City of Montgomery
Planning and Zoning Commission
Regular Meeting Agenda
May 06, 2025

OPENING AGENDA

1. **Call meeting to order.**

   Chairman Simpson called the meeting to order at 6:00 p.m.

   Present: Commission Members: John Fox, Daniel Gazda, Merriam Walker Vice Chairman Tom Czulewicz and Chairman Bill Simpson

   Absent: None

2. **Pledges of Allegiance.**

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

PUBLIC FORUM:

No citizen comments presented for this meeting.

REGULAR AGENDA

3. **Consideration and Possible action by the Planning & Zoning Commission on the Partial Replat for Jadak Manor Section 1 Tract 2, located at 1005 College Street.**

   City Engineer Chris Roznovsky, WGA, addressed the Planning and Zoning Commission to review the partial replat of Jadak Manor, Section 1, Track 2 at 10005 College Street, where the current single tract is proposed to be split into two lots, with the addition of a dedicated 60-foot right-of-way for Caroline Street. City Engineer Roznovsky noted that the proposal aligns with existing plans and that the increased right-of-way will benefit street access, with the next step being approval by City Council on the 27th.

   Motion: Commission Member Gazda motioned to approve the partial replat for Jadak Manor Section 1 Tract 2, located at 1005 College Street. Vice Chairman Czulewicz seconded the motion. Motion carried with all present voting in favor.

4. **Consideration and Possible action by the Planning & Zoning Commission on the Partial Replat for Buffalo Springs Section 2.**

City Engineer Chris Roznovsky, WGA, addressed the Planning and Zoning Commission to review the partial replat for Buffalo Springs Section 2 on dividing existing lots 28, 29, and 30 by combing them into two separate lots as proposed lots 1 and 2, with property owners sharing Lot 29 equally. City Engineer Roznovsky stated this has been reviewed with no impact on water or sewer services, as it primarily affects property boundaries rather than infrastructure; with the next step being approved by City Council on May 27th.

Motion: Vice Chairman Czulewicz motioned to approve the partial replat for Buffalo Springs Section 2. Commission Member Gazda seconded the motion. Motion carried with all present voting in favor.

5. **Consideration and possible action regarding a proposal to make improvements to a property located at 602 College Street, in the Historic Preservation District.**

Code Enforcement Officer/Planning & Zoning Administrator Corinne Tilley addressed the Commission for the proposal to improve the property at 602 College Street in the Historic Preservation District which involves exterior modifications such as re-siding, window and trim replacement, porch updates, repainting with a darker color, and installing a cedar privacy fence with a gate, with careful consideration given to the compatibility with the surrounding area's fences and aesthetic. Discussion held among the Board about the improvements noting the visual changes from the public view. Commission Member Fox discussed a potential conflict of interest.

Motion: Commission Member Gazda motioned to make improvements to a property located at 602 College Street, in the Historic Preservation District. Vice Chairman Czulewicz seconded the motion. Motion carried with 4-Ayes, 0-Nay, and 1-Abstention by Commission Member Fox.

6. **Consideration and possible action regarding a proposal to install a roof over the existing patio area at 14335 Liberty Street, in the Historic Preservation District.**

Code Enforcement Officer/Planning & Zoning Administrator Corinne Tilley addressed the Commission and mentioned Damon Haynes, property owner, was present. Code Enforcement Officer/Planning & Zoning Administrator Tilley stated the proposed permit application for installation of a hard top roof over the patio at 14335 Liberty Street has been submitted for consideration. Discussion was held among the Commission and property owner Damon Haynes about approval contingent upon several requirements including obtaining proper building permits, confirming the gauge or thickness of the roofing material, and revising the drawings to show no steps protruding beyond the current footprint. Additionally, all lighting must be mounted underneath the structure with seasonal lights being the only exception, and drainage considerations, such as gutters, should be addressed to ensure safe runoff. The structure must stay within the existing railings and not extend beyond the current overhang, with inspection by city building officials prior to installation. The decision aims to improve

aesthetics, functionality during inclement weather, and community appeal, while respecting historic district standards.

