



**City Council and Planning & Zoning Commission
Special Meeting Minutes
August 18, 2026**

OPENING AGENDA

1. Call Meeting to Order.

The City Council and Planning & Zoning Commission Special Meeting of the City of Montgomery was called to order by Mayor Sara Countryman at 6:00 p.m. on August 18, 2026, at City Hall 101 Old Plantersville Rd., Montgomery, TX and live video streaming.

With Council and P&Z Members present a quorum was established.

Present: Mayor Sara Countryman
Council Member Casey Olson
Council Member Jeff Glaser
Mayor Pro-Tem Cheryl Fox
Council Member Stan Donaldson

P&Z Place 2, Commission Member Chairman William (Bill) Simpson
P&Z Place 1, Commission Member Lisa Gregory
P&Z Place 4, Commission Member Merriam Walker
P&Z Place 5, Commission Member Danielle Pelton

Absent: Council Member Carol Langley

P&Z Place 3 Commission Member, Vice Chairman Daniel Gazda

2. Invocation.

Council Member Stan Donaldson led the invocation.

3. Pledges of Allegiance.

Mayor Sara Countryman led the pledges of allegiance.

4. Citizen Comments.

Rocky A. Butler, Butler Real Estate Group, addressed the City Council and Planning and Zoning Commission to thank the City, MEDC, staff, and others involved in the listing and sale of the City-owned property at 213 Prairie. Mr. Butler reported that the listing generated significant exposure, including more than 50,000 promotions, over 1,400 detailed views, multiple calls, and more than 30 private showings. He expressed appreciation for the professionalism and responsiveness of City administration, MEDC, and staff throughout the process, and specifically recognized Brent Walker for his assistance. Mr. Butler stated that it was a privilege to represent the City of Montgomery and help bring the property to a successful closing.

PRESENTATION

5. Presentation and discussion by Bret Keast of Kendig Keast Collaborative regarding the proposed Unified Development Ordinance (UDO).

Bret Keast of Kendig Keast Collaborative presented an update on the proposed Unified Development Ordinance (UDO). The presentation reviewed the organization of the UDO, including zoning districts, development and design standards, land uses, floodplain provisions, procedures, tree preservation, open space, landscaping, compatibility standards, and planned development requirements. Mr. Keast explained that the UDO is intended to implement the City's comprehensive plan, improve compatibility between land uses, preserve community character, and provide clearer standards for future development. Discussion included proposed downtown district standards, building and site design standards for multifamily and commercial development, buffer yard requirements, tree preservation and landscaping standards, open space requirements, and updated development procedures. Council and Commission members asked questions regarding lot sizes, applicability to pending developments, vested rights, landscaping enforcement, downtown terminology, planned development status, and timing for adoption. Mr. Keast also discussed potential implementation support, staff report templates, and an optional online "Knowledge Advisor" tool for public and staff use. Staff indicated that additional revisions would be finalized, and the Council and Commission discussed moving forward with public hearings and possible adoption in September.

CLOSING AGENDA

6. Council Inquiry

No comments were made.

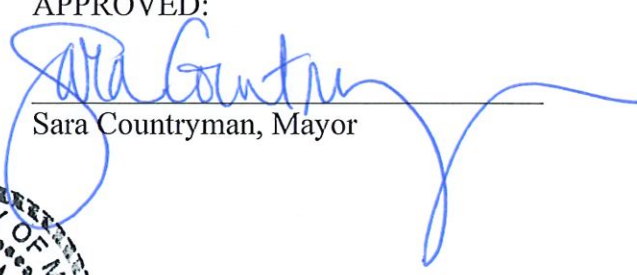
7. Items to consider for placement on future agendas.

Suggestion for placement on future agenda for the Unified Development Ordinance for September.

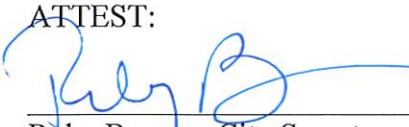
8. Adjourn.

Motion: Council Member Stan Donaldson made a motion to adjourn the City Council and Planning & Zoning Commission Special Meeting at 7:08 p.m. Mayor Pro-Tem Cheryl Fox seconded the motion. Motion carried with all present voting in favor.

