



Special Use Permit

City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316
(936) 597-6434

Applicant Information

Owner/leaseholder Name: SJBC COMMERCIAL XX, LLC

Address: 9320 LAKESIDE BOULEVARD, SPRING, TX 77381

Email: jeff.beard@sbn.com Phone: 281-814-9928

Name of owner (if different): _____

Contact person (if different): _____

Address: _____

Email: _____ Phone: _____

Parcel Information

Type of Business: Fast Food Restaurant

Legal Description: 0.7059 Acres of land situated in the John Corner Survey, Abstract No. 8

Street Address or Location: 21049 Eva Street, Montgomery, TX 77356

Special Use Permit Request

Description of request:

Proposed fast food restaurant with common drive through lane.

Applicant's Signature *[Handwritten Signature]*

Date 3/4/2025

Submission Information

Submit the completed application with supporting documentation to:

**City of Montgomery
Planning/Zoning Administrator
101 Old Plantersville Road
Montgomery, Texas 77316**

Or via email: ctilley@ci.montgomery.tx.us

Additional Information

Date Application received by the City of Montgomery: _____

Owner(s) of record for the above described parcel: _____

Owner(s) of record for the above described parcel:

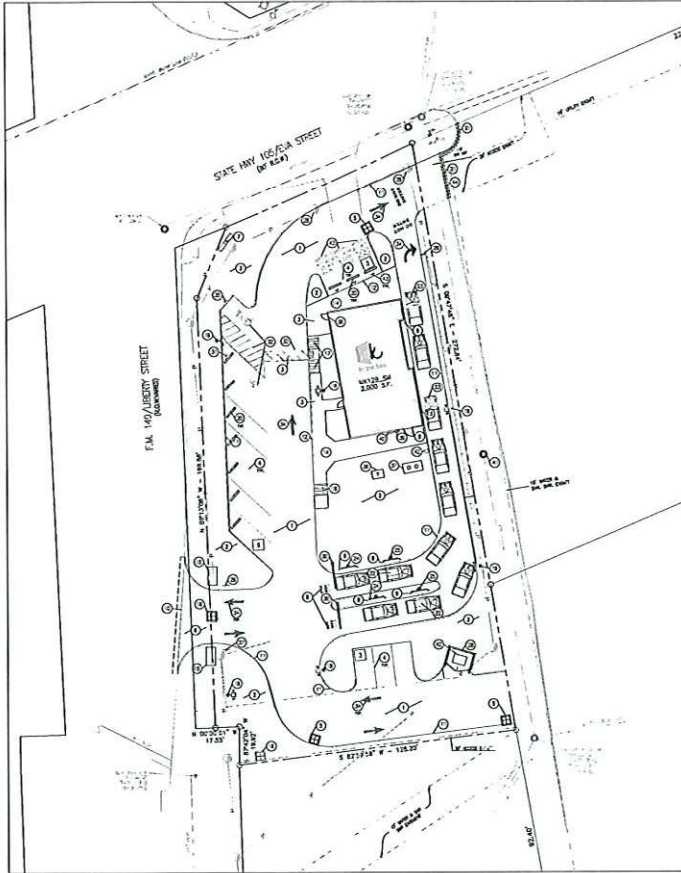
Signature:  Date: 3-4-2025

Signature: _____ Date: _____

Signature: _____ Date: _____

*Note: Signatures are required for all owners of record for the property proposed for Special Use Permit.
Attach additional signatures on a separate sheet of paper.*

<h2>Date Received</h2> <p>Office Use</p>
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LEGEND

(Square with diagonal lines)	PARKING COAT
(Triangle with diagonal lines)	CAR STICKING

PARKING REQUIREMENTS

1 SPACE PER 8 CUSTOMER SEATS	13 SPACES
1 SPACE PER 2 EMPLOYEES	13 SPACES
50 SEATS + 7 EMPLOYEES = 13 MIN	13 SPACES
PARKING PROVIDED	25 SPACES
ADA PARKING PROVIDED	2 SPACES
TOTAL PARKING PROVIDED	27 SPACES

SCALE: 1" = 20'

