



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, July 29, 2026

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 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 City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's 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 City Council 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 24, 2026

IV. REGULAR AGENDA

A. Regular Session

1. Consideration and possible action on a sign request in the Downtown District for First Liberty Bank.
2. Consider approving the preliminary plat of the Liberty Pitstop Express Truck Stop

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 23rd day of July 2026. 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 24, 2026

12:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on June 24, 2026, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 12:01 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 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 City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's 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 City Council 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 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. January 28, 2026

Commission Member Leonard moved to approve all items on the consent agenda, and Commission Member Spacek seconded the motion. The motion passed unanimously, 5 to 0, with all members present voting in favor.

IV. REGULAR AGENDA**A. Regular Session**

1. Consideration and possible action on a variance request to the setback requirements at 1710 Kipling St.

Thomas and Michelle Dingler are requesting a variance to the setback requirements to allow construction of a carport over the existing driveway and handicap-accessible ramp. The purpose of the carport is to provide covered access for their mother (mother-in-law), enabling her to safely exit a vehicle and use the ramp without being exposed to rain or other inclement weather.

Commission Member Jones moved to approve the variance request for the setback requirements at 1710 Kipling Street, and Commission Member Reidland seconded the motion. The motion passed unanimously, 5 to 0, with all members present voting in favor.

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

With no further business to discuss, President Jackson adjourned the meeting at 12:07 p.m.

Tyler Jackson, President

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Meeting Date: July 29, 2026

Agenda Wording: Consideration and possible action on a sign request in the Downtown District for First Liberty Bank.

Department: Administration

Subject: Downtown District Sign Request

Background: First Liberty Bank is applying to place a sign at the intersection of Main and Sam Houston. The City Ordinance states that this request has to have prior approval obtained by the downtown district advisory board. (which per section §3.09.001 Definitions. Downtown district advisory board = The planning and zoning commission)

Per Section § 3.09.124 Approval procedure.

If a sign requiring a permit under this article is to be placed, constructed, erected or modified on a site within the downtown district, in addition to the requirements for permit described in division 2 of this article, prior approval of the downtown district advisory board must be obtained, with proof thereof submitted to the building official.

1. As applicant, the building owner, or, with the owner's written permission, the owner's designee, shall meet with the building official to determine the requirements for a sign to be placed, constructed, erected or modified on a site within the downtown district.
2. The applicant shall then complete any written application for a sign as required by the downtown district advisory board, and submit the application, with all attachments required, to the building official for review as required by the downtown district advisory board.
3. The applicant shall attend such meetings as may be scheduled by the downtown district advisory board for the purpose of presenting the application for sign approval.
4. Upon approval by the downtown district advisory board, the applicant shall secure such permits as may be required for construction, placement or modification from the building official.
5. Within sixty (60) days of grant of a permit from the building official, construction shall commence as described in the approved application. Work must be

completed within 180 days.

The complete sign ordinance, First Liberty Bank Application and sign drawings are included for your review.

Funding Source: n/a

Staff Recommendation: n/a

ARTICLE 3.09 SIGNS

DIVISION 1 Generally

§ 3.09.001. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Advertising vehicle. Any vehicle or trailer that has advertisement as its primary purpose and is parked or located for the primary purpose of displaying the sign and is not parked on a site for a continuous period exceeding seventy-two (72) hours.

Alley. A narrow right-of-way or easement not in excess of thirty (30) feet in width dedicated adjacent to the rear or side of a lot and providing limited access to the lots abutting said right-of-way or easement.

Alley sign. A sign used to identify the alley entrance to a building or business.

Awning. Any rigid or nonrigid material that extends from the exterior wall of a building and is supported by or attached to a frame.

Awning sign. Any sign painted or applied to the face, valance or side panel of an awning.

Backlit sign. A sign that uses bulbs within the sign for illumination.

Banner. Any sign printed or displayed upon cloth or other flexible material with or without frames, and limited to temporary use.

Billboard. Shall have the same meaning as “off-premises sign.”

Building official. The official of the city or his/her designee charged with the inspection of the structural integrity of signs, any electrical inspection and permitting.

Building permit. A permit issued by the building official for construction, renovation or alteration of property.

Building sign. Any sign attached to any part of a building, as contrasted to a ground sign.

Building wall. An exterior loadbearing or nonloadbearing vertical structure that encompasses the area between the final grade elevation and eaves of the building, and used to enclose the space within the building. A porch, balcony or stoop is part of the building structure and may be considered as a building wall.

Changeable copy sign. A sign on which copy is changed automatically on a lamp bank or through mechanical means (e.g., electrical or electronic time and temperature units), or a sign on which copy is changed manually in the field (e.g., reader boards with changeable letters), but shall not include portable signs.

Changeable electronic variable message sign. A sign which permits light to be turned on or off intermittently, or which is operated in a way whereby light is turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant

in intensity and color at all times when such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color. A changeable electronic variable message sign shall not include a sign located within the right-of-way that functions as a traffic-control device and that is described and identified in the Manual on Uniform Traffic-Control Devices approved by the Federal Highway Administration as the national standard.

Clear sight triangle or horizontal sight distance. A triangle sight area at all intersections which shall include that portion of public right-of-way and any corner lot within the adjacent curblines or pavement edges of intersecting streets, roads or alleys and a diagonal line intersecting such curblines or pavement edges at points 35 feet back from their actual or projected point of intersection. Such triangle or distance must remain unobstructed in order to ensure that drivers can see traffic and pedestrians around the corner of the intersection, entrance or driveway.

Code official. The official of the city or his/her designee charged with the enforcement of the provisions of this article.

Day. Those hours between 7:00 a.m. and 10:00 p.m.

Development. A group of houses or other buildings, residential or nonresidential, that are built as a single construction project.

Dilapidated sign. A sign that:

- (1) Is not properly secured or is otherwise structurally unsound;
- (2) Has defective parts; or
- (3) Is in need of painting or maintenance.

Downtown district. That area designated in section 3.09.125 of this article.

Downtown district advisory board. The planning and zoning commission.

Electronic message board sign. Any sign flashing one or more messages, symbols or videos in succession.

Electronic message center. A sign, or portion of a sign, that displays an electronic image or video, which may or may not include text, including any sign or portion of a sign that uses changing lights or similar form of electronic display such as LED to form a sign message or messages with text or images wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. This definition includes, without limitation, television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays.

Extraterritorial jurisdiction or ETJ. That area extending beyond the boundaries of the city as defined by V.T.C.A., Local Government Code ch. 42, and as described in V.T.C.A., Local Government Code section 216.902.

Flag. Any fabric or bunting containing distinctive colors, patterns, or symbols, used as a symbol of government, political subdivision, corporation, lodge, fraternity or sorority, political party, nonprofit organization, charity, club, association or other entity.

Flashing sign. Any sign in which intensity of illumination is not consistent, thereby exhibiting

sudden or marked changes in lighting effect.

Governmental sign. A sign required, authorized or installed by any governmental entity, which is exempt from the permitting process.

Hanging sign. Any sign suspended from an awning, canopy or building facade.

Height (of a sign). The vertical distance measured from the highest point of the sign, excluding decorative embellishments, to the grade of the adjacent street or the surface grade beneath the sign, whichever is less (compare “clearance”).

Holiday decorations. Displays erected on a seasonal basis in observance of religious, national or state holidays, which are not intended to be permanent and contain no advertising material.

Holiday season. A reasonable and designated time period for the display of holiday decorations. The established time periods are November 15th through January 15th, and for all other nationally recognized holidays for a period not to exceed seven days.

Home occupation. Any occupation that is carried out within the home, primary or secondary structure or within any structure on the lot which is an accessory to the home.

Identification sign. A sign bearing the address of the premises or name of the occupant, but containing no logo or commercial message.

Illuminated sign. A sign that is illuminated by electrical or other artificial devices.

Incidental sign. A sign, generally informational, that has a purpose secondary to the use of the site on which it is located, such as “no parking,” “entrance,” “loading only,” “telephone,” and similar information and directives.

Logo. The graphic or pictorial presentation of a message, including, but not limited to, the use of shapes, designs, decorations, emblems, trademarks, symbols or illustrations, or the superimposition of letters or numbers or any other use of graphics or images other than the sequential use of letters and numbers.

Lot. A parcel of land, the boundaries of which have been established by some legal instrument such as a recorded deed or plat, and which is recognized as a separate legal entity for purposes of transferring title. This term shall include any number of contiguous lots, or portions thereof, upon which a single principal building and its accessory buildings are located or intended to be located.

Monument sign. A ground sign designed and constructed to enclose any and all supporting poles, braces, columns, and/or uprights on all sides of the sign, and to substantially appear as a solid mass or base, such as a cylinder, block, rectangle or square, from undisturbed natural ground level to the highest portion of the sign.

Multi-tenant business development. A development under the same ownership consisting of two (2) or more business establishments separated by a tenant separation wall, using common driveways and on-site parking facilities, including but not limited to shopping centers, office complexes, office buildings and business parks.

Multi-tenant sign. A freestanding sign used to advertise businesses that occupy a shopping center or complex of two or more tenants.

