



PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
January 17, 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
Jon Mathiasen

City Staff Present:

Liz Branigan, Mayor
Paul Brandenburg, City Administrator
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 6:30 PM on Tuesday, January 17, 2023, at 2801 Ranch RD 1869, Liberty Hill, Texas. Quorum was established and all members were present.

2) PUBLIC COMMENTS

There were no public comments.

3) PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Liberty Hill has been asked to review and approve the following application(s), to wit:

- a) Discussion, consideration, and recommendation to the City Council on a request to add Section 6.15, Network Nodes In The Public Right-Of-Way Standards and Transmission Tower Standards, to the Unified Development Code (UDC) for the City of Liberty Hill to create the requirements for Network Nodes and Transmission Towers.

City Council will hold a public hearing on this matter once the Commission has completed its review and the ordinance is ready to be heard by Council for final consideration.

i) Introduction and Staff Report

Director Jerry Millard presented the staff report, highlighting that this proposed ordinance was one of the six (6) gap areas identified by Verdunity but was not brought forward earlier awaiting information for the fee schedule. Director Millard also pointed out that inspections will be carried out by a 3rd party versus staff, and elaborated on various aspects of the ordinance such as co-location, among others.

ii) Hold a Public Hearing

Chair Messina called the Public Hearing to order at 6:38 PM.

There were no public comments.

Chair Messina closed the Public Hearing at 6:38 PM.

iii) Consideration of recommendation(s)

The Commissioners requested clarifications on several items. Changes to the document, as well as some key implementation aspects, were noted as follows:

1. On page 11 of the redlined version B-1-a refers to routine maintenance that does not require excavation but does not define the process of for review if it is required. This should be added.
2. Section 6.15.17, states 200 feet but should also state dimension, such as height. All instances should be corrected to include dimension.
3. Section 6.15.18 Stealth facilities definition should be included in the definition section.
4. Stealth facilities design will need to be determined and added to the Design Manual.
5. Page 18, Section 6.15.26 #3, correction of nonconformities should be strengthened as much as possible.
6. Section 6.15.01 Purpose, "division" should be changed to "Article" and "in the public right-of-way" should be deleted given the regulations go beyond that.
7. Transmission Towers definition should be added to the definition section.
8. Design Manual will need to be finalized given there is a statement in the document which states that the City adopts it.
9. Minor corrections to define acronyms such as RF, FCC and FAA, and for FCC, reference should be made to air space obstruction standards.
10. Section 6.15.16 – add examples or define public safety.

11. Section 6.15.18 C, relative to TxDOT and Williamson County right-of-way, it should also specify prior approval as required.

Motion: Secretary Diane Williams moved, and Commissioner Bryan Rivera seconded, to forward a positive recommendation to City Council recommending approval to add Section 6.15, Network Nodes in the Public Right-of-Way Standards and Transmission Tower Standards, to the Unified Development Code (UDC). **Motion carried by a vote of 5-0.** Ayes: Messana, Rivera, Williams, Cormack, Mathiasen Nays: 0. Abstentions: 0.

4) CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion of those items unless requested by the Commission, in which event the item(s) will be removed from Consent Agenda and considered under Regular Agenda.

- a. Approve the Planning and Zoning Commission meeting minutes from 1-3-2023.

Motion: Chair Messana moved, and Commissioner Rivera seconded, to approve the Consent Agenda. **Motion carried by a vote of 5-0.** Ayes: Messana, Rivera, Williams, Cormack, Mathiasen Nays: 0. Abstentions: 0.

5) REGULAR AGENDA

- a) Discussion, consideration and possible action related to making Planning and Zoning Commission appointments to the newly established Liberty Hill Water (LH20) Task Force.

City Administrator Paul Brandenburg provided the Commission background on the Task Force and indicated a meeting would be held next week to review the Water Plan and provided examples of anticipated activities.

Motion: Secretary Williams moved, and Commissioner Rivera seconded, to appoint Chair Messana and Vice-Chair Chad Cormack to the Task Force. **Motion carried by a vote of 5-0.** Ayes: Messana, Rivera, Williams, Cormack, Mathiasen Nays: 0. Abstentions: 0.

