

**Notice of Planning and Zoning Commission Regular Meeting  
AGENDA**

**April 6, 2021 at 6:00 PM**

**NOTICE TO THE PUBLIC IS HEREBY GIVEN** in accordance with the order of the Office of the Governor issued March 16, 2020, the Montgomery Planning and Zoning Commission will conduct its Planning and Zoning Commission Regular Meeting scheduled for **6:00 PM on Tuesday, April 6, 2021**, at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas via Zoom Teleconferencing.

This meeting will be closed to in-person attendance by the public. A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code. Videoconferencing capabilities will be utilized to allow individuals to address the Commission. Members of the public who wish to submit their written comments on a listed agenda item must submit them by email to [dmccorquodale@ci.montgomery.tx.us](mailto:dmccorquodale@ci.montgomery.tx.us) by 3:00 p.m. on April 6, 2021.

Members of the public are entitled to participate remotely via Zoom Teleconferencing. Citizens may join the Zoom Meeting by logging on: <https://us02web.zoom.us/j/81074175622> and using **Meeting ID: 810 7417 5622**. They may also join by calling (346) 248-7799 and entering the **Meeting ID: 810 7417 5622**.

The Meeting Agenda Pack will be posted online at [www.montgomerytexas.gov](http://www.montgomerytexas.gov). The meeting will be recorded and uploaded to the City's website the following day. ***Notice - any person(s) using profane, abusive or threatening language may result in them being removed from the Teleconference Meeting.***

**CALL TO ORDER**

**VISITOR/CITIZENS FORUM:**

Any citizen with business not scheduled on the agenda may speak to the Commission. Prior to speaking, each speaker must be recognized by the Chairman. The Commission may not discuss or take any action on an item but may place the issue on a future agenda. The number of speakers along with the time allowed per speaker may be limited.

**CONSIDERATION AND POSSIBLE ACTION:**

- 1.** Consideration and possible action regarding regular meeting minutes of March 9, 2021 and special meeting minutes of March 22, 2021.
- 2.** Consideration and possible action regarding a proposed wall sign and a proposed freestanding sign for Samplers & Stitchin' located at 305 Caroline Street in the Historic Preservation District.
- 3.** Consideration and possible action regarding a proposed wood privacy fence at 825 College Street in the Historic Preservation District.
- 4.** Consideration and possible action regarding a proposed wall sign for 3D's Deli located at 401 College Street Suite 170 in the Historic Preservation District.

**COMMISSION INQUIRY:**

Pursuant to Texas Government Code Sect. 551.042 the Planning & Zoning Commission may inquire about a subject not specifically listed on this Agenda. Responses are limited to recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place on the agenda of a future meeting.

**EXECUTIVE SESSION:**

The Planning and Zoning Commission reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property),551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.

**ADJOURNMENT**

/s/Susan Hensley

Susan Hensley, City Secretary

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on April 1, 2021 at 2:45 p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

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*This facility is wheelchair accessible and accessible parking spaces are available. Please contact the City Secretary's office at 936-597-6434 for further information or for special accommodations.*

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**MINUTES OF REGULAR MEETING**

**March 2, 2021**

**MONTGOMERY PLANNING AND ZONING COMMISSION**

**CALL TO ORDER**

Chairman Waddell declared a quorum was present and called the meeting to order at 6:05 p.m.

Present: Jeffrey Waddell, Britnee Ghutzman, Merriam Walker

Absent: Keri May, Allyson Clark

Also Present: Dave McCorquodale, Assistant City Admin. / Director of Planning & Development  
Katherine Vu, City Engineer

**VISITOR/CITIZENS FORUM**

No comments given.

