

**Notice of Meeting for the  
Unified Development Code Advisory Committee  
of the City of Georgetown  
August 12, 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 August 12, 2020 via teleconference. To participate, please copy and paste the following weblink into your browser:**

**Weblink:** <https://bit.ly/3gDRdQ6>

**Webinar ID:** 973-8589-0952

**Password:** 408310

**To participate by phone:**

**Call in number:** (Toll Free) 833-548-0276

**Password:** 408310

**Citizen comments are accepted in three different formats:**

- 1. Submit written comments to [planning@georgetown.org](mailto:planning@georgetown.org) by 5:00p.m. on the date of the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.**
- 2. Log onto the meeting at the link above and "raise your hand" during the item**
- 3. Use your home/mobile phone to call the toll-free number**

**To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the "Raise your Hand" option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.**

**Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in you being immediately removed from the meeting.**

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## 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.*

## Legislative Regular Agenda

- C Consideration and possible action to approve the minutes of the December 4, 2019 and July 8, 2020 regular meetings of the Unified Development Code Advisory Committee. - Mirna Garcia, Management Analyst
- D 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
- E Presentation and Discussion on proposed amendments to the Unified Development Code related to tree preservation and landscaping standards.

## 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.

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Robyn Densmore, City Secretary

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
August 12, 2020

**SUBJECT:**

Consideration and possible action to approve the minutes of the December 4, 2019 and July 8, 2020 regular meetings of the Unified Development Code Advisory Committee. - Mirna Garcia, Management Analyst

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

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**SUBMITTED BY:**

Mirna Garcia, Management Analyst

**ATTACHMENTS:**

<b>Description</b>		<b>Type</b>
☐	12.4.19 minutes	Backup Material
☐	7.8.20 minutes	Backup Material

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.

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PJ Stevens, Attest

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Attest,

City of Georgetown, Texas  
**Minutes of the Regular Meeting of the**  
Unified Development Code Advisory Committee Meeting  
Wednesday, July 8, 2020 at 3:30 P.M.  
Teleconference meeting: <https://bit.ly/2CTtffl>

The regular meeting convened at 3:30PM on July 8, 2020 via teleconference at <https://bit.ly/2CTtffl> . Webinar ID: 991-6817-3987. To participate by phone: call in number 833-548-0276. Password: 278637. Public comment was allowed via the conference call number or the “ask a question” function on the video conference option; no in-person input was allowed.

**Committee Member(s) in Attendance:** PJ Stevens, Chair; Philip Wanke; Brian Robinson; Stuart Garner; Jen Henderson; Brian Ortego

**Committee Member(s) Absent:** Tracy Dubcak

**Staff Present:** Andreina Dávila-Quintero, Current Planning Manager; Mirna Garcia, Management Analyst; Nat Waggoner, Long Range Planning Manager

Meeting called to order at 3:35 P.M.

**Regular Session**

- 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 log on to <http://government.georgetown.org/category/boards-commissions/>.
- C. Nomination and selection of Vice-chair and Secretary for the 2020/21 UDC Advisory Committee – Andreina Davila-Quintero, AICP, current Planning Manager

**Motion by Wanke to nominate himself as Vice-Chair. Second by Ortego. Motion by Ortego to nominate himself as Secretary. Second by Wanke. Approved (6-0).**

**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



The link to view the minutes was not provided.

**Motion to continue this item at the next meeting by Chair Stevens. Second by Ortego. Approved (6-0).**

- 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 Davila-Quintero, AICP, Current Planning Manager

Motion to keep the second Wednesday of the month at 3:30p.m. as the meeting date and time, and the City Hall as the place of the meeting by Wanke. Second by Stevens. Approved (6-0).

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

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.

Robinson asked for an update on the last discussion regarding traffic impact analysis. Davila-Quintero explained that the City is continuing to review projects under the existing TIA requirements. However, the City is working on a Traffic Impact Study and studying if TIA requirements can eventually be replaced.

Waggoner also explained that the City engaged a consultant to evaluate what state law allows and also review the history of fees we have collected so far. This assessment will be presented to City Council in September, and an advisory board will be formed to evaluate those fees. The hope is to have direction from City Council by the end of the year.

Oretgo asked if electronic signs scope will change to include large changes such as bigger sign area and video? Davila-Quintero explained that has not been clarified yet; however, items to consider include other types of messaging and the areas, as well as illumination standards.

## **Adjournment**

Motion by Stevens to adjourn the meeting. Second by Robinson. Meeting adjourned at 4:14 p.m.

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PJ Stevens, Attest

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Attest,

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
August 12, 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

City of Georgetown, Texas  
Unified Development Code Advisory Committee  
August 12, 2020

**SUBJECT:**

Presentation and Discussion on proposed amendments to the Unified Development Code related to tree preservation and landscaping standards.

**ITEM SUMMARY:**

The City Council has directed staff to discuss updates to the UDC provisions related to tree preservation and landscaping as a part of the 2020 UDC Annual Review Cycle.

The purpose of this item is to provide an overview of the current ordinances related to tree preservation and landscape standards, identify issues and/or opportunities for improvements, and to overview focus areas for discussion over the review cycle.

Relevant sections of the UDC include, but are not limited to:

- Section 4.11, Gateway Overlay Districts
- Section 8.02, Tree Preservation & Protection
- Section 8.03, Residential Landscaping
- Section 8.04, Non-Residential Landscape Requirements
- Section 8.05 Review & Approval Process
- Section 8.06, Plant Selection, Installation, & Maintenance
- Section 11.04, Stormwater Management System Requirements

**FINANCIAL IMPACT:**

None studied at this time.

**SUBMITTED BY:**

Andreina Dávila-Quintero, AICP, Current Planning Manager