SITE PLAN KEY NOTES

1. PROPOSED REINFORCED CONCRETE FINISH. SEE DETAIL NOTE 111 SHEET 25.01.
2. PROPOSED LAUNDRY AREA. SEE LAUNDRY PLAN.
3. PROPOSED ADA TRAIL. SEE DETAIL S.D.P.E. 2L, S.D.P.E. 2L.3 AND THE TRAIL WAY DE.
4. PROPOSED 4" WIDE PARKING STRIP. STRIP SHALL BE W/FE.
5. PROPOSED PAV. SEE DETAIL S.D.P.E. 2L.
6. PROPOSED CONCRETE DRIVEWAY WITH CURB. SEE DETAIL S.D.P.E. 2L.3 AND DETAIL SHEET 25.01.
7. PROPOSED PAV. CONCRETE DRIVEWAY. CONTRACTOR TO PROVIDE CONDUIT AND WIRING PER SHEET 25.01. INSTALLATION BY SOA CONTRACTOR.
8. DRIVE-TROUGH WINDOW FINISH. SEE DETAIL S.D.P.E. 2L.3.
9. SMALL BARBERS POISS AT PAVING BOUND. SEE DETAIL S.D.P.E. 2L.3. CONTRACTOR TO PROVIDE STRIPS THROUGH CURB AND OTHER W/FE APPROVED. SEE A10 FOR SIGNAGE CONTROL & BARBERS PLACEMENT TO BUILDING.
10. PROPOSED REINFORCED CONCRETE DRIVE. SEE DETAIL S.D.P.E. 2L.3.
11. CONCRETE DRIVE CURB AND DUCTS. SEE DETAIL S.D.P.E. 2L.3.
12. CONCRETE DRIVE CURB AND DUCTS. SEE DETAIL S.D.P.E. 2L.3.
13. CONCRETE DRIVE CURB AT BUILDING SIDE OF DRIVE-THROUGH. SEE DETAIL S.D.P.E. 2L.3.
14. METAL 4" FACE CONCRETE SIDEWALK WITH LIGHT BRUSH FINISH. SEE DETAIL S.D.P.E. 2L.3.
15. PROPOSED DRIVE IN FRONT. SEE DETAIL SHEET 25.01.
16. PROPOSED DRIVE IN FRONT. SEE DETAIL SHEET 25.01.
17. PROVIDE SIGN AND UNIFORMS AT HANDICAP ACCESSIBLE PARKING SPACES. SEE DETAIL S.D.P.E. 2L.3.
18. CONCRETE DRIVEWAY. SEE DETAIL S.D.P.E. 2L.3.
19. METAL LOFT PALE BARS. SEE DETAIL S.D.P.E. 2L.3. REFER TO SHEET 25.01 FOR PALE AND FUTURE REQUIREMENTS.
20. METAL CONCRETE W/FE. STOP SIGN AT HANDICAP SPACES AND SIGNAGE SPACES FRONTING IF OR LESSER WITH SIGNAGE. SEE DETAIL S.D.P.E. 2L.3.
21. REINFORCED CONCRETE CURB.
22. METAL DRIVEWAY STOP FOR OTHER BOUND. SEE DETAIL S.D.P.E. 2L.3.
23. METAL DRIVEWAY STOP AT END OF W/FE. SEE DETAIL S.D.P.E. 2L.3.
24. METAL DRIVEWAY STOP. SEE DETAIL S.D.P.E. 2L.3.
25. METAL UNDER BOUND AND WINDOW PROTECTION CURBS. SEE DETAIL S.D.P.E. 2L.3.
26. CONCRETE DRIVEWAY BLOCK WITH FINISH. SEE DETAIL S.D.P.E. 2L.3.
27. SEE 25.01 FOR SIGN UNDER SIGNAGE. CONCRETE DRIVEWAY REFER TO SHEET 25.01 FOR CURB AND WIRING REQUIREMENTS.
28. PROVIDE SIGNAGE. CONTRACTOR SHALL COORDINATE WITH DEVELOPER.
29. SEE 25.01 FOR SIGN UNDER SIGNAGE. CONCRETE DRIVEWAY REFER TO SHEET 25.01 FOR CURB AND WIRING REQUIREMENTS.
30. METAL DRIVEWAY STOP. SEE DETAIL S.D.P.E. 2L.3. INCLUDE SIGN UNDER SIGNAGE. SEE DETAIL S.D.P.E. 2L.3.
31. METAL ACCESSIBLE PARKING SPA. SEE DETAIL S.D.P.E. 2L.3.
32. PAINT ACCESSIBLE PARKING SPACES. TEXT AND SYMBOLS. SEE DETAIL S.D.P.E. 2L.3.
33. PROPOSED 4" WIDE STRIPS AT 30' C.C. AND 45' DEGREE TO TRAFFIC DRIVEWAY. BORDER WITH 4" WIDE W/FE STRIP.
34. PAINT TRAFFIC DRIVEWAY. BOUND. SEE DETAIL S.D.P.E. 2L.3.
35. METAL ACCESSIBLE PARKING SPA WITH W/FE PLACING. SEE DETAIL S.D.P.E. 2L.3.
36. PROPOSED PROGRAMMER LOCATION CONTRACTOR TO COORDINATE WITH THE APPROVED UTILITY PROVIDER. BELIEVES RETIRED PER PROVIDER SIGNAGE. REFER TO SHEETS PD.3 AND 25.01.
37. PROPOSED DRIVE IN FRONT. SEE PLANNING PLAN DETAIL SHEET 25.01.
38. PROVIDE INFORMATION. SYMBOL OF ACCESSIBILITY. SEE DETAIL S.D.P.E. 2L.3.
39. PROPOSED ELECTRIC METER AND C/T. COORDINATE WITH THE APPROVED UTILITY PROVIDER. REFER TO SHEET PD.3.
40. PROPOSED GAS METER LOCATION CONTRACTOR TO COORDINATE WITH THE APPROVED UTILITY PROVIDER. BELIEVES RETIRED PER PROVIDER SIGNAGE. REFER TO SHEETS PD.3 AND 25.01.
41. PROPOSED SIGNAGE. SEE DETAIL SHEET 25.01 & SHEET 25.01 FOR SYMBOL REQUIREMENTS.
42. PROVIDE TRAFFIC SIGNAGE AS REQUIRED FOR SITE CONDITIONS.
43. LOCATED IN THE STALL PARKING SPA. SEE DETAIL S.D.P.E. 2L.3. PAINT PARKING STRIP STRIP WITH 4" PAVEMENT FOR DRIVE DRIVEWAY. SEE DETAIL S.D.P.E. 2L.3. PAINT W/FE STRIP AT THE DRIVEWAY WITH SPACES MARKER PAVEMENT.
44. PROPOSED DRIVEWAY CONSTRUCTION. SEE DETAIL S.D.P.E. 2L.3.

NOTE
 SURFACE AND UNDERGROUND UTILITIES MAY EXIST IN THE VICINITY OF THIS PROJECT. LOCATIONS SHOWN FOR EXISTING UTILITIES ARE APPROXIMATE AND OTHER UTILITIES MAY EXIST IN THE VICINITY OF THE PROJECT WHICH ARE NOT SHOWN ON THIS PLAN. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL EXISTING UTILITIES IN THE VICINITY OF THE PROJECT PRIOR TO BEGINNING CONSTRUCTION. IF ANY DISCREPANCY EXISTS, NOTIFY ENGINEER.

