



CITY COUNCIL SPECIAL MEETING
MINUTES
Wednesday, July 7, 2021 – 5:30 PM
2801 Ranch Road 1869, Liberty Hill, Texas

Liz Branigan, Mayor	Chris Pezold, Place 1
Kathy Canady, Place 2	Crystal Mancilla, Place 3
Tony DeYoung, Place 4 / Mayor Pro Tem	Angela Jones, Place 5

CALL TO ORDER

The meeting was called to order by Mayor Liz Branigan at 5:33 PM. In attendance were Liz Branigan, Mayor; Chris Pezold; Kathy Canady; Crystal Mancilla; Tony DeYoung; and Angela Jones. Quorum was established.

REGULAR AGENDA

DISCUSS AND CONSIDER FISCAL YEAR 2021-2022 BUDGET FOR DEVELOPMENT SERVICES.

John Byrum, Director of Planning, provided a PowerPoint on the makeup, services, current and future goals of his department. That PowerPoint is included here.

Elias Carrasco, Building Official, also provided a PowerPoint for his department. He discussed the Code Enforcement Department stating direction was needed from Council on abatement versus court via submission of violations. The goal is always compliance. The Code Enforcement Officer Joey Wray will seek to ask for volunteers to assist with residents unable to clean up their yards to a level of compliance. That PowerPoint is included here.

ADJOURNMENT

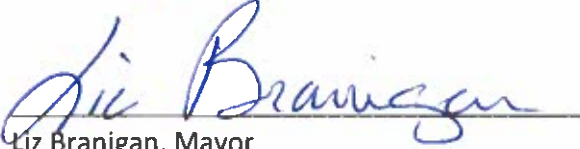
On motion by Kathy Canady and second by Tony DeYoung, Council was adjourned at 6:06 PM.

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

PASSED AND APPROVED by the City Council of the City of Liberty Hill, Texas on Wednesday, July 28, 2021, on vote of 5 ayes, 0 nays, and 0 abstentions.



[seal]


Liz Branigan, Mayor


Nancy Sawyer, City Secretary

Planning and Development Services

Staff

- **Director of Planning – John G. Byrum**
- **City Planner – Jerry Millard**
- **Administrative Assistant – Julissa Trevino**

- **The Planning Department provides comprehensive land use services, both to the public and to the City, in support of the preservation, assistance and regulation of development in the City of Liberty Hill and its Extra Territorial Jurisdiction (ETJ).**

- **Duties of Planning include, but are not limited to the following:**
- **Administer, interpret and enforce the UDC, and other plans, policies and rules affecting the city's built and natural environment.**
- **Serve as a case manager for development requests.**
- **Prepare and update the city's Unified Development Code, and other planning policy and regulatory documents.**
- **Provide technical help about planning and land use issues to city staff and the public.**
- **Work with other local government agencies to promote good planning practice and cooperation in regional planning efforts, for the benefit of Liberty Hill.**

