



DOWNTOWN REVITALIZATION COMMITTEE

TUESDAY - MAY 23, 2023 - 5:30 PM

Notice of AGENDA

Liberty Hill Municipal Court / City Council Chamber

2801 RR 1869

Liberty Hill, Texas 78642

**Kristan LeBaron
Lonnie Wendling
Danyel Cake**

**Kellie Olisky
Daniel Scott**

LIVE VIDEO ACCESS

Live video of the meeting will be displayed on the City's Facebook page.

PLEASE SILENCE YOUR CELL PHONES

1) CALL TO ORDER

a) Establish quorum

2) PUBLIC COMMENTS

Regarding items not on this agenda/Public Comments: Those desiring to speak on a topic not listed on the agenda, please complete a speaker form and present to the City Secretary before the meeting. Speakers will have three minutes each to speak, this time cannot be transferred or shared. Council members may not take action during this item and any responses will be limited to factual statements, recitation of existing policy, or request for the topic to be placed on a future agenda.

Regarding topics listed as an agenda item/During specific agenda item: Council requests that speakers complete a speaker form, indicate which agenda item they are interested in speaking about, and submit form to the City Secretary before the agenda item is addressed. Speaker forms may be emailed to the City Secretary before the meeting at esimpson@libertyhilltx.gov.

3) REGULAR SESSION

a) Discussion, consideration and possible approval of Downtown Revitalization Committee

Regular Meeting April 25, 2023 meeting minutes. (K. LeBaron)

[2023-04-25 Downtown Revitalization Committee draft meeting minutes ES.docx](#)

- b) Discussion, consideration, and possible action on Downtown Revitalization Committee membership to Downtown Association. (K. LeBaron)
- c) Discussion, consideration, and possible action on Downtown Wayfinding Signage. (D. Scott)
- d) Review, discussion, and possible action to select Main Street sign colors. (K. Amsler)
- e) Update on Downtown Master Plan. (P. Brandenburg)
- f) Update on Downtown Streetscape and designated use of ARPA funding. (P. Brandenburg)
- g) Update on the potential relocation of Downtown Powerlines by PEC. (P. Brandenburg)
- h) Update and report regarding information shared at the Cross Committee Communications meeting(s). (D. Scott)
- i) Discussion, consideration, and possible recommendation to City Council on filling the Committee vacancy of Lonnie Wendling.
[DRC applicants.pdf](#)

4) FUTURE AGENDA ITEMS

Issues, topics, items for consideration at a future meeting may be identified and scheduled for a future agenda. No deliberations on the items may occur.

5) ADJOURNMENT

The City Council, Boards, and Commissions reserve the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting, prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), and §551.087 (Development). In compliance with the Americans with Disabilities Act, the City of Liberty Hill will provide reasonable accommodation for persons attending meetings. To better serve you, requests need to be received 48 hours prior to the meeting. Contact the City Secretary at 512-778-5449 – Extension 125.

POSTING CERTIFICATION: I, ELAINE SIMPSON – CITY SECRETARY – CITY OF LIBERTY HILL certify that the attached notice of meeting was duly posted on the bulletin board at City Hall located at 926 Loop 332, Liberty Hill, Texas 78642 and on the City website (www.libertyhilltx.gov) on the _____ day of _____, 202_ at _____. Elaine Simpson – City Secretary.

REMOVAL CERTIFICATION: I ELAINE SIMPSON – CITY SECRETARY – CITY OF LIBERTY HILL certify that the attached notice of meeting was removed from the bulletin board at City Hall located at 926 Loop 332, Liberty Hill, Texas 78642 on the _____ day of _____, 202_ at _____.
INITIALS _____



**DOWNTOWN REVITALIZATION
COMMITTEE DOWNTOWN
REVITALIZATION COMMITTEE
TUESDAY - MAY 23, 2023
2801 Ranch Road 1869 - Liberty Hill**

AGENDA ITEM 3.a

Discussion, consideration and possible approval of Downtown Revitalization Committee Regular Meeting April 25, 2023 meeting minutes. (K. LeBaron)



City of Liberty Hill, TX
Liberty Hill Downtown Revitalization Committee Minutes
Tuesday, April 25, 2023, 5:30 PM
City Council Chamber / Municipal Courthouse
2801 Ranch RD 1869, Liberty Hill, TX 78642

1. CALL TO ORDER

The Downtown Revitalization Committee Workshop was called to order at 5:30 PM by Chair Lonnie Wendling.