APPROVED:


Sara Countryman, Mayor

ATTEST:


Ruby Beaven, City Secretary



Montgomery, TX Unified Development Ordinance

★ *Joint Work Session*

★ *August 18, 2026*



KENDIG KEAST
COLLABORATIVE

UDO Status

- UDO draft was broken into multiple modules so staff could review it in smaller sections.
 - Modules 1 and 1.5
 - Article I General Provisions
 - Article II Zoning Districts and Dimensional Standards
 - Article III Land Uses
 - Article IV Site Development and Design
 - Article VII Floodplain and Floodway Development
 - Article XII Measurements and Word Usage
 - Module 2
 - Article V Historic Preservation
 - Article VI Tree Preservation Standards
 - Article VIII Subdivision and Improvement Standards
 - Module 3
 - Article IX Development Review Bodies
 - Article X Development Review Procedures
 - Article XI Nonconformities and Enforcement of UDO

Recap of Work Done So Far

Deliverables:

- Thoroughfare Plan
- Illustrated Design Concept and Design Principles
- Annotated Outline for UDO
- Amendments to Chap. 78, Subdivision regulations, including changes since 2025 adoption (multiple rounds; changes were incorporated in the UDO)
- Draft amendments to Chap. 98, Zoning
- Drafts of UDO Modules 1, 1.5, 2, and 3
- Full UDO Draft

The UDO Implements the Plan

Comprehensive Plan

- Sets the City's vision
- Establishes goals and policies
- Identifies development priorities

UDO

- Converts policy into standards
- Guides development decisions
- Makes the Plan actionable

Land Use

More Diverse, Cohesive Development

- Plan Direction
 - Expand land-use choices
 - Encourage mixed use
 - Promote infill
- UDO Response
 - Downtown mixed-use district
 - Stronger PD framework
 - Plan-consistent zoning decisions

The UDO Implements the Plan

Downtown

A Stronger, More Walkable Downtown

Plan Direction

- Revitalize Downtown
- Encourage infill
- Improve streetscapes

UDO Response

- Downtown zoning district
- Street-oriented buildings
- Wide sidewalks and pedestrian amenities
- Parking on-street or behind buildings

Housing

More Housing Choices

Plan Direction

- Expand housing options
- Allow mixed-use housing
- Support housing near amenities

UDO Response

- Multiple housing types
- Mixed-use residential
- Housing diversity in PDs
- Neighborhood transition standards

The UDO Implements the Plan

Mobility & Connectivity

Connect People and Places

Plan Direction

- Improve walkability
- Expand sidewalks
- Support biking
- Improve connectivity

UDO Response

- Connected street networks
- Pedestrian and bicycle facilities
- Cross-access between sites
- Fewer unnecessary curb cuts

Open Space & Landscaping

Better Public and Private Spaces

Plan Direction

- Expand green space
- Improve streetscapes
- Connect parks and development

UDO Response

- Usable open-space requirements
- Street trees
- Landscaping and buffering
- Plazas and pedestrian amenities

The UDO Implements the Plan

Compatibility

Growth That Fits Montgomery

- **Plan Direction**
 - Protect existing neighborhoods
 - Improve development quality
 - Maintain community character
- **UDO Response**
 - Building design standards
 - Buffers and landscaping
 - Height and setback transitions
 - Compatibility review criteria

The Plan Becomes Action

The UDO Delivers the Comprehensive Plan

- **Plan Priority > UDO Tool**
 - Land use → Zoning districts
 - Downtown → DT standards
 - Housing → Housing choices
 - Mobility → Connectivity standards
 - Character → Design standards
 - Open space → Amenity requirements

The Comprehensive Plan establishes the vision.
The UDO makes it happen.

Policy Direction Followed for Zoning Districts

- District structure matches the current zoning terminology
- No changes to the zoning map required to adopt (except new Downtown district boundaries)
- Consistent with Land Use Classifications in the Comprehensive Plan

