



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, June 4, 2025

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

Table with 5 columns: Attendee Name, Present, Absent, Late, Arrived. Rows include President Tyler Jackson and Commission Members Barry Jones, David Reidland, Carson Leonard, Linda Spacek, Lauryn Lozano, and 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.

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. May 7, 2025

IV. REGULAR AGENDA

A. Regular Session

1. Consider approving a variance and a request to increase the number of units at the Sandune Manufactured Home Park from 19 to 25.
2. Consider approving two variances to the RV ordinance for the property located at 1415 Holly.

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 30th day of May 2025 by 5:00 p.m. This notice will remain 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

Meeting ~ Minutes ~

April Gilliland
City Secretary
936-336-3684

Wednesday, May 7, 2025

12:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on May 7, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:00 p.m. by President Tyler Jackson.

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	12:18 PM

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. April 30, 2025

IV. REGULAR AGENDA

A. Regular Session

1. Consider approving a variance to the setback requirements for the property located at 425 Texas.

Carl Pickett, on behalf of Gary Nance, has applied for a variance to the city's setback requirements in order to build a 1,750 square foot warehouse on his commercial property.

Mr. Nance is proposing to build a 35 x 50 (1,750 sf) warehouse on his property to accommodate additional storage capacity for his business. The city's setback requirements for accessory buildings require a minimum of 3 feet from the property line. Mr. Nance is proposing to build his warehouse on the property line on the Cos side of the street.

A motion was made by Commission Member Reidland to approve the variance request to the setback requirements for the property located at 425 Texas. The motion was seconded by Commission Member Leonard. The motion passed 4 to 0.

2. Consider approving a request to increase the number of units at the N Main Manufactured Home Park from 28 to 32.

Mr. Zolfaghari recently purchased the manufactured home park located at 1904 N Main. The park currently has 28 units and Mr. Zolfaghari would like to add 4 additional units to the park, bringing the total number of units to 32. 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.

A similar request was made and approved by the Planning Commission on 12-11-24 for 4505 Sandune.

A motion was made by Commission Member Spacek to deny the variance request to increase the number of units at the N Main Manufactured Home Park from 28 to 32. The motion was seconded by Commission Member Reidland. The motion passed 5 to 0.

3. Consider approving a variance and a request to increase the number of units at the Sandune Manufactured Home Park from 19 to 26.

Mr. Zolfaghari recently purchased the manufactured home park located at 4505 Sandune. The park currently has 19 units, and Mr. Zolfaghari would like to add 7 additional units to the park, bringing the total number of units to 26. The backside of the property is roughly 1 acre and is currently undeveloped. Mr. Zolfaghari would like to put the additional 7 units on the back acre. As part of the expansion, Mr. Zolfaghari would add a 4,400 square foot recreational area to the park, which he would maintain.

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

To comply with the city's existing code, Mr. Zolfaghari would need two variances:

1. 3.08.040(a) – Requires 5,000 square-foot lots; Proposed lots would be 4,343 square feet.
2. 3.08.047 – Requires natural gas to be installed; the park does not currently have natural gas.

If approved, Mr. Zolfaghari would be required to extend water, sewer, electricity and the road at

his cost. All units in this park are individually metered.

On December 11, 2024, the Planning Commission approved a request from Mr. Zolfaghari to increase the number of units from 16 to 19.

A motion was made by Commission Member Cook to table this variance request to increase the number of units at the Sandune Manufactured Home Park from 19 to 26 with Mr. Zolfaghari bringing back the plan with 5,000 square-foot lots. The motion was seconded by Commission Member Spacek. The motion passed 5 to 0.

V. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Jackson adjourned the meeting at 12:41 p.m.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Meeting Date: June 4, 2025

Agenda Wording: Consider approving a variance and a request to increase the number of units at the Sandune Manufactured Home Park from 19 to 25.

Department: Community Development

Subject: 4505 Sandune

Background:

Funding Source: Mr. Zolfaghari recently purchased the manufactured home park located at 4505 Sandune. The park currently has 19 units and Mr. Zolfaghari would like to add 6 additional units to the park, bringing the total number of units to 25. The backside of the property is roughly 1 acre and is currently undeveloped. Mr. Zolfaghari would like to put the additional 6 units on the back acre. As part of the expansion, Mr. Zolfaghari would add a recreational area to the park, which he would maintain.

