

**Notice of Meeting for the
Unified Development Code Advisory Committee
of the City of Georgetown
July 8, 2020 at 3:30 PM
at Teleconference**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

The regular meeting will convene at 3:30 p.m. on July 8, 2020 via teleconference. To participate, please copy and paste the weblink into your browser: <https://bit.ly/2CTtfl>

**Webinar ID: 991 6817 3987
Password: 278637**

To participate by phone: Call in number: (Toll Free) 833-548-0276

If you're attending the live event on the web, use a media-source extension (MSE) – enabled web browser like Chrome, Firefox, or Edge. Safari is not currently supported.

Public comment will be allowed via the above conference call number or the “ask a questions” function on the video conference option; no in-person input will be allowed.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Discussion on how the Unified Development Code Advisory Committee virtual conference will be conducted, to include options for public comments and how the public may address the Commission -- Sofia Nelson, CNU-A, Planning Director
- B *On a subject not posted on the agenda: Persons may add an item to a future Board agenda by filing a written request with the Staff Liaison no later than one week prior to the Board meeting. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. For Board Liaison contact information, please logon to <http://government.georgetown.org/category/boards-commissions/>.*

At the time of posting, no persons had signed up to speak on items not on the agenda.

- C Nomination and selection of Vice-chair and Secretary for the 2020/21 UDC Advisory Committee --
Andreina Dávila-Quintero, AICP, Current Planning Manager

Legislative Regular Agenda

- D Consideration and possible action to approve the minutes of the December 4, 2019 regular meeting of the Unified Development Code Advisory Committee. - Mirna Garcia, Management Analyst
- E Discussion and possible action establishing the regular meeting date, time and place of the Unified Development Code (UDC) Advisory Committee for 2020/21 -- Andreina Dávila-Quintero, AICP, Current Planning Manager.
- F Update on the Unified Development Code (UDC) amendment process, and the 2020 UDC Annual Review Plan, Schedule and Next Steps -- Andreina Dávila-Quintero, AICP, Current Planning Manager

Adjournment

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Minutes of the Regular Meeting of the
Unified Development Code Advisory Committee Meeting
Wednesday, December 4, 2019 at 3:30 P.M.
City Hall
808 Martin Luther King Jr Street, Georgetown, Texas 78626

Committee Member(s) in Attendance: PJ Stevens, Chair; Philip Wanke; John Philpott; Brian Robinson; Stuart Garner (arrived at 4:10 P.M.).

Committee Member(s) Absent: Tracy Dubcak, Vice-Chair

Staff Present: Andreina Dávila-Quintero, Current Planning Manager; Mirna Garcia, Management Analyst; Chelsea Irby, Senior Planner; Tammy Glanville, Planning Specialist

Meeting called to order at 4:02 P.M.

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found at the Board meeting. Clearly print your name, the letter of the item on which you wish to speak, and present it to the Staff Liaison, preferably prior to the start of the meeting. You will be called forward to speak when the Board considers that item.

On a subject not posted on the agenda: Persons may add an item to a future Board agenda by filing a written request with the Staff Liaison no later than one week prior to the Board meeting. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. For Board Liaison contact information, please logon to <http://government.georgetown.org/category/boards-commissions/>.

A. Public Wishing to Address the Board

At the time of posting, no persons had signed up to address the Committee.

Legislative Regular Agenda

B. Consideration and possible action to approve the minutes of the October 9, 2019 regular meeting of the Unified Development Code Advisory Committee. – Mirna Garcia, Management Analyst

Motion by Wanke, second by Robinson to approve the minutes as presented. Motion passed 4-0.

C. Public Hearing and possible action on proposed amendments to Chapter 5, Zoning Use Regulations, and Chapter 16, Definitions, of the Unified Development Code relative to certain uses in specific zoning districts (Amendment No. 12 and 13) – Andreina Davila-Quintero, AICP, Current Planning Manager

On April 24, 2018, the City Council directed staff to update the UDC's zoning use regulations as a

part of the 2018/19 UDC Annual Review process (Amendment No. 12 and 13). The purpose of this amendment is to review specific uses for each zoning district to see where they may be permitted by right, permitted with limitations, permitted with approval of a special use permit, or not allowed. On May 8, June 12, September 11, and October 9, 2019, the UDCAC discussed specific uses that have presented challenges because they were not included in the Permitted Use Table or are only permitted in one or two zoning districts. The specific uses identified for consideration included: office/showroom, towing services and impound lots, storage yards, contractor services (limited and general), and office/warehouse.