Table 99-4.A-1, Zoning Districts Established

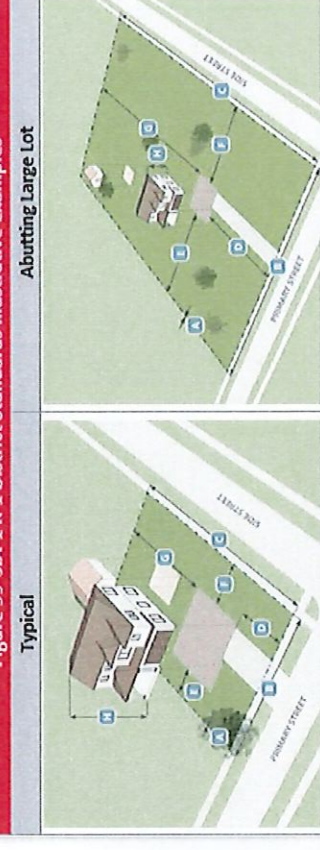
Key: -- = Not Applicable	
Zoning District (Abbreviation)	Approximate Alignment with Former Zoning Districts
Base Zoning Districts	
Residential Base Zoning Districts	
Single-Family Residential (R-1)	R-1 Single-Family Residential
Multifamily Residential (R-2)	R-2 Multifamily Residential
Mixed-Use Base Zoning Districts	
Downtown (DT)	--
Nonresidential Base Zoning Districts	
Downtown (DT)	--
Commercial (B)	B Commercial
Institutional (I)	I Institutional
Industrial (ID)	ID Industrial
Special Purpose and Overlay Districts	
Historic Preservation Overlay (HP-O)	--
Planned Development (PD)	PD Planned Development

Updates Since Last Trip

- ★ Changes to R-1 Zoning District
 - Removed by-right development options providing for development clustering
 - Removed open space requirement (new requirements discussed on later slide)
 - Added variations for lot size and rear setback when abutting lots of 1 acre+
 - Warranted to transition from 9,000 sf. to 1+ acre lots
 - Common approach to improve compatibility
 - Increases distance between adjacent homes
 - Less variation in property value

Table 99-5-A-1. R-1 District Site Development and Dimensional Standards		
Site and Lot	Density (max. units per gross acre)	4.15
A Lot Area (min.)	▪ Abutting Lot of 1 Acre or More in R-1: 70% of area of abutting lot ▪ Other: 9,000 sq. ft.	
B Lot Width (min.)	▪ On Cul-De-Sac: Determined by the development of the cul-de-sac. ▪ Other: 75 ft.^{1,2}	
C Lot Depth (min.)	▪ On Cul-De-Sac: Determined by the development of the cul-de-sac. ▪ Other: 120 ft.	
Principal Building Placement and Height ³		
Setbacks (min.)		
D Front	▪ Minor Street: 25 ft. ▪ Major Thoroughfare: 35 ft.	
E Interior Side	10 ft. ⁴	
F Street Side	▪ Major Street: 25 ft. ▪ Other: 15 ft.	
G Rear	▪ Abutting Lot of 1 Acre or More in R-1: 25 ft. ▪ Other: 10 ft.	
H Height (max.)	35 ft.	

Figure 99-5-A-1 R-1 District Standards Illustrative Examples



Updates Since Last Trip

★ Transition Standards

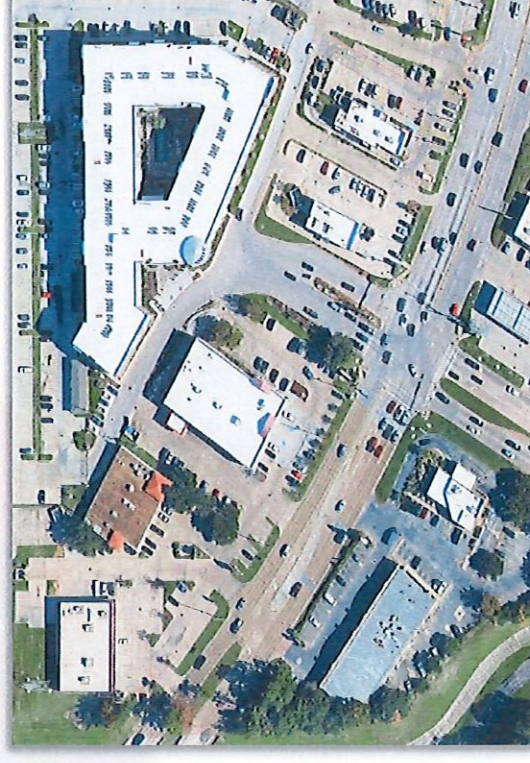
- Standards for transitioning building scale, massing, and intensity between differing land uses/housing types
- Purpose to reduce impacts related to privacy, shadowing, and visual character
- Examples of standards include:
 - Maximum 2-story apartment within 50' of R-1 district
 - Requirements for building separation, height, and bufferyards based on housing type within R-2 district
 - Restricted nonresidential uses within 100' of R-1 and 50' of R-2 (e.g., gas stations, car washes, outdoor service areas, loading zones, etc.)
 - Restricted uses and required building design standards for Industrial transitional edges



