



**PLANNING & ZONING COMMISSION REGULAR MEETING
TUESDAY, FEBRUARY 16, 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, February 16, 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 or 1 646-558-8656 or 1 669-900-9128

Webinar ID: 899 4848 8235 Participant ID: 113079 Password: 610678

The Zoom meeting may also be joined by clicking the following link:
<https://us02web.zoom.us/j/kOoAGiENw>

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, February 16, 2021 at dgency@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, February 16, 2021 at dgency@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 making a recommendation to City Council regarding electronic messaging center signs to City Sign Ordinance.
2. Discuss and review Department procedures for submitted applications and Commission's role.
3. Discuss and consider recommending approval of 2nd Annual Planning Commission 2021 Work Program.

IV. CONSENT ITEMS:

4. Approve minutes from January 19, 2021 Planning & Zoning Regular Meeting.
5. Review of 2020 Building Permit Activity Report.

V. FUTURE AGENDA ITEMS:

6. **Regulations**—Amend Subdivision Ordinance, Chapter 42, Adopt Unified Development Code.
Projects—Rezoning for Planned Development—228 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.

Said notice has been posted this 9th day of February 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 February 16, 2021

Commission Report

TITLE: Discuss and consider a recommendation regarding amending Sign Ordinance to include electronic messaging center signs.

STAFF

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

RECOMMENDATION:

Conduct a discussion and consider adding electronic messaging center sign regulations to City Sign Ordinance.

SUMMARY:

The City Council has requested and referred this item to the Planning & Zoning Commission for discussion and consideration in order to make a recommendation regarding amending the City Sign Ordinance. The specific referral by City Council is to consider regulations for electronic messaging center signage.

The City Council had, previously, requested information about electronic messaging signs (EMC's) be provided. Staff did research and brought forward a report for their discussion. The City Council, at its February 8th meeting, concluded to refer this item back to the Commission for further recommendations on possible regulations.

The issue of regulating usage of electronic messaging signs is focused on how to control brightness, animation and achieve an effective "street level" business identification. EMC signs are not digital billboard signs advertising a good or service that is located away from the sign. EMCs are located on premise and advertise goods and services available on-premises.

The Commission did not previously include any recommendation because the past discussions and decisions of City Council members did not support any ordinance regulations for said signs. There was concerns about brightness and motorist distractions. EMC technology has evolved from the sign generation level of electronic signs that are being used in Justin.

Additionally, local regulations have evolved to include standards derived from local experience with said signage, and from industry standards that specifically address brightness and use of EMC signage. City Council, last week, discussed being more pro-active in setting local standards and not ignore the evolution and usage of EMC in cities.

Staff is providing the attached Exhibit 5 materials and information as discussion for regulating EMC signage in Commission's discussions. The Commission should also know that staff has



provided draft copies of the EMC regulations and the yet-to-be approved draft amendment of the City Sign Ordinance.

Draft EMC Regulations:

The proposed draft EMC regulations should be included in an amendment to the City's Sign Ordinance for City Council adoption.

The significant elements of these proposed regulations are:

- Required automatic dimmer mechanisms for all EMC signs
- Only 1 EMC sign per lot
- EMC sign cannot exceed 30% of total allowable sign area permitted at a site.
- Illuminations cannot exceed 0.3 footcandles over ambient conditions as measured by illuminance meter.
- Displays cannot be repeated more than once every 16 seconds.

STAFF RECOMMENDATION:

Staff recommends the Commission discuss and make a recommendation to City Council to approve an amendment of City Sign Ordinance to include previously recommended changes and to include regulations allowing the use/regulation of EMC signs.

ATTACHMENT: Exhibit 5—Draft Electronic Messaging Signage regulation

Electronic Message/Changeable Copy Signs



Electronic messaging center (EMC) signs are more in demand due to effective business identification and promotion relative to cost. EMC's also enable multiple tenants in a building or complex to achieve identification "at the street" level on a single freestanding sign. EMCs are not digital billboards, which advertise a good or service that is located away from the sign. EMCs are located on the premises, and advertise goods and services that are available at the location.