These are uses that are typically allowed in the Industrial (IN) zoning district due to the large amount of storage, particularly outdoor storage, of materials, equipment and vehicles that may be associated with the use. However, these are uses that may also be accommodated in lesser intense zoning districts, such as General Commercial (C-3) and Business Park (BP), as these are zoning districts that are typically located along major thoroughfares, allow other supporting uses, or are intended to provide a location for large developments.

The proposed amendments to the UDC include:

- Inclusion of additional site design standards for Office/Showroom specific use when located in the General Commercial (C-3) district.
- Inclusion of site design standards for the Towing Services and Impound Lots specific use when located in the Industrial (IN) district
- Allow the Limited Contractor Services specific use in the General Commercial (C-3) district with approval of a Special Use Permit and subject to compliance with additional site design standards
- Inclusion of additional site design standards for the Limited Contractor Services specific use when located in the Business Park (BP) district
- Allow the General Contractor Services specific use in the Business Park (BP) district with approval of a Special Use Permit and subject to compliance with additional site design standards
- Allow the Office/Warehouse specific use in the General Commercial (C-3) district and subject to additional site design standards
- Allow the use of Storage Yard specific use in the Industrial (IN) district and subject to additional design standards

Staff continued discussion with the UDC Advisory Committee on these uses for further review and consideration. Irby provided an overview of the changes made, such as grammar corrections, definitions' changes and additional clarifications to the Committee.

Wanke made the recommendation to change the words in Section C (Contractor Services, General), Item 2, and other sections where same language is used, from "platted or planned" to designated. He also recommended the change to Section D (Office/Warehouse), to include the storage and loading access to be located in the rear or side when in C-3.

There was discussion between staff and the Committee regarding differences between outdoor storage and outdoor displays, as well as designate parking requirements.

Stevens opened and closed the Public Hearing, as no one signed up to speak.

Motion by Wanke to recommend approval for Item C, with the changes to Section C Item 2, and other sections with similar wording, regarding the word change from platted or planned to designated; as well as the addition of the rear or side as the loading and storage area access for Section D. Second by Philpott. Approved 5-0.

- D. Public Hearing and possible action on proposed amendments to Chapter 3, Applications and Permits, of the Unified Development Code relative to zoning variances for sign area (Amendment No. 18) – Andreina Davila-Quintero, AICP, Current Planning Manager

On April 24, 2018, the City Council directed staff to update the UDC’s sign variance process as a part of the 2018/19 UDC Annual Review process (Amendment No. 18). The current UDC provides a process to seek relief from the sign height and location standards. The purpose of this amendment is to provide for a process to seek relief from the sign area and other applicable standards that, when strictly applied, the sign standards prohibits reasonable opportunity to provide adequate signage. On October 9, 2019, the UDCAC discussed potential amendments to the UDC to allow variances to the sign area.

The proposed amendments to the UDC include:

- Authority to the Zoning Board of Adjustment to consider and take action on variance requests to the sign area provisions of the UDC
- Clarification that variances to the sign area provisions of the UDC are a Zoning Variance and may only be approved if the Zoning Board of Adjustments finds that the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the requirements would result in unnecessary hardship, the spirit of the Code is preserved, and substantial justice is done

Davila-Quintero explained the changes made, and sought feedback from the Committee.

Stevens opened and closed the Public Hearing, as no one signed up to speak.

Motion to recommend approval of Item D by Philpott. Second by Robinson. Approved 5-0.

- E. Update on the 2018/19 UDC Annual Review Plan, Schedule and Next Steps – Andreina Davila-Quintero, AICP, Current Planning Manager

The purpose of this item is to provide an update on the UDC Annual Review Plan, tentative schedule and next steps. In addition, City Staff and members of the UDCAC will discuss the tasks identified at the previous meeting, as well as new tasks to be completed for the next meeting. Feedback and information received on each task will be incorporated when related UDC topics are scheduled and presented for discussion.

Adjournment

Motion by Wanke to adjourn the meeting. Second by Robinson. Meeting adjourned at 4:43 p.m.

