

**Notice of Planning and Zoning Commission
AGENDA**

January 02, 2024 at 6:00 PM

NOTICE IS HEREBY GIVEN that a Meeting of the Montgomery Planning and Zoning Commission will be held on **Tuesday, January 02, 2024 at 6:00 PM** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas. Members of the public may download the agenda packet and view the meeting live on the City's website at www.montgomerytexas.gov under Agenda/Minutes and then select **Live Stream Page** (at the top of the page).

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.** Election of Planning & Zoning Commission Officers.
- 2.** Consideration and possible action on the November 7, 2023 Regular Meeting Minutes.
- 3.** Consideration and possible action on the December 5, 2023 Regular Meeting Minutes.
- 4.** Consideration and possible on a wall sign application for Wildly Wicked Cottagecore Shop located at 308 Pond Street Suite C in the Historic Preservation District as submitted by Tindy McPhate.
- 5.** Consideration and possible action on a backyard privacy fence at 820 Caroline Street located in the Historic Preservation District as submitted by Scott and Angela Love.
- 6.** Discussion of the Planning & Zoning Commission's participation in the Capital Improvements Plan update.
- 7.** Update and discussion on the city's call for Planning Services Request for Qualifications (RFQ).

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.

ADJOURNMENT

/s/Nici Browe

Nici Browe, TRMC, 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 December 29, 2023 at 3:00 p.m.

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.

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: January 2, 2024	Budgeted Amount: N/A
Department: Administration	Prepared By: DMc

Subject

Election of Planning & Zoning Commission Officers.

Recommendation

Elect a Chairperson and Vice-Chairperson and other officers as you see fit.

DiscussionIssue:

The Planning & Zoning Commission elects officers annually in October. An extended call for applications and appointment timeline postponed the election of officers.

Rules:

Sec. 98-52. - Organization.

The Commission shall, in each October, elect a Chairperson and Vice-Chairperson from among its members before proceeding to any other matters of business. The Commission shall elect a Secretary and such other officers, as it deems necessary, either from its membership or from staff representatives assigned by the mayor of the city to work with the Commission. The Commission shall meet regularly and shall designate the time and place of its meetings. The Commission shall conduct meetings, adopt its own rules of procedure and keep a record of its proceedings consistent with the provisions of this article and the requirements of law.

Analysis:

Staff recommends following past practice and electing a Chairperson and Vice-Chairperson. The duties of recording secretary and meeting administration are performed by staff. The following election process is recommended:

Presiding officer: Read agenda item wording as typically done.

Presiding officer: "The Commission will first elect a Chairperson. The floor is open for nominations."

Any Commissioner can nominate one candidate (including themselves):

"I nominate _____ for Chairperson."

Each Commissioner is entitled to a nominee and there may be multiple nominees. Nominations do not need to be seconded.

After all nominations have been given, the Presiding Officer moves the process forward:

Presiding Officer: "Are there any further nominations? Hearing none, the floor is now closed."

Montgomery Planning and Zoning Commission
AGENDA REPORT

The Presiding Officer then takes a separate vote on each nominee:

Presiding Officer: “All those in favor of _____ for Chairperson...”

All Commissioners: Only “aye/yes” votes are needed...you do not need to vote “no” on a nominee.

This repeats for every nominee and a tally of each vote is taken. Commissioners should only vote for one nominee. The nominee with the most votes is elected as Chairperson:

Presiding Officer: “_____ is elected as Chairperson and is now presiding over the meeting.” Traditionally, the Presiding Officer is seated at the center of the dais, Commissioners may adjust seating arrangements as necessary.

The same process is used for the election of Vice-Chairperson.

Presiding officer: “The Commission will first elect a Chairperson. The floor is open for nominations.”

Once a nominee is elected:

Presiding Officer: “_____ is elected as Vice-Chairperson of the Commission.” The Vice-Chair traditionally sits at their normal seat corresponding to their Place number.

Conclusion:

Selection of a Chair and Vice-Chair is an important responsibility—these key positions are the most visible of the Commission and should provide an example of exemplary citizen governance to applicants, community members, staff, and fellow Commissioners. The role of each position can be summarized as:

Chairperson:

- Preside over meetings of the Commission. Demonstrate professionalism and courtesy reflective of the values of the community when carrying out the duties of Chairperson.
- DOES vote on agenda items...CANNOT make motions.
- Serves as the primary Commission liaison to city staff (and often to the community at large).
- Provides guidance and counsel to fellow Commissioners on matters relevant to planning and land use zoning.
- Coordinate with fellow Commissioners on agenda items for future meetings as needed.

Vice-Chairperson:

- Preside over meetings of the Commission in the absence of the Chairperson. Demonstrate professionalism and courtesy reflective of the values of the community when carrying out the duties of Vice-Chairperson.
- Work closely with the Chairperson on initiatives and projects as needed.

Approved By		
Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 12/27/2023

MINUTES OF REGULAR MEETING

November 7, 2023

MONTGOMERY PLANNING AND ZONING COMMISSION

CALL TO ORDER

Vice-Chairman Simpson declared a quorum was present and called the meeting to order at 6:02 p.m.

Present: Bill Simpson, Merriam Walker, Daniel Gazda,

Absent: Thomas Czulewicz, *(Note: One unfilled position on the Commission)*

Also Present: Dave McCorquodale, Director of Planning & Development

Katherine Vu, P.E., City Engineer

VISITOR/CITIZENS FORUM

None.

1. Consideration and possible action on the Regular Meeting Minutes of September 5, 2023.

Merriam Walker stated, "I read through them, seems like there was a lot more said than what was typed out, but I guess the essence of what was said was put in there". Merriam Walker moved to approve the minutes. Dan Gazda seconded the motion, which carried unanimously. (3-0)

2. Consideration and possible action on the Regular Meeting Minutes of October 3, 2023.

Dan Gazda said he reviewed them didn't have any comments. Mr. Gazda moved to approve the minutes as presented. Motion died for lack of second.

Merriam Walker said, "I just have a question, did we put in there that we requested certain things to come back to Planning & Zoning from the Caroline Street? Didn't we ask for something to come back from them? Was that in there? It's in the previous minutes, but I thought we asked again this last one, too. Do you have them in your notes? Do you remember? Talking about what needs to come back?"

Bill Simpson mentioned a scaled drawing, to which Mrs. Walker agreed. Staff stated if the applicants changed the synthetic lawn to real sod that a scaled plan was not required. Merriam Walker said that was for the grass or sod or turf, but recalled asking for an arborist report and scaled drawings regardless. She continued that she remembered discussing it, but didn't see it in

the notes. She said she wants to make sure if we missed it that it be included in the minutes. Staff said if the Commission knows exactly what they believe is missing they can amend the minutes and act on them, and if they don't they can table the item and staff would review the meeting to ensure the items were captured.

Merriam Walker moved to table the minutes just in case. Dan Gazda seconded the motion, which carried unanimously. (3-0)

3. Consideration and possible action on calling a Public Hearing to be held on December 5, 2023 at 6:00 pm related to a rezoning request for approximately 3 acres of land near the intersection of Clepper Street and C.B. Stewart Drive from B-Commercial to I-Institutional.

The applicants advised that one of their presenters had not arrived at the meeting and asked to defer the discussion until later in the meeting. Bill Simpson agreed and moved to Item #4. *Note: The following discussion occurred after Agenda Item #4.*

Executive Pastor Jeff Olive of The Woodlands Methodist Church introduced himself and provided an overview of the church's efforts to build a new church campus in the Montgomery area. The purpose of the Montgomery location is to reach people in their own communities, and their data shows that many of their church congregation live in a 5-mile radius within the Montgomery and Walden area.

Mr. Olive stated the church has been searching for a permanent location, as they are currently meeting in a school building on the weekends. Their search led them to a property at the corner of Clepper and C.B. Stewart across the street from Ransom's. He mentioned a few things that needed to be addressed before purchasing the property. He introduced architect Suzanne Bird who discussed a conceptual site plan for the proposed church. Points mentioned by Ms. Bird included a large amount of greenspace left on the property, accessible parking near the church entrance, and a courtyard that would provide a welcoming entry to the church. Ms. Bird showed pictures of the church's Woodforest campus to illustrate similar details in material and scale of what the church would like to build in Montgomery.

Mike Christopher introduced himself and explained he is a member of the church and serving in a volunteer capacity for the project and he is also a licensed civil engineer. He noted a couple planning and development items the church and city have been working on to determine a path forward. He thanked city staff and consultants for being responsive and helpful in a very short

option period the church has to determine whether to move forward with purchasing the property. Mr. Christopher stated the property was partially zoned for commercial and partially zoned as PD-Planned Development. He stated the church's hope that there could be flexibility in the zoning change to institutional in case they needed to sell the property and not build the church. He said since the church is working with donated money they had an obligation to ensure that they were being as diligent as possible with the property purchase. Mr. Christopher said they are currently working with the city to determine if a path exists to avoid vacating the existing plat in order to be allowed to use the property as a church. Mr. Christopher referenced an image from the seller showing a previous conceptual plan for a dense multi-family development and compared it to the church's conceptual plan with a large amount of greenspace. Bill Simpson said the open space proposed for the church is needed in the city after a lot of dense development in recent years. Mr. Christopher also reviewed a timeline of the church's purchase of the property and anticipated church construction. Dan Gazda asked if the presentation from the church could be included in the meeting minutes. Mr. Christopher concluded the presentation and asked if the Commission had any questions.

Merriam Walker asked if there were liquor laws that would affect the church's plans. Mr. Christopher said the church was aware of applicable laws. She also mentioned typical development-related processes that the city engineer would review and approve. Mrs. Walker also asked if there were any outdoor activities the church would have like concerts. She added that it wouldn't be a problem because the city did it right down the road having mud runs and festivals and things like that. She said she was asking out of concern for the neighborhood behind the church. Mrs. Walker said the architect mentioned natural, durable materials but she saw metal and she's just asking about that. The architect confirmed they were planning on wood and stone.

Mr. Jeff Olive stated all those questions would be addressed at the appropriate time and that the church intended to be good neighbors.

Dan Gazda appreciated the church working closely with the city and encouraged good communication to continue through site design and development. Dan Gazda moved to call a Public Hearing for December 5, 2023 at 6:00 p.m. Merriam Walker seconded the motion, which carried unanimously (3-0).

4. Consideration and possible action on exterior architectural accent lighting at 202 McCown Street in the Historic Preservation District, as submitted by Jim & Denise Czulewicz.