Illustrations of changeable copy signs --- both manual and electronic.

There are often two contrasting views of EMCs. **One view** is frequent changing EMCs can be viewed as an asset to the economic vitality of each business. **Alternatively**, they can also be viewed as increasing visual clutter, distracting motorist's attention and contrary to general community development objectives and the sign regulations purpose.

Concerns regarding EMCs are related to brightness and animation effects. Since the technology is available, EMCs should be required to have dimming capabilities adjusting the brightness of ambient light, regardless of the time of day. Lastly, the regulations can make regulatory distinctions between electronic changeable copy and other mechanical or manual changeable signs.

It should be pointed out the current sign regulations prohibits the use or installation of EMCs. All existing EMCs, not including gasoline price messaging signs, are considered non-conforming

signs. This draft regulation is to be considered for amending the City Sign Ordinance regulation and include electronic message center sign regulations as shown in Exhibit 5.

EXHIBIT 5- Electronic Message Center Regulations ***Proposed regulation***

Definition of EMC Sign: A sign that utilizes computer-generated messages or some other electronic means of changing copy. These signs include, but are not limited to, displays using incandescent lamps, LEDs, LCDs or a flipper matrix.

Electronic Messaging Center criteria: The nighttime illumination of an EMC shall conform to the criteria as set forth in this section. Allowable EMC signage shall comply with the following:

1. Changeable copy by non-electronic means may be utilized on any permitted sign.
2. Only one (1) EMC sign is permitted on a zoning lot for each street on which the development fronts and the sign is visible unless additional EMCs are approved by the City Council.
3. EMC's are permitted provided that copy does not change more than once every 16 seconds and does not exceed 30% (thirty percent) of the total sign area permitted on site.
4. All permitted EMCs shall be equipped with a sensor or any other device that automatically determines the ambient illumination and programmed to automatically dim according to ambient light conditions, or that can be adjusted to comply with the 0.3 footcandle measurements.
5. No single electronic message is permitted to be repeated by flashing more than once every sixteen (16) seconds.
6. Message boards or electronic message centers are allowed as part of a detached monument sign but as follows:
 - a. The area of a message board or an electronic message center cannot exceed fifty percent (50%) of the actual sign area.
 - b. The copy or message of an electronic message center must be static and depicted for a minimum duration of fifteen (16) seconds. Video animation and phasing, rolling, scrolling, flashing, blending, and other transitions to messages are prohibited.
 - c. Electronic message centers must have automatic dimming capability that adjusts the brightness to the ambient light at all times of day and night.
7. Electronic message centers shall not occupy more increase their luminance by greater than twenty-four (24) square three-tenths (0.3) foot-candle above ambient levels of lighting as measured at a distance of one-hundred feet of the area of (100') from the sign face.
8. This area shall be included in the total sign area. Non-profit organizations may utilize fifty percent (50%) of a sign as a message board. at a height not to exceed five feet (5') above grade.
9. All EMCs are required to have automatic dimming capability that adjusts the brightness to the ambient light at all times of the day and night. EMCs shall not exceed 0.3 footcandles over ambient lighting conditions when measured with an illuminance meter set to measure footcandles accurate to at least two decimals.

Illuminance shall be measure with the EMC off and on again with the EMC displaying a white image for a full color-capable EMC or a solid message for a single-color EMC. All measurements shall be taken as close as practical to a perpendicular plane of the sign at the distance determined by the total square footage of the EMC as set forth in the accompanying Sign Area versus Measurement Distance table.