**1. Consideration and possible action regarding regular meeting minutes of January 5, 2020.**

Britnee Ghutzman moved to approve the minutes as submitted. Merriam Walker seconded the motion, the motion carried unanimously. (3-0)

**2. Consideration and possible action regarding the following exterior modifications at 14351 Liberty Street in the Historic Preservation District:**

- a. Front façade painting.**
- b. New building sign.**

Staff introduced the item and noted that Mr. Karl Brosch, the property owner, was present at the meeting to answer questions. Mr. Brosch provided a history of the property, explaining that his wife’s great-great-grandfather built and operated a mercantile store on the property while living above the store. Discussion was had on whether there were plans to paint the sides and back of the building. Mr. Brosch said the side and back walls were metal and would not be painted. The front façade is wood and noted that some of the wood was rotting and needed to be replaced. Details of the sign were discussed along with the owner’s intent to light the sign by placing a light on the roof of the porch. Staff explained the

light must be shielded so that the light only shines on the sign and area immediately around the sign. Mr. Brosch stated if the light is too bright he will modify it to comply it with ordinance requirements. Britnee Ghutzman moved to approve the front façade painting and the proposed sign. Merriam Walker seconded the motion, the motion carried unanimously. (3-0)

**3. Consideration and possible action regarding approval of the final plat for Hills of Town Creek Section Four.**

Staff introduced the item and Ms. Katherine Vu reviewed the details of the item. Ms. Vu explained the recommendation to approve the final plat conditional on receipt of a performance bond for the construction cost of public improvements and the inclusion of a 10-foot utility easement on the north side of Lot 7 as requested of the developer by Mid-South Electric.

Britnee Ghutzman moved to approve the final plat conditional on the engineer’s recommendations being met. Merriam Walker seconded the motion, the motion carried unanimously. (3-0)

**Commission Inquiry**

None.

**Adjournment**

Merriam Walker moved to adjourn the meeting at 6:40 p.m. Britnee Ghutzman seconded the motion, the motion carried unanimously. (3-0)

Prepared by: \_\_\_\_\_ Date approved: \_\_\_\_\_  
Dave McCorquodale

\_\_\_\_\_  
Chairman Jeffrey Waddell

Attest: \_\_\_\_\_  
Susan Hensley, City Secretary

**MINUTES OF SPECIAL MEETING**

**March 22, 2021**

**MONTGOMERY PLANNING AND ZONING COMMISSION**

**CALL TO ORDER**

Chairman Waddell declared a quorum was present and called the meeting to order at 5:06 p.m.

Present: Jeffrey Waddell, Britnee Ghutzman, Merriam Walker, Keri May

Absent: Allyson Clark (attempted to join at 5:15, but connectivity issues prevented participation)

Also Present: Dave McCorquodale, Assistant City Admin. / Director of Planning & Development

**VISITOR/CITIZENS FORUM**

No comments given.

**1. Consideration and possible action regarding new perimeter fencing for the Montgomery Old Cemetery at 310 Pond Street in the Historic Preservation District.**

Staff introduced the item and reviewed the information included in the proposal from the Montgomery Historical Society. The proposal included replacing the existing chain link fence surrounding the cemetery with a new four-foot tall wrought-iron style fence, along with removal of an interior chain link fence in the cemetery that would not be replaced. Staff stated the Montgomery Historical Society received a grant from MEDC for a portion of the fence, and a condition of the grant was that all City processes were followed. The reason for the special meeting was to help ensure the grant requirements were followed for a visually significant project in the downtown area.

Merriam Walker asked who was responsible for maintaining the fence. Staff stated the property was owned by the Historical Society, and the City would address the property owner for those issues. Kirk Jones, representing the Historical Society, confirmed they would be responsible for maintenance. Chairman Waddell asked if the Cemetery Committee helps maintain the cemetery, and Mr. Jones said they do not help with the Old Cemetery like they do with the New Cemetery. Mr. Jones stated one of the long-term goals for the property was to add brick columns in the fencing as budgeting allows.

Merriam Walker moved to approve the new fencing as submitted. Britnee Ghutzman seconded the motion, the motion carried unanimously. (3-0)

**Commission Inquiry**

None.