Staff introduced the item and noted that the applicants were in attendance to answer questions. Merriam Walker asked if the Historic District had a lighting ordinance. Staff advised the city's commercial lighting ordinance applied to all areas of the city and did not specifically address this type of lighting but required full-cutoff fixtures for things like parking lot lights and exterior building lighting. Bill Simpson asked if these were planned to be seasonal lights or for everyday use. The applicant replied that they were for everyday use and colors could be changed by remote. Merriam Walker asked if they were new or if they had been there before. The applicant stated the lights were new. Mrs. Walker asked if the lights were there when he bought the building. The applicant responded they were not. Mrs. Walker asked the applicant if his property was located in the Historic District. The applicant stated that it was.

Bill Simpson noted that no other buildings downtown have façade lights like this. Staff noted that while a lot of businesses used string lights, those were not exactly like these. The applicant noted the building behind him has a lot of string lights on the property. Merriam Walker said the difference she sees is that the applicant has installed lights like Christmas lights, except that they would be up year-round and the city would not know what color they would be at any given time. She stated that these lights were different than any lights in the Historic District. The applicant said he would agree to have them as white-only lights or to match the building color. The applicant said he did not perceive a huge distinction between hanging string lights and these lights. Merriam Walker said, "Well, we have so many variances when people come before the Commission and want to do different variances to improve or to make their business more noticeable and as a Commission we try to stay within the guidelines and what our downtown already looks like. This [these lights] would be something different than what already have and it doesn't go with what we already have going on in downtown as the ambiance and the way that it's set up."

Bill Simpson said, "What I explained two meetings ago to a group that was in there was that the historical downtown area has its own set of guidelines and these guidelines were put in place way before I've been sitting here and they're trying to keep the conformity of downtown looking the same." The applicant asked, "So if I hang lights from the building it would be okay? It's what everybody else is doing. To be clear, there are other buildings in downtown with Christmas lights up."

The applicant, Commission, and staff continued discussion on how the current ordinances regulate this type of lighting downtown. Mr. McCorquodale said the historic preservation ordinance only addresses things that are reasonably fixed. Using string lights as an example, lights that can be

taken down in 5 minutes do not sound like an exterior improvement to property. Mr. McCorquodale added that is not the only interpretation of the code, but it is his interpretation.

Bill Simpson said the only concern he has is the lights being in the historical district and then we could see 15-20 different schemes of lights. Mr. Simpson asked if these lights would flash, blink, or have other motion effects. The applicant stated they would only be solid colors. Merriam Walker said she was trying to imagine the lights expanding to adjacent buildings to envision what it might look like.

The applicant suggested the Commission see the lights turned on at night to confirm they are not obscene or intrusive, all [the lights do] is frame out the edge of the building. Merriam Walker asked the Commission if they wanted an opportunity to look at them, the applicant stated they were installed but currently turned off.

Bill Simpson said the Commission needed to decide whether to approve the lights. He asked staff about a scenario where the adjacent property requested lights in the future and whether the Commission could require the same light as the ones being requested now. Mr. McCorquodale said the Commission could quantify the desired outcome using specifications like color, light temperature, and brightness but could not specify a brand to be used.

Merriam Walker said, "I just want to make a brief mention every meeting it's already done and you're asking permission after it's already done. What made you come to Planning & Zoning to ask if you could turn these lights on?" The applicant stated that he was contacted by the City. Merriam Walker asked staff who asked for them to be turned off. Mr. McCorquodale answered that the code enforcement officer was contacted by someone asking if the lights had received approval from P&Z. Bill Simpson clarified that there was a complaint from a citizen.

Merriam Walker moved to deny the lighting on the building. Motion died for lack of second.

Dan Gazda moved to approve the architectural lighting for one month contingent on the color being consistent white light. Merriam Walker seconded the motion, which carried unanimously. (3-0)

NOTE: Agenda Item #3 was taken up after Item #4 (all applicants arrived)

5. Consideration and possible action on exterior modifications for the proposed Krawfish Kai restaurant located at 14335 Liberty Street in the Historic Preservation District, as submitted by Ryan Routt.

Staff introduced the item and noted the applicant was in attendance to discuss the request. Mr. McCorquodale referenced the agenda packet and the listed items requested for review by the Commission. The Commission addressed each item individually.

Merriam Walker asked Mr. Routt if he'd signed a lease for the property, to which he affirmed he had. Mrs. Walker asked about the start date of the lease. Staff drew the Commission's attention back to the application packet and the proposed sign information. Merriam Walker asked if the sign was comparable in size to the existing Wings sign. Mr. Routt said it was. Mr. Routt also clarified the background of the sign would be white to blend into the building better. Merriam Walker said she noticed a banner installed the other day. Mr. Routt said the sign would be laser cut and mounted to the wall with bolts. Merriam Walker asked if the business was open yet and when he would install the sign. Mr. Routt said the sign was currently being shipped and he would install it after it arrived if approved.

Merriam Walker approved the installation of the new sign with white background as requested. Dan Gazda seconded the motion, which carried unanimously (3-0).

No action was needed on the temporary sign (#2) as the grand opening banner was approved by staff for 30 days.

Item #3 was a request to remove an existing wood deck on the south side of the building and replace it with concrete paving at the level of the existing concrete porch on the building. Dan Gazda asked what was under the existing wood deck. Mr. Routt stated the grease trap was under the deck and the deck would be at the height of lids of the grease trap. Merriam Walker asked how the grease trap would be maintained, and Mr. Routt said it would be accessed from Liberty Street. Merriam Walker asked how soon he would like to begin as soon as possible.

Dan Gazda moved to approve the removal of the deck and replacement with concrete. Merriam Walker seconded the motion, which carried unanimously (3-0).

Item #4 was to extend the front porch roof over the existing wood deck. Mr. McCorquodale noted that for clarification the porch roof would also require building permits that show compliance with

the 2018 International Building Code if approved. The action before the Commission tonight was the approval of the concept of the roof, not the permit to build the roof. Mr. McCorquodale continued by stating staff's recommendation to deny the request was based on the city ordinance requiring front façade setbacks to match adjacent buildings in downtown and the proposed roof did not align with the First State Bank building next door. Mr. Routt explained he would like to replace the existing shade sail cover with a solid roof. Bill Simpson noted the new roof would extend about 6-8 feet beyond the bank building. Mr. Routt noted the other buildings in downtown that extended to the front property line and the request was to extend the patio approximately 30 inches and also extend a new roof over the entire front porch. Dan moved to table the roof approval pending additional drawings submitted to better illustrate the project. Merriam Walker seconded the motion, which carried unanimously (3-0). The Commission then addressed the front porch extension and noted the agenda packet didn't explicitly mention the porch extension but the applicant's request did. Dan Gazda moved to approve the front porch to the bollards approximately 30 inches. Merriam Walker seconded the motion, which carried unanimously (3-0).

Item #5 was related to requested a new patio roof over the south patio of the property. Dan Gazda moved to table the roof request pending additional drawing submitted to better illustrate the project. Merriam Walker seconded the motion, which carried unanimously (3-0).

Item #6 was related to a request to extend the adjacent side wood fence approximately 8-ft toward the front of the property. A side discussion between the applicant, the Commission, and adjacent property owners occurred that was not relevant to the agenda items. Following that, the Commission returned to the fence discussion. Mr. McCorquodale explained the details of the proposed fence. Merriam noted the fence was a proposed 8-foot height to match the existing fence on 504 Caroline Street. Dan Gazda confirmed the fence would have a 36-inch gate and would be stained to match the adjacent fence. The applicant confirmed. Dan Gazda moved to approve the fence to match 504 Caroline as presented. Merriam Walker seconded the motion, which carried unanimously (3-0).

Item #7 related to a requested 4-ft wrought iron-style fence on the southeast corner of the property around the patio on the south side of the building. The applicant noted it would connect to the proposed wood fence and enclose the patio. Dan Gazda asked if the applicant had considered matching the picket fence at 504 Caroline Street. Mr. Routt said he had and had settled on the iron fence. The Commission noted that while there were several examples of wrought iron in the historic district there were not any in the immediate area. The Commission suggested extending

the same style of front porch railing as the fence. The applicant stated he would agree to that. Dan Gazda moved to approve the fence using wood and cattle panel to match the front porch railing. Merriam Walker seconded the motion, which carried unanimously (3-0).

Item #8 requested to add a red trim to the exterior color. The applicant stated the red color had been eliminated. Staff clarified that no action was required since no new colors were being added.

6. Presentation of a proposed 96-acre estate lot single-family residential development as submitted by Gracepoint Homes.

Staff introduced the item and the developers. Justin Hood thanked the Commission for the opportunity to present the project. Mr. Hood noted the property was assembled from two tracts and connected from Westway Drive on SH105 and Lonestar Parkway. The development proposed 64 homesites with a minimum of 1-acre lots. Mr. Hood stated the intent was to keep as much of the site as natural as possible. Bill Simpson asked about the current zoning. Mr. McCorquodale said the current zoning was single family residential. Mr. Hood mentioned the city's thoroughfare plan and a hope to work with the city on a way to accommodate transportation goals and still create a profitable project. Mr. Hood said the intent would be to have gated streets that would be private, and understood that more work was needed with the city to determine the best plan. Merriam Walker noted the lots that had a pond on part of them. Mr. Hood said that was correct, and that the large lots accommodated that. Dan Gazda said he liked the large lot sizes.

Following discussion on the agenda item, Merriam Walker asked if they also owned 504 Caroline Street. She added that the contractor on the property had not followed city regulations during construction. Bill Simpson said, "We need to hold this until the end". Mrs. Walker said, "Okay, he wants me not to say it but I just want you to know you're here and I will be addressing it before City Council that we need to stay within the guidelines of what Planning & Zoning has set up for the Historic District of Montgomery. Bill Simpson restated, "We need to stick to the agenda." Merriam Walker said, "I'm going to quit now, but I'm going to mention it so it's in the notes."

No formal action needed.

7. Consideration and possible action regarding a Preliminary Report on the city-initiated rezoning request of the property commonly known as 203 Prairie Street, Montgomery, Texas.

Staff introduced the item and reviewed the Preliminary Report that was based on the basic facts and disposition of the property.

Bill Simpson asked to clarify that this was the property the city owned that was part of 213 Prairie Street. Mr. McCorquodale said it was and that Mr. Brosch owned the two parcels to the north with the historic home where they lived. Mr. McCorquodale added that he'd called Mr. Brosch and spoke with him about the request and he had no material objections.

Dan Gazda moved to approve the Preliminary Report as presented. Merriam Walker seconded the motion, which carried unanimously (3-0).

8. Convene into a Public Hearing regarding the Preliminary Report on the city-initiated rezoning request of the property commonly known as 203 Prairie Street, Montgomery, Texas.

Bill Simpson opened the Public Hearing at 7:50 p.m.

