



**City of Montgomery
Planning and Zoning Commission (Re-Scheduled)
Regular Meeting Minutes
March 16, 2026**

OPENING AGENDA

1. Call meeting to order.

The Regular Meeting of the Planning and Zoning Commission was called to order by Commission Chairman Simpson at 6:00 p.m. on March 16, 2026, 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 1, Commission Member	John Fox
Place 2, Chairman	William (Bill) Simpson
Place 3, Vice Chairman	Daniel Gazda
Place 4, Commission Member	Merriam Walker

Commission Members Absent:

Place 5, Commission Member	Vacant
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2. Pledges of Allegiance.

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

CITIZEN COMMENTS

Chairman Simpson noted that one individual had signed up to speak, with the Chair confirming that the gentleman intended to address the Board during Items 9 and 10.

CONSENT AGENDA

- 3. Consideration and possible action on the P&Z Regular Meeting Minutes of February 03, 2026.**
- 4. Consideration and possible action on the acceptance of resignation for Planning & Zoning Commission Member Jeff Glaser.**
- 5. Consideration and possible action on calling a Public Hearing on a rezoning request related to 1-acres of Tracts 11 & 12, John Corner Survey, Abstract 8 currently zoned R1- Residential to be rezoned I-Institutional as submitted by Cornerstone Community Church of Montgomery (Dev. No. 2510).**

6. **Consideration and possible action on calling a Public Hearing on a rezoning request related to 5.7-acres of a western portion of Rigsby Ben J, TRACT 46H-3 and all of Rigsby Ben J, TRACT 39 currently zoned B Commercial to be rezoned I Institutional as submitted by SPT Montgomery LLC (Dev. No. 2215).**
7. **Consideration and possible action on calling a Public Hearing on a rezoning request related to 3.252-acres of Corner John, TRACT 57-D (WARD INVESTMENTS 01, RES A FILE # 2007006890), currently zoned PD Planned Development to be rezoned I Institutional as submitted by L Squared Engineering.**

Motion: Vice Chairman Gazda made a motion to approve the Consent Agenda, as presented. Commission Member Walker seconded the motion. Motion carried with all present voting in favor.

REGULAR AGENDA

8. **Consideration and possible action by the Planning & Zoning Commission on the Partial Replat No.1 for Redbird Meadows (more recently known as Briarley) Section 3 (Dev. No. 2006).**

The Commission considered a request on a Partial Replat No. 1 for Redbird Meadows, also known as Briarley Section 3, Development No. 20006. Staff directed the Commission to page 47 of the meeting packet and provided context on the development. Sections 1 through 3 of Redbird Meadows were previously approved in 2024, and the ongoing development is currently in Phase 2, which includes Sections 7 and 8. During preliminary planning for Section 8, the developer identified additional adjacent land that could be incorporated into Section 3. The exhibit on page 47 showed the original proposed boundary of Section 8, while page 50 showed the revised configuration, highlighting the portion, marked in red hatching, being shifted from Section 8 into Section 3.

Staff explained that the proposed replat would add approximately 3,000 square feet to Lots 31 and 32, Block 1, increasing one lot from 28,000 sq. ft. to 30,000 sq. ft., and the other from 28,500 sq. ft. to 29,000 sq. ft. The adjustment meets all subdivision standards, including minimum lot area, width, and depth requirements, and results in a more uniform layout between Sections 3 and 8. The Commission was informed that the replat only affects these two lots, and that the final plat for Section 8 would come before the Commission at a future meeting.

Motion: Commission Member Fox made a motion to approve the Partial Replat No.1 for Redbird Meadows Section 3 (Dev. No. 2006). Vice Chairman Gazda seconded the motion. Motion carried with all present voting in favor.

9. **Consideration and possible action regarding a request to establish a new coffee shop at 15325 Summit Park Drive, Suite 109.**

The Commission considered a request for a Special Use Permit (SUP) to establish a new coffee shop at 15325 Summit Park Drive, Suite 109. Staff explained that the site is zoned Industrial (ID), which does not list restaurants or coffee shops as permitted uses; however, such a use may be approved through a Special Use Permit if it is compatible with the comprehensive plan and surrounding development. Staff noted that the proposal supports

planned growth, economic revitalization, and complements nearby businesses by filling a vacant suite and providing amenities for employees and visitors. The scale of the proposed shop is considered low-impact and compatible with the area.

