

# Notice of Meeting of the Planning and Zoning Commission of the City of Georgetown, Texas June 17, 2025

The Georgetown Planning and Zoning Commission will meet on June 17, 2025 at 6:00 PM at Council and Court Building, 510 W. 9th Street.

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.

## Public Wishing to Address an Advisory Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found on the table at the entrance to the meeting room. Clearly print your name and the letter of the item on which you wish to speak and present it to the Board Liaison prior to the start of the meeting. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form prior to the meeting being called to order may speak. Speakers will be allowed up to three minutes to speak. If you wish to speak for six minutes, it is permissible to use another requestor's granted time to speak. No more than six minutes for a speaker may be granted. The requestor granting time to another speaker must also submit a form and be present at the meeting.

On a subject not posted on the agenda: A request must be received by the Advisory Board or Commission Liaison prior to the day the agenda for this meeting is posted. Each speaker will be given three minutes to address the Board or Commission members. No action can be taken at this meeting.

## Call to Order

Pledge of Allegiance  
Comments from the Chair  
Announcements  
Action from Executive Session

## Statutory Consent Agenda

The Statutory Consent Agenda includes non-controversial and routine items that may be acted upon with one single vote. An item may be pulled from the Consent Agenda in order that it be discussed and acted upon individually as part of the Regular Session.

### 1.A Meeting Minutes

Consideration and possible action to approve the minutes from the June 3, 2025, regular meeting of the Planning & Zoning Commission -- Erica Dunlop, Planning Specialist

## Regular Session

2.A **Traffic Impact Fee Study Update**

Presentation and discussion regarding the required update to the Traffic Impact Fee Study -- Nat Waggoner, AICP,PMP, Transportation Coordinator

2.B **Discussion Items**

Updates, Commissioner questions, and announcements -- Travis Baird, Assistant Planning Director – Current Planning

**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 \_\_\_\_\_, 2025, 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**  
**Planning and Zoning Commission**  
**June 17, 2025**

SUBJECT:  
Meeting Minutes

SUGGESTED ACTION:  
Consideration and possible action to approve the minutes from the June 3, 2025, regular meeting of the Planning & Zoning Commission -- Erica Dunlop, Planning Specialist

ITEM SUMMARY:

FINANCIAL IMPACT:

SUBMITTED BY:  
Erica Dunlop, Planning Department

ATTACHMENTS:  
[06.03.2025 P&Z Minutes Final.pdf](#)

# Minutes of the Planning and Zoning Commission City of Georgetown, Texas Tuesday, June 3, 2025

The Georgetown Planning and Zoning Commission met on Tuesday, June 3, 2025 at 6:00 PM at Council and Court Building, 510 W. 9th Street.

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The following Members were in attendance:

Present were: Travis Perthuis, Scott A Allen, Michael L Price, David "Alan" McDonald, Pierce P Macguire, Lance A Morgan, Shelley G G Rodocker, Jen Bradac, Joseph D. Digiacomo

## Public Wishing to Address an Advisory Board

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## Call to Order

Pledge of Allegiance  
Comments from the Chair  
Announcements  
Action from Executive Session

### 1. Statutory Consent Agenda

The Statutory Consent Agenda includes non-controversial and routine items that may be acted upon with one single vote. An item may be pulled from the Consent Agenda in order that it be discussed and acted upon individually as part of the Regular Session.

#### 1.A Meeting Minutes

Consideration and possible action to approve the minutes from the May 20, 2025, regular meeting of the Planning & Zoning Commission -- Erica Dunlop, Planning Specialist

**Moved by** Scott A Allen; seconded by Pierce P Macguire to Approve the minutes from the May 20, 2025, regular meeting of the Planning & Zoning Commission.

**Motion** Approved: 7- 0

**Voting For:** Travis Perthuis, Scott A Allen, Michael L Price, David "Alan" McDonald, Pierce P Macguire, Lance A Morgan, Shelley G G Rodocker

**Voting Against:** None

## 2. Regular Session

### 2.A 2024-9-PUD Georgetown Gateway PUD

Public Hearing and possible action on a request for a Zoning Map Amendment to zone, upon annexation, 147.3 acres in the Antonio Machaca Survey, Abstract No. 421, as the Planned Unit District (PUD), with base zoning districts of General Commercial (C-3) and Industrial (IN) , for the property generally located at 700 CR 142 (2024-9-PUD) -- Travis Baird, Asst. Planning Director-Current Planning

Travis Baird presented the staff report.

