

**Planning and Zoning Commission
Annual Work Plan 2023
As of 3.22.23**

Goal/Action Item	Responsibility	Target Completion Date	Status
Complete and adopt the 2040 Comprehensive Plan	Consultant, Planning Director, Commissioners, Council, and other associated City Teams	Comp. Plan – September 2023 UDC – February 2024	<p>Planning Director to brief Commission at 2nd Meeting each month.</p> <p>Commissioners to keep up-to-date with activities on https://lhtx2040.com/</p> <p>2nd Consultant Visit April 17-19</p>
<i>Promote and Implement the 2040 Comprehensive Plan and amendment to the Future Land Use Map (FLUM). Action Items include:</i>			
Social Media Video	Communications Staff, Chair Messana, Commissioner Rivera	2.2023 (Complete)	Commissioners advised of completion on 2.21.23.
Share and promote surveys and videos with others. (Refer to https://lhtx2040.com/ City of Liberty Hill Facebook posts)	All Commissioners	Ongoing	Continual

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<p><i>Continue improvements concerning communication with the other boards and commissions, as well as city staff, to facilitate better planning and collaboration across the city and avoid silos. Action Items include:</i></p>			
<p>Initiate a monthly update meeting consisting of one (1) member from each of the boards/commissions/departments for improved information exchange and provide a means to potentially trigger any joint sessions needed</p>	<p>Vice-Chair Cormack</p>	<p>Joint Meeting 3rd Thursday of each month; Commission Briefing 1st Meeting of each month.</p>	<p>Vice-Chair Cormack appointed to lead effort. 1st Meeting held 3.16.23 Commission Briefing held 3.21.23</p>
<p>Participate in Liberty Hill Water (LH20) Task Force.</p>	<p>Chair Messana and Vice-Chair Cormack</p>	<p>Ongoing</p>	<p>Appointment of representatives made on 1.17.23</p>
<p>Guiding Principles Commission Briefing</p>	<p>Planning Director</p>	<p>3.21.23 (Complete)</p>	
<p>Joint Workshop with Council</p>	<p>Planning Director/Chair Messana</p>	<p>Pending</p>	<p>Schedule pending for bylaws and regular periodic scheduling per previous discussions with Council.</p>

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<i>Continue improvements concerning communication with the other boards and commissions, as well as city staff, to facilitate better planning and collaboration across the city and avoid silos. Action Items include: (cont.)</i>			
Joint Meeting with EDC	City Administrator	Week of April 24 th following Commission 2 nd Trip Meeting with Consultant.	Pending Scheduling.
Work with Planning staff on additional proactive/advance reporting and tools. Action Items include:			
Updated maps on website	Planning Staff	Commission advised that maps online as of 1.3.23	Director of Planning will send link to all Commissioners and advise when updated
UDC Ordinances approved but yet to be codified placed online.	Planning Staff	1st Quarter 2023 (Complete)	
Update and maintain planning website	Planning Technician	Ongoing	Improved website design.
Enhance GIS Capabilities	Planning Staff		

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Update the Planning and Zoning Commission's By-laws, including roles and responsibilities, with the assistance of City Council	Secretary Williams and Commissioner Rivera	March 2023	Initially reviewed on 1.17.23. Potential new responsibilities discussed on 2.7.23. Subsequently placed on-hold by City Administrator for Council approval of ordinance for all bylaws. Update sent by Secretary Williams on 3.17.23 to be sent by Director Millard to remaining members. Scheduled for review again on 4.4.23. Awaiting scheduling of joint workshop with Council
<i>Continue to make UDC updates to stop gap existing issues concurrent with UDC update</i>			
Finalize Adult/Sexually Oriented Business	Planning Staff	For Agenda 4.4.23 (amended to 3.18.23)	With legal team
Revise Board of Adjustment ordinance	Planning Staff		Previously recommended to Council. Council deferred it to workshop. Need to revise P&Z review role of variations. Postponed until the item can be workshopped by Council.

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<i>Continue to make UDC updates to stop gap existing issues concurrent with UDC update (cont.)</i>			
Network Nodes	Planning Staff with Consultant	1/2023 (Complete)	Recommended for approval by Commission on 1.17.23. Passed by Council on 1.25.23. Complete
New Ordinance on Accessory Dwelling Units (ADU)	Planning Staff	3/2023 (Complete)	Recommended for approval by Commission on 3.7.23. Passed by Council on 3.22.23 with modification to allow ADUs in C2 by right and change in Table 4-2, and delete letter G requiring owner to live in principle or ADU.
Amend Traffic Impact Analysis (TIA) ordinance based on Council concerns.	Planning Staff		Discussed at 3.21.23 Commission meeting. Council discussion on 3.22.23 postponed in order to consider Commission inputs.
Update additional gap in Sign Ordinance for “temporary signs”	Planning Staff		Per Consultant note the previous sign ordinance was only stop gap so may be more? Additional changes to signs per Council discussions during previous approval related to concerns of Councilman Petzold

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<i>Continue to make UDC updates to stop gap existing issues concurrent with UDC update (cont.)</i>			
Review of the UDC chapter by chapter, after the City Secretary has completed the update of the uncodified ordinances	All Commissioners	TBD	Recommended by Planning Director on 2.7.23
Drainage Design	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Heritage Preservation	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Downtown Regulations	In coordination with Downtown Master Plan		Consultant to be chosen 4.12.23
Architectural Site Design Standards	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
TABC	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Short Term Rentals	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Street Name Changes	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Easement Abandonment	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Right-of-Way Abandonment	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Brewery/Distillery	Planning Staff (Consultant)	_____ Quarter of 2023	Noted on Consultant List as stop gapped only
Outdoor Lighting	Planning Staff (Consultant)	_____ Quarter of 2023	Noted by Consultant as passed but uncodified, with note that staff is working with Hill Country Alliance
Parkland	Planning Staff (Consultant)	_____ Quarter of 2023	Noted by Consultant as stop gapped
Game Rooms	Planning Staff (Consultant)	_____ Quarter of 2023	Noted by Consultant as stop gapped
Homeless = LGC 244	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.

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PUD	Planning Staff (Consultant)	_____ Quarter of 2023	On Consultant List but not top 6.
Tree Preservation	Planning Staff (Consultant)	_____ Quarter of 2023	Noted by Consultant as passed but not codified. An' issue was subsequently raised wherein the trees could be cut down while still own before sell to Developer, and "can be done twice.
Legislative Changes <ul style="list-style-type: none"> • 212 Subdivision plat and plan • 3000 Building Materials 			Identified in previous Joint Workshop
UDC 6.11.03 Planning and Zoning Commission for TIA, CIP, and Mitigation Plans	Planning Director		Director of Planning was to talk to Attorney on TIA and there are others mentioned with roles and bylaws in separate email
Update Conditional Use or Special Use Permit of UDC to address the variance for portable buildings	Planning Staff		Noted by the Director of Planning on 2.21.23. Chair Messana request of 2.21.23 for list of all potential variances that would come to Planning and Zoning still pending.

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Potential update to UDC and Final Plat Application to not necessitate approval of preliminary plat prior to submission of final plat (or listing of potential exceptions to the rules for transparency)			Agenda Item for discussion was requested by Secretary Williams on 2.21.23.
Other Gaps?			Lack of enforceability in some current was noted in early Joint Workshop
<i>OTHER: Ongoing Projects Listed in 12/23 Joint Meeting</i>			
Submittal of Dark Skies Application			