SIGN AREA VERSUS MEASUREMENT DISTANCE

AREA OF SIGN (in square feet)	MEASUREMENT (distance in feet)
10	32
15	39
20	45
25	50
30	55
35	59
40	63
45	67
50	71
55	74
60	77
65	81
70	84
75	87
80	89
85	92
90	95
95	97
100	100
110	110
130	114
140	118
150	122
160	126
170	130
180	134
190	138
200	141
220	148
240	155
260	161
280	167
300	173

- For signs not specifically listed, the following formula shall be used to calculate measurement distance (MD). **MD = square root of Area of Sign Sq Ft x 100.**
- As display alternates between solid white message and an “off” message, the range of values on an illuminance meter should be no more than 0.3 footcandles for compliance.



**Planning & Zoning Commission
February 16, 2021**

Staff Report

TITLE: Discuss and review Department procedures and Commission's role.

STAFF

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

RECOMMENDATION:

Conduct a discussion and review.

SUMMARY:

The Commission requested this item for discussion and review. The review is also intended to inform the Commission in its capacity as an advisory board to the City Council.

A primary purpose to this discussion is to gain knowledge about:

1. City development review process
2. Commission's role and responsibilities
3. Department staff's role and responsibilities
4. Reporting to City Council on projects/applications reviewed by Commission
5. State laws pertaining to project/development reviews

Another purpose is to provide all Commissioners an understanding on how to give input about ordinances, projects or plan reviews and decision-making.

Planning Commission Role:

Chapters 211 and 212 of Texas Local Government Code specifies the duties and powers of Planning & Zoning Commissions. Those duties include:

- Being advisory to the City Council. City Council makes the final decision on all cases reviewed by the Commission.
- Review and make recommendations to City Council on: Preliminary Plats, Zone Changes and Specific Use Permits. These recommendations can include: approval, conditional approval, denial or conditional denial. On cases involving denial or conditional denial, the Commission must state and list its reasons for denial or conditional denial.
- Study and give advice about changes or conditions associated with: City regulations and ordinances related to development, such as: Subdivision Ordinance; Unified Development Code; Off-Street Parking; Signage; Buffer Yards; Noise; and others.
- Complete specific assignments/tasks as may be given by City Council, such as Future Land Use Plans; Area or regulatory Plans; Special Zoning regulations like mobile food truck regulation; land use or zoning overlay districts. Commission may also be asked to investigate local conditions and make recommendations to City Council.



City Staff Role:

Planning & Development Services Department staffing is administrative and professional support to the Commission and to the City Council members.

The duties include:

- Meet and confer with the public and developers on zoning, code enforcement and development requirements, procedures & processing times. Additionally, provide information on how to apply for building permits or planning & zoning cases, such as SUPs by using the City's online system, MyGov, found on Development Service page of City's website.
- Review all submitted applications and plans for building permits and planning reviews and distribute electronic or print plan copies to all reviewing parties and consultants.
- Prepare and conduct research about land use, zoning districts, future land use plans, ordinances, code enforcement complaints and/or any other assigned tasks.
- Prepare land use plans as directed by City Council.
- Answer public questions daily via email and phone regarding: zoning, development, code complaints, developments in progress.

MyGov Permit Application System

MyGov system, as used in our duties, provides a filing and information portal for all individual plans or projects throughout application processing. Applicants also receive correction and other notices, especially for building permits, direct immediate notifications and fees can also be paid online.

MyGov also provides weekly, monthly and annual reports on activity and notifications as required. MyGov is also used for Code Compliance activities for all compliance issues or investigations initiated by the City.

City also uses MyGov for right-of-way permits, contractor registrations and in the future, business licenses. City Public Works Department uses MyGov for work order processing, which is unrelated to other activities.

Service Consultant Roles:

Service consultants are advisory support to City staff members, especially to City Public Works, Planning & Development Services and City Manager.

Historically, City has used third party consultants for various development review functions for a number of years and still does, but less often currently. As the City has grown and acquired more experienced professional staff, there has been a shift to more functional, in-house staffing with municipal experience.



Service consultants are used for: Engineering, Planning & Zoning, Building Plan Review/Inspections, Health Inspections and Fire Plan Review/Inspections.

