



**PLANNING & ZONING COMMISSION
ANNUAL PROGRESS REPORT**

OCTOBER 2018 – SEPTEMBER 2019

GENERAL INFORMATION

The Planning and Zoning Commission is assigned the duties and powers by Section 1.04.038 of the Leander City Code to *“Submit each September a progress report to the City Council summarizing its activities, major accomplishments for the past year and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and the identity of commission officers.”*

SPECIAL MEETINGS / TRAINING

Special Meetings

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| 01/03/2019 | Joint workshop with the City Council to discuss the Riparian Corridor requirements. |
| 01/17/2019 | Joint workshop with City Council to discuss the role of the Planning & Zoning Commission. |
| 01/26/2019 | Joint workshop with City Council to discuss the Planning & Zoning Commission goals. |
| 04/11/2019 | Training workshop to discuss the Planned Unit Development (PUD) district and review process. |
| 08/08/2019 | Workshop to discuss the proposed amendments to the Composite Zoning Ordinance and Subdivision Ordinance in response to the House Bills. |

Training

Commissioners Lantrip, Cosgrove, Means, Nelson, Anderson, and Hines attended the 2018 State of Texas Planning Conference hosted by the American Planning Association in Galveston, Texas

ORDINANCE AMENDMENTS

- Composite Zoning Ordinance
 1. Updated the ordinance to add a reasonable accommodations provision for Group Homes.
 2. Amended the Access Management provision to implement the TxDOT standards.
 3. Revised the Riparian Corridor standards to adopt the LCRA Standards and to provide for Buffer Zones.
 4. Updated the ordinance to eliminate the additional driveway width restrictions for residential lots.
 5. Removed the alley requirements from the single-family use components.
 6. Amended the ordinance to remove the restriction regarding lots served by septic systems.
 7. Updated the ordinance in response to House Bill 2439 to modify the masonry standards.
 8. Revised the garage standards for single-family homes.
 9. Increased the permitted fence height to 8 feet.
 10. Updated the ordinance in response to House Bill 3167 to modify the submittal requirements.

- Subdivision Ordinance
 1. Modified the ordinance to allow for the concurrent review of concept plans and preliminary plats.
 2. Amended the ordinance to remove the restriction regarding lots served by septic systems.
 3. Updated the ordinance in response to House Bill 3167 to modify the submittal requirements.

RECEIVED ACTIVITY - OCTOBER 2018 THROUGH SEPTEMBER 2019
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The Planning and Zoning Commission reviewed the following:

Concept Plans:	10	Preliminary Plats:	21
Final Plats:	29	Short Form Plats:	13
Variances	3	Special Use Permits:	4
TOD Zoning Cases:	2	Zoning Cases:	23
Ordinance Amendments:	12	Street Vacates:	0
Plat Vacates:	1	Comprehensive Plan Amendments:	5

CASES WHERE CITY COUNCIL ACTION DIFFERED FROM P&Z

1. Zoning Case: 18-Z-027

- *Zoning Request:* Hold a Public Hearing regarding Zoning Case 18-Z-027 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) district to SFC-2-B (Single-Family Compact) district on two (2) parcels of land approximately 31.55 acres± in size, more particularly described by Williamson Central Appraisal District Parcels R031645 and R048976; and generally located at the northeast corner of the intersection of Oak Grove Rd. and Heritage Grove Rd., Leander, Williamson County, Texas.
- *P&Z Action:* Motion made by Commissioner Laura Lantrip, seconded by Commissioner Uryan Nelson to approve the zoning request of SFC-2-B (Single-Family Compact).

Vote: 5-0

- *City Council Action:* Motion by Mayor Pro Tem Michelle Stephenson, Seconded by Councilmember Marci Cannon to approve the First Reading of an Ordinance regarding Zoning Case 18-Z-027 to amend the current zoning of Interim SFR-1-B district to SFC-2-B district. Councilmember Shepherd offered a friendly amendment to add completing a traffic study of Heritage Grove Road/183. The friendly amendment was accepted by Councilmember Cannon and Mayor Pro Tem Stephenson.

Vote:7-0

2. Zoning Case: 18-Z-033

- *Zoning Request:* Conduct a Public Hearing and consider action regarding Zoning Case 18-Z-033 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to PUD (Planned Unit Development) with the base districts of SFS-2-B (Single-Family Suburban), SFC-2-A (Single-Family Compact), LC-2-A (Local Commercial), and LO-2-A (Local Office) on five (5) parcels of land approximately 317.117 acres ± in size, more particularly described by Travis Central Appraisal District Parcels 354727 and 905245; and Williamson Central Appraisal District Parcels R560184, R560185, and R560473; and generally located to the northeast of the intersection of Mesa Vista Drive and CR 280, Leander, Williamson and Travis Counties, Texas.
- *P&Z Action:* Motion made by Commissioner John Cosgrove, seconded by Commissioner Uryan Nelson move to approve the zoning request with applicant's proposed amendment to remove Table 1.

Vote 6-0

- *City Council Action:* Motion by Councilmember Shanan Shepherd, Seconded by Councilmember Andrea Navarrette to deny the First Reading of an Ordinance regarding Zoning Case 18-Z-033, following a discussion.