**Adjournment**

Britnee Ghutzman moved to adjourn the meeting at 5:23 p.m. Merriam Walker seconded the motion, the motion carried unanimously. (4-0)

Prepared by: \_\_\_\_\_ Date approved: \_\_\_\_\_  
Dave McCorquodale

\_\_\_\_\_  
Chairman Jeffrey Waddell

Attest: \_\_\_\_\_  
Susan Hensley, City Secretary

Montgomery Planning and Zoning Commission  
**AGENDA REPORT**

<b>Meeting Date: April 6, 2021</b>	<b>Budgeted Amount: N/A</b>
<b>Prepared By: Dave McCorquodale</b>	<b>Exhibits: Sign application and information from applicant</b>

**Subject**

Consideration and possible action regarding a proposed wall sign and a proposed freestanding sign for *Samplers & Stitchin'* located at 305 Caroline Street in the Historic Preservation District.


**Description**

The applicant is planning to have a wall mounted sign on the front of the building along with a freestanding sign that faces west toward McCown St.

**Recommendation**

Consider the two proposed signs and act on each as you see fit.

**Approved By**

Asst. City Administrator	Dave McCorquodale 	Date: 03/30/2021
City Administrator	Richard Tramm	Date: 03/30/2021



WWW.MONTGOMERYTEXAS.GOV

# Sign Permit Application

**CITY OF MONTGOMERY**

Item 2.

101 Old Plantersville Road  
Montgomery, Texas 77356  
936-597-6434

permits@ci.montgomery.tx.us

SIGN PERMIT APPLICATION EXPIRES IN  
180 DAYS (NON-TRANSFERABLE)

<b>TEMPORARY SIGN?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>PERMANENT SIGN?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Pre-Existing OR New</b>	Pre-Existing <input type="checkbox"/>	NEW <input checked="" type="checkbox"/>

**Permit:**

**Date:** 3/25/2021

<b>JOB ADDRESS:</b> 305 Caroline Street	<b>BUSINESS NAME:</b> Samplers & Stitchin'	
<b>BUSINESS OWNER:</b> Caroline Austin, et al	<b>MAILING ADDRESS:</b> 8993 Windjammer Lane; Montgomery	<b>TELEPHONE:</b> 713 398 4566
<b>APPLICANT:</b> Caroline Austin, et al	<b>MAILING ADDRESS:</b> 8993 Windjammer Lane; Montgomery	<b>TELEPHONE:</b> 936 448 8033

**CONTRACTOR LICENSE (if electrical):** n/a

<b>IS THE SIGN IN THE HISTORIC PRESERVATION DISTRICT?</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	<b>IS THE SIGN ILLUMINATED?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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<b>SIGN PLACEMENT:</b> 1 sign attached to bldg. front facade, one sign free standing to rt hand side of bldg	<b>VALUATION:</b> 300.00
<b>SIGN DESIGN &amp; COLOR SCHEME:</b> Aluminum, clear gloss coating to protect from elements; hunter green / maroon	

SIGN TYPE		SIGN DIMENSIONS	
FREESTANDING MONUMENT SIGN	<input checked="" type="checkbox"/>	SIGN HEIGHT	2.5 feet
BUILDING WALL SIGN	<input checked="" type="checkbox"/>	SIGN WIDTH	5.5 feet
BANNER	<input type="checkbox"/>	TOTAL SQ FT	13.75 feet
OTHER	<input type="checkbox"/>	SET BACK	
		LOT LINEAR FOOTAGE	

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

<b>NAME:</b> Caroline B. Austin	<b>SIGNATURE:</b>
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**OFFICE USE ONLY**

<b>APPROVED</b>		<b>TOTAL FEE:</b>	\$
<b>DATE</b>			
<b>COMMENTS:</b>			



# Samplers & Stitchin'

The Stitchery Shoppe

with ...



**\*ANTIQUES\***



The rectangle I “drew” is a text box and will not appear exactly to scale.