Updates Since Last Trip

★ Tree Preservation Standards

- Per staff, preserve legacy trees where practicable
- Simplify standards for ease of administration
- No need for extensive technical review
- Changes include:
 - Replaced tree canopy with a tree preservation perimeter requirement:
 - Preserve trees abutting streets and rights-of-way
 - 30' preservation width
 - Simplified plan requirements
 - Removed mitigation fee and replacement formulas



Updates Since Last Trip

★ Open Space Standards

- New open space requirement – Art. VII, *Subdivision and Improvement Standards*
- Open space requires for a minimum 10% of total land area
 - < 50% may be located in floodway or floodway fringe
 - < 30% may be stormwater facilities and drainageway areas; only if they are designed and improved as an amenity
 - Required bufferyards, setbacks, streets, parking lots do no count toward open space
- Open space must equal the amount required for the current phase of development
- Current compensating open space provision incorporated into this section

Updates Since Last Trip

★ Procedures

- Overall, simplified and streamlined
- Consolidated processes for similar approvals
- Removed and folded stand-alone “permits” as approvals vs. issuing a permit
- Reduced provision requiring ongoing monitoring, technical calculations, or discretionary administrative interpretations
- Removed procedures spelled out in state law

★ Other Various Minor Changes

- Working with staff to make minor refinements

Achieving Results!

APARTMENT BUILDING DESIGN STANDARDS KEY STANDARDS ILLUSTRATED

1 VARIATION OF BUILDING SIZE

- At least two different building sizes
- No more than 50% of units in one size

LARGER BUILDING
(3 STORIES)

SMALLER BUILDING
(3 STORIES)

120' MAX
FACADE LENGTH

60' MAX
UNINTERRUPTED WALL

OFFSET
MIN. 2' DEPTH
(AT LEAST 25% OF
FACADE LENGTH)

PRIMARY
ENTRANCE

- ### 2 HORIZONTAL ARTICULATION
- Max facade length: 120 ft.
 - Max uninterrupted wall: 60 ft.
 - Offsets (projection/recess): min. 2 ft. for at least 25% of facade length
 - Breaks create visual segments

3 BUILDING ENTRANCES

- Primary entrance faces street or common open space
- Include at least 2 of:
 - Canopy / overhang
 - Recess or projection
 - Change in texture or color
 - Architectural detailing
 - Pedestrian connection

4 INTERNAL STAIRS & VERTICAL ELEMENTS

- Stairwells and elevator cores must be visually expressed
- Use changes in plane, texture, and vertical massing elements
- Blank, uninterrupted stairwell walls facing streets are prohibited

5 BLANK WALL LIMITATIONS

- No blank wall area shall exceed 25 ft. in length on any street-facing facade
- Walls shall be treated with:
 - Windows
 - Material changes
 - Architectural detailing
 - Vertical or horizontal articulation

25' MAX
BLANK WALL

6 PEDESTRIAN ORIENTATION

- Primary pedestrian entrances shall connect directly to sidewalks or internal walkways



Achieving Results!