Current Goals

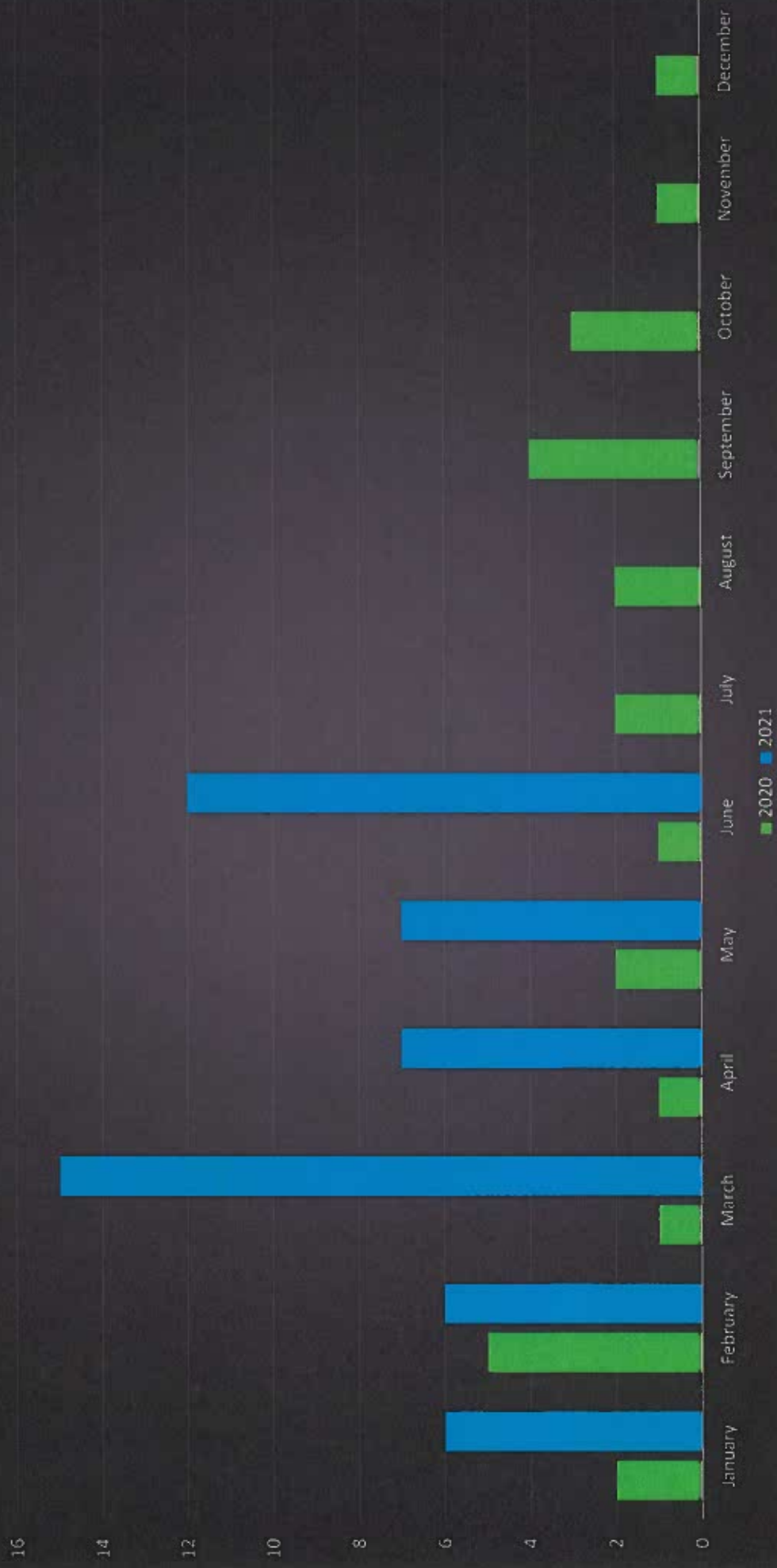
- **Code Amendments**
- **Standard Operating Procedures**
- **Creating Application Submittal Deadline**
- **Working towards a quicker turnaround review (currently 14 days)**
- **Keeping better records of submittals**
- **Building a staff**

