City of Montgomery
Planning and Zoning Commission
Regular Meeting Minutes
December 02, 2025

OPENING AGENDA

1. **Call meeting to order.**

The Regular Meeting of the Planning and Zoning Commission was called to order by Vice Chairman Gazda at 6:00 p.m. on December 02, 2025, at City Hall 101 Old Plantersville Rd., Montgomery, TX and live video streaming.

With Commission Members present a quorum was established.

Commission Members Present:

Place 3, Vice Chairman	Daniel Gazda
Place 4, Commission Member	Merriam Walker
Place 5, Commission Member	Jeff Glaser

Commission Members Absent:

Place 1, Commission Member	John Fox
Place 2, Chairman	William (Bill) Simpson

2. **Pledges of Allegiance.**

Vice Chairman Gazda led the Pledge of Allegiance and Pledge of Allegiance to the Texas State Flag.

PUBLIC FORUM:

No citizen comments presented for this meeting.

CONSENT AGENDA:

3. **Consideration and possible action on amending the P&Z Regular Meeting Minutes of October 08, 2025.**

Motion: Commissioner Walker made a motion to approve amending the P&Z Regular Meeting Minutes of October 08, 2025. Vice Chairman Gazda seconded the motion. Motion carried with all present voting in favor.

4. **Consideration and possible action on the P&Z Regular Meeting Minutes of November 04, 2025.**

Motion: Commissioner Walker made a motion to approve the P&Z Regular Meeting Minutes of November 04, 2025. Vice Chairman Gazda seconded the motion. Motion carried with all present voting in favor.

REGULAR AGENDA

5. **Discussion on the findings of the Feasibility Study Summary Memo on the KIH Revocable Trust development (Dev. No. 2507).**

Zachary Timms of WGA addressed the Commission on the Feasibility Study Summary Memo on the KIH Revocable Trust development. The development involves tapping into an existing water line on the south side of College Street, with options for constructing a public water line with shared access or private meters for each lot, requiring a shared easement for maintenance. A sanitary sewer line on the north side necessitates installing private grinder pumps on the lots, with agreements for shared maintenance. Drainage and stormwater management must meet Montgomery County standards, and the property is currently unplatted, requiring full platting procedures. The project includes fees such as a $13,500 escrow for reviews and impact fees for water and wastewater. The development is primarily for building homes for the property owner's daughters. The process involves approvals for utility connections and adherence to historical landmark regulations if applicable, but no formal action has been taken yet; discussions are ongoing, and the developer is awaiting decisions.

6. **Consideration and possible action by the Planning & Zoning Commission on the Final Plats for Briarley (formerly known as Redbird Meadows) Sections 4, 5, and 6 (Dev. No. 2006).**

Zachary Timms of WGA addressed the Commission on the Final Plats for Briarley Sections 4, 5, and 6. The development, known as Briarley phase 1B, includes a total of 682 homes with existing variances such as reduced lot width, lot area, and side yard setbacks, with a requirement for 20% of homes to have a minimum 15-foot side yard setback. Impact fees are estimated around $400,000, payable before recordation, and the project is progressing with ongoing construction nearing completion for sections four through six, including temporary water service and moving trailers. The Commission confirmed that previous modifications, such as detention pond adjustments, did not affect current plans. They discussed traffic issues, including construction-related vehicle traffic on Old Plantersville Road, and agreed to monitor and guide construction traffic to minimize impact.

Motion: Commissioner Walker made a motion to approve the Final Plats for Briarley (formerly known as Redbird Meadows) Sections 4, 5, and 6 (Dev. No. 2006). Vice Chairman Gazda seconded the motion. Motion carried with all present voting in favor.

7. **Consideration and possible action by the Planning & Zoning Commission on the Preliminary Plats for Briarley (formerly known as Redbird Meadows) Sections 7 and 8 (Dev. No. 2006).**

Zachary Timms of WGA addressed the Commission and requested for the item to be pulled from the agenda as the plats are not yet ready for approval by the Council or Planning and Zoning Commission. The developer is aware of the delay, and the item will be rescheduled for next month once all comments and necessary revisions are addressed.

8. **Consideration and possible action on a proposal to install a new wall sign at 401 College Street on the second floor for Suite 220.**

Corrine Tilley, Development Service Administrator, addressed the Commission on a proposal to install a new wall sign at 401 College Street, suite 220, on the second floor of the corner building at College and McCowen. Applicant Elan Crane was present to answer questions. The sign is a non-illuminated wall sign, meeting the size requirements of no more than 60% of the wall area and positioned appropriately without projecting over the roofline. The property owner has approved the sign, and the sign's scale has been closely matched in the provided images. The business owner confirmed that the majority of the space on the second floor is their rental space, with access via the front of the building.

Motion: Commissioner Glaser motioned to approve the proposal to install a new wall sign at 401 College Street on the second floor for Suite 220. Commissioner Walker seconded the motion. Motion carried with all present voting in favor.

9. Consideration and possible action on a proposal to construct a new 10'x20' accessory structure in the rear yard of the property located at 706 Caroline Street.

Corrine Tilley, Development Service Administrator, addressed the Commission on a proposal to construct a new 10'x20' accessory structure in the rear yard of the property located at 706 Caroline Street. The applicant was present to answer questions. The applicant has reduced the size from a previous, larger proposal, and the structure will be made of wood with a metal roof, similar in color to the existing principal building. It will be located 20 feet from the west side and 10 feet from the north side, with no electricity, water, or lighting planned, strictly for storage. The applicant addressed concerns about visibility from neighbors, noting that the structure will be behind a 6-foot fence and unlikely to be visible from neighboring properties, and confirmed that the structure will require a building permit due to its size. The Commission discussed nearby historical landmarks, noting that the property next door is historic, but that the proposed structure's location and design would not affect the landmark.

Motion: Commissioner Glaser made a motion to approve the proposal to construct a new 10'x20' accessory structure in the rear yard of the property located at 706 Caroline Street. Vice Chairman Gazda seconded the motion. Motion carried 2:1 with a Nay from Commissioner Walker.

COMMISSION INQUIRY

No Commission Inquiry presented for this meeting.

CLOSING AGENDA

10. Items to consider for placement on future agendas.

No items presented for future agendas.

11. Adjourn.

Motion: Commissioner Walker made a motion to adjourn the regular meeting of the Planning and Zoning Commission at 6:33 p.m. Commissioner Glaser seconded the motion. Motion carried with all present voting in favor.

APPROVED

Daniel Gazda, Vice Chairman

CITY OF MONTGOMERY
FOUNDED 1837 ★ TEXAS

ATTEST:

Ruby Beaven, City Secretary