The business owner and property owner were present to answer questions. Operating hours were proposed as 6:00 a.m. to 8:00 p.m., Monday through Saturday, and the shop would be closed on Sundays. Parking availability was discussed, with approximately 48 spaces serving the overall building and two accessible spaces. Questions also covered lighting (LED, white), access, pedestrian considerations, and compatibility with nearby uses. The coffee shop's size had been reduced to 1,200 sq. ft., and parking requirements would be based on the number of seats and employees. Staff confirmed that a SUP is required because the use is not permitted by right in the industrial district but may be considered due to compatibility.

Commissioners discussed whether the SUP should be tied to a specific term or to business ownership. Opinions differed on whether 5 or 10 years was appropriate, with some members preferring to avoid a fixed time and instead link the permit to change of ownership, termination of business, or change in business operations. The Ron Saikowski, applicant's engineer, spoke in support of approval and noted the investment in commercial-grade equipment and the long lifespan of installed systems. Fire Marshal and Health Department reviews will occur prior to building permits, and the Commission may request updates from staff.

Commission Member Walker requested that the City Council be made aware of her preference for a 5-year term or ownership-based limitation.

Motion: Vice Chairman Gazda made a motion to approve the Special Use Permit for recommendation to the City Council to establish a new coffee shop at 15325 Summit Park Drive, Suite 109 subject to conditions:

1. The use shall be limited to a coffee shop with incidental food and beverage sales and shall not expand to include a drive through or other higher intensity commercial uses without further review and approval.
2. Hours of operation shall be limited to 6:00 a.m. to 8:00 p.m., Monday–Saturday, unless otherwise approved to ensure compatibility with surrounding uses.
3. All activities, including customer seating and service areas, shall occur within the enclosed building, except as otherwise approved through site plan review.
4. The site shall comply with all applicable zoning, parking, access, lighting, and signage regulations.
5. No outdoor speakers, outdoor storage, or outdoor sales shall be permitted.
6. The applicant shall obtain and maintain all required building, fire, health, and safety permits.
7. Any proposed changes to this permit must be brought back for review by the Planning and Zoning Commission and the City Council.

The SUP terms would be conditioned upon change of business ownership, termination of business, or change in operations, rather than a specific number of years. Commission Member Fox seconded the motion. Motion carried with 3 Ayes and 1 Nay by Commission Member Walker.

10. Consideration and possible action regarding a request to establish a new nail salon at 15325 Summit Park Drive, Suite 106.

The Commission considered a request for a Special Use Permit (SUP) to establish a new nail salon at 15325 Summit Park Drive, Suite 106. Staff explained that, like the coffee shop in the same building, the proposed use is located within the Industrial (ID) zoning district. Personal-service businesses are not listed as permitted uses in this district; however, staff found the request to be consistent with the comprehensive plan, citing its small-scale, low-impact nature and minimal anticipated effects on the surrounding industrial operations. The business owners were present to respond to questions.

The proposed hours of operation are 9:00 a.m. to 7:00 p.m., Monday through Saturday, with the salon closed on Sundays. The tenants hold a five-year lease. Parking requirements were reviewed, with staff calculating that the salon would require approximately six spaces based on its use and size. The salon will contain five pedicure chairs and five manicure stations, though the owner explained that most business will be appointment-based and generally limited to three to four customers at a time. Services will include waxing and facials, though only one technician will perform those services. The suite is approximately 1,200 sq. ft. Lighting questions were addressed, and the applicant noted that only basic window signage and lighting are planned, with compliance to building-code requirements for electrical outlets.

The Commission discussed compatibility with surrounding uses, traffic flow, parking, and building access. The Fire Marshal's upcoming review and required permitting were noted, along with the expectation that the Health Department will also inspect the facility before final approvals. Commissioners considered how the SUP should be conditioned. Consistent with Item 9, the Commission discussed whether to impose a five-year term, or tie the permit to change of business ownership or operational changes rather than a specific timeline.

Motion: Commission Member Walker made a motion to approve the Special Use Permit for recommendation to the City Council to establish a new nail salon at 15325 Summit Park Drive, Suite 106 including the following conditions:

1. The use shall be limited to a nail salon and related personal care services and shall not expand to other commercial uses without further review and approval.
2. Hours of operation shall be limited to 9:00 a.m.–7:00 p.m., Monday–Saturday, closed on Sundays, unless otherwise approved to ensure compatibility with surrounding uses.
3. All activities shall occur within the enclosed building, except as otherwise approved through site plan review.
4. The site shall comply with all applicable zoning, parking, access, lighting, and signage regulations.
5. No outdoor speakers, outdoor storage, or outdoor sales shall be permitted.
6. The applicant shall obtain and maintain all required building, fire, health, and safety permits.
7. Any proposed changes to this permit must be brought back for review by the Planning and Zoning Commission and the City Council.

