



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, October 8, 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

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

- June 4, 2025

IV. REGULAR AGENDA

A. Regular Session

- Consider approving a variance request for the property at 2802 Beaumont Ave.

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 1st day of October 2025. This notice will remain posted continuously for at least three (3) business days preceding the scheduled day 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, June 4, 2025

12:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on June 4, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:00 p.m. by President Tyler Jackson.

A.

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

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 Leonard 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. 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.

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 an 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; the 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 increased the size of the lots from 4,343 sf to 5,037 sf.

A motion was made by Commission Member Leonard to approve the variance request for expanding Sandune Manufactured Home Park from 19 to 25 with the park road being paved before new homes are moved in. The motion was seconded by President Jackson. The motion failed by a 2 to 2 vote.

- 2. Consider approving two variances to the RV ordinance for the property located at 1415 Holly.

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 to her home, Ms. Wiggins is requesting temporary occupancy (not to exceed 1-year) while her home undergoes renovation and repair.

A motion was made by Commission Member Cook to approve the variances to the RV Ordinance for the property located at 1415 Holly. The motion was seconded by Commission Member Leonard. The motion passed 4 to 0.

V. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Jackson adjourned the meeting at 12:16 p.m.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Meeting Date: October 8, 2025

Agenda Wording: Consider approving a variance request for the property at 2802 Beaumont Ave.

Department: Community Development

Subject: 2802 Beaumont

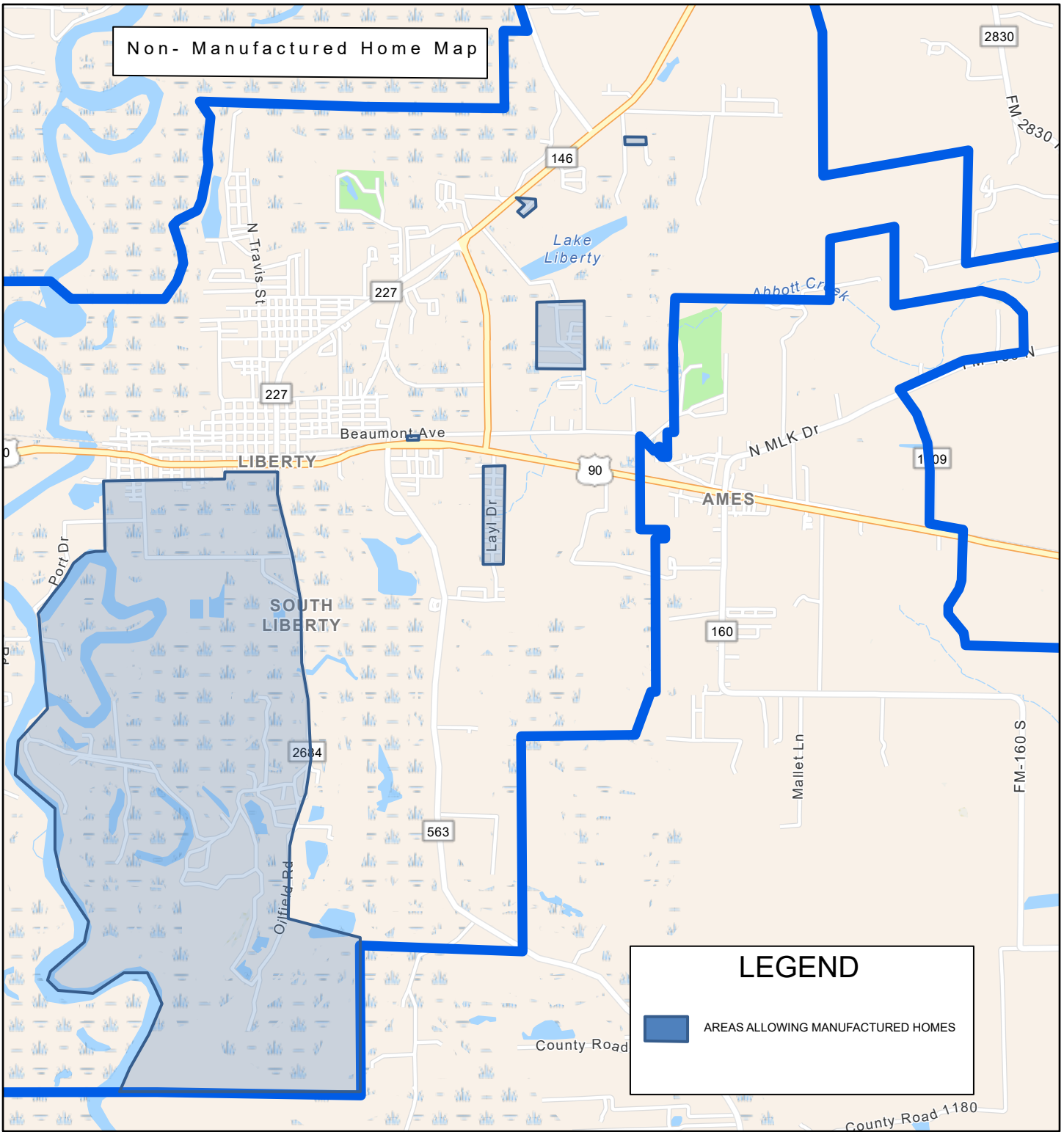
Background: Per the City's Code of Ordinance Section 3.08.032(b), the placement of HUD-code manufactured homes shall only be allowed after January 28, 2020, in the areas denoted by the map attached. Any new or replacement HUD-code manufactured home located in the non-restricted area of the city must be no more than ten (10) model years of age older than the current model year, must be at least as large in living space as the prior manufactured home (if replacing an old manufactured home), and must satisfy the HUD-code requirements.

