



# The City of Liberty Planning & Zoning Commission

1829 Sam Houston  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

## Meeting ~ Agenda ~

April Gilliland  
City Secretary  
936-336-3684

Wednesday, December 11, 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 Barry Jones				
Commission Member David Reidland				
Commission Member Carson Leonard				
Commission Member Linda Spacek				
Commission Member Lauryn Lozano				
Commission Member Emily Cook				

### II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the Planning and Zoning Commission regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Commission may not deliberate or take any action during public comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The Planning and Zoning Commissions 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

- November 13, 2024

### IV. REGULAR AGENDA

#### A. Regular Session

1. Consider approving a request to increase the number of units at the Sandune Manufactured Home Park from 16 to 19.

**V. ADJOURNMENT**

**A. Motion To: Adjourn**

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*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 6th day of December 2024 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](http://www.cityofliberty.org)

## Meeting ~ Minutes ~

April Gilliland  
City Secretary  
936-336-3684

Wednesday, November 13, 2024

12:00 PM

City Council Chambers

### I. CALL TO ORDER

This meeting was called to order on November 13, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:02 p.m. by President Tyler Jackson.

#### A.

Attendee Name	Present	Absent	Late	Arrived
President Tyler Jackson	X			
Commission Member Barry Jones		X		
Commission Member David Reidland	X			
Commission Member Carson Leonard	X			
Commission Member Linda Spacek	X			
Commission Member Lauryn Lozano		X		
Commission Member Emily Cook		X		

### II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the Planning and Zoning Commission regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Commission may not deliberate or take any action during public comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The Planning and Zoning Commissions 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 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 Reidland to approve all items on the consent agenda. The motion was seconded by Commission Member Spacek. The motion passed 4 to 0.

#### A. Minutes Approval

1. August 14, 2024

**IV. REGULAR AGENDA**

**A. Regular Session**

1. City Attorney Brandon Davis will provide an overview of the roles and responsibilities of Planning Commission members.

City Attorney Brandon Davis provided the planning and zoning members with a packet that described the roles and responsibilities of the Planning and Zoning Commission. Mr. Davis went over the following topics:

Zoning Definition  
Texas Local Government Code Section 211.001  
Zoning Regulations  
Liberty Zoning - Manufactured Home and Recreational Vehicle Zones  
City of Liberty Charter  
City of Liberty Code of Ordinances  
Platting Authority

**V. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, President Jackson adjourned the meeting at 12:59 p.m.

\_\_\_\_\_  
Tyler Jackson, President

ATTEST:

\_\_\_\_\_  
April Gilliland, City Secretary

# CITY OF LIBERTY

## Planning & Zoning Commission Agenda Item Form

**Meeting Date:** December 11, 2024

**Agenda Wording:** Consider approving a request to increase the number of units at the Sandune Manufactured Home Park from 16 to 19.

**Department:** Community Development

**Subject:** 4505 Sandune

**Background:** Mr. Zolfaghari recently purchased the manufactured home park located at 4505 Sandune. The park currently has 16 units and Mr. Zolfaghari would like to add 3 additional units to the park, bringing the total number of units to 19. The size of the park, in terms of acreage, would not be increasing.

This is an existing manufactured home park which Mr. Zolfaghari is allowed to operate under section 211.018 of the Local Government Code.

**Funding Source:** n/a

**Staff Recommendation:** n/a



(b) For purposes of this section, a completed application is filed if the application includes all documents and other information designated as required by the governmental entity in a written notice to the applicant.

(c) This section does not prohibit a municipality from imposing:

(1) a regulation relating to the location of sexually oriented businesses, as that term is defined by Section [243.002](#);

(2) a municipal ordinance, regulation, or other requirement affecting colonias, as that term is defined by Section [2306.581](#), Government Code;

(3) a regulation relating to preventing imminent destruction of property or injury to persons;

(4) a regulation relating to public nuisances;

(5) a regulation relating to flood control;

(6) a regulation relating to the storage and use of hazardous substances;

(7) a regulation relating to the sale and use of fireworks; or

(8) a regulation relating to the discharge of firearms.

(d) A municipal ordinance or rule in conflict with this section is void.

Added by Acts 2003, 78th Leg., ch. 279, Sec. 1, eff. Sept. 1, 2003.

Renumbered from Local Government Code, Section [211.016](#) by Acts 2005, 79th Leg., Ch. 728 (H.B. [2018](#)), Sec. 23.001(66), eff. September 1, 2005.

**Sec. 211.018. CONTINUATION OF LAND USE REGARDING MANUFACTURED HOME COMMUNITIES.**

(a) In this section, "manufactured home," "manufactured home community," and "manufactured home lot" have the meanings assigned by Section [94.001](#), Property Code.

(b) The governing body of a municipality may not require a change in the nonconforming use of any manufactured home lot within the boundaries of a manufactured home community if:

(1) the nonconforming use of the land constituting the

manufactured home community is authorized by law; and

(2) at least 50 percent of the manufactured home lots in the manufactured home community are physically occupied by a manufactured home used as a residence.

(c) For purposes of Subsection (b), requiring a change in the nonconforming use includes:

(1) requiring the number of manufactured home lots designated as a nonconforming use to be decreased; and

(2) declaring that the nonconforming use of the manufactured home lots has been abandoned based on a period of continuous abandonment of use as a manufactured home lot of any lot for less than 12 months.

(d) A manufactured home owner may install a new or used manufactured home, regardless of the size, or any appurtenance on a manufactured home lot located in a manufactured home community for which a nonconforming use is authorized by law, provided that the manufactured home or appurtenance and the installation of the manufactured home or appurtenance comply with:

(1) nonconforming land use standards, including standards relating to separation and setback distances and lot size, applicable on the date the nonconforming use of the land constituting the manufactured home community was authorized by law; and

(2) all applicable state and federal law and standards in effect on the date of the installation of the manufactured home or appurtenance.

(e) A municipality that prohibits the construction of new single-family residences or the construction of additions to existing single-family residences on a site located in a designated floodplain may, notwithstanding Subsection (b), (c), or (d), prohibit the installation of a manufactured home in a manufactured home community on a manufactured home lot that is located in an equivalently designated floodplain.

Added by Acts 2017, 85th Leg., R.S., Ch. 741 (S.B. [1248](#)), Sec. 1, eff. September 1, 2017.

Sec. 211.019. NONCONFORMING LAND USE. (a) In this