Pam Madere, Jackson Walker LLP., approached the podium to address the commission and introduced the representative of the Georgetown Health foundation.

Brad Smith, representative of the Georgetown Health foundation, approached the podium to address the commission and conveyed thanks to the commissioners. Smith shared that the applicant has done an outstanding job submitting a plan that met the criteria. Smith asked for the commission to support this project.

Chair Perthuis opened and closed the public hearing with no speakers coming forth.

**Moved by** Michael L Price; seconded by Scott A Allen to Approve the request.

Chair Perthuis agreed with the motion and commended the applicant for their work. With no further discussion, the commission voted on the motion.

**Motion** Approved: 7- 0

**Voting For:** Travis Perthuis, Scott A Allen, Michael L Price, David "Alan" McDonald, Pierce P Macguire, Lance A Morgan, Shelley G G Rodocker

**Voting Against:** None

2.B **Unified Development Code Workshop**

Presentation and discussion regarding progress on updates to the Unified Development Code (UDC) -- Zane Brown, Management Analyst

Zane Brown provided an update on the Unified Development Code Rewrite which included updates to Chapter 8: Tree Preservation, Chapter 11: Impervious Cover, and Chapter 12: Pedestrian and Vehicle Circulation.

Commissioner Allen questioned how the impervious cover changes would affect communities with a fixed impervious cover allowance. Brown explained that, if applicable, the impervious cover code would not supersede the limit that may exist on the plat or deed of a property.

Commissioner Price questioned if the UDC Rewrite included language regarding delays of planting due to environmental factors such as a drought or cold seasons.

Travis Baird, Assistant Planning Director – Current Planning, approached the podium to address the commission and shared that the existing code addressed emergent situations including inclement weather or disabled watering coupled with extreme heat which then would be captured by a bond.

Brown continued the presentation. Commissioner Allen inquired about the extent of the right in/ right out access and the use of vertical lane dividers, particularly concerning Williams Drive and State Highway 29. Brown acknowledged the need to discuss the question with the City of Georgetown Transportation Department.

2.C **Discussion Items**

Updates, Commissioner questions, and announcements -- Travis Baird, Assistant Planning Director – Current Planning

Baird introduced two new Planning Department staff members, Matt Skawin, Planner, and Hunter Gould, Associate Planner.

**Adjournment**

These minutes were approved at the meeting of \_\_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

**City of Georgetown, Texas**  
**Planning and Zoning Commission**  
**June 17, 2025**

**SUBJECT:**

Traffic Impact Fee Study Update

**SUGGESTED ACTION:**

Presentation and discussion regarding the required update to the Traffic Impact Fee Study -- Nat Waggoner, AICP,PMP, Transportation Coordinator

**ITEM SUMMARY:**

Staff will also provide the Commission an overview of the process to update the Traffic Impact Fee study including the revisions made since the 2019 study including land use assumptions, capital improvement plans, the financial model and the resulting maximum fees assessable. Included in the presentation is a discussion of the timeline to complete the update and adopt a new fee structure, should the City Council elect to do so. As part of the regular legislative session on June 10, 2025, the City Council set a date for a public hearing and ordinance reading at their regular meeting on July 22, 2025.

Staff seeks feedback from the Commission, specifically:

- Do you have any questions about the previous study and how the 2023 and 2026 max fee and collection rates were established?
- Do you have any questions about the process we are undertaking to update the Study and adopt the collection rates by 8/12/25?
- Does the Commission have any questions about the methods staff is evaluating for growth rate?
- Does the Commission have any questions about the update process or questions in advance of considering the Study and recommending a collection rate?

**FINANCIAL IMPACT:**

The cost to update the TIF, \$186,845.00, was paid for by Traffic Impact Fees collected since 2023 and was approved by the City Council on 3/11/2025.

**SUBMITTED BY:**

Nathaniel Waggoner, Systems Engineering

**ATTACHMENTS:**

[Presentation](#)

# Transportation Impact Fees

June 17, 2025 | Planning and Zoning Commission

# TxLGC Section - Title 12, Subtitle C. Chapter 395.058

The advisory committee serves in an advisory capacity and is established to:

- (1) advise and assist the political subdivision in adopting land use assumptions;**
- (2) review the capital improvements plan and file written comments;**
- (3) monitor and evaluate implementation of the capital improvements plan;**
- (4) file semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and**
- (5) advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.**

# Commission Feedback

- Do you have any questions about the previous study and how the 2023 and 2026 max fee and collection rates were established?
- Do you have any questions about the process we are undertaking to update the Study and adopt the collection rates by 8/12/25?
- Does the Commission have any questions about the methods staff is evaluating for growth rate?
- Does the Commission have any questions about the update process or questions in advance of considering the Study and recommending a collection rate?

