



PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
June 6, 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

Commissioners Absent:

Chad Cormack, Vice Chair

City Staff Present:

Liz Branigan, Mayor
Elaine Simpson, City Secretary
Jerry Millard, Director of Planning
McKenzi Hicks, Planner II
Shelby Claridge, Planning Technician

1. CALL TO ORDER

The Planning and Zoning Commission meeting was called to order by Chair Steve Messana at 6:32 PM on Tuesday, June 6, 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) Approval of May 16, 2023 P&Z Commission Regular Called Meeting minutes. (Secretary D. Williams)

b) Approval of the June 1, 2023 P&Z Commission Joint Special Meeting with City Council meeting minutes (D. Williams)

c) ***Pulled from Consent Agenda by Secretary Williams*** *Discussion and recommendation to the City Council on the final action of the 1869 Ranch Preliminary Plat, being approximately 129.30 acres, part of and out of the Edmund S. Brooks Survey, Abstract No. 81, Williamson County, Texas. (M. Hicks)*

Motion: Motion by Secretary Diane Williams, seconded by Commissioner Rivera, to approve all items on the Consent Agenda **with the exception of item 3.c. Motion carried unanimously by a vote of 3-0.** Ayes: Messana, Williams, and Rivera. Nays: 0. Abstentions: 0. Vice-Chair Cormack was absent.

Item 3c. Discussion and recommendation to the City Council on the final action of the 1869 Ranch Preliminary Plat, being approximately 129.30 acres, part of and out of the Edmund S. Brooks Survey, Abstract No. 81, Williamson County, Texas. (M. Hicks)

Ms. McKenzi Hicks asked if the Commission wanted a presentation of the report, noting that Secretary Williams had inquired on the new report format and the need for the staff recommendation that confirmed the plat met all the requirements as indicated in the Unified Development Code (UDC). Ms. Hicks advised that the previous template will be used in the future and confirmed that this plat met all the requirements. Secretary Williams advised that she didn't feel that a presentation was needed but wanted to have the staff confirmation that it met all the requirements.

Motion: Motion by Secretary Williams, seconded by Commissioner Rivera, to recommend to City Council approval of the 1869 Ranch Preliminary Plat. **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, consideration, and possible recommendation to City Council on filling the Commission vacancy. (J. Millard)

Director Jerry Millard introduced the topic, noting that there were six (6) applicants, however, Brian Williams had subsequently withdrawn so there were now five (5). Director Millard noted that Ms. Sarah Nova and Ms. Jacquetta Thayer were present should the Commission want to ask them any questions.

Secretary Williams noted that while the application for Rachael Holladay indicated she lived inside the city limits, the address is actually inside the ISD only, stressing it was most likely just a misunderstanding of the boundaries, which has happened before. Secretary Williams further advised that there was only one (1) candidate inside the city limits, Ms. Thayer, and as such, she wanted to nominate her, noting it appeared she had some educational background in government.

The City Secretary inquired to Director Millard if he had not included the application of Travis Redding, which had been submitted in November 2022. Director Millard advised he had not. Secretary Williams noted the Commission had been told previously that the applications would only be ones submitted this year and that is most likely why it had not been provided.

Chair Messana advised the two (2) applicants present that he would ask a series of questions, after letting each introduce themselves.

Ms. Nova introduced herself and provided highlights of her background. With regard to the question from Chair Messana on why she wanted to join the Planning and Zoning Commission, Ms. Nova advised that she lived in the county, in the school district, for four (4) years and had a background in local government, as a city manager, with experience in growing communities to know what is good government and good development. Ms. Nova noted she is currently a Land Use Consultant with twenty (20) years of experience inside the city and has also seen it now from outside the city. Chair Messana asked if there would be any conflicts of interest and Ms. Nova advised that she is a Consultant for Land Use in a big law firm and if there would be a project in Liberty Hill, she would recuse herself. Chair Messana noted that Ms. Nova had answered the other remaining questions in her previous responses. Commissioner Rivera inquired about Ms. Nova's role in the Flatonia Comprehensive Plan and Ms. Nova advised that she helped get the plan adopted in the 2020-2021 timeframe.

Ms. Thayer introduced herself and provided highlights of her background, noting she lived inside the city limits in Liberty Parke for five (5) years and was from New Mexico, then moved to Austin, and then to other cities before deciding to teach in Leander. Ms. Thayer noted she worked for a charter school, and while she travels some, she works from home teaching social studies, and training students in government. She highlighted that she knew government from books but not the practical aspects. Ms. Thayer noted that she has good experience in listening to concerns and talking through them. With regard to Chair Messana's question on why she wanted to join the Commission, Ms. Thayer advised that she wants to see what Liberty Hill is from the inside, and while she is well read, she wants the experience, noting there may be a little learning curve. Ms. Thayer noted she

has no potential conflict of interest in response to the associated question from Chair Messana. With regard to the question from Chair Messana on any related experience, Ms. Thayer said not necessarily, maybe some, but not in Liberty Hill. With regard to the question on what she might have to offer the Commission, Ms. Thayer replied that she had an open ear to hear everyone's perspective. Commissioner Rivera confirmed that Ms. Thayer's Masters degree was in history.

