



**CITY COUNCIL AND PLANNING & ZONING COMMISSION**

**SPECIAL MEETING MINUTES  
TUESDAY, MARCH 23, 2021, 6:30 P.M.**

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

- I. CALL TO ORDER:** Mayor Woodall called joint session meeting of City Council and Planning & Zoning Commission to order at 6:30 pm.

**Roll Call:**

**Chair Members Present:** (A teleconference meeting per Texas public health code restrictions)

**City Council:** Mayor Woodall, Mayor Pro Tem Clark, **Council Members:** Hartle, Krueger, Mounce and Tate

**Planning & Zoning Commission Present:** Chair Loya, Vice-Chair Suits, **Commission Members:** Dyer, Heygster, Taylor.

**Members Absent:** Davis Parsons and 1 vacancy

**Staff Present:**

Darrell W. Gentry, Sasha Torres, Chris Young and Eric Wilhite, AICP, Planning Consultant

Loya announced on the 16th day of March 2021 at 6:30 pm that the Planning and Zoning Commission meeting was called to order. A quorum was determined by roll call of Commissioners present to conduct agenda business.

The Zoom meeting may be viewed by clicking the following link:

Invocation lead by Matt Goodwin and Pledge of Allegiance and Texas Pledge of Allegiance lead by Mayor Woodall.

**II. PUBLIC COMMENT: Announced by Mayor**

Written remarks sent by Mr. Greg Scott were read into the record by Director Gentry. No other written Public Comments received or given at the meeting. 6:34 pm

### **III. DISCUSSION:**

a. Discuss and consider a proposed Development Agreement for annexing approximately 197 acres located at southwest corner of Boss Range Road and FM 407

1. Discuss and consider making a recommendation to City Council regarding electronic messaging center signs to amend and update the City Sign Ordinance.

Chair Loya announced that now is the time for discussion of amending City Sign Ordinance to address electronic messaging center (EMC) signage.

Chair requested Director to make a brief presentation regarding this discussion. Director Gentry offered the written report that was presented in this packet. He spoke about the City Council referring this item to Commission for further review and recommendation. Director also stated that this discussion should also restate the Commission's recommendation to amend the Sign Ordinance with the changes previously recommended to City Council.

The discussion about the need for regulating electronic messaging signs was given by Director. Director also reviewed the proposed EMCs. The proposed regulations addressing illumination, animation and general development or use standards were reviewed as presented.

Commissioners discussed their questions regarding how many EMCs for a single parcel could be allowed; where could they be located and what permits would be required. Director replied stating that a single EMC per parcel would be allowed and regulations should clearly state this requirement. Building permits and zoning district setbacks must be met. Commissioner asked about how to get the word out about changes to City Sign Ordinance. Director replied

Director also explained that the type of graphics displayed would be regulated, not for content, but to eliminate driver tendency for driving distraction. This is being achieved by the regulation measurement for sign area and distance table shown with the proposed regulation.

After discussion and questions were concluded, Chair asked if there was anyone wishing to address the Commission on this item. No one asked to be heard. Chair called for a motion for a recommendation to Council.

Commissioner Dyer made a motion to recommend to the City Council for amending the City Sign Ordinance as previously recommend and to include new regulation for EMC signage as presented. Motion was seconded by Commissioner Suits. Motion was approved by a vote of 4 AYES, 2 ABSENT and 1 VACANT.

2. Discuss and review department procedures for submitted applications and Commission's role.

Chair Loya announced that now is the time for discussion and review of department procedures for submitted applications and Commission's role. Chair asked the Director to make a presentation on this item.

Director Gentry gave a highlight presentation of the written materials and report in the Commission's packet describing departmental procedures and steps involved. He described the use of MyGov, Commission's role, use of consultants, applicable state laws and newly created project review assurance form.

Commission asked for a clarification of recommendation action sent to City Council and how that gets done. Commissioner Heygster asked if Commission can assume that ordinance requirements and standards are reviewed in this process. Director replied that such reviews are done and often include a portion or all of an applicable ordinance. Chair Loya indicated that there is no action or recommendation required for this item. He asked if anyone attending wished to speak on this agenda item. No one requested to speak.

3. Discuss and consider approving the 2<sup>nd</sup> Annual Planning Commission 2021 Work Program and a Mission Statement.

Chair Loya announced that now is the time for discussing and considering the 2<sup>nd</sup> Annual Work Program for 2021. Chair asked the Director Gentry to make a presentation on this item.

Director Gentry reviewed the highlights of the Annual Work Program and a proposed Commission Mission Statement as presented. Director described several Work Program currently in process and reported on progress.

Commissioner Heygster spoke about the proposed Mission Statement. He made comment that a Mission Statement could help with identifying Commission's role and its function to advise the City Council on land use, zoning and platting.

Commissioner Dyer asked about the Historic Heart of the City District as presented and whether or not prior EDC/CDC work done could be incorporated into this proposed District structure and content. Chair Loya spoke about the importance of revitalizing Old Town area. Commissioner Heygster talked about the usefulness of prior EDC/CDC work materials being integrated into this land planning effort. Commissioner Suits talked about the connection between communities and area plans.

Chair asked if there was a motion to be made. Commissioner Heygster made a motion to approve the 2021 Annual Work Program and Mission Statement as presented. Motion was seconded by Commissioner Suits. Motion was approved by vote of: 4 AYES, 2 ABSENT and 1 VACANT.

4. Discuss a City Council requested joint meeting session with Planning & Zoning Commission.

Chair asked the Director to speak on this item. Director indicated that the City Council had selected March 23<sup>rd</sup> as a Special Joint Session Meeting of City Council and Planning/Zoning Commission. The purpose of this joint session is discuss and consider a proposed Development Agreement and project for 197 acres.

Director also stated that this Special Joint Session Meeting could include consideration by City Council of the Commission's 2<sup>nd</sup> Annual Work Program and Mission Statement as approved this evening.

There was no action needed for this item.

#### **IV. CONSENT ITEMS:**

Chair Loya stated that now is the time to consider the Consent Items. He asked if any Commissioner wanted to pull an item for further discussion or if a single motion was in order.

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

Commissioner Dyer made a motion to approve all Consent Items, Items 5 & 6, as presented. Commissioner Suits seconded the motion as stated. Motion was approved by a vote of: 4 AYES, 2 ABSENT and 1 VACANT.

#### **V. FUTURE AGENDA ITEMS**

Chair announced that the Future Agenda Items are listed by staff and asked if any Commissioner had other items for future agenda order. Commissioner Suits made remarks about saving the historic house on the 197 acre project. He hoped that the Commission address this issue at joint session meeting.

There were no additional items to add.

#### **VI. ADJOURNMENT:**

Chair Loya adjourned meeting at 8:02 pm.

