



PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
February 21, 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  
Jon Mathiasen  
Bryan Rivera

**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, February 21, at 2801 Ranch Road 1869, Liberty Hill, Texas. Quorum was established and all members were present.

**2) PUBLIC COMMENTS**

There were no public comments.

**3) 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) Recommend approval to the City Council on the final action of Henrietta Preliminary Plat, being 33.9575 acres out of the J. B. Robinson Survey, Abstract no. 521, Williamson County, Texas. The properties are generally located along the south right-of-way of State Highway 29 and east of US Highway 183. The properties are identified as Assessor's Parcel Numbers R484165 and R022855. The properties are locally addressed as 431 US Highway 183, Liberty Hill, Texas.

- b) Recommend approval to the City Council on the final action of the Henrietta Final Plat, being 33.9575 acres out of the J. B. Robinson Survey, Abstract no. 521, Williamson County, Texas. The properties are generally located along the south right-of-way of State Highway 29 and east of US Highway 183. The properties are identified as Assessor's Parcel Numbers R484165 and R022855. The properties are locally addressed as 431 US Highway 183, Liberty Hill, Texas.
- c) Recommend approval to the City Council on the final action of the Fort Tumbleweed Preliminary Plat, being 25.673 acres out of the Richard West Survey, Abstract no. 643, Williamson County, Texas, being all of that called 9.611 acres conveyed to Bryson Holdings, LLC in warranty deed, recorded in document no. 2022054869 and also being all of that called 16.069 acres conveyed to Bryson Holdings, LLC in warranty deed, recorded in document no. 2022055608. The properties are generally located along the north right-of- way of State Highway 29 and west of County Road 277. The properties are identified as Assessor's Parcel Numbers R023037, R023052, R023051, R023054, and R023044.
- d) Recommend approval to the City Council on the final action of the Fort Tumbleweed Final Plat, being 25.673 acres out of the Richard West Survey, Abstract no. 643, Williamson County, Texas, being all of that called 9.611 acres conveyed to Bryson Holdings, LLC in warranty deed, recorded in document no. 2022054869 and also being all of that called 16.069 acres conveyed to Bryson Holdings, LLC in warranty deed, recorded in document no. 2022055608. The properties are generally located along the north right-of-way of State Highway 29 and west of County Road 277. The properties are identified as Assessor's Parcel Numbers R023037, R023052, R023051, R023054, and R023044.
- e) Approve the Planning and Zoning Commission meeting minutes from 2-7-2023.

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

**4) REGULAR AGENDA**

There were no regular agenda items.

**5) FUTURE AGENDA ITEMS**

Director Jerry Millard advised the Commissioners that a variance for a temporary portable building for the Liberty Hill Independent School District would be on the upcoming agenda. Director Millard noted that there was no way to handle it currently like a conditional use permit, so the only way forward appeared to be a variance. Secretary Williams suggested, to avoid a potential delay at a later date, that staff review the Unified Development Code (UDC) to ensure this type of variance is to come to the Planning and Zoning Commission

given variances were something identified that needed to be resolved during the work on the bylaws. Chair Messana requested that a list of other potential variances that might come to the Commission also be identified.

Director Millard updated the Commissioners on the Comprehensive Plan, noting that the next visit from Verdunity was coming up in April. Secretary Williams requested that an update to the Comprehensive Plan be added as an agenda item at least once per month as outlined in the Commission's Annual Work Plan.

Secretary Williams requested that an agenda item for a potential UDC and Final Plat Application update be added to discuss if updates are needed given currently it requires that the preliminary plat be approved prior to submission of the final plat. Secretary Williams noted that exceptions, at times, may be necessary but if that is the case, it is important for transparency that staff include the reason for the exception in future staff reports.

Director Millard updated the Commissioners on the outcomes and schedules for previous Agenda items relative to the City Council approvals.

Vice-Chair Cormack inquired on a posted solicitation for plan review. Director Millard clarified it was for the planning portion of the work.

Director Millard advised the Commissioners that a Request for Quotation had also gone out for the Downtown Master Plan. Vice-Chair Cormack requested clarification as to why given it was originally part of the Verdunity Contract. Director Millard advised that the Downtown Revitalization Committee wanted it started before Verdunity was able to get to it.

Commissioner Rivera advised the Commissioners that he and Chair Messana had worked with the City's Communications staff to do a video on the Comprehensive Plan and suggested that it be shared to increase the number of views. It was also noted that there was an interactive map intended to get public input on, and response on it too was lower than hoped.

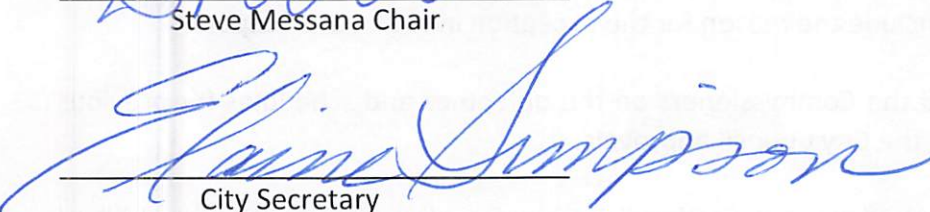
6) ADJOURNMENT

On motion by Secretary Williams, and seconded by Commissioner Rivera, the Planning and Zoning Commission meeting was adjourned at 6:43 PM.

**Motion passed on vote of 5 ayes, 0 nays. 0 Abstentions.** Ayes: Messana, Cormack, Williams, Rivera, and Mathiasen.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on 7<sup>th</sup> MARCH, 2023, on vote of 4 ayes, 0 nays, and 0 abstentions.

  
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Steve Messana Chair

  
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City Secretary