



**PLANNING & ZONING COMMISSION SPECIAL MEETING
TUESDAY, AUGUST 18, 2020, 6:30 P.M.**

JUSTIN CITY HALL
415 NORTH COLLEGE STREET
(Conducted via teleconference)

There will be no public access to the City Hall location.

One or more members of the Planning & Zoning Commission may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Justin Planning Commission will conduct the meeting scheduled at 6:30 p.m. on Tuesday, August 18, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). A recording of the meeting will be made and will be available to the public.

The public dial in number to participate in the telephonic meeting is:
1 (346) 248-7799 or 1 (669) 900-9128

Webinar ID: 893 9053 9263
Password: 609359

The Zoom meeting may also be joined by clicking the following link:
<https://us02web.zoom.us/j/89390539263?pwd=b2lPVHlyVXNaNWxkQTVxck9LUk5RZz09>

CALL TO ORDER (via teleconference)

Roll Call:

I. CALL TO ORDER: Invocation and Pledge of Allegiance.

II. PUBLIC COMMENT:

In an effort to allow the public the ability to participate in the public comment portion and not attend the meeting in person, the City will allow the following: The public may email their comment to the Director of Development Services by 5:00 pm on Tuesday, August 18, 2020 at dgentry@cityofjustin.com.

The Director will read the email to the Commissioners during the public comment portion of the meeting. Please make sure to include your name and address, along with your comment pertaining to an item on the agenda, in the body of the email.

To allow the public the ability to participate in a discussion of each agenda item and not attend in person, the City allows the public to email their comment to Director of

Development Services by 5:00 p.m. on Tuesday, August 18, 2020 at dgentry@cityofjustin.com.

The Director will read the email to Commission during the discussion of this item. Please include your full name and address. Please identify the agenda item that you wish to discuss in the submitted email, so it can be provided to the Commission.

III. DISCUSSION:

1. Conduct a study session regarding the City Sign Ordinance and set a public hearing date and time.
- 2.. Conduct a study session regarding the City Off-Street Parking Ordinance.

IV. CONSENT:

3. Approve minutes from July 14, 2020 Planning & Zoning Special Meeting.

V. FUTURE AGENDA ITEMS:

4. Amend City Sign Ordinance; Amend City Parking Ordinance; Amend City Noise Ordinance; Preliminary Plat Timberbrook Phases 4-6; SUP-Justin Cares Food Pantry and Adopt Unified Development Code.

VI. ADJOURNMENT:

Prepared and posted, this 12th day of August 2020 by 5:00 P.M., in accordance with the Texas Local Government Code statute.

Darrell W. Gentry

Darrell W. Gentry, Director of Planning & Development Services

NOTE: THE CITY OF JUSTIN COUNCIL CHAMBERS ROOM IS ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY DEVELOPMENT SERVICES DEPARTMENT OFFICE AT 940-648-2541 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT A SIGN LANGUAGE INTERPRETER CAN BE SCHEDULED BY CITY OFFICES.



PLANNING & ZONING COMMISSION MEETING
August 18, 2020

Staff Report

TITLE: Discuss and conduct a study session regarding the City Sign Ordinance for potential amendment to City Council.

STAFF

CONTACT: Darrell W. Gentry, Director of Planning and Development Services

RECOMMENDATION:

Discuss and conduct a study session regarding potential amendments to the City Sign Ordinance, Chapter 36.

SUMMARY:

The Commission held study sessions at its May and July meetings and considered presentations outlining need for sign ordinance amendments. As a result of these past discussions, staff has a study session discussion about court case decisions that impact local sign regulations. This report and a short presentation contains this added information regarding potential areas of concern and potential changes for comprehensive sign regulation amendments.

Staff is not providing legal advice, we are not attorneys. The information provided is intended to be teaching about how court case decisions affect local sign ordinance regulations. This presentation is intended to educate the Commission on how local governments have or have not responded to those case law decisions in amending or modifying individual local government sign ordinance regulations.

