



**PLANNING & ZONING COMMISSION REGULAR MEETING
TUESDAY, JANUARY 19, 2021, 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, January 19, 2021 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 made available to the public upon request.

The public dial in number to participate in the telephonic meeting is:
1 (346) 248-7799 or 1 (253) 215-8782

Webinar ID: 862 2882 4556
Password: 404372

The Zoom meeting may also be joined by clicking the following link:
<https://us02web.zoom.us/j/86228824556?pwd=OZituSVIGRXZYM215U2oOTG9BaXNxUT09>

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, January 19, 2021 at dgentry@cityofjustin.com.

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, January 19, 2021 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 to discuss in the submitted email so it can be provided to the Commission.

III. DISCUSSION:

1. Discuss and consider a study session presentation regarding alternative subdivision layouts and designs.
2. Discuss and consider approving the 2nd Annual Planning Commission 2021 Work Program.

IV. CONSENT ITEMS:

3. Approve minutes from December 15, 2020 Planning & Zoning Regular Meeting.
4. 2021 Planning & Zoning Commission Meeting Schedule

V. FUTURE AGENDA ITEMS:

5. Amend Subdivision Ordinance, Chapter 42, Adopt Unified Development Code, Rezoning for Planned Development—Single Family Residential, Reatta Ridge Phases 3 & 5, The Preserve-617 single family residential project and Annexation/Rezone for Retail/Office Development—Glen Coe LLC.

VI. ADJOURNMENT:

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Planning & Zoning Commission of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 11th day of January 2021 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Attest:

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
January 19, 2021**

Staff Report

TITLE: Conduct a Study Session discussion on amending the City Subdivision Ordinance, Chapter 42.

STAFF

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

RECOMMENDATION:

Hear a special presentation about non-traditional subdivision layout designs and continue discussion about amending the existing City Subdivision Ordinance, Chapter 42.

SUMMARY:

In previous study session about amending the City Subdivision Ordinance, Commission heard information about non-traditional subdivision design layouts, clustering and cove patterns specifically. A traditional subdivision design layout is considered to be a grid pattern which often is focused on primarily being designed for streets but are not typically focused on people or connective neighborhoods.

The Commission expressed a high degree of interest in learning more about these non-traditional subdivision design layouts. This study session will be providing additional information about using these design layouts to achieve a higher degree of neighborhood connectivity through open space, reduce overall street lengths and reduce long-term City infrastructure maintenance costs.

Staff has arranged for a speaker to make a presentation about cove subdivision designing and layout. The speaker is Randi Rivera, AICP from McAdams Company. Their company is doing cove and clustered subdivision designs. Their latest project is the Furst Ranch development on Cross Timbers Road, north of 114 and west of 377 in Flower Mound.

There will be an opportunity for Q & A during and after this presentation. If any further study sessions are needed, then a discussion on when and what needs to be included should be concluded. The dates for future Commission meetings are also included with this packet's materials and can be used for setting a study session.

ACTION REQUESTED:

- 1) Hear the special presentation and conduct a discussion to address questions or areas of interest as identified by the Commission.
- 2) Hear any public testimony.
- 3) Give any appropriate direction to staff regarding ordinance changes to be brought back.



PLANNING & ZONING COMMISSION
STAFF REPORT
January 19, 2021

PROJECT: 2021 Annual Planning Commission Work Program Discussion

STAFF CONTACT: Darrell W. Gentry, Planning & Development Services Director

EXECUTIVE SUMMARY:

This is the 2nd Annual Planning & Zoning Commission Work Program presented for discussion and Commission approval. The following is intended as a listing of potential future P&Z meeting agendas items throughout 2021.

Additionally, there may be other topics or study areas to be included that the Commissioners might want to examine. When the Commission has completed a discussion of the annual work program, then future agendas will be organized and used for future discussions.