**Right-hand, SIDE view of 305 Caroline Street.** Please note picture is taken from front of building.

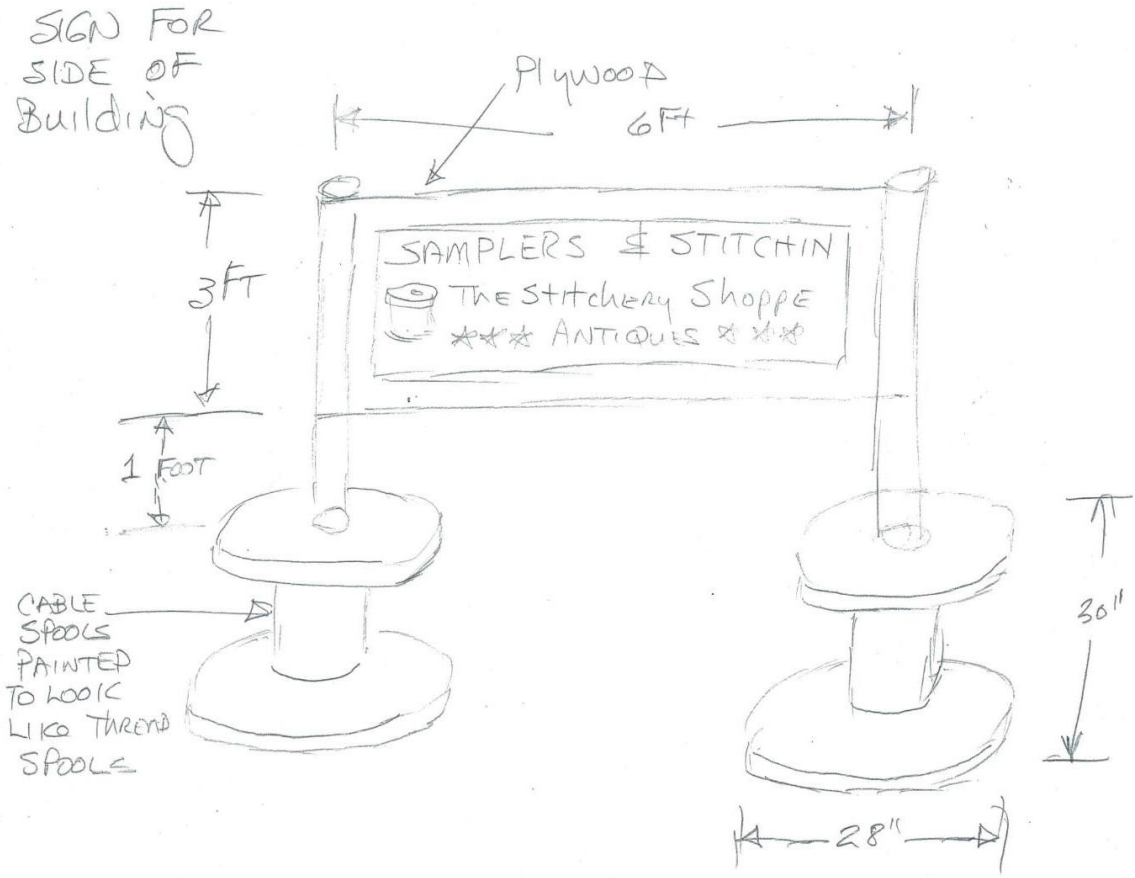
Please see secondary, hand-drawn schematic explaining the construction of the monument sign. This sign will be professional aluminum as well, matching the sign affixed to the building frontage.

The aluminum sign will be flush mounted to a backing wooden board. The backing board will then be affixed to two wooden posts that are sunken into the wooden spools (please see spool picture).

The two posts will be driven into the ground (grass) for additional support similar to a post hole being dug for a fence. This sign will **not** permanently be affixed into the ground and can be removed as any “wooden monument sign” could be removed from the ground.

This sign will be free-standing and placed PARALLEL to the right-hand side of the building and will be facing in the direction of “Garrett House Antiques.”

