
November 4, 2024

David Mccorquodale
101 Old Plantersville Rd
Montgomery, TX 77316

Sent via certified mail and email: dmccorquodale@ci.montgomery.tx.us, nbrowe@ci.montgomery.tx.us

Subject: Annual Permit Renewal for Permit No. 2023106

Cedar Crest Mobile Home Park located at Old Plantersville Rd, Montgomery, TX 77316

To whom it may concern:

I am writing to submit the annual permit renewal application for Cedar Crest Mobile Home Park. Since this application is processed annually, I am sharing the annual permit process promulgated by the City of Montgomery below.

1. Cedar Crest TX, LLC must submit an annual permit renewal application prior to December 1 of each year.
2. If the application is submitted on behalf of an LLC, the application must be signed by an authorized partner or officer.
3. The City of Montgomery must consider the renewal application at the next eligible meeting.
4. The application submission must be accompanied by a \$50.00 fee and a current copy of the HUD Code Manufactured Code Register (Park Roster).

Please note that there is no inspection as part of the annual permit renewal process.

We appreciate the opportunity to continue to work with the City of Montgomery. Please kindly let us know when the City Council is scheduled to review this permit renewal.

Kind Regards,

Lilly Golden
Cedar Crest TX, LLC
PO Box 9692
Spring, TX 77387

Enclosed:

Exhibit A: The City of Montgomery sent a letter dated July 21, 2000 that designated the Cedar Crest Mobile Home Park as an existing, nonconforming park.

Exhibit B: City of Montgomery Ordinances – Highlighted sections are Section 54-58 and Section 54-55 (d) through (h). These are the only sections that apply to nonconforming parks.

Exhibit C: Annual Permit Renewal Application with \$50.00 application fee sent via check.

Exhibit D: Annual Permit No. 2023075 (Effective through 12/12/2024)



CITY OF MONTGOMERY

P. O. BOX 708 MONTGOMERY, TEXAS 77356

Telephone: (409) 597-6434 / 597-6866

July 21, 2000

Certified Mail
Return Receipt Requested

Ms. Marcey Bennett
P.O. Box 1031
Montgomery, Texas 77356

Dear Ms. Bennett,

On April 20, 1999 the City Council of the City of Montgomery adopted Ordinance 1999-4 concerning HUD-Code manufactured homes. A copy of this ordinance is enclosed for your review.

The City of Montgomery is now fully implementing all provisions of this ordinance. As an owner of an existing manufactured home park, the ordinance requires you to comply with certain sections of the ordinance.

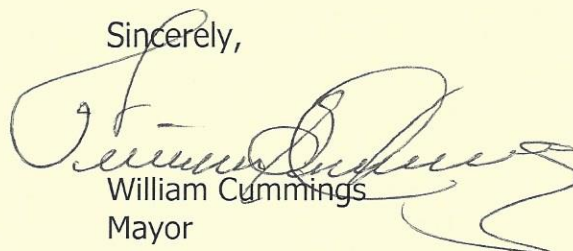
Since your park is designated as an existing, non-conforming park, you are required to complete a renewal application form. This form is enclosed.

Please complete this form and return to Carol Langley, our city secretary, together with the application fee of \$50.00 by September 1, 2000. A copy of a park register with the name, address and occupant of each home in the park and listing the model, serial number, year and dimensions of the home must accompany the application. The original must be kept in the park office and updated as necessary. The City Council will then act on your application at its next scheduled meeting.

This application will place you in compliance with the ordinance for calendar year 2000. You will need to submit a renewal application before December 1, 2000 for calendar year 2001.

Should you have any questions please contact our city secretary, Carol Langley.

Sincerely,

A handwritten signature in black ink, appearing to read 'William Cummings', is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke at the end.