Downtown Revitalization Committee Members Present:

Lonnie Wendling, Chair
Daniel Scott
Danyel Cake
Kristan LeBaron, Secretary

Members absent:

Kellie Olisky, Vice-Chair

City Staff:

Paul Brandenburg – City Administrator
Jerry Millard – Director of Planning and Development
Elaine Simpson – City Secretary
Liz Branigan – Mayor

1) CALL TO ORDER

a) Establish quorum

2) PUBLIC COMMENTS

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None.

Planning and Development Director Jerry Millard introduced the newest member of his Department, McKenzi Hicks, whose title is Planner II.

3) REGULAR SESSION

- a) Discussion, consideration, and possible action on the Downtown Revitalization Meeting minutes from March 28, 2023. (K. LeBaron)

Motion by Chair Wendling, seconded by Daniel Scott, to approve, as presented, the meeting minutes from March 28, 2023, meeting of the Committee. Vote on the Motion: Motion carried by a unanimous vote of 4-0. Ayes: Wendling, Scott, Cake and LeBaron. Nays: None. K. Olisky being absent.

- b) Discussion, consideration and possible action regarding Special Joint Meeting April 12, 2023, meeting minutes. (E. Simpson)

Motion by Danyel Cake, seconded by Kristan LeBaron, to approve, as presented, the meeting minutes from the Special Joint Meeting April 12, 2023, with City Council and LHEDC. Vote on the Motion: Motion carried by a unanimous vote of 4-0. Ayes: Wendling, Scott, Cake and LeBaron. Nays: None. K. Olisky being absent.

- c) Update on Downtown Revitalization Master Plan contract award. (P. Brandenburg)

It was announced that items 3.c.) and 3.d.) were similar, so would be considered together.

- d) Update on Downtown Revitalization Master Plan. (P. Brandenburg)

Items c.) and d.) were opened simultaneously.

City Administrator Paul Brandenburg explained that the Liberty Hill Economic Development Corporation (EDC) appointed the Executive Director – Mary Poche – to serve as the negotiator representing them ‘at the negotiating table’ with Halff and Associates. Halff and Associates will negotiate for the contract to draft the Downtown Masterplan, as per EDC and City Council votes, respectively. The City has experience with Halff Associates. The EDC voted to pay for the Downtown Masterplan. City Council approved the staff begin negotiations with Halff.

There was no formal action taken on this item.

- e) Updates, discussion, consideration, and possible action regarding Downtown Revitalization Committee events. (K. Amsler)

Since Vice Chair Kellie Olisky is out tonight, it was determined that this item would be heard at the next meeting.

No action was taken.

- f) Hear update and report regarding information shared at the Cross Committee Communications meeting(s). (D. Scott)

Kristan LeBaron explained that she had attended the Communications meeting in place of Daniel Scott at the last meeting. There was lots of information about what the other Committees and Commissions are doing. EDC is focusing on Marketing and specifically on a list of target businesses that were provided in their Economic Development Strategic Masterplan that was adopted last month. Some of the types of businesses targeted will be businesses dealing with high tech.

City Administrator Brandenburg noted that there is a new news outlet that will be serving the Liberty Hill area, Connect / Community Impact will be mailed on a monthly basis to all the homes in the City.

The Parks Advisory Board representative reported that Parks is concerned with signage. This is of interest to us, of course, because we are concerned with signage. Planning and Zoning is also interested in Signage. The Parks Board is also working on projects that address the Tree Mitigation Fund and the City Park Masterplan. The upcoming opening of the new City Park Pool is also a big part of their work plans at this time.

The Planning and Zoning Commissioners are composing amendments to the Unified Development Code. The Planning Department is supporting the Verdunity consultants as they compose the new City-Wide Masterplan. There have been meetings to discuss issues such as fiscally sustainable development, and ideal density for residential areas. Also, P&Z is considering updating their bylaws.