PJ Stevens, Attest

Attest,

City of Georgetown, Texas
Unified Development Code Advisory Committee
July 8, 2020

SUBJECT:

Update on the Unified Development Code (UDC) amendment process, and the 2020 UDC Annual Review Plan, Schedule and Next Steps -- Andreina Dávila-Quintero, AICP, Current Planning Manager

ITEM SUMMARY:

The purpose of this item is to discuss the Unified Development Code (UDC) amendment process, and provide an update on the UDC Annual Review Plan, tentative schedule and next steps. In addition, City Staff and members of the UDCAC will discuss the tasks identified at the previous meeting, as well as new tasks to be completed for the next meeting. Feedback and information received on each task will be incorporated when related UDC topics are scheduled and presented for discussion.

FINANCIAL IMPACT:

None.

SUBMITTED BY:

Andreina Dávila-Quintero, AICP, Current Planning Manager

ATTACHMENTS:

Description		Type
□	2018/19 General Amendments List Update	Backup Material
□	Presentation	Presentation

UDC Annual Review 2018/19 Schedule ***DRAFT***																		
General Topic Group	Status	Amendment No.	Requested Amendment	UDC Chapter/ Section*	Research and Recommendations	Draft Language	UDCAC Review	CC Workshop	Open House Meeting	Draft Ordinance Language	UDC and other Boards discussion	Finalize Ordinance Language	Post Ordinance on Website for Public Review	UDCAC Public Hearing & Recommendation	P&Z Public Hearing & Recommendation	CC1 Public Hearing & Consideration	CC2 Final Action	Effective Date
Nonresidential Standards	Complete	04	Consider revising the minimum district size for the BP zoning district (Executive Amendment).	Ch. 7, Sec 7.02			N/A	N/A			N/A			N/A	3-Apr-18	10-Apr-18	24-Apr-18	2018 Q2
Land Uses	Complete	01	Acknowledge mobile food trailers as a use within the UDC and outline appropriate regulations governing mobile food vendors.	Ch. 3 & Ch. 5			10-Jan-18	8-May-18			UDC July Discussion		Jul-Aug	8-Aug-18	4-Sep-18	25-Sep-18	9-Oct-18	2018 Q4
Historic Districts	Complete	02	Review the standards pertaining to historic districts and structures based on the revised Historic Resource Survey	Ch. 3, Sec 3.13 & Ch. 16, Sec 16.02	43787		43509	Nov 18 Dec 18 Jan 19	43484	43515		43515		43537	43543	43550	43564	2019 Q1
Application Processes and Requirements	Complete	08	Expand development agreement language establishing clear requirements and processes.	Ch. 3, Sec 3.20 & Ch. 13, Sec 13.10			13-Jun	12-Jun		July	UDC Aug Discussion	July	Aug-Sep	14-Nov-18	4-Dec-18	11-Dec-18	8-Jan-19	2019 Q1
Land Uses	Complete	11	Executive Amendment: Review and update Permitted Use tables: - Require an SUP for Auto-related uses in C-1 - Require an SUP for detached MF in MU-DT - Require an SUP for Food and Beverage Establishment in IN - Remove 750-foot separation requirement for bars and taverns - Include non-listed uses	Ch. 5	Jan/Feb 19	Mar-19	N/A	N/A	N/A	Mar-19	N/A	Apr-19	N/A	N/A	Apr-19	Apr-19	May-19	2019 Q2
Residential Standards	Complete	14	Review the maximum number of units required per building, and building separation requirements for MF districts	Ch. 6, Sec 6.02	Jan-19	Feb-19	13-Feb-19		Feb-19	Feb-19	Mar-19	Mar-19	Mar-19	10-Apr-19	16-Apr-19	28-May-19	11-Jun-19	2019 Q2
Application Processes and Requirements	Complete	17	Review the rezoning public review requirements to require neighborhood meetings for certain rezoning cases.	Ch. 3, Sec 3.06	Jan-19	Feb-19	13-Feb-19		Feb-19	Mar-19	Mar-19	Mar-19	Mar-19	10-Apr-19	16-Apr-19	28-May-19	11-Jun-19	2019 Q2
Parkland	Complete	03	Update provisions governing parkland dedication based on forthcoming recommendations by the Parks & Recreation Board subcommittee review.	Ch. 13, Sec 13.08		Jan-19	13-Feb-19		Feb-19	Jan-19	Mar-19	Mar-19	Mar-19	10-Apr-19	16-Apr-19	28-May-19	11-Jun-19	2019 Q2

