



REGULAR PLANNING AND ZONING COMMISSION
MEETING SALADO MUNICIPAL BUILDING
301 N. STAGECOACH, SALADO, TEXAS
JULY 28, 2026, at 6:00 P.M.

AGENDA

CALL TO ORDER

Chairman Marlene Norcross

CALL OF ROLL

Kathy Cherry, City Secretary

1. PUBLIC COMMENTS

- A. The Planning and Zoning Commissioners welcomes comments from citizens on issues and items of concern not on the agenda. Those wishing to speak must sign in before the meeting begins and observe a five (5) minute time limit when addressing the board. Speakers will have one (1) opportunity to speak during this time. Inquiries about matters not listed on the agenda will either be directed to staff or placed on a future agenda for aldermen consideration. No discussion or final action will be taken by the Planning and Zoning Commission during the public comment period of the meeting.

2. Discussion, consideration, and possible action to approve the meeting minutes:

- A. July 14, 2026

3. PUBLIC HEARING

- A. To consider a variance request for the property at 1317 Mill Creek Drive to reduce the required 25-foot front building setback by 3 – 6 feet to preserve a large oak tree.

4. DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION

- A. To consider a variance request for the property at 1317 Mill Creek Drive to reduce the required 25-foot front building setback by 3 – 6 feet to preserve a large oak tree.

5. WORKSHOP

- A. Discussion Only (**No Action will be taken**) regarding potential amendments to the Village Code concerning recreational vehicle (RV) and Boat parking in residential driveways, including consideration of directing the Planning and

Zoning Commission to review the current ordinance 2020.09 and provide a recommendation to the Board of Aldermen. This item is part of an ongoing review and discussion process and may be considered at future workshops and public hearings.

6. Discussion Only (**No Action Will be taken**) Matters related to planning, zoning, and development within the City of Salado.

ADJOURNMENT

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the Bulletin Board at the Salado Municipal Building by July 22, 2026, by 5:00 p.m.

Kathy Cherry

Kathy Cherry, City Secretary

The Village of Salado is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact Kathy Cherry, City Secretary, at 254-947-5060 at least 48 hours in advance. Hearing-impaired or speech-disabled persons equipped with telecommunication devices may utilize the statewide relay Texas Program at 1-800-735-2988.



Village of Salado
Salado Municipal Building
301 N. Stagecoach Road
Salado, TX 76571

**Minutes of Regular Planning and Zoning Commission Meeting
July 14, 2026, at 6:00 P.M.**

CALL TO ORDER BY CHAIRMAN MARLENE NORCROSS

The Planning and Zoning Commission meeting was called to order at 6:01 p.m.

CALL OF ROLL BY CITY SECRETARY KATHY CHERRY

Chairman Marlene Norcross and Commissioners of Planning and Zoning, 6 are Present and 0 Not Present; A quorum was present; therefore, official business was conducted.

Commission Members Present:

Commissioner Gail Allard
Commissioner Marlene Norcross
Commissioner Jesse Mondragon
Commissioner Austin Brown
Commissioner Steven Latman
Commissioner Kevin Shoun (Alternate)

Commission Members Not Present:

-

Staff Present:

John Benson, Village Administrator
Kathy Cherry, Village Secretary
Gina Pence, Director of Administrative Services

1. EXECUTIVE SESSION

The Planning and Zoning will enter a closed Executive Session to discuss the following:

- A. Pursuant to Texas Government Code Section 551.071, Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct with legal counsel regarding:

A request to allow a firearms store in the Historic Overlay District, and discussion related to any threatened legal action.

Commissioner Allard made a motion to go into Executive Session; Commissioner Brown 2nd the Motion. Chairman Norcross and the Planning and Zoning Board convened the Executive Session at 6:02 p.m.

2. RETURN TO OPEN SESSION

Chairman Norcross and Commissioners of the Planning and Zoning Board returned from Executive Session at 6:56 p.m.

