



PLANNING AND ZONING COMMISSION
SPECIAL MEETING MINUTES
SEPTEMBER 7, 2023 at 2:30 PM
Special Location: City Hall Main Conference Room
926 Loop 332
Liberty Hill, Texas 78642

Commissioners Present:

Steve Messana, Chair
Chad Cormack, Vice Chair
Diane Williams, Secretary
Sarah Novo (joined via zoom)

Commissioners Absent:

Bryan Rivera

City Staff Present:

Liz Branigan, Mayor
McKenzi Hicks, Planner II
Shelby Claridge, Planning Technician

Verdunity Staff Present:

AJ Fawver
Marshall Hines

1) CALL TO ORDER

The Planning and Zoning Commission meeting was called to order by Chair Steve Messana at 2:31 PM on Thursday, September 7, 2023, at City Hall Main Conference Room 926 Loop 332, Liberty Hill, Texas. Quorum was established and all members were present, except Commissioner Sarah Novo who will be joining via zoom, and Commissioner Bryan Rivera.

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) REGULAR AGENDA

- a) Update, and continuation of the comprehensive plan review. (M. Hicks)

Chair Messana introduced the topic and facilitated the review of the draft Comprehensive Plan with the Commissioners and Verdunity, starting on page 80. The Commissioners and Verdunity discussed key areas and what changes would be made in the document.

Following the completion of the review with the Consultants, the Commissions discussed the process for the initial public review of the draft document and decided upon the following:

1. A come-and-go open house would be held on September 20th , prior to the review comment deadline on September 21st.
 - a. Venue: The open house will preferably be held at the Council Chambers at Municipal Court, if the Economic Development Corporation (EDC) meeting could be moved, with 2nd choice being the LHISD old gym.
 - b. Time: 4-7PM
 - c. Format:
 - i. Like the special event forum and while a quorum is not required, it is preferred that as many Commissioners as can be available be present.
 - ii. Staff will prepare 1/3-page size comment sheets (starting with about 20 full sheets and more can be copied if needed). A note will be on the sheets advising, to the effect, that comments will be taken into consideration but there is no guarantee they will be included, and that no replies will be provided.
 - iii. Staff will prepare three (3) copies of the draft Comprehensive Plan for the session and a container for the comments to be placed into, along with a larger size of the Future Land Use Map (FLUM) for reference.
 - iv. Commissioners present will be available to discuss with the Public, as needed.
 - v. Video #10 will be on a loop on the two (2) TVs.
 - d. Notices:
 - i. The City Secretary will be requested to post a notice of a potential quorum for the City Council, and all Boards and Commissions.
 - ii. In addition to requesting the posting about the Open House on the City's Facebook page with the link to Video #10 and the draft Plan, Chair Messana will record a message with the Communications Director promoting the open house.

2. An agenda item will be placed on the Regular Commission Meeting Agenda for September 19th for the creation of a working group. The working group (comprised of two (2) members) will review the comments following the open house and provide any additional comments to the Consultant prior to the September 21st deadline.

No action was taken.

4) ADJOURNMENT

Given there were no further agenda items and hearing no objections from the members, Chair Messana adjourned the meeting 5:01 PM.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on Sept
19, 2023, on vote of 5 ayes, 0 nays, and 0 abstentions.



Steve Messana
Chair



City Secretary