Ms. Julie Jolley is requesting a variance for the property located at 2802 Beaumont, which is just outside the area allowed for manufactured homes. Her variance application is attached for review.

Funding Source: n/a

Staff Recommendation:

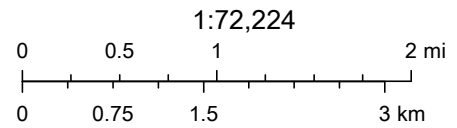
CITY OF LIBERTY



Attachment: Non-Manufactured Home Zone Map Jan 2020 (4676 : No Manufactured Home Zone)

1/23/2020, 1:16:36 PM

EXHIBIT A



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

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): Julie Jolley

Name of Agent, if applicable: Pete Thomas

Phone Number: 985-290-8899

Fax Number: _____

Mailing Address: 2800 Beaumont Ave
Liberty TX 77575

Property Data:

Street address: 2802 Beaumont Ave

Legal Description: _____

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)

place mobile home (single wide)
on lot already given address
by City of 2802 Beaumont Ave.

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:

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

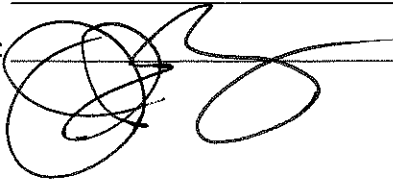
3. The hardship is not based solely on the cost of complying with the regulation:

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:

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: _____ Date: _____
Signature:  _____ Date: 9/22/2025

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: _____

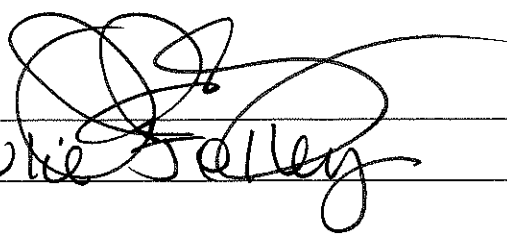
City Council Approval/Denial: _____

DESIGNATION OF AGENT FORM

This form designates Pete Thomas 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: 2802 Beaumont Ave

Legal Description: _____

Signature of Owner:  Date: 9/22/2025
Printed Name: Julie Talley

Signature of Agent: _____ Date: _____
Printed Name: _____

Notary Statement:

SWORN TO AND SUBSCRIBED before me this the _____ day of _____, _____.

