

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

September 07, 2021 at 6:15 PM

NOTICE TO THE PUBLIC IS HEREBY GIVEN the Montgomery Planning and Zoning Commission will conduct its Planning and Zoning Commission Meeting scheduled for **6:15 PM on Tuesday, September 07, 2021**, at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

Members of the public may view the meeting live on the City's website www.montgomerytexas.gov under Agenda/Minutes and then select **Live Stream Page (located at the top of the page)**. The Meeting Agenda Pack will be posted online at www.montgomerytexas.gov. The meeting will be recorded and uploaded to the City's website.

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 approval of July 20, 2021 Special Meeting Minutes.
- 2.** Consideration and possible action regarding repainting the exterior doors of 14356 Liberty Street in the Historic Preservation District as submitted by Kambra Drummond, owner of Rustic Cashmere Gifts & Antiques.
- 3.** Consideration and possible action regarding replacing the ad copy of the sign at 301 Prairie Street in the Historic Preservation District as submitted by Kimberly Baird, owner of Montgomery Quilt Company.
- 4.** Presentation on proposed attic office conversion project for 208 McCown Street in the Historic Preservation District as submitted by owner James Burns.
- 5.** Consideration and possible action on proposed home renovations for 825 College Street in the Historic Preservation District as submitted by owner Justin Elliott.
- 6.** Presentation on relocating a historic home to The Oaks of Montgomery property located at 202 Prairie Street in the Historic Preservation District.
- 7.** Consideration and possible action regarding the November 2, 2021 Planning & Zoning Commission Regular Meeting.

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. *(There are no items at this time.)*

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 September 3, 2021 at 2:05 p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

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.

MINUTES OF SPECIAL MEETING

July 20, 2021

MONTGOMERY PLANNING AND ZONING COMMISSION

CALL TO ORDER

Chairman Waddell declared a quorum was present and called the meeting to order at 6:03 p.m.

Present: Jeffrey Waddell, Britnee Ghutzman, Bill Simpson, Allyson Clark,

Absent: Merriam Walker

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

Chris Roznovsky, PE, Engineer for the City

Katherine Vu, PE, Engineer for the City

VISITOR/CITIZENS FORUM

No comments were given.

1. Consideration and possible action regarding regular meeting minutes of June 1, 2021.

Jeffrey Waddell mentioned Merriam Walker's name was incorrect on page two of the minutes. Allyson Clark moved to approve the minutes with the correction noted by Mr. Waddell. Britnee Ghutzman seconded the motion, the motion carried unanimously. (4-0)

2. Consideration and possible action regarding approval of the Final Plat for Town Creek Crossing Section One as submitted by LeFevre Development, Inc.

Staff introduced the item, touched on the process for plat review and approvals, and noted both the City Engineer and the developer's engineer were in attendance for specific questions. The Commission generally discussed drainage questions related to the development. Allyson Clark asked three questions: 1) Does the City anticipate any updates needed to the drainage plan as future development occurs, 2) How much fill dirt is anticipated to be brought in for the development, and 3) is a detention pond located on the lower end of the subdivision adjacent to Town Creek? Chris Roznovsky stated the drainage plan review considered adjacent future and current development

conditions. Jonathan White with L2 Engineering, the developer’s engineer, did not have a quantity of anticipated fill for the development. Mr. Philip LeFevre commented that the original development plans have been amended slightly to include a large-lot section of estate homes.

Britnee Ghutzman moved to approve the Final Plat as submitted. Allyson Clark seconded the motion, which carried unanimously. (4-0)

- 3. **Consideration and possible action regarding the following exterior modifications for 14740 Liberty Street (China Chapel site), a City-designated Historic Landmark, as submitted by Cornerstone Community Church.**
 - a. **Exterior building painting**
 - b. **Removal of front façade doors**
 - c. **Wall sign application**

Staff introduced the item and explained how a City-designated landmark is created and how it relates to the Historic Preservation District. Staff covered the three requests from the church and introduced Mr. Gerald Coleman from Cornerstone Community Church to answer additional questions. Britnee Ghutzman asked to clarify the historic significance of this property. Staff explained the current building on the site is not itself historic, but the site is as the location of previous churches on the site. Allyson Clark mentioned the new entry doors would open onto the parking lot and asked if the church planned to expand the parking lot [near the entry door location]. Mr. Coleman stated they did not plan to expand the parking lot in a way that would interfere with entry and exit into the church. Mr. Coleman relayed the discussion he had with the county Fire Marshal’s office about his plans and the Fire Marshal’s office had no issues with the new door location.

