

NOTICE OF SPECIAL MEETING

December 2, 2019

MONTGOMERY PLANNING AND ZONING COMMISSION

STATE OF TEXAS

AGENDA

COUNTY OF MONTGOMERY

CITY OF MONTGOMERY

NOTICE IS HEREBY GIVEN that a Special Meeting of the Montgomery Planning and Zoning Commission will be held on **Monday, December 2, 2019 at 6:00 p.m.** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas for the purpose of considering the following:

CALL TO ORDER

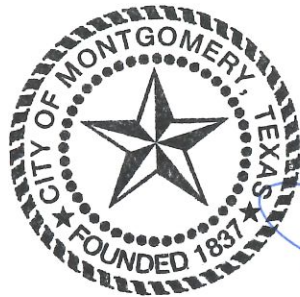
VISITOR/CITIZENS FORUM

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 any item but may place the issue on a future agenda. The number of speakers along with the time allowed per speaker may be limited.

CONSIDERATION AND POSSIBLE ACTION:

1. Consideration and possible action regarding regular meeting minutes of October 28, 2019.
2. Consideration and possible action regarding a wall sign application for The Modern Skein at 208 McCown Street in the Historic Preservation District.
3. Consideration and possible action regarding a wall sign application for The Westmont Gallery & Boutique at 208 McCown Street in the Historic Preservation District.

ADJOURNMENT



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 the 26th day of November 2019 at 1:25 o'clock 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 REGULAR MEETING

October 28, 2019

MONTGOMERY PLANNING AND ZONING COMMISSION

CALL TO ORDER

Chairman Cox declared a quorum was present and called the meeting to order at 6:01 p.m.

Present: Arnette Easley, William Simpson, Nelson Cox, Jeffrey Waddell, and Carol Langley

Absent: None

Also Present: Dave McCorquodale, Assistant to the City Administrator

1. **Consideration and possible action regarding approval of minutes for a Regular Meeting held on September 23, 2019.**

Jeffrey Waddell moved to approve the minutes as presented. Arnette Easley seconded the motion, the motion carried unanimously. (5-0)

2. **Consideration and possible action regarding a sign application for Perfect Home Décor at 304 John A. Butler Street in the Historic Preservation District.**

The Commission asked for clarification on the sign material, which the owner stated to be aluminum, and asked if the size of the sign met the requirements of the sign ordinance. Staff confirmed the proposed sign complied with the sign ordinance. Jeffrey Waddell, along with the rest of the Commission, felt the total number of images on the sign detracted from the aesthetic intent of the downtown area. William Simpson asked the owner if he would consider eliminating the four smaller images to streamline the design of the sign. It was suggested that the wording of the services provided would have room to be larger. The owner was in agreement with the proposed revisions.

Motion by William Simpson to approve the sign application with the condition of the four smaller images being removed and the wording be allowed to remain on the sign. Arnette Easley seconded the motion, the motion carried unanimously. (5-0)

3. Consideration and possible action regarding two wall sign applications for RE/MAX Distinction at 21012 Eva Street in the Historic Preservation District.

Staff confirmed the proposed signs met the wall sign requirements in the ordinance. Jeffrey Waddell said he understood the rationale behind the signs to provide more visibility from the highway intersection. William Simpson asked for clarification that the letters were individual. The applicant stated they were separate letters.

Arnette Easley moved to approve the two wall sign applications as submitted. Jeffrey Waddell seconded the motion, the motion carried unanimously. (5-0)

4. Consideration and possible action regarding rear façade improvements for Jacobs Properties at 207 McCown Street in the Historic Preservation District.

Staff introduced the item and Mr. Larry Jacobs discussed the changes in more detail. Mr. Jacobs explained the two windows shown in the rendering may be reduced to one window. Staff requested the Commission consider approving the proposed sign as shown in details provided by the applicant conditional on the sign being permitted properly.

William Simpson moved to approve the proposed façade improvements and sign conditional to the necessary permits being obtained from the City. Arnette Easley seconded the motion, the motion carried unanimously. (5-0)

5. Consideration and possible action regarding proposed exterior painting of 14348 Liberty Street in the Historic Preservation District.

The Commission stated the proposed colors would greatly improve the look of the building and downtown area.

William Simpson moved to approve the exterior painting as submitted. Jeffrey Waddell seconded the motion, the motion carried unanimously. (5-0)

6. Discussion for a Special Use Permit for Moon Over Montgomery, a proposed rental cottage project located at 1062 Clepper Street.