### Spool Sign Schematic Drawing



## Picture of Spools



These spools have been hand stained with weather proofing stain to seal the wood from weather related wear. Spools will be kept in good repair and retreated as necessary to maintain the color effect of an “antique” wooden spool of thread.

Dimensions of spools can be located on hand-drawn spool sign schematic.

## Screen shot from Signs.com

This image will give exact sign construction materials, sizes, expected cost etc.  
This should fulfill the further information you requested.

### Front of Building Sign:



### **Aluminum Sign**

**36" W x 24" H**

Coating: Protective Laminate (Glossy) [i](#)

Shape: Rounded Corners (1/4") [i](#)

Printed Sides: Single Sided [i](#)

Drilled Holes Diameter: 1/4" [i](#)

Drilled Holes Location: 4 Corners [i](#)

Standoffs: None [i](#)

Accessories: None [i](#)

Premium Art: 1

**\$93.62**



(Right-hand side of building sign)

### Aluminum Sign

66" W x 30" H

Coating: Protective Laminate (Glossy) [i](#)

Shape: Rounded Corners (1/4") [i](#)

Printed Sides: Single Sided [i](#)

Drilled Holes Diameter: 1/4" [i](#)

Drilled Holes Location: 4 Corners [i](#)

Standoffs: None [i](#)

Accessories: None [i](#)

Premium Art: 1

**\$172.60**

**Subtotal:\$266.22**

Montgomery Planning and Zoning Commission  
**AGENDA REPORT**

<b>Meeting Date: April 6, 2021</b>	<b>Budgeted Amount: N/A</b>
<b>Prepared By: Dave McCorquodale</b>	<b>Exhibits: Description of work and property survey from owner</b>

**Subject**

Consideration and possible action regarding a proposed wood privacy fence at 825 Caroline Street in the Historic Preservation District.

**Description**


The applicant would like to build a wood privacy fence around his property on College Street. The fence is described as being 6-foot tall along the front of the property, and 8-foot tall on the sides and rear of the property. Privacy fences are not uncommon in the Historic Preservation District. Considerations the Commission may wish to discuss include:

- Finished side—facing in or out?
- Stained wood or natural finish?
- Height: 6-ft vs. 8-ft?

**Recommendation**

Consider the proposed fence and act as you see fit.

**Approved By**

Asst. City Administrator	Dave McCorquodale 	Date: 03/31/2021
City Administrator	Richard Tramm	Date: 03/31/2021