Service consultants under contract with the City are or have been:

- a) Pacheo-Koch for Engineering, Planning & Zoning and Landscaping
- b) Dunaway Consulting, in the recent past, for Engineering and Planning/Zoning
- c) Countywide Services for Building Inspections and Plan Review
- d) Brian Gilmore for contractual Fire Marshal Inspections and Plan Review
- e) Duane Barritt for City Health Inspections, annual and quarterly

Pacheo-Koch is the successor to Dunaway Consulting for engineering and zoning related cases. Dunaway and Countywide are no longer under contract to the City.

The City's adopted Schedule of Fees includes some cost recovery of these consultant fee expenses. This Schedule of Fees is published and available online as a reference for all project applications.

City Development Review Process:

Planning & Development Services Department uses these steps in support to Commission and for development plans or projects review:

- Pre-submittal consultation — we encourage having a voluntary, pre-submittal review with any applicant of their individual projects or applications. This voluntary step provides a listing of issues to be addressed and requirements for an applicant **BEFORE** formal applications are submitted for processing.
- Formal application submittal – Initial review is to confirm information received and create a MyGov file. Within 24 hours, assuming submittal is within business week, we route all information, documents, plans and application forms to City Departments and Consultants as needed.

There are some exceptions: ROW (Right-of-Way) permits, Variances and some Minor cases. ROW permits are only reviewed by Public Works Department for compliance to ROW ordinance requirements. A variance to subdivision requirements are only reviewed by Planning & Zoning and City Council. If a variance to subdivision standards and regulations is required, then all reviewers may be involved depending on variance item.

- Formal applications reviewed must be done within 10 days or less by state law. Applicants must be notified in writing of required corrections, added studies or other requirements for completing the submittal information or plans. MyGov system is used to track and monitor application steps until there is final action by City Council and beyond.
- Completed applications and plans are scheduled for P&Z Commission and City Council agendas simultaneously in order to assure compliance with State law on required processing deadlines. Law requires an agenda action by P&Z Commission within 30 days of complete application submittal and within another 30 days for City Council action.

- If a Preliminary Plat is involved, the applicants must prepare the Final Plat and Construction Plans for earth work and public/private infrastructure systems for City review and compliance to Technical Specifications and Standards requirements. Such plans are regularly reviewed by all reviewers, but City Engineer and Public Works are primary party in this step of process.
- Final Plats must be approved by the City Council prior to map recordation and lot sales can begin or release of Construction Plans. Required improvement and subdivision bonds must also be submitted and on file with the City prior to Construction Plan release.
- All building, electrical, mechanical and plumbing plans must be submitted to Planning & Development Services Department for review and compliance with 2018 Building Codes. Plans are required to be submitted using the MyGov system, which allows all parties to receive notices, corrections required and to know where plans are in the processing or construction steps.
- Final Inspections and clearance by Building Official, Fire Marshal and/or Public Works Department is required in order to secure a Certificate of Occupancy.

Planning & Zoning Commission Proceedings:

- Commission Engagement/Questions: Every Commission wants to know what questions to ask and how to engage other Commissioners. The reply here is:
Ask any question on any agenda item before the Commission. The Commission Chair has to call on each Commissioner if there are questions or concerns then let each of you speak.
As Commissioners, you can (and should) call staff ahead of the upcoming meeting and ask your question or speak about a concern. Generally, the response given may help with understanding the proposal and often may be a question to ask again at the meeting for all Commissioners to hear the reply.
- Commissioner Knowledge: Commissioners are not required to know the City Code of Ordinances; that is staff's responsibility to identify and present as part of any pending application or proposal. For future Commission agendas, there will be a new form added for your information; this new form is a Project Review Assurance form. Commissioners are advisory to City Council. Your decisions are always presented to City Council even when there may be a professional differences about a particular project or proposal.
- Continuing an Agenda Item: If any Commissioner should believe that additional information is needed prior to a decision being made, then it is appropriate for a motion to continue or table until additional information is received. If motion carries, then the agenda item is tabled or continued to certain date.
- Items forwarded to City Council: All items forwarded to City Council do not ordinarily or routinely get reviewed before scheduling for Council agenda.



