



PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
October 3, 2023 at 6:30 PM
City Council Chamber/Municipal Court Room
2801 Ranch RD 1869
Liberty Hill, Texas
78642

Commissioners Present:

Steve Messana, Chair
Chad Cormack, Vice Chair
Diane Williams, Secretary
Sarah Novo

Commissioners Absent:

Bryan Rivera

City Staff Present:

McKenzi Hicks, Interim Planning Director
Shelby Claridge, Planning Technician
Ethan Harwell, Kimley-Horn
Jonathan Sosebee, Kimley-Horn

1) CALL TO ORDER

The Planning and Zoning Commission meeting was called to order by Chair Steve Messana at 6:30 PM on Tuesday, October 3, 2023, at 2801 Ranch Road 1869, Liberty Hill, Texas. Quorum was established and all members were present, except 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) CONSENT AGENDA

- a) Consider approving the minutes for the September 19th, 2023, Planning and Zoning Regular called meeting. (Secretary Williams)
- b) Consider disapproving Gabriel Addition Preliminary Plat, consisting of approximately 30.26 acres of land, generally located at the northeast corner of San Gabriel Oaks Dr and County Road 258, more particularly described by Williamson Central Appraisal District Parcel R022530, and legally described as part of and out of the B. Manlove Survey, Abstract No. 417, Liberty Hill Extraterritorial Jurisdiction, Williamson County, Texas.
- c) Consider disapproving Summerlyn Duplex Development Final Plat, consisting of approximately 54.93 acres of land, generally located along Highway 183, more particularly described by Williamson Central Appraisal District Parcel(s) R432346, R486244, R505255, R505257, and R505276, and legally described as part of and out of the J.B. Robinson Survey, Abstract No. 521, Liberty Hill Extraterritorial Jurisdiction (ETJ), Williamson County, Texas. (M. Hicks)
- d) Consider disapproving Liberty Hill Office Park Preliminary Plat, consisting of approximately 10.44 acres of land, generally located along West State Highway 29, more particularly described by Williamson Central Appraisal District Parcel(s) R392617, R392616, R023039, and R436996, and legally described as part of and out of the R. West Survey, Abstract No. 5643, Liberty Hill, Williamson County, Texas.

Motion: Secretary Diane Williams moved, and Vice-Chair Chad Cormack seconded, to approve the Consent Agenda. **Motion carried unanimously by a vote of 4-0.** Ayes: Messana, Cormack, Williams, and Novo. Nays: 0. Abstentions: 0. Commissioner Bryan Rivera was absent.

4) REGULAR AGENDA

- a) Discussion and review of the first draft of the proposed City of Liberty Hill Development Matrix. (M. Hicks)

Interim Planning Director McKenzi Hicks addressed the Commission and advised that this document was a precursor to the Development Agreement (DA) workshop, which she has mentioned to Kimley-Horn about attending. The workshop will be planned after the adoption of the Comprehensive Plan.

Secretary Williams asked for clarification on high-priority item being where sufficient infrastructure capacity does not exist. Interim Director Hicks explained it was as long as it was in the ground nearby. Chair Messana advised that it needs to be expanded upon.

Vice-Chair Cormack asked if this was just in general or applied to Planned Unit Developments (PUDs), rezoning, etc. Interim Director Hicks advised that the plan was to adopt it as a resolution like the previous guidelines, and it was primarily focused on annexation. Vice-Chair Cormack said that more context would be good.

Chair Messana discussed the labelling aspects, and following discussions, it was suggested to change Preferred to Preferred – High Priority, and change High Priority to Priority. Commissioner Sarah Novo highlighted that on page 51 the colors don't align with the other pages.

Vice-Chair Cormack stated he was struggling with the intent of this tool and suggested testing cases with the point scoring. A discussion of the point approach was held and Chair Messana stated he didn't think it was detailed enough and perhaps the matrix is enough, and it would be okay if use the other aspects internally. Interim Director Hicks advised that a section on land use could be added. Vice-Chair Cormack stated that the matrix could be the public aspect and the tool could be used internally. Commissioner Novo added that a summary of intent was needed. Chair Messana noted that aligning the bullet points was needed for formatting.

No action was taken.