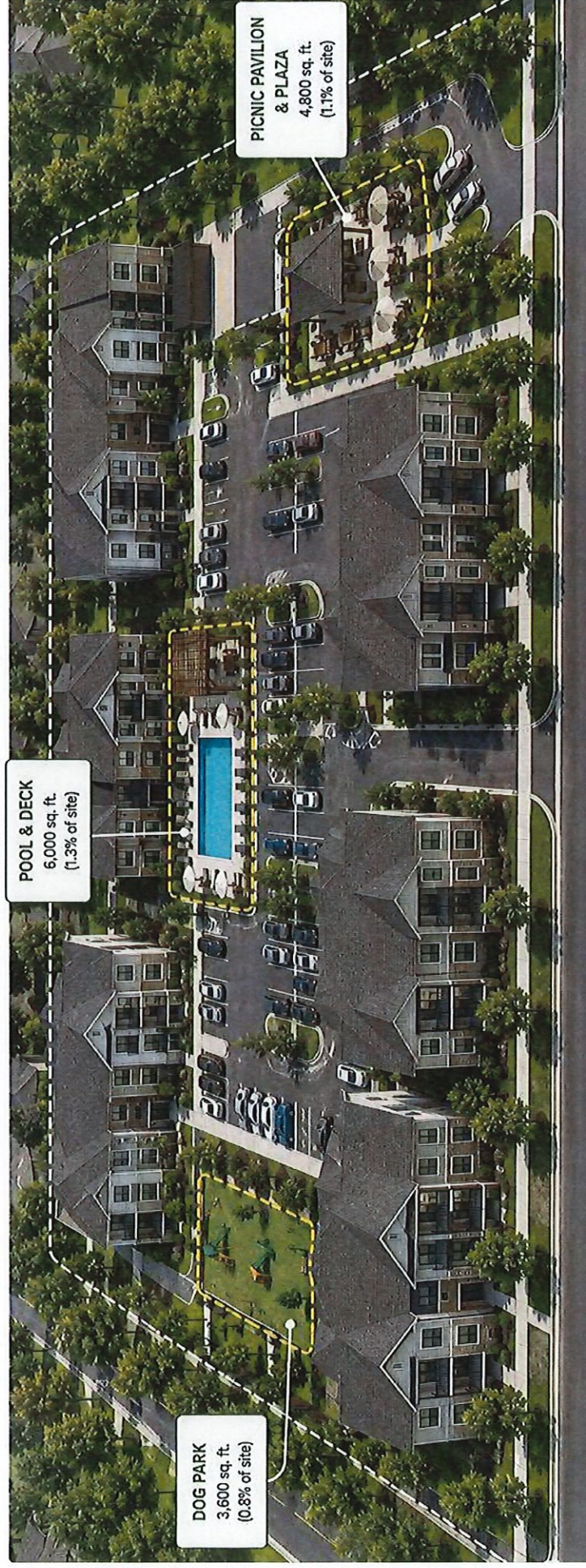
MINIMUM AMENITY SPACE REQUIREMENT

for Multi-Family Apartment Development

15%

NO MORE THAN 15% OF THE SITE IS REQUIRED TO BE AMENITY SPACE.

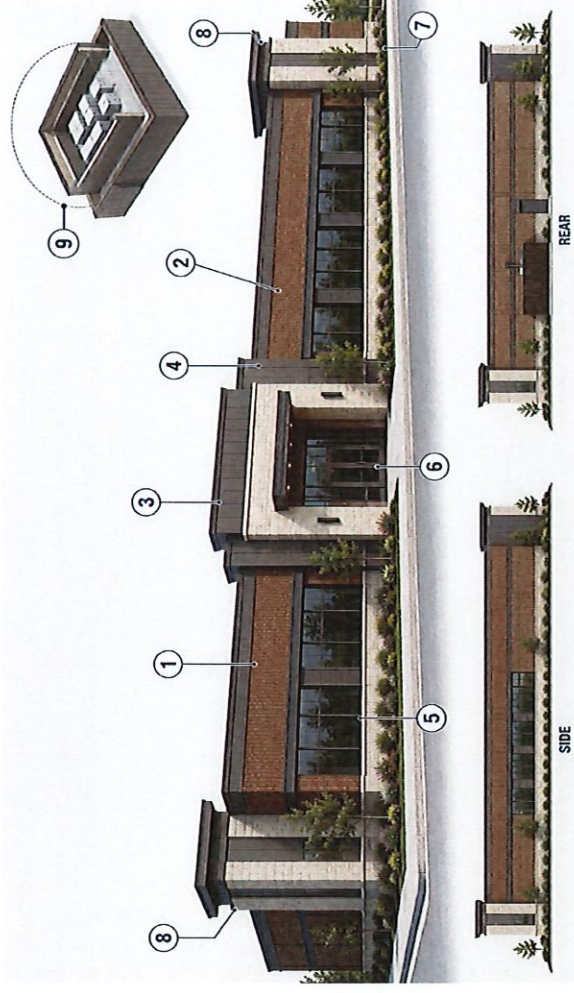
Amenity spaces may be active or passive and must meet the standards for size, location, accessibility, and improvements.



Council Authorization?

★ Single-Occupant Building Design

- *Purpose:* One cohesive architectural identity, not a false multi-tenant façade
- *Key Standards:*
 - Unified building composition
 - Proportional façade modules
 - Coordinated materials and colors
 - Varied rooflines and wall-plane offsets
 - One clearly dominant principal entrance
 - Foundation landscaping and rooftop screening
 - Side and rear elevations reinforce the same design character



1. Proportional Building Modules
2. Material and Color Variation
3. Varied Rooflines
4. Wall Plane Offsets
5. Fenestration and Façade Articulation
6. Defined Principal Entrance
7. Foundation Landscaping
8. Tower / Vertical Architectural Element
9. Rooftop Equipment Screening

Council Authorization?