3. PUBLIC COMMENTS

A. Jim Boyton

- Historical District and the coffee shop have a drive thru, and that was approved by the Board. Also, the Historical District has been used to bring businesses to Salado. Do not let ordinances stop businesses from coming here to Salado. Mr. Boyton is in favor of having the Firearm retail shop in the Historic District of Salado.

B. Jennifer Prevost

- Wants to see the RV item removed completely. Is not in favor of the possibility of the talk of changing the RV ordinance. The reason Ms. Prevost is living in Salado was because of not having HOA and having the freedom to park her RV on her property without rules or being reported. She is working on building a decent cover for her RV, however, understand this will not happen overnight but it will happen and she understands that.

C. Anthony Palomino

- Spoke about RV Parking. Mr. Palomino and his family has been at this residence for 33 years and he owns an RV. He has always stored his RV in the back of his home since 2000. His access was lost due to the development of Drake's Landing and Gravel Rd. In the future he plans to build an RV cover. They are asking to keep their rights to park their RV in their driveway/property.

D. James McMillian

1. Spoke about the RV Parking Restrictions. This item was brought up about 5 years ago. Mr. McMillian, along with his neighbors, that he spoke with, when he moved here to Salado, he specifically looked for spots that did not have HOAs so there would be some freedom with the property. If the RV is at his house, he has cameras that will alert him. If the RV is not blocking the road for people to see, he does not see it as an issue.

E. James Philpott

- Submitted pictures to the Planning and Zoning Commission Board for them to review. Is in favor of changing the current RV ordinance. Would like to see Salado and keep it beautiful. Having an RV ordinance changed will maintain the beauty and property value will not go down.

F. Earnest Vance

- There are some individuals within the community who use trailers as they may be a part of Fishing tournament or some may have a small business ran out of their trailer. This ordinance may cause an issue for those individuals. Also, the speaker would like to make a recommendation to install speed bumps due to

mailboxes being hit due to speeding.

G. Elizabeth Whitfield

- Ms. Whitfield has lived in Salado for 30 years and in her current home for 5 years. She also moved here because Salado was a rural community and it gave people the freedom to use and care for their property responsibly. It also did not have a Homeowners Association telling people what they could and could not do. Consider those who have lived here peacefully in the community and maintained the property.

H. Linda Reynolds

- Regarding the Sanctuary. Planning and Zoning voted against it and BOA voted for it. Ms. Reynolds also spoke about the development agreement for Southern Oaks. Do not do a sewer capacity unlimited as that would not be good for the city. Allow the citizens to review and have a reasonable time prior to approval.

I. Marshall Pointer

- Believes in people's rights. As an owner of a boat, people will be displaced because of the RV ordinance. Currently there are no HOA's and as long as people are doing the right thing and do not cause the community to feel uncomfortable. People have their own reasons for doing things. Just be kind and understanding and do not enforce something that is not realistic.

J. Allen Sandor

- Stated a "Thank you" to the entire Planning and Zoning Board. He also spoke the sentiments of Mr. Marshall's comment to consider the people who enjoy the outdoors. In his personal opinion, RVs should not be in the front yard. Please consider what is best for everyone and not just for 1 or 2 people.

4. Discussion, consideration, and possible action to approve the meeting minutes:

A. June 23, 2026

Commissioner Allard made a motion to approve Meeting Minutes as corrected to include that responsibility for maintenance of the 20-foot easement is to be dedicated to the Village; Commissioner Latman 2nd the Motion; Passed 4-0

5. PUBLIC HEARING

A. Mark Campbell

- In support of opening a Firearm shop in the Village of Salado. Diversity businesses are needed in Salado. By bringing more businesses to Salado this will increase revenue within the City.

B. Tawnya Dankert

- The purposed owners of the Firearm. We are here to answer any questions you may have. Mrs. Dankert submitted information to the Commissioners for their review and if they may have any questions about the firearm business. Some questions were asked regarding insurance; response \$1M in insurance which includes property. A vault system was installed, black with double door locks. Security system, 4 outdoors and 2 inside, windows and doors. ATF inspection,

2nd inspection will be conducted once they are in the building.