The SUP terms would be conditioned upon either a five-year period or change or sale of business ownership. Commission Member Fox seconded the motion. Motion carried with all present voting in favor.

11. City Administrator and Staff Updates.

The Commission received staff updates concerning ongoing and upcoming city projects, focusing primarily on planned improvements along McCown Street and adjacent downtown areas. Staff provided photos and a verbal overview of project components. City Council has approved converting McCown Street to a one-way roadway, which the current improvement plan incorporates. The Rabon Fullen House will be relocated to the north lot, while the south lot will feature the newly arrived Liberty Tree, future landscaping, and a planned monument area. Several trees marked with pink ribbons were discussed; many on the north lot will be removed to prepare space for the relocated structure, while select trees, primarily healthier post oaks and others of value, will be preserved where feasible. Staff also discussed efforts to transplant some existing bald cypress trees, which adapt well to relocation.

The Commission asked about reforestation, and staff confirmed that new landscaping and replacement trees would be added to maintain aesthetics and support downtown beautification. The project, funded through the EDC, includes improvements to infrastructure, such as upgraded storm sewer lines, increasing from 24" to 36", and upsizing the existing 4-inch water line to a 6-inch line. Sanitary sewer upgrades were previously completed in 2022. Staff anticipates the project will use concrete paving where feasible to improve longevity, subject to final geotechnical recommendations.

Concerns were raised about pedestrian safety, lighting, and crosswalks particularly along Liberty Street near FM 149. Staff reported that the City and Police Department have repeatedly requested a lighted crosswalk from TxDOT, but the agency has cited low priority and lack of qualifying safety data. The City is pursuing grant funding through HGAC for sidewalks and bike lanes to improve walkability.

Discussion also centered around the design of the future monument, which remains in conceptual planning. Staff indicated it may resemble existing city features, such as a brick landscape base, but the EDC has not finalized a design. Additional topics included street striping on John Butler Street, projected net gains in parking, and access considerations for privately owned commercial driveways.

Staff shared that project plans are progressing toward 90% design, with the goal of releasing bid documents by May. Construction timing will depend on coordination with TxDOT (where applicable) and the need to relocate the Rabon Fullen House by August or early September. Once under contract, total construction time is estimated at approximately 180 days, with staff aiming to complete all improvements concurrently to minimize disruption.

12. TABLED 02/03/2026 Refresher training for Planning and Zoning Commission Members: Session 1.

The Commission received a refresher training session for Planning & Zoning members. Staff introduced updates related to the City's new CivicClerk Agenda Management and Board Portal system, directing members to page 82 of the meeting packet. Commissioners were reminded that an email was sent on March 3 providing a link to access the new board portal, using each member's city-issued email for login. Members must reset their password through the Barracuda system before gaining full access. Staff demonstrated the portal interface, showing how commissioners can view meeting agendas, download full packets or individual attachments, and make notes directly within the system. Future

meeting notifications will come from donotreply@civicplus.com, which will include both the packet and a direct portal-access link.

Staff also discussed the Portal User Guide, which had been included with the March 3 email, and encouraged commissioners to request assistance from the City Secretary's Office if they experience difficulties navigating the system. Additionally, each commissioner received the newly adopted Elected and Appointed Officials Handbook, approved by City Council on January 13th, which provides foundational information on roles, responsibilities, and general expectations for all city board and commission volunteers. No further discussion or questions were raised, and the training concluded.

COMMISSION INQUIRY

No Commission Inquiry presented for this meeting.

CLOSING AGENDA

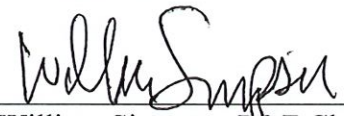
13. Items to consider for placement on future agendas.

No items considered for future agendas.

14. Adjourn.

Motion: Commission Member Walker made a motion to adjourn the regular meeting of the Planning and Zoning Commission at 7:04 p.m. Vice Chairman Gazda seconded the motion. Motion carried with all present voting in favor.

APPROVED



William Simpson, P&Z Chairman

ATTEST:



Ruby Beaven, City Secretary