No comments were given.

Bill Simpson closed the Public Hearing at 7:51 p.m.

9. Consideration and possible action regarding a Final Report on the city-initiated rezoning request of the property commonly known as 203 Prairie Street, Montgomery, Texas.

Staff introduced the item and explained the property was owned by the city and this was the greenspace north of the building at 213 Prairie Street. Mr. McCorquodale said the Council requested to rezone the property to increase the value of it before selling it.

Dan Gazda moved to approve the Final Report recommend approval of the rezoning of the property commonly known as 203 Prairie Street, Montgomery, Texas from R1-Single Family Residential to B-Commercial. Merriam Walker seconded the motion, which carried unanimously (3-0).

Commission Inquiry

Bill Simpson asked about 504 Caroline Street and how could P&Z deny the artificial turf and the contractor still install it. Mr. McCorquodale mentioned that Merriam Walker had alerted him to rolls of artificial turf on site. The next day, Mr. McCorquodale noted it was installed. He continued and said currently the city doesn't have the capacity to go out to a site and immediately shut down work. Bill Simpson asked if that was correct. Mr. McCorquodale said while there are consequences, we do not have the resources to go out and immediately shut a job down. Bill Simpson said it was frustrating to serve on P&Z and then people don't follow the rules. Mr. McCorquodale said the city does have options, but lacks in-the-moment ability to stop an action. Mrs. Kristen McCain, the city's utility billing clerk who also has a code enforcement license, was invited by Mrs. Walker to speak to the Commission. Mrs. McCain referenced the general provisions cities have to enforce codes. Merriam Walker asserted that the former Pecan Hill property painted the building a color that was not approved by the Commission. Additional discussion was had on the Commission's frustration with lack of adherence to the rules of the Historic District.

Dan Gazda asked if we could formally appoint Bill Simpson as Chairman. Staff stated as soon as we had a full Commission we would appoint officers.

Adjournment

Dan Gazda moved to adjourn the meeting at 8:06 p.m. Merriam Walker seconded the motion, which carried unanimously. (3-0)

Prepared by: _____ Date approved: _____
Dave McCorquodale

Bill Simpson, Vice-Chairman

Attest: _____
Nici Browe, City Secretary



Planning and Zoning

The Church at Montgomery

November 7, 2023

Presenters



Dr. Jeff Olive
Executive Pastor of Church Multiplication
The Woodlands Methodist Church



Suzanne Bird
Jackson & Ryan Architects



Mike Christopher
Property Location Team Lead

TWMC Background

Overview

Founded in 1978

14,000 Members

7 Unique Worship Communities Between 3 Campuses

Mission

Reach People for Jesus, Disciple them in Faith, and Help those in Need.

Vision

Launch 3 new worship communities.



THE CHURCH AT MONTGOMERY

A CAMPUS OF THE WOODLANDS METHODIST CHURCH



Formation

TWMC Vision for Church Multiplication
Merger with The Church at Montgomery

About The Church at Montgomery

Current Congregation Size: Over 100
Gathering at Oak Hills Junior High (19190 Keenan Cut Off Road)



Rev. David Lindwall
Pastor
The Church at Montgomery



Rev. Cabe Matthews
Pastor
The Church at Montgomery



VICINITY MAP

Scale: 1 inch equals 10 miles

LEGEND

Overlay Zone

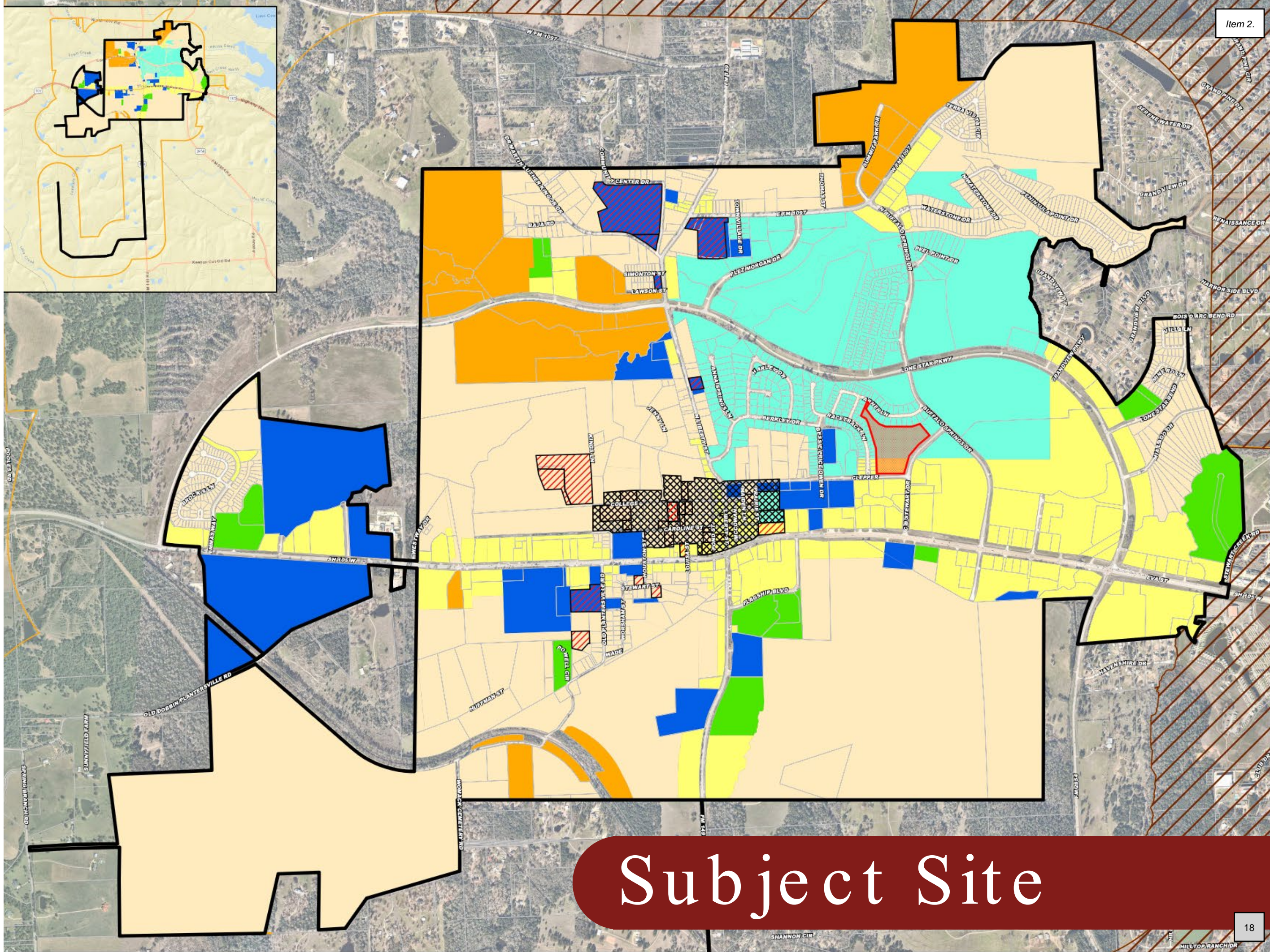
- Historic Preservation District
- Historical Landmark

Base Layers

- City Limits
- City of Conroe ETJ
- City ETJ
- jc_jurisdiction.sde.parcels_montgomery_county

Zone Classification

- Commercial (B)
- Industrial (ID)
- Institutional (I)
- Multi-Family (R2)
- Planned Development (PD)
- Residential (R1)



Item 2.