STAFF RECOMMENDATION:

Staff recommends the Commission discuss and give direction to staff.

ATTACHMENT: Project Review Assurance Form
Development Review Flow Chart



PLANNING & ZONING COMMISSION
Commission Report
February 16, 2021

PROJECT: 2021 Annual Planning Commission Work Program Discussion

STAFF

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

EXECUTIVE SUMMARY:

This item was tabled at the last Commission meeting for a later discussion. 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 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-Towne Commons South 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, JANUARY 19, 2021, 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, Chris Young and Eric Wilhite, Planning Consultant.

Others Present:

Special Presenters: Randi Rivera, Jameson Pinson and Justin Lansdowne -- McAdams Company

I. CALL TO ORDER:

Chair Loya announced on the 19th day of January 2021 at 6:30 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 Taylor.

II. PUBLIC COMMENT:

No Public Comments received or given at the meeting. 6:33 pm

III. DISCUSSION:

1. Discuss and consider a study session presentation regarding alternative subdivision layouts and designs. Special Presenters—McAdams Engineering

Chair Loya announced that now is the time to hear a special presentation regarding alternative subdivision layouts, engineering practices and designing techniques needed.

Chair requested Director to make introductory remarks and introduce the presenters. Director spoke about previous study session on City Subdivision Ordinance and alternatives to traditional grid pattern subdivision designing. Director then introduced the special presenter to offer information and presentation on alternatives to grid pattern designing.

Ms. Randi Rivera thanked the Commission for the opportunity to make their presentation and speak to the issue of alternative subdivision grid patterns. She acknowledged and appreciated the forward looking view that the Commission was doing with this presentation. Ms. Rivera introduced her other presenters and gave a brief statement of firm's background and experience with non-grid pattern designing. She presented a PowerPoint showing various examples of alternative designs already being done or completed in the State of Texas.

Other McAdams Company presenters spoke about the integration of architecture, urban planning, engineering and landscape techniques needed for non-traditional grid pattern layouts and designing. Summary of their presentation was: community benefits can be derived by reducing public infrastructure installation, creating a sense of place with walkable residential areas, enhancing the quality of development at less cost for developer, and maximizing opportunities for community quality of life.

Chair asked if there were Commission questions or comments.

Commissioners asked questions about Cove pattern designing as related to fire protection standards for turn-around specifications and time delays. Mr. Lansdowne replied that to meet NFPA guidelines or specific fire department requirements. McAdams Company has designed mid-block knuckles and use of standard turning radii (30") for cul-de-sac locations for fire safety compliance.

He also spoke about the overall reduction in long-term City cost for ongoing maintenance of streets by the designed street reduction and reduced main entry accesses. Many projects have achieved a reduction of public infrastructure improvements by 10% to 25%; increased overall open space between and around individual houses; and achieved a sense of place by creating walkable, safe neighborhoods

Mr. Pinson spoke about the savings in storm drain system infrastructure improvements and achieving residential units with views from rear and front yard locations, rather than looking at the back of another house.

Mr. Pinson also noted that Cove design is a change in approach to subdivision designing but has been around for many years and pointed out local examples, including Furst Ranch in Flower Mound. He described the evolution of Furst Ranch, the Trailwood Development located south of the Canyon Falls development and east along FM117. This project was pointed to as "on-the-ground" existing, building project in close proximity to Justin.

All three presenters spoke to need for subdivision ordinances that setting standards for varying setbacks around a meandering street layout as a key factor, that use or allow longer block lengths and require individual driveways not less than 10 feet wide; and which allows for design of “flag lots”.