Allyson Clark moved to approve items “a”, “b” and “c” as presented. Britnee Ghutzman seconded the motion, the motion carried unanimously. (4-0)

4. Consideration and possible action regarding a recommendation from the Planning & Zoning Commission to the City Council on a variance request to Section 78-96(b) of the City Code requiring all parking lots to be paved with asphalt or concrete.

Staff introduced the item and noted the existing parking lot on the property has never been a fully paved surface and pointed out several variances the City has given for gravel parking lots in the past. Bill Simpson said he could understand requiring the parking lot to be paved if they were asking for an expansion of the lot. Mr. Coleman stated the church's long-term goal is to have a paved parking surface. Jeffrey Waddell noted the other gravel parking lots in the City that have been approved in recent years and the small town ambiance that is associated with gravel parking lots. Mr. Coleman stated they plan to improve drainage of the parking lot and bring in several loads of top-dressing material. Allyson Clark asked if the circular driveway would remain in place. Mr. Coleman stated if they purchased additional property to the south they may relocate the driveways to have better visibility given the hill on FM 149. Allyson Clark asked if the variance could be contingent on the three-year timeframe or the acquisition of the adjacent property. Mr. Coleman stated that would be their desire. Britnee Ghutzman questioned the applicability of the variance for this property based on the Subdivision Ordinance definition of "Development". Bill Simpson stated he had similar thoughts when reading the ordinance. Mr. McCorquodale and Mr. Roznovsky stated they believed the activities undertaken by the church coupled with the intended use of the property constitutes development under the ordinance. Mr. Simpson asked if there are any penalties if the church doesn't comply with the terms of the variance. Staff stated the general penalty of the City Code would provide a path for code enforcement as necessary. Allyson Clark asked if the church has a growth plan for the future. Mr. Coleman stated they do not foresee outgrowing the church building for worship services, but would like to add classroom space. He said they would plan start another church if the congregation became too large for the facility. Additionally, he stated the existing parking lot would serve the needs of the church for the next three years during the variance period, with the caveat that they are still in discussion about acquiring 1/3 of an acre to the south of their property. Britnee Ghutzman asked if the church knows the occupancy of the building to which Mr. Coleman said he believed it was around 160 people. Additional discussion was had on several points related to the church's intended plans for the property.

Bill Simpson moved to recommend approval of the variance request contingent on the timeframe being three (3) years or the purchase of adjacent property to be used for a parking lot expansion, allowing the existing gravel to receive minor resurfacing work, and that the church submit an updated growth plan prior to the expiration of the three-year variance period. Britnee Ghutzman seconded the motion, which carried unanimously. (4-0)

Commission Inquiry

Chairman Waddell asked to comment about the gravel parking at the Community Building needing to be touched up. Bill Simpson asked about the flood zone layers on our maps being more clearly labeled between the letter designations and the event-year designations. Allyson Clark commented on the drainage review process for the Town Creek Crossing development. Bill Simpson asked to clarify if Philip LeFevre got the necessary environmental approvals for changes made to the Town Creek channel. Chris Roznovsky stated Mr. LeFevre told the City he had all the required approvals. Bill Simpson asked who was responsible if the channel silted in during another extreme rain event. Mr. Roznovsky stated the property owner of the channel is responsible per state law.

Adjournment

Bill Simpson moved to adjourn the meeting at 7:23 p.m. Allyson Clark 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

Meeting Date: 09/07/2021	Budgeted Amount: N/A
Department: Administration	Prepared By: Dave McCorquodale

Subject

Consideration and possible action regarding repainting the exterior doors of 14356 Liberty Street in the Historic Preservation District as submitted by Kambra Drummond, owner of Rustic Cashmere Gifts & Antiques.

Recommendation

Consider the information presented and act as you see fit.

Discussion

Mrs. Drummond would like to repaint the exterior doors of the building she occupies in downtown. The building is between the Jacobs Properties building and the Six Shooter Junction Boutique building. See attached photos and colors supplied by the applicant. The door is currently a shade of blue and the proposed color is a shade of blue.