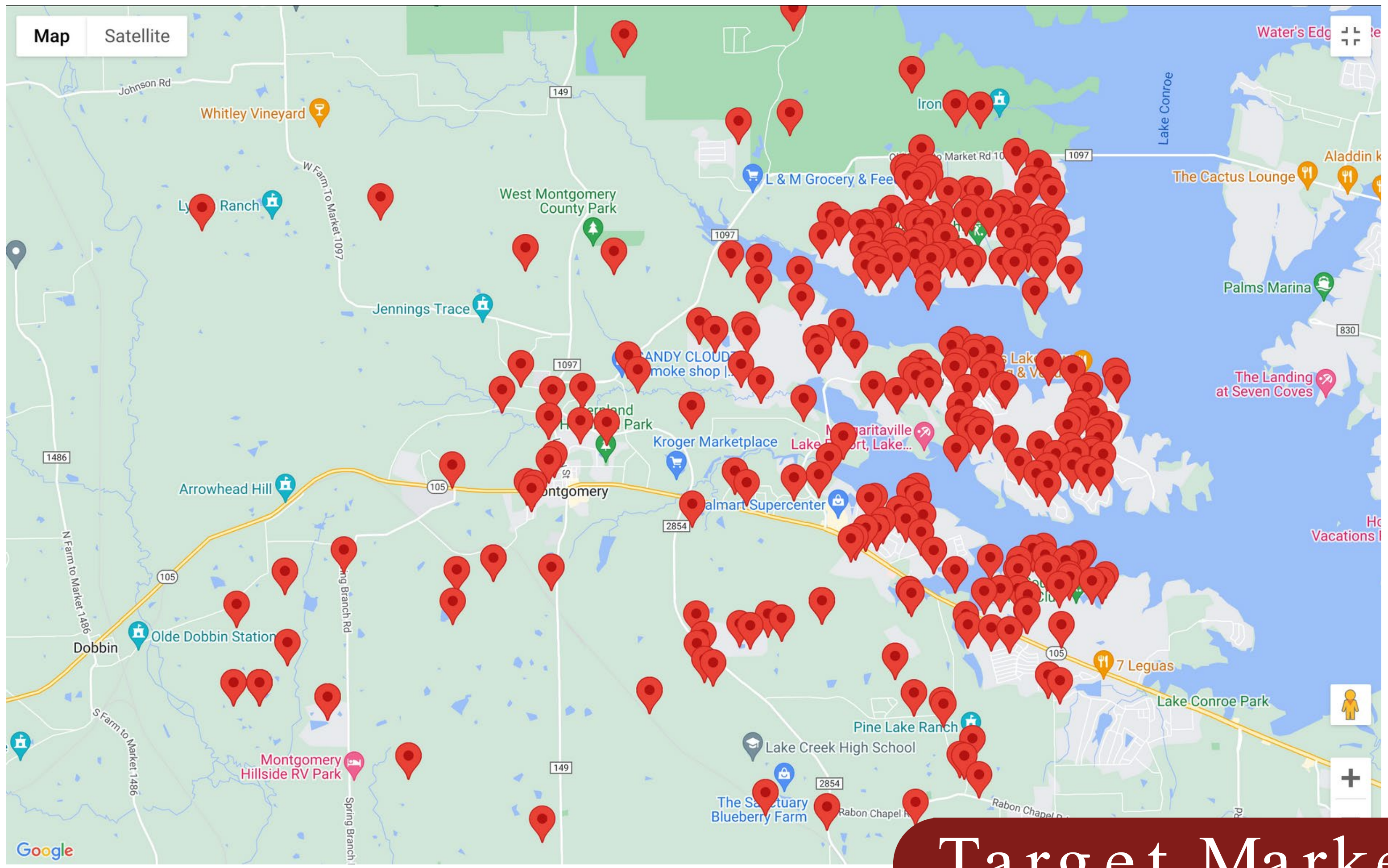
Subject Site



CB STEWART DRIVE

CLEPPER ROAD

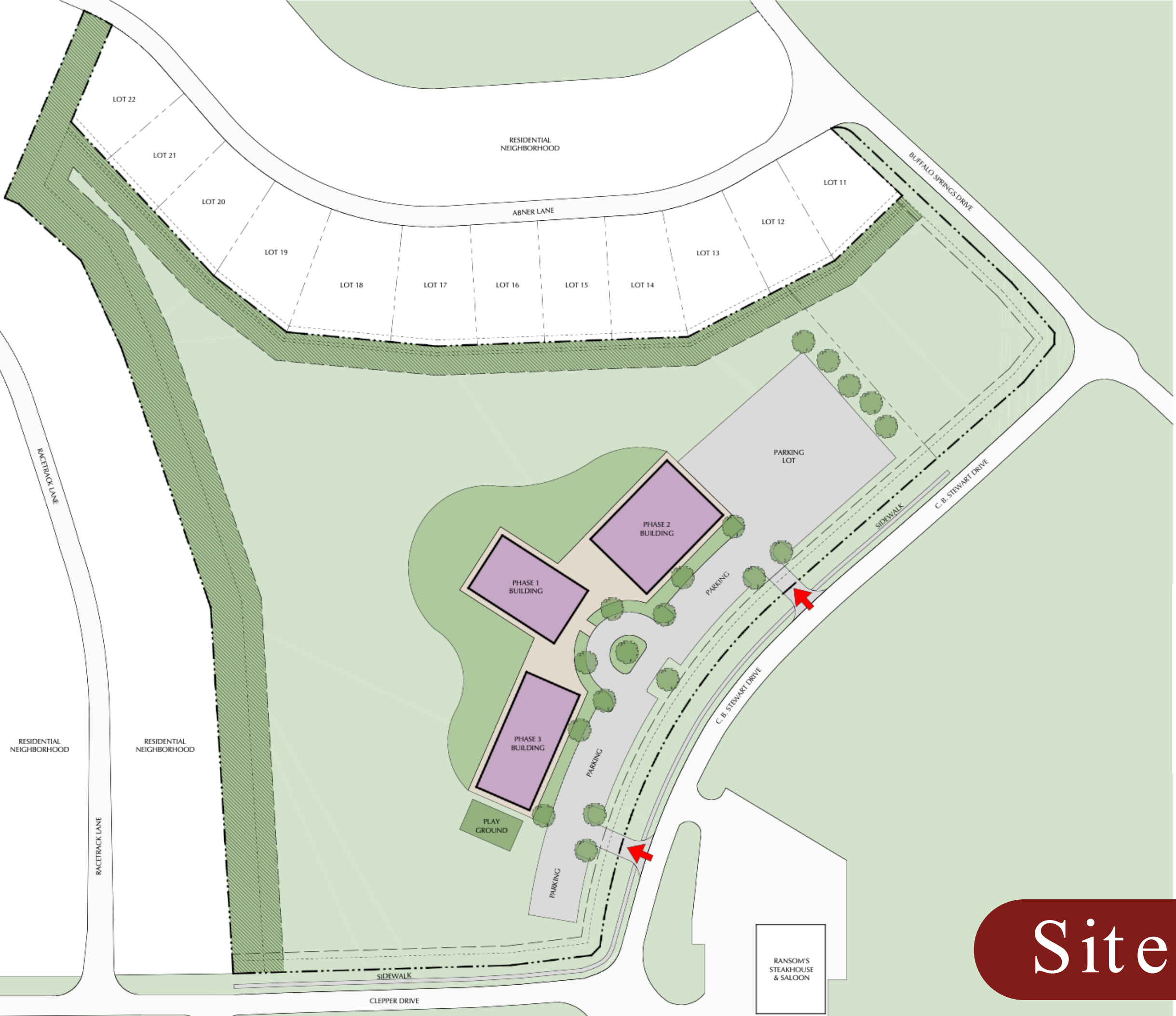
Subject Site



Target Market Area

SITE PLAN LEGEND

-  NEW CHURCH BUILDING
-  EXISTING BUILDING
-  NEW HARDSCAPE
-  NEW PARKING
-  NEW GREEN SPACE
-  VEGETATIVE BARRIER
-  NEW TREES



Church at Montgomery
**CONCEPTUAL SITE PLAN -
 CHURCH DEVELOPMENT**

1" = 50'-0"

JACKSON & RYAN ARCHITECTS 23 OCTOBER 2023
 23031

NOTE: ALL PLANS SHOWN, ALONG WITH OUTLINE SPECIFICATIONS ATTACHED TO THIS PLAN SET, ARE PRELIMINARY AND SUBJECT TO MODIFICATIONS AS DESIGN OF PROJECT PROGRESSES.

Site Plan Overview

Building Elevation



Building Elevation



Building Elevation



Building Elevation



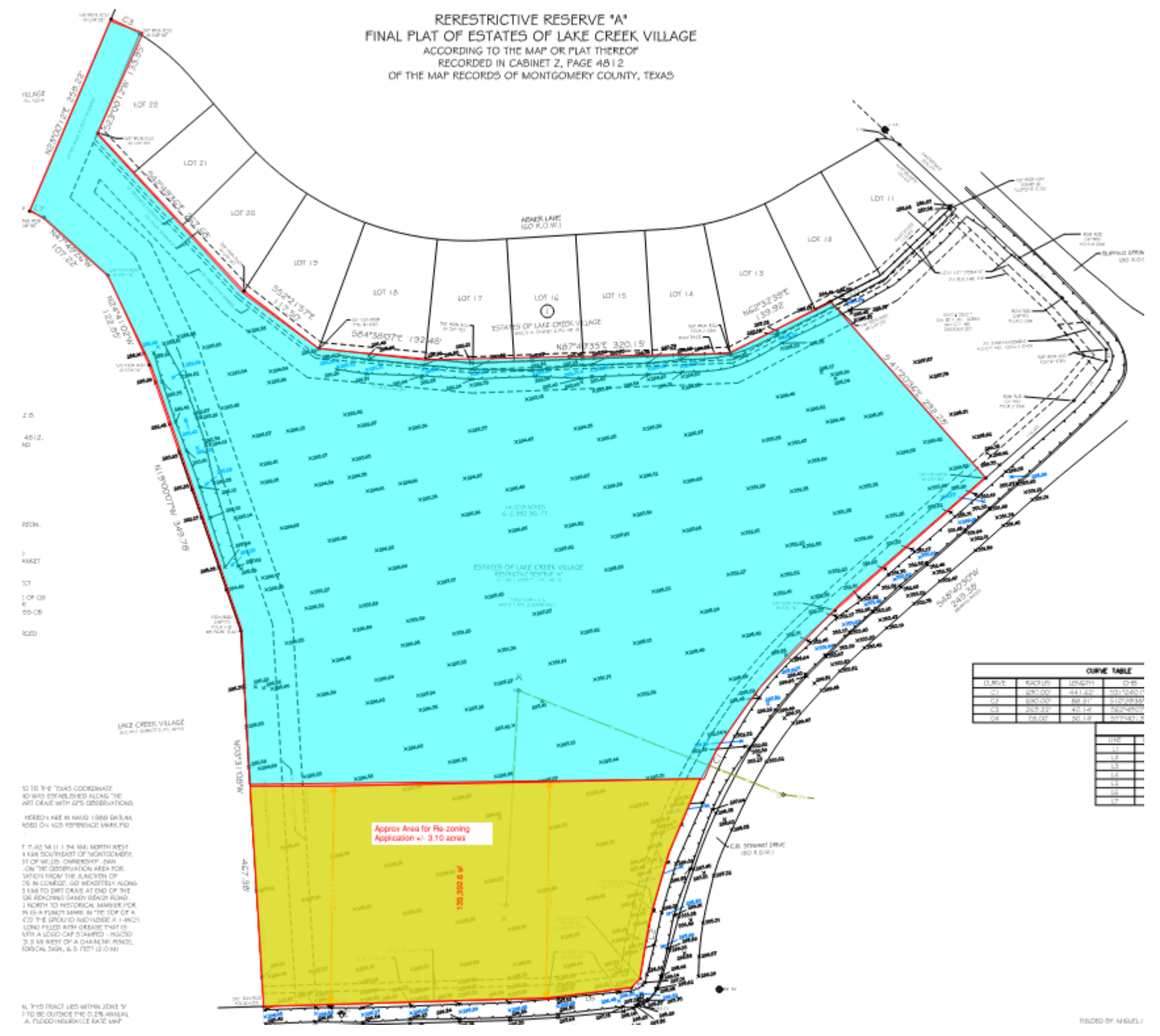
Zoning Challenges

Need to re-zone the **yellow** portion of the property from Commercial Zone to a use that allows for church development.

Re-zone **yellow** to an “Institutional” Zone.

Could be a problem for us if we do not develop as church and need to sell all or a portion later.

We prefer consideration to Re-zone **yellow** to match the adjacent “Planned Development” zone.