DISCUSSION:

The 2020 Annual Work Program was based on:

- 1) Fundamental or organizational objectives that can realistically be monitored and completed in 10-12 months,
- 2) Having clearly stated objectives with delineated outcomes or results; and
- 3) Being within the capabilities and resources available to staffing.
- 4) Included objectives for Regulatory Action Items; Long Range Planning

2020 WORK PROGRAM RESULTS

a) Regulatory-- Update to the 2018 Building Code requirements--APPROVED

2018 Model Codes were adopted by City Council June 1, 2020

b) Prepare and Adopt Unified Development Code—IN PROGRESS

Commission has been finalizing a series of city ordinances over the past year that will become the Unified Development Code.

Amended ordinances that have been completed but not yet adopted by City Council include: Sign Ordinance, Off-Street Parking Ordinance, Noise Ordinance, Schedule of Uses and Mobile Food Truck Ordinance. Commission and is currently conducting study sessions on amending the Subdivision Ordinance.

Amending parts of the City Zoning Ordinance and development processes are final steps in compiling the Unified Development Code. These final parts will be a part of the 2021 Annual Work Program.



c) Amend the Mobile Food Truck regulations--PENDING

Commission completed a series of study sessions regarding changes to be made to mobile food truck regulations and fee costs. These changes were approved by Planning & Zoning Commission in February 2020 but has not been acted on by the City Council as of this date. Still pending for City Council action.

d) Adopt a resolution for implementing HB 2439 state law--APPROVED

City Council approved and adopted a resolution for implementing HB 2439 which also retained local control over architectural treatments for the designated Old Town Overlay District. City Council action was completed in September 2020.

e) Prepare and adopt amendment to City Parking Ordinance requirements--PENDING

Planning & Zoning Commission approved making a recommendation to the City Council to amend the current City Parking Ordinance in August 2020, but ordinance has not been acted on as of this date. City Council action pending.

PROPOSED 2021 ANNUAL WORK PROGRAM

The proposed focus of this year is:

Regulatory, Long Range Planning and a Public Outreach category added.

The 2021 Annual Work Program is based on:

- 1) Fundamental or organizational objectives that can realistically be monitored and can be completed in 12-24 months,
- 2) Have clear objectives with delineated outcomes or results; and
- 3) Being within the capabilities and resources available to staffing.

REGULATORY ITEMS:

Continue a regular and routine assessment of existing zoning and development regulations.

a) Adopt Unified Development Code

Complete and conduct hearings to adopt a Unified Development Code document, including amending Subdivision Ordinance.

b) Amend Zoning Ordinance and Zoning Districts

Examine and assess each existing zoning classification and district for possible update and amendment.

c) Amend Outdoor Storage Regulations

Pursuant to City Council direction, examine and recommend amendment to existing city regulations governing outdoor storage standards and specifications.



REGULATORY SCHEDULE

Item	Schedule	Responsible Party	Task
(a)	March – Apr 2021	Plng & Dev Svcs	Unified Dvlpmt Code
(b)	Jan-Dec 2021	Plng & Dev Svcs	Zoning Ordin & District Updates
(c)	Feb-Mar 2021	Plng & Dev Svcs	Amend Outdoor Storage regulation

LONG RANGE PLANNING ITEMS:

The five area plans will address creating opportunities for more specific land use development patterns and densities on 5 gateway corners and a heart of city area plan for revitalizing and preserving original Old Town uniqueness.

LONG RANGE PLANNING

Item	Schedule	Responsible Party	Task
(a)	Apr-June 2021	Plng & Dev Svcs/Admin	Seek Fiscal Year budget and a 2-yr work program apprvl for 2021-22 work
(b)	July-Dec 2021	Plng & Dev Svcs	Identify specific priorities and public participation inputs received
(c)	Dec 21- Mar 2022	Plng & Dev Svcs	Develop Concept & Select Plans for Area Plans 1-5 based on priorities
(d)	Mar- September 2022	Plng & Dev Svcs	Finalize & adopt Select Plans 1- 5

- a) Identify and evaluate the possibility of developing up to 5 Area Plans**



The adopted 2036 Future Land Use Plan provides a general framework for making long range planning and land use decisions, especially as it relates to subdivisions, platting and development activities.