Night. Those hours between 10:00 p.m. and 7:00 a.m.

Nit. Candela per meter square used as a measurement of brightness.

Nonconforming sign. Any sign that if erected within the city limits met the requirements of the city at the time it was erected, but does not conform to the requirements of this article; and that if erected within the extraterritorial jurisdiction of the city met the requirements of any governing authority with jurisdiction to regulate said sign at the time it was erected, but which does not conform to the requirements of this article.

Off-premises sign. A sign which is located on property and transmits a message pertaining to a product, use, occupancy or function which is not located on the same property as the sign. The terms “off-premises sign” and “billboard” shall have the same meaning herein.

On-premises sign. A sign the context of which relates to a use, occupancy, function or product manufactured on the same property on which the sign is located.

Person. An individual, or any association, company, corporation, firm, organization or partnership, singular or plural, of any kind.

Pole mounted ground sign. A sign mounted on one or more visible freestanding poles, columns, uprights, or braces permanently attached to the ground, which is not attached to the building.

Portable sign.

- (1) Any sign not permanently attached to the ground or other permanent structure or a sign designed to be transported, including but not limited to:
 - (A) Signs designed to be transported by wheels;
 - (B) Signs made as A-frames or T-frames;
 - (C) Balloons used as signs; and
 - (D) Umbrellas used for commercial messages.
- (2) Portable signs shall be allowed for no more than thirty (30) days. The total usage for a portable sign shall not exceed four (4) per calendar year.

Primarily commercial area. An area of property along one side of a public street between two (2) adjacent intersecting public streets in which fifty-one percent or more of the total frontage is used for commercial purposes.

Primarily residential area. An area of property along one side of a public street between two (2) adjacent intersecting public streets in which fifty-one percent or more of the total frontage is used for residential purposes.

Projecting sign. A sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign.

Residential purposes. Property devoted to use as a single-family, for one and two single-family dwelling. Residential purposes include but are not limited to property used for houses, duplexes, condominiums, townhouses or townhomes, and garden or patio homes. Property used for apartments, hotels, motels and boardinghouses shall be considered nonresidential. Property devoted to both residential and nonresidential use shall be considered as used for

residential purposes.

Roof sign. A sign that is erected over or on the roof of a building.

Setback lines. A line parallel to and measured from a property line which establishes an area in which no building or structure, or portion thereof, shall encroach or otherwise be established or constructed. Setback line requirements refer to both sides and backs of lots.

Sidewalk sign. An A-frame or T-frame sign, placed immediately exterior to the building wall and designed to be removed after business hours.

Sign. Any device, fixture, placard or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

Sign permit application. A plan establishing parameters for the size, location and design of signs on a property being constructed or managed or managed as a single development.

Site. A lot, tract or parcel of land considered as one land unit for purpose of this article. For a single-family residence, the site shall be the subdivided lot on which it is located. For multifamily projects, the site shall be all land occupied by the buildings in the project and adjoining such property and under common ownership with it. For a vacant land, the site shall be all of the adjoining vacant land under single ownership. For single-occupancy, nonresidential properties, the site shall be the subdivided lot that is occupied. For multiple-occupancy properties, the site shall be all land included under the original "site plan" or "subdivision plan" approval under the code, or all land included under the original sign permit application approval under this article or its predecessor, whichever land area is larger. The intent of this definition is to treat as one site an entire project as planned and developed together.

Stake sign. A temporary sign not permanently affixed or mounted into the natural ground. Such sign shall be considered but not limited to a sign face affixed to supporting structure, typically a wooden stake or metal rod, and such that can be placed in and/or removed from the ground by a single individual with reasonable force without any aid from any tools or devices.

Temporary sign. A banner, pennant, poster or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and that appears to be intended or is determined by the building official to be displayed for a limited period of time.

Traffic sign. A sign indicating federal, state or municipal regulations for automobile, truck, bicycle or pedestrian movement.

Wall, exterior. A vertical structural component of a building which encloses habitable or usable space; a parapet extending not more than 12 inches above a flat roof shall be considered part of the exterior wall for purposes of determining signage.

Wall sign. Any sign painted on or attached to and extending not more than six inches from an exterior wall in a parallel manner.

Window sign. A sign affixed to the interior or exterior of a window or placed immediately behind a windowpane.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.002. Notice of violation; penalty.

When any sign is erected, constructed, built, reconstructed, altered or maintained in violation of these regulations, the property owner, his/her agent, lessee, management and/or tenant shall be given written notice to remove or alter the structure so as to comply with the standards set forth in these regulations as follows:

- (1) The property owner, his/her agent, lessee, management and/or tenant shall be served with a written notice that states the violation and requires compliance with this article not more than ten (10) days from the date the notice is served. The notice may be served in person or by depositing the same as certified in the United States Postal Service addressed to the property owner at the owner's address as shown on the most current tax roll of the city, or the tenant as shown on the utility billing records of the city. If the municipality mails the notice to the property owner and the United States Postal Service returns the notice as "refused" or "unclaimed," the validity of the notice is not affected, and the notice is considered as delivered.
- (2) Furthermore, after all provisions of subsection (1) of this section have been followed, the property owner, his/her agent, lessee, management and/or tenant shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each provision violated, and each day that there is a failure to comply with the terms of any provision of this article is declared a separate offense. For violations of the provisions of this article that govern fire safety, zoning, or public health and sanitation, including dumping of refuse, the fine may not exceed two thousand dollars (\$2,000.00) per day, per violation.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.003. Prohibited signs and devices.

- (a) All signs hereunder are prohibited within the city limits and within its extraterritorial jurisdiction. Such signs include, but are not limited to:
 - (1) Abandoned signs, or dilapidated signs;
 - (2) Any sign that copies or imitates an official sign or purports to have official status;
 - (3) Any sign that obstructs or substantially interferes with any window, door, fire escape, stairway, ladder, or opening intended to provide light, air, ingress, or egress to any building;
 - (4) Signs imitating standard public traffic, regulatory or emergency signs or signals;
 - (5) Signs using the words, "stop," "danger" or any other word, symbol or character in a manner which may mislead, confuse or distract the driver of a motor vehicle;
 - (6) Off-premises signs and billboards constructed after the date of enactment of the ordinance from which this article is derived, including, but not limited to, a new off-premises changeable electronic variable message sign or the conversion of an existing nonchangeable electronic variable message sign to a changeable electronic variable message sign, within the city limits or within the extraterritorial jurisdiction of the city;

- (7) Any sign placed in or projecting in or over the public right-of-way or on a utility pole in the public right-of-way as described in subsection (c) of this section;
 - (8) Advertising vehicles;
 - (9) Signs which use supports such as trees, rocks, bridges, windmill towers or dilapidated buildings.
- (b) Any such prohibited signs shall be removed at the discretion of the code official and/or his/her designee. If not removed by owners or occupants of the property within ten (10) days of notice, the code official and/or his designee shall cause the signs to be otherwise removed and the cost of removal shall become a lien against the property until satisfied.
- (c) Only the following signs shall be allowed on a city street, easement or right-of-way within the city limits or on a public street, easement or public right-of-way within the city's extraterritorial jurisdiction:
- (1) Public signs erected by or on behalf of a governmental body to identify public property, convey public information and direct or regulate pedestrian or vehicular traffic;
 - (2) Bus stop signs erected by a public transit company;
 - (3) Informational signs of a public utility regarding its poles, lines, pipes or other facilities;
 - (4) Signs appurtenant to a use of public property permitted under a franchise or lease agreement with the city;
 - (5) Signs posted in association with municipal, county, state or federal authorities for crime prevention or public safety and health;
 - (6) Legal notices erected by or on behalf of a governmental body; and
 - (7) Emergency warning signs erected by a government agency, a public utility company, or a contractor doing authorized or permitted work within the public right-of-way.

Any other sign placed in or projecting in or over the public right-of-way or on a utility pole in the public right-of-way in violation of this article shall be deemed a public nuisance and may be seized by the code official or his/her designee, and the person owning or placing the sign may be charged both with a violation of this article and with the cost of removing and disposing of the sign. If the person or entity placing the sign cannot otherwise be determined for purposes of enforcement, it will be presumed that the name of the person or entity appearing on the sign, or the owner or occupant of the premises depicted on the sign, directed the placement and is subject to enforcement as described hereunder.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.004. Signs exempt from regulation.

The following signs shall be exempt from regulation under this article:

- (1) Any official or public notice or warning sign required by a valid and applicable federal, state or local law, regulation or ordinance, by a public utility company or by order of a court of competent jurisdiction.
- (2) Traffic signs on private property, such as stop, yield or similar signs, which meet department of transportation standards and contain no commercial message.
- (3) Holiday decorations, as long as said decorations are displayed within a holiday season.
- (4) Any governmental signs.
- (5) Incidental signs placed for informational purposes and limited to one square foot in area.
- (6) The changing of advertising copy or message on a painted sign, including theater marquee signs and similar signs specifically designed for the use of replaceable copy, change of face panel, or where the sign frame was designed for replaceable plates, shall not require a permit. For off-premises advertising, the sign structure shall be removed if the sign structure becomes so dilapidated as to violate section 3.09.082 of this article.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.005. Temporary signs.