Commissioner Rivera inquired how the process works and Chair Messana explained the current process. In response to a clarification on the term from Secretary Williams given the term of this position expires on June 30th, the City Secretary advised that the term of this position would be from July 1st through June 30, 2025. There were discussions between the Commissioners and it was determined, as had been done in the past, that more than one (1) nomination would be made. Director Millard inquired as to the decision of Secretary Williams to submit an application given her term was expiring. Secretary Williams noted that Vice-Chair Cormack's term was also ending. Chair Messana advised that the Vice-Chair had indicated he would be submitting an application. The City Secretary displayed the current applicant list going to Council and noted that Secretary Williams' and Vice-Chair Cormack's applications had been received.

Motion: Motion by Secretary Williams, seconded by Commissioner Rivera, to recommend Sarah Nova and Jacquetta Thayer to the City Council for consideration to fill the vacancy of Commissioner Jon Mathiasen. **Motion carried unanimously by a vote of 3-0.** Ayes: Messana, Williams, and Rivera. Nays: 0. Abstentions: 0. Vice-Chair Cormack was absent.

- b) Receive an update regarding the status of the LHTX 2040 Comprehensive Plan. (J. Millard)
 - i. Verdunity and staff will be meeting again in Liberty Hill to conduct Trip 3 (Growth/Land Use), which will be held on June 12th and June 13th.

Director Millard updated the Commission on the Comprehensive Plan providing the locations and timeframes of the citizen engagements on June 12th and 13th, and the joint Commission and Council workshop on the two (2) growth scenarios on June 13th at 6PM. The first citizen engagement is at Main Street Social on the June 12th at 5:30PM and the second engagement is at the North West Furniture Store by Perky Bean at 8:30AM on June 13th. Director Millard noted that the one on the 13th was part of a Realtors meeting and Chair Messana asked for confirmation that it was still open to the public. Director Millard confirmed it was still open to the public.

Director Millard advised the Commission that video #7 was available and requested that the Commissioners review and share it, also noting that the virtual brainstorming tool is available until July 14th.

Chair Messana asked if Verdunity had planned any activities during the July 4th festival. Director Millard advised that none were planned. Director Millard stated that Trip #4 was planned for August 22nd and 23rd.

No action was taken.

5) DIRECTOR OF PLANNING COMMENTS

Items for a future agenda may be identified and scheduled. General updates received from staff regarding ongoing projects. There can be no deliberation or action taken on these items.

Director Millard advised that the Work Plan item had been missed, and would be updated on the website and placed on the agenda for the next meeting. Secretary Williams volunteered to provide another update of the Work Plan prior to posting, and then staff would have the base file to update their associated item and any targets for the UDC updates before the meeting.

- a. Sexually Oriented Business Update – Director Millard advised that the ordinance amendment was not 100% ready to bring to this meeting and would be ready at the next meeting. Secretary Williams asked if that agenda item would include a public hearing. Director Millard noted that a notice in the paper would not be required given this was a business regulation, and following some discussion, Chair Messana concluded that the public hearing should be on the next agenda, and if necessary, the ordinance going to Council might be delayed.
- b. Dark Skies Update – Director Millard advised that staff had reached out to the Dark Skies consultants that Secretary Williams had provided but have not heard back from them. Director Millard further advised that he had spoken to Councilmember Young who is also trying to help reach out to others.
- c. Sign Ordinance Update – Director Millard advised that the rewrite had been started and a draft will be workshopped with the Commissioners at the next Planning and Zoning meeting.
- d. P&Z - EDC Joint Meeting Update – Director Millard advised that there were challenging in finding a suitable date for all concerned and asked the Commissioners for any dates that would not work for them. Chair Messana advised he would not be available on June 15-19 or July 11-15. Secretary Williams and Commissioner Rivera did not have any potential conflicts.

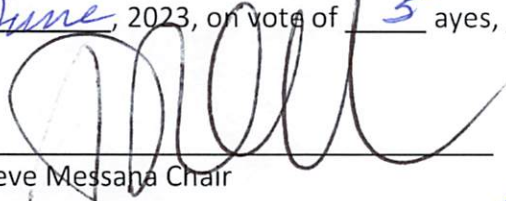
The City Secretary inquired as to the meeting of the Commission scheduled for July 4th. Secretary Williams noted that she thought that Director Millard had inquired about this earlier in the year and it was determined that only one (1) meeting would be held in July. This was confirmed by Commissioner Rivera, and acknowledged by Director Millard, who noted he would be absent on July 18th and advised that Ms. Hicks would be covering the meeting.

Director Millard noted that the Bylaws would be on the next meeting agenda and there was discussion on whether there would be a format change to align with the template provided at the joint workshop by the City Secretary. It noted by Secretary Williams, Chair Messana, and the City Secretary, that a revision in the format was not needed.

6) ADJOURNMENT

Given there were no further agenda items and hearing no objections from the members, Chair Messana adjourned the meeting 7:24PM.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on 20th June, 2023, on vote of 5 ayes, 0 nays, and 0 abstentions.



Steve Messana Chair



City Secretary