UDC Annual Review 2018/19 Schedule ***DRAFT***																		
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Land Uses	Complete	12, 13	Review and update Permitted Use tables: - Consider changes to the zoning districts various Specific Uses may be permitted in (in general) - Consider updating the list of Specific Uses in Chapter 5 to include various uses that are not currently listed (i.e. self service machines (ice) and storage yards). - Consider changes to the zoning districts various Specific Uses may be permitted in ("Contractor Services Limited", "Contractor Services General", and "Office Warehouse" Specific Uses in the C-3 zoning district) - Office in RS through SUP (<i>Not Included</i>) - SUP for certain uses in Gateway Overlay districts (<i>Not Included</i>) - RVs as primary quarters in AG (<i>Not Included</i>)	Ch. 5	Jan/Feb 19	Q2 and Q3 2019	Q2 and Q3 2020			Q4 2019	Q4 2019	Q4 2019	Q4 2019	Dec-19	7-Jan-20	14-Jan-20	28-Jan-20	1-Feb-20
Signage	Complete	18.1	Sign Area variance process	Ch. 3, Sec 3.15		Q4 2019	Q4 2019			Q4 2019	Q4 2019	Q4 2019	Q4 2019	Dec-19	7-Jan-20	14-Jan-20	28-Jan-20	1-Feb-20
Application Processes and Requirements	In Review	05, 06, 18	New/revise processes: - Create a process to address requests for vesting determinations. - Create a process to address requests for appeals.	Ch. 3, Sec 3.14 and 3.15		Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q1 2020	Q1 2020	Q1 2020	2020 Q1
Administrative Clean-Up: Federal and State law compliance	In Review	07, 09, 10	Revisions to standards and requirements to ensure compliance with Federal and State Law: Review Authority; Subdivision Regulations: When a plat is required; Subdivision Regulations: Replat approval w/out vacating preceding plat; Subdivision Regulations: Plat Exemptions; Wastewater connection requirements in ETJ; TUPs (portable classrooms); Definitions: Household; Definitions: Portable Signs; Impervious Cover credit for Places of Worship. Clean-Ups: Permits and Processes; ZBA 45-day review timeline; Model Homes; Accessory Structures (size limitations); Definitions; Conflicting and outdated cross-references and sub/section numbers	Ch. 2, Ch. 3, Ch. 5, Ch. 11, Ch. 13 & Ch. 16	Jan-19	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q4 2019	Q1 2020	Q1 2020	Q1 2020	2020 Q1
Application Processes and Requirements	On Hold	16	Clarify what triggers the requirement for a Traffic Impact Analysis (TIA) and when an appeal may be made and review the improvements that are considered or required.	Ch. 12, Sec 12.09														TBD

UDC Annual Review 2018/19 Schedule ***DRAFT***																		
General Topic Group	Status	Amendment No.	Requested Amendment	UDC Chapter/ Section*	Research and Recommendations	Draft Language	UDCAC Review	CC Workshop	Open House Meeting	Draft Ordinance Language	UDC and other Boards discussion	Finalize Ordinance Language	Post Ordinance on Website for Public Review	UDCAC Public Hearing & Recommendation	P&Z Public Hearing & Recommendation	CC1 Public Hearing & Consideration	CC2 Final Action	Effective Date
Residential Standards	Pulled	15	Consider masonry requirements for residential development	Ch. 6	Jan/Feb 19	Q2 2019	13-Feb-19	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q3 2019	2019 Q4

* The UDC Chapter or Section referenced in this column provides the regulation subject to this amendment. However, please note that other sections may need to be amended to address any conflicts and ensure consistency throughout the document.

2020 UDC Workplan

UDC Advisory Committee

July 8, 2020

Presentation Purpose

The purpose of this item is to obtain feedback and direction on the UDC General Amendments List that City staff will work on this year.

Presentation Agenda

- I. UDC annual amendment and review process
- II. Review of Recent Amendments
- III. Recommendations for Amendments
- IV. Next Steps
- V. Questions and direction to staff