(a) Temporary signs allowed at any time:

- (1) A property owner may place one sign with a sign face no larger than two (2) square feet on the property at any time.
- (2) A property owner may place a sign no larger than 8.5 inches by 11 inches in one window on the property at any time.
- (3) A property owner may place no more than one (1) banner sign on the fence of a commercial or industrial business.

(b) A sign may be located on the owner's property for a period of forty-five (45) days prior to an election involving candidates for a federal, state or local office that represents the district in which the property is located or involves an issue on the ballot of an election within the district where the property is located per issue and per candidate.

(c) One temporary sign may be located on a property when:

- (1) The owner consents and that property is being offered for sale or lease through a licensed real estate agent;
- (2) If not offered for sale through a real estate agent, when the sign is owned by the property owner and that property is offered for sale or lease by the owner. This includes, but is not limited to, "home for sale," "for sale by owner" and "owner financing available" signs;

- (3) For a period of forty-five (45) days following the date on which a contract of sale has been executed by a person purchasing the property;
 - (4) "Financing provided by" or similar signs may be placed on a property for the duration of a construction project;
 - (5) Contractor signs may be placed on a property for the duration of a construction project.
 - (6) "Coming soon," "future home of," or similar signs may be placed on a vacant lot for a period not to exceed sixty (60) days.
 - (d) Temporary signs may be located on the owner's property on a day when the property owner is opening the property to the public. Said "open to the public event" shall comply with article 4.12 of this code.
 - (e) Banners and portable signs. On-premises banner signs, flag signs and portable signs may be used only during business or activity opening or special promotions, and shall be subject to the following:
 - (1) Whether singly or in combination, no more than three (3) banners, flags or portable signs shall be permitted on a single lot of land; however, the area of such displays shall not be counted against the maximum combined sign area allowed for permitted permanent signs.
 - (2) Banners and portable signs may be placed no longer than forty-five (45) days.
- (Ordinance 2017-1 adopted 1/10/17; Ordinance 2023-07 adopted 4/25/2023)

§ 3.09.006. Nonconforming signs.

A sign lawfully erected prior to adoption of the ordinance from which this article is derived but which does not conform in one or more respects with the requirements of this article may remain in use, subject to the requirements of this section and other applicable requirements of city ordinances, under the following limitations:

- (1) Abandonment. Any sign or sign structure that has been abandoned shall be removed.
- (2) Change of copy. No change of copy shall be permitted, except on a changeable copy sign, without bringing the sign into full conformance with this article and with the applicable sign permit application.
- (3) Other nonconforming signs on premises. For single-occupant properties, the issuance of a sign permit for a new or replacement sign shall be subject to the condition that all nonconforming signs on that property shall be removed or brought into conformance as part of the work of installing the new or replacement sign. For multi-occupant properties, the issuance of a sign permit for a new or replacement sign for any occupant shall be subject to the condition that all nonconforming signs for that occupant shall be removed or brought into conformance as part of the work of installing the new or replacement sign.
- (4) Off-premises signs. All off-premises signs as defined herein shall not be allowed for

reconstruction and/or remodel.
(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.007. Unsafe signs.

If any sign or sign structure, in the opinion of the code official or his/her designee, becomes insecure or in danger of falling or otherwise unsafe, the code official or his/her designee shall give written notice on the condition of the sign to the person owning, leasing, or responsible for the sign. The person so notified shall correct the unsafe condition of the sign in a manner to be approved by the code official or his/her designee in conformity with this article and any other applicable code of the city. When a sign or sign structure poses an immediate danger or threat to public safety, the code official or his/her designee shall make a reasonable effort to contact the owner or lessee to remove or repair within twenty-four (24) hours. The code official or his/her designee shall take the necessary steps to abate the nuisance at the property owner's, tenant's and/or agent's expense either by using the following provisions:

- (1) Whenever the property owner, agent, lessee or tenant fails to abate the unsafe or dangerous sign, the code official or his/her designee shall abate the nuisance at the city's expense;
- (2) The charge shall be the actual cost of abatement, plus applicable sales taxes, and an administrative fee of \$75.00 shall be assessed for each charge; and
- (3) The owner of the property, agent, lessee, or tenant shall be billed for all expenses incurred and will submit payment within thirty (30) days after billing. If actual charges and administrative fees are not paid within specified time, the city shall file a lien against the property. Said lien shall be filed in the deed records of the county. The charges shown on the lien shall bear interest at the rate of ten percent (10%) per annum from the due date until paid. The lien shall be inferior only to tax liens and liens for street improvements.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.008. Enforcement in extraterritorial jurisdiction.

Pursuant to V.T.C.A., Local Government Code section 216.902, the provisions of this article shall be enforced in and extend to the city's extraterritorial jurisdiction.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.009. Sign setback line requirements for highways, downtown district, and city streets.

Hwy 146 Bypass	Hwy 90	Hwy 146	Downtown District	City Streets
5 ft. from property line	10 ft. from property line	5 ft. from property line	Property line	5 ft. from property line

(Ordinance 2017-1 adopted 1/10/17; Ordinance 2023-07 adopted 4/25/2023)

§ 3.09.010. Sign height limits for highways, downtown district, and city streets.

Hwy 146 Bypass	Hwy 90	Hwy 146	Downtown District	City Streets
41 feet	41 feet	41 feet	21 feet	41 feet

(Ordinance 2023-07 adopted 4/25/2023)

§ 3.09.011. through § 3.09.040. (Reserved)

DIVISION 2
Permit

§ 3.09.041. Required; liability insurance.

- (a) If a sign requiring a permit under this article is to be placed, constructed, erected or modified on a site, a contractor licensed by the state to erect signs, or, where otherwise permitted by law, the owner of the lot, or, with the owner's written permission, the owner's designee, shall secure a sign permit prior to the construction, placement, erection or modification of such a sign in accordance with the requirements of this article. If the applicant is someone other than the legal owner of the property, said applicant shall be required to submit the property owner's written verification acknowledging permission for placement of the sign on the property.
- (b) Commercial general liability insurance with a minimum aggregate of \$600,000.00 and a per-occurrence minimum of \$300,000.00 is required, and such insurance shall be written by an insurance carrier licensed to do business in this state and shall provide that coverage afforded under the policy will not be canceled, suspended, voided or reduced until at least thirty (30) days' prior written notice has been endeavored to be given to the city via certified mail, return receipt requested.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.042. Application.

- (a) An application for a sign permit may be filed only by a contractor licensed by the state to erect signs, or, where otherwise permitted by law, the owner of the lot, or, with the owner's written permission, the owner's designee, and if not the owner, the applicant must include the owner's written verification acknowledging permission for placement of the sign on the property.
- (b) An application for a sign permit shall be filed with the building official on a form prescribed by the building official, along with the approved fees incident to the application and permit.
- (c) Each application for a sign permit shall contain the information required on the application form, and such other information regarding the proposed sign as the building official may deem necessary in order to determine whether the proposed sign complies with the applicable requirements of this article and other applicable ordinances of the city. The application shall contain the following:
 - (1) One set of plans;
 - (2) A description of the proposed sign;
 - (3) All existing buildings on the property;
 - (4) The location by street and number of the proposed sign structure;
 - (5) The distance from the property line to the sign;

- (6) Size and height of the sign;
 - (7) Whether the sign is electrical;
 - (8) The name, address and telephone number of the property owner;
 - (9) The name, address, telephone number and license number of the registered sign contractor or erector.
- (d) The building official shall determine whether the application is complete. If the application is determined to be incomplete, the building official shall notify the applicant of any deficiencies and shall take no further steps to process the application until the deficiencies are remedied.
- (e) Application fees for sign permits shall be as established from time to time by the city council.
- (f) Notwithstanding section 3.09.002(2), the application fee or a sign permit shall be doubled when the installation or alteration of a sign is commenced or completed before the necessary permit is obtained.
- (Ordinance 2017-1 adopted 1/10/17)

§ 3.09.043. Approval procedure; appeals; variances.