- C. Discussion, consideration, and possible action regarding a request to amend the Historic District Overlay Ordinance regulations 2023-08 to add the retail sales of firearms and ammunition as permitted use.

A motion was made regarding the recommendation the Zoning Ordinance 2023-08 for the Historical Overlay District be amended to a “P” to satisfy the request for Retail sales of Firearms and Ammunition permitted use; Passed 4-0

- D. Discuss and review Sign Ordinance 2025-02 monument sign standards and sign regulations for retail properties located adjacent to residential areas.

Commissioner Mondragon made the motion regarding the Sign Ordinance 2025-02 monument sign standards and sign regulations for retail properties located adjacent to residential areas; Commissioner Gail Allard, Commissioner Jesse Mondragon, Commissioner Austin Brown (3 approved) Commissioner Latman abstained (1);

6. WORKSHOP

- A. Discussion, consideration, and possible action regarding potential amendments to the Village Code concerning recreational vehicle (RV) and Boat parking in residential driveways, including consideration of directing the Planning and Zoning Commission to review the current ordinance and provide a recommendation to the Board of Aldermen.

No Action was taken.

- 7. Discussion Only (**No Action Will be taken**) Matters related to planning, zoning, and development within the City of Salado.

No Action was Taken.

ADJOURNMENT

Meeting was adjourned at 8:38 p.m.

Approved:

Attest:

Marlene Norcross, Chairman

Kathy Cherry, City Secretary

PUBLIC HEARING NOTICE

The Planning and Zoning Commission will hold a public hearing on **Tuesday, July 28, 2026, at 6:00 p.m.**, and the Board of Adjustments will hold a public hearing on **Thursday, August 6, 2026, at 5:00 p.m.**, at the **Municipal Building, 301 N. Stagecoach Road, Salado, Texas**. The public hearings are to consider a variance request for the property at **1317 Mill Creek Drive** to reduce the required **25-foot front building setback** by **3 - 6 feet** to preserve a large oak tree. If you cannot attend the meetings, please email any public comments to gpence@saladotx.gov.



VARIANCE APPLICATION

Date: 6/17/26

APPLICANT

Name: David Malone
Mailing Address: 11806 Mustang Chase
Austin, TX 78727
Daytime Phone: 512-762-5000
Fax: _____

PROPERTY OWNER

David & Mary Malone
same
E-mail: dwmalone69@gmail.com

PROPERTY DESCRIPTION

Street Address: 1317 Mill Creek Dr. Acres: .32
Location: _____
(ie: corner of _____ & _____; or, 1 mile south of FM _____; etc.)

Existing use of property: undeveloped residential lot
Are there buildings on the property? No If yes, what are they used for. _____

REQUESTED VARIANCE

I/We request a variance to Section 3.4 of the 2013-08 Ordinance which requires...
see attached PDF

Instead, I/We would like to request...

Due to...

SUBMITTAL REQUIREMENTS

pd.
✓

\$250.00 Application Fee, due at time of application and payable to the Village of Salado.

Site plan with additional information needed to properly and effectively review the request.
(All drawings must be to scale.)

PLEASE NOTE:

All agreements to the variance by neighbors of the property in question must be in writing to be submitted for support to the variance request.

No variance shall be granted unless the Zoning Board of Adjustments finds:

- (1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of the land; and
- (2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
- (3) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
- (4) That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this Ordinance.

Addendum to VARIANCE APPLICATION

Applicant: David Malone

Property: 1317 Mill Creek Dr.

Requesting a variance to the identified Section of the Zoning Ordinance above would require:

Requesting a variance to the 25' building set back

Requested variance, would like to request:

We respectfully request that the line between the east and west property pins nearest Mill Creek Dr be used to establish the line for the 25' Building Setback measurement. This variance will allow the footprint of the house to be moved 3'-6' closer to the street, which would provide much needed relief for the large oak tree and better construction access around the tree. This request is NOT requesting that any property line or pin be altered or modified.