Motion: Commission Member Gazda motioned to approve the request to install a roof over the existing patio area at 14335 Liberty Street, in the Historic Preservation District with the contingencies: (1) need to see the gauge of the roof material, (2) front steps drawing revised showing no steps, (3) all lighting to be under the deck other than seasonal lighting, (4) structure to stay inside the railings or at the railings, and (5) all trade permits, approvals, and inspections to go through the City. Commission Member Walker seconded the motion. Motion carried with 3-Ayes and 2-Nay votes by Commission Member Fox and Vice Chairman Czulewicz.

7. **Consideration and possible action regarding a request for a special use permit to place a temporary construction/sales trailer on a residential lot located at 235 South Rose Marie Lane in the Hills of Town Creek Section 5 Subdivision.**

Code Enforcement Officer/Planning & Zoning Administrator Corinne Tilley addressed the Commission regarding a special use permit. Discussion revolved around granting a one-year special use permit for a temporary sales trailer at 235 South Rosemary Lane in the Hills of Town Creek subdivision, primarily to support model home construction and sales activities. The trailer, which will serve as an office and include restrooms, will be connected to existing utilities, with plans for landscaping and signage. The permit is intended to set a clear expiration date, typically one year from installation, though extensions may be considered. This practice aligns with common industry standards, with staff recommending approval, emphasizing that this is a temporary measure with no immediate plans for permanent utilities or structures beyond the set timeframe.

Motion: Vice Chairman Czulewicz motioned to approve a special use permit to place a temporary construction/sales trailer on a residential lot located at 235 South Rose Marie Lane in the Hills of Town Creek Section 5 Subdivision. Commission Member Gazda seconded the motion. Motion carried with all present voting in favor.

8. **Discussion of the Villages of Montgomery (Dev. No. 2502) development status and next steps.**

City Engineer Chris Roznovsky, WGA led the discussion with the Commission on the Villages of Montgomery development, with updates on its current status and next steps. The project involves detailed planning, including layout, drainage, and infrastructure, with emphasis on preserving mature trees, incorporating green spaces, and ensuring proper stormwater management through detention lakes and drainage analysis. Developers aim to create a walkable, aesthetically pleasing community with sidewalks, landscaping, and thoughtful design features like alleyways with restrictions against parking to improve circulation. The project also considers connectivity to nearby parks and commercial areas, with plans for high-quality homes in the $700,000 range, along with infrastructure improvements like street upgrades and sewer enhancements. Ongoing discussions include annexation, variances, and development agreements, with

a focus on maintaining neighborhood character, environmental preservation, and integration with city plans for connectivity and traffic management.

9. **Consideration and Possible action by the Planning & Zoning Commission to make a recommendation to City Council for a variance request related to the required minimum lot size, frontage and side yard setbacks for The Villages of Montgomery development (Dev. No. 2502).**

City Engineer Chris Roznovsky, WGA addressed the Commission for the variance request recommending to go to City Council for approval of variances related to setbacks, lot sizes, and alleyway parking for the Montgomery development project, contingent upon further details and development agreements.

The proposed variances would allow for the minimum lot size to be 4,950sf from the typical 9,000sf; would allow for 10' front yard setbacks from the typical 25' setback; would allow for 5' side yard setbacks from the typical 10' setbacks; and allow for a minimum 45' lot width from the typical 75'width, and 110' depth from the typical 120' depth.

The variances are essential for the project's progression, specifically affecting lot widths and setbacks. Further discussion was held among the Commission and City Engineer Roznovsky regarding no parking in alleyways, which is a key stipulation and emphasizing that the variances are crucial for moving forward with the project, with the understanding that final approval is subject to further review and conditions.

Motion: Vice Chairman Czulewicz motioned to make a recommendation to City Council for a variance request related to the required minimum lot size, frontage and side yard setbacks for The Villages of Montgomery development, subject to incorporation of no parking in the alleyways. Commission Member Gazda seconded the motion. Motion carried with all present voting in favor.

10. **Consideration and Possible action by the Planning & Zoning Commission on the Preliminary Plat approval extension for Section 2 of the Lone Star Ridge Single Family Development (Dev. No. 2404).**

City Engineer Chris Roznovsky, WGA discussed the approval process for a development project, specifically regarding a one-year extension for section two of the Lone Star Ridge single-family development, approved by the Planning Commission on April 8, 2024, allowing the extension until April 8, 2025. It highlights that such extensions are limited to one per year, with a maximum of two years before requiring re-approval, and emphasizes that development plans, including approvals for infrastructure like masquerade and retaining walls, are progressing with some modifications.