Notary Public in and for _____ County, Texas
My Commission Expires: _____

Repeat page for multiple owners or agents

METES AND BOUNDS DESCRIPTION OF 0.2557 ACRE TRACT – HOWARD & JULIE THOMAS

A TRACT OR PARCEL OF LAND CONTAINING 0.2557 ACRE BEING THE EASTERLY FRONT 84.00 FEET OF AN ORIGINAL 1.3711 ACRE TRACT OUT OF THE JACK F. PAUL 3.32 ACRE PARENT TRACT OUT OF THE B. C. FRANKLIN SURVEY, ABSTRACT 196 IN LIBERTY COUNTY, TEXAS AS DESCRIBED IN INSTRUMENT IN VOLUME 358, PAGE 48 AND VOLUME 485, PAGE 522 OF THE LIBERTY COUNTY DEED RECORDS SAID 0.2557 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS TO-WIT:

COMMENCING at a 5/8 inch iron rod found at the Northwest corner of said 1.3711 acre tract at the intersection of the South right-of-way line of Beaumont Road (60 ft. right-of-way) with the East right-of-way line of Independence Drive in the West survey line of said Abstract 196;

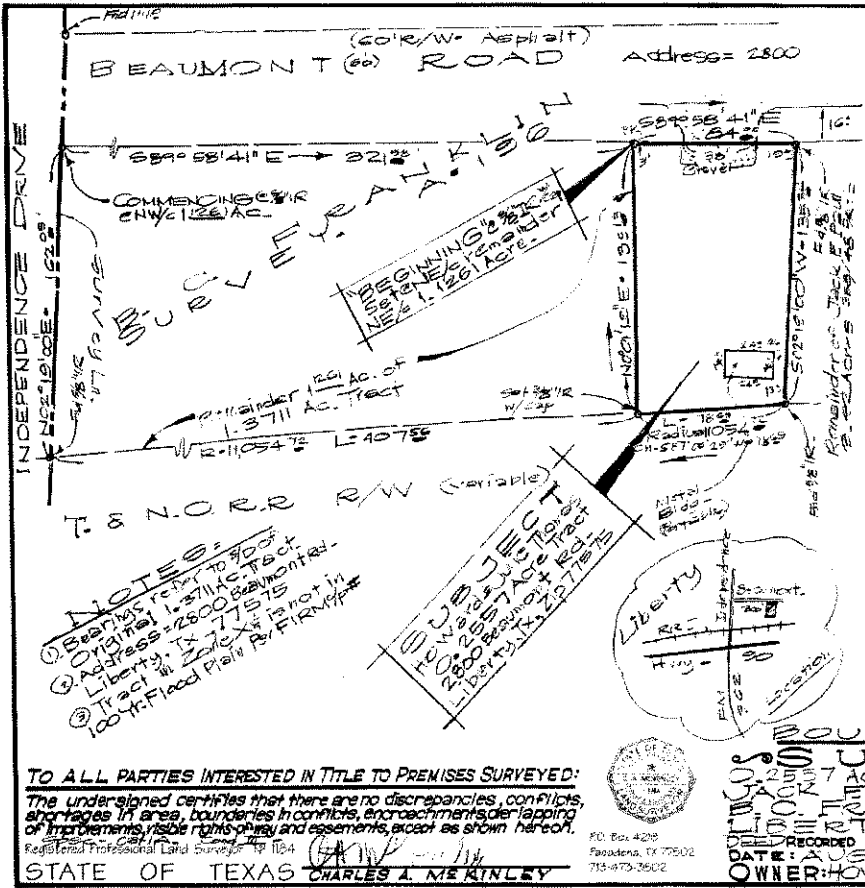
THENCE South 89 degrees 58 minutes 41 seconds East with the South right-of-way line of said Beaumont Road a distance of 321.58 ft. to a 3/8 inch iron rod set with cap marking the Northwest corner and PLACE OF BEGINNING of the herein described 0.2557 acre tract, the Northeast corner of said remainder 1.1261 acre tract and the Northwest corner of the herein described 0.2257 acre tract;