Jack In the box
 8101 SPECTRUM CENTER BLDG.
 SUITE 200, DALLAS, TX 75243
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DATES
 REVISION: 09/29/2024
 P.M. UPDATES
 SUBMITAL DATE:
 1. _____
 2. _____
 3. _____
 4. _____

BY:

 CONSTRUCTION:

REVISIONS

▲	
▲	
▲	
▲	
▲	
▲	

SEK ENGINEERING
 11111 TEXAS AVENUE, SUITE 200
 DALLAS, TEXAS 75243

EXPIRES: 09/30/2024
 SITE INFORMATION
 WK PROJ: 181128-01
 JOB #: 2517
 ADDRESS:
 2149 EAST STREET
 MONTGOMERY, TX 77158

DRAWN BY: BK
 PROJECT #: 1181.31
 SCALE: 1/20'

**SITE PLAN
 SD1.0**



City of Montgomery



February 21, 2025

KHR, Properties
Jack in the Box 4947
20008 Champions Forest Dr Suite 501
Spring TX 77379

RE: Zoning determination for a proposed fast-food restaurant with drive-through service at 21049 Eva Street (Legal description: 124078 - S728008 - Montgomery Townsite 08, Lot 1, 2, 3, 4, BROGDON SUB; lot size: .7064 acres / 30.769 sf)

Based on the review of the current zoning ordinance and the City zoning map, the property located at 21049 Eva Street (PIN/legal description: 124078 - S728008 - Montgomery Townsite 08, Lot 1, 2, 3, 4, BROGDON SUB; lot size: .7064 acres / 30.769 sf) in Montgomery, Texas is located in the District B Commercial zoning. This district is designated for a wide range of business uses within enclosed areas as well as the other uses provided for in the zoning code (Sec. 98-178).

It has been determined that the proposed use of a fast-food restaurant with accessory drive-through window at 21049 Eva Street is permitted with a special use permit. Therefore, there are two options to proceed: 1) complete an application for a special use permit or 2) file an appeal with the board of adjustment to challenge the zoning determination made by the planning/zoning administrator.

To support this determination, the following are provided:

1. Definitions - The code of ordinances does not provide definitions for “restaurant”, “fast-food”, or “restaurant with drive-through”.

According to the Oxford dictionary:

- a restaurant as a place where people pay to sit and eat meals that are cooked and served on the premises.
- fast-food is food kept hot or partially prepared by a snack bar or restaurant, so that it can be served as a quick meal or taken away.
- a restaurant with a drive-through serves customers without them leaving their cars.

2. Zoning Regulations

Sec. 98-88 (a): A restaurant is a permitted use in the B Commercial Zoning District. Accessory uses (ie the drive-through) is permitted with a special use permit (listed under “CC”).

Sec. 98-88 (b): Any use not specifically permitted in the table (Sec. 98-88 (a)) or district use regulations (Sec. 98-179) requires a special use permit.

Sec. 98-1: Defines *Accessory use or building* as a subordinate use or building customarily incident to and located on the same lot occupied by the main use or building.

3. Special Use Permit

Sec. 98-27: The city council, by an affirmative four-fifths vote, may by ordinance grant a special permit for those uses listed under "CC" in the table of permitted uses in section 98-88, and may impose appropriate conditions and safeguards, including a specified period of time for the permit, to protect property and property values in the neighborhood. A special use permit may be revoked or canceled by the city council upon violation of any permit granted. Before authorization of any of such special uses, the request therefor shall be referred to the planning and zoning commission for study and report concerning the effect of the proposed use on the comprehensive plan and on the character and development of the neighborhood. A public hearing shall be held in relation thereto before the city council, and notice and publication of the time and place for which shall conform to the procedure prescribed:

A public hearing shall be held by the city council before adopting any proposed special use permit. Notice of such hearing shall be given by publication one time in a newspaper of general circulation in the city stating the time and place of hearing, which time shall not be earlier than 15 days from the date of publication.

4. Appeal

This zoning determination may be appealed. I have attached a copy of the section of the Texas Local Government Code Section 211.008 for your reference.

Please contact me if you have any questions or require further information.

Respectfully,



Corinne Tilley # 1635
Code Enforcement Officer
Planning/Zoning Administrator

Attachments: Sec. 98-1 Definitions
Sec. 98-27 Special use permits
Special use permit application
Sec. 98-88 Table of permitted uses and special uses
Texas Local Government Code Section 211.008

Sec. 98-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory use or building means a subordinate use or building customarily incident to and located on the same lot occupied by the main use or building.

Adjoining or abutting means touching, in contact with, bounding on, or bordering on. Where all or any part of a lot touches or borders on another lot, it adjoins and abuts such other lot which touches or borders on such street and is situated across the street from the lot or portion thereof. The width of the street shall not be included in calculating the minimum yard requirements required by this section.

Alley means a public way which affords only a secondary means of access to property abutting thereon.

Apartment hotel means an apartment house which furnishes, for the use of its tenants, services ordinarily furnished by hotels, but the privileges of which are not primarily available to the public.

Bed and breakfast means a house used for the temporary residence of motorists or travelers.

Boardinghouse and lodginghouse mean a building other than a hotel occupied as a single housekeeping unit where lodging or meals are provided for five or more persons for compensation, pursuant to previous arrangements for definite periods, but not to the public or transients.