Commission Chair Loya asked if there were any questions by the Commission. Commissioner Hamilton asked for further explanation of fire standards, especially NFPA guidelines that are applicable to Cove designing. Presenters responded to Chair questions and comments.

Commissioner Dyer asked about the limited number of project entryways and wanted to know if it was restrictive in ease of vehicle flows. Commissioner also asked about homeowner association acceptance of Cove designs.

Presenter responded that a significant safety feature of the Cove design’s use of meandering streets is that it has been shown to move vehicles smoother into, through and out of the subdivision boundaries, simply by the overall reduction of intersecting streets and shorter street lengths. Mr. Pinson replied that HOA, in general, have not shown a reaction yet because there are not yet any HOAs in place or active for these new subdivisions to be used as examples. Also, residents have demonstrated a favorable reaction through rapid sales rates compared to usual grid pattern designs that can be found in any city or community.

Commissioner Heygster commented that Cove designing makes a lot of sense. It seems to be a win-win situation for everyone and should be used often. Commissioner spoke in favor of this designing technique being a part of Justin’s requirements as an option or otherwise.

Commission Chair Loya also echoed support for Cove designing wherever and whenever possible to implement. Chair stated a preference that lead to reduced streets and improved the quality for residential neighborhoods.

There were no further questions or comments by Commissioners.

2. Discuss and consider approving the 2nd Annual Planning Commission 2021 Work Program.

Chair Loya announced that now is the time to discuss and consider information about a proposed 2021 Annual Commission Work Program.

Commission Chair asked Director to proceed with presenting the proposed 2021 Work Program. Director Gentry provided an overview and verbal summary of the packet information. Director pointed the 2020 Annual Work Program results, particularly the results achieved as well as the focus of attention for 2021.

Commissioners began a lengthy discussion about an off agenda topic that was halted by Chair in order to return to Agenda Order and business. Director Gentry suggested that Commission consider tabling this item until a later Commission agenda discussion.

Chair requested the Commission to consider tabling this item for discussion until a later date. Commission unanimously agreed by voice vote to table for another agenda for the February meeting.

IV. CONSENT:

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

Chair Loya announced that now is the time to consider the Consent Agenda Items. He asked if there was a motion to approve or disapprove the Consent item. Director Gentry pointed out that Item #4 Commission Meeting Schedule does not require any action by Commission.

Commissioner Suits made a Motion to approve the Consent Item #3, the December 15, 2020 meeting minutes as presented. Commissioner Hamilton seconded the Motion. Motion was approved with unanimous AYE vote of all Commissioners present.

FUTURE AGENDA ITEMS:

5. Chair reviewed the Future Agenda Items as listed and asked if the Commissioners had any changes or additions. There was an addition for further discussion of Annual Work Program.

An added agenda discussion for February was to have further discussion about project and application reviews/City standards and procedures as brought up by Commissioner Hamilton in his prior off-agenda remarks.

ADJOURNMENT:

Chair Loya adjourned meeting at 8:04 pm.

Passed and Approved by _____ vote of Commission on the _____ th day of _____, 2021.



Planning & Zoning Commission February 16, 2021

Commission Report

TITLE: Review and Discuss 2020 Building Permit Activity Report.

STAFF

CONTACT: Sasha Torres, Development Services Specialist/Darrell W. Gentry, Director of Planning and Development Services

RECOMMENDATION:

Conduct a discussion and review.

SUMMARY:

The City uses the MyGov permit and application system to provide online, electronic filing, processing and tracking of various permits, plans and projects. Also MyGov is used by City to provide special online tools and data information for Code Compliance, Public Works, Contractor Registration and Business Licensing.

MyGov Permit Application System

MyGov system, as used, provides a filing and information portal for all individual plans or projects throughout application processing. Applicants also receive correction and other notices, especially for building permits, direct immediate notifications and also fees can be paid using this online system.