Future Goals

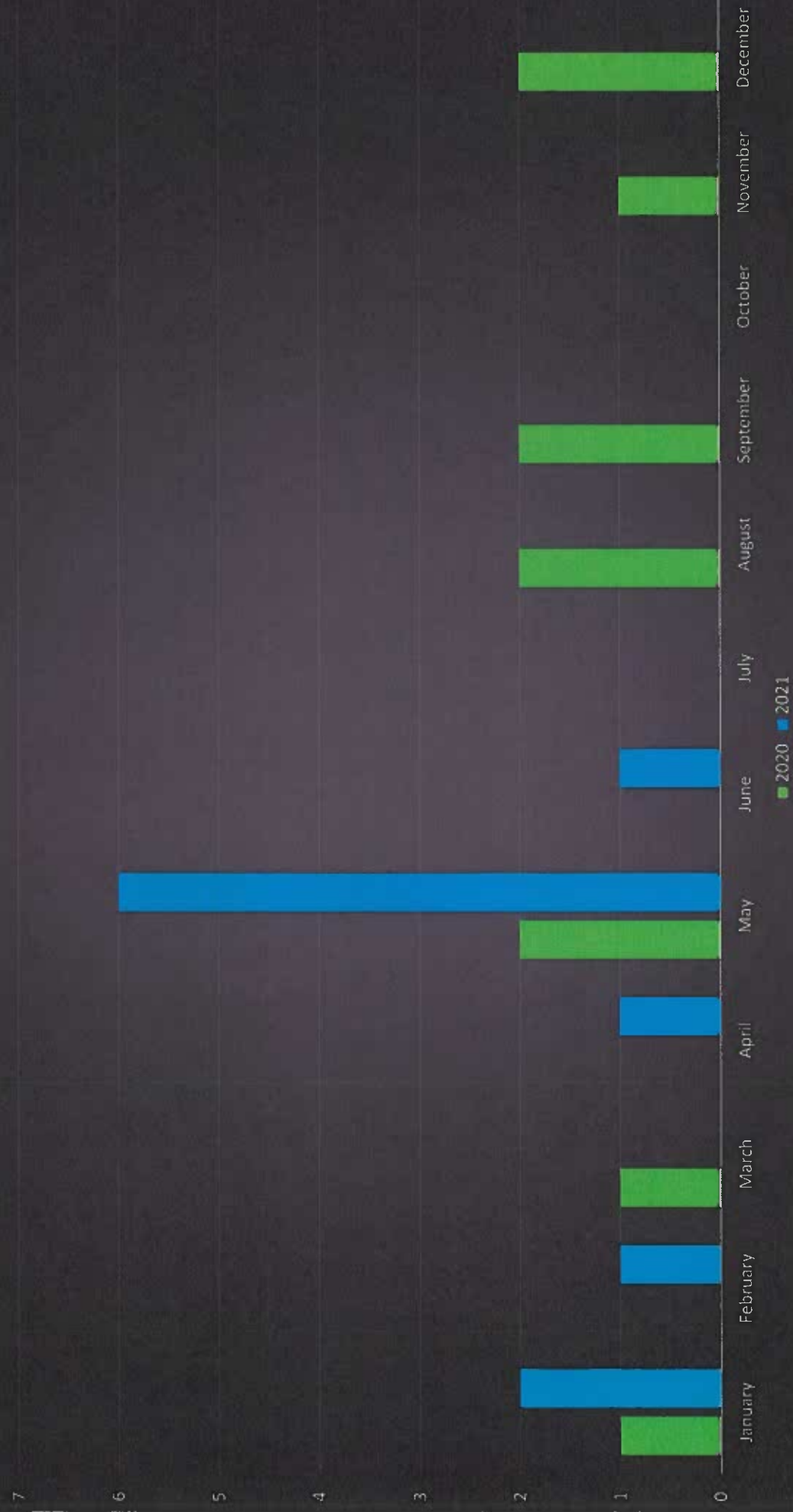
- **Comprehensive Plan**
- **Code Amendments**
- **GIS Department**
- **Awards (TX APA, Scenic City)**

Applicant Deadline	Completeness Review	Send Notices to Publisher	Mail Notice	P&Z Agenda (Send to City Secretary)	Agenda Posting	P&Z Meeting	CC Agenda (Send to City Secretary)	City Council
Wednesday By 12 pm	Monday	Monday By 12 pm	Thursday	Wednesday	Friday	Tuesday	Wednesday	Wednesday
2 - June	7 - June	14 - June	17 - June	30 - June	2 - July	6 - July	7 - July	14 - July
16 - June	21 - June	28 - June	1 - July	14 - July	16 - July	20 - July	21 - July	28 - July
30 - June	5 - July	12 - July	15 - July	28 - July	30 - July	3 - Aug	4 - Aug	11 - Aug
14 - July	19 - July	26 - July	29 - July	11 - Aug	13 - Aug	17 - Aug	18 - Aug	25 - Aug
4 - Aug	9 - Aug	16 - Aug	19 - Aug	1 - Sept	3 - Sept	7 - Sept	8 - Sept	22 - Sept
18 - Aug	23 - Aug	30 - Aug	2 - Sept	15 - Sept	17 - Sept	21 - Sept	22 - Sept	6 - Oct
1 - Sept	6 - Sept	13 - Sept	16 - Sept	29 - Sept	1 - Oct	5 - Oct	6 - Oct	13 - Oct
15 - Sept	20 - Sept	27 - Sept	30 - Sept	13 - Oct	15 - Oct	19 - Oct	20 - Oct	27 - Oct
29 - Sept	4 - Oct	11 - Oct	14 - Oct	27 - Oct	29 - Oct	2 - Nov	3 - Nov	10 - Nov
13 - Oct	18 - Oct	25 - Oct	28 - Oct	10 - Nov	12 - Nov	16 - Nov	17 - Nov	24 - Nov
3 - Oct	8 - Nov	15 - Nov	18 - Nov	1 - Dec	3 - Dec	7 - Dec	8 - Dec	22 - Dec
17 - Nov	22 - Nov	29 - Nov	2 - Dec	15 - Dec	17 - Dec	21 - Dec	22 - Dec	5 - Jan