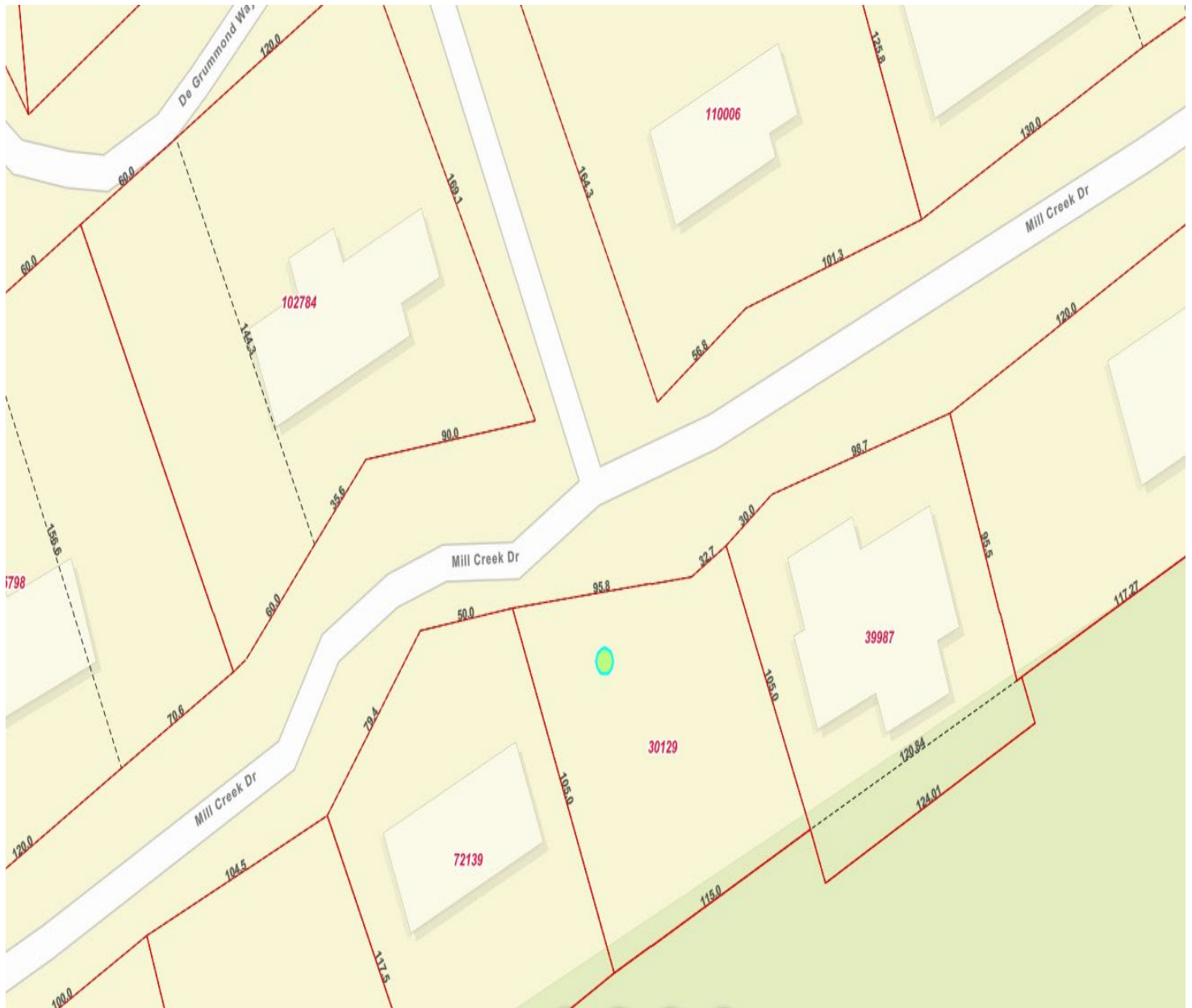
This request is filed for the following reasons:

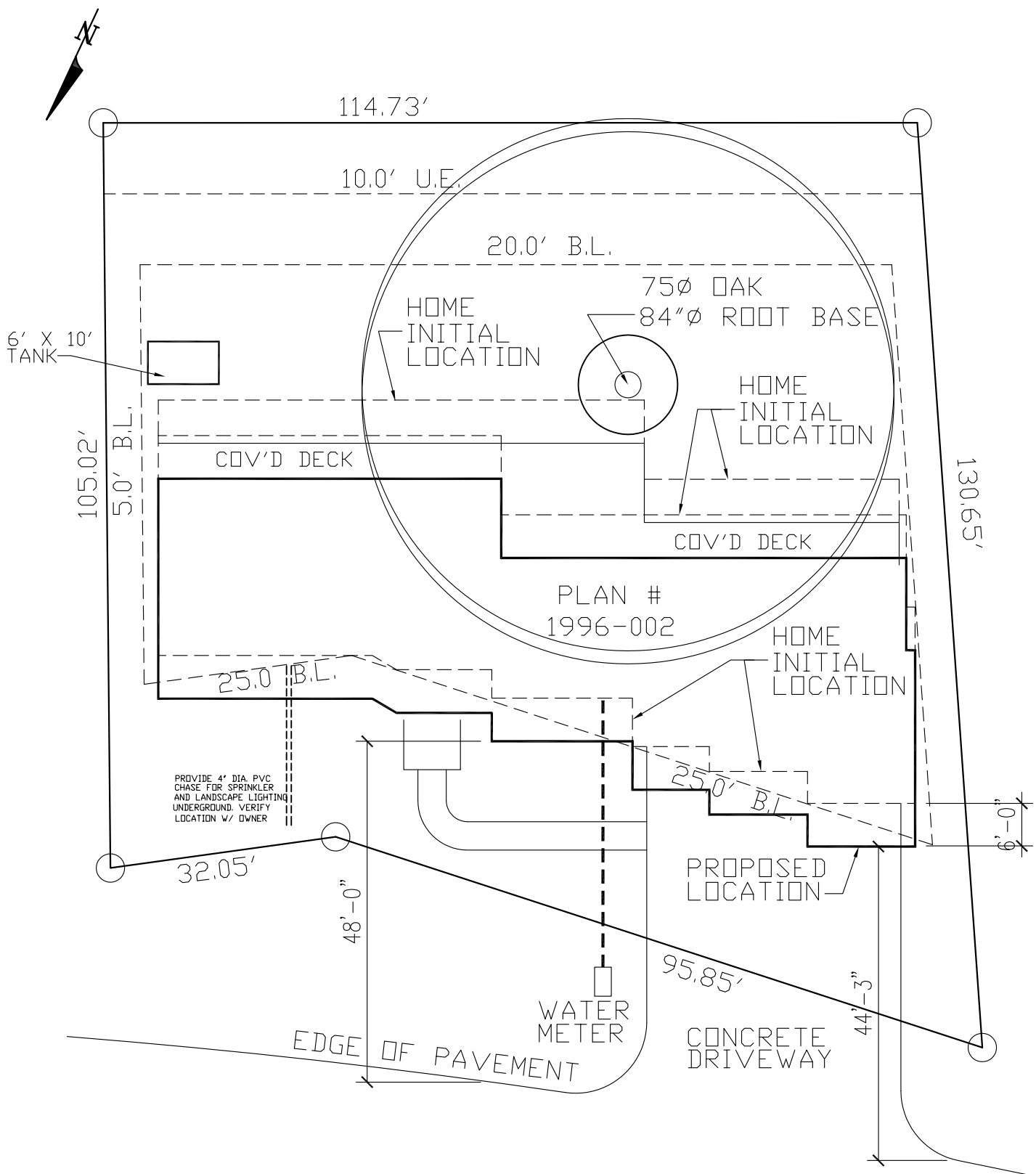
The tree's location was inaccurately recorded in the initial property survey (see attached document (00-1996-002-SITE (4)-site). This error wasn't realized until after start of construction. Preliminary foundation work revealed that the location of the tree butted up to the foundation on the back side of the house. The best solution for the preservation and health of the tree is to move the home foundation away from the tree several feet.