City also uses MyGov for right-of-way permits, contractor registrations and in the future, business licenses. City Public Works Department uses the system for work order processing, which is unrelated to other activities.

City acquired this system in early 2019 and began implementation immediately after training and off-line testing was complete. During the present health crisis and pandemic, the MyGov system has been essential to maintaining the ability for permit processing, building permit issuance, scheduling of inspections and issuance of Certificates of Occupancy. Also MyGov has greatly assisted with Public Works and Code Compliance activities.

MyGov also provides weekly, monthly and annual reports on activity and notifications as required. Code Compliance activities uses this system for tracking all compliance violations or investigations initiated. Immediate notifications is given directly for corrections, comments, notices and invoices. Invoices can be payed online using this system.



2020 Building Permit Activity Report:

For the period of January 1, 2020 to February 5, 2021, there have been a total of 740 permits processed and issued. The categories of permits includes:

- new single family residential
- non-residential construction, exclusively commercial in this reporting period
- swimming pools
- demolition of structures
- accessory buildings
- building remodels and additions
- signs
- right-of-way construction, primarily cable/internet services and driveways
- garage sales
- fences
- irrigation
- special events
- other permit types, inclusive of: electrical, plumbing, mechanical and miscellaneous

A breakdown for the January 1, 2020 to February 5, 2021 of this permit activity includes:

- #1—(235) New single family residential construction
- #2—(155) Other permits (electrical, plumbing, mechanical and miscellaneous)
- #3—(112) Irrigation system install permits
- #4—(62) Fence install permits
- #5—(46) Right-of-Way permits
- #6—(43) Garage Sale permits
- #7—(32) Accessory building permits
- #8—(21) Swimming pool permits
- #9—(18) Signs
- #10—(10) Special events
- #11—(3) New commercial buildings: AutoZone, Duffy Dental and Justin Self-Stor
- #11—(3) Demolitions

The largest of the new single family residential construction occurred in:

- Timberbrook with 3 active builders: 156 new SFR or 66.4% of all new homes built in this report period.
- Balance of new home construction, 79 homes, are located in: Hardeman Estates-phase 8; Legacy Ranch and Reatta Ridge, Phase 4.

For the balance of 2021 new home construction is projected in the following:

- Timberbrook, Phases 3B to 4B—Bloomfield Homes, sole builder
- Reatta Ridge, Phase 4—Kindred and Lillian Homes, selected builders
- Justin Crossing—K Hovnanian and Grand Homes, selected builders



- Reserve at Meadowlands, Phases 1 & 2, no builders selected yet

The regional demand for housing remains high with continued shortage of available dwellings on the market. Housing construction is projected to remain strong for 2021, but housing sales may lag because of delivery slowdown.

There are some supply chain and material costs concerns that builders have commented about which is affecting them. Higher material costs, supply chain delivery conditions and strong housing demand is likely to lead to higher purchase costs to buyers. Production rates may lag unless alternatives or present conditions are changed.

The new commercial building construction involved 3 projects: AutoZone, Duffy Dental Ranch and Justin Self-Storage.

For the balance of 2021 new commercial, projections that could include partial development of:

- Justin Towne Commons-OES project/Municipal Complex, 18 acres, Tally Boulevard & FM 156
- Justin Crossing, approximately 30 acres, FM 156 & John Wiley Road
- Glen Coe LLC, FM 156 south of Justin Crossing project, approximately 80,000 s.f.
- Brookson Builders, 6th Street

Same conditions for commercial construction as residential involving higher materials costs and supply chain delivery conditions is likely to be evident for non-residential construction as well. Construction may be affected in terms of availability for leasing or occupancy of available floor areas.

Staff is projecting an overall building permit submittal and processing increase of 15% which could equate to 850 permits for 2021. This projection remains well within our present capacity and staffing levels to effectively process.

STAFF RECOMMENDATION:

Staff recommends the Commission note and receive this report as presented. No action required.

ATTACHMENT: none