Pre-Development Meetings



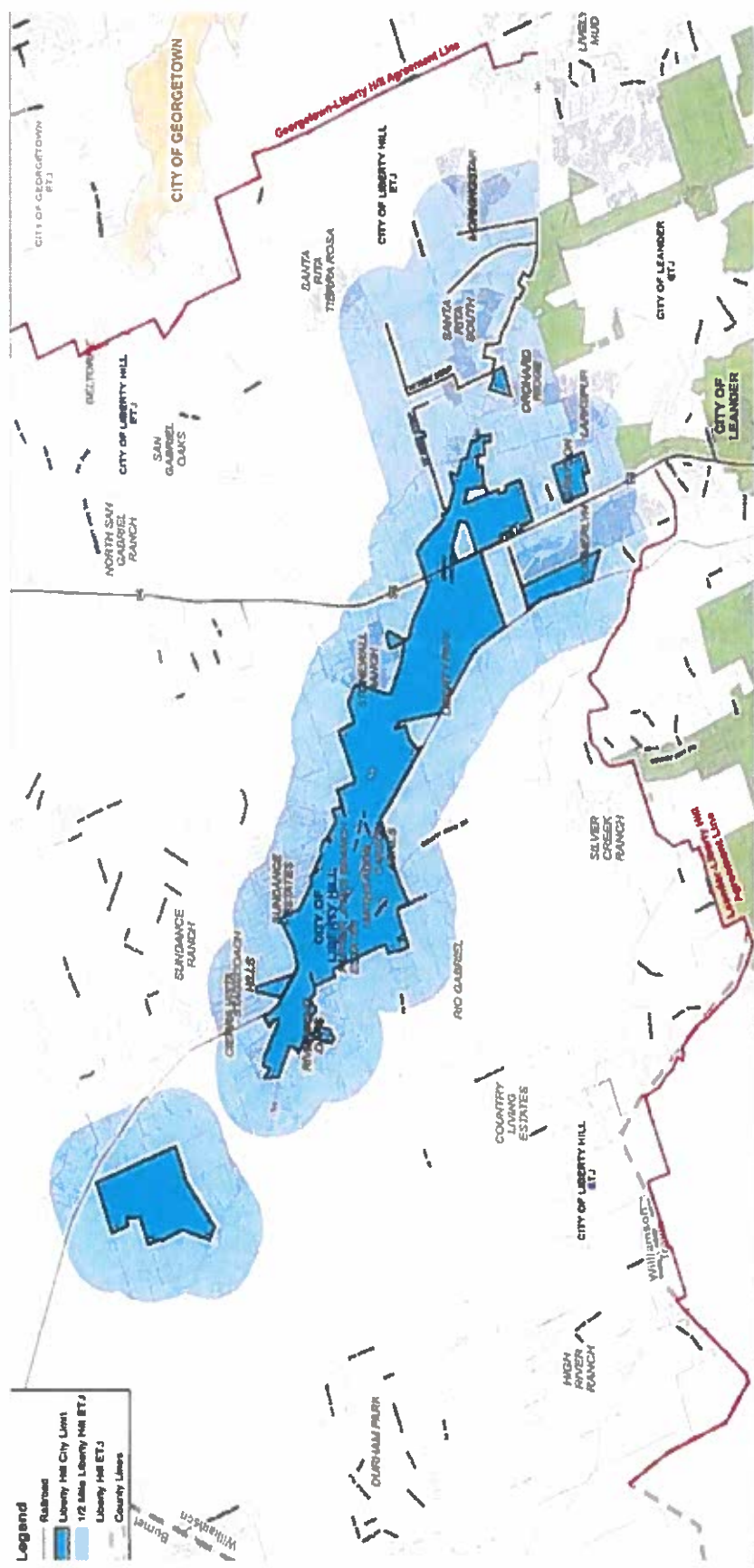
Final Plats



Site Development



- Legend**
- Railroad
 - Liberty Hill City Limit
 - 1/2 mile Liberty Hill ETJ
 - Liberty Hill ETJ
 - County Limits