The LH20 Task Force (Water Committee) is investigating possible sources of future water for the City, including a new spring. They are focused on the City taking a truly regional approach to the water issues which face all the cities in this area.

There was no formal action taken on this report.

- g) Discussion, consideration, and possible action appointing a new Downtown Revitalization Committee Chair. (L. Wendling)

Since Chair Wendling plans not to apply for re-appointment when his term ends in June, He requested this item be added to the agenda. His intention is to pass the gavel of the Chair-ship, and then serve out his last few meetings as a regular member. He will be available to assist the new Chair, if needed.

Daniel Scott was mentioned. He agreed that he would serve if elected.

Kristan LeBaron moved to nominate Daniel Scott to be the new Chair of the Committee. Danyel Cake seconded the motion. Vote on the Motion: Motion carried by a unanimous vote of 4-0. Ayes: Wendling, Scott, Cake and LeBaron. Nays: None. K. Olisky being absent.

- h) Discussion, consideration, and possible action regarding the Downtown Revitalization Action Plans. (L. Wendling)

The Committee changed the order of the items on the agenda and heard item h.) before item g.)

Tomorrow at the City Council meeting, the City Council will consider renaming Loop 332 as Main Street. Also, the CDBG grant application for sidewalks was submitted. If this grant is awarded, it may be over 3 years, so this sidewalk project may need to be done in phases.

The accent painting will be done downtown with the DRC's chosen paint colors.

The plan is being executed to secure out of town (no conflicts of interest) realtors to assist the City/ESD as they seek to find suitable property that is for sale.

Kristan met with Shelly Hargrove and Susie Lawrence with the Texas Downtown Association. It is recommended that the DRC join this statewide group. This will cost about \$3,000 per year. It will provide educational resources and networking opportunities. This may also assist us in becoming eligible faster to apply to be a Main Street City.

Kristan also explained that she had met the new reporter that is assigned to the Liberty Hill beat from the new Community Impact news. The reporter's name is Zacharia.

Motion: Kristan LeBaron moved, and Daniel Scott seconded, to send a request to finance for the recurring costs (estimated \$3,000 per year) for the City of Liberty Hill to join the Texas Downtown Association. Vote on the Motion: Motion carried by a unanimous vote of 4-0. Ayes: Wendling, Scott, Cake and LeBaron. Nays: None. K. Olisky being absent.

4) FUTURE AGENDA ITEMS

Issues, topics, items for consideration at a future meeting may be identified and scheduled for a future agenda. No deliberations on the items may occur.

There were no future agenda items added.

With no other items on the agenda, and no objections from the committee members, Chair Wendling adjourned the Downtown Revitalization Committee at 6:26 PM.

PASSED AND APPROVED BY THE Downtown Revitalization Committee of the City of Liberty Hill, Texas on _____ of _____, 2023 on vote of _____ ayes, _____ nays, and _____ abstentions.

Chair Lonnie Wendling

City Secretary Elaine Simpson



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AGENDA ITEM 3.b

Discussion, consideration, and possible action on Downtown Revitalization Committee membership to Downtown Association. (K. LeBaron)



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AGENDA ITEM 3.c

Discussion, consideration, and possible action on Downtown Wayfinding Signage. (D. Scott)



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AGENDA ITEM 3.d

Review, discussion, and possible action to select Main Street sign colors. (K. Amsler)



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AGENDA ITEM 3.e

Update on Downtown Master Plan. (P. Brandenburg)



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AGENDA ITEM 3.f

Update on Downtown Streetscape and designated use of ARPA funding. (P. Brandenburg)



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AGENDA ITEM 3.g

Update on the potential relocation of Downtown Powerlines by PEC. (P. Brandenburg)



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AGENDA ITEM 3.h

Update and report regarding information shared at the Cross Committee Communications meeting(s). (D. Scott)



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AGENDA ITEM 3.i

**Discussion, consideration, and possible recommendation to City Council on filling the Committee
vacancy of Lonnie Wendling.**

Names of DRC applicants

Nardelli, Sheila

Taylor, Sunday