



PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
February 7, 2022, at 6:30 PM  
2801 Ranch RD 1869 Liberty Hill, Texas 78642

**Commissioners Present:**

Chair Steve Messana  
Jon Mathiasen  
Bryan Rivera

**Commissioners Absent:**

Vice-Chair Chad Cormack  
Secretary Diane Williams

**City Staff Present:**

Jerry Millard, Director of Planning  
Lynn DeLorenzo, Planning Technician  
Liz Branigan, Mayor

**1) CALL TO ORDER**

The Planning and Zoning Commission meeting was called to order by Chair Steve Messana at 6:30 PM on Tuesday, February 7, at 2801 Ranch Road 1869, Liberty Hill, Texas. Quorum was established and all members were present, with the exception of Vice-Chair Chad Cormack and Secretary Diane Williams.

**2) PUBLIC COMMENTS**

There were no public comments.

**3) PUBLIC HEARING**

- a) Discussion, consideration, and recommendation to the City Council on a request for a Zone Map Amendment from an Agricultural (A) classification to a General Light Industrial (I1) zoning classification on the following property:

Being 1.091 acres of Cimmaron Business Park, Lot 5, Williamson County, Texas; and identified as Assessor's Parcel R472194. The property is addressed as 123 Holmes Rd., Liberty Hill, Tx 78642.

City Council will hold another public hearing on this matter at their regularly scheduled meeting on February 8, 2023.

*i) Introduction and Staff Report*

Director Jerry Millard introduced the item and presented the staff report, stating that this is another property on Holmes Road which was annexed into the City and was not rezoned at that time. The use has been Light Industrial since annexation and the surrounding properties are also light industrial in nature.

Staff recommends approval of the zone map amendment.

*ii) Hold a Public Hearing*

Chair Messana opened the Public Hearing at 6:36 PM.

There were no public comments.

Chair Messana closed the Public Hearing at 6:36 PM.

*iii) Consideration of recommendation(s)*

There were no Commissioner comments.

Motion: Chair Messana moved, and Commissioner Bryan Rivera seconded, to forward a positive recommendation to City Council regarding a request for a Zone Map Amendment from an Agricultural (A) classification to a General Light Industrial (I1) zoning classification on the following property: Being 1.091 acres of Cimmaron Business Park, Lot 5, Williamson County, Texas; and identified as Assessor's Parcel R472194. The property is addressed as 123 Holmes Rd., Liberty Hill, Tx 78642. **Motion carried unanimously by a vote of 3-0.** Ayes: Messana, Rivera, and Mathiasen. Nays: 0. Abstentions: 0. Cormack and Williams were absent.

**b) Discussion, consideration, and recommendation to the City Council on a request for a Zone Map Amendment from an Agricultural (A) classification to a General Light Industrial (I1) zoning classification on the following property:**

Being 4.6338 acres of Cimmaron Business Park, Lot 6, Williamson County, Texas; and identified as Assessor's Parcel R472195. The property is addressed as 126 Holmes Rd., Liberty Hill, Tx 78642.

City Council will hold another public hearing on this matter at their regularly scheduled meeting on February 8, 2023.

*i) Introduction and Staff Report*

Director Jerry Millard introduced the item and presented the staff report, stating that again this is another property on Holmes Road which was annexed into the City and was not rezoned at that time.

Staff recommends approval of the zone map amendment.

*ii) Hold a Public Hearing*

Chair Messana opened the Public Hearing at 6:40 PM.

There were no public comments.

Chair Messana closed the Public Hearing at 6:40 PM.

*iii) Consideration of recommendation(s)*

Commissioner Rivera asked if notification had been sent to the adjacent mobile home park. Director Millard stated that the notification had been sent to the mobile home park owner, not individual tenants, and that the mobile home park section had been built after the light industrial use. Director Millard and Chair Messana confirmed that the light industrial use had been in place since 2011.

Motion: Chair Messana moved, and Commissioner Rivera seconded, to forward a positive recommendation to City Council regarding a request for a Zone Map Amendment from an Agricultural (A) classification to a General Light Industrial (I1) zoning classification on the following property: Being 4.6338 acres of Cimmaron Business Park, Lot 6, Williamson County, Texas; and identified as Assessor's Parcel R472195. The property is addressed as 126 Holmes Rd., Liberty Hill, Tx 78642. **Motion carried unanimously by a vote of 3-0.** Ayes: Messana, Rivera, and Mathiasen. Nays: 0. Abstentions: 0. Cormack and Williams were absent.

**4) CONSENT AGENDA**

- a) Approve the Planning and Zoning Commission meeting minutes from 1-17-2023.
- b) Consideration and recommendation to City Council on the final action of the Liberty Villas Preliminary Plat, being 14.915 acres of land out of the T. P. Plaster Survey, Abstract No. 510 and 19.9527 acres out of R.Y. Millican Survey, Abstract No. 448. The properties are generally located along the south right-of-way of State Highway 29, west of Bronco Road. The properties are identified as Assessor's Parcel Numbers R431451 and R022765.

Motion: Commissioner Rivera moved, and Chair Messina seconded, to approve the consent agenda. **Motion carried unanimously by a vote of 3-0.** Ayes: Messina, Rivera, and Mathiasen. Nays: 0. Abstentions: 0. Cormack and Williams were absent.

**5) REGULAR AGENDA**

- a) Discussion, consideration and possible action regarding the Planning and Zoning Commission's review of the draft bylaws. (D. Williams, B. Rivera)

Chair Messina advised that review of the bylaws was put on hold until the City Secretary finalized the General ones for standardization with Council and the purpose of this agenda item is to discuss some items, at a high level, related to functions, roles, and responsibilities. Director Millard advised the standardization was on the Council Agenda for February 8, 2023.