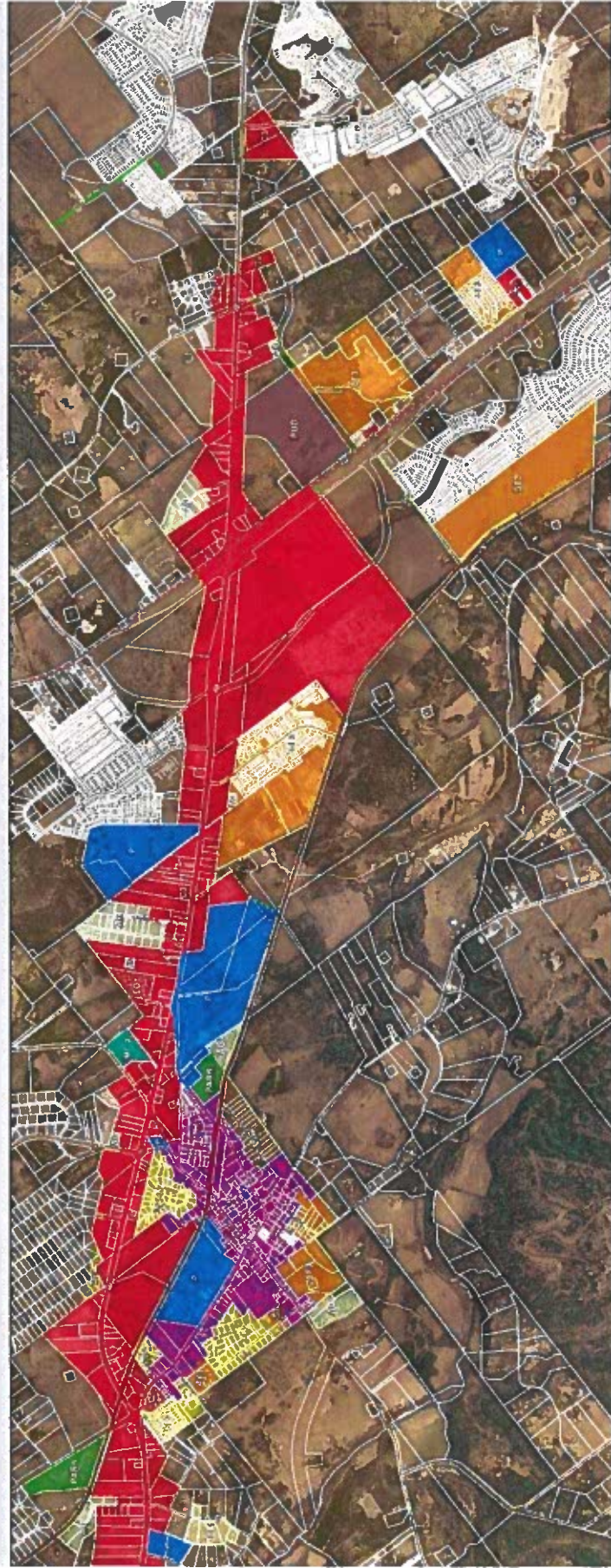
CITY LIMITS AND ETJ MAP
 Liberty Hill, Texas
 JANUARY 2019



Map is a courtesy of the City of Liberty Hill
 City Limits and ETJ Data
 This map is for informational purposes only and should not be used for legal purposes.



City of
Liberty Hill
 P.O. BOX 1699 • Liberty Hill, Texas 78642
 Phone: (512) 776-2447



Map Legend ZONING

- Lot
- Block
- City Limits
- Map Overlay
- Neighborhood Commercial (NC)
- Office Commercial (OC)
- General Commercial (GC)
- High Density Residential (HR)
- Low Density Residential (LR)
- Medium Density Residential (MR)
- High Density Residential (HR)
- Neighborhood Commercial (NC)
- Public
- Public Use Development (PUD)
- Public-Community (PC)
- Public-Community (Public)

OFFICIAL ZONING MAP
 Liberty Hill, Texas
 SEPTEMBER 2019

DRAFT
 This map is subject to change without notice.