2. The property line on the street side of the lot is defined by three pins. A line drawn between the east and west property pins highlights that the middle pin is significantly offset from this line (see attached document 00-1996-002-SITE-PROPOSED.pdf) . This offset creates a "V notch" in the front property line, which adversely affects the ability to relocate the house farther away from the tree.

3. The front property pins on the east and west side of said lot are 23' to 24 ' from the edge of asphalt of Mill Creek Dr. When this distance is added to the 25' building set back from the property line, there's approximately 48' between the house and the street. If the house foundation is shifted 3' to 6' closer to the street, that distance would be 42' to 45', which indicates there's ample room to move the footprint of the house without adversely affecting the neighborhood. But most importantly, this provides much needed space for the health of this majestic tree.

MILL CREEK SECTION 1, BLOCK 004, LOT 0012





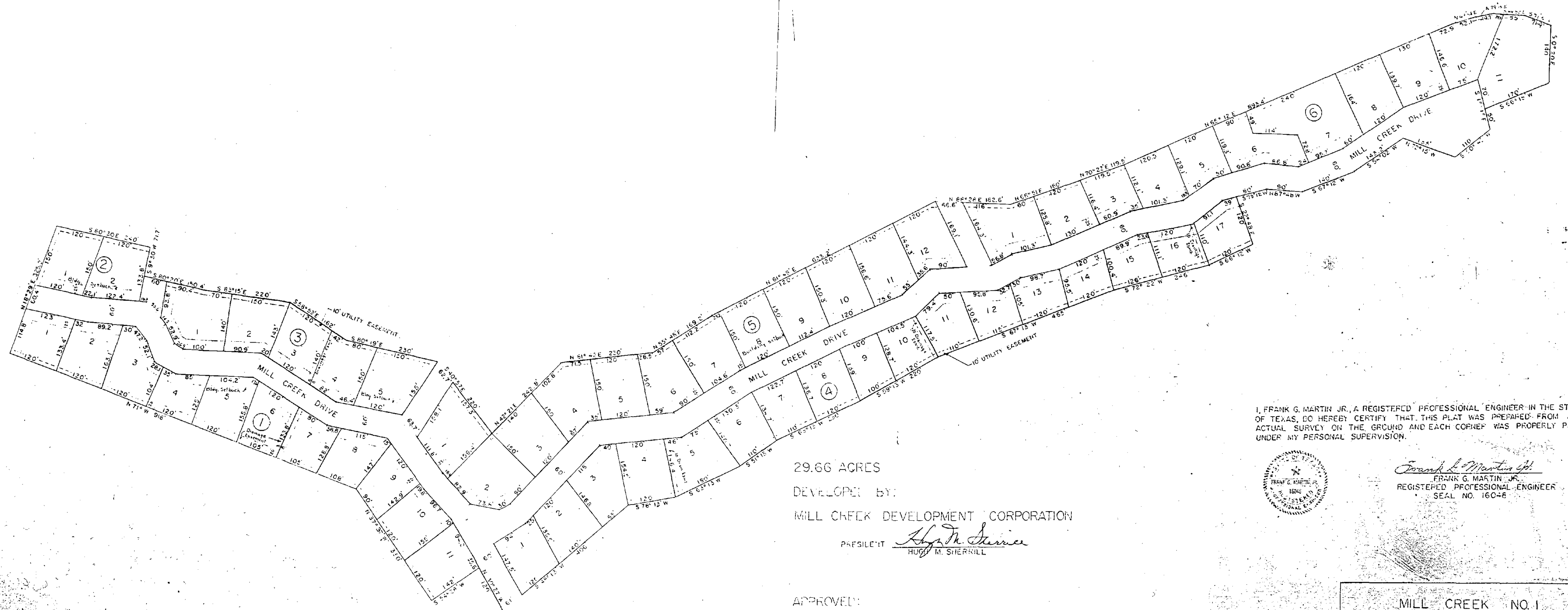
MILL CREEK DRIVE

1317 MILL CREEK DRIVE
 LOT - 12
 BLOCK - 4
 MILL CREEK No. 1

C²RD
 COOK RESIDENTIAL DESIGN
 371 MILL CREEK DRIVE, SUITE 1, SALADO TEXAS
 817-947-5800

SCALE:	1"=20'-0"
PLAN NO:	1996-002
DATE:	07/20/26
DWN BY:	ACC
SITE NO:	