There are, however, up to 5 significant land areas that should be considered to further identify and develop in accordance with very specific future land uses and objectives spelled out to guide future development.

These 5 areas could include:

1) East District 407 Gateway Area Plan

Potential boundaries: Land areas east of railroad line to eastern City limits; south to old Justin Cemetery; north to ETJ boundary limit and west to FM 156.

Target: Establish an eastern gateway/landmark land use and revitalization plan

Priority: #2

2) West District 407 Gateway Area Plan

Potential boundaries: Land areas west of Leuty Avenue to City ETJ boundaries; east to Leuty Avenue; north to include the extension of 12th Street into Timberbrook (not including any Timberbrook Phases).

Target: Establish a western gateway/landmark land use plan

Priority: #4

3) District 156 North Gateway Area Plan

Potential boundaries: Land areas north of 8th Street to northern city limits and ETJ; west to Creek Hill Way; south to 8th St and FM 156.

Target: Establish a northern gateway/landmark land use plan

Priority: #3

4) District 156 South Gateway Area Plan

Potential boundaries: Land areas associated or in close proximity to future FM 1171 and FM 156 intersection.

Target: Establish a southern gateway/landmark land use plan

Priority: #5

5) Historic Heart of the City -- Old Town Area Plan

Potential boundaries: Land areas south of 8th St between Snyder Avenue to west side of FM 156; north of Barrett Avenue & FM 156 and east to city limits.

Target: Establish a **Historic Heart of the City-Old Town** entertainment/dining experience and land use revitalization plan

Priority: #1



PUBLIC OUTREACH ITEMS:

To improve and provide greater public access to online mapping and specific development standards for each City Zoning District.

PUBLIC OUTREACH

Item	Schedule	Responsible Party	Task
a)	Jan/Feb 2021	Interactive Zoning Map application. Plng & Dev Svcs Dir	Install & Operate an Interactive, Public Access Zoning Map & Development application.

a) Implement online Interactive Zoning Map application

Install and make available for public information on City webpage the ZoningHub interactive map of all City Zoning Districts. ZoningHub provides parcel level zoning and development requirements as an interactive mapping platform.

ACTION NEEDED:

- 1) Conduct a discussion of the proposed 2021 Annual Work Program as presented.
- 2) Give any direction or changes to staff, including any additions or deletions.



**DRAFT UNTIL
APPROVED**

**PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 15, 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, Lisa Dyer, James Hamilton, Jeff Taylor, Davis Parsons and Bob Heygster

Members Absent: None

Staff Present:

Darrell W. Gentry, Sasha Torres and Chris Young.

I. CALL TO ORDER:

Chair Loya announced on the 15th day of December 2020 at 6:45 pm that the Planning and Zoning Commission meeting was called to order. A quorum was determined by roll call of Commission to be present to conduct agenda business.

Invocation and Pledge of Allegiance lead by Commissioner Dyer.

II. PUBLIC COMMENT:

No Public Comments received or given at the meeting. 6:45 pm

III. PUBLIC HEARING:

1. Conduct a public hearing to consider Specific Use Permit (SUP 20-05) to allow a thrift store at 209 W. 5th Street in a General Business-Old Town (GB-OT) Zoning District.

Applicant: Candice Hicks & Andrew Dugan. **Location:** 209 W. 5th Street.

Chair Loya announced that now is the time to conduct a public hearing to consider a Specific Use Permit (SUP 20-05) and make a recommendation to the City Council. He opened the hearing at 6:47pm.

Chair requested Director to make a report regarding this item. In lieu of Director making a report due to technical problems, Sasha Torres, Development Services Specialist started the presentation until Director Gentry could join the meeting.