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

To comply with the city's existing code, Mr. Zolfaghari would need one variance:

1. 3.08.047 – Requires natural gas to be installed; Park does not currently have natural gas.

If approved, Mr. Zolfaghari would be required to extend water, sewer, electric and the road at his cost. All units in this park are individually metered.

On December 11, 2024, the Planning Commission approved a request from Mr. Zolfaghari to increase the number of units from 16 to 19.

The second expansion request was heard at the May 7, 2025 Planning Commission meeting. Based on feedback from that meeting, Mr. Zolfaghari has reduced the number of additional lots from 7 to 6 and increase the size of the lots from 4,343 sf to 5,037 sf.

Staff Recommendation: Approval of the request subject to the following condition: The entry road will be paved.

Chris Jarmon

From: john zolfaghari [REDACTED]
Sent: Friday, May 16, 2025 12:25 PM
To: Chris Jarmon
Subject: Re: Planning Commission
Attachments: 4505 Sandune Rd Liberty TX 77575 Rev6 (1).pdf

Sandune Holdings LLC
2801 N Main St
Liberty, TX 77575
805-889-3016

Date: May 16, 2025

To:
Planning & Zoning Department
City of Liberty
1829 Sam Houston St.
Liberty, TX 77575

RE: Request for Determination on Expansion of Grandfathered Manufactured Home Park — 4505 Sandune Rd, Liberty, TX 77575

Dear Planning Department,

I am the owner/operator of the manufactured home community located at 4505 Sandune Rd, Liberty, TX 77575. This park has operated lawfully for many years and is recognized as a legal nonconforming use under current zoning regulations.

We are submitting this formal request for clarification and approval to expand the number of home sites within the same legally platted parcel. The additional land we intend to utilize:

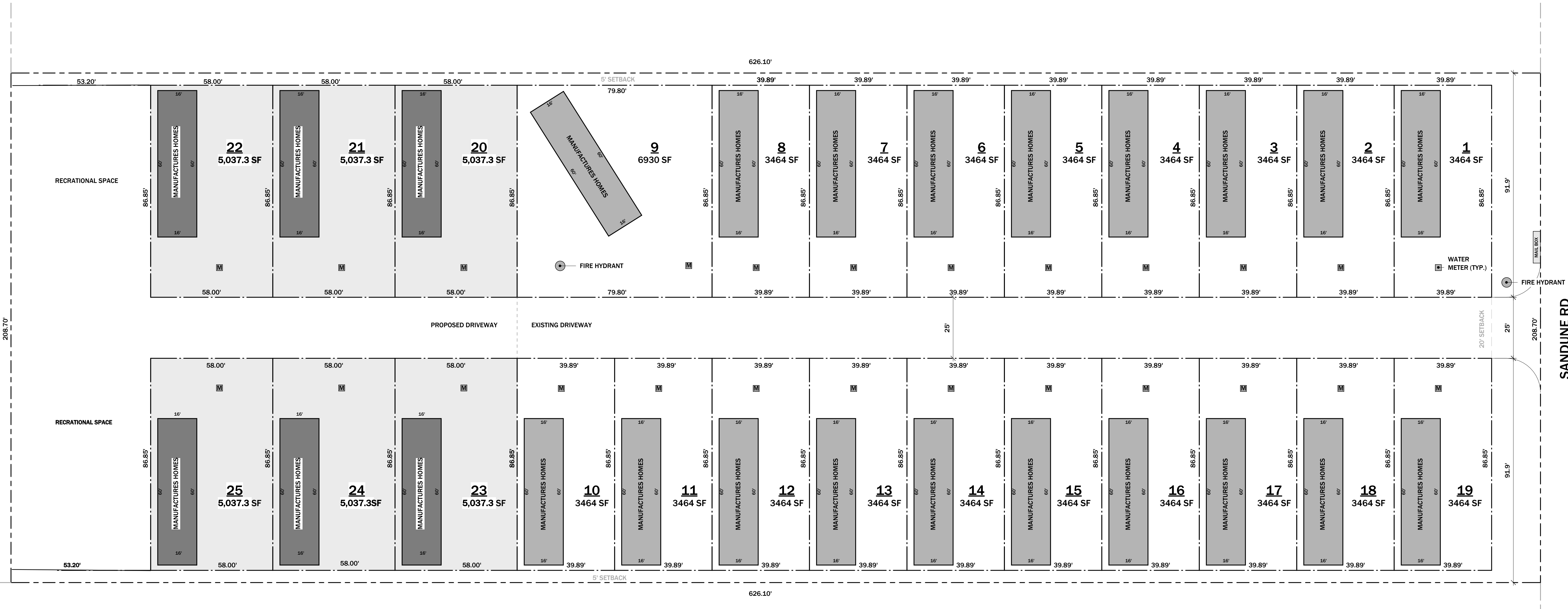
- Is located within the same property boundaries and legal description as the existing park;
- Has not been subdivided or separated in use;
- Was historically part of the open space or buffer within the community; and
- Has infrastructure capacity to support additional homes.