Building means any structure designed or built for the support, enclosure, shelter, or protection of persons, animals, chattels or property of any kind. The term "building" shall include the term "structure."

Building, height of, means the vertical distance from the grade to the highest point of the coping of a flat roof or to the deck line of a mansard roof, or to the mean height level between eaves and ridge for gable, hip and gambrel roofs.

Building line means a line parallel or approximately parallel to the street line, and beyond which, buildings may not be erected.

Building official means any person or officer of the city duly designated by official resolution of the city council having the duty to enforce the regulations contained in this chapter.

Clinic means an establishment where patients, who are not lodged overnight, are admitted for examination and treatment by physicians providing medicine, or other health care professionals.

Club means a building or portion thereof or premises owned or operated by a corporation, association, or person for a social, educational or recreational purpose, but not primarily for profit or to render a service which is customarily carried on as a business.

Demolition means an act or process which destroys a site or structure in its entirety, or which destroys a part of a site or structure and permanently impairs its structural, historic or architectural integrity.

Design guidelines for the City of Montgomery means written guidelines adopted by the city, as a reference and guide to provide information on appropriate methods for new construction of buildings within the historic preservation district and rehabilitation or restoration of historic properties. The design guidelines shall remain on file with the city secretary.

District means a section of the city for which regulations governing the use of buildings and premises, the size of yards, and the intensity of use are uniform under this chapter.

Dwelling means any building or portion thereof which is designed for or used for residential purposes.

Dwelling, multifamily, means a building designed for or occupied exclusively by more than one family.

Dwelling, single-family, means a building designed for or occupied exclusively by one family.

Exterior architectural feature means the architectural style, design, general arrangement and components of all of the outer surfaces of a building or structure, as distinguished from the interior surfaces enclosed by such outer surfaces. Exterior architectural features shall include, by way of example but not by limitation, the kind, color, surface texture of the building material and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such building or structure.

Exterior walls and façades means the outermost covering of a building that is visible from any public right-of-way, street or roadway.

Family means one or more individuals living together as a single housekeeping unit, as distinguished from a group occupying a boardinghouse, lodginghouse, or hotel.

Frontage, block, means all the property on one side of a street between two intersecting streets (crossing or terminating), measured along the line of the street, or, if the street is dead-ended, then all of the property abutting on one side between an intersecting street and the dead-end of the street.

Historic landmark means an individual property designated by the city council under this chapter, as having outstanding historical and cultural significance in the nation, region, or community. The designation "historic landmark" recognizes that the historic place, or the building, structure, accessory buildings, fences, or other appurtenances at the place are of basic and vital importance for the preservation of culture and neighborhoods and economic development and promotion of tourism. The initial historic landmarks shall consist of the tracts or parcels of land and existing buildings or structures located at the physical addresses shown on the list and map kept on file in the office of the city secretary. For historical landmark buildings or structures located on a tract or parcel of land exceeding 9,000 square feet in area, only the buildings or structures and a 25-foot buffer around said buildings or structures shall be subject to the provisions of this chapter. Said list and map shall remain on file with the city secretary and the county clerk's office.

Historic preservation district means an area of the city designated by the city council under this chapter, as having definable geographic boundaries, and a significant concentration, linkage or continuity of sites, buildings, or structures united historically or aesthetically by plan, appearance, or physical development. The designation "historic preservation district" recognizes that the component historic buildings, structures, accessory buildings, fences, or other appurtenances of the district are of basic and vital importance for the preservation of culture and neighborhoods, and economic development and promotion of tourism. The initial historic preservation district shall consist of the area shown on the map, and the map shall remain on file with the city secretary.

Hotel means a building in which lodging, or boarding and lodging, are provided and offered to the public for compensation and in which ingress and egress to and from all rooms is made through an inside lobby or office supervised by a person in charge at all hours. As such, it is open to the public, in contradistinction to a boardinghouse, a lodginghouse, or an apartment.

Lot means a parcel of land occupied or intended for occupancy by a use permitted in this chapter, including one main building together with its accessory buildings, and the open spaces and parking spaces required by this chapter, and having its principal frontage upon a street or upon an officially approved place. The term "lot" includes the term "plot."

Lot, depth of, means the mean horizontal distance between the front and rear lot lines.

Main entryways and corridors means the two primary, intersecting thoroughfares in the city, namely State Highway 105 and State Farm Road 149, along with the Lone Star Parkway.

Metal panels means profiled metal panels, deep-ribbed panels and concealed fastener systems.

Motor court and *motel* mean a building or group of buildings used for the temporary residence of motorists or travelers.

Nonconforming structures means commercial, residential, and/or institutional buildings or other structures existing within an historic preservation district but not possessing the character nor the designation of an official historic landmark.

Nonconforming use, building or yard means a use, building, or yard, existing legally at the time of passage of the ordinance from which this chapter is derived, which does not, by reason of design or use, conform with the regulations of the district in which it is situated.

Ordinary maintenance means repairs and other work necessary for the upkeep of buildings and other structures that may include, but is not limited to, minor building material replacement, cleaning, caulking, painting, etc. Ordinary maintenance does not require a building permit.

Parking space, off-street, means an area of not less than 162 square feet (measuring approximately nine feet by 18 feet) not on a public street or alley, surfaced with an all-weather surface, enclosed or not enclosed. The parking space shall be durably surfaced and so arranged to permit satisfactory ingress and egress of an automobile. A public street shall not be classified as off-street parking in computing the parking requirements for any use.

Place means an open, unoccupied space, other than a street or alley, permanently reserved as the principal means of access to abutting property.

