



PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
March 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  
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, March 21, at 2801 Ranch Road 1869, Liberty Hill, Texas. Quorum was established and all current 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) Approve the Planning and Zoning Commission meeting minutes from 3-7-2023.

Motion: Commissioner Bryan Rivera moved, and Char Messana seconded, to approve the Consent Agenda. **Motion carried unanimously by a vote of 4-0.** Ayes: Messana, Cormack, Williams, and Rivera. Nays: 0. Abstentions: 0.

#### 4) REGULAR AGENDA

- a. Discussion regarding a request to amend Section 6.11.05 to the Unified Development Code (UDC) for the City of Liberty Hill to amend the threshold requirement for a Traffic Impact Analysis (TIA) and add regulations specific to Liberty Hill ISD development.

The Commission and City Council will hold public hearings on this matter at a later date.

Director Jerry Millard reviewed the staff report and the redlined ordinance, noting that this had been requested by the Council and prepared by the City's legal team. Director Millard noted that a public hearing would be needed in the future and that this item was for discussion only by the Commission tonight, and by Council tomorrow night.

Director Millard noted the challenges of the three (3) schools close to Main Street. Staff recommends the ordinance amendment presented, except believes it should be by site, not as a development, where all three (3) of the schools could technically count as one.

The Commissioners highlighted various concerns, which were discussed with staff. Key highlights included:

- Clarification if "combination of developments" would mean various developers who might come in at different times, requested by Chair Messana. City Administrator Brandenburg advised it was meant to mean sole owner;
- If the existing traffic could be counted versus only what is being added in areas wherein the traffic is already a problem, requested by Vice-Chair Cormack;
- Leander, Georgetown and Cedar Park actually use 2000 trips per day and concern about a "one size fits all" approach to address the School traffic concerns that would impact all developments was highlighted by Secretary Williams. Secretary Williams provided a sample of Cedar Park ordinance for consideration conceptually, as it has a different means of handling, for example, city streets versus state highways, and also a means for the Planning and Zoning to request a traffic impact analysis.

The Commissioners and staff discussed the various concerns, noting that traffic and safety are key concerns that need to be addressed.

Director Millard will discuss the concerns and suggestions noted by the Commission with Council.

No action was taken.

- b. Receive an update and possible discussion of the Boards & Commission coordination meeting from Vice Chair Cormack.

Vice-Chair Cormack advised the Commission that the first joint meeting was virtually held on March 16, 2023 and found it very beneficial to help break down the silos. Vice-Chair Cormack highlighted the key activities from the various groups, noting that the Economic Development Corporation (EDC) member could not attend but had provided a subsequent update.

City Administrator Brandenburg suggested that it would be good to get the EDC to come and dialog with the Commission.

Vice-Chair Cormack requested that a standing agenda item for the 1<sup>st</sup> Commission Meeting each month be added so he can brief the Commission on the joint session with the other boards and committees, which is scheduled for the 3<sup>rd</sup> Thursday of each month.

No action was taken.

- c. Discussion regarding the City Council approved Guiding Development Principles. (J. Millard)

Director Millard presented the Council approved Guiding Principles noting it was passed as a resolution but may trigger ordinance changes in the future. City Administrator Brandenburg noted that these were intended to be guidelines to be used as a guide only.

No action was taken.

- d. Receive status update on the Comprehensive Plan and Unified Development Code rewrite being completed by Verdunity.

Director Millard presented the Consultant's status to the Commission and requested that the Commissioner's push out more to audiences on the various videos to get more views, and highlighted that everything is on schedule and the Comprehensive Plan is due for adoption in September, 2023.

Chair Messana asked when the 2<sup>nd</sup> trip will be scheduled that is noted for April 17-19, 2023. Director Millard stated most likely April 17<sup>th</sup>, a Monday. Chair Messana requested that the Commissions be advised as soon as possible to ensure their calendars are clear.

No action was taken.

e. Discussion regarding the 2023 Annual Work Plan.

Director Millard noted that draft Work Plan was prepared by Secretary Williams with some updates from staff. Key discussion included:

- Addition of GIS action item as discussed;
- Addition of TIA ordinance amendment;
- Director Millard will coordinate with Consultants to determine potential quarters for completion of the pending ordinance amendments, and clarify if any will be included later in 2024 instead;
- Vice-Chair Cormack suggested that the joint meeting with the EDC be held the week of April 24<sup>th</sup> to follow the Commission's Land Use session with the Consultant; and
- Completed items will be designated with a strikethrough.

No action was taken.

f. Discussion related to filling of Commission vacancies.

Director Millard advised that the Communications Director had posted for applications to fill the vacancy but there was only one (1) to-date. Chair Messana asked if there had been previous ones submitted and Director Millard advised that the City Secretary was checking.

No action was taken.

**5) DIRECTOR OF PLANNING COMMENTS**

Directors comments to include updates to projects and future agenda item scheduling. There can be no deliberation or action taken on these items.

Director Millard advised that he had no comments at this time but the item had been changed for clarity going forward.

Secretary Williams reviewed the previous future agenda items and updates were as follows:

1. Adult/Sexually Oriented Business Ordinance. Director Millard advised that this would not be ready until the 2<sup>nd</sup> Commission meeting in April.
2. Bylaws amendment. Director Millard will send the draft to Vice-Chair Cormack.
3. Action Plan Status. Will be placed on the Commission agenda quarterly.
4. Joint EDC Meeting will be after Trip #2 of the Consultant.

**6) ADJOURNMENT**

On motion by Commissioner Rivera, and seconded by Secretary Williams, the Planning and Zoning Commission meeting was adjourned at 8:00 PM.

**Motion passed on vote of 4 ayes, 0 nays. 0 Abstentions.** Ayes: Messana, Cormack, Williams, and Rivera. Nays: 0. Abstentions: 0.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on APRIL 4<sup>TH</sup>, 2023, on vote of 3 ayes, 0 nays, and 0 abstentions.



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Steve Messana Chair



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City Secretary

4/4/23