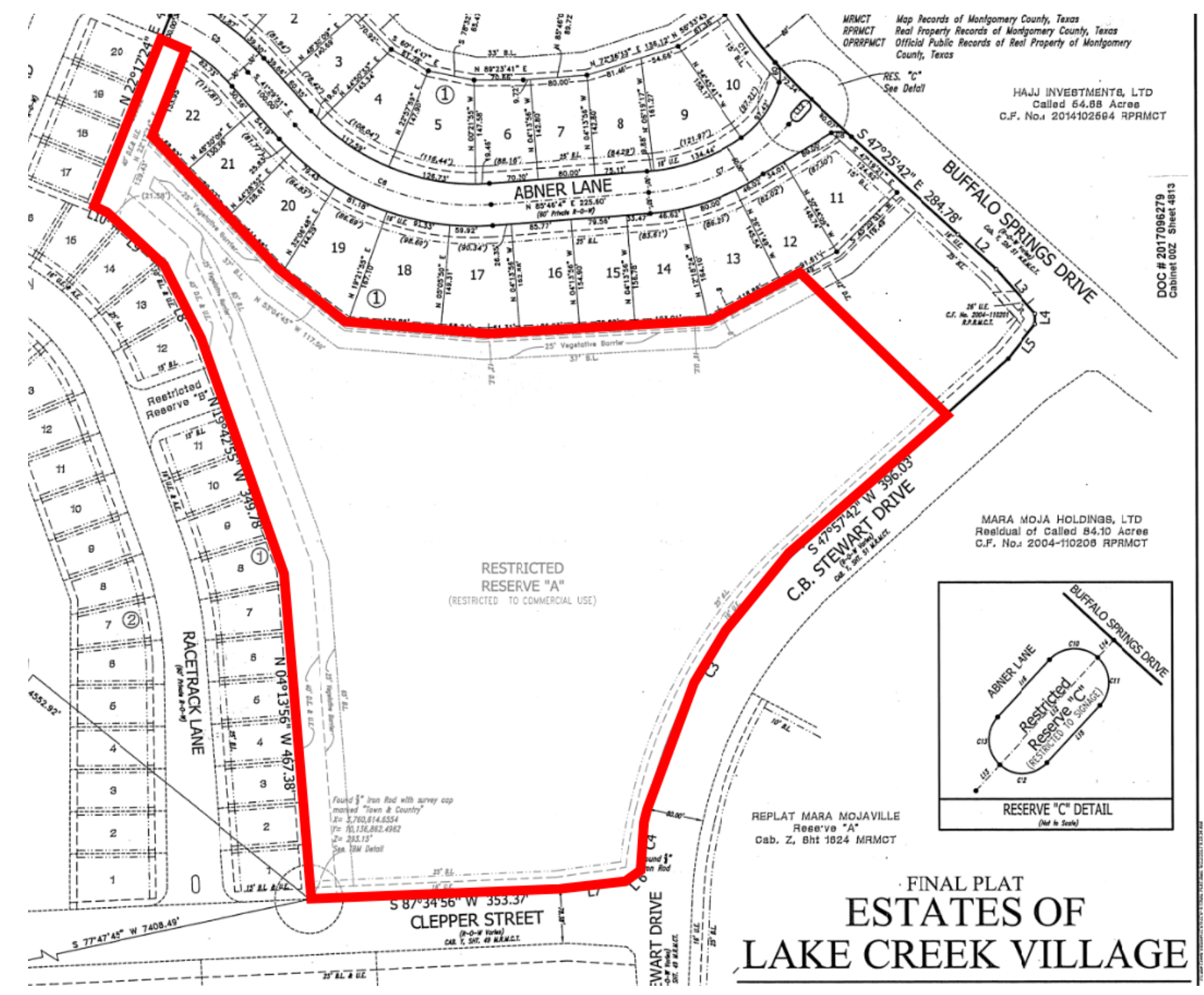
Platting Challenges

Subject Tract (Reserve A) is Restricted to “Commercial Use” in Estates of Lake Creek Village.

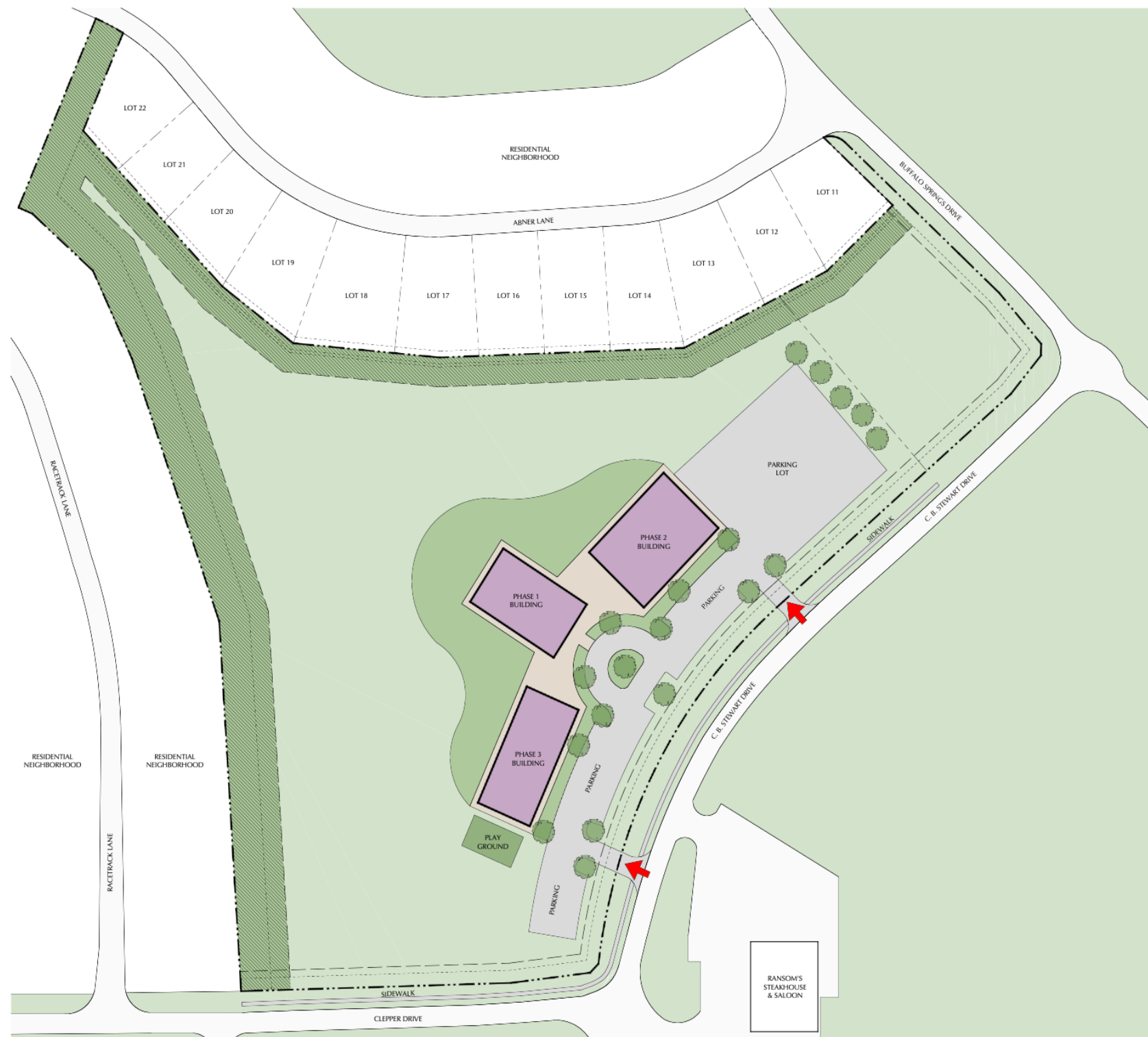
May require a vacating plat and replat.
Hopeful we can find a way to do a partial replat of Reserve A instead of a vacating plat and replat.

Feasibility Period ends late December.

We may need to cancel purchase contract in December if we do not see an achievable platting process.



Site Plan Comparison



Timeline

Re-zone in December 2023

Dependent on successful re-zoning

Partial Replat in January 2024

Dependent on platting options by November 15

Closing in January 2024

Dependent on successful re-zoning and replat

Capital Campaign for Building – Remainder 2024

Design Development & Contracting – 2025

Groundbreaking - 2026



Questions:



MINUTES OF REGULAR MEETING

December 5, 2023

MONTGOMERY PLANNING AND ZONING COMMISSION

CALL TO ORDER

Vice-Chairman Simpson declared a quorum was present and called the meeting to order at 6:08 p.m. and noted two new members on the Commission. Both Commissioners introduced themselves.

Present: Bill Simpson, Merriam Walker, Daniel Gazda, Thomas Czulewicz, John Fox

Absent: None

Also Present: Gary Palmer, City Administrator

Alan Petrov, City Attorney

VISITOR/CITIZENS FORUM

None.

1. Consideration and possible action on the October 3, 2023 Regular Meeting Minutes (tabled on 11/07/23).

Merriam Walker said the missing items look to be in the minutes now. Merriam Walker moved to approve the minutes. Dan Gazda seconded the motion, which carried unanimously. (3-0) (Commissioners Fox and Czulewicz abstained from voting since they were not on the Commission during the meeting covered by the minutes).

2. Consideration and possible action on exterior architectural accent lighting at 202 McCown Street in the Historic Preservation District, as submitted by Jim & Denise Czulewicz (one-month approval granted at 11/07/23 meeting).

Tom Czulewicz recused himself from the discussion and action since the applicant is his son. Merriam Walker said since the last meeting it has become the holiday season and everyone is now decorating for Christmas. Merriam Walker said she saw the lights over the past month and that they are not noticeable during the day. She said while appropriate during the holidays, the lights weren't appropriate all the time. She continued that other accent string lights were underneath porches and awnings. Dan Gazda said he also reviewed the lights over the past month and he felt

the lights were not cohesive with the downtown. Bill Simpson referenced the Historic District Design Guidelines and the fact that they do not speak to accent lighting. Therefore, Mr. Simson said, we have to revert to the commercial lighting ordinance for the city. He said he knows the city is trying to unify things but he is not at the point where he wants to handcuff businesses, either. Dan Gazda agreed. Bill Simpson said his feeling if the lights are not flashing or blinking then they will look good. He said he would like to see if a uniform system of lights if building owners wish to add accent lighting. Bill Simpson said in his opinion he liked the lights. Merriam Walker mentioned other Christmas lights in downtown and setting precedents if these lights are approved. Mrs. Walker continued listing various businesses downtown. John Fox said if there is not a formal rule on a matter, the Commission should consider that rules can't be created at will. Gary Palmer mentioned that holiday lights are exempt from review and allowed for 60 days. Merriam Walker mentioned the public comment she made at a recent city council meeting. Gary Palmer offered the comment that it's hard to apply the city's ordinance when there is no criteria for approval. The current ordinance doesn't provide the Commission with enough guidance and leaves decisions to subjective criteria. He said he understands any frustrations on both sides—both the city and business owners. He suggested on this matter his recommendation is to look at past practice as available and make a rational decision. Merriam Walker said the cohesiveness of downtown is the Commission's most available criteria. Merriam Walker asked how to enforce no flashing or chasing lights. Mr. Petrov noted that is an enforcement issue it's up to the city to enforce what the Commission's decision was and clarified that a citation is the tool to address violations. He added that cities currently regulate lighting of LED signs and similar to prevent flashing or chasing colors and lights. Merriam Walker said what the applicant is doing is not bad, it's just not what everyone else is doing. She mentioned more downtown properties with accent lighting. Mr. Palmer said while a forthcoming planning project to update the ordinance is underway, but it is possible to break out the lighting regulations if the Commission is running into issues repeatedly with lighting. Dan Gazda asked the Commission if a color other than white (the applicant had previously suggested a red color to match the exterior of the building) is acceptable. He also asked staff if a timeframe or duration of approval would be allowed. Mr. Palmer advised against a duration of approval. Dan Gazda said he wanted to approve the item but wanted to base the decision on a measurable criteria. John Fox said an important key is to distinguish between permanent lighting and seasonal lighting when considering a regulatory update. Mr. Czulewicz noted that while he was recusing himself from voting, he wanted to add that a key distinction was made about architectural accent lighting that was soft white.