Approved By

Asst. City Administrator	Dave McCorquodale	Date: 09/02/2021
City Administrator	Richard Tramm	Date: 09/02/2021

Rustic Cashmere

14356 Liberty Street



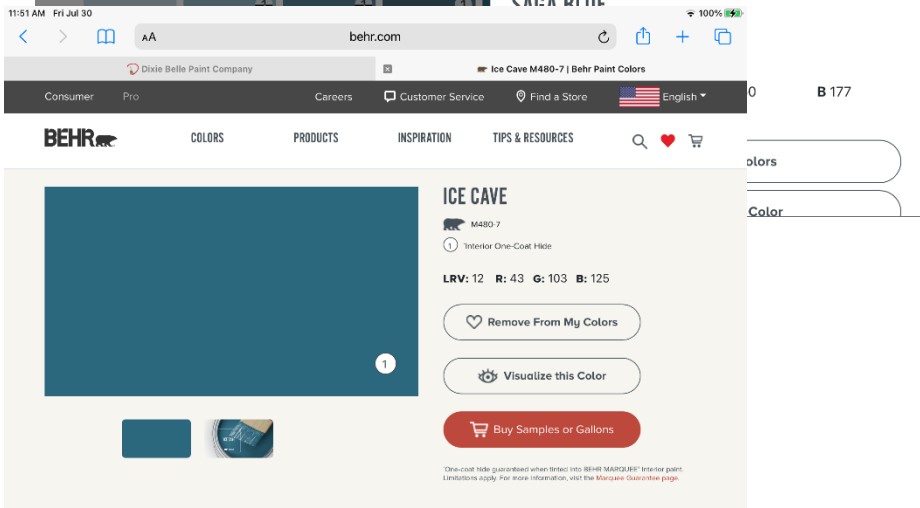
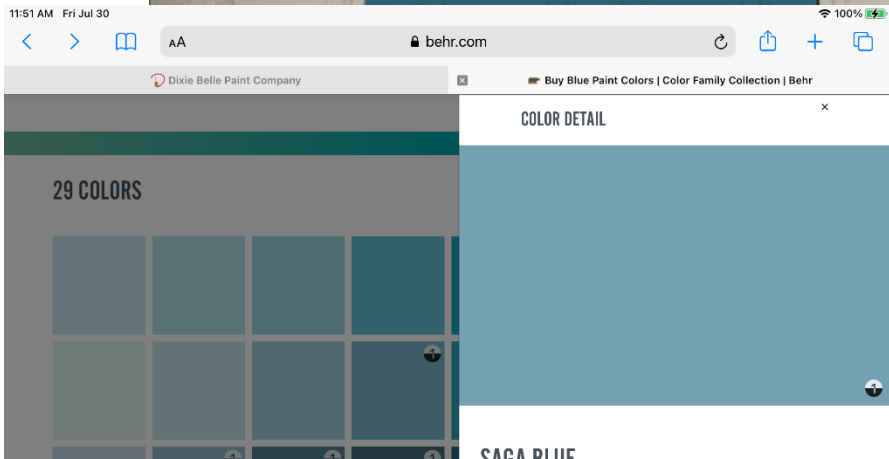
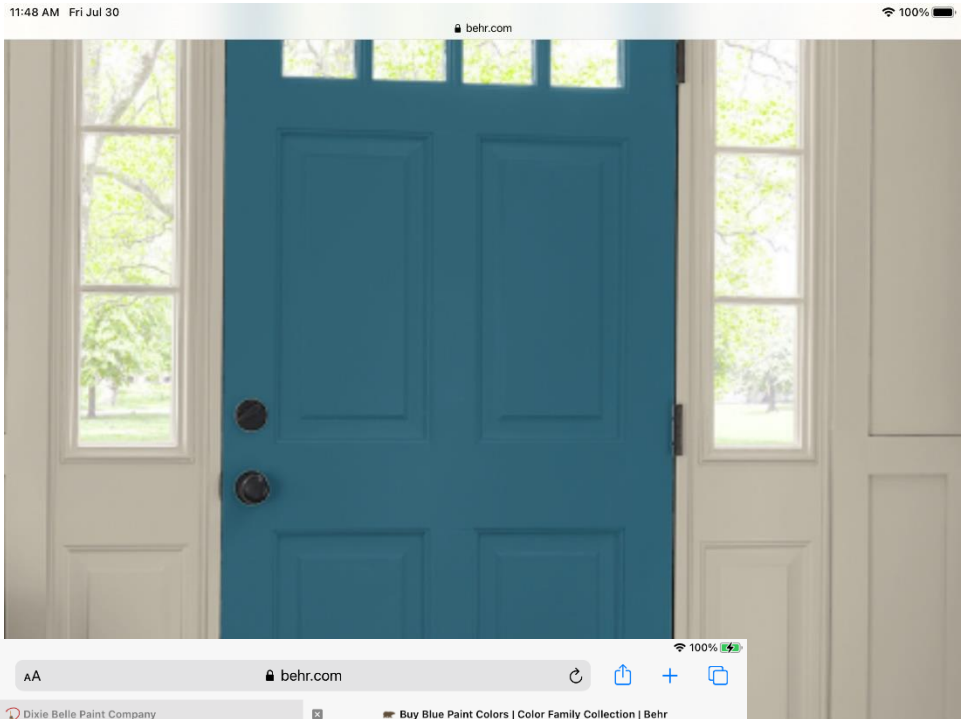
Existing storefront.