A
244 B



29.66 ACRES

DEVELOPED BY:

MILL CREEK DEVELOPMENT CORPORATION

PRESIDENT *Hugh M. Siernill*
HUGH M. SIERNILL

APPROVED:

COMMISSIONERS OF BELL COUNTY

Raymond Thornton
RAYMOND THORNTON

JULY 5, 1963

DEDICATION VOL. 880 PAGE 20

I, FRANK G. MARTIN JR., A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL SURVEY ON THE GROUND AND EACH CORNER WAS PROPERLY PLACED UNDER MY PERSONAL SUPERVISION.



Frank G. Martin Jr.
FRANK G. MARTIN JR.
REGISTERED PROFESSIONAL ENGINEER
SEAL NO. 16048

MILL CREEK NO. 1
G. F. LANKFORD SURVEY ABSTRACT 510
BELL COUNTY, TEXAS
SURVEYED BY:
FRANK G. MARTIN JR., COUNTY SURVEYOR, BELL COUNTY
JUNE 3, 1963 SCALE 1" = 100'

Planning and Zoning Discussion Summary

RV, Boat, and Trailer Parking Regulations

Staff are seeking direction from the Planning and Zoning Commission regarding possible amendments per the Board of Aldermen's request to the Village's regulations for parking and storing recreational vehicles (RVs), boats, and trailers on residential property. The following topics are organized separately to allow the Commission to discuss each proposed regulatory area during the scheduled workshop. After staff receive input from public and commissioners then staff will prepare a proposed amendment for the Commission's consideration and action.

1. Placement and Yard Restrictions

The Commission may consider where RVs, boats, and trailers may be parked or stored on residential property.

Discussion considerations include:

- Whether long-term parking should be prohibited or limited between the house and the street. (If restricted from being stored between the house and the street)
- Whether temporary front-yard or driveway parking should be permitted for loading, unloading, cleaning, or maintenance.
- Whether temporary parking should be limited to 48 or 72 hours. (If restricted from being stored between the house and the street)
- Whether long-term storage should be restricted to a side or rear yard.
- Whether minimum setbacks of 5 to 8 feet should be required from property lines, structures, or roof overhangs.

2. Public Street Parking

The Commission should consider prohibiting RVs, boats, and trailers from being parked or stored on public streets due to fire safety, emergency access, traffic visibility, and roadway clearance concerns.

Discussion considerations include:

- Whether parking on a public street should be prohibited at all times.
- Whether a limited temporary exception should be allowed for loading or unloading.
- Whether exceptions should be available during emergencies.
- How the restriction would apply to attached and detached trailers.
- How the Village would address vehicles or trailers that create an immediate public-safety hazard.

3. Parking-Surface Requirements

The Commission may discuss whether RVs, boats, and trailers must be parked on an improved surface rather than grass or dirt.

Discussion considerations include:

- Whether concrete or asphalt should be required.
- Whether compacted gravel or another approved all-weather material is an acceptable surface.
- Whether the parking surface must physically connect to an existing driveway or be separated by grass or groundcover.

4. Screening Requirements

The Commission may consider whether RVs, boats, and trailers stored in a side or rear yard must be screened from public view and neighboring properties.

Discussion considerations include:

- Whether screening should be required from streets, adjoining residential properties, or both.
- Whether a solid privacy fence, landscaping, or a combination of both should be required.
- The required height and opacity of the screening.
- Whether screening should match or exceed the height of the stored vehicle or equipment.
- How screening requirements would apply to corner lots.

5. Size and Quantity Limitations

The Commission should discuss whether size and quantity limitations should apply to RVs, boats, and trailers stored on residential property.