Signs shall be erected, installed or created only in accordance with a duly issued and valid sign permit from the building official. Such permit shall be issued only in accordance with the following requirements and procedures:

- (1) An application for the construction, creation or installation of a new sign or for modification of an existing sign shall be accompanied by a detailed drawing showing the dimensions, design, structure and location of each particular sign, and such other information as is required to comply with this article. A separate application and permit is required for each sign.
- (2) The building official shall cause an inspection of the site for which each permit for a new sign or modification of an existing sign is issued within six (6) months following issuance of a permit, or at such earlier date that the owner may request. The sign permit shall be valid for 180 days from date of issuance.
- (3) Within forty-eight (48) hours, beginning at 9:00 a.m. on the next working day, of receiving an application for a sign permit, the building official shall review the application for completeness. Within ten (10) business days of finding an application to be incomplete, the building official shall provide written notice to the applicant detailing the specific deficiencies in the application, with appropriate references to this article.
- (4) Within twenty (20) business days of receipt of a complete application for a sign permit, the building official shall either:
 - (A) Issue the sign permit, if the sign conforms in every respect to the requirements of this article and the sign permit application; or

- (B) Deny the sign permit, if the sign fails to conform to either the requirements of this article or the sign permit application. If the sign permit is denied, the building official shall then give written notice to the applicant detailing the specific deficiencies, with appropriate references to this article.
- (5) Any person may appeal a decision of the building official concerning enforcement of the provisions of this article by filing such appeal with the city manager within ten (10) business days after the decision by the building official. The appeal will then be scheduled to be heard by the planning and zoning commission at a regular or specially called meeting, with a public hearing scheduled thereon, and, following such public hearing, the planning and zoning commission at such meeting will then take action on the appeal by either deferring, rejecting or approving the appeal as submitted, thence referring the decision to the city council for final approval or disapproval. If the decision of the building official is to be appealed respecting a sign in existence, no action shall be taken on the sign while the decision is being appealed to the planning and zoning commission, unless the sign, by virtue of its physical condition, presents an immediate and significant threat to public safety.
- (6) As part of a variance request where the literal application of this article would create an undue hardship for the sign user and the following criteria are met:
 - (A) A literal application of this article would not allow the property to be used.
 - (B) The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.
 - (C) Any hardship is not in any way the result of the applicant's own action or the result of a self-created or personal hardship or for financial reason alone. Simply dividing a building into multiple occupancies shall not be sufficient grounds for granting a variance. Hardship caused the sign user under a literal interpretation of this article is due to conditions unique to that property and does not apply generally to the city.
 - (D) Applicants for a variance may only be accepted when the site complies with this article. A variance request shall not be accepted after a sign is installed in violation of this article.
 - (E) The granting of the variance would not be contrary to the general objectives of this article.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.044. Lapse.

A sign permit shall lapse if the use of a building or premises by a specified business or other establishment is discontinued by the owner or occupant for a period of ninety (90) days or more. Any sign for which a permit lapses shall be considered an abandoned sign and shall be removed as provided by this article.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.045. Removal of abandoned or nonconforming signs.

Abandoned signs and signs which do not conform to the requirements of this article shall be removed. Any sign permit application for a premises which is not in conflict with the requirements of this article or which has not otherwise lapsed shall remain in effect for the premises.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.046. Substitution of message on sign.

On a commercial sign that is otherwise allowed under this article, any message may be substituted, in whole or in part, without permitting or approval being required therefor, if no alteration is made of the size or structure of the sign.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.047. Approval of signs in downtown district.

A sign requiring a permit under this article which is to be placed, constructed, erected or modified on a site within the downtown district shall require advance approval of the downtown district advisory board, as described in division 4 of this article.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.048. through § 3.09.080. (Reserved)

DIVISION 3
Construction, Design and Maintenance

§ 3.09.081. Construction and design standards.

Notwithstanding such additional restrictions as may be applicable to signs placed within the downtown district, as described in division 4 of this article, all signs shall be designed, constructed and maintained in accordance with the following standards:

- (1) Compliance with building code. All signs shall comply with the provisions of the building code as then adopted by the city.
- (2) Electric signs. Electric signs that have internal wiring or lighting equipment, and external lighting equipment that directs light on signs, shall not be erected or installed until an electrical permit has been obtained from the building official. All such signs and equipment shall bear the seal of approval of an electrical testing laboratory that is nationally recognized as having the facilities for testing. All such signs and equipment shall comply with the National Electrical Code as then adopted by the city. All wiring to electric signs or to freestanding equipment that lights a sign shall be installed underground.
- (3) Construction generally; pole mounted ground signs. Except for temporary signs and sidewalk signs conforming in all respects with the requirements of this article, all signs shall be constructed of permanent materials and shall be attached to the ground, a building or another structure by direct attachment to a wall, frame or structure. All pole mounted ground signs (freestanding signs) shall be enclosed by material designed to prevent rust. The sign should appear as a solid mass or base, such as a cylinder, block, rectangle or square. The pole should be covered from undisturbed natural ground level to the highest portion of the sign.
- (4) Wind resistance. All sign foundations shall be designed for 110-mile-per-hour winds, the plan for which must bear a professional engineer's signature and seal. Exemption to this is that the sign is a pole mounted ground sign, pylon sign or monument sign and is a maximum height of seven (7) feet with the face being no larger than four (4) feet by eight (8) feet.
- (5) Electronic message centers. Electronic message centers shall conform to the following regulations:
 - (A) The message or image on an electronic message center must remain static (stationary) for a minimum of eight (8) seconds.
 - (B) Notwithstanding section 3.09.083, the message area of an electronic message board sign may be illuminated by incandescent lamps, LED (light emitting diodes), magnetic discs, or other sources of light. Whatever the light source, undue brightness is prohibited. For enforcing this provision, prima facie proof of undue brightness is the illumination of a portion of the sign in excess of the intensity levels specified below:
 - (i) Day: 5,000 nits.

(ii) Night: 1,000 nits

To ensure compliance with this provision, the sign must have an automatic phased proportional dimmer, which must be used to reduce nighttime brightness levels (compared to daytime brightness levels). Further, prior to the issuance of a permit for an electronic message center sign, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory preset not to exceed the levels specified above, and the intensity level is protected from end-user manipulation.

- (C) Any electronic message centers installed prior to the date of the adoption of this article must submit written certification from the sign manufacturer or other persons deemed appropriate by the city that the sign does not cause undue brightness and meets the intensity levels specified above. The owner of an electronic message center shall have sixty (60) days from the adoption of this article to submit certification to the city.
 - (D) A sign owner may modify existing legal conforming structures to an electronic message center only after filing application for a permit and receiving approval by the city.
 - (E) Electronic message centers shall comply with applicable federal and state laws and regulations.
 - (F) Failure to adhere to any of these provisions may result in the revocation of the electronic message center portion of the permit.
 - (G) Only one (1) electronic message center is allowed per premises.
 - (H) No electronic message center attached as a wall sign shall exceed fifty percent (50%) of the area of the maximum allowable size for a wall sign at that location.
 - (I) The addition of any electronic message center to any nonconforming freestanding sign is prohibited.
 - (J) By definition, changeable copy signs which display time, temperature or price shall be allowed as on-premises signs.
- (6) Area of freestanding signs. The area of a freestanding sign shall be based on total road frontage of the property where the sign is to be permitted. The area shall be as follows:

Frontage (feet)	Maximum Area (square feet)
0–50	25
51–100	50
101–150	75
151–200	100
201–250	125

Frontage (feet)	Maximum Area (square feet)
251–300	150
301–350	175
351–400	200
401–450	225
451–500	250
501–550	275
551–600	300

- (7) Wall signs. Wall signs shall be regulated by the following:
- (A) Maximum area: 15% of wall area.
 - (B) Maximum height: 3 feet above building roof.
- (8) Multi-tenant signs. Multi-tenant signs shall be allowed and shall follow the requirements of subsection (6) of this section; furthermore, each sign incorporated in the total signage allowed shall be equally proportioned among the business establishments.
- (9) Height of monument signs. The height of a monument style sign, pylon sign or pole mounted ground sign shall not exceed the limits set in section 3.09.010.
- (10) Window signs. The coverage area of a window shall not exceed thirty percent (30%).
(Ordinance 2017-1 adopted 1/10/17; Ordinance 2023-07 adopted 4/25/2023)

§ 3.09.082. Maintenance.

Notwithstanding such additional restrictions as may be applicable to signs placed within the downtown district, as described in division 4 of this article, all signs shall be maintained in good structural condition, in compliance with all building and electrical codes, in conformance with this article, and subject to the following provisions:

- (1) A sign shall have no more than twenty percent (20%) of its surface area covered with disfigured, cracked, ripped or peeling paint, poster paper or other material for a period of more than thirty (30) days.
- (2) A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than fifteen (15) degrees from vertical for a period of more than ten (10) days.
- (3) A sign shall not have weeds, trees, vines or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way from which it is to be viewed, for a period of more than ten (10) days.
- (4) An internally illuminated sign shall be allowed to stand with only partial illumination for a period of no more than thirty (30) days.

- (5) Flags shall not be faded, tattered or torn.
- (6) Sign illumination shall be placed and shielded so as not to directly cast light rays into nearby residences or sleeping accommodations or into the eyes of motor vehicle drivers.
- (7) All signs and sign structures shall be kept in good repair and, unless of galvanized or noncorroding metal treated with appropriate wood preservative, shall be thoroughly painted as often as necessary, consistent with good maintenance. All signs, sign structures and surrounding area shall be maintained in a safe, clean, sanitary and nonoffensive condition, and shall be kept free and clear of all obnoxious substances and rubbish. All braces, belts, clips, supporting frames, fastenings and systems shall be free from deterioration, termite infestation, rot or loosening. All signs shall be able to withstand safely at all times the wind pressure specified in this article and any other applicable ordinances of the city. If any sign is not so maintained, the code official or his/her designee shall give written notice to the owner or lessee thereof to so maintain the sign or to remove the sign.
- (8) Signs may not create a traffic hazard, and shall be constructed and maintained as follows:
 - (A) Clear sight triangle. No sign shall be erected in the clear sight triangle. Signs shall be erected so as not to obstruct or impair motor vehicle driver vision at business ingress or egress points or at street intersections.
 - (B) Other hazards. No sign shall be erected, and there shall be no lighting of signs or premises thereof, in such a manner or in such location as to obstruct the view of, or to be confused with, any authorized traffic signal, notice or control device. Signs using the word “stop,” “danger” or any other word, symbol or character in a manner which may mislead, confuse or distract the driver of a motor vehicle are strictly prohibited.
 - (C) Notwithstanding other provisions of this article, any such sign or light source constituting a traffic hazard shall be removed at the direction of the building official and/or his/her designee. If not removed by the owner or occupant of the property within ten (10) days of notice, unless otherwise deemed an immediate hazard, the building official and/or his/her designee shall cause the sign to be otherwise removed, and the cost of removal shall become a lien against the property from which it was removed until payment for removal is satisfied.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.083. Lighting.