Adjacent properties



Proposed color images



Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: 09/07/2021	Budgeted Amount: N/A
Department: Administration	Prepared By: Dave McCorquodale

Subject

Consideration and possible action regarding replacing the ad copy of the sign at 301 Prairie Street in the Historic Preservation District as submitted by Kimberly Baird, owner of Montgomery Quilt Company.

Recommendation

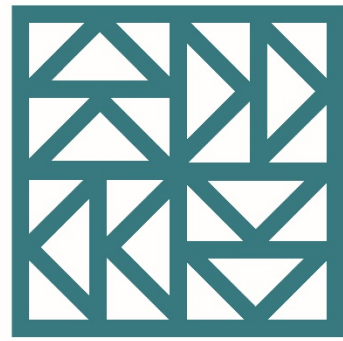
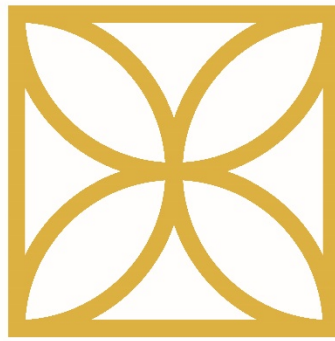
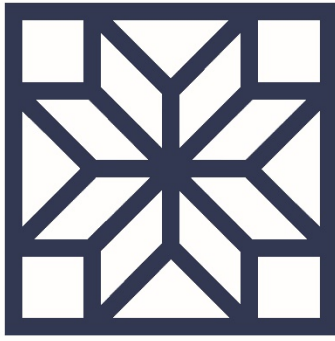
Consider the proposed sign and approval or disapprove the submittal as you see fit.

Discussion

Replacing the content of an existing sign is not something that requires a sign permit or approval from the City except in the case of properties in the Historic Preservation District. Changes to signs in the Historic Preservation District are considered exterior modifications that must be approved by the P&Z. After reviewing the proposed graphics, staff has no objection to the proposed replacement sign.

Approved By

Asst. City Administrator	Dave McCorquodale	Date: 09/02/2021
City Administrator	Richard Tramm	Date: 09/02/2021



MONTGOMERY QUILT COMPANY

www.pre-cuts.com

936.597.4885

Proposed sign



Photos of existing sign





Proposed sign mock up / composite image

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: 09/07/2021	Budgeted Amount: N/A
Department: Administration	Prepared By: Dave McCorquodale

Subject

Presentation on proposed attic office conversion project for 208 McCown Street in the Historic Preservation District as submitted by owner James Burns.

Recommendation

No formal action is needed. The purpose of the presentation is for the owner to gain feedback on the Commission's thoughts of the proposed project.

Discussion

The new(ish) owners of the Steedmont Building at 208 McCown in downtown contacted the City about the concept of converting the existing attic space in the building to usable office space. The project would require several dormer windows to allow for ceiling height clearance.

Before proceeding with detailed (and costly) architectural drawings, staff and the owners would like to get input from the Commission. City staff does not identify any negative aspects of the proposed project. In general, sales tax-generating uses on the ground floor and professional space on the second floor is a productive model for downtown buildings. No adverse effects are identifiable on the general character of downtown or on the adjacent properties were noted by staff.