Ms. Torres spoke briefly about the requested Specific Use Permit and the applicant's intent to establish a retail, thrift store in an existing metal building on West 5th Street. She described the site location, store operational information.

Director Gentry joined the meeting and added brief remarks to Commission. He spoke about the Conditions of Approval as shown in Exhibit A. He described a chief concern about the thrift store operation being the potential for "midnight drop offs" of materials, clothing and other items that could lead to unsightliness, litter and clutter. He described the intent of Condition 3 of Exhibit A as the regulating tool for this SUP which made the applicants as a responsible party for policing and enforcing this condition, so that the City will only monitor "midnight drop off" conditions.

Director stated that the recommended conditions should be included with the Commission's recommendation to City Council and reiterated the staff's recommendation to approve the SUP with Conditions.

Chair asked if there were Commission questions or comments.

Commissioners asked questions about Condition 3 being the primary responsibility of the applicant and why there would be fines. Director explained that there is no recommendation or condition that includes a fine for "midnight drop off" violations should they occur. Commission also questioned parking spaces not being parallel or 90 degree angled spaces, which would seem to allow on-site turning movements and not having to back up into flow of traffic on 5th Street. Discussions on these items continued. Commission discussed how to modify Conditions #3 and 4 of Exhibit A and spoke with the applicant about desired changes being discussed. Applicant indicated that he was willing to post special rules prohibiting drop off of donated items after normal business hours and was willing to re-configure onsite parking to be 90 degree or parallel parking spaces in lieu of angled parking spaces. This reconfiguration could work to allow cars to turn around onsite. Applicant also indicated that there is sufficient area in front of the existing building that could also be used for turning movements.

There were no further questions or comments by Commissioners.

Commissioner Hamilton announced that he had to leave the meeting early. He left at 7:18pm.

Chair Loya closed the public hearing at 7:22 pm and called for a motion by Commission.

Commissioner Dyer made a motion to recommend to City Council to approve SUP 20-05 with Conditions of Approval with modifications to Conditions 3 & 4 as discussed and agreed to by the applicant on rules being posted and changing parking spaces as discussed.

Commissioner Suits seconded the motion.

The Commission motion was approved by a vote of: **6 AYES, 0 NOES and 1 ABSENT (Hamilton)**.

IV. CONSENT:

2. Approve minutes of November 24, 2020 Planning & Zoning Commission meeting.

Chair Loya announced that now is the time to consider the Consent Agenda Item. He asked if there was a motion to approve or disapprove the Consent item.

Commissioner Suits made a Motion to approve the Consent Item as presented. Commissioner Dyer seconded the Motion. Motion was approved with unanimous AYE vote with 1 absent.

FUTURE AGENDA ITEMS:

3. Chair reviewed the Future Agenda Items as listed and asked if the Commissioners had any changes or additions. There were no additions or changes.

ADJOURNMENT:

Chair Loya adjourned meeting at 7:32 pm.

Passed and Approved on the ____th day of January, 2021 by Commission.

Darrell W. Gentry, Director
Planning & Development Services Department

2021 Planning & Zoning Commission Meeting Schedule

January 19, 2021—6:30 pm. Zoom teleconference

February 16, 2021—6:30 pm. Zoom teleconference anticipated

March 16, 2021—6:30 pm. Zoom teleconference anticipated

April 20, 2021—6:30 pm. Zoom teleconference anticipated

May 18, 2021—6:30 pm. Zoom teleconference anticipated

June 22, 2021—6:30 pm.

July 20, 2021—6:30 pm

August 17, 2021—6:30 pm

September 21, 2021—6:30 pm

October 19, 2021—6:30 pm

November 16, 2021—6:30 pm

December 21, 2021—6:30 pm

Zoom teleconferencing is scheduled at least until end of May, 2021 due to healthcare protocols in place. If these restrictions are lifted by mid-year then in person meetings may be scheduled for City Council Chambers.