- (a) Generally. Notwithstanding such additional restrictions as may be applicable to signs placed within the downtown district, as described in division 4 of this article, the following regulations shall apply to signs where lighting is included:
 - (1) Sign illumination shall be placed and shielded so as not to directly cast light rays into nearby residences or sleeping accommodations or the eyes of motor vehicle drivers.
 - (2) Electrical requirements pertaining to signs shall be as prescribed under the National

Electrical Code as adopted.

- (3) No sign regulated by this article shall utilize an exposed incandescent lamp with an external reflector and without a sunscreen or comparable diffusion in excess of fifty (50) watts, or unless wattage does not exceed ten (10) watts.
- (4) A higher wattage incandescent lamp may be used with no diffuser for lane open or closed designation.
- (5) No sign shall use any revolving beacon light, flashing light or strobes.
- (b) Uniformity. Lighting on signs shall be consistent throughout a project, and no sign or portion thereof shall be illuminated differently from any other sign, except as allowed otherwise in this article.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.084. through § 3.09.120. (Reserved)

DIVISION 4
Downtown District

§ 3.09.121. Prohibited signs and devices.

In addition to those signs prohibited by section 3.09.003, the following signs are prohibited within the downtown district:

- (1) Backlit signs;
 - (2) Flashing signs;
 - (3) Portable signs designed to be transported by wheels; and
 - (4) Roof signs.
- (Ordinance 2017-1 adopted 1/10/17)

§ 3.09.122. Signs not requiring permit.

- (a) Sidewalk signs. Sidewalk signs in the downtown district shall not require a permit or advance approval but shall conform to the following requirements:
 - (1) The maximum height of the sign shall be four (4) feet;
 - (2) The maximum width of the sign shall be three (3) feet;
 - (3) In addition to conforming to the requirements of section 3.09.003(a), a minimum clear sidewalk width of four (4) feet shall be maintained;
 - (4) The sign must be properly anchored or weighted against wind;
 - (5) The sign may not contain changeable letters on tracks; and
 - (6) The sign must be removed after business hours.
- (b) Banners. A banner may not exceed twenty-four (24) square feet in area.
(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.123. Construction, design and placement.

All signs placed within the downtown district shall be designed, constructed and maintained in accordance with the standards described in division 3 of this article, and in addition thereto shall adhere to the following standards:

- (1) An alley sign shall not exceed six (6) square feet in area.
- (2) An awning sign shall not exceed sixteen (16) square feet in area.
- (3) A hanging sign shall not exceed eight (8) square feet per face, and shall provide a minimum of eight (8) feet clearance between the sidewalk surface and the bottom of the sign. The sign must hang perpendicular to the facade of the building.
- (4) A projecting sign shall not exceed twenty-five (25) square feet per face, and the top of

the sign shall be located below the roofline of the building to which it is attached, the base of the sign shall be no less than eight (8) feet above the ground, and the sign shall not project more than six (6) feet from the exterior wall of the building.

- (5) A wall sign shall be limited in size as follows:
 - (A) For a sign placed on the same side as the building's primary entrance, and based upon the linear measurement of the wall containing said primary entrance, the sign shall be no more than fifteen percent (15%) of the total wall area the sign is to be placed on.
 - (B) Any sign placed on a building's secondary side or the side facing any side street not containing the primary entrance of the building shall be no larger than the size of a sign on the wall containing the primary entrance of the building.
- (6) The coverage area of a window sign shall not exceed thirty percent (30%) of the area of the window in which it is placed.
- (7) Each premises may have no more than two (2) signs and one (1) sidewalk sign for each street entrance, with the exception of the following:
 - (A) A building located on the corner of two (2) named streets may also have one (1) sign and one (1) sidewalk sign oriented to its secondary or side street frontage; and
 - (B) A building containing a public rear entrance may also have one (1) sign and one (1) sidewalk sign oriented to the rear of the building.
- (8) No sign in the downtown district shall cover or otherwise obstruct any distinctive architectural feature of the building on which it is placed or painted.
- (9) No more than thirty percent (30%) of any exterior wall of a building may be covered by signage.
- (10) Projecting signs and awnings shall be anchored to withstand 110-mile-per-hour winds, and shall be built pursuant to a plan bearing a professional engineer's calculations and seal.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.124. Approval procedure.

If a sign requiring a permit under this article is to be placed, constructed, erected or modified on a site within the downtown district, in addition to the requirements for permit described in division 2 of this article, prior approval of the downtown district advisory board must be obtained, with proof thereof submitted to the building official.

- (1) As applicant, the building owner, or, with the owner's written permission, the owner's designee, shall meet with the building official to determine the requirements for a sign to be placed, constructed, erected or modified on a site within the downtown district.
- (2) The applicant shall then complete any written application for a sign as required by the downtown district advisory board, and submit the application, with all attachments

required, to the building official for review as required by the downtown district advisory board.

- (3) The applicant shall attend such meetings as may be scheduled by the downtown district advisory board for the purpose of presenting the application for sign approval.
- (4) Upon approval by the downtown district advisory board, the applicant shall secure such permits as may be required for construction, placement or modification from the building official.
- (5) Within sixty (60) days of grant of permit from the building official, construction shall commence as described in the approved application. Work must be completed within 180 days.

(Ordinance 2017-1 adopted 1/10/17)

§ 3.09.125. District boundaries.

The area of downtown beginning at the intersection of Dr. Martin Luther King, Jr. Blvd. and Milam heading north on Milam to the intersection of Milam and Grand, thence continue heading east on Grand to the intersection of Grand and San Jacinto, thence continue heading south on San Jacinto to the intersection of San Jacinto and Dr. Martin Luther King, Jr. Blvd., thence heading west on Dr. Martin Luther King, Jr. Blvd. to the intersection of Dr. Martin Luther King, Jr. Blvd. and Milam.

(Ordinance 2017-1 adopted 1/10/17)



Sign Permit 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

Permit Fee: \$150 Per Sign

1. Date 7 / 14 / 26
2. Job Address 1900 SAM HOUSTON, LIBERTY TX 77575
3. Legal Description Lot ALL Block 32 Addition LIBERTY INNER BLOCKS
4. Name of Business FIRST LIBERTY BANK
5. Valuation of Work (Cost + Labor) \$18,781.00
6. Property Owner FIRST LIBERTY BANK Phone _____
7. Contractor FLITE SIGNS Phone 832-518-7750
8. Contractor E-mail Address: OLDDOG PERMITS @ GMAIL .COM
9. Electrical Contractor (If Applicable) FLITE SIGNS
10. Class of Work ☒ New ☐ Reface ☐ Replace Existing
11. Sign Dimensions Length 4' Width 6' Total Sq. Ft. 24
12. Height of Sign 7'
13. Sign Type ☒ Freestanding ☐ Wall ☐ Canopy ☐ Portable
14. Does sign have any electronic message boards? ☐ Yes ☒ No
15. Does sign have any LED or Lit Channel letters? ☒ Yes ☐ No
16. Plans attached ☒ Site Plan ☒ Wording on Sign
17. All existing buildings on the property _____

18. Minimum Sign Setbacks and Height Limitations

	<i>Minimum Setbacks</i>	<i>Height Limits</i>
Highway 90	10 feet from property line	41 feet
Highway 146	5 feet from property line	41 feet
Highway 146 Bypass	5 feet from property line	41 feet
City Streets	5 feet from property line	21 feet

NOTES:

- No work shall be performed by applicant until permit is issued.
- Signs shall not be located in or on an easement or public right-of-way.
- Electrical permits are separate permits.