THENCE continuing South 89 degrees 58 minutes 41 seconds East with the South right-of-way line of Beaumont Road a distance of 84.00 ft. to a 5/8 inch iron rod found at the Northeast corner of said original 1.3711 acre tract marking the Northwest corner of the remainder Jack F. Paul 3.32 acre tract;

THENCE South 02 degrees 19 minutes 00 seconds West with the East boundary of said 1.3711 acre tract and the West boundary of said remainder tract a distance of 135.34 ft. to a 5/8 inch iron rod found at the Southeast corner of said parent 1.3711 acre tract in the North right-of-way line of the T. and N. O. Railroad Company right-of-way (variable width);

THENCE with a curve to the left having a radius of 11054.72 ft., an arc length of 78.69 ft. and a long chord bears South 87 degrees 06 minutes 29 seconds West a distance of 78.69 ft. to a 3/8 inch iron rod set with cap marking the Southwest corner of the herein described tract;

THENCE North 00 degrees 01 minutes 19 seconds East with the East boundary of said 1.3711 acre tract a distance of 139.13 ft. to the PLACE OF BEGINNING and containing 0.2557 acre of land.



TITLE AND BOUNDARY DESCRIPTION OF 0.257 AC. TRACT - HOWARD & JULIE THOMAS

A TRACT OR PARCEL OF LAND CONTAINING 0.257 AC. BEING THE EASTLY FRONT 840x417' OF AN ORIGINAL 1.3711 AC. TRACT OUT OF THE L&A 3.42 ACR. PARENT TRACT (S1 OF T. & N. C. FRANKLIN SURVEY ABSTRACT 126 IN LIBERTY COUNTY, TEXAS AS DESCRIBED IN THE RECORDS OF INDEPENDENCE SURVEY 48 AND RECORD 486, 1902-1927 OF THE LIBERTY COUNTY DATE RECORDS (S1 OF S1/4 AC. TRACT) IN THE WESTERLY QUARTER OF SECTION 04, T. 25N., R. 10E., S. 12E., AND BEING AC. 10, S. 12E., 70-100.

COMMENCING at a 1/2" iron nail located at the North-west corner of said 0.25711 acre tract at the intersection of the South right of way line of Beaumont Road (60' R/W) and with the East right of way line of Independence Drive in the West survey line of said Abstract 126.

THENCE South 85 degrees 58 minutes 42 seconds East with the South right of way line of said Beaumont Road a distance of 433.59 ft. to a 1/2" iron nail and set with cap marking the Northwest corner and POINT OF BEGINNING of the same described 0.25711 acre tract; the Northwest corner of said remainder 1.11393 acre tract and the Northwest corner of the tract described 0.25711 acre tract.

THENCE commencing South 89 degrees 56 minutes 43 seconds East with the South right of way line of Beaumont Road a distance of 44.90 ft. to a 1/2" iron nail and board at the Northwest corner of said original 1.3711 acre tract marking the Northwest corner of the remainder 1.11393 acre tract.

THENCE South 60 degrees 00 minutes 00 seconds West with the East boundary of said 1.3711 acre tract and the West boundary of said remainder 1.11393 acre tract a distance of 158.00 feet and found at the Northwest corner of said parcel 1.3711 acre tract and the North right of way line of the T. & N. C. Franklin Company right of way (variable width).

THENCE with a curve to the left having a radius of 1104.72 ft., an arc length of 26.44 ft. and a long chord bearing South 87 degrees 00 minutes 29 seconds West a distance of 74.00 ft. to a 1/2" iron nail and set with cap marking the Southeast corner of the tract described hereon.

THENCE South 80 degrees 00 minutes 29 seconds East with the East boundary of said 1.3711 acre tract a distance of 130.00 ft. to the 1/2" iron nail and board, and commencing 0.25711 acre tract.