Planning and zoning approval means an indication on the building permit evidencing the approval of the planning and zoning commission, signed and dated by the chairperson of the commission, for the installation, construction, alteration, change, restoration, removal, or demolition of an exterior architectural feature, resource or other significant appurtenance of any historic landmark or of any building or structure located within the historic preservation district to be issued in cases further defined in this chapter, where approval for the same is required.

Story means that portion of a building, other than a cellar, included between the surface of any floor and the surface of the floor next above it, or, if there is no floor above it, then the space between the floor and the ceiling next above it.

Street means a public or private thoroughfare which affords the principal means of access to the abutting property.

Street line means a dividing line between a lot, tract or parcel of land and a contiguous street.

Structural alterations means any changes in the supporting members of a structure, such as bearing walls, columns, beams or girders.

Structure means anything constructed or erected which requires location on the ground, or attached to something having a location on the ground, including, but not limited to, buildings of all types, advertising signs, billboards, and poster panels, but exclusive of customary fences, or boundary or retaining walls.

Temporary building means any structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities.

Used for includes the meaning "designed for" or "intended for."

Visual barrier means a continuous unbroken and solid screen of masonry construction, or fencing, natural hedge or vegetation at maturity (two years), or a combination thereof, of not less than six feet measured from the existing natural ground level. Non-vegetative barriers must be a maximum of eight feet in height measured from the existing natural ground level. Vegetation must consist of any combination of trees, shrubs, berms, or other natural flora. The visual barrier improvements shall be adequate to accommodate the proposed screening, and must be a minimum of one foot in width for non-vegetative screening and five feet in width for vegetative screening, provided it creates a visual barrier. The city shall not be responsible for the maintenance of required

screening. Deed restrictions and covenants, if any, filed of record and running with the land for any tract, shall make provisions for a maintenance entity authorized to provide maintenance of the visual barrier improvements through assessment of the costs thereof to lot owners.

Wetland means any swamps, marshes or bogs or other areas classified as jurisdictional wetland which would require appropriate permits from the Corps of Engineers for any construction.

Yard means an open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward except as otherwise provided in this chapter. In measuring a yard for the purpose of determining the width of a side yard, the depth of a front yard or the depth of the rear yard, the minimum horizontal distance between the lot line and the main building shall be used.

Yard, front, means a yard extending across the front of a lot between the side lot lines, and being the minimum horizontal distance between the street or place line and the main building or any projections thereof other than the projections of the usual uncovered steps, uncovered balconies, or uncovered porch. On corner lots, the front yard shall be considered as parallel to the street upon which the lot has its least dimensions.

Yard, rear, means a yard extending across the rear of a lot and being the required minimum horizontal distance between the rear lot line and the rear of the main building or any projections thereof other than the projections of uncovered steps, enclosed balconies or unenclosed porches. On all lots, the rear yard shall be in the rear of the front yard.

Yard, side, means a yard between the main building and the side line of the lot, extending from the required front yard to the required rear yard and being the minimum horizontal distance between a side lot line and the side of the main building or any projections thereto.

(Ord. No. 2014-03, § 1, 5-20-2014)

Sec. 98-27. Special use permits.

- (a) The city council, by an affirmative four-fifths vote, may by ordinance grant a special permit for special uses in any district, for those uses listed under "CC" in the table of permitted uses in section 98-88, or which are otherwise not expressly permitted by this chapter, and may impose appropriate conditions and safeguards, including a specified period of time for the permit, to protect property and property values in the neighborhood. A special use permit may be revoked or canceled by the city council upon violation of any permit granted. Before authorization of any of such special uses, the request therefor shall be referred to the planning and zoning commission for study and report concerning the effect of the proposed use on the comprehensive plan and on the character and development of the neighborhood. A public hearing shall be held in relation thereto before the city council, and notice and publication of the time and place for which shall conform to the procedure prescribed in subsection (b) of this section.
- (b) A public hearing shall be held by the city council before adopting any proposed special use permit. Notice of such hearing shall be given by publication one time in a newspaper of general circulation in the city stating the time and place of hearing, which time shall not be earlier than 15 days from the date of publication.

(Ord. No. 2014-03, § 1, 5-20-2014)



Special Use Permit

City of Montgomery
101 Old Plantersville Road
Montgomery, Texas 77316
(936) 597-6434

Applicant Information

Owner/leaseholder Name: _____

Address: _____

Email: _____ Phone: _____

Name of owner (if different): _____

Contact person (if different): _____

Address: _____

Email: _____ Phone: _____

Parcel Information

Type of Business: _____

Legal Description: _____

Street Address or Location: _____

Special Use Permit Request

Description of request:

Applicant's Signature _____ Date _____

Submission Information

Submit the completed application with supporting documentation to:

**City of Montgomery
Planning/Zoning Administrator
101 Old Plantersville Road
Montgomery, Texas 77316**

Or via email: ctilley@ci.montgomery.tx.us

Additional Information

Date Application received by the City of Montgomery: _____

Owner(s) of record for the above described parcel: _____

Owner(s) of record for the above described parcel:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

*Note : Signatures are required for all owners of record for the property proposed for Special Use Permit.
Attach additional signatures on a separate sheet of paper.*

Date Received

Office Use

Public Hearings

Parties in interest and citizens shall have an opportunity to be heard at public hearings conducted by the Planning and Zoning Commission and the City Council before any amendment to a district regulation, restriction, or boundary shall become effective. Regularly scheduled meetings are as follows and will be held accordingly unless public notice has been given of a change of dates:

Planning and Zoning Commission: **1st Tuesday of every month at 6:00 p.m.**

City Council: **2nd and 4th Tuesday of every month at 6:00 p.m.**

Protests

If a protest against a proposed zoning change including PDD and SUP requests has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty percent (20%) or more, either of the area of the land included in such a proposed change or those owners of property immediately adjacent to the subject property and extending two hundred feet (200) there from, such zoning change shall not become effective except by a three-fourths (3/4) vote of governing body in accordance with the provisions of Section 211.006 of the Texas Local Government Code.