SUBMITTAL REQUIREMENTS

- For wall signs, please provide details on how the sign will be attached to the wall. If electric will be provided to the sign, please provide details. Electrical details should include how the electrical will run from the sign to the building and power source.
- For newly constructed pylon and other freestanding signs, please have engineered signed and sealed plans designed for 110 mph ultimate wind speed.
 - Exemption: Signs seven (7) feet or shorter with a sign face no wider than eight (8) feet are exempt from this provision.
- Adopted Codes: 2021 International Building Code (IBC); 2023 National Electric Code (NEC)

Applicant Name (Printed): John SAEPLERD Date: 7/14/26
 Applicant Name (Signature): Jh Shepherd Date: 7/14/26

Approved by (Name): _____ Title: _____ Date: _____



FLITE SIGNS, LLC.
6015 SKYLINE DR
HOUSTON, TX 77057
713.429.6951

SINCE 1979

FIRST LIBERTY BANK

1900 SAM HOUSTON STREET | LIBERTY, TX 77575

SIGN TYPE

DRAWING NUMBER: 26-07025



FIELD SURVEY
REQUEST



VECTOR ARTWORK
RECEIVED



VERIFIED COLORS
RECEIVED



CERTIFIED ENGINEERING



PERMITTING
REQUEST



VERIFIED SITE PLAN

NOTES:

SALE REP:PROJECT MGR:DESIGNER:

DESIGN LOG

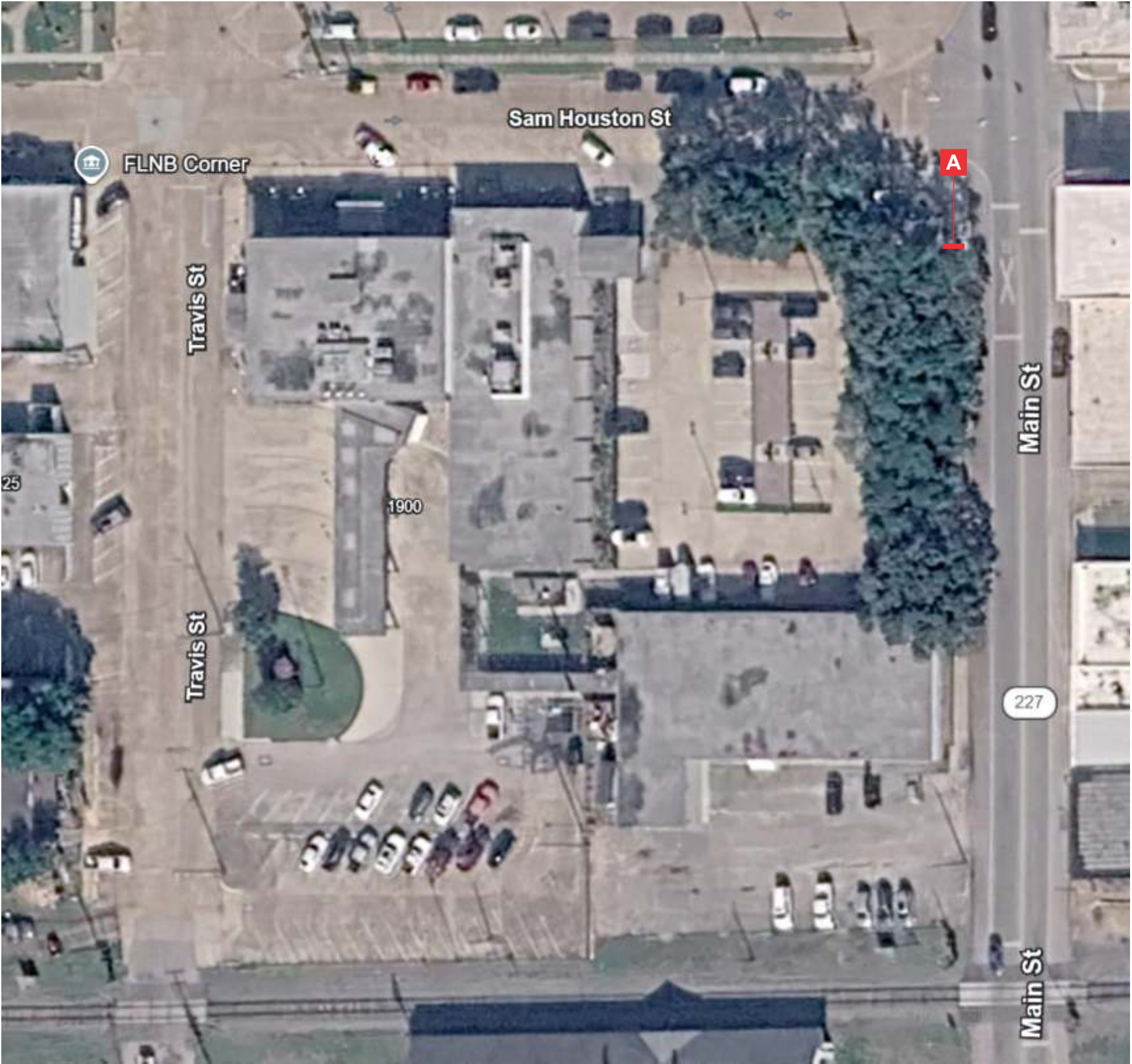
REVISION NUMBER - DATE - INITIAL

NEW DRAWING - 07.01.26 - KP
COMMENTS:

SIGN LOCATION

A

 MONUMENT



 AERIAL VIEW
SCALE: NTS

 **flitesigns**
6015 SKYLINE DRIVE
HOUSTON, TX 77057

SALES REP:
NATHAN N.

DESIGNER:
KEN P.

PROJECT MGR:
BRIANNE C.

DRAWING NUMBER:
26-07025

CLIENT:
FIRST LIBERTY BANK
1900 SAM HOUSTON STREET | LIBERTY, TX 77575

ELECTRICAL REQUIREMENT:
PRIMARY ELECTRICAL TO BE PROVIDED BY CUSTOMER. SIGNS WILL BE WIRED FOR 120-277 VAC. FLITE SIGNS LLC MUST BE NOTIFIED IF VOLTAGE IS DIFFERENT PRIOR TO SIGN MANUFACTURING. A CLEAN, DEDICATED 20AMP CIRCUIT CONSISTING OF PRIMARY (BLK), NEUTRAL (WHT), & GROUND (GRN) ARE TO BE PROVIDED BY CUSTOMER'S LICENSED ELECTRICAL CONTRACTOR. J-BOX MUST BE LOCATED WITHIN 6FT OF SIGN, WITH BREAKER LABELED.

UL SPECIFICATION:
UPON REQUEST, THIS SIGN IS INTENDED TO BE FABRICATED & INSTALLED IN ACCORDANCE TO UL STANDARDS AND THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING. THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6 (A)(1) OF THE NATIONAL ELECTRICAL CODE.



NOTES:

PROJECT APPROVED BY: _____ DATE: _____

PRODUCTION STATUS:
**AWAITING
FOR APPROVAL**



ELEVATION - EXISTING
SCALE: 1/4"=1'-0"



ELEVATION - PROPOSED
SCALE: 1/4"=1'-0"



 ELEVATION - PROPOSED
SCALE: 3/8"=1'-0"

SIGN A

SCOPE OF WORK

MANUFACTURE AND INSTALL (1) D/F INTERNALLY ILLUMINATED MONUMENT

SPECIFICATIONS:

· ALL ALUMINUM CONSTRUCTION

· FACES: 3/16" 2447 WHITE ACRYLIC, D1-D2, V1-V4 VINYL GRAPHICS

· RETAINERS: 2" X 2" ALUMINUM, FINISH P1

· DIVIDER BAR: 1.5" ALUMINUM, FINISH P1

· REVEAL: 2" X 2" X 3/16" ALUMINUM SQ. TUBE, FINISH P2

· BASE/POLE COVER: ALUMINUM CLADDING OVER ALUM. ANGLE FRAMING FINISHED P3

· ILLUMINATION: 7100K WHITE LED MODULES WITH POWER SUPPLIES

SUPPORT & FOUNDATION:

· 4" STD STEEL PIPE, 4.5" O.D. (0.237" WALL)

· CONCRETE PIER 18" DIA X 4' DEEP

· @ 3000 PSI

PAINT COLORS	(M) MATTE FINISH (ST) STUCCO
P1: MP BLACK P2: PTM PANTONE 208 C P3: PTM C:35 M:90 Y:68 K:63	
DIGITAL PRINT	(T) TRANSLUCENT (O) OPAQUE (DR) DIRECT PRINT
D1: DIGITAL PRINT PMS 208 C (T) D2: DIGITAL PRINT (T)	
VINYL COLORS	(T) TRANSLUCENT (O) OPAQUE (P) PERFORATED
V1: 3M BURGUNDY 3630-49 (T) V2: 3M DURANODIC 3630-69 (T) V3: 3M SILVER GRAY 3630-51 (T) V4: 3M BLACK (O)	



 SIGN LAYOUT
SCALE: 3/4"=1'-0"

CITY OF LIBERTY

Planning & Zoning Commission Agenda Item Form

Meeting Date: July 29, 2026

Agenda Wording: Consider approving the preliminary plat of the Liberty Pitstop Express Truck Stop

Department: Community Development

Subject: Preliminary Plat – Liberty Pitstop express Truck Stop

Background: JP Anders of Windrose Land Services has submitted a plat application to create a single 3.604-acre lot for a proposed truck stop at 3570 Highway 90. The new lot will be created by combining 11 existing lots.