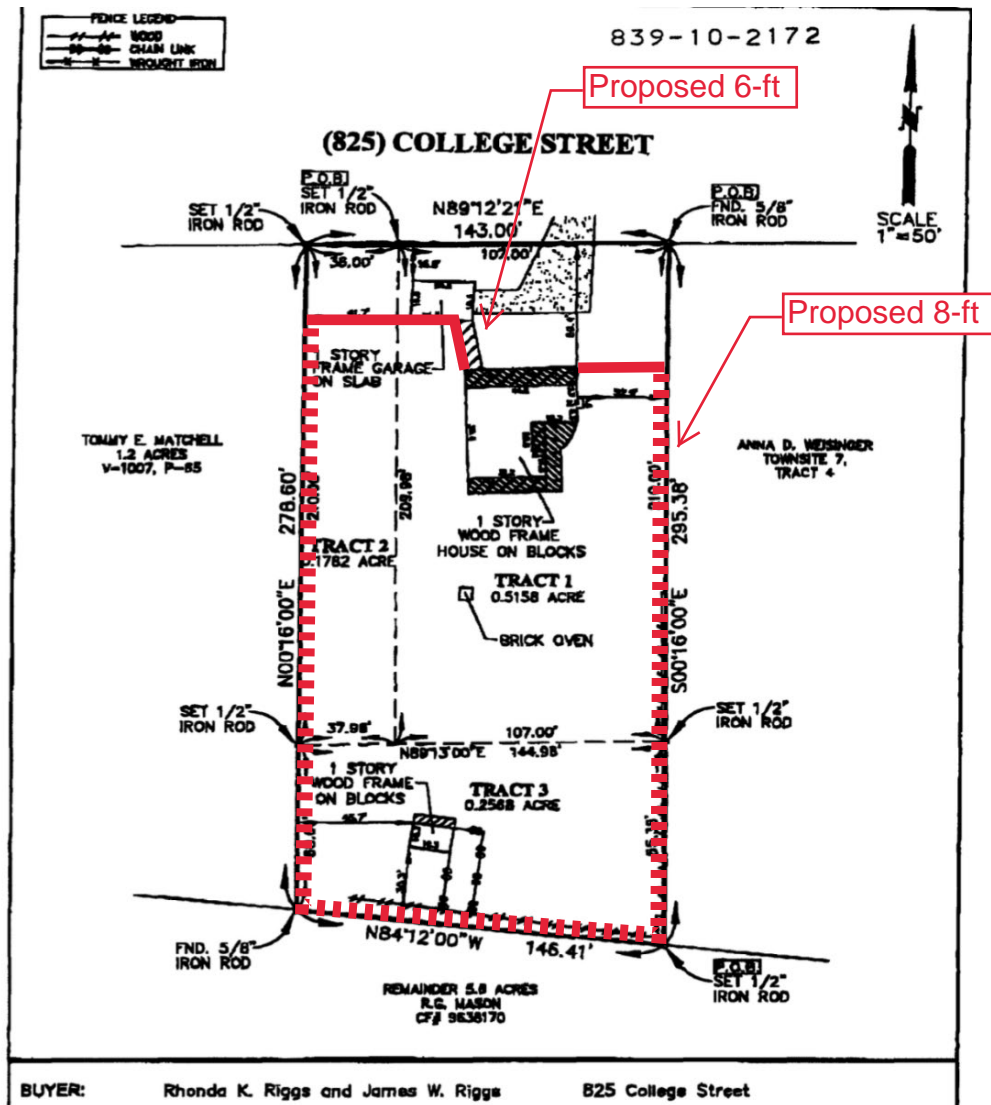
Address: 825 College Street

Owners: James & Rhonda Riggs; property is maintained by family member Justin Elliott

Property Info: 0.95-acres; zoned R1 – Single Family Residential

Owner proposes to build a wood privacy fence along the sides and rear of the property:

- 6 ft in the front
- 8 ft on the sides and rear of property
- The rear of property has an old privacy fence in place
- The left side of the property line is heavily wooded
- The right side has a chicken wire fence
- Survey stakes have been located
- In the past neighbors have talked about splitting the cost to put a privacy fence up





Views of the west property line; left picture shows the midpoint of the line; right picture shows looking back to College St and the front of the property.



Views of the east property line looking from front to rear.

Montgomery Planning and Zoning Commission  
**AGENDA REPORT**

<b>Meeting Date: April 6, 2021</b>	<b>Budgeted Amount: N/A</b>
<b>Prepared By: Dave McCorquodale</b>	<b>Exhibits: Sign application, image of building, proposed sign proof copy</b>

**Subject**

Consideration and possible action regarding a proposed wall sign for 3D's Deli located at 401 College Street Suite 170 in the Historic Preservation District.

**Description**


You may recall this item being considered by the Commission earlier this year. It was requested the applicant provide a sign proof from the sign manufacturer, which they have provided. The sign is still proposed to be located to the right of the entry doors on the wall of the building in the same location as the former restaurant's sign.

Also included is a photo of the recently installed window graphic, which is not explicitly covered by the sign ordinance and have not been treated as signs by the City in the past. The Commission should consider whether the window graphic effectively serves as a sign, sharing the same artistic qualities and composition as the proposed sign.

**Recommendation**

Consider the proposed sign and act as you see fit.