Provide feedback as you see fit to the owners and staff. This is not granting approval of any construction or specific plan. These concept images are only examples of what the owner thinks the final design would look like. Final drawings would be submitted to the City for P&Z approval and building code compliance.

Approved By

Asst. City Administrator	Dave McCorquodale	Date: 09/02/2021
City Administrator	Richard Tramm	Date: 09/02/2021

PROPOSED CHANGES To 208 McCown



Hearthstone Capital
832-474-1444

AUGUST 12, 2021
1/4

PROPOSED CHANGES To 208 McCown

Probable Change #1

Add window to back side of 208 McCown Building

Current



Proposed

AUGUST 12, 2021
2/4

PROPOSED CHANGES To 208 McCown

Change #2

Add 1 or 2 Shed Dormers



AUGUST 12, 2021
3/4

PROPOSED CHANGES To 208 McCown

Change #3

Add 4 - 10 Skylights



Change #4

Add Dormers



AUGUST 12, 2021
4/4

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: 09/07/2021	Budgeted Amount: N/A
Department: Administration	Prepared By: Dave McCorquodale

Subject

Consideration and possible action on proposed home renovations for 825 College Street in the Historic Preservation District as submitted by owner Justin Elliott.

Recommendation

Consider the proposed exterior modifications and act as you see fit.

Discussion

You may remember this property from several months ago when the owner applied for P&Z approval for a privacy fence on the property. The owner would now like to:

- Replace the existing wood siding on the house and garage with Hardie Siding (paint color not specified).
- Replace existing tin roof on house and garage with composition shingle (manufacturer not specified).

The P&Z can conditionally approve these items with additional information from the applicant or require all information to be submitted before acting on the request.

Approved By

Asst. City Administrator	Dave McCorquodale	Date: 09/03/2021
City Administrator	Richard Tramm	Date: 09/03/2021



The existing historic-looking structures at 825 College St owned by Mr. Elliott. He initially asked for approval to demolish the fireplace, but stated he has not fully decided on it.

On a related matter, staff became aware last Thursday that Mr. Elliott added a game room to the property without the required building permits. City staff will be addressing this with the owner in the coming weeks. Mr. Elliott contends the game room was not subject to P&Z oversight because it was not visible from a public street or right-of-way. Since the City's Building Official saw the unpermitted work being done while he was driving down College Street, staff believes there may be a need for P&Z approval for the game room addition at a future meeting.



Photo submitted by Mr. Elliott showing a decidedly unhistorical home on College Street.

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: 09/07/2021	Budgeted Amount: N/A
Department: Administration	Prepared By: Dave McCorquodale

Subject

Presentation on relocating a historic home to The Oaks of Montgomery property located at 202 Prairie Street in the Historic Preservation District.

Recommendation

No formal action is needed. The purpose of the presentation is to inform the Commission’s of the proposed project and provide opportunity for discussion by the Commission. The owner has a scheduling conflict and

Discussion

Miles Marks, the owner of The Oaks of Montgomery, contacted the City to discuss the relocation of a historic home from several miles south of town to his property at 202 Prairie Street in downtown. Mr. Marks inquired as to whether the City would be interested in sharing the cost to relocate the home. Before investing time in researching possible ways for the City to contribute to the effort, staff presented the attached images and narrative to the City Council. Mr. Marks attended the meeting to discuss the project and his request. City Council, while supportive of historic preservation efforts in the City did not commit to financially supporting the project beyond being agreeable to staff and the owner to continue discussions to better identify details of the project.

Should the project move forward, the Planning & Zoning Commission will be involved in several key steps, and this agenda item is an introduction to the project. Staff will continue to update the Commission as needed. Below are a few key points of the project:

- The home is historically significant and according to Mr. Marks was originally located near (or on) The Oaks of Montgomery property (202 Prairie Street).
- Mr. Mark’s property is currently zoned PD – Planned Development. One of the conditions of the 2011 Agreement is that no other buildings or structures shall ever be permitted on the property.
- For Mr. Marks to move the home onto his property, the Development Agreement would have to be amended or replaced (possibly with a Special/Specific Use Permit, or SUP).

A narrative history and photos of the home provided by Mr. Marks are attached along with an aerial map for reference.