Funding Source: n/a

Staff Recommendation:



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: Liberty Pitstop Express Truck Stop

Address/Location: 3570 US-90, Liberty, TX 77575

Lot(s): 1 Reserve

Block(s): 1

of Acres: 3.604

of Lots: 0

of Units: 0

APPLICANT INFORMATION

Name: JP Anders

Company: Windrose Land Services

Mailing Address: 5353 W Sam Houston Pkwy N, Suite 150 City: Houston State: TX Zip: 77041

Email Address: jp.anders@windroseservices.com Phone: (346) 998-3793

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: Liberty Pitstop, LLC

Company: Liberty Pitstop LLC

Mailing Address: 322 Julie Rivers Dr. City: Sugar Land State: TX Zip: 77478

Email Address: imran@enccap.com Phone: (713) 636-2563

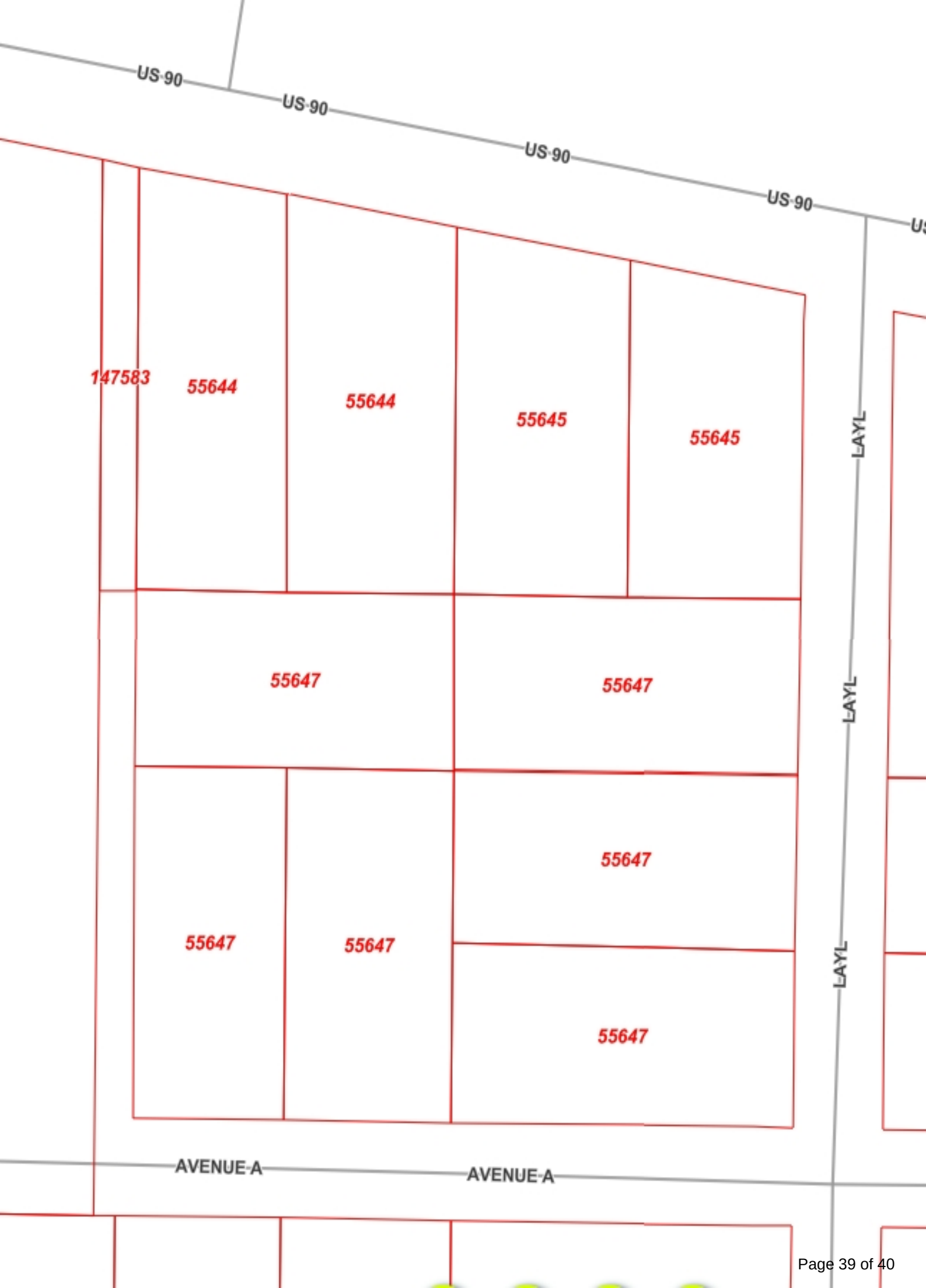
SIGNATURE


Owner's Signature

6/26/2026
Date

John P Anders
Applicant Signature

06/26/2026
Date



US-90

US-90

US-90

US-90

US-90

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AVENUE-A

AVENUE-A

STATE OF TEXAS
COUNTY OF LIBERTY

This is to certify that we, Liberty Pitstop, LLC, are the legal owners of the land shown on this plat, being the tract of land as conveyed to us by deed recorded under L.C.C.F. NO. 2026002572, and designated herein as the LIBERTY PITSTOP EXPRESS TRUCK STOP in the city of Liberty, Texas.

FURTHER, We, the undersigned, do hereby DEDICATE to the use of the public forever all streets, alleys, parks, watercourses. Drains, easements, and public places shown on this plat for the purpose and consideration therein expressed.

Naqeeb Punjani

Imran Dhanani

STATE OF TEXAS
COUNTY OF LIBERTY

Before me, the undersigned authority, on this day personally appeared Naqeeb Punjani and Imran Dhanani of Liberty Pitstop, LLC, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that such persons executed the same for the purpose and considerations therein stated.

Given under my hand and seal of office

this the _____ day of _____, 20____

Notary Public State of Texas (Signature)

Notary's Name Typed (Print Name)

My Commission expires:

KNOW ALL MEN BY THESE PRESENTS:

That I, MARCO A ANDRADE JR., do hereby certify that I made an actual and accurate survey of the platted land, and that the corner monuments shown on the foregoing plat were properly placed under my personal supervision, in accordance with all Subdivision and Land Development Ordinances for the City of Liberty, Texas.

MARCO A ANDRADE JR.
Registered Professional Land Surveyor
Texas Registration No. 6940

Liberty City Council Acknowledgement

Approved by the Liberty City Council, this _____ day of _____, 20____.

John Hebert, Jr.
Mayor

Debbie Dugger
Mayor Pro-Tem

Betty Runkle
Councilmember

Bruce Bell
Councilmember

Ed Seymour
Councilmember

Nick Dennis
Councilmember

Ross Ward
Councilmember

ATTEST:

April Gilliland
City Secretary

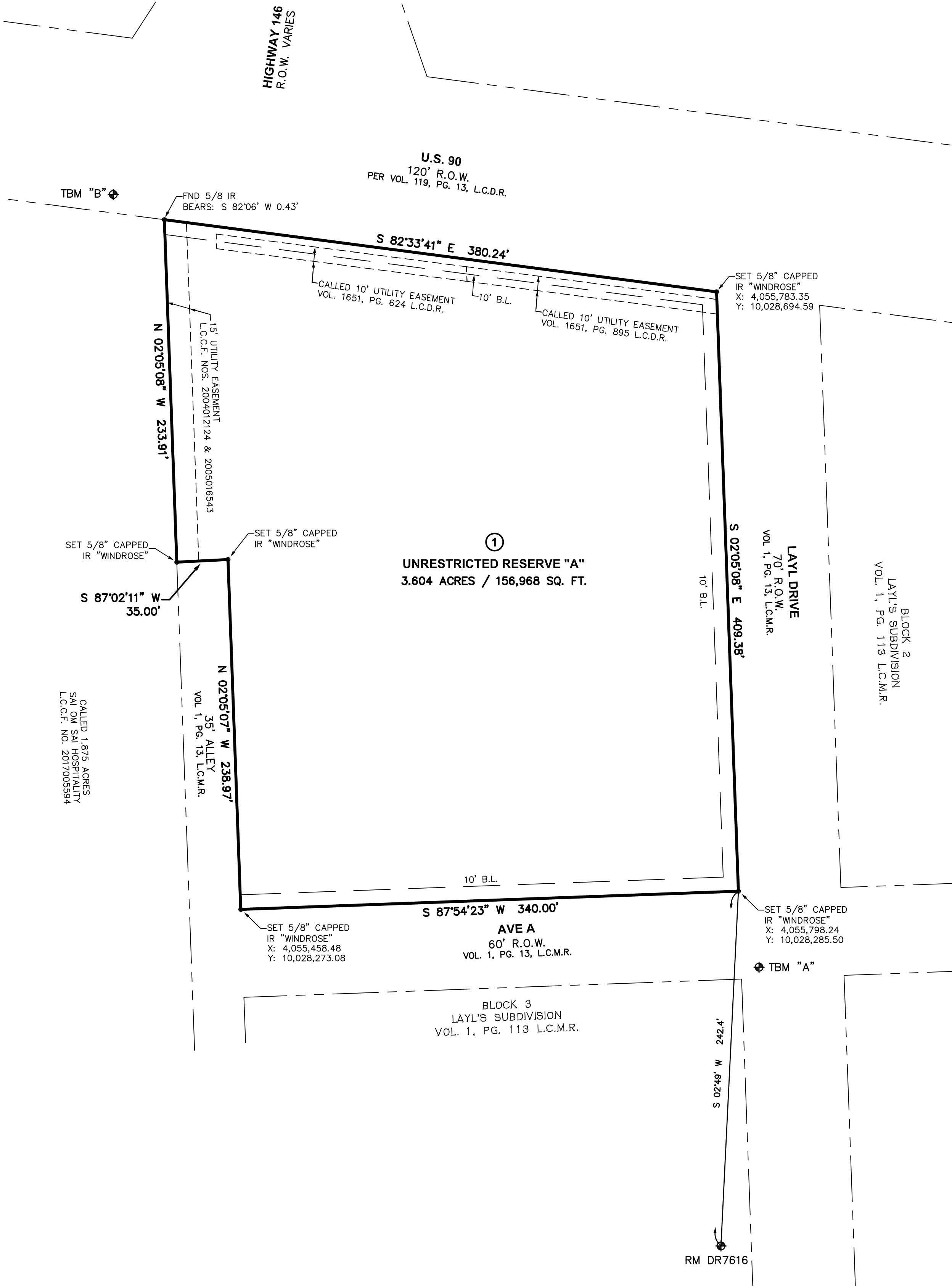
THE STATE OF TEXAS COUNTY OF LIBERTY

I, LEE HAIDUSEK CHAMBERS, County Clerk of Liberty County, Texas, do hereby certify that this instrument was filed for registration in my office on the _____ day of _____, 20____ at _____ o'clock ____m. and duly recorded on

the _____ day of _____, 20____ at _____ o'clock ____m.

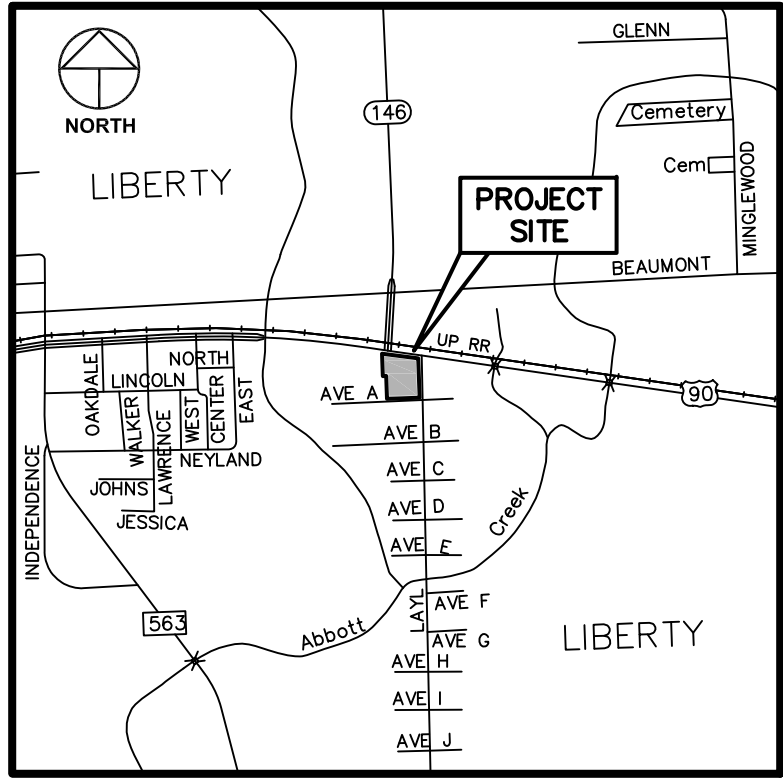
in the Plat Records of Liberty County, Texas, in Book _____, Page _____.

Witness my hand and seal at Liberty, Texas, this the day and date last above written

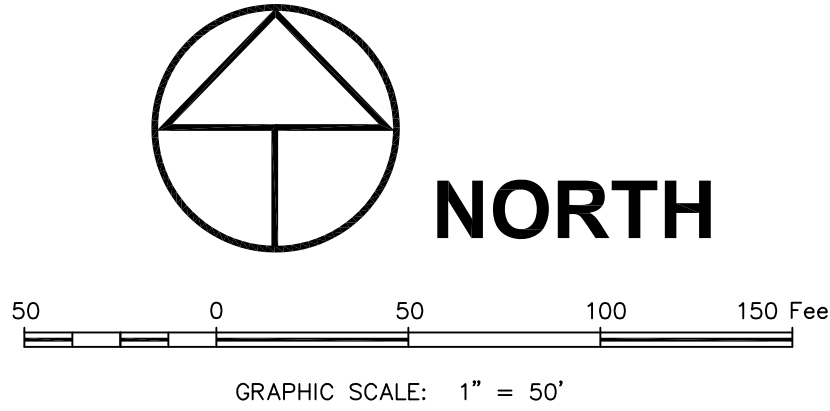


ABBREVIATIONS

- A.E. - AERIAL EASEMENT
- D.E. - DRAINAGE EASEMENT
- ESMT. - EASEMENT
- FND - FOUND
- L.C.C.F. - LIBERTY COUNTY CLERK FILE
- L.C.D.R. - LIBERTY COUNTY DEED RECORDS
- L.C.M.R. - LIBERTY COUNTY MAP RECORDS
- IP - IRON PIPE
- IR - IRON ROD
- NO. - NUMBER
- PG. - PAGE
- R.O.W. - RIGHT-OF-WAY
- AC. - ACRES
- SQ. FT. - SQUARE FEET
- VOL. - VOLUME
- B.L. - BUILDING LINE
- W.L.E. - WATER LINE EASEMENT
- S.S.E. - SANITARY SEWER EASEMENT
- U.E. - UTILITY EASEMENT
- (S) - SET 5/8" CAPPED IR "WINDROSE"



CITY OF LIBERTY, LIBERTY COUNTY, TEXAS
VICINITY MAP
SCALE: 1" = 2000'



GENERAL NOTES

- BEARINGS WERE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203). COORDINATES SHOWN HEREON ARE GRID COORDINATES AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING SCALE FACTOR: 0.9999700008
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), FLOOD INSURANCE RATE MAP (FIRM) FOR LIBERTY COUNTY, TEXAS, MAP NO. 48291C0445D REVISED/DATED JANUARY 19, 2018, THE SUBJECT TRACT APPEARS TO LIE WITHIN UNSHADED ZONE "X". THIS DETERMINATION WAS DONE BY GRAPHIC PLOTTING AND IS APPROXIMATE ONLY, AND HAS NOT BEEN FIELD VERIFIED. THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY OR STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. ON RARE OCCASIONS FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF WINDROSE SURVEYING AND LAND SERVICES.

BENCHMARK PUBLISHED ELEVATION — 40.1

ALL ELEVATIONS SHOWN HEREON ARE BASED ON NGS MONUMENT PID DR7616 BEING A FLANGE-ENCASED STAINLESS STEEL ROD STAMPED "TALL RM 2006" LOCATED ABOUT 700 FEET SOUTH ALONG LAYL DRIVE FROM HIGHWAY 90 AND UNION PACIFIC RAILROAD ABOUT 350 FEET EAST FROM HIGHWAY 146. (NAVD 88).

TEMPORARY BENCHMARK "A" ELEVATION — 38.77

BEING A BOX CUT APPROXIMATELY 417 WEST FEET FROM THE INTERSECTION OF LAYL DRIVE AND US 290. (SHOWN HEREON)

TEMPORARY BENCHMARK "B" ELEVATION — 39.19

BEING A BOX CUT ON CONCRETE STORM HEADWALL APPROXIMATELY 10 FEET EAST OF A POWER POLE AT THE INTERSECTION OF LAYL DRIVE AND AVE A. (SHOWN HEREON)

PRELIMINARY PLAT OF LIBERTY PITSTOP EXPRESS TRUCK STOP

A SUBDIVISION OF 3.604 AC. / 156,968 SQ. FT.
BEING A REPLAT OF LOTS 1 - 10,
AND A PORTION OF A 35' ALLEY, LAYL'S
SUBDIVISION, VOL. 1, PG. 113, L.C.M.R.
SITUATED IN THE
JAMES MARTIN SURVEY, ABSTRACT NO. 73
CITY OF LIBERTY, LIBERTY COUNTY, TEXAS

1 BLOCK 1 RESERVE

REASON FOR REPLAT: TO CREATE ONE (1) UNRESTRICTED RESERVE

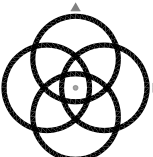
JULY 2026

Owner / Developer

Liberty Pitstop, LLC

322 Julie Rivers Dr.
Sugar Land, TX 77478
(713) 636-2563

Surveyor



WINDROSE
LAND SURVEYING | PLATTING

FIRM REGISTRATION NO. 10108800
713.458.2281 | WINDROSESERVICES.COM
5353 W SAM HOUSTON PKWY N, SUITE 150, HOUSTON TX 77041