Motion: Commission Member Gazda motioned to approve the preliminary plat extension for section 2 of the Lone Star Ridge single family development for one year.

Vice Chairman Czulewicz seconded the motion. Motion carried with all present voting in favor.

11. Consideration and Possible action by the Planning & Zoning Commission on the Preliminary Plat for Legacy Grove (formerly known as Heritage Grove) Section 1 (Dev. No. 2409).

City Engineer Chris Roznovsky, WGA discussed concerns regarding the proposed Legacy Grove Development for the preliminary plat for section one. Legacy Grove Development is a large lot project spanning over 49.8 acres with 65 lots, each with a minimum size of 15,000 square feet, primarily featuring wide lots of at least 95 feet. The development has already been annexed into the City and is in the process of creating a bond to finance infrastructure, with no variances requested or needed. The plan includes a creek crossing slated for a future phase (section two), which will connect to the current section one under review.

Motion: Vice Chairman Czulewicz motioned to approve the preliminary plat for Legacy Grove (formerly known as Heritage Grove) Section 1. Commission Member Gazda seconded the motion. Motion carried with all present voting in favor.

12. Discussion and update on development status and proposed variance related to individual septic systems for Mia Lago Reserve development (Dev. No. 2411).

City Engineer Chris Roznovsky, WGA addressed the development at Mia Lago Reserve which involves 51 lots on approximately 74 acres, with the majority outside the city limits, and plans to connect to city water with private septic systems, primarily spray or drip systems, due to economic considerations and lot size preferences. The project requires annexation before variances for septic systems can be approved, and the developer is exploring alternatives like larger lot sizes to offset the higher costs of sewer infrastructure, such as force mains and lift stations. Feasibility studies, including soil and drainage analyses, are critical and must be approved by the county before construction permits are issued, with ongoing maintenance and inspection responsibilities falling on homeowners and contractors. The City emphasizes that no future sewer connection will be mandated unless alternative options are unavailable, aligning with existing ordinances. Overall, the process involves multiple approvals, detailed site and soil assessments, and clear communication between the developer, county, and city, with a focus on environmental safety, financial viability, and long-term maintenance.

13. Consideration and possible action on the acceptance of the Bi-Annual Water and Wastewater Land Use Assumptions.

City Engineer Chris Roznovsky's discussion centered on reviewing and updating the City's impact fee and land use assumptions, reflecting recent annexations, development activity, and changing land use patterns, with a focus on ensuring infrastructure capacity keeps pace with growth. Key projects include water and wastewater improvements, with

ongoing design, permitting, and construction phases, as well as strategic funding efforts through federal and state loans. The City aims to stay ahead of development by adjusting projections quarterly, ensuring capacity for future growth despite some slowing in home sales, and incorporating contingencies to mitigate risks. The Commission acknowledged the importance of accurate planning for sustainable infrastructure development.

Motion: Commission Member Gazda motioned to approve the Bi-Annual Water and Wastewater Land Use Assumptions. Commission Member Walker seconded the motion. Motion carried with all present voting in favor.

14. **Consideration and possible action on the Regular Meeting Minutes of April 01, 2025.**

Motion: Vice Chairman Czulewicz motioned to approve the Regular Meeting Minutes of April 01, 2025. Commission Member Gazda seconded the motion. Motion carried with all present voting in favor.

COMMISSION INQUIRY

City Secretary Beaven addressed the Board about a public access form used to protect personal information when responding to open record requests, emphasizing that certain details like city email addresses are public and can be shared, but private emails can be redacted. Further discussion ensued that this form is kept on file to ensure compliance with the Attorney General's guidelines, which allow withholding personal information, as necessary, and clarify inquiries be handled through proper protocols.

CLOSING AGENDA

15. **Items to consider for placement on future agendas.**

No items presented for consideration.

16. **Adjourn.**

Motion: Vice Chairman Czulewicz made a motion to adjourn the regular meeting of the Planning and Zoning Commission at 7:53 p.m. Commission Member Gazda seconded the motion. Motion carries with all present voting in favor.

APPROVED

Bill Simpson, Commission Chairman

ATTEST:

Ruby Beaven, City Secretary