UDC Annual Review Process

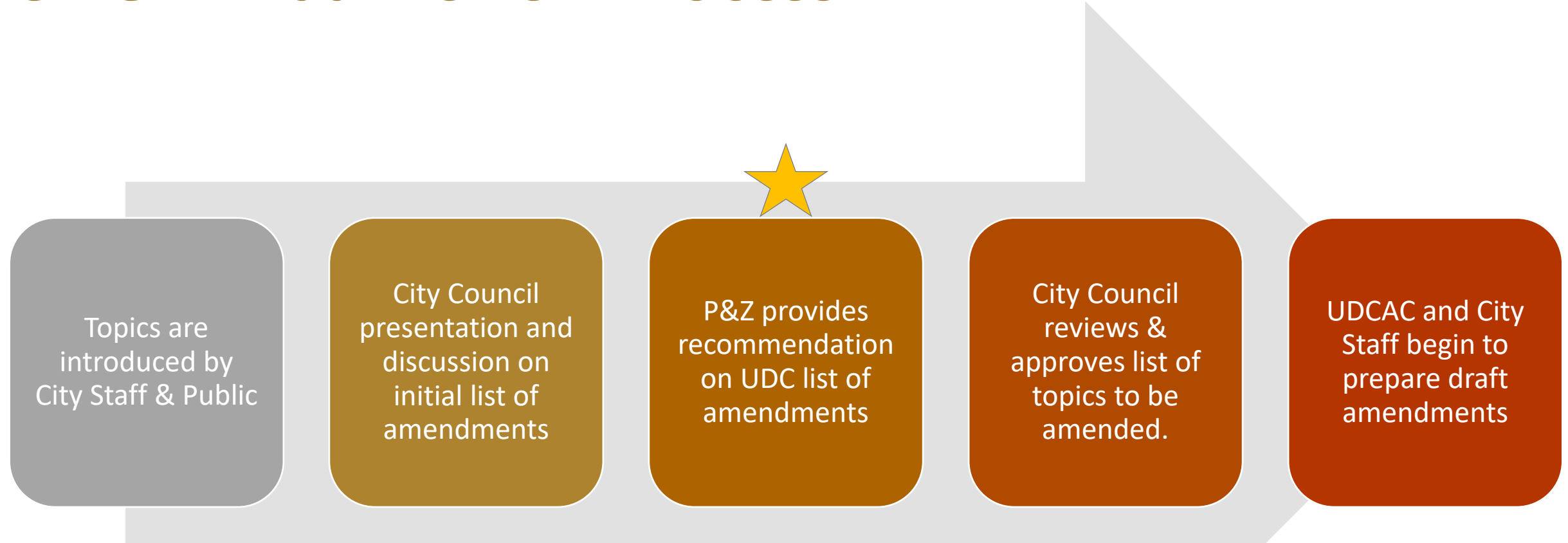
UDC Direction on Amendments

- UDC identifies review shall occur on an annual basis.
- Amendments shall be consistent with the Comprehensive Plan and may be made in support of one of the following circumstances:
 - To establish and maintain sound, stable, and desirable development within the jurisdiction of the City; or
 - To correct errors in the text; or
 - To address changed or changing conditions in the City.

UDC Amendments Approval Criteria

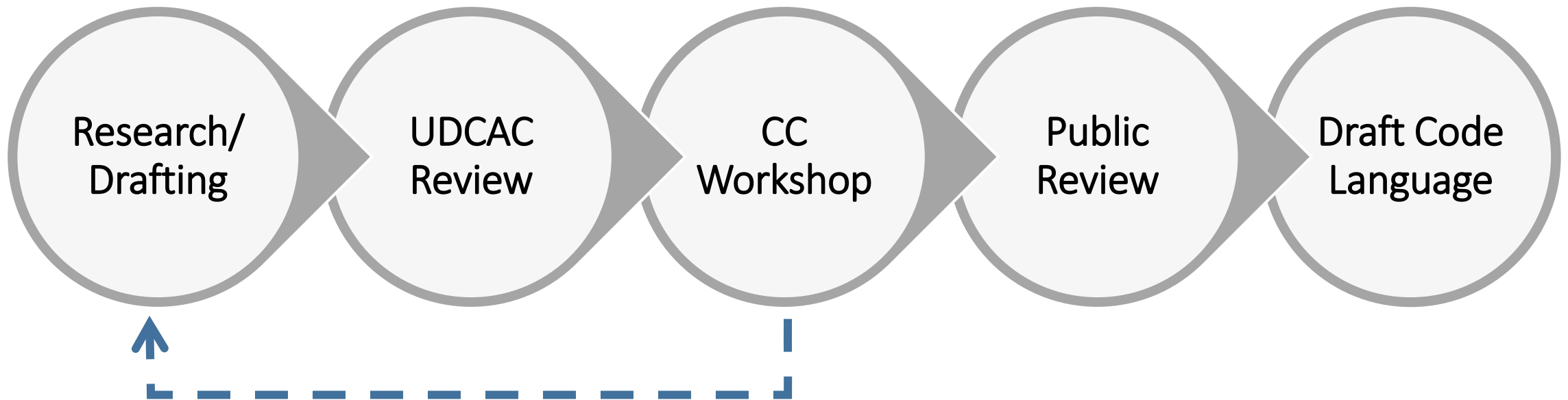
- In determining whether to approve, approve with modifications or disapprove a proposed amendment, the City Council shall consider whether the proposed amendment:
 - Promotes the health, safety or general welfare of the City and the safe, orderly, and healthful development of the City;
 - Is consistent with the Comprehensive Plan;
 - Is necessary to address conditions that have changed in the City;
 - Would positively or negatively impact the environment or community; and
 - Is in conformance with other applicable Sections of the City Code.