Chair Messina reviewed the various items highlighted in the Bylaws document to determine if the Commissioners would like the Planning & Zoning Commission to take on the responsibility. Some of these items would require that the Unified Development Code (UDC) be amended accordingly, subject to Council approval.

1. Board of Adjustment (BOA) – on hold until Council Workshop. Therefore, discussion of the potential Planning and Zoning review prior to BOA was skipped.
2. Plats – The Commissioners would like to recommend that plats would come to Planning and Zoning Commission only for approval.

Director Millard stated that local government code allows this and staff supports it.

Chair Messina advised that, in his opinion, plats should come to Planning and Zoning for approval only, or the Council only, but not both. Director Millard agreed and advised that the local government code indicates that if there is a Planning and Zoning Commission, plats must go to that Commission. Director Millard reminded the Commissions that the review is strictly ministerial. Commissioner Rivera stated that he felt that this procedure would help lighten the work load of the City Council.

Commissioner Mathiasen requested confirmation that there would be an appeal process if the Planning and Zoning Commission did not approve a plat. Director Millard confirmed there would be, but the ordinance would need to be changed to allow for that.

**For recommendation to City Council.**

3. Site Plans – Chair Messana stated that the ordinance allows for the Planning and Zoning Commission, City Administrator or City Council may approve site plans. Director Millard stated that most cities, approval of site plans are at staff level. Chair Messana said the wording should be left as it is because it allows for a future change in the process, without the need to change the ordinance. Director Millard advised that “Engineer” should be changed to staff because it is his group that coordinates the comments from various entities.

Commissioner Mathiasen asked if a “controversial” project would be brought before the Commission. Director Millard stated that there would need to be an ordinance amendment to implement that process.

**It was agreed that no change was needed at this time.**

4. Chair Messana asked about Overlay Districts. Director Millard stated that there were none at this time. Chair Messana inquired about the ongoing discussions of the Downtown Revitalization Commission. Director Millard advised that the downtown is being considered for an overlay district. Chair Messana stated that Planning and Zoning would need to approve overlay districts as it a zoning action. Director Millard agreed.
5. Development Agreements – Chair Messana stated that after more thought, as long as any land use and design standards are coming out of development agreements, as previously mentioned by Director Millard, he would be okay with them not coming to Planning and Zoning Commission. Chair Messana recommended to the group that Development Agreements continue to be approved by City Council, with the stipulation that all mention of design standards and land use would be excluded from development agreements. Director Millard advised that some Developers are emphatic on the inclusion at times but he didn’t want the Development Agreements to into the “weeds” because it could get into contract zoning, so need to be careful. Therefore, it was agreed that if a Development Agreement did contain these items, then it would need to be brought to the Planning and Zoning Commission for review and recommendation to City Council.

Chair Messana stated that the language referencing being “an advisory body only” would also need be cleaned up.

Director Millard thanked Secretary Williams and Commissioner Rivera for their hard work on the by-law revisions.

**For recommendation to City Council.**

Chair Messana made a motion, and Commissioner Rivera seconded, to present these recommendations to City Council. **Motion carried unanimously by a vote of 3-0.** Ayes: Messana, Rivera, and Mathiasen. Nays: 0. Abstentions: 0. Cormack and Williams were absent.

- b) Discussion, consideration and possible action regarding the Planning and Zoning Commission's Goals and Strategic Action Plan for calendar year 2023 as outlined in the previous workshop.

Chair Messana advised that he had not asked for inclusion of this item and Director Millard advised that it was a carry over item because the last time the discussion only focused on the Task Force that Vice-Chair Chad Cormack wanted established. Director Millard added that he wanted to include it for discussion of other items that the Commission might need staff to address, advising that many of the items are cleanup items that would need to be addressed following the UDC update. Director Millard stated that if there are more stop gap items, these can be addressed as needed.

Chair Messana stated that some of the items, like the bylaws, are slightly on hold. Director Millard advised that the standardization was being addressed by Council tomorrow. Director Millard stated that he was not certain on how to push the items to Council but Council has wanted to sit down with the Commission again. Chair Messana advised that he would like this to be done sooner rather than later.

6) **FUTURE AGENDA ITEMS**

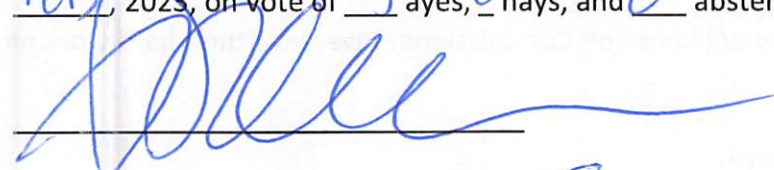
Director Millard suggested that the Commissioners go through the UDC chapter by chapter, after the City Secretary has completed the update of the uncodified ordinances. Director Millard stated that incoming projects have somewhat slowed and staff is taking this time to improve the Development website page(s).

7) **ADJOURNMENT**

On motion by Chair Messana, and seconded by Commissioner Rivera, the Planning and Zoning Commission meeting was adjourned at 7:10 PM.

**Motion passed on vote of 3 ayes, 0 nays. 0 Abstentions.** Ayes: Messana, Rivera, and Mathiasen. Cormack and Williams were absent.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on 21 ~~FEB~~ FEB, 2023, on vote of 3 ayes, 0 nays, and 0 abstentions.

  
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Steve Messana Chair

  
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City Secretary