William Cummings
Mayor

enclosures

- (c) *Hearing on denial.* Any person whose application for a license has been denied may request, in writing and within ten days, a rehearing, which shall be granted by the city council.
- (d) *Application for renewal.* Application for renewal of a license shall be made in writing by the licensee on forms furnished by the city council on or before December 1 of each year. The application shall contain any change in the information occurring after the original license was issued or the latest renewal granted, and be accompanied by the HUD code manufactured home park register as provided for in this article.
- (e) *License fee.* All original license applications or renewals thereof shall be accompanied by a fee as currently established or as hereafter adopted by resolution of the city council from time to time. All renewal fees shall be due on the issuance of the license.
- (f) *Procedure for transfer of license.* Every person holding a license shall give notice in writing to the city council within 15 days after having sold, transferred, given away or otherwise disposed of interest in or control of any HUD code manufactured home park. Application for transfer of license shall be made not later than 15 days after the date of the sale, transfer, or gift, or other disposition of interest in or control of the HUD code manufactured home park, and the city council shall act thereon at the next regularly scheduled meeting.
- (g) *Fee for transfer of license.* All applications for license transfer shall be accompanied by a fee as currently established or as hereafter adopted by resolution of the city council from time to time.
- (h) *Notice of violation; suspension.* Whenever the city council finds that conditions or practices exist which are in violation of any provisions of this article, it shall give notice in writing, in accordance with section 54-24, to the permittee or licensee, or the permittee's or licensee's agent, that unless conditions or practices in violation of this article are corrected within a reasonable period of time of not less than 30 days and not more than one year as specified in such notice, the license or permit shall be suspended. At the end of the period of time granted for correction, if the conditions or practices have not been corrected, the city council may suspend the license and give notice in writing of the suspension to the licensee or the licensee's agent at the address provided in the application. Upon receipt of a notice of suspension, the licensee shall cease operation of the HUD code manufactured home park within ten days after the notice is issued.

(Code 2002, § 54-62; Ord. No. 1999-4, § 4, 4-20-1999)

Secs. 54-56—54-83. Reserved.

DIVISION 3. PARK REGULATIONS AND STANDARDS

Sec. 54-84. Responsibility for compliance.

It shall be the responsibility of a licensee under this article to ensure that all requirements of this article are met and maintained. Any HUD code manufactured mobile home park issued an initial license after adoption of the ordinance from which this article is derived that is found to be in violation of any provisions of this article shall be notified in writing by the city council in accordance with section 54-24, and upon failure to comply, the license shall be revoked.

(Code 2002, § 54-81; Ord. No. 1999-4, § 8(P), 4-20-1999)

Sec. 54-85. Nonconforming parks.

- (a) Any HUD code manufactured home park in use and/or existence on the effective date of the ordinance from which this article is derived, and not complying with all applicable provisions of this article, shall be

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considered a nonconforming HUD code manufactured home park. Nonconforming parks shall comply with the requirements of section 54-55(d) through (h).

- (b) Any land area added to a nonconforming HUD code manufactured home park shall conform to all requirements of this article.

(Code 2002, § 54-82; Ord. No. 1999-4, § 8(Q), 4-20-1999)

Sec. 54-86. Mobile homes prohibited.

- (a) Mobile homes shall not be allowed in a HUD code manufactured home park.
- (b) Only HUD code manufactured homes manufactured no more than ten years prior to the date of installation in a HUD code manufactured home park shall be permitted in a HUD code manufactured home park.

(Code 2002, § 54-83; Ord. No. 1999-4, § 2(R)(3), (4), 4-20-1999; Ord. No. 2012-06, § 1, 5-8-2012)

Sec. 54-87. Minimum length and width of homes.

Any manufactured home less than the length and/or width specified in section 54-21 shall not be allowed in a HUD code manufactured home park.

(Code 2002, § 54-84; Ord. No. 1999-4, § 2, 4-20-1999)

Sec. 54-88. Site plan.

- (a) The site plan shall be filed as required by section 54-54(b) and shall show the following:
- (1) The name, address, fee owner and record owner of the proposed or existing HUD code manufactured home park.
 - (2) The name of the subdivision where the park is located.
 - (3) The names of adjacent public streets and roads.
 - (4) Contour lines at two-foot intervals.
 - (5) Locations and dimensions of all HUD code manufactured mobile home spaces, building lines, pipelines, easements, streams, watercourses, city utilities and elevations/locations of BFE must be on a signed and sealed CAD production. Each HUD code manufactured mobile home space shall be numbered.
 - (6) Scale of plan (no smaller than one inch equals 200 feet) and complete dimensions.
 - (7) Density in units per gross area.
 - (8) Area and dimensions of site.
 - (9) Areas defined for waste containers, and method of disposal of garbage and refuse.
 - (10) Location of shower and toilet facilities.
 - (11) Water and sewer plans. Water and sewer plans must be submitted showing the following:
 - a. Sewer line locations, grades and sizes.
 - b. Water line locations and sizes and source of water supply.