Why, you may ask, has the U.S. Supreme Court and others gotten involved with local sign ordinances. Lower courts, also, have also been involved, in a profound manner. The answer is simple, free speech, the U.S. Constitution and sign content regulations. The two central cases are: **Reed v. Town of Gilbert, Arizona** and **Central Hudson Gas & Elect. Company v. Public Service Commission** that have set judicial standards of review for sign regulations and ordinances.

DETAILS:

Local sign ordinances have been challenged in local, state and federal courts. Some on the basis of restricting free speech; others on the basis of overreaching authority and due process. The more recent SCOTUS case decisions have set new judicial standards of review for determining unconstitutionality of local sign ordinances, primarily in area of restricting free speech.

Staff had previously indicated that a comprehensive amendment should be done to the existing sign ordinance. This review on some key legal case law decisions affecting sign regulations is being provided for P&Z Commission discussion and knowledge.

A brief PowerPoint presentation about the two central court cases, Reed v. Town of Gilbert and Central Hudson v. Public Service Commission, will also be given for Commission information and discussion. As previously discussed in prior study sessions, staff has identified the following areas in present code that should be amended:

City of Justin Area of Concern for Existing Regulations:

- Enforcement mechanisms for non-conforming signs is missing.
- Unclear about allowable number of signs, portable signs and lack of specifics on lettering & sizes.
- Eliminating content-neutrality and content-based regulations as they exist in the current ordinance, especially for temporary signs presently listed in our ordinance.
- Measurement Standards, Section 9.4, are unclear on total maximum and measurements
- Permitted Signs, Section 9.5, definition needs clarifying.
- Wayfinding Signs for historical and landmark locations are not described or expressed in the ordinance.
- Determining building frontages that are not in existing ordinance.
- Defining what is a sign vs art, i.e. wall murals with a company name or brand included.
- Sign Permit and Review Procedures, are not specifically listed in existing ordinance.
- Measurements for wall signs, are not listed.
- Prohibited Signs, Section 9.16 needs to be clarified and list specific prohibited signs.

Staff believes that using the following criteria for amending Justin’s existing sign ordinance are essential framework to avoid conditions that lead to the two central court cases. These criteria are:

Model Sign Code Criteria:

The fundamental purposes for Sign Codes & Regulations are to:

- Serve a legitimate business advertising function,
- Identify and advertise a facility as a means of “way-finding” to assure efficient direction of motorists from highways to adjacent facilities,
- Legible and comprehensible by the intended audience, a passing motorist,
- Reduce administrative and design review time periods prior to an application/permit being approved,
- Encourage communities to acknowledge the importance of signage as realistically evaluated rather than reaching a “knee jerk” reaction and poor enforcement of existing regulations that can be more restrictive, and
- Be readable with respect to sign design, placement, lettering, color lighting and can be comprehended in a short viewing time period, typically a motorist and in the motorist’s “cone of vision”.

The Model Sign Code provides a framework for structure and wording that would address the present deficiencies in existing ordinance as listed in this report.

ACTION NEEDED:

- 1) Conduct a study session review to identify key issues and concerns to be addressed for possible amendments to the existing sign ordinance.
- 2) Hear any public testimony to be given about amending the existing City Sign Ordinance.
- 3) Give any appropriate direction to staff regarding ordinance changes.

STAFF RECOMMENDATION:

Staff recommends preparing draft amendment to the City's existing Sign Ordinance and conducting a Commission public hearing.

ATTACHMENT: None



PLANNING & ZONING COMMISSION MEETING
August 18, 2020

Staff Report

TITLE: Discuss and conduct a study session regarding off-street parking regulations for potential amendment.

STAFF

CONTACT: Darrell W. Gentry, Director of Planning and Development Services

RECOMMENDATION:

Discuss and conduct a study session regarding potential amendments to the City Off-Street Parking regulations, Chapter 52, Division 6.

SUMMARY:

This is an initial study session on the issue of existing off-street parking regulations and what are the “right-size” parking requirements for City of Justin. It is a common practice to use “cookie-cutter” standardized parking formulas without evaluating what is actually happening within the community.

