



PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
April 4, 2023 at 6:30 PM
City Council Chamber/Municipal Court Room
2801 Ranch RD 1869
Liberty Hill, Texas
78642

Commissioners Present:

Steve Messana, Chair
Diane Williams, Secretary
Bryan Rivera

Commissioner(s) Absent

Chad Cormack, Vice Chair

City Staff Present:

Jerry Millard, Director of Planning
Elaine Simpson, City Secretary
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, April 4, 2023, at 2801 Ranch Road 1869, Liberty Hill, Texas. Quorum was established and all members were present, except for Vice-Chair Chad Cormack

Chair Steve Messana led the invocation, and led the pledges of allegiance to US and Texas flags, respectively.

2) PUBLIC COMMENTS

Public Comments are welcome. You may submit Public Comments in person, or you may submit to the City Secretary at esimpson@libertyhilltx.gov before 3:00 PM the day of the meeting.

There were no citizen 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 3-21-2023.

Motion: Chair Messana moved, and Commissioner Rivera seconded, to approve the Consent Agenda. **Motion carried unanimously by a vote of 3-0.** Ayes: Messana, Williams, and Rivera. Nays: 0. Abstentions: 0. Vice-Chair Cormack was absent.

4) REGULAR AGENDA

- a) Discussion and possible action on the revised Planning and Zoning Commission Bylaws.
(J. Millard)

Director Millard addressed the Commission and highlighted the areas in the document he had provided input on. Changes were agreed upon as follows:

- Page 15, Section 4.10 Public Participation, delete the last sentence pertaining to disruption of meetings;
- Page 15, Section 4.12 Executive Session – Chair Messana clarified that the items listed were merely examples and not all inclusive. Director Millard concurred. The note is to be removed;
- Page 15, Section 4.13 – insert at the end of the first paragraph “Additionally, the Commission shall review the Comprehensive Plan as needed or requested by the Council”. The second paragraph containing the note is to be removed;
- Page 15, Section 4.14 – The note is to be removed and replaced with “The Annual Workplan shall be updated in November of each year”.

Secretary Williams noted that there were additional items that were still pending discussion and review. The following highlights the discussion and changes agreed upon:

- Page 10, Section 1.2 B. 2 – insert “or” between “plans” and “maps”;
- Page 11 - delete #7 related to clearing of slums and blighted areas;
- Page 11 - #8, change “capital improvement budget” to “capital improvement plan” and delete remainder of sentence that follows;
- Page 11 - #9, insert “City and” before “City’s extraterritorial jurisdiction”;
- All blue/green highlights, change color for readability throughout;
- Page 12, #16 pertaining to the Unified Development Code (UDC) wording related to traffic impact analysis etc. – following discussion it was agreed to leave the note in the document

for discussion during the joint workshop with Council, noting either the responsibilities of the Commission need to change to align with the UDC or the UDC needs to be updated.;

- Page 12, Section 2.1 – level of detail change was agreed upon and the highlighted note should be removed;
- Page 14, Section 4.6 Conduct of Meeting, last sentence – all wording after “Handbook” should be deleted and highlight removed;
- Page 14, Section 4.7 Voting a. 1st sentence – change to “except on matters wherein the Member has a conflict of interest”;
- Page 14, Section 4.7 Voting a. – insert at the end “Any abstentions shall be handled in accordance with the Board and Commission Member Handbook.”;
- Page 14, Section 4.8 Minutes – correct numbering and on corrected c. change “an original” to “a”;
- Page 18, Section VI Working Groups – Chair Messana asked for clarification of changes and following elaboration of the changes from previous Subcommittee wording to Working Groups by Secretary Williams and Commissioner Rivera, no changes were made;
- Director Millard noted he would update for any other number corrections needed.

Director Millard will make the associated changes discussed and forward a copy to Secretary Williams.

No action was taken.

b) Discussion regarding Verdunity Trip #2. (J. Millard)

Director Millard outlined the timeline for the Verdunity Trip #2 scheduled for April 17-19, 2023 as follows:

- Monday, April 17th – Meeting with staff and conduct of a come and go community event, preferably downtown. Venue and time to be determined. Commission encouraged to attend. Director Millard to notify Commission and the City Secretary soonest for posting of a potential quorum.
- Tuesday, April 18th – Meeting with various City Departments and two (2) 90-minute sessions starting at 5:30PM. The first being a community event from 5:30PM – 7:00PM (Commission encouraged to attend) and the second being a joint facilitated workshop with the Planning and Zoning Commission and the Council on goals and fiscal sustainability from 7:00PM – 8:30PM. Both sessions will be included in one (1) notice per the City Secretary.
- Wednesday, April 19th – Meeting with the Planning staff.

5) DIRECTOR OF PLANNING COMMENTS

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

Director Millard thanked Secretary Williams and the Commissioners for their work on the bylaws.

Director Millard advised that the Council discussion on the ordinance for the traffic impact analysis, previously recommended by the Commission, was postponed and will now be taken up by the Council on April 12, 2023.

Director Millard addressed the changes made by Council on the Accessory Dwelling Unit ordinance, which has now been approved with said changes.

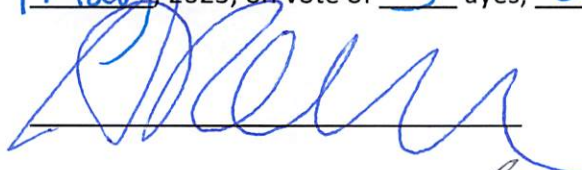
It was noted that the agenda item for the Adult Oriented/Sexually Oriented Businesses will be on the April 26, 2023 Commission Agenda.

6) ADJOURNMENT

On motion by Secretary Williams, and seconded by Commissioner Rivera, the Planning and Zoning Commission meeting was adjourned at 7:33 PM.

Motion passed unanimously on vote of 3 ayes. Ayes: Messana, Williams, and Rivera. Nays: 0. Abstentions: 0. Vice-Chair Cormack was absent.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on 16th May, 2023, on vote of 3 ayes, 0 nays, and 0 abstentions.



Steve Messana
Chair



City Secretary