Scale: 1" = 100'

North Arrow

Map Date: 9/11/2019

Map No: 19-001

Budget

- **More staff requires more (supplies, training, certifications, etc.)**
- **Consulting for Comprehensive Plan/UDC**

Staff

- Building Official – Elias Carrasco – Certified Building Official, Certified Code Enforcement Administrator
- Building Inspector – Art Contreras – State Licensed Plumbing Inspector
- Building Inspector – Michael Hinds – State Licensed Plumbing Inspector, Certified Code Enforcement Officer
- Permit Coordinator – Kathryn Mitchell – Certified Permit Technician
- Code Enforcement Officer – Joey Wray – Certified Code Enforcement Officer



Building Department

- Permits issued
- Inspections conducted
 - Future

PERMITS ISSUED 2019 - 2021

■ Total 2019
 ■ Total 2020
 ■ Total 2021



INSPECTIONS CONDUCTED 2020 - 2021

■ 2019 ■ 2020 ■ 2021



INSPECTIONS PER INSPECTOR PER DAY 2019 - 2021

■ Number of Inspectors
 ■ Average # of Inspections Per Day
 ■ Average # of Inspections Per Day/Per Inspector



Residential Construction Inspections

1	T-Pole	11	Plumbing Top Out
2	Sewer & Water	12	Insulation
3	Form Survey	13	Wallboard
4	Layout/Plumbing Rough	14	Perm Power
5	Engineered Pre-Pour Report	15	Gas Meter Release (If applicable)
6	Foundation/ Pre-Pour	16	Energy Final (Verify Document)
7	Sheathing	17	Irrigation Backflow (if applicable)
8	Frame	18	Building Final
9	Mechanical Rough	19	Mechanical Final
10	Electrical Rough	20	Electrical Final
		21	Plumbing Final

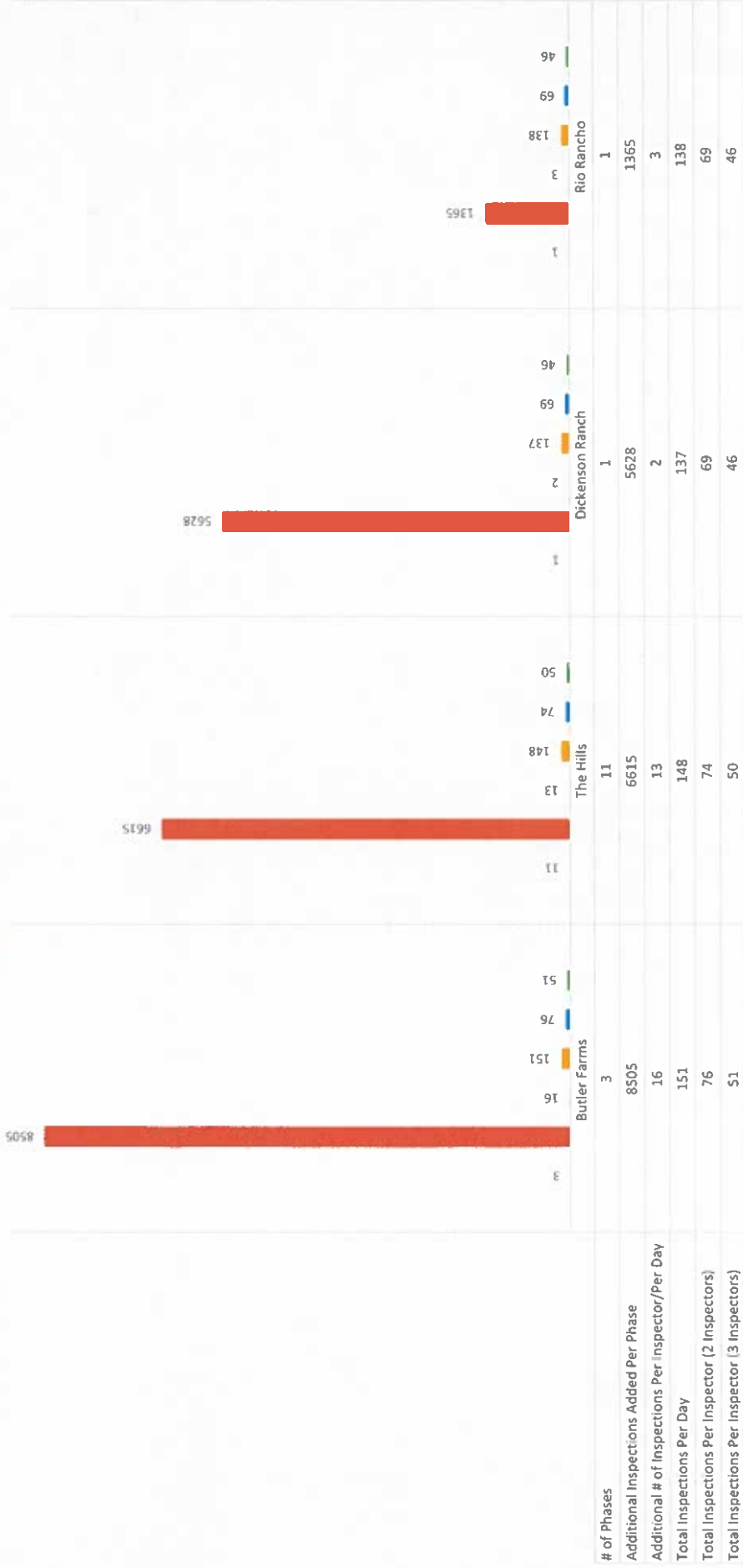
Commercial Construction Inspections

1	T-Pole	13	Insulation
2	Sewer & Water	14	Wallboard
3	Form Survey	15	Perm Power
4	Layout/Plumbing Rough	16	Gas Meter Release (If applicable)
5	Engineered Pre-Pour Report / Foundation	17	Energy Final (Verify Document)
6	Frame	18	Irrigation Backflow (if applicable)
7	Mechanical Rough (Below Ceiling)	19	Building Final
8	Electrical Rough (Below Ceiling)	20	Mechanical Final
9	Plumbing Top Out (Below Ceiling)	21	Electrical Final
10	Mechanical Rough (Above Ceiling)	22	Plumbing Final
11	Electrical Rough (Above Ceiling)	23	Energy Final
12	Plumbing Rough (Above Ceiling)		

	Current Phase	Phases left	Phases still to come	# Of homes total build out
Larkspur/ Caughtfield	10	11, 12, 13	14, 15, 16	496
Orchard Ridge / Highland Meadows	2A	2B, 2C, 2D, 2E, 3A, 3B, 3C, 3D, 4A, 4B		601
Wildleaf	4			68
Summerlyn West	2	3	4, 5	161
Stonewall Ranch	9	10, 11	12	272
Liberty Parke	4			141
The Ridge at Cross Creek	4			64
Butler Farms	Working on Plat	3 phases		1214
The Hills	Working on Plat	11 phases		3462
Dickenson Ranch (Located across from Butler Farms on 29)	Working on Plat			268
Rio Rancho (Located Ronald Reagan and 3405)	Working on Plat (May need to annex into the city)			65
Legacy (Liberty Hill Apartments) (Located 3607 FM 1869)	Working on Plat			340 Units
Liberty Hill Apartments (Located Beavers Rd. & CR 277)	Working on Plat			156 Units
Highway 29 Apartments (Located North of Orchard Ridge Subdivision)	Working on Plat			200 Units

FUTURE PLANS

■ # of Phases
■ Total Inspections Per Day
■ Additional Inspections Added Per Phase
■ Total Inspections Per Inspector (2 Inspectors)
■ Additional # of Inspections Per Inspector/Per Day
■ Total Inspections Per Inspector (3 Inspectors)





CODE ENFORCEMENT DEPARTMENT

- Direction?
- Court? Abate?
- Education

Court / Issue Citation Time Frame

High Weeds Violation/ Junk Accumulation

- Issue Notice of Violation (7 Days)
- Issue Letter (7 days)
- Submit Violation to Courts (Violation still exist until Judge orders violation to be abated)

Abatement

Cost of Abatement (Single Family House)

- High Weeds (\$200 - \$350 per lot)
- Junk Accumulation (\$300 - \$400 per lot)
- Substandard Building 1500 Sq. Ft. House (\$10,000 - \$15,000)

Education

- Brochures – Common Code Violations
- Website – Create a Code Enforcement Module
- Friendly Reminders – Door hangers
- Monthly Updates – Work with the Communications Director to Educate the Public.