Justin is a growing suburban community with easily identifiable patterns of traffic and parking needs. According to U.S. Census data, Justin residents are travelling to other DFW Metro workplace locations. This travel pattern consists a travel times of 35 minutes each way, every day. This is a commuting pattern, not a parking condition.

It does, however, point out that Justin is an unbalanced land use community and does not provide for a “live, work and play” environment. As we work toward a more balanced land use and development, it means that there are likely to be more workplaces located in Justin with small and medium sized companies. This land use balance is desirable and preferable. It requires preparation and planning. Off-street parking regulations is a vital part of being prepared prior to development.

The existing off-street parking ordinance has not had a significant assessment of how it fits for present conditions or addresses future Justin growth, residential and non-residential.

A short PowerPoint presentation will be given at this meeting to educate and identify the need for amending the current parking regulations for residential and non-residential parking.

ACTION NEEDED:

- 1) Conduct a study session review to identify key issues and concerns to be addressed for possible amendments to the existing off-street parking ordinance.
- 2) Hear any public testimony that is given.
- 3) Give any appropriate direction to staff.

STAFF RECOMMENDATION:

Staff recommends conducting a study session.

ATTACHMENT: Existing City Off-Street Parking Ordinance

DIVISION 6. - OFF STREET PARKING AND LOADING

Sec. 52-233. - Parking requirements based on use.

- (a) In all districts, there shall be provided at the time any building or structure is erected or structurally altered (except as provided in section 52-234), off-street parking spaces, including handicap spaces as required by the Americans With Disabilities Act ("ADA"), in accordance with the following requirements (The off-street parking requirement chart and the ADA chart are attached as exhibits to this ordinance and incorporated herein as parts of this section).
- (b) Any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the city, as heretofore amended, and upon conviction shall punished by a fine not to exceed the sum of \$2,000.00 for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

City of Justin Off-Street Parking Requirements Table	
Land Use	Off-Street Parking Requirements
Animal hospital	One space per 350 feet gross floor area.
Appliance store	Two spaces, plus one additional space for each 300 feet gross floor area over 1,000 feet.
Art gallery	Ten spaces, plus one additional space for each 300 feet gross floor area in excess of 2,000 feet gross floor area. If an auditorium is included as a part of the building, its floor area shall be deducted from the total and additional parking provided on the basis of one space for each four seats that it contains.
Assembly	One space for each 100 feet gross floor area.
Assisted living*	0.6 space per dwelling unit.
Automobile parts sales	6.2 spaces per 1,000 feet gross floor area.
Bank drive-in	One space per for each 300 feet gross floor area.
Bed and breakfast	One space for each room for lease, plus one space for the proprietor.
Bottling plant	1½ parking space for each employee on the maximum working shift plus space to accommodate all trucks and other vehicles used in connection therewith, but not less than one parking space for each 1,000 feet gross

	floor area.
Bowling alley	Six spaces for each alley.
Building materials and lumber store	3.8 spaces per 1,000 feet gross floor area.
Business	Three spaces, plus one additional space for each 200 feet gross floor area over 500 feet.
Cafe	One space for each 100 gross floor area.
Carwash (stand alone)	Five queuing spaces per bay, plus one per employee.
Church or other place of worship	One space for each three seats in the main auditorium.
Clinic	One space for each 250 gross feet floor area.
Clothing store	One space for each 200 feet gross floor area.
College or university	One space for each classroom, plus one space for each four students.
Community center	One space per 500 feet gross floor area, plus one space per 10,000 feet gross floor area of site area. Minimum of ten spaces.
Construction office	Two spaces per unit.
Continuing care retirement community	1.3 spaces per dwelling unit.
Country club or golf club	Seven spaces per hole.
Dance hall	One space for each 100 feet gross floor area.
Day care center	One space for each employee and one space for each ten children.
Equipment sales and service	Two spaces, plus one additional space for each 200 feet gross floor area over 1,000 feet.

Exhibition hall w/o fixed seats	One space for each 100 feet gross floor area.
Fraternity, sorority or dormitory	One space per bed for the maximum occupancy.
Department store	Five spaces per 1,000 feet gross floor area.
Discount superstore	Five spaces per 1,000 feet gross floor area.
Furniture	2.3 spaces per 1,000 feet per gross floor area.
Gasoline/service station with convenience market	13 per 1,000 gross floor area.
Golf driving range	One space per tee.
Group home	One space per five residents, plus one per employee.
Gymnasium	One space for each four seats or bench seating spaces.
Hardware store	Two spaces minimum, plus three spaces for every 1,000 feet gross floor area.
Home improvement superstore	Five spaces per 1,000 feet gross floor area.
Hospital	One space per every one bed.
Hotel	One space for each two sleeping rooms or suites, plus one space for each 200 feet gross floor area of commercial floor area.
Library	Ten spaces, plus one space for each 300 feet gross floor area.
Manufacturing or industrial establishment	One space for each two employees or one space for each 1,000 feet gross floor area or whichever is greater.
Medical/dental office	Four spaces per 1,000 feet gross floor area.
Mini-warehouse	0.2 spaces per 1,000 feet gross floor area.

Mobile home park	One space for each mobile home, plus additional spaces as required for accessory uses.
Model home	Two spaces per unit.
Mortuary or funeral homes	One space per four fixed seats in the main chapel.
Motel	One space per room.
Motor-vehicle salesrooms and used car lots	One space for each 500 feet gross floor area of sales floor for indoor uses, or one space for each 1,000 feet gross floor area of lot area for outdoor uses.
Multifamily	Two spaces per dwelling unit with up to three bedrooms, plus one space per bedroom over three bedrooms.
Museum, small (2,500 square feet and under)	Two spaces, plus one per employee/volunteer
Museum, large institutional (over 2,500 square feet)	Ten spaces, plus one additional space for each 300 feet gross floor area in excess of 2,500 square feet. If an auditorium is included as a part of the building, its floor area shall be deducted from the total and additional parking provided on the basis of one space for each four seats that it contains.
Tavern, drinking establishment	One space for each 100 feet gross floor area.
Nursing home	1.5 spaces per 1,000 feet gross floor area.
Outdoor amusement	One space per five participants/spectators based on maximum capacity.
Personal service establishment,	One space for each 300 feet gross floor area.
Pharmacy/drugstore with drive through	One space per 200 feet gross floor area.
Plumbing shop	One space for each 1,000 feet gross floor area.

Print shop	One space for each 1,000 feet gross floor area.
Private club or lodge	One space per every two members.
Professional office	2½ spaces per 1,000 feet gross floor area.
Recreation or amusement establishment	One space for each 100 feet gross floor area.
Restaurant	One space for each 100 feet gross floor area.
Retail store	One space for each 200 feet gross floor area.
Roominghouse or boardinghouse	One space for each two sleeping rooms.
Senior adult housing	One space per dwelling unit.
School, elementary	0.2 spaces per student.
School, secondary	0.2 spaces per student.
Shoe repair or service	One space for each 1,000 feet gross floor area.
Single-family detached	Two spaces for each dwelling unit.
Sports arena	One space for each three seats or bench seating spaces.
Stable, commercial, riding or boarding	One space per every two stalls. Spaces must be able to hold vehicle and hoarse trailer.
Stadium	One space for each three seats or bench seating spaces.
Studio	Three spaces, plus one additional space for each 200 feet gross floor area over 500 feet.
Supermarket	2.3 spaces per 1,000 feet gross floor area.
Theater, auditorium (except school)	One space for each three seats or bench seating spaces.

Two-family attached or detached	Two spaces for each dwelling unit.
Warehouse	One space per 1,000 feet gross floor area. If office space is housed in building than add one space per 200 feet gross floor area.
Wholesale establishments	One space per 200 feet gross floor area.

ADA Parking Space Requirements
City of Justin: ADA Parking Space Requirements

Total Parking Spaces in Lot	Minimum Required Accessible Spaces*
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total spaces
1,001 +	20 spaces, plus 1 space for every 100 spaces, or fraction thereof, over 1,000*One van accessible parking space shall be provided for every 6 accessible parking spaces or fraction thereof.Source: 2012 Texas Accessibility Standards (TAS) Field Reference Manual

(Code 1994, § 12.1101; Ord. No. 611-16, § 1, 5-9-2016)

Sec. 52-234. - Rules for computing number of parking spaces.

In computing the number of parking spaces required for each of the above uses the following rules shall govern:

- (1) Floor area shall mean the gross area of the specific use.
- (2) Where fractional spaces result, the parking spaces required shall be constructed to be the nearest whole number.
- (3) The parking space requirement for a use not specifically mentioned herein shall be the same as required for a use of similar nature.
- (4) Whenever a building or use constructed or established after the effective date of the ordinance from which this article is derived, is changed or enlarged; in floor area, number of employees, number of dwelling units, seating capacity or otherwise, to create a need for an increase of ten percent or more in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change. Whenever a building or use existing prior to the effective date of the ordinance from which this article is derived is enlarged to the extent of 50 percent or more in floor area or in the area used, the building or use shall then and to comply with the parking requirements set forth herein.
- (5) In the case of mixed uses, the parking spaces required shall equal the sum of the requirement of the various uses computed separately.

(Code 1994, § 12.1102)

Sec. 52-235. - Location of parking spaces.

All parking spaces required herein shall be located on the same lot with the building or use served, except as follows:

- (1) Where an increase in the number of spaces is required by a change or enlargement of use or where such spaces are provided collectively or used jointly by two or more buildings or establishments, the required spaces may be located not to exceed 300 feet from an institutional building served and not to exceed 500 feet from any other nonresidential building served.
- (2) Not more than 50 percent of the parking spaces required for:
 - a. Theaters, bowling alleys, dance halls, night clubs, cafes or similar uses; and
 - b. Not more than 80 percent of the parking spaces required for a church or school auditorium or similar uses may be provided and used for a church or school auditorium or similar uses may be provided and used jointly by similar uses not normally open, used or operated during the same hours as those listed in subsection (2)(a) of this section; provided, however, that written agreement thereto is properly executed and filed as specified below.

In any case where the required parking spaces are not located on the same lot with the building or use served, or where such spaces are collectively or jointly provided and used, a written agreement assuring their retention for such purposes, shall be properly drawn and executed by the parties concerned, approved as to form by the city and executed by the parties concerned, approved as to form by the city attorney and shall be filed with the application for a building permit.

(Code 1994, § 12.1103)

Sec. 52-236. - Minimum dimensions for off-street parking.

- (a) *90-degree angle parking.* Each parking space shall be not less than eight feet wide nor less than 18 feet in length. Maneuvering space shall be in addition to parking space and shall not be less than 24 feet perpendicular to the building or parking line.
- (b) *60-degree angle parking.* Each parking space shall be not less than eight feet wide perpendicular to the parking angle nor less than 17 feet in length when measured at right angles to the building or parking line. Maneuvering space shall be in addition to parking space and shall be not less than 20 feet perpendicular to the building or parking line.
- (c) *45-degree angle parking.* Each parking space shall be not less than eight feet wide perpendicular to the parking angle nor less than 16 feet in length when measured at right angles to the building or parking line. Maneuvering space shall be in addition to parking space and shall be not less than 18 feet perpendicular to the building or parking line.
- (d) *Parking facilities next to alley.* When off-street parking facilities are located adjacent to a public alley, the width of the alley may be assumed to be a portion of the maneuvering space requirement.
- (e) *Parking facilities in excess of required minimum.* When off-street parking facilities are provided in excess of the minimum amounts herein specified, or when off-street parking facilities are provided but not required by this article, the off-street parking facilities shall comply with the minimum requirements for parking and maneuvering space herein specified.
- (f) *Parking facilities next to public street.* When off-street parking facilities are located adjacent to the a public street (other than SH 156 or F.M. 407) in the SF-OT or OT overlay district, the public street right-of-way may be used as all or a portion of the maneuvering space requirement.

(Code 1994, § 12.1104)

Sec. 52-237. - Off-street loading space.

Every building or part thereof erected or occupied for retail business, service, manufacturing, storage, warehousing, hotel, mortuary, or any other use similarly involving the receipt or distribution by vehicles of materials or merchandise, shall provide and maintain on the same premises loading space in accordance with the following requirements:

- (1) In districts LI, one loading space for each 1,000 feet, or fraction thereof, of floor area in the building.
- (2) In districts LI and GB, one loading space for the first 5,000 to 15,000 square feet of floor area in the building and one additional loading space for each 15,000 square feet, or fraction thereof, of floor area in excess of 15,000 square feet.
- (3) Each required loading space shall have a minimum size as described for loading spaces under section 52-10.

(Code 1994, § 12.1105)

Sec. 52-238. - Spaces required.

Downtown parking overlay district shall require one parking space per 1,000 square feet of enclosed building area for all uses allowed; on Lots 1-10, Block 18; Lots 1-10, Block 25; Lots 1-17, Block 32; Lots 1-10, Lot 18R, and Lots 21-24, Block 39, city Old Town.

(Code 1994, § 12.1106; Ord. No. 338, § 1, 10-14-2002; Ord. No. 554, § 1, 5-20-2013)

Secs. 52-239—52-269. - Reserved.



PLANNING & ZONING COMMISSION

**SPECIAL MEETING MINUTES
TUESDAY, JULY 14, 2020, 6:30 P.M.**

**JUSTIN CITY HALL
415 NORTH COLLEGE STREET
JUSTIN, TEXAS 76247**

Members Present: (A telephonic meeting per Texas public health code restrictions)
Mike Loya, Kyle Suits, Jeff Taylor, Lisa Dyer and Davis Parsons

Members Absent: 2 vacant seats

Staff Present:

Darrell W. Gentry, Pedro Zambrano and Eric Wilhite, AICP, Planning Consultant.

CALL TO ORDER:

Chair Loya announced on the 14th day of July 2020 at 6:30 pm that the Planning and Zoning Commission meeting was called to order. A quorum was determined to be present to conduct Commission business.

Invocation lead by Commissioner Taylor and Pledge of Allegiance led by Commissioner Taylor.

PUBLIC COMMENT:

No Public Comments Received. 6:33 pm

Chair Loya announced the Presentation item of the Agenda.

PRESENTATION:

A staff presentation about ZoningHub, a zoning district & map information software program was made to the Planning Commission. Director indicated the need for providing online zoning district & map information. Presently, staff answers several calls daily about zoning district information specific to a particular location.

The ZoningHub system was demonstrated to the Commissioners and attending teleconference participants using the current active system for the City of Hurst, Texas as a currently in use system. The presentation showed the ease of accessing specific location zoning classifications and

district requirements for routine items like setbacks, building heights, minimum lot sizes, lot widths and allowable uses.

The Commissioners were able to view the flexibility and user friendly point and click functions. Staff spoke about pricing and the upcoming budget preparation. Staff was looking for any input and/or questions concerning the potential use of ZoningHub for the City.

Commissioners made comments about the capability of the system and how it could benefit the staff, the public and developers in general. Commissioners were supportive of acquiring ZoningHub in the FY 2020-2021 budget.

Chair Loya introduced the Public Hearing item of the agenda and opened the hearing at 6:48pm.

PUBLIC HEARING:

1. A public hearing to consider amendments to Chapter 52-41, Master Schedule of Fees and Chapter 12, Section 12-501 Schedule of Uses to make changes for mobile food truck regulations and other noted changes.

Director Gentry gave a short overview in supplement to the written report submitted to Commission for this agenda item. He described the various changes to the Schedule of Fees and Schedule of Uses. The staff recommendation to the Commission was to approve the noted changes in both Schedules as presented.

Commissioner Dyer pointed out that the cover report had the correct fee breakdown as approved by Commission. The fee schedule as presented in agenda does not show the correct fee breakdowns. She asked that if Commission was to approve the changes to fee schedule reflecting the correct fee breakdown as noted in cover report, not the schedule.

Commission discussed the proposed Schedule of Uses changes, particularly related those linked to mobile food trucks and where they should be allowed. Some Commission members wanted to restrict food trucks to specific zones especially for long term and existing restaurant class categories.

After discussion, Chair asked for any public comment regarding either the proposed changes to the Schedule of Fees or the Schedule of Uses. There were no public comments made or request to speak on this item.

Chair closed the public hearing at 7:01pm.

Chair called for a motion. Commissioners discussed separating the vote on the proposed Schedule amendments. Commissioners agreed.

Motion Commissioner Dyer made a motion to approve recommend that the City Council amend the Schedule of Fees with a modification to have the Schedule show the fee breakdown as presented in cover report. Seconded by Commissioner Suits. Commission approved motion as given by unanimous vote.

Chair called for a motion on Schedule of Uses. A motion to approve recommending to the City Council to amend the Schedule of Uses to allow mobile food trucks by Specific Use Permit in all zoning districts was made by Commissioner Dyer. Motion was seconded by Commissioner Suits. Vote was taken. Ayes – 2 Noes – 2 2 vacant seats. Motion failed for lack of affirmative vote.

Chair asked if there was another motion to be made. There were no other motions made by Commission. Director Gentry indicated that it would be reported as voted to the City Council when the Schedule of Uses is heard for action.

DISCUSSION:

2. Conduct a study session regarding amending the City Sign Ordinance and hear any public comment.

Chair Loya asked Director Gentry to provide a short presentation in follow-up to previous discussions of Commission. Director Gentry spoke about using the Model Sign Code as an assessment tool and format to examine the existing ordinance content and regulation in detail.

Director also spoke about how a comprehensive amendment to Sign Ordinance would further the goal of Justin being designated as a Texas Scenic City and the information for certification. The Scenic City standards for local signage include: sign sizes, placement and quantity, restricting digital signs, permanent ban on billboards and off-premise signs and enforcement mechanisms.

Director spoke about the need for Sign Ordinance to contain effective enforcement for non-conforming signs, to include historic landmark or wayfinding signage, the maintenance of signs to reduce or eliminate aged signs. Director also spoke about the elements of the Model Sign Ordinance framework, especially sharpening and updating Sign Ordinance to reduce administrative & design review time periods, create comprehensive and effective enforcement tools and provide for business advertising needs.

It is anticipated that an additional study session will be needed before presenting a draft amendment for consideration. If there is any public comment or Commission direction received, that information will be incorporated into the draft amendment that is presented for action later.

Commissioner Suits asked if it would be important to address non-conforming signs, how to retain historic signs or signs for historic locations.

Commissioner Parsons stressed the importance retaining historical signage in Old Town. He agrees that the Sign Ordinance should include graphics of what is acceptable and what does not work or meet the requirements. He supports the use of wayfinding signage.

Commission discussions continued with agreement to conduct another study session.

CONSENT:

Chair Loya announced that now is the time to consider the Consent Agenda. He asked if there was any reason to discuss the items separately or if the Commission could consider one motion to approve or disapprove Consent item. There was no motion to separate the two items.

Item 3. Approve minutes of May 19, 2020 Planning & Zoning meeting.

Item 4. Receive a progress report of Commission Annual Work Program.

Chair Loya asked if there was a motion by the Commission to approve the Consent items.

Commissioner Parsons made a Motion to approve both Consent Items as presented. Commissioner Dyer seconded the Motion. Motion was approved unanimous Aye vote with 2 vacancies.

FUTURE AGENDA ITEMS:

Item 5. Chair reviewed the Future Agenda Items list and asked if the Commissioners had any changes or additions. There were no additions or changes.

Director Gentry indicated that the regular scheduled meeting for July 21st will be cancelled with notice of cancellation posted.

ADJOURNMENT:

Chair Loya called for a motion to adjourn. Motion to adjourn was made by Commissioner Parsons. Motion was seconded by Commissioner Taylor. Motion was approved unanimously.

Chair Loya adjourned meeting at 7:51pm.

Passed and Approved on the _____th day of August 2020 by unanimous Commission vote.

Darrell W. Gentry

Darrell W. Gentry,
Director of Planning & Development Services