★ Multiple-Occupant Building Design

- *Purpose:* Individual tenant identity within a coordinated architectural framework
- *Key Standards:*
 - Tenant bays may vary by materials, colors, canopies, signage areas, entrances, windows, or wall depth
 - Variations must remain compatible in scale, proportion, materials, and style
 - Maintain unifying elements: base, cornice, rhythm, window proportions, material palette, and roofline vocabulary
 - Tenant improvements cannot remove or diminish required architectural features
 - Side and rear elevations remain coordinated and cannot expose unfinished tenant divisions



1. Material and Color Variation
2. Proportional Building Modules
3. Varied Rooflines
4. Wall Plane Offsets
5. Distinction Between Stories
6. Defined Principal Entrance
7. Pedestrian-Oriented Building Edge and Landscaping
8. Tower / Vertical Architectural Elements
9. Rooftop Equipment Screening

Council Authorization?

★ Multiple Building Center Design

- *Purpose:* One cohesive architectural identity, not a false multi-tenant façade
- *Key Standards:*
 - Unified building composition
 - Proportional façade modules
 - Coordinated materials and colors
 - Varied rooflines and wall-plane offsets
 - One clearly dominant principal entrance
 - Foundation landscaping and rooftop screening
 - Side and rear elevations reinforce the same design character

MULTIPLE-BUILDING COMMERCIAL CENTER DESIGN STANDARDS



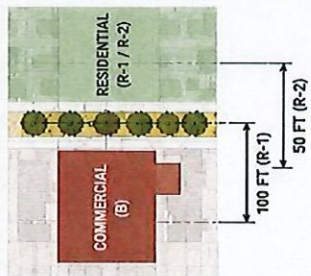
1. Building Massing and Articulation
2. Tenant / Façade Modulation
3. Parking Lot Landscaping
4. 360-Degree Architecture
5. Corner / Vertical Architecture Feature
6. Complementary Outparcel Architecture
7. Pedestrian Amenities and Outdoor Spaces
8. Internal Pedestrian Connectivity
9. Rooftop Equipment Screening
10. Coordinated Monument Signage

Achieving Results!

COMMERCIAL ADJACENT TO RESIDENTIAL TRANSITION STANDARDS

Creating a Compatible Transition Between Commercial (B) and Residential Districts



1. PURPOSE Ensure a compatible transition by mitigating impacts from building scale, lighting, noise, traffic, and operational intensity.	2. APPLICABILITY Applies to any Commercial (B) property directly abutting or within: • 100 feet of an R-1 district • 50 feet of an R-2 district		3. USES/ACTIVITIES RESTRICTIONS PROHIBITED WITHIN 100 FT OF R-1 / 50 FT OF R-2 - Fuel stations and pump islands - Car washes (automated/tunnel) - Outdoor service areas or loading zones	RESTRICTED NEAR RESIDENTIAL Outdoor loading, service, or activity limited in proximity and may have nighttime hours of operation.	A. HEIGHT LIMITATION Within 50 feet of the residential property line: Maximum 2 stories or 30 ft, whichever is less.	4. BUILDING HEIGHT & MASSING TRANSITION B. STEPBACK ALTERNATIVE Upper stories stepped back a minimum of 15 feet.
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Achieving Results!

SITE LANDSCAPING STANDARDS

TABLE 99-14.E-1, REQUIRED SITE LANDSCAPING

Land Use and Zoning District	Required Number of Plantings (min.)	Additional Planting Standard
Single-Unit Detached Dwelling, Single-Unit Attached Dwelling, Single-Unit Zero Lot Line Dwelling, or Duplex in all zoning districts	 2 canopy trees per lot	In any yard with at least one being located in the front yard.
All other uses in all zoning districts, except DT	• 2 canopy trees or 3 ornamentals per 1,000 sq. ft. of landscaping area; and • 5 shrubs per 1,000 sq. ft. of landscaping area	• Dispersed throughout the development, within the common areas, and along all street frontages spaced at a distance of no more than 30 linear feet apart; and • Trees can be placed in clusters and need not be placed at even intervals.
All uses in the DT zoning district	None	--

