



PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES

January 3, 2023, at 6:30 PM  
2801 Ranch RD 1869 Liberty Hill, Texas 78642

**Commissioners Present:**

Chair Steve Messana  
Vice-Chair Chad Cormack  
Secretary Diane Williams  
Bryan Rivera

**Commissioners Absent:**

Jon Mathiasen

**City Staff Present:**

Jerry Millard, Director of Planning  
Lynn DeLorenzo, Planning Technician

**1) CALL TO ORDER**

The Planning and Zoning Commission meeting was called to order by Chair Steve Messana at 6:31 PM on Tuesday, January 3, 2023, at 2801 Ranch RD 1869, Liberty Hill, Texas. Quorum was established and all members were present with the exception of Commissioner Jon Mathiasen.

**2) PUBLIC COMMENTS**

There were no public comments.

**3) REGULAR AGENDA**

- a) Discussion and recommendation to the City Council on the final action of the Stonewall Ranch Section 11 Final Plat, being approximately 12.9453 acres out of the J. B. Robinson Survey, Abstract No. 521, Williamson County, Liberty Hill, Texas.

Director Jerry Millard presented the staff report highlighting that, if approved, this final plat will yield approximately seventy-nine (79) single family lots, the streets will be dedicated to Williamson County, the water will be provided by the City of Georgetown, and the wastewater services will be provided by the City of Liberty Hill. Staff recommends approval as it has met all the requirements of the Unified Development Code and applicable State, County, and City regulations.

Motion: Chair Messana moved, and Commissioner Bryan Rivera seconded, to forward a positive recommendation to City Council recommending approval on the final action of the Stonewall Ranch Section 11 Final Plat. **Motion carried by a vote of 4-0.** Ayes: Messana, Rivera, Williams, and Cormack. Nays: 0. Abstentions: 0. Commissioner Jon Mathiasen was absent.

- b) Discussion regarding the process for moving forward with the Planning and Zoning Commission bylaw review and rewrite.

The Commissioners discussed possible options to review and rewrite the bylaws and agreed that focus would first be on cleanup and then on expanding the roles and responsibilities of the Commission. Secretary Williams and Commissioner Rivera will work together to prepare the first draft for discussion at the January 17, 2023 meeting. Director Millard stated that Councilwoman Angela Jones had advised that she would like the bylaws to specify the number of times there would be joint meetings with the Council.

The timeline for the discussion of the expanded roles and responsibilities was set for the first (1<sup>st</sup>) meeting in February, which is scheduled for February 7, 2023. The target for the joint workshop with Council is late February or early March. It was noted that if the workshop will be in March, the 1<sup>st</sup> week of March is preferred.

Director Millard also reminded the Commissioners to consider the Texas Local Government Code Chapter 211 and 212 for possible revisions to the process for plat approvals, etc.

- c) Discussion, consideration and possible action related to the Planning and Zoning Commission regular called meeting minutes from December 6, 2022. (D. Williams, L. DeLorenzo)

Motion: Commissioner Rivera moved, and Vice-Chair Chad Cormack seconded, to approve the regular called meeting minutes from December 6, 2022. **Motion carried**

**by a vote of 4-0. Ayes: Messina, Rivera, Williams, and Cormack. Nays: 0. Abstentions: 0. Commissioner Mathiasen was absent.**

- d) Discussion, consideration and possible action related to the Planning and Zoning Commission regular called meeting minutes from December 20, 2022. (D. Williams, L. DeLorenzo)

**Motion: Vice-Chair Cormack moved, and Commissioner Rivera seconded, to approve the regular called meeting minutes from December 20, 2022. Motion carried by a vote of 4-0. Ayes: Messina, Rivera, Williams, and Cormack. Nays: 0. Abstentions: 0. Commissioner Mathiasen was absent.**

#### **4) FUTURE AGENDA ITEMS**

Director Millard highlighted the need to change the July 4, 2023 meeting, and following discussions, it was agreed that the first (1<sup>st</sup>) meeting would be cancelled and only one (1) meeting would be held in July, with a potentially longer agenda, on July 11, 2023.

Vice-Chair Cormack and Secretary Williams requested that the Goals and Strategies outlined in the previous workshop be on the agenda for the next meeting to discuss the associated action plan.

Director Millard advised the Commission that he has not received feedback from Legal on the Adult Oriented Business ordinance but it, as well the ordinance on towers, might be ready in March. Chair Messina requested that these be on the agenda at the first (1<sup>st</sup>) meeting in February.

Director Millard asked if the format of the meetings was acceptable to the Commission. Following discussions, it was agreed that minutes and plats would be included in a Consent Agenda item in the future.

Director Millard advised the Commission that the maps were updated on the website and that he would send an email to the Commissioners with a link to the updated files.

**5) ADJOURNMENT**

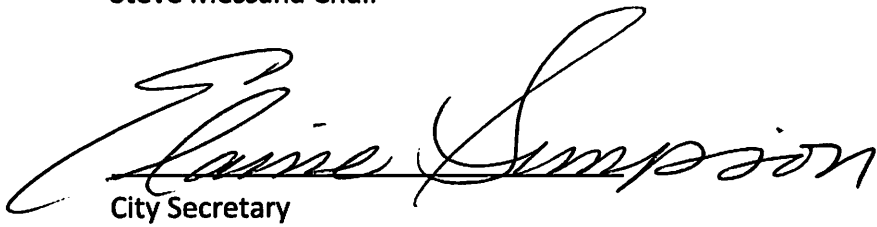
On motion by Secretary Williams, and seconded by Chair Messana, the Planning and Zoning Commission meeting was adjourned at 7:02 PM.

**Motion passed on vote of 4 ayes, 0 nays. 0 Abstentions.** Commissioner Mathiasen was absent.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on Jan 17, 2023, on vote of \_\_\_ ayes, \_ nays, and \_\_\_ abstentions.



Steve Messana Chair



Cassie Simpson  
City Secretary