Discussion considerations include:

- The maximum combined number of RVs, boats, and trailers permitted at one residence.
- Whether separate limits should apply to each type of vehicle or equipment.
- Whether the permitted quantity should be based on zoning district.
- Whether a maximum length, such as 36 feet, should be established.
- Whether maximum height or width standards should also be included.
- Whether oversized vehicles or quantities exceeding the established limit should be stored at an off-site commercial facility.
- Whether all permitted vehicles and equipment must be currently registered, operable, and maintained in good condition.

6. Habitation and Utility Connections

The Commission may consider regulations prohibiting an RV from being used as a permanent residence, rental unit, or accessory dwelling on residential property.

Discussion considerations include:

- Permanent or temporary occupancy of an RV.
- Use as an independent rental unit or guest house.
- Connections to Village water, wastewater, or residential electrical services.
- Limited temporary guest occupancy should be permitted.
- If allowed, establishing the maximum number of consecutive days and total days per year.
- Identifying applicable health, safety, and emergency-access requirements.

7. Temporary Exceptions

The Commission may discuss whether limited exceptions should be provided for temporary circumstances, including:

- Temporary parking for visiting guests.
- Emergency situations or temporary displacement from a residence.
- Active construction or home-improvement projects with an approved permit.

Any exception should include a clearly defined time limit and applicable placement and safety requirements.

8. Existing Properties and Compliance Period

The Commission should provide directions regarding how amended regulations would apply to existing RVs, boats, trailers, parking surfaces, and storage areas.

Discussion considerations include:

- Whether existing lawful parking arrangements should be grandfathered.
- Whether property owners should be provided with a reasonable compliance period.
- Whether permits or registration with the Village should be required.
- How violations should be documented and enforced.
- Whether enforcement should begin with written notice and an opportunity to correct the violation.

9. Enforcement and Penalties

The Commission may consider establishing penalties when a property owner or resident fails to comply with the ordinance.

Discussion considerations include:

- Whether the Village should issue an initial written warning or notice of violation.
- The amount of time provided to correct a violation.
- Whether a fine should be imposed if the violation is not corrected by the deadline.

- Whether a violation continues should constitute a separate offense.
- Whether repeat violations should be subject to increased penalties.
- Whether the Village should have authority to tow or remove an RV, boat, or trailer that creates an immediate public-safety hazard, subject to applicable law.
- Establishing a penalty amount consistent with the Village's enforcement authority and other municipal ordinances.

Staff are requesting Commission directions on each section before preparing proposed ordinance language for future consideration.

RV Parking Ordinance Review Request

Jeff Van Cura 06/30/26





Some Examples of RV Parking in Mill Creek

- Some Long Term Parking – Behind Fence or Under Cover
- Some simply parked in the Driveway (Short Term usually)
- One example of simply parking in Grass

Short History of RV Parking in Village Ordinances



Ordinance 2018.02 – Passed 5/0 February 1st 2018

... Prohibiting the parking of Vehicles or Trailers in front yards and requiring Recreational Vehicles, Boats and Trailers to be parked in the rear yard behind a fence.



Ordinance 2018.04 – Passed 3/2 March 15th 2018

Ordinance 2018.02 Repealed



Ordinance 2020.09 – Passed 3/2 May 7th 2020

It shall be unlawful for any person to stop, stand, or park a truck-tractor, road tractor, trailer, semi-trailer, bus, commercial motor vehicle, or commercial utility trailer upon private property zoned or used as residential.

Any conditions on RV Parking not present in the Ordinance

Request to the Board of Alderman and Planning & Zoning Board



BoA – **Authorize a Review** the Current Parking Ordinances to determine if some reasonable RV Parking Conditions (such that RVs are not parked long-term on Front-Yard of Residential Driveways, Streets, or Lawns) could be added to our Village Ordinances



P&Z to Take Care to recognize that Short Term Parking (e.g. preparing for an upcoming trip) should be accommodated



P&Z - **to make a review / recommendation** to BoA for Consideration / Potential Approval



Thank You for Your Consideration

Open for any further Questions / Discussion