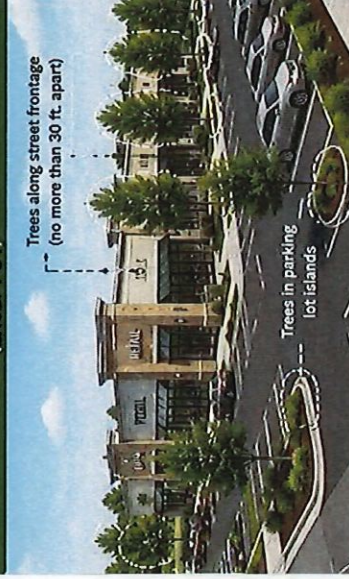
HOW THE STANDARDS ARE APPLIED

1. SINGLE-UNIT DETACHED DWELLING



✓ Minimum: 2 canopy trees per lot (at least one in the front yard)

2. COMMERCIAL / ALL OTHER USES (EXCEPT DT)



- 2 canopy trees or 3 ornamentals per 1,000 sq. ft. of landscaping area
- 5 shrubs per 1,000 sq. ft. of landscaping area

3. DOWNTOWN (DT) DISTRICT



None Required

Achieving Results!

PLANNED DEVELOPMENT (PD) – EXAMPLE COMMUNITY

Small-Town Scale. Room to Grow.



2 FLEXIBLE & PHASEABLE
Development can occur in phases. Infrastructure and amenities support each phase and future expansion.

— PHASE 1
--- PHASE 2
--- FUTURE PHASE

3 NEIGHBORHOOD SCALE
Walkable blocks, connected streets, and open spaces promote a friendly, safe, small-town atmosphere.

4 OPEN SPACE & AMENITIES
At least 20% of gross land area is preserved as open space, natural areas, and recreation.

PROVIDE OPEN SPACE
(APPROX. 22% OF GROSS LAND AREA)

- Parks & Green Space
- Natural Areas & Trails
- Stormwater & Conservation
- Playgrounds & Recreation



LEGEND

- Single-Family Detached
- Townhomes
- Duplexes / Cottages
- Apartment / Senior
- Mixed Use / Commercial
- Community Buildings
- Open Space / Parks
- PD Boundary
- Trails

POTENTIAL FUTURE CONNECTION AS AREA DEVELOPS

PEDESTRIAN CONNECTION TO ADJACENT NEIGHBORHOOD OR FUTURE DEVELOPMENT

- 5 BUFFERING & TRANSITION**
- 75' landscape buffer to adjacent residential
 - Min. 30' building setback from residential boundary
 - Lower intensity uses along edges of the community
 - Preserve trees and natural features where possible
 - Trail connections at buffer areas to encourage walking

- 6 DESIGN STANDARDS**
- Traditional small-town character
 - Compatible materials and architecture
 - Front porches & pedestrian scale
 - Parking located to the side or rear
 - Consistent signage & lighting

- 7 CIRCULATION & CONNECTIVITY**
- Connected streets & multiple entries
 - Sidewalks on both sides of main streets
 - Trail network & bike connections
 - Connections to adjacent properties & future growth

MEETS GENERAL STANDARDS
Provides a mix of housing, neighborhood services, and open space in a connected layout that supports a small, growing suburb—while respecting adjacent properties and allowing for thoughtful future development.