Resubmission

Rezoning requests which have been heard and decided by the Council of the City of Montgomery may not be re-filed with the city for six (6) months after the date of such decision by the Council, absent a change in circumstances.

Rezoning requests for the same property to a different classification than the denied request may be re-filed prior to the expiration of six (6) months.

Sec. 98-88. Table of permitted uses and special uses.

(a) Permitted uses and special uses in the various zoning districts are as specified in the following table:

Table 1. Table of Permitted Uses						
Permitted Uses	R-1	R-2	B	ID	I	CC
Accessory uses						X
Aerial or ground survey			X			
Air conditioning sales, retail, complete enclosed (services incidental)			X			
Air conditioning—Refrigeration services repair (completely enclosed) with no installation of central units—Heating or cooling						X
Airport (nongovernmental)						X
Air product manufacturing				X		
Alcoholic beverage sales off premises			X			
Alcoholic beverage sales on premises						X
Alcoholic beverage storage			X			
Altering and repairing of wearing apparel			X			
Ambulance service			X			
Amusement arcade						X
Amusement park (commercial)						X
Animal shelter or dog pound (nongovernmental)						X
Antique store (completely enclosed)			X			
Apartment hotel						X
Apothecary, limited to the sale of pharmaceutical and medical supplies			X			
Apparel and accessory store			X			
Appliance repair (completely enclosed)			X			
Armory						X
Art gallery and/or museum (commercial retail sale of objects d'art only)			X			
Asphalt or creosote manufacturing or treatment						X
Assisted living		X	X			

Automobile and truck sales and service (new and used) (service completely enclosed)			X			
Automobile car wash			X			
Automobile filling station and/or service (all repair in district to be completely enclosed)			X			
Automobile glass sales and installation			X			
Automobile muffler sales and installation (completely enclosed)			X			
Automobile parking lots or parking garages (commercial)						X
Automobile rental			X			
Automobile repair			X			
Automobile upholstery sales and installation (completely enclosed)			X			
Automobile wrecking, dismantling or salvage (enclosed by fence)						X
Aviary						X
Bait store			X			
Bakery (retail)			X			
Bakery (wholesale)			X			
Barber shop			X			
Beauty salon			X			
Bed and breakfast	X		X			
Churches					X	
Community home as required by V.T.C.A., Human Resources Code § 123.003	X	X				
Compressed gas manufacturing, repacking and/or storage						X
Dairy equipment (wholesale) (completely enclosed)			X			
Dairy products sales (retail)			X			
Dairy products sales (wholesale)			X			
Delicatessen			X			
Department store			X			

Dog pound or animal shelter (nongovernmental)						X
Drug manufacture						X
Drug sales (wholesale)			X			
Drugstore			X			
Dry cleaning pickup and pressing shops			X			
Dry cleaning plant						X
Dry goods store			X			
Dry goods (wholesale) (completely enclosed)			X			
Electric power generator station (primary station)						X
Electric repair (appliances) (completely enclosed)			X			
Electric repair shop (heavy equipment)				X		
Electrical substation, to be enclosed by a fence or wall of minimum six feet in height, with physical installation being enclosed by a barrier which constitutes a visual screen. Visual screening would not be required in ID district				X		
Electrician			X			
Electroplating			X			
Elevator maintenance and service				X		
Exterminator (completely enclosed)			X			
Farm equipment sales and service (completely enclosed in B-2 district)			X			
Farm supplies			X			
Farming and truck gardening, but not for retail sales (permitted in any district)				X		
Feed store or seed and fertilizer			X			
Felt manufacture (cloth)				X		
Fish market (fenced outside storage)				X		
Fish market (retail)			X			
Fish market (wholesale)			X			
Fix-it shop (completely enclosed)			X			
Floor covering sales (retail completely enclosed)			X			

Floral shop (completely enclosed)			X			
Florist (wholesale) (completely enclosed)			X			
Food locker plant (retail)			X			
Food products (wholesale storage and sales)			X			
Food products manufacture and processing (not rendering)				X		
Food store			X			
Food to go (retail, no curb service)			X			
Foundry						X
Freight depot (railroad and/or truck)				X		
Fruit and produce (wholesale)			X			
Fruit and vegetable stand or store			X			
Funeral home, mortuary or undertaking establishment			X			
Fur dyeing, finishing and storing (no tanning, no hide storage)				X		
Furniture (wholesale sales)			X			
Furniture repair and upholstery (completely enclosed)			X			
Furniture repair and upholstery (fenced outside storage)			X			
Furniture store, retail (completely enclosed) (no repair)			X			
Furniture store, retail (fenced outside storage)			X			
Garage, public or storage				X		
Garden specialty store			X			
Gas filling station and/or service (all repairs to be completely enclosed)			X			
Gas regulation station (screening)				X		
Gift shop (completely enclosed)			X			
Glass (retail sales) (service incidental to sales) (completely enclosed)			X			
Glass (wholesale sales)			X			
Glass manufacturing and glass products manufacturing				X		

