



**LIBERTY HILL**  
FREEDOM TO GROW

**Planning and Zoning Commission Minutes**

**Tuesday – March 2, 2021 – 6:30 PM**

**Location: Liberty Hill Municipal Court**

**2801 Ranch Road 1869 – Liberty Hill**

**CALL TO ORDER**

The Planning and Zoning Commission meeting was called to order by Commission Chair Wes Griffin on Tuesday – March 2, 2021 at 6:30 PM at 2801 Ranch Road 1869, Liberty Hill, Texas. Quorum was established. Invocation was given by Wes Griffin followed by the Pledge of Allegiance and Texas Pledge.

**Planning and Zoning Commissioners present:**

Wes Griffin, Steve Messana, Josh McGinty, Cheryl New, Brian Williams

**PUBLIC COMMENTS**

No Public Comments.

**REGULAR AGENDA**

**Discuss and consider approval of minutes of January 5, 2021 Planning and Zoning meeting.**

Outcome: On motion by Josh McGinty and second by Steve Messana, the Commission approved the minutes as presented.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discuss and consider approval of minutes of February 2, 2021 Planning and Zoning meeting.**

Outcome: On motion by Cheryl New and second by Steve Messana, the Commission approved the minutes as presented.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discussion and recommendation to the City Council on final action of the Final Plat application for the Highland Meadows, Section 4A addition, located along the west side of Orchard Ridge Parkway, south of State Highway 29.**

Senior Director of Planning, David Stallworth presented to the Commission, informing that if approved, the final plat would yield 25 residential lots, 2 non-residential lots, and 662 feet of new public street. He declared that staff finds this application complete and suitable for further consideration.

Outcome: On motion by Brian Williams and second by Steve Messina, the Commission approved the Final Plat application for recommendation to Council.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discussion and recommendation to the City Council on final action of the Final Plat application for the Highland Meadows, Section 4B addition, located along the east side of Orchard Ridge Parkway, south of State Highway 29.**

Senior Director of Planning, David Stallworth presented to the Commission, informing that if approved, the final plat would yield 51 residential lots, 4 non-residential lots, and 1,896 feet of new public street. He declared that staff finds this application complete and suitable for further consideration.

Outcome: On motion by Brian Williams and second by Steve Messina, the Commission approved the Final Plat application for recommendation to Council.

**Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.**

**Discussion on Planning Commission membership composition, appointment process and timing, by-laws, and governing ordinances, as requested by the Planning Commission.**


Senior Director of Planning, David Stallworth and the Commissioners discussed the current build and role of the Planning and Zoning body. Concerns about confusion in the size of the Commission and the requirements to meet quorum were discussed, and Mr. Stallworth and the Commissioners agreed that the by-laws and ordinances in place need to be revised and made to be congruent. The Commissioners expressed that they would prefer a body of five members with two alternates, so they could ensure quorum would always be met, and a need from Council for a decision on how many Commissioners must live within the city limits. They also discussed the point of Council Members being on the Planning and Zoning Commission, and whether or not they should have voting power. For the sake of keeping the body smaller and quorum lower, the Commissioners felt it made sense for Council Members to attend as ex-officio members, without voting ability. Mr. Stallworth then addressed the Commission regarding their role as a recommending body. He stated that per Texas House Bill 3167, there is statutorily room for the Commission to be finally responsible for passing items that do not require an ordinance. For example, the platting process would be entirely under review of the Planning and Zoning Commission, whereas

zone changes and comprehensive plan amendments would require the approval of City Council. The Commissioners were very interested in this, expressing that it would give more purpose to their role and attendance.

Outcome: No action was taken.

#### **ADJOURNMENT**

On motion by Brian Williams and second by Steve Messana, the Planning and Zoning Commission was adjourned at 7:16 PM.

  
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Wes Griffin  
Chair