Dan Gazda moved to approve the lights with the following conditions: 1) Monochromatic lighting as soft white lighting, 2) No chasing or strobing lights, and 3) Compliance with Sec. 18-56 of the Commercial Lighting Ordinance. Merriam Walker seconded the motion, which carried unanimously. (4-0) (Tom Czulewicz abstained from voting).

3. Consideration and possible action on the Preliminary Plat for Montgomery Bend Section Three.

Katherine Vu, PE reviewed the preliminary plat and details of the approved Development Agreement with the developer. She also referenced the included development timeline in the packet. She said the engineers had reviewed the Preliminary Plat and found it to be in compliance with all applicable city ordinances and the Development Agreement and recommended approval. John Fox asked to clarify that City Council approved the variances before the Commission reviewed. Dan Gazda said the development did come before the Commission. Mr. Fox said he appreciated the answer. Dan Gazda asked about greenspace for the development and Mrs. Vu pointed out the reserves within these sections and that they aligned with greenspace in previous sections. Mr. Fox asked when reviewing a plats if the police and engineers are in the loop. Mr. Palmer said while staff coordinates on service coverage, the police and emergency services are not part of the process. Mrs. Vu added that utility availability is determined in the Feasibility Study before the project starts and considers all developments within the city when looking at available capacity. John Fox said he worries that the city only has one sewer plant. Mrs. Vu said the engineers don't have material concerns about the sewer plant and that the city is working on expansion plans. Mr. Fox asked about the planning for an elevated water storage tank. Mrs. Vu said they are also evaluating and planning for that project. Dan Gazda asked about progress related to the FM1097 work at the development entrance. Mrs. Vu said the developers have to complete turn lanes before the first three sections are completed and a signal installed before completing additional sections. Merriam Walker asked for clarification about the entrance road and existing guardrails on FM1097. Chris Roznovsky clarified the developers plans to connect to FM1097. Merriam Walker also asked whether the existing trees were to remain. Mrs. Vu said she didn't have that information at hand, but could check the landscape plans to confirm. She added that typically tree clearing is done at the beginning of the project the current trees will likely remain. Merriam Walker asked if the engineers went out during construction, Mrs. Vu said they do. John

Fox asked about tree replacement on the lots, Mrs. Vu referenced the requirements of the tree and landscape ordinances to handle those things. Dan Gazda asked about tree sizes, Mrs. Vu didn't know the specifics but could follow up with Mr. Gazda. Mr. Roznovsky confirmed 2-inch caliper trees were required. Mr. Czulewicz asked if the Commission had reviewed the Development Agreement. Mrs. Vu said she was not sure because the agreement was by City Council. She added that the Commission reviews Feasibility Reports so they are aware of developments before seeing Preliminary Plats.

Dan Gazda moved to approve the Preliminary Plat for Montgomery Bend Section Three. Tom Czulewicz seconded the motion, which carried (4-1; John Fox dissenting).

4. Consideration and possible action on the Preliminary Plat for Montgomery Bend Section Four.

Mrs. Vu reviewed the details of Section Four and explained this was for the final 67 homes in the development. Dan Gazda asked if there was a future extension of a road based on the plans. The engineers said there was originally talk of an extension of the road and they are likely leaving options open but nothing is currently planned. Dan Gazda asked to confirm the 5-foot side yard setbacks are part of the Development Agreement. Mrs. Vu affirmed they were. John Fox asked if the utilities were in the front or back yards. Mrs. Vu said the city does not review dry utilities and that public utilities are in the front. Discussion about no mechanical equipment in the side yards was had. Mr. Fox noted his concerns about not allowing equipment in the side yards. John Fox asked about the road right-of-way width. Mrs. Vu stated that they were 50-foot ROW with a 28-foot pavement width. Mr. Czulewicz asked about on-street parking and noted again his thought of having first responders approve development plans. He said it's important to citizen safety to have neighborhood covenants that prohibit on-street parking after dark. More discussion was had about safety and subdivision design.

Tom Czulewicz moved to approve the Preliminary Plat for Montgomery Bend Section Four. Merriam Walker seconded the motion, which carried (4-1; John Fox dissenting).

Commission Inquiry

Dan Gazda asked staff about an update on the church project from the last meeting. Mr. Petrov stated there is a federal law that overrides our city zoning relating to religious and institutional land uses that

prohibits a city from restricting a religious institution to locate in commercial zoning districts. He said the federal law will override that and there is no need to proceed with a rezoning Public Hearing. Bill Simpson said the Commission has a lot of questions on the Historic District. He asked if there were no or few agenda items in January a workshop would be possible to review existing planning regulations. Mr. Simpson added that including the Historical Society would be beneficial. Dan asked if we could move forward with officer elections with a full Commission now. Staff affirmed it would be on the January agenda.

Adjournment

Dan Gazda moved to adjourn the meeting at 8:06 p.m. Merriam Walker seconded the motion, which carried unanimously. (3-0)

Prepared by: _____ Date approved: _____
Dave McCorquodale

Bill Simpson, Vice-Chairman

Attest: _____
Nici Browe, City Secretary

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: January 2, 2024	Budgeted Amount: N/A
Department: Administration	Prepared By: DMc

Subject

Consideration and possible on a wall sign application for Wildly Wicked Cottagecore Shop located at 308 Pond Street Suite C in the Historic Preservation District as submitted by Tindy McPhate.

Recommendation

Staff recommends approval of the sign as presented.

DiscussionIssue:

A new business is opening in one of the suites located at 14259 Liberty Street (art gallery). As you may be know, the property has street frontage on both Liberty Street and Pond Street. This request is for a business located in one of the two suites in the former garage, which is reason for the Pond Street address.

Rules:**Sec. 98-347. - Approval for alteration or new construction within historic preservation districts or affecting historic landmarks.**

No person shall carry out any exterior construction, reconstruction, alteration, restoration, rehabilitation, demolition, or relocation of any historic landmark or any property within an historic preservation district, nor shall any person make any material change to other exterior elements visible from a public right-of-way which will affect the appearance and cohesiveness of any historic landmark or any property within an historic preservation district without receiving approval from the Planning and Zoning Commission.

Sec. 66-51. - Measurement of wall signs.

Wall signs (fixed to buildings) shall be measured as follows: the sign facing or surface area of a wall sign shall be computed as including the entire area within a regular geometric form comprising all display area of the sign including all elements of the display, and including the frame, if applicable.

Sec. 66-53. - Calculation of area; maintenance; permitted signs; variances.

(n) Permanent signs permitted and regulated in commercial districts.

(1) Wall signs.

a. Size and number. Flat wall signs are permitted for each business utilizing up to 60 percent of the total feet of wall area.

b. Location. A wall sign shall not project above the roofline. The sign must be located on the site where the goods or services are offered.

Analysis & Conclusion:

As shown in the attached photo mockup, the sign is significantly below the wall sign area allowed by the City Code of Ordinances, contains a sense of design composition and clearly identifies the business. Staff has no objections to the sign and recommends approval as presented.

Montgomery Planning and Zoning Commission
AGENDA REPORT

Approved By		
Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 12/27/2023



WWW.MONTGOMERYTEXAS.GOV

Sign Permit Application

CITY OF MONTGOMERY

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

permits@ci.montgomery.tx.us

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

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

Permit:

Date: **November 6th, 2023**

JOB ADDRESS: 308 Pond Street unit C		BUSINESS NAME: Wildly Wicked Cottagecore Shop	
BUSINESS OWNER: McPhate and McPhate LLC	MAILING ADDRESS: 24662 Shady Oaks Blvd Montgomery TX 77316	TELEPHONE: 713-232-9771	
APPLICANT: Tindy McPhate	MAILING ADDRESS: 24662 Shady Oaks Blvd Montgomery TX 77316	TELEPHONE: 713-232-9771	
CONTRACTOR LICENSE (if electrical): N/A			
IS THE SIGN IN THE HISTORIC PRESERVATION DISTRICT?		IS THE SIGN ILLUMINATED?	
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
SIGN PLACEMENT: Over the door of unit C		VALUATION:	
SIGN DESIGN & COLOR SCHEME: Rustic wood colors, white lettering and colored accents			
SIGN TYPE		SIGN DIMENSIONS	
FREESTANDING MONUMENT SIGN		SIGN HEIGHT	3' 6"
<u>BUILDING WALL SIGN</u>		SIGN WIDTH	6' 6"
BANNER		TOTAL SQ FT	22.75
OTHER		SET BACK	N/A
		LOT LINEAR FOOTAGE	N/A

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.

NAME: **Tindy McPhate** SIGNATURE: 

OFFICE USE ONLY

APPROVED		TOTAL FEE:	\$
DATE			
COMMENTS:			

Total wall area = 408 sq. ft
Total sign area = 22.8 sq. ft (5.5% of wall area)
(Allowed = 60% of wall area; 244.8 sq. ft)



3.5 ft x 6.5 ft form

The
Wildly Wicked
Cottage Shop

17 ft

24 ft

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: January 2, 2024	Budgeted Amount: N/A
Department: Administration	Prepared By: DMc

Subject

Consideration and possible action on a backyard privacy fence at 820 Caroline Street located in the Historic Preservation District as submitted by Scott and Angela Love.

Recommendation

Staff recommends approval of the fence as presented.

Discussion

Issue:

The owner of 820 Caroline Street is requesting to build a privacy fence in his backyard to screen the property behind him. Site photos, an MCAD map showing property lines and fence locations, along with a description and proposed fence photo.

Rules:

Sec. 98-347. - Approval for alteration or new construction within historic preservation districts or affecting historic landmarks.

No person shall carry out any exterior construction, reconstruction, alteration, restoration, rehabilitation, demolition, or relocation of any historic landmark or any property within an historic preservation district, nor shall any person make any material change to other exterior elements visible from a public right-of-way which will affect the appearance and cohesiveness of any historic landmark or any property within an historic preservation district without receiving approval from the Planning and Zoning Commission.