Golf course and country club, but no driving range, pitch and putt or miniature golf course						X
Golf driving range, pitch-and-putt or miniature golf course						X
Greenhouse or nursery, retail			X			
Greenhouse or nursery, wholesale				X		
Grocery (wholesale)			X			
Grocery store			X			
Gymnasium (commercial)			X			
Hair products manufacturing and processing				X		
Hardware manufacture				X		
Hardware sales (wholesale)			X			
Hardware store			X			
Heliport			X			
Hobby supply store			X			
Hosiery manufacture			X			
Hospital or sanitarium			X			
Hotel			X			
Ice cream and ice milk (retail)				X		
Ice cream manufacturer (wholesale)				X		
Ice cream store			X			
Ice house (no on-premises consumption of alcoholic beverages in B-1 district)			X			
Ice manufacture				X		
Insulation manufacture and fabrication				X		
Interior decorating studio			X			
Jewelry store			X			
Junkyard, salvage yard, including storage, baling or selling of rags, papers, iron or junk, need not be enclosed within a structure, but must be enclosed within a fence at least six feet high and adequate to obstruct view, noise and passage of persons; chain-link or similar fencing may be permitted if screen planting is provided						X
Laboratory (dental or medical)			X			

Laboratory (research)			X			
Laboratory (testing)			X			
Landfill						X
Laundry and dry cleaning (self service)			X			
Laundry or dry cleaning (pickup station)			X			
Laundry plant				X		
Leather goods or luggage store			X			
Library (nongovernmental)						X
Linen supply, diaper service or uniform supply			X			
Loan office			X			
Locksmith			X			
Lumber yard and building materials (wholesale)			X			
Machine shop				X		
Machine, tools and construction equipment sales and service			X	X		
Marine and boat manufacturing				X		
Marine and boat storage						X
Mattress manufacturing and rebuilding				X		
Massage parlor			X			
Metal products fabrication				X		
Milliner (custom)			X			
Millinery manufacture				X		
Millwork and similar wood products manufacture				X		
Mobile food unit			X*	X	X	
Mobile food court						X**
Motel			X			
Motorcycle sales and service			X			
Moving and transfer company				X		
Music store			X			
Nail salon			X			
News stand			X			
Night club/dance hall						X
Novelty and souvenir manufacture				X		

Nursery, daycare, or kindergarten (care of up to six children)	X	X				
Nursery, daycare, or kindergarten (care of up to 20 children)			X			
Nursery, daycare, or kindergarten (care of over 20 children)			X			
Nursing home		X	X			
Office equipment and furniture manufacture				X		
Office equipment and supplies (retail)			X			
Office equipment and supplies (wholesale)			X	X		
Offices (professional)			X			
Oil and well supplies and machinery sales				X		
Optical goods (retail)			X			
Optical goods (wholesale)			X			
Optician			X			
Packing and gasket manufacture				X		
Packing plant (no rendering)						X
Paint and wallpaper store			X			
Paper produce manufacture				X		
Paper supplies (wholesale)				X		
Parks, playgrounds, community buildings and other public recreational facilities owned and/or operated by the city or other public agency					X	
Passenger depot (railroad or bus)						X
Pawnshop (completely enclosed)			X			
Pecan shelling				X		
Pet shop (completely enclosed)			X			
Petroleum storage (wholesale)				X		
Photographic equipment and supplies sales			X	X		
Photographic studio			X			
Picture framing			X			
Pipe storage				X		X
Pipeline and electrical transmission lines						X
Playground equipment manufacture				X		
Plumber			X			

Plumbing fixture sales (completely enclosed) (retail)			X			
Plumbing fixture sales (wholesale)			X	X		
Printer			X	X		
Public buildings, including libraries, museums, police stations and fire stations					X	
Radio station or studio, without transmitter tower						X
Radio station with transmitter tower						X
Reading room			X			
Recycling plant						X
Reducing salon			X			
Refrigerator equipment manufacture				X		
Restaurant			X			
Riding stable or academy						X
Roominghouse or boardinghouse						X
Rug and/or carpet sales			X			
Rug cleaning				X		
Sand or gravel storage yard				X		
Schools					X	
Shoe manufacture				X		
Shoe repair shop			X			
Shoe sales (retail)			X			
Shoe sales (wholesale) (completely enclosed)			X			
Sign, advertising (excluding business signs)			X			
Sign shop			X	X		
Sign shop (completely enclosed)			X			
Skating facility (outdoor)						X
Skating rink (enclosed)			X			
Small animal clinic or kennel			X			
Small animal clinic or kennel (completely enclosed)			X			
Sporting goods store			X			
Sporting goods (wholesale) (completely enclosed)			X	X		
Stamp, coin sales (retail)			X			
Stationery sales			X			

Stone cutting or monument manufacturing				X		
Stone monument sales			X			
Stone quarry or gravel pit				X		
Studio for professional work or teaching of any form of fine arts, photography, music, drama, dance, painting, etc.			X			
Surgical or dental supplies store			X			
Tanning salon			X			
Tattoo parlor						X
Tavern						X
Taxidermist						X
Television station or studio without transmitter tower			X			
Television station with transmitter tower						X
Textile manufacture				X		
Theater (indoor)			X			
Theater (outdoor, including drive-in theaters)						X
Tile manufacturer (ceramic)				X		
Tobacco processing				X		
Tobacco store			X			
Tool manufacture				X		
Tool rental (completely enclosed)			X			
Tool rental (fence outside storage)			X	X		
Toy manufacture			X	X		
Toy store			X			
Trailer manufacture				X		
Trailer sales			X			
Transit vehicle storage and service				X		
Truck repair and maintenance			X	X		
Truck stop						X
Variety store			X			
Venetian blinds and metal awning fabrication, repair and cleaning				X		
Veterinarian (animal on premises)			X			
Warehousing				X		
Watch repair			X			

Water or sewage pumping (nongovernmental)						X
Water storage (overhead)						X
Welding shop				X		
Well drilling contractors			X	X		

* Mobile food units in the historic overlay zone requires special use permit.