Approved By

Asst. City Administrator	Dave McCorquodale	Date: 09/03/21
City Administrator	Richard Tramm	Date: 09/03/21

Golf Tuesday

HMWFT

Israel 2018

Junk

Junk E-mail

LabCorp 10-

MCAD

Merck-Med

Muslim History

Notes

Old English

Palacious

Pecores

Pete

Pictures

Retreat At Ha...

Riverdale

Sent Messages

Skinners

Sudoku

Synced Messages

The Woodl...

UCC Total Ho...

Water Babes

Womack Farm

The house at Womack Farm was built in the 1860's by William Grimes Womack and wife, Anne Tabitha Springer Womack on 2000 acres of land that were part of a Spanish Land Grant. Anne Springer had three brothers who fought in the Battle at San Jacinto and after the defeat of Santa Anna and the decisions regarding the boundaries of the State of Texas were made, land was granted to the participants of the battle as compensation for their service. When Anne Springer married William Womack, they settled on about 2000 acres of this land that had been granted to the Springer Family. Evidently, land was not as important to people then as it is now as there are tales of people exchanging their hectares of land for a few horses!

The home was built in the southern style called a "dog-trot house" with a wide center hall and two rooms on each side. Later, a dining room and kitchen were added. The Womack's had a farming business and five young children when Anne died in 1893. Mr. Womack continued his farming business, raised his children without re-marrying and lived in this farm house until his death in 1928. Both Anne and William are buried in the small cemetery at the entrance of the property. Upon William's death the property was divided among his 5 children.

Annie Womack, Anne and William's youngest daughter, married Philip H. Berkley from Montgomery, Texas and together they had a grocery/butcher/candy/feed store in Montgomery (now the Liberty Bell Antique Store), raised 3 daughters and managed to purchase back 1000 of the original acreage. Their daughter, Ruth, married William P. Terrell and he and Philip Berkley began a ranching business of the property that continues today. Upon the death of the Berkley's it was divided into three portions among the Berkley daughters.

Through the efforts of Annie & Ruth, The Womack Farm has had a historical marker for the house since 1950 and was recognized as a Century Farm in 1972, a designation for land used in farming and/or ranching by the same family for 100 continuous years. Today the portion inherited by Ruth Berkley is owned and operated by her children and grandchildren. The property around the house is owned by their daughter Carol and her husband Pete Palmer and they operate the cattle business left by her parents, The Terrells.

Each generation of the family has made changes to the home over the years, of course. The oil lamps and wood heaters were replaced in 1950 by electricity and propane gas. The only water supply in the original house was a rainwater cistern and bucket until 1974 a water well was dug 1974. In 2002 the house was completely renovated by the 4th generation descendents to accommodate central heat and air conditioning. It now has 2 bedrooms, 2 baths, a larger living room, new kitchen with built-in cabinets, etc. We have tried to maintain the ambiance of an 1800's farm home while adding conveniences of the 21st century by retaining as much of the inside wooden walls, floors and furniture, much of which is original to the home.

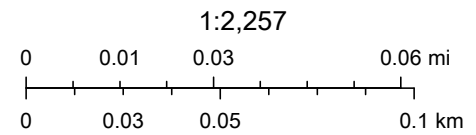








The Oaks of Montgomery



© OpenStreetMap (and) contributors, CC-BY-SA

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: 09/07/2021	Budgeted Amount: N/A
Department: Administration	Prepared By: Dave McCorquodale

Subject

Consideration and possible action regarding the November 2, 2021 Planning & Zoning Commission Regular Meeting.

Recommendation

Discuss the meeting calendar and move, reschedule, or cancel the November 2021 meeting.

Discussion

The P&Z Commission’s regular meeting date is the first Tuesday of each month. November’s meeting will coincide with Election Day. City Hall will be serving as a polling location and the room will not be available for use. Several options are available:

- Relocate the meeting to the Community Building (keeping the date the same – Nov. 2nd).
- Reschedule the meeting to an alternate date (know your availability at the meeting).
- Cancel the regular monthly meeting and call a Special Meeting if needed (knowing your availability will help us identify possible dates as needed).

Approved By

Asst. City Administrator	Dave McCorquodale	Date: 09/02/2021
City Administrator	Richard Tramm	Date: 09/02/2021