**Approved By**

Asst. City Administrator	Dave McCorquodale 	Date: 03/31/2021
City Administrator	Richard Tramm	Date: 03/31/2021

# PROOF

- Proof APPROVED as is
- OK with changes
- NEW Proof needed

## READ PROOF CAREFULLY

Please review the layout(s) below and advise whether approved or changes for production.  
Please reply via this email noting order is approved or noting any changes.

**\*\*Production will not begin until approval is emailed or fax back stating APPROVED.\*\***



Item 4.



DATE	3/11/21
ORDER#	21-3 0225
QUANTITY	1
STOCK	alumipanel
INK	full color
SIZE	4' x 4'
SIDES	1-sided
OTHER	-
PRICE	\$112.50
CUSTOM GRAPHICS	\$80.00
INSTALLATION	customer

8x Masonry screws - 4"



### YOU MUST CHECK THE FOLLOWING:

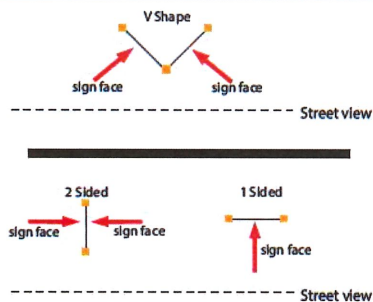
**WORDING - SPELLING:** Is everything spelled correctly? Check all names and words.

**LAYOUT:** Do all components correlate to each other?

**SIZE:** Check the size noted on the drawing.

Changes may have been necessary to meet the size requirements.

**\*ONCE APPROVED, YOU ARE RESPONSIBLE FOR 1/2 OF THE REMAKE COST SHOULD ANY ERRORS BE FOUND AFTER PRODUCTION BEGINS. NO EXCEPTIONS.**



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281-351-1111 (Tomball 249)  
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936-372-8299 (Waller)



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# Sign Permit Application

**CITY OF MONTGOMERY**

Item 4.

101 Old Plantersville Road  
Montgomery, Texas 77356  
936-597-6434

permits@ci.montgomery.tx.us

SIGN PERMIT APPLICATION EXPIRES IN  
180 DAYS (NON-TRANSFERABLE)

<b>TEMPORARY SIGN?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>PERMANENT SIGN?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Pre-Existing OR New</b>	Pre-Existing <input type="checkbox"/>	NEW <input type="checkbox"/>

<b>Permit:</b>	541-801-9923
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<b>Date:</b>	3/31/2021
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<b>JOB ADDRESS:</b> 401 College st 77356	<b>BUSINESS NAME:</b> 3D's Deli LLC
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<b>BUSINESS OWNER:</b> Davinna Williams-Lomax	<b>MAILING ADDRESS:</b> 18010 Blundell dr X	<b>TELEPHONE:</b>
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<b>APPLICANT:</b> Davinna Williams-Lomax	<b>MAILING ADDRESS:</b>	<b>TELEPHONE:</b>
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**CONTRACTOR LICENSE (if electrical):**

<b>IS THE SIGN IN THE HISTORIC PRESERVATION DISTRICT?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>IS THE SIGN ILLUMINATED?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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<b>SIGN PLACEMENT:</b> Left corner wall facing the street	<b>VALUATION:</b>
<b>SIGN DESIGN &amp; COLOR SCHEME:</b> white black and red	

SIGN TYPE		SIGN DIMENSIONS	
FREESTANDING MONUMENT SIGN <input type="checkbox"/>		SIGN HEIGHT	4ft
BUILDING WALL SIGN <input type="checkbox"/>		SIGN WIDTH	4 ft
BANNER <input type="checkbox"/>		TOTAL SQ FT	
OTHER <input type="checkbox"/>		SET BACK	
		LOT LINEAR FOOTAGE	

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

<b>NAME:</b> Davinna Williams-Lomax	<b>SIGNATURE:</b>
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**OFFICE USE ONLY**

<b>APPROVED</b>	<input type="text"/>	<b>TOTAL FEE:</b>	<b>\$</b>
<b>DATE</b>	<input type="text"/>		
<b>COMMENTS:</b>	<input type="text"/>		

*3rd Deli*

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