BOUNDARY LAND TITLE:

SURVEY OF

0.25711 ACRE OUT OF 1.3711 ACRE OUT OF THE

TRACT OF THE PAUL & BEATRICE PARENT TRACT

LIBERTY, FRANKLIN SURVEY, A 1902

DEED RECORDED IN VOL. 388, PG. 222 OF LIBERTY COUNTY DEED RECORDS

DATE: AUG. 28, 2015 SCALE: 1" = 100.00'

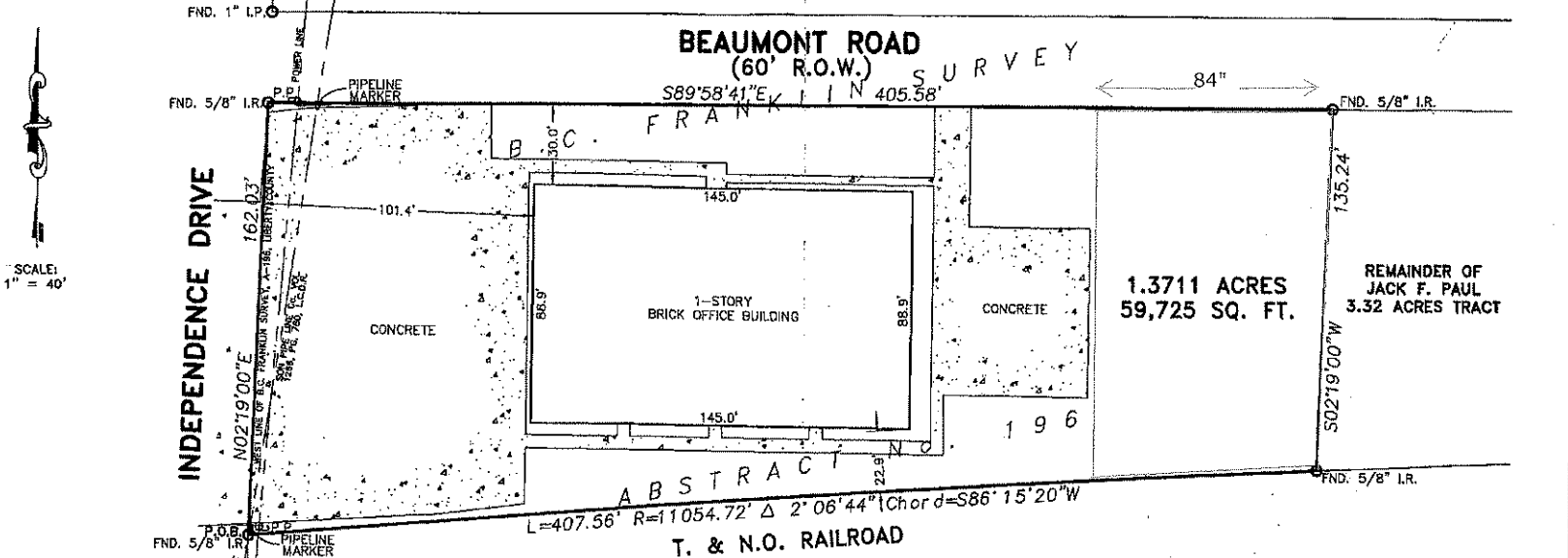
OWNER: HOWARD & JULIE THOMAS

713-205-1874



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**PROPERTY DESCRIPTION
EXHIBIT "A"**

All that certain 1.3711 acre tract of land in the B. C. Franklin Survey, A-196, Liberty County, Texas, out of a 3.32 acre tract of land being all of that certain tract of land described in Volume 358, Page 48, together with all of that certain tract of land described in Volume 465, Page 522, both of the Deed Records of Liberty County, Texas; said 1.3711 acre tract being more particularly described by metes and bounds as follows, to-wit:

BEGINNING at a 5/8" iron rod found at the intersection of the North right-of-way line of T. & N. O. Railroad and the West line of said B. C. Franklin Survey, same being the East right-of-way line of Independence Drive, said 5/8" iron rod being the Southwest corner of said tract of land described in Volume 258, Page 48, same being the Southwest corner of said 3.32 acre tract of land herein described and the **POINT OF BEGINNING**;

THENCE North 02°19'00" East along the West line of said B. C. Franklin Survey, same being the East line of said Independence Drive, same being the West line of said tract of land described in Volume 358, Page 48, same being the West line of said 3.32 acre tract of land, for a distance of 162.03 feet to a 5/8" iron rod found at the intersection of the West line of said B. C. Franklin Survey, same being the East right-of-way line of said Independence Drive, and the South right-of-way line of Beaumont Road, said 5/8" iron rod being the Northwest corner of said tract of land described in Volume 358, Page 48, same being the Northwest corner of said 3.32 acre tract and of the land herein described;

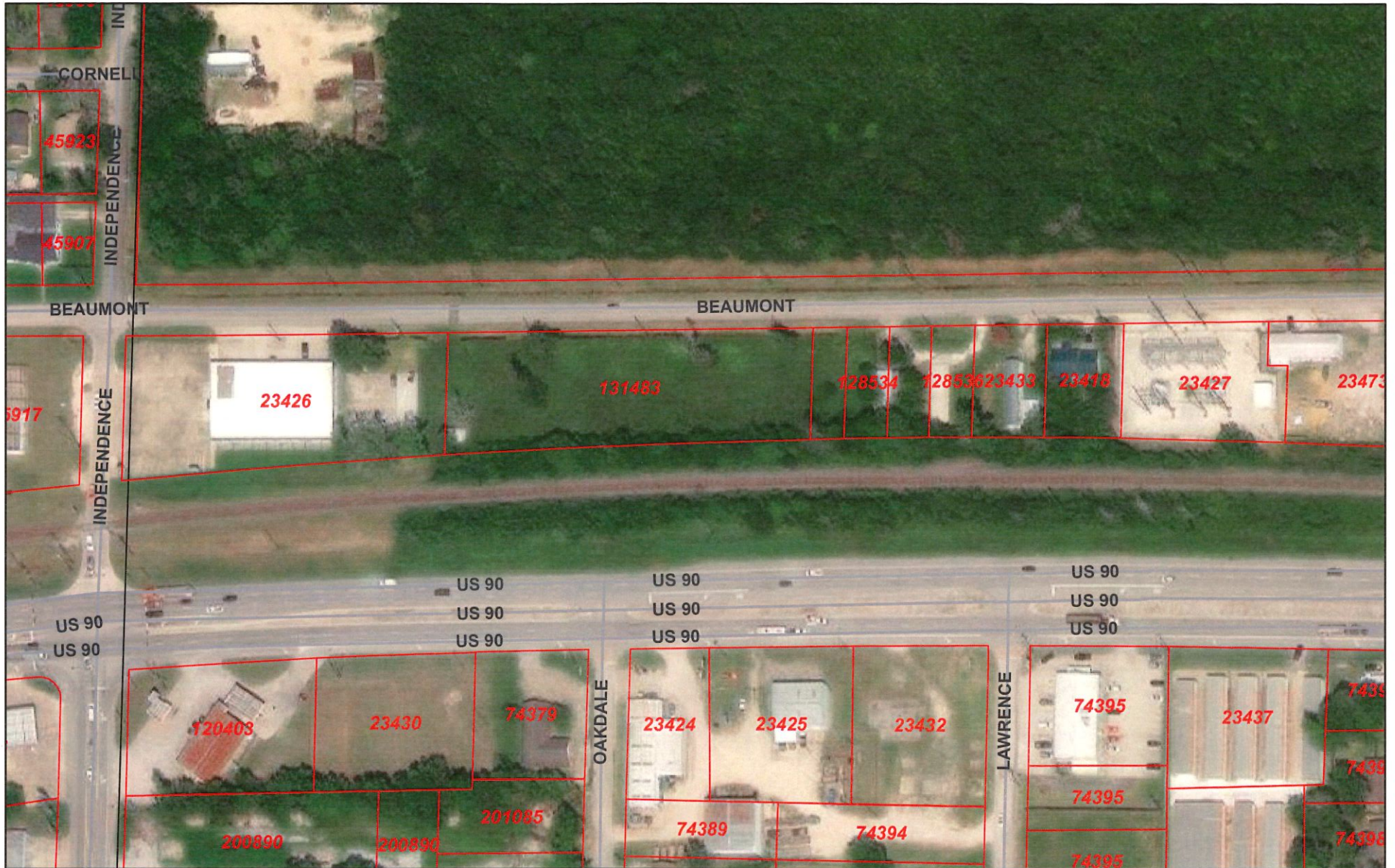
THENCE South 89°58'41" East along the South right-of-way line of said Beaumont Road, same being the North line of said 3.32 acre tract of land, for a distance of 405.58 feet to a 5/8" iron rod found, said 5/8" iron rod being the Northeast corner of said 1.3711 acre tract of land herein described;