# Agenda

Enabling Legislation

Impact Fee Basics

Impact Fee Components

Impact Fee History – How We Got Here

Surrounding Cities

Lessons Learned

Next Steps

# Council Questions and Feedback from 6/10/25

- Confirmation of when fees is assessed and collected
- Consideration and discussion on decision in 2021 not have a \$0 fee for the Downtown Service Area
- Can the collection rate account for vehicle types (passenger vehicles vs commercial vehicles)

# Enabling Legislation

- Texas Local Government Code Ch. 395, Title 12, Subtitle C. Chapter 395.058
- City Transportation Impact Fee Ordinance (No. 2021-16)
  - TIF Capital improvement plan (CIP)
  - Establishes service areas
  - Establishes a maximum assessable fee per service unit
  - Provides for exemptions, credits, refunds, rebates and appeals

# What are Impact Fees?

One-time fee for new development.

Mechanism to recover infrastructure costs required to serve the future development.

Legal way to collect a flexible fee for infrastructure.  
*This gives a City freedom (or flexibility) to spend money on high priority projects within a broader service area.*

# Why Use Impact Fees?

## Equitable

Barring existing ordinances, development pays an equal fee whether first to develop or last to develop.

## Predictable

Fee schedule can be made available online.

Developers can rely on land use and IF CIP plans to make decisions about when, where, and what to build.

## Ensures Accountability

State law requires that impact fees be spent within a certain amount of time or be refunded to the property owner.

## Proportional

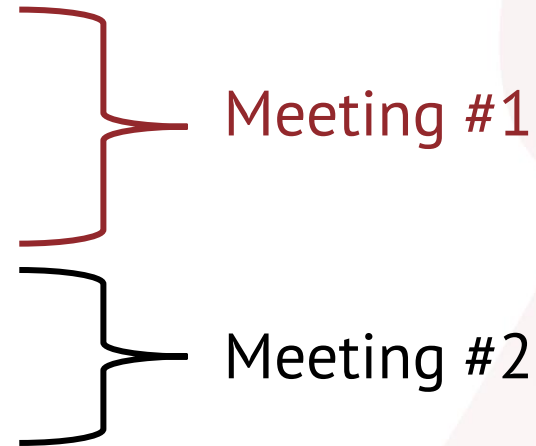
Directly related to the amount of demand generated by the development

Calculation based on systemwide impact

# Impact Fee Basics

- **What Are The Components?**

- Land Use Assumptions
- Service Units
- Capital Improvements Plans
- Maximum Assessable Fee
- Credit Calculation



# What items **are** and **are not** payable with Impact Fees?

Components that **can** be paid for through an impact fee program:

- ✓ Construction cost of capital improvements on the Impact Fee CIP
  - Roadway to thoroughfare standard
  - Upsized water/wastewater line
  - Traffic signals, bridges, sidewalks, etc.
- ✓ Survey and Engineering fees
- ✓ Land acquisition costs, including court awards
- ✓ Debt Service of Impact Fee CIP
- ✓ **Planning Studies**

Components that **cannot** be paid for through an impact fee program:

- ❑ Projects not included in the Impact Fee CIP
- ❑ Repair, operation, and maintenance of existing facilities
- ❑ Upgrades to serve existing development
- ❑ Administrative costs of operating the impact fee program

# What is the difference between Transportation and Water/Wastewater Impact Fees?

Impact Fee Component	Transportation	Water/Wastewater
Service Areas	<ul style="list-style-type: none"> <li>• No larger than 6 miles</li> <li>• Limited to corporate limits</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to areas served by the City</li> <li>• Can exceed 6 miles</li> <li>• Can include the ETJ</li> </ul>
Service Units	<ul style="list-style-type: none"> <li>• Assessed based on number of vehicle-miles</li> </ul>	<ul style="list-style-type: none"> <li>• Assessed based on meter size</li> <li>• Fee per meter is scaled based on Living Unit Equivalents (LUE)</li> </ul>

# Service Units

- **Chapter 395 “Service Unit” Definition**

- Standardized measure of consumption attributable to an individual unit of development calculated in accordance with generally accepted engineering or planning standards and based on historical data and trends applicable to the political subdivision in which the individual unit of development is located during the previous 10 years

- **Transportation Impact Fees uses vehicle miles - One vehicle to travel one mile**

# Maximum Fees