Staff provided an overview of the project and process and explained the next step was for the Commission to determine the conditions of the SUP and make a recommendation to City Council on the SUP. Staff also mentioned that while the agenda item is listed as a discussion item, the city attorney is comfortable with the Commission acting on the item. Carol Langley asked for confirmation that the Council preferred the SUP over a rezoning of the property to Commercial. Staff acknowledged this was correct. The applicant, Larry Jacobs, stated he has reservations about City Council's proposal that the SUP be non-transferable. The Commission agreed that the non-transferable requirement did not seem to be a necessary part of the SUP.

William Simpson moved to direct staff to draft the document and recommend approval of the Special Use Permit for Moon Over Montgomery to City Council with the following conditions: 1) The SUP is transferable to new owners and all conditions are binding to future successors, 2) Provide for a maximum rental timeframe of two weeks to prevent the structures from becoming used as permanent dwellings, 3) Require the structures to not be on permanent foundations, 4) Require the owner to maintain a vegetative buffer of 25 feet along the rear of the property, 5) Require each unit to be equipped with a smoke detector that meets applicable fire regulations, 6) Require each unit to have one fire extinguisher which meets applicable fire regulations as to size and quality and be prominently and

accessibly placed in each unit, 7) Require adequate parking of 1.25 spaces per unit to be provided, 8) Require an annual certificate of occupancy for each cottage or a similar provision that would ensure fire safety requirements are in place. Carol Langley seconded the motion, the motion carried unanimously. (5-0)

7. Consideration and possible action regarding the regular meeting schedule for November & December.

Staff reviewed the upcoming meetings and their relation to the Thanksgiving and Christmas holidays. Staff asked for input on the Commission's personal schedules to know whether rescheduling these meetings would allow for members to attend the meetings. The Commission generally liked staff's recommendation of moving the November meeting to one week later and cancelling the December meeting and calling a Special Meeting in early January if needed.

Jeffrey Waddell moved to cancel the Regular Meetings of the Planning & Zoning Commission for November and December and to call a Special Meeting for December 2, 2019. Carol Langley seconded the motion, the motion carried unanimously. (5-0)

8. Discussion regarding a future infrastructure funding project to be coordinated by the Planning & Zoning Commission.

Staff explained the anticipated completion timeline for several projects, including the Texas A&M student design work, the Comprehensive Plan update, and the planned joint City Council/Planning & Zoning workshop. Once completed, these projects will provide valuable insight in prioritizing efforts on this project. Staff recommended letting these projects come to completion before taking significant steps to proceed. The Commission agreed with the proposed direction and provided additional project goals.


William Simpson requested the City look at additional opportunities to install storm drainage pipe & fill in the ditches around downtown for more pedestrian space adjacent to

streets. Arnette Easley and William Simpson asked that city-wide cleanup efforts and enhancements be considered as part of the project. Mr. Simpson also suggested pursuing grants to improve the look of the Community Building downtown. Arnette Easley identified several areas that are overgrown and have dilapidated buildings that are in need of code enforcement action.

Merrily Thompson, a city resident, asked to comment on the need to bury power lines underground to improve aesthetics of the community. Arnette Easley asked for an update on TxDOT's 149 project and staff relayed information from a previous meeting with TxDOT.

Adjournment

Carol Langley moved to adjourn the meeting at 6:58 p.m. Arnette Easley seconded the motion, the motion carried unanimously. (5-0)

Prepared by:  Date approved: _____
Dave McCorquodale

Chairman Nelson Cox

Attest: _____
Susan Hensley, City Secretary

Montgomery Planning and Zoning Commission
AGENDA REPORT

| | |
|---------------------------------------|---|
| Meeting Date: December 2, 2019 | Budgeted Amount: N/A |
| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Sign Permit Application, image of front building façade, image of sign |

Subject

Consideration and possible action regarding a wall sign application for The Modern Skein at 208 McCown Street in the Historic Preservation District.



Description

The proposed wall sign will be placed on the parapet wall above the front porch of the building. The existing smaller shingle-style sign will remain hanging on the eave of the porch. The intent of the larger sign located above the porch is to gain visibility from the FM 149 corridor. The smaller sign below the porch will be visible to pedestrians on McCown. The proposed sign is in compliance with wall sign regulations which allow for 60% of the total wall to be covered by the sign.

Recommendation

Consider the proposed sign and act as you see fit.