Cedar Crest Mobile Home Park Roster**Submitted 11/4/2024**

Address	Tenant(s)	Lot Size
Lot 1	Carolyn Taylor & Robert Fullen	Double+
Lot 2	Sadie Lopez & Michael Blue	Single
Lot 3	Jamie Leden	Single
Lot 4	Nain Rodriguez	Single
Lot 5	Clayton Homes Inc.	Single
Lot 6	David Blankenship	Single
Lot 7	N/A - Unoccupied	Single
Lot 8	David Cruz Fabian, Evelyn Citlali Orrostieta Serna	Double
Lot 9	Aimee Armstrong	Double
Lot 10	George Schoenberg	Double
Lot 11	Stormi Lawson, Jordan Irwin	Single
Lot 12	Andrea Gonzalez	Single
Lot 13	Edward Flint	Single
Lot 14	Mel & Bobbie Benedict	Double
Lot 15-16	Juan & Nancy Saldana	Double+
Lot 17	Ronald & Theresa Segrest	Single
Lot 18	Phenix Financial	Single
Lot 19	Jorge Macias	Single
Lot 20	Domingo Moreno	Single
Lot 21	Dairelys Cortes Salas, Rogelio Juarbe	Single
Lot 22	John Connealy	Single
Lot 23	Phenix Financial	Double+
Lot 24	Michael Bellard Jr & Lindsey Hildebrand	Double
Lot 25	Christopher Morgan	Double
Lot 26	Raul Fabian Navarrete	Single
Lot 27	Fabiana Ruiz Paredes	Single
Lot 28	Chandra Hicks	Single
Lot 29	Glen Childress	Single
Lot 30	Robert Brewer & Jessica Jenkins	Double+

4. A current, accurate copy of the HUD-Code Manufactured Homes Park Register, as required by Section 4(D) and as described in Section 8(o) of Montgomery City Ordinance 1999-4 shall be attached to this application form.
5. A permit fee in the amount of Fifty Dollars (\$50.00) shall accompany submission of this application to the City of Montgomery.
6. Renewal of License applications must be completed and submitted to the City of Montgomery on or before December 1st of the year preceding the calendar year for which license renewal is being requested.
7. A transfer of License application must be submitted to the City of Montgomery within fifteen (15) days of the said Park having transferred ownership to the new owner. Approved applications are valid only for the remainder of the calendar of the year.
8. This application shall be considered by the City Council of the City of Montgomery at its next eligible meeting.
9. If this application is on behalf of a corporation or limited liability company the application must be signed by an authorized partner or officer. In the case of a corporation, a copy of the corporate board authorization and a copy of a "Certificate in Good Standing" from the Secretary of State (or its equivalent) of the state in which the corporation is registered must be attached to this application.

Signed by:

8B20B0F6E6D248B...

Signature of Applicant

11/4/2024

Date of Application

Lilly Golden

Printed Name of Applicant



MOBILE HOME PARK PERMIT

PERMIT NO. 2023106

THIS CERTIFIES THAT

Cedar Crest Mobile Home Park
of Powell Circle, Montgomery, TX 77356

has complied with the City of Montgomery, Code of Ordinances, Chapter 54 – Manufactured Homes and Trailers; Article II. - Hud code Manufactured Home Parks and provided all required documents, which are on file with the City Secretary's Office at City Hall. As required by the City Code, this permit shall be displayed and posted in clear view on the premises. This permit shall be conditioned upon continuous compliance with all federal, state, and local laws or rules adopted under such laws relating to Manufactured (mobile) Home Parks.

Issued on
08/21/2023

Expires on
12/12/2024



City Secretary



City Administrator