Key Points Supporting the Request:

- Same Parcel – under unified ownership, title, and parcel ID.
- No Change in Use – consistent with the park's historical operation.
- Preservation of Nonconforming Rights – per Texas LGC § 211.006 and Occupations Code § 1201.008.
- Affordable Housing Benefit – adds affordable housing stock for Liberty residents.

We respectfully request the City's determination as to whether our proposed expansion is permitted under our legal nonconforming status. If the City disagrees, we ask for a written explanation citing the relevant ordinances. We are also prepared to discuss zoning relief or alternative paths.

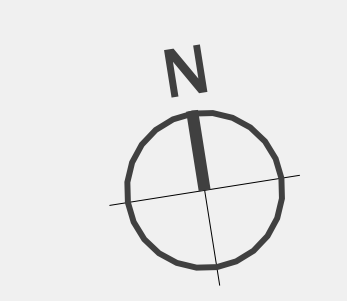
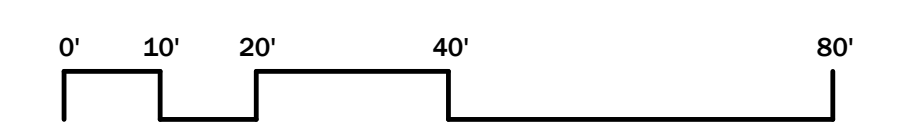
Please confirm receipt and advise of any documentation needed to proceed. A proposed site plan is attached for your review.



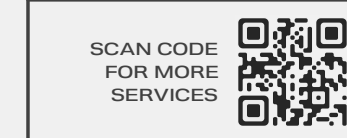
1 SITE PLAN
SCALE: 1" = 20'-0"

JURISDICTION CITY OF LIBERTY
 PARCEL NUMBER 000091000313000
 ZONING R
 OWNER SANDUNE HOLDINGS LLC

LOT AREA 130,680 SF (3.05 AC)
 BUILDING FOOTPRINT 25,920 SF
 LOT COVERAGE 19.83%



REVISION DATE



PROJECT:
 4505 SANDUNE
 RD, LIBERTY, TX
 77575

SITE PLAN

SCALE: 1" = 20'-0"

C-1

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Meeting Date: June 4, 2025

Agenda Wording: Consider approving two variances to the RV ordinance for the property located at 1415 Holly.

Department: Community Development

Subject: 1415 Holly

Background: The city's current RV Ordinance allows electric to be connected to an RV as long as the electric is coming from a structure or an accessory structure (3.08.128). Ms. Wiggins has installed a temporary pole (t-pole) and would like to use that to connect her RV to electric. Ms. Wiggins' home was damaged by fire in January of this year.

The city's RV Ordinance also prohibits occupancy of an RV unless the RV is in an approved RV Park or unless the occupancy is a result of a natural disaster (3.08.127). Due to the fire damage of her home, Ms. Wiggins is requesting temporary occupancy (not to exceed 1-year) while her home undergoes renovation and repair.

Funding Source: n/a

Staff Recommendation: n/a