



PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
May 2, 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
McKenzi Hicks, Planner II

1. CALL TO ORDER

The Planning and Zoning Commission meeting was called to order by Chair Steve Messana at 6:30 PM on Tuesday, May 2, 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) 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 amend Section 6.11.05 and 8.02 to the Unified Development Code (UDC) for the City of Liberty Hill to amend the threshold requirement for a Traffic Impact Analysis (TIA). PLANNING & ZONING COMMISSION REGULAR MEETING TUESDAY - MAY 2, 2023 - 6:30 PM Notice of AGENDA Council Chamber at Municipal Court - 2801 Ranch Road 1869, Liberty Hill, Texas 1 City Council will hold a public hearing on this matter on May 10, 2023 at 6pm at 2801 Ranch Rd 1869, Liberty Hill, TX 78642.

i) Introduction and staff report.

Director Jerry Millard presented the staff report advising the Commissioners that this version of the proposed amendment had taken into consideration the Commissioners' previous input and that the City Council was happy with this version when it was presented to them.

Staff recommends recommending approval of the UDC Text Amendment to City Council as presented.

ii) Hold a Public Hearing.

Chair Messana opened the Public Hearing at 6:34PM.

There were no citizen comments.

Chair Messana closed the Public Hearing at 6:35PM.

iii) Recommendation regarding requested variance

Commissioner Bryan Rivera requested confirmation that all the previous input had been taken into consideration. Director Millard confirmed.

Secretary Diane Williams noted that Director Millard had indicated that the City Council was happy with what had been presented but recalled being present in the meeting when Council Member Angela Jones requested that a clarification be included. Director Millard indicated that he and the City Engineer had discussed it later and felt that a change was not needed. Secretary Williams asked

if he had discussed this with Council Member Jones and she was okay with that. Director Millard confirmed.

Chair Messana inquired as to why the 15% increase in student population had been included as a trigger and Director Millard advised it was based on previous discussions with the City Council. There was also discussion on how this would be measured.

Secretary Williams inquired as to what the process would be for the Planning and Zoning Commission to request a TIA and there was discussion on how the process would work, with specific concerns around the inclusion of the wording "to previously approved developments" and there not being a clear indication of what would come before the Commission to enable that to occur. Following a lengthy discussion between the Commissioners and Director Millard, Secretary Williams suggested that, to resolve the issue for now, the wording could be removed and the process and implementation aspects could be worked out as part of the Commission's bylaw rewrite.

Motion: Secretary Williams moved, and Commissioner Rivera seconded, to recommend approval of the of the UDC Text Amendment to the City Council, subject to the removal of the wording "to previously approved developments". **Motion carried by a vote of 3-0.** Ayes: Messana, Williams, and Rivera. Nays: 0. Abstentions: 0. Vice-Chair Cormack was absent.

4) REGULAR AGENDA

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

Chair Messana postponed the item given the absence of the Vice-Chair and directed staff to include the item on the next meeting agenda.

No action was taken.

- b) Discussion, consideration, and possible recommendation to City Council on filling the Commission vacancy of Commissioner Mathiasen.

Director Millard introduced the item, noting there were three (3) applications for people that applied this year in the packet, noting that one (1) applicant, Mr. Brian Williams, was present and signed up to speak, and he could not reach the other two (2) applicants.

Secretary Williams expressed concern that in December 2021, there were over twenty (20) applicants, with fourteen (14) listing Planning and Zoning as their number 1 priority, yet now, technically in the packet, only one (1) applicant put Planning and Zoning, while the other listed interest in all Committees, and the last one, Mr. Williams, while present at the meeting, did not list Planning and Zoning nor have an updated and complete application as required now. The City Secretary advised that Rebecca Harness had tried to contact all the previous applicants to determine if they were still interested. Director Millard advised that he had been requested by the City Administrator to reach out to Mr. Williams to see if he might be interested.

Mr. Williams addressed the Commission and advised that he had previously been on the Commission for three (3) years, and his expertise as civil engineer could provide benefit to the group.

Secretary Williams asked Mr. Williams some of the questions previously used by the Commission with applicants, noting he had already answered some in his comments.

- 1) Do you have any potential conflicts of interests? Mr. Williams advised yes, there were a few projects he had worked on that might come before the Commission.
- 2) What do you have to offer the Planning and Zoning? Mr. Williams gave examples of how his civil engineering background could be of benefit to the Commission, citing the TIA on the agenda as an example.

Secretary Williams noted that one of her main concerns was about the process itself and ensuring consistency.

Commissioner Rivera noted that while the City reached out to Mr. Williams, he would also like to see the same information provided by Mr. Williams like the others and asked that the item be postponed to allow for that.

Secretary Williams also requested that the Communication Director be asked to repost the call for applications, including wording to advise people that if they had not submitted an application from a certain date in 2023 onward, to please submit a new one so there is no confusion that the old applications are still in effect for consideration. It was determined that the date used should be March 2023.

Motion: Secretary Williams moved, and Commissioner Rivera seconded, to postpone the agenda item until the next meeting, with the directions provided to repost on social media the call for new applications if not submitted in March 2023 onward. **Motion carried by a vote of 3-0.** Ayes: Messina, Williams, and Rivera. Nays: 0. Abstentions: 0. Vice-Chair Cormack was absent.

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 advised the Commission that the Adult Oriented/Sexually Oriented Business UDC amendment was not yet ready and would be placed on the next agenda. Director Millard also noted that with the addition of the new staff, progress was being made on the Geographic Information System (GIS) and maps, as per the action item on the Annual Work Plan. Secretary Williams requested the amended version of the Annual Work Plan posted online be sent to her in word format to enable her to assist the staff in updating the outdated information.

Chair Messina inquired, given now fully staffed, when progress would be made on the Dark Skies Certification. Director Millard advised that is the Planning Technician who is tasked with progressing that but until now, she has been unable to attend the required meeting. Director Millard noted that she would now be scheduled to attend the next available meeting.

Secretary Williams noted the following as items also needed for future agenda items:

1. The Minutes of the April 4, 2023 Commission Meeting, submitted on April 6, 2023. Director Millard requested that Secretary Williams copy him on minutes submitted in the future.
2. The Joint Workshop with the City Council to review the bylaws.
3. The Joint Workshop with the Economic Development Corporation (EDC) postponed until after the recent Comp Plan session. Chair Messana indicated that he and the City Administrator had recently discussed scheduling of this session.
4. The Sign Ordinance gap.

Chair Messana directed staff include these items in the agenda under Section 5 going forward as reminders.

6) ADJOURNMENT

On motion by Secretary Williams, and seconded by Commissioner Rivera, the Planning and Zoning Commission meeting was adjourned at 7:25 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 May
16, 2023, on vote of 3 ayes, 0 nays, and 0 abstentions.



Steve Messana
Chair



City Secretary

