to require a primary structure to be built before an accessory structure can be built.

Department: Community Development

Subject: Accessory Buildings

Background: On April 12, 2023, the Planning Commission held a work session to review accessory building requirements. Currently, the city allows accessory buildings to be constructed on vacant lots as stand-alone structures. Staff is recommending an amendment to the code of ordinances to require a primary structure to be built before an accessory structure can be built.

Funding Source: n/a

Staff Recommendation: Approval of the amendment

3.01.009. Accessory Structure Standards

(a) No accessory building shall be permitted in the absence of a main building.