Approved By

| | | |
|----------------------|---|----------------|
| Asst. to City Admin. | Dave McCorquodale  | Date: 11/26/19 |
| City Administrator | Richard Tramm  | Date: 11/26/19 |



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 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: 11/11/2019

| | |
|--|--------------------------------------|
| JOB ADDRESS: 208 McCowen St, Montgomery, TX 77356 | BUSINESS NAME: Steedmont Building |
|--|--------------------------------------|

| | | |
|-------------------------------|--|----------------------------|
| BUSINESS OWNER: Monte West | MAILING ADDRESS: 14375 Liberty Street, Montgomery, TX 7 | TELEPHONE: 936-522-7323 |
|-------------------------------|--|----------------------------|

| | | |
|--------------------------|--|----------------------------|
| APPLICANT: Monte West | MAILING ADDRESS: 14375 Liberty Street, Montgomery, TX 77356 | TELEPHONE: 936-522-7323 |
|--------------------------|--|----------------------------|

CONTRACTOR LICENSE (if electrical): _____

| | | | | | |
|--|---|-----------------------------|--------------------------|------------------------------|-----------------------------|
| IS THE SIGN IN THE HISTORIC PRESERVATION DISTRICT? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | IS THE SIGN ILLUMINATED? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|---|-----------------------------|--------------------------|------------------------------|-----------------------------|

| | |
|---|---------------------|
| SIGN PLACEMENT: Above Retail Space 1 | VALUATION: \$125 |
| SIGN DESIGN & COLOR SCHEME: Black and White - Square Shaped with business name | |

| SIGN TYPE | | SIGN DIMENSIONS | |
|----------------------------|-------------------------------------|--------------------|-----|
| FREESTANDING MONUMENT SIGN | <input type="checkbox"/> | SIGN HEIGHT | 26" |
| BUILDING WALL SIGN | <input checked="" type="checkbox"/> | SIGN WIDTH | 72" |
| BANNER | <input type="checkbox"/> | TOTAL SQ FT | 13 |
| OTHER | <input type="checkbox"/> | SET BACK | 0 |
| | | LOT LINEAR FOOTAGE | 50 |

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: Monte West | SIGNATURE: <i>Monte West</i> |
|---------------------|---------------------------------|

OFFICE USE ONLY

| | | | |
|----------|--|------------|----|
| APPROVED | | TOTAL FEE: | \$ |
| DATE | | | |

COMMENTS: _____

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MODERN
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SEE TOP

DO NOT LAY FLAT
DO NOT USE CLAMPS
DO NOT ENGAGE CRATE RISE
WHEN USING CLAMPS
ENGAGE CRATE RISE
WIDE X SIDE
REFRIGERATOR

CUT ALONG THIS LINE

CUT ALONG THIS LINE

RECYCLING - PLEASE RECYCLE
This box is made from 100% recycled paper with 70% recycled fiber, including 30% post consumer waste. It is designed to be recycled and is not intended for use as a landfill. For more information on recycling, please visit www.recycling.com.



RECYCLED

THE STEEDMONT BUILDING

208 McCown Street

THE
MODERN

WESTMONT

110

208

100

PRICE LOW
FOR LEASE
20-22-23

Montgomery Planning and Zoning Commission
AGENDA REPORT

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|---------------------------------------|---|
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| Department: Administrative | |
| Prepared By: Dave McCorquodale | Exhibits: Sign Permit Application, image of front building façade, image of sign |

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| 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"/> |

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| BUSINESS OWNER: Monte West | MAILING ADDRESS: 14375 Liberty Street, Montgomery, TX 7 | TELEPHONE: 936-522-7323 | |
| APPLICANT: Monte West | MAILING ADDRESS: 14375 Liberty Street, Montgomery, TX 77356 | TELEPHONE: 936-522-7323 | |
| CONTRACTOR LICENSE (if electrical): | | | |
| IS THE SIGN IN THE HISTORIC PRESERVATION DISTRICT? | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| | | IS THE SIGN ILLUMINATED? | |
| | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| SIGN PLACEMENT: Above Retail Space 2 | | VALUATION: \$125 | |
| SIGN DESIGN & COLOR SCHEME: Black and White - Square Shaped with business name | | | |
| SIGN TYPE | | SIGN DIMENSIONS | |
| FREESTANDING MONUMENT SIGN | <input type="checkbox"/> | SIGN HEIGHT | 26" |
| BUILDING WALL SIGN | <input checked="" type="checkbox"/> | SIGN WIDTH | 72" |
| BANNER | <input type="checkbox"/> | TOTAL SQ FT | 13 |
| OTHER | <input type="checkbox"/> | SET BACK | 0 |
| | | LOT LINEAR FOOTAGE | 50 |
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| NAME: Monte West | SIGNATURE: |
|---------------------|----------------|

OFFICE USE ONLY

| | | | |
|-----------|--|------------|----|
| APPROVED | | TOTAL FEE: | \$ |
| DATE | | | |
| COMMENTS: | | | |

WESTMONT
Gallery & Boutique

CLOTHING · GIFTS · CHALK PAINT®

CLOTHING · GIFTS · CHALK PAINT®

CUT ALONG THIS LINE

THE STEEDMONT BUILDING

208 McCown Street

the
MODERN
by the Steedmont

the
WESTMONT
by the Steedmont



PRICE \$94
FOR LEAD
\$4-50-25