Vote 7–0

3. Zoning Case : 19-Z-036

- *Zoning Request:* Conduct a Public Hearing and consider action regarding Zoning Case 18-Z-036 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to PUD (Planned Unit Development) with the base zoning district of SFT-2-A (Single-Family Townhouse) on one (1) parcel of land approximately 16.4 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R514458; and more commonly known as 14661 Ronald Reagan Blvd, Leander, Williamson County, Texas. Applicant/Agent: Binkley & Barfield, Inc (Gary Jones) on behalf of BAD DEVL LLC (Kelsey Stone).
- *P&Z Action:* Motion made by Commissioner Laura Lantrip, seconded by Vice Chair Marshall Hines to approve the Blockhouse Townhouses PUD (Planned Unit Development).

Vote 7–0

- *City Council Action:* Motion by Councilmember Marci Cannon, Seconded by Councilmember Jeff Seiler to approve the first reading of an Ordinance regarding Zoning Case 19-Z-036 with 85% masonry on the side facing Ronald Reagan following discussion.

Vote 7–0

4. Zoning Case: 19-Z-010

- *Zoning Request:* Discuss and consider action on amending the current zoning SFU/MH-2-B (Single-Family Urban/Manufactured House) to PUD (Planned Unit Development) with base zoning districts of LC-2-C (Local Commercial) and SFU-2-A (Single-Family Urban) on one (1) parcel of land approximately 2.77 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R036565; and more commonly known as 406 Hazelwood Street, Leander, Williamson County, Texas. Applicant/Agent: Jacob Wright on behalf of Jose & Blanca Mireles.
- *P&Z Action:* Motion made by Vice Chair Marshall Hines, seconded by Commissioner Uryan Nelson to approve the zoning request for a PUD (Planned Unit Development) with the zoning district of LC-2-C (Local Commercial) and SFU-2-A (Single-Family Urban) with condition that staff works with the applicant on the following conditions:

1. Adjust the zoning boundary to only include the area that will be developed with the dog boarding and training facility.
2. Remove Item G from the PUD regarding waiving the roadway adequacy fees.
3. Update the PUD notes to include a waiver to the masonry wall requirement between the commercial use and the single-family to the south.

Vote: 3–1

- *City Council Action:* Motion by Mayor Troy Hill, Seconded by Councilmember Jason Shaw to deny Zoning Case 19-Z-010 amending the current zoning SFU/MH-2-B to PUD for property commonly known as 406 Hazelwood Street, following discussion.

Vote 5–0

5. Zoning Case: 18-Z-035

- a. *Zoning Request:* Conduct a Public Hearing regarding Zoning Case 18-Z-035 to amend the current zoning of TF-2-B (Two-Family) to PUD (Planned Unit Development) with the base zoning District of CH-2-A (Cottage Housing) on one (1) parcel of land approximately 0.94 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R578189; and and legally described as 1.5 acres out of lot 7 of the Leander Heights Section 2, Block A Final Plat, Leander, Williamson County, Texas. Applicant/Agent: Hoch Construction, LLC on behalf of SEC Solutions (Marco Castaneda).
- b. *P&Z Action:* Motion made by Commissioner John Cosgrove, seconded by Commissioner Laura Lantrip to recommend approval of the request.

Vote: 7–0

- c. *City Council Action:* Motion by Mayor Troy Hill, Seconded by Councilmember Marci Cannon to approve Zoning Case 18-Z-035 amending the current zoning of TF-2-B (Two-Family) to PUD (Planned Unit Development) with the base zoning District of CH-2-A (Cottage Housing) on one (1) parcel of land approximately 0.94 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R578189; and legally described as 1.5 acres out of lot 7 of the Leander Heights Section 2, Block A Final Plat, Leander, Williamson County, Texas; and to require a development agreement with 85% masonry at second reading, following discussion.

Vote 5–2

PROPOSED WORK PROGRAM

The proposed work program for 2019-20 includes continuing implementation of the revised ordinances in response to the House Bills. As this process is implemented, there may be additional amendments to the ordinance. The Commission P&Z will also participate in the review and adoption of the updated Comprehensive Plan. Finally, the Commission will participate in an annual update to the zoning, subdivision and sign ordinances to address issues identified by staff, applicants and citizens during the normal course of applying the ordinances.

The Commission will also continue to hold joint work sessions with City Council at least twice annually. Commissioners Anderson and Ross will attend the 2019 State of Texas Planning Conference hosted by the American Planning Association in Waco, Texas.

ATTENDANCE RECORD

Total absences from October 2018 through September 2019 were as follows. There were a total of 21 regular meetings.

Name/Position	Number of Absences	Absence Percentage
Laura Lantrip, Place 1: (current term began Oct. 2016 - expires Oct. 2019)	0	0%
John Cosgrove, Place 2: (current term began Oct. 2016 - expires Oct. 2021)	2	9%
Jason Anderson, Chair Place 3: (current term began Jan. 2014 - expires Oct. 2019)	2	9%
Becki Ross, Place 4*: (current term began Oct. 2018 - expires Oct. 2021)	3	15%
Uryan Nelson, Place 5: (current term began April. 2017 - expires Oct. 2019)	2	9%
Travis Crosby, Place 6*: (current term began Oct. 2018 - expires Oct. 2021)	3	15%
Marshall Hines, Vice Chair Place 7: (current term began Oct. 2015 - expires Oct. 2021)	1	4%

* Commissioner Ross and Commissioner Crosby had a total of 19 regular meetings due to the reappointment schedule.