- b) b) Receive an update on the progress of seeking Dark Skies designation. (S. Claridge)

Ms. Shelby Claridge, Planning Technician, addressed the Commission and advised that there had been initial contact with the Consultant, who started work looking at the existing ordinance on October 2nd. Chair Messana asked if there was a timeline and Ms. Claridge stated there was not but hopeful to get some feedback on the ordinance before the next meeting.

No action was taken.

5) REPORTS/UPDATES

- a) Receive the monthly Director's Report as provided by EDC Director, Mary Poché. (M. Hicks)

No action was taken.

- b) Receive the September 2023 Cross-Committee Communication Report. (Vice-Chair Cormack/M. Hicks)

Vice-Chair Cormack encouraged other Commissioners to rotate in for attendance as the sessions are very informative.

No action was taken.

6) PLANNING DEPARTMENT COMMENTS:

Items for a future agenda may be identified and scheduled. There can be no deliberation or action taken on these items.

Interim Director Hicks highlighted the following points under this agenda item.

- a. City Council Update - P&Z Items
 - Zorn Zoning Variance - Approved (Front Setback and Rear Setback), Disapproved (Minimum Lot Width)
 - 2001 Loop 332 (Main Street) Comprehensive Plan Amendment - Approved
 - 2001 Loop 332 (Main Street) Rezoning - Approved
- b. Comprehensive Plan Adoption Timeline
 - October 10th - Joint Special P&Z and City Council Meeting
 - October 11th - City Council (Adoption Date)

Interim Director Hicks also advised that a potential Commission quorum for the October 11th City Council Meeting would be posted and advised that the training session for potential scenarios was scheduled for October 12th.

7) FUTURE ITEMS

The future agenda items were discussed as follows:

- a. Sign Ordinance Update – Secretary Williams will add the missing sections from the older ordinance back into the draft one for discussion. Interim Director Hicks stated this agenda item would be planned for the October 17th agenda.
- b. Parks & Recreation Board Signage
- c. Impact Fee Discussion – Interim Director Hicks advised that staff met on September 26th and some staff were not able to attend. Interim Director Hicks said another meeting is planned on October 13th and the plan is to bring it to the Commission in November with other staff and the Attorney in attendance.
- d. Fee Schedule Update – Interim Director Hicks advised that she had talked to Buildings and a couple of edits are needed, with the plan to bring to the Commission on October 17th and to City Council in early November.
- e. Bylaw Implementation – Interim Director Hicks stated she wanted to ask the Commission how they wanted to proceed. Secretary Williams stated that the 2nd table may have action items from the Comprehensive Plan. Interim Director Hicks advised that she had spoken to Chair Messana who outlined the following approach: 1) What are the bylaw changes that require process changes, 2) What processes would we like to implement, and 3) What is the plan of attack for implementation. Chair Messana also stated we would need to identify the priorities for implementation. Secretary Williams stated that it may require new processes because in some cases, processes may not exist, even for previous bylaw responsibilities. Interim Director

Hicks advised that she would edit the tables and bring back to the Commission for further discussion.

- f. Development Agreement Workshop - Interim Director Hicks advised that Kimley-Horn was open to assisting with the workshop, and it would be planned for after the Comprehensive Plan adoption. Interim Director Hicks further advised that the Impact Fees and the Development Agreement Workshop were high priorities.

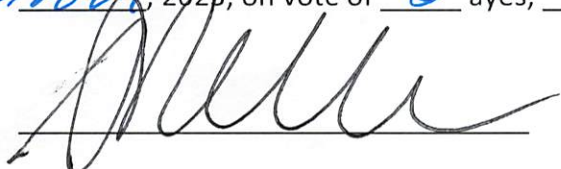
Secretary Williams also reminded that the Consultant input on the sign ordinance was needed because it was noted in their stop-gap list. There was discussion on the pending input from the Consultant for the Work Plan ordinance list and Chair Messana instructed staff to tell Verdunity that the input was needed before the next meeting.

Chair Messana also reminded that a running report item (put as item a. in Reports/Updates) for Projects in Motion was needed.

8) ADJOURNMENT

Given there were no further agenda items and hearing no objections from the members, Chair Messana adjourned the meeting 7:05 PM.

PASSED AND APPROVED by the Planning and Zoning of the City of Liberty Hill, Texas on 17th October, 2023, on vote of 5 ayes, 0 nays, and 0 abstentions.



Steve Messana
Chair



City Secretary