UDC Annual Review Process

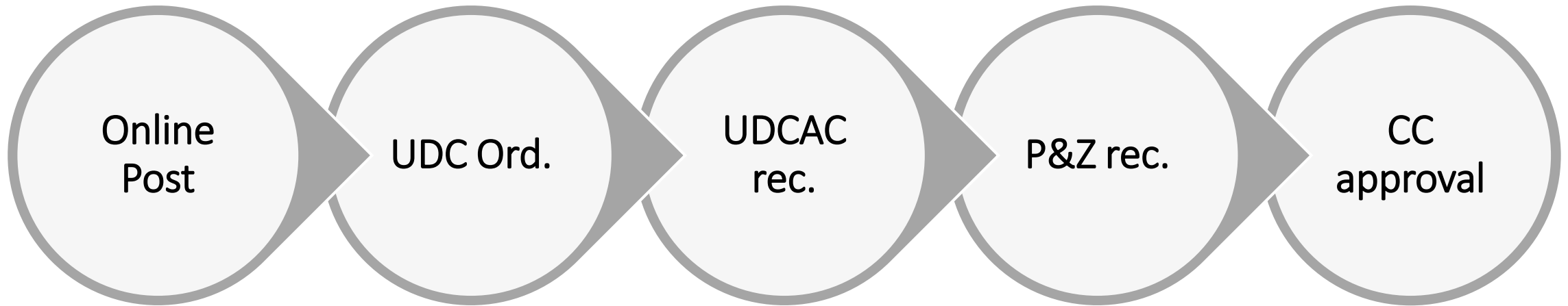


Given the COVID-19 pandemic the UDC Advisory Committee has not been meeting and have not been included in the review of the annual list of amendments.

Amendment Review Process



Amendment Review Process



Review of Recent Amendments

Amendments to address changed or changing conditions in the City

- Certificate of Appropriateness Process
- Land Use Notification Requirements
- Sign variance opportunities
- Number of units per building in the Multi-Family zoning districts
- Multi-family detached use in the Mixed-Use Downtown (MU-DT) zoning district
- Minimum district size requirements for the Business Park (BP) zoning district

Amendments to maintain sound, stable, and desirable development

- Building Height Permitted in the General Commercial (C-3) zoning district
- Specific site design standards for fuel sales use
- Parkland Dedication requirements
- Request for Special Purpose Districts (i.e. Municipal Utility Districts (MUDs))

Amendments to maintain sound, stable, and desirable development

- Setback/Screening requirements when adjacent to residential property in the extraterritorial jurisdiction (ETJ)
- Auto-related uses in the Local Commercial (C-1) zoning district
- Food and beverage establishments in the Industrial (IN) zoning district
- Mobile or outdoor food vendor uses

Recommendations for Amendments

Staff Recommendation for Amendments in 2020

- Spill overs from 2018/2019 UDC Annual General Amendment List:
 - Sign Ordinance
 - Address legal compliance of ordinance
 - Use of electronic signs
 - New/revise processes: Appeals, Vesting Rights
 - Administrative and legal clean-ups

Staff Recommendation for Amendments in 2020

- Tree Preservation/Landscape conflicts
 - Improve readability and usability of ordinances
- Group Homes
 - Address legal compliance of ordinance
- Conflicts with Fire Code:
 - Street cross-sections for parking on both sides

Public Request for Review

- Use of artificial turf in lieu of grass in single-family developments.

Next Steps

UDC Annual Review Process



Given the COVID-19 pandemic the UDC Advisory Committee has not been meeting and have not been included in the review of the annual list of amendments.

Questions & Direction

- Direction to staff on:
 - Topics
 - Priorities
 - Process