Historic District Guidelines.

Fences must be consistent with the same period of the main building.

- a. Form. Fences must be constructed and maintained in a vertical position.
- b. Height. Within a front yard, no fence or wall shall be erected to exceed a height of 4-feet.
- c. Location. Interior side yard fences can be no further forward on the lot than the main building. A fence in a corner side yard must not be directly in front of the corner side façade, except that the building official may allow a fence that is directly in front of the corner side façade if: 1) more screening is necessary to insure privacy due to unusually high pedestrian or vehicular traffic, and 2) the fence does not screen all or any portion of a significant architectural feature of the main building. A fence must run either parallel or perpendicular to a building wall or lot line.
- d. Materials. A fence in a front or corner side yard must be constructed of wrought iron, wood or brick. Concrete block fences are not permitted.
- e. Masonry columns and bases. The color, texture, pattern and dimensions of masonry and the color, width, type, and elevation of mortar joints in a fence column must match the masonry and mortar joints of the main building as nearly as practicable.

Montgomery Planning and Zoning Commission
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- f. Metal fences. Wrought iron and metal fences must be compatible with the style and period of the main building. Non-decorative chain link, barbed and razor wire fences are permitted only in back yards and must not be visible from adjacent properties or abutting streets.
- g. Wooden fences. All wooden structural posts must be at least four inches by four inches in diameter (nominal size). Wooden fences facing a public street must present the finished side to the street. Wooden fences may be painted or stained a color that is complementary to the main building.

Analysis & Conclusion:

820 Caroline, while located in the Historic Preservation District, is not an historical structure. From this basis, a review of applicable regulations related to fencing and improvements in the District suggests the proposed fence is in compliance with the city code as submitted. The existing white 3-rail fence has existed on the property since before the Historic Preservation District was created. The proposed wood and metal privacy fence surrounding the backyard has no direct impact on the surrounding properties or character of the district. Staff has no objections to the proposed fence and recommends approval as presented.

Approved By		
Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 12/29/2023

FROM THE DESK OF SCOTT & ANGELA LOVE

December 13, 2023

City of Montgomery

Attn.: Planning & Zoning

To Whom it May Concern:

I am officially requesting a Permit to Build a Privacy Fence at 820 Caroline St.. The Fence is needed to block of the view of the Illegally placed Out Buildings, and ongoing, Tractor & ATV repair business, on the residential property, that borders the North Edge of my residential property.

While that property has a privacy fence in place, it is less than desirable, and fails to maintain a height appropriate enough to obstruct my view of the Junk finding its way onto the property. The existing privacy fence also, does not reach far enough to the natural grade to obstruct my view of the vehicle batteries, and various Tractor/ATV parts now piling up on the fence line and visible along the bottom edge of the fence.

The Fence I am proposing will replace one half of my existing 3 rail fence along the back side, starting at the Northeast Corner and extending west to the Split pin for my extra lot. The proposed fence will come up to the back corner of my home, as is seen today with the existing 3 rail cross fence. From the Northeast corner coming up towards Caroline, it will stop where the existing Gate with the TEXAS flag painted on it, currently sits, with the existing gate being replaced by a privacy gate of the same style as the proposed fence. This in turn will continue to hide my garbage cans, as the current gate does.

The proposed fence will have Aluminum posts with Horizontally placed wood cross slats. The post will be spaced every 4-6 feet to reduce future warping of the Horizontal slats. The Rot Board on the bottom will be the same material as the remainder of the slats, treated lumber.

*In order to maintain a height, to cover the Activity allowed by the city on the property behind me, I will have No Choice but to, Not Follow the grade of the land on the back side and instead will be forced to continue the height of the fence across, meaning the fence will range in height along the back from 7 feet on the east to 12 feet at the northwest west corner. This is the only way to ensure the Bulk of the Illegally placed out building, allowed by the City, is covered from my vantage point, and at that height, on that end, it will still leave a visible roof line of the Illegally placed out building. This variation is also needed to help reduce the Light Pollution I now have from his buildings lights during the times he is out back working on the Tractors and ATVs in the late evenings. Having the two fences back-to-back, should also help buffer the noise of his machines and hammering on metal during his business operating hours.

- (1) **Image 1**, is the MCAD lot lines and shows in **Red**, the existing 3 rail fence to be replaced by the proposed privacy fence.
- (2) **Image 2**, is an image of what the proposed privacy fence will look like when finished.
- (3) **Image 3**, is a photo of the back North Fence line, to show the fall off grade of the land. The **Black** dotted line, represent what will be the height of my proposed fence to show how much will be covered from my vantage point.

*I may be bold is assuming there will be No Issue with Approving my proposed fence. In the off chance that someone rebuffs any part of this, I would like to Remind, those involved in the permitting, that this formality, and financial cost to my home that I did not ask for or want, is to cover the Non-Permitted Outbuildings, now Allowed by the City, and to Buffer the Noise and hide the Junk, building up on the fence line, from the thriving Tractor/ATV repair business, that the City continues to allow, in the Historic Residential Area. This is to partially, correct, what the City Could Not, and at my expense.

I anxiously await your Approval !