** Mobile food courts require a special use permit.

(b) Any use not specifically permitted in this table or in the use regulations of each district set out below, shall require a special use permit (see section 98-27, special use permits).

(Ord. No. 2014-03, § 1, 5-20-2014; Ord. No. 2023-14, § 2, 6-13-2023)

LOCAL GOVERNMENT CODE

TITLE 7. REGULATION OF LAND USE, STRUCTURES, BUSINESSES, AND RELATED ACTIVITIES

SUBTITLE A. MUNICIPAL REGULATORY AUTHORITY

CHAPTER 211. MUNICIPAL ZONING AUTHORITY

SUBCHAPTER A. GENERAL ZONING REGULATIONS

Sec. 211.008. BOARD OF ADJUSTMENT.

(a) The governing body of a municipality may provide for the appointment of a board of adjustment. In the regulations adopted under this subchapter, the governing body may authorize the board of adjustment, in appropriate cases and subject to appropriate conditions and safeguards, to make special exceptions to the terms of the zoning ordinance that are consistent with the general purpose and intent of the ordinance and in accordance with any applicable rules contained in the ordinance.

(b) A board of adjustment must consist of at least five members to be appointed for terms of two years. The governing body must provide the procedure for appointment. The governing body may authorize each member of the governing body, including the mayor, to appoint one member to the board. The appointing authority may remove a board member for cause, as found by the appointing authority, on a written charge after a public hearing. A vacancy on the board shall be filled for the unexpired term.

(c) The governing body, by charter or ordinance, may provide for the appointment of alternate board members to serve in the absence of one or more regular members when requested to do so by the mayor or city manager. An alternate member serves for the same period as a regular member and is subject to removal in the same manner as a regular member. A vacancy among the alternate members is filled in the same manner as a vacancy among the regular members.

(d) Each case before the board of adjustment must be heard by at least 75 percent of the members.

(e) The board by majority vote shall adopt rules in accordance with any ordinance adopted under this subchapter and with the approval of the governing body. Meetings of the board are held at the call of the presiding officer and at other times as determined by the board. The presiding officer or acting presiding officer may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public.

(f) The board shall keep minutes of its proceedings that indicate the vote of each member on each question or the fact that a member is absent or fails to vote. The board shall keep records of its examinations and other official actions. The minutes and records shall be filed immediately in the board's office and are public records.

(g) The governing body of a Type A general-law municipality by ordinance may grant the members of the governing body the authority to act as a board of adjustment under this chapter.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1993, 73rd Leg., ch. 126, Sec. 1, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 724, Sec. 1, eff. Aug. 28, 1995; Acts 1997, 75th Leg., ch. 363, Sec. 1, eff. Sept. 1, 1997.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 820 (H.B. [2497](#)), Sec. 1, eff. September 1, 2019.

Sec. 211.009. AUTHORITY OF BOARD.

(a) The board of adjustment may:

(1) hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this subchapter or an ordinance adopted under this subchapter;

(2) hear and decide special exceptions to the terms of a zoning ordinance when the ordinance requires the board to do so;

(3) authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done; and

(4) hear and decide other matters authorized by an ordinance adopted under this subchapter.

(b) In exercising its authority under Subsection (a)(1), the board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the board has the same authority as the administrative official.

(b-1) In exercising its authority under Subsection (a)(3), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

(1) the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01, Tax Code;

(2) compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur;

(3) compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;

(4) compliance would result in the unreasonable encroachment on an adjacent property or easement;
or

(5) the municipality considers the structure to be a nonconforming structure.

(c) The concurring vote of 75 percent of the members of the board is necessary to:

(1) reverse an order, requirement, decision, or determination of an administrative official;

(2) decide in favor of an applicant on a matter on which the board is required to pass under a zoning ordinance; or

(3) authorize a variation from the terms of a zoning ordinance.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1993, 73rd Leg., ch. 126, Sec. 2, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 724, Sec. 2, eff. Aug. 28, 1995.

Amended by:

Acts 2021, 87th Leg., R.S., Ch. 318 (H.B. [1475](#)), Sec. 1, eff. September 1, 2021.

Sec. 211.010. APPEAL TO BOARD.

(a) Except as provided by Subsection (e), any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is not related to a specific application, address, or project:

(1) a person aggrieved by the decision; or

(2) any officer, department, board, or bureau of the municipality affected by the decision.

(a-1) Except as provided by Subsection (e), any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is related to a specific application, address, or project:

(1) a person who:

(A) filed the application that is the subject of the decision;

(B) is the owner or representative of the owner of the property that is the subject of the decision; or

(C) is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision; or

(2) any officer, department, board, or bureau of the municipality affected by the decision.

(b) The appellant must file with the board and the official from whom the appeal is taken a notice of appeal specifying the grounds for the appeal. The appeal must be filed not later than the 20th day after the date the decision is made. On receiving the notice, the official from whom the appeal is taken shall immediately transmit to the board all the papers constituting the record of the action that is appealed.

(c) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the board facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by the board or a court of record on application, after notice to the official, if due cause is shown.

(d) The board shall set a reasonable time for the appeal hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or

by agent or attorney. The board shall decide the appeal at the next meeting for which notice can be provided following the hearing and not later than the 60th day after the date the appeal is filed.

(e) A member of the governing body of the municipality who serves on the board of adjustment under Section 211.008(g) may not bring an appeal under this section.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 363, Sec. 2, eff. Sept. 1, 1997.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 820 (H.B. [2497](#)), Sec. 2, eff. September 1, 2019.