- b) Discussion, consideration and possible action regarding the Planning and Zoning Commission's review of the draft bylaws.

Commissioner Rivera provided the Commission with background information and the challenges, and Secretary Williams reviewed the draft with the Commissioners. Key changes included the following:

- Rewording of advisory board to accommodate inclusion of plat approvals.
 - Section 2.5 Vacancies, split and number the paragraph, and move the sentence related to “if possible, the member shall continue to serve” for clarity.
 - Section 2.6 - remove the section and all references throughout the document to Alternate Members.
 - Section 2.7 – change “Municipal” to “Local Government” and add City Vision, Mission and Core Values to list.
 - Section 2.8 – delete reference to commission approval for reimbursement and insert “approved” before “official business”.
 - Section III, correct spelling and change May to June in Section 3.2. Section 3.3 b) will be moved to Section 4.2 Agenda
 - Section 4.1 a. insert “scheduled” following “one regular meeting” and in b., add “or as posted” to the end of the sentence.
 - Section 4.2 will be numbered and Section 4.8 b. will be split and portion referencing word version of agenda moved to Section 4.2.
 - Section 4.7 to be reworded and changed wherein a member with a conflict of interest will not be remain at the dais and must leave the room.
 - Section 4.8, Change Staff Liaison to City Secretary in last sentence.
 - Section 4.13, leave plat approval inserted as is and change “Secretary” to “City Secretary”.
 - Section V Reports to Council, change to bi-annual and insert “Implementation of Comprehensive Plan” and change other rewording as discussed.
 - Section VI Subcommittees – reword given this is not the approach used by the Commission.
 - Other minor changes as discussed.
 - Director Millard will check with City Secretary on references needed as noted.
 - Duties and Responsibilities – add initial wording for development agreement with caveat that options will be discussed further. This section will be discussed at the next meeting, including existing roles that may no longer be appropriate.
- c) Discussion, consideration and possible action regarding the Planning and Zoning Commission's Goals and Strategies Action Plan for calendar year 2023 as outlined in a previous workshop.

Vice-Chair Cormack advised that he had requested this item and more could be discussed at the next meeting, noting the strategy he would like to move forward on at this time is organizing the representatives of the various boards and committees. Vice-Chair Cormack stated that he would like to be the liaison and host virtual meetings with the other representatives and would report back to the Commission, as they could do for their respective groups.

It was determined that no staff or Council members would be included and it would be more of a networking meeting. It was agreed that Vice-Chair Cormack would coordinate and the remainder of the Action Plan would be placed on the agenda for discussion at the next meeting.

- d) Discussion and consideration of a report of the City's current residential land use ratios provided to City Council.

Director Millard presented the report, highlighting areas discussed previously with Council. The Commissioners held discussions and got clarification on various aspects, and Director Millard elaborated on the affordable housing challenges to get a good mix.

Director Millard advised the Commission that ultimately, staff will keep this information up-to-date and accessible, noting that the pie charts will be included in staff reports. Secretary Williams advised that she had understood from watching the presentation to Council that this would be used in April as well as part of the update to the Future Land Use Map in the Comprehensive Plan, which was confirmed by Director Millard.

6) FUTURE AGENDA ITEMS

The agenda items for discussion at future meetings were identified as follows:

1. Bylaws – Chair Messina and Director Millard will work on future roles and responsibilities. (next meeting)
2. Action Plan (next meeting)
3. Zoning requests (next meeting)
4. Sexually Oriented Businesses (pending input from Legal)

7) ADJOURNMENT

On motion by Vice-Chair Cormack, and seconded by Commissioner Rivera, the Planning and Zoning Commission meeting was adjourned at 9:38 PM.

Motion passed on vote of 5 ayes, 0 nays. 0 Abstentions.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on FEB 7TH, 2023, on vote of 5 ayes, 0 nays, and 0 abstentions.



Steve Messana Chair



City Secretary