THENCE South 02°19'00" West along the West line of a tract of land described in Volume 1756, Page 828, a distance of 135.24 feet to a 5/8" iron rod found in the North right-of-way line of said T. & N. O. Railroad, said 5/8" iron rod being the Southwest corner of said tract of land described in Volume 1756, Page 824, same being the Southeast corner of said 1.3711 acre tract of land herein described, said 5/8" iron rod being in a curve to the left, having a radius of 11,054.72 feet;

THENCE along and with said curve to the left, in a Westerly direction, said curve having a central angle of 02°15'20" a chord bearing of South 86°15'20" West and a chord length of 407.56 feet, same being the North right-of-way line of said T. & N. O. Railroad, same being the South line of said tract of land herein described, for a distance of 407.56 feet to the **POINT OF BEGINNING**, containing 1.3711 acres of land.

DESCRIPTION: 1.3711 ACRES OUT OF A 3.32 ACRE TRACT, DESCRIBED BY METES & BOUNDS			
RECORDATION:	COUNTY: HARRIS	STATE: TEXAS	SURVEY: B.C. FRANKLIN SUR., A-196
ADDRESS: P.O. BOX 5015		CITY: LIBERTY, 77575	LENDER: LEGEND BANK
PURCHASER: MARK S. NEAL AND JULIE A. NEAL		TITLE COMPANY: TARVER ABSTRACT	GP. No.: 3035351
<p>I, ALLEN D. HUGHES, REGISTERED PROFESSIONAL LAND SURVEYOR No. 3881 DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND OF THE PROPERTY LEGALLY SHOWN HEREIN, IS CORRECT AND THAT THERE ARE NO APPARENT DISCREPANCIES, CONFLICTS, SHORTAGES IN AREA, BOUNDARY LINE CONFLICTS, ENCROACHMENTS, OVERLAPPING OF IMPROVEMENTS, EASEMENTS, OR RIGHTS OF WAY, EXCEPT AS SHOWN HEREON, AND THAT SAID PROPERTY HAS ACCESS TO AND FROM A DEDICATED ROADWAY.</p>			
<p>THIS PROPERTY IS NOT IN THE 100 YEAR FLOOD ZONE, IS IN ZONE <u> </u> PER F.I.R.M. MAP No. <u>480441 0025A</u></p> <p>DATED: 11-15-88</p>			
FIELD WORK	LR	04-04-03	
DRAFTED BY	LC	04-07-03	
JOB. No.	230427		
KEY MAP No.			
<p>Bowden Survey Co. PROFESSIONAL SURVEYING SERVICES 14201 MEMORIAL DRIVE, SUITE 207 HOUSTON, TEXAS 77079-6751 PHONE (281) 531-1900 FAX: (281) 531-4900</p>			

Liberty CAD Web Map



9/25/2025, 10:01:01 AM

- Parcels
- Abstracts
- Road Centerline