Respectfully



Scott Love

820 Caroline St.

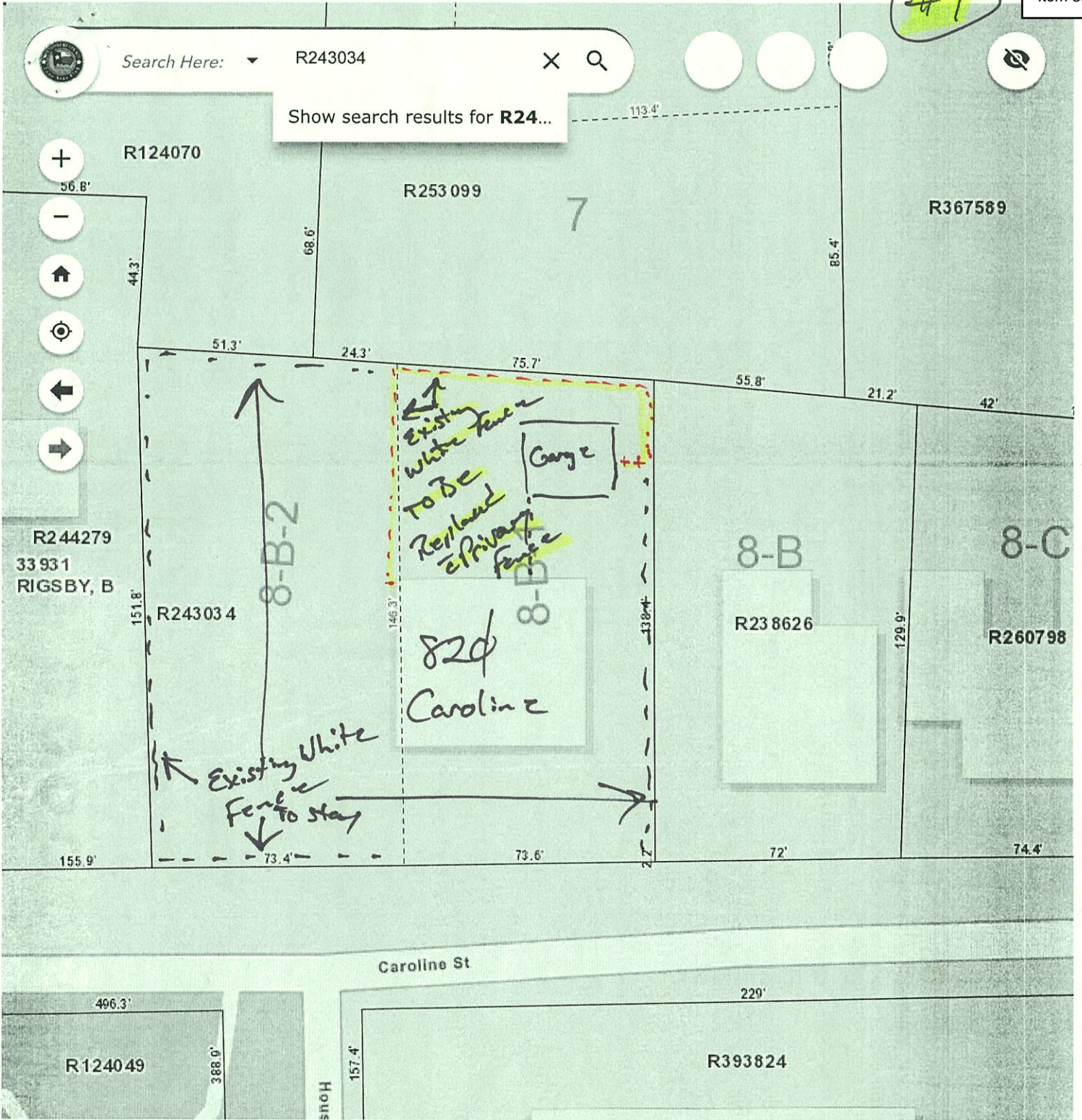
Montgomery, TEXAS, 77356

(936) 203-4845

slovemontgomery@gmail.com

scott@hope-cause.com

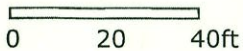
#1



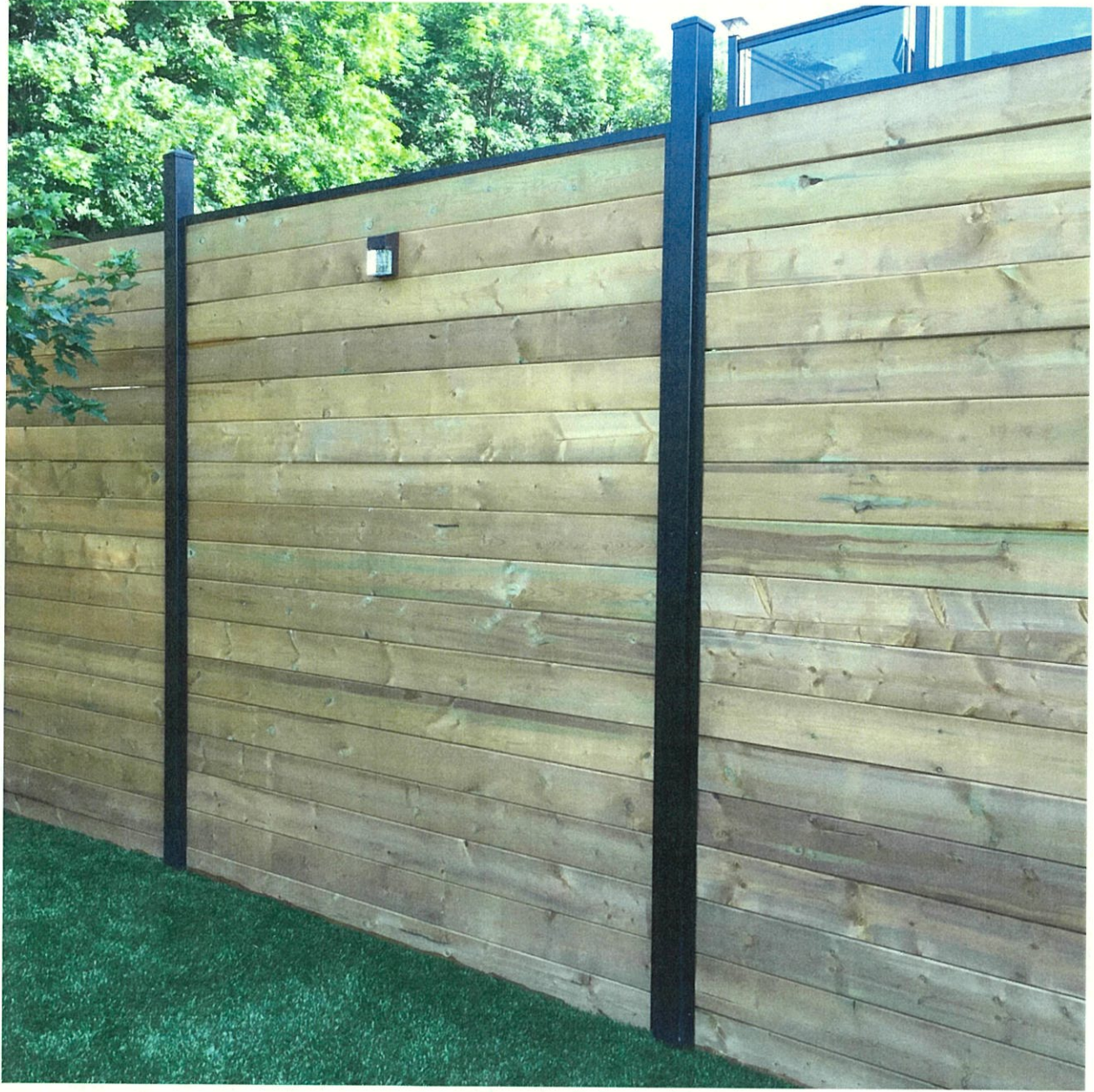
Red = Location of the Proposed Fence.

It will Replace Already Existing 3 Rail Cross Fence.

30°23'24"N 95°42'02"W



#2
Item 5.



Proposed style

#2



Approximate location
of the Split Rail
at my 2 lots

Sec. 395.058. ADVISORY COMMITTEE. (a) On or before the date on which the order, ordinance, or resolution is adopted under Section [395.042](#), the political subdivision shall appoint a capital improvements advisory committee.

(b) The advisory committee is composed of not less than five members who shall be appointed by a majority vote of the governing body of the political subdivision. Not less than 40 percent of the membership of the advisory committee must be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity. If the political subdivision has a planning and zoning commission, the commission may act as the advisory committee if the commission includes at least one representative of the real estate, development, or building industry who is not an employee or official of a political subdivision or governmental entity. If no such representative is a member of the planning and zoning commission, the commission may still act as the advisory committee if at least one such representative is appointed by the political subdivision as an ad hoc voting member of the planning and zoning commission when it acts as the advisory committee. If the impact fee is to be applied in the extraterritorial jurisdiction of the political subdivision, the membership must include a representative from that area.

(c) The advisory committee serves in an advisory capacity and is established to:

- (1) advise and assist the political subdivision in adopting land use assumptions;
- (2) review the capital improvements plan and file written comments;
- (3) monitor and evaluate implementation of the capital improvements plan;
- (4) file semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and
- (5) advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

(d) The political subdivision shall make available to the advisory committee any professional reports with respect to developing and implementing the capital improvements plan.

(e) The governing body of the political subdivision shall adopt procedural rules for the advisory committee to follow in carrying out its duties.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 82(a), eff. Aug. 28, 1989.

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: January 2, 2024	Budgeted Amount: N/A
Department: Administration	Prepared By: DMc

Subject

Discussion of the Planning & Zoning Commission's participation in the Capital Improvements Plan update.

Recommendation

No formal action required.

Discussion

The City is in the process of updating its Capital Improvement Plan (CIP). A CIP serves as a roadmap for future growth and contains major infrastructure projects like streets, sidewalks, utility lines and related facilities.

An adopted CIP is a necessary prerequisite and is the basis for charging Impact Fees. These Impact Fees have a couple important characteristics:

- Impact Fees must be spent on projects identified in the CIP
- Fee amount based on estimated cost of CIP projects
- Fee is quantified as one (1) “ESFC” (Equivalent Single Family Connection)

The Texas Local Government Code (see attached excerpt) prescribes the process cities follow for adopting Impact Fees. Cities are required to update the CIP every five (5) years. The city engineers have begun the data analysis and projects to update our CIP.

Part of the process is the use of a Capital Improvement Advisory Committee (CIAC) that undertakes the work of making land use assumptions, analyzing the need for future projects, and making a formal recommendation to City Council for the adoption of the CIP update.

In addition to playing a key role in the update process, the CIAC also reviews the CIP as projects are constructed and provides occasional reports to the City Council.

Staff recommends the P&Z Commission serves as the CIAC for the ongoing CIP update. The Commission plays a key role in development within the city and the CIP update will provide an excellent opportunity to collaborate with the City Council on this important work.

Approved By

Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 12/28/2023

Montgomery Planning and Zoning Commission
AGENDA REPORT

Meeting Date: January 2, 2024	Budgeted Amount: N/A
Department: Administration	Prepared By: DMc

Subject

Update and discussion on the city's call for Planning Services Request for Qualifications (RFQ).

Recommendation

No formal action required.

Discussion

A key priority identified by City Council during a strategic planning session in late July 2023 is an update to the city’s zoning and land use regulations. City staff issued a call for Planning Services RFQ’s in early November and accepted submittals through mid-December. In response to the call, the city received two submissions from qualified consulting firms.

Staff will provide an update on the process and discuss next steps at the meeting.

Approved By

Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 12/28/2023



**REQUEST FOR QUALIFICATIONS
FOR
GENERAL CITY PLANNING PROJECTS**

Responses Due: December 15, 2023 by 2 PM CT

Introduction

The City of Montgomery Texas (~5 square miles and ~2,000 population), situated on the west side of Lake Conroe in Montgomery County about 45 minutes northwest of Houston, is issuing this Request for Qualifications from professional planning firms to manage the following projects listed in order of priority:

- In-depth review of our current Zoning Ordinance with the intent of overhauling and recodifying to put the city in the best position to handle the incoming developments and reflect the best practices in city planning
- Future Land Use review and update
- Study, draft and assist the city with adopting small area master plans for the key nodes within the city
- Development of gateway districts for the main entry points to the city
- Development of design standards/regulations

Like most cities, our challenge is how to manage growth and change while protecting our historic district, culture of the city, and small-town character in a large metro area.

Background

As one of the oldest towns in Texas, Montgomery began as a trading post in 1826 and was chartered in 1837. Montgomery was the first county seat of Montgomery County and was the third county formed under the Republic of Texas. It is also recognized as the birthplace of the Texas Lone Star Flag. Montgomery is located at the junction of Texas 105 and FM 149, near the southwestern edge of Sam Houston National Forest in western Montgomery County. The center of town is 15 miles west of Conroe and 50 miles northwest of Houston.

Suggested Resources

- [2020 Comprehensive Plan](#)
- [Zoning Map](#)
- [City of Montgomery TX Municipal Code and Zoning Ordinance](#)

Content of Proposals

To facilitate review of the qualifications, it is requested that submissions conform to the following format:

1. Cover Letter: Provide a narrative responding to the RFQ on your firm’s letterhead. Please provide the name, address, email, and telephone number of a contact person for questions. Letter must be signed by an authorized agent of the firm.
2. Firm Background: Provide a general description of the capabilities of your firm, including information related to its history, overall size, location of company

headquarters, local office location, and type of business (partnership, corporation, etc.). Provide the location of the office where most of the work will be performed. For proposed sub-consultants, please provide the name of each firm, the office location, contact name, email, and telephone number and the services to be provided.

3. References: Provide the name, address, email, and telephone number of at least three (3) municipal references familiar with the quality of work done by your firm.
4. Project Team: Provide a project team list or organizational chart identifying the technical team members and sub-consultants proposed for this assignment, their availability, and a brief biography of each team member including specific experience, project roles, and office location where they currently work. Only staff to be directly involved in the execution of the project shall be included, with particular attention given to the project manager and technical staff.
5. Experience of the Firm: Briefly summarize the Project Team's relevant experience within the last 5-10 years. Select at least three (3) relevant projects that are similar in scope and magnitude to this project, and identify the role, if any, of the proposed Project Team members involved. Provide references for each project, including the name, position, physical address, phone number, and email address of the reference.
6. Project Understanding and Approach: Based upon the information presented herein, provide a strategy on how your firm will complete the work and probably timeline for each element.

Evaluation of Proposals

Proposals will be evaluated on various criteria including the following:

- Project Strategy (10%)
- Experience with similar projects (25%)
- Qualifications of personnel to be assigned to the project (25%)
- Capacity of firm to provide full scope of services requested herein (25%)
- References (15%)

Pre-Submittal Meeting

The city will hold a pre-submittal information meeting via Microsoft Teams on Monday November 13th at 2pm CDT. This is not mandatory.

<https://teams.live.com/meet/9330534148481?p=C5hS7lt7F6rcakca>

Meeting ID: 933 053 414 848 1

Passcode: x7YHZH

Contract

The city will select the most qualified firm with the intent of subsequently negotiating a detailed scope of work, cost and timeline to be memorialized in a service contract between the firm and city.

Terms and Conditions

The city reserves the right to reject any and all proposals if it is deemed in the best interest of the city. The city assumes no responsibility for costs incurred in responding to this RFQ.

Submittal

Firms may submit proposals digitally to the City Administrator Gary Palmer at gpalmer@ci.montgomery.tx.us by 2pm Central Time, December 15, 2023. PDF preferred. **Subject Line: RFQ Planning Services**

OR

Firms may submit proposals in writing by 2pm Central Time, December 15, 2023. PDF preferred. Provide in a sealed envelope with **RFQ Planning Services** on the outside.

City of Montgomery Texas
City Hall
Attn: Gary Palmer
101 Old Plantersville Road
Montgomery TX 77316

Questions can be sent to Gary Palmer gpalmer@ci.montgomery.tx.us