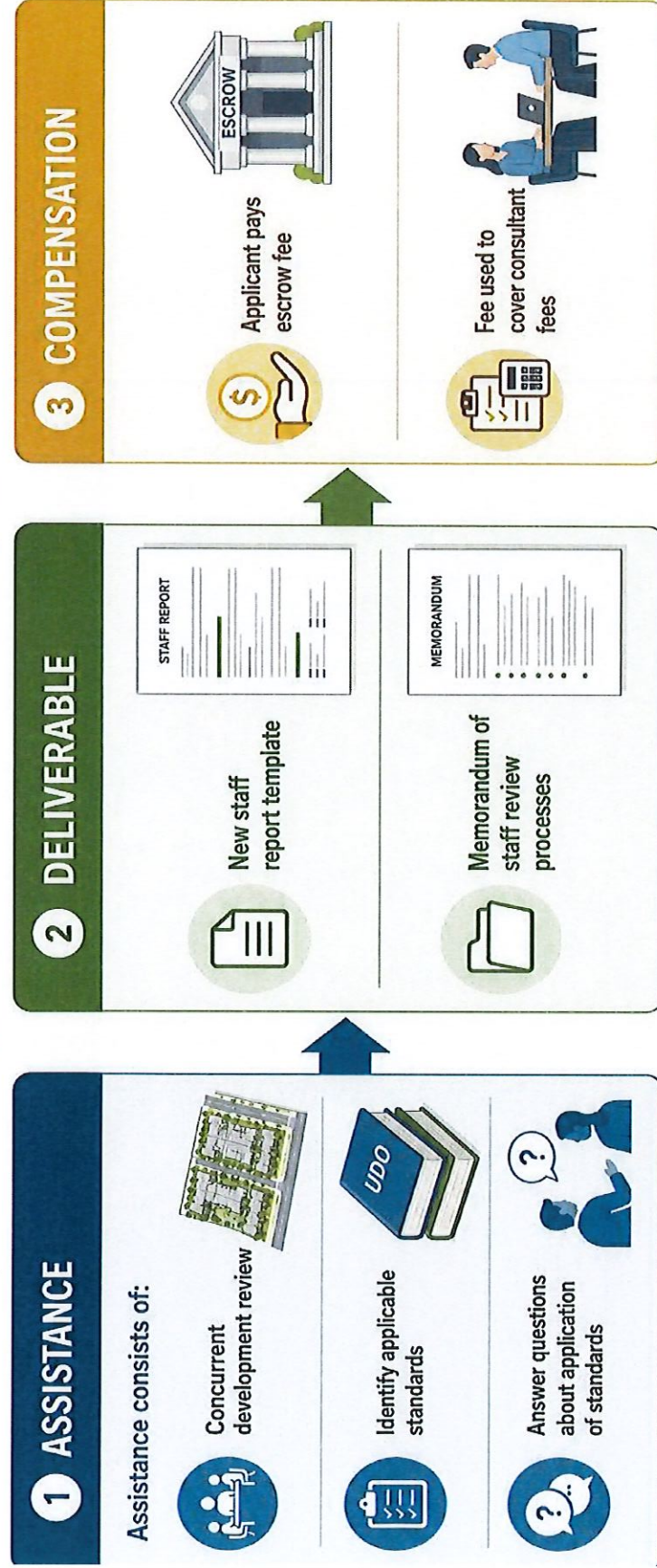
Next Steps

- ★ Planning and Zoning Commission Public Hearing
 - Public hearing conducted to receive input
 - Commission votes to recommend the UDO for adoption
 - Only change to the Zoning Map is for the new Downtown District
- ★ City Council Public Hearing
 - Public hearing conducted to receive input
 - Council votes on adoption of UDO and Zoning Map



KKC AVAILABLE TO ASSIST STAFF IN DEVELOPMENT REVIEW

Typically, first six months after adoption



GOAL: Ensure consistent, accurate, and efficient application of the new development standards during the critical transition period after adoption.



KENDIG KEAS
COLLABORATIVE



Knowledge Advisor

Your guide to the UDO

Smart answers. Clear guidance. Confident decisions.

The Knowledge Advisor is an AI-powered assistant trained on your Unified Development Ordinance (UDO) to provide reliable, plain-language answers 24/7.



ASSISTS THE PUBLIC

Helps residents, property owners, and businesses quickly find the information they need.



Ask Any Question

Get instant, plain-language answers about the UDO.



Find What You Need

Search topics, sections, or keywords across the entire UDO.



Understand Requirements

See applicable standards, measurements, and examples clearly explained.



Available 24/7

Access reliable guidance anytime, anywhere.



HELPS DEVELOPMENT APPLICANTS

Guides applicants through the process by identifying the regulations and standards that apply to their project.



Identify Applicable Regulations

Get a tailored list of UDO sections and standards for your project.



Check Compliance

Understand dimensional requirements, parking, landscaping, signage, and more.



Plan with Confidence

Know what's required before you submit your application.



Save Time & Reduce Guesswork

Focus on your project, not on finding the rules.



AIDS STAFF

Supports city/county staff in learning, applying, and sharing the new UDO.



Learn the UDO Faster

Explore provisions with clear explanations and real-world context.



Apply Consistently

Ensure accurate, uniform interpretation of regulations.



Draft with Confidence

Quickly reference standards while preparing staff reports and decisions.



Ongoing Reference Tool

A valuable resource long after adoption for training and daily use.

HOW IT WORKS



Ask a Question

Type or speak your UDO question.



AI Searches

Knowledge Advisor searches your UDO instantly.



Get Answers

Receive clear, accurate, cited answers.



Take Action

Use the information to plan, apply, learn, or decide.

BENEFITS FOR EVERYONE



Improves transparency & accessibility



Reduces staff workload



Builds community confidence



 One trusted source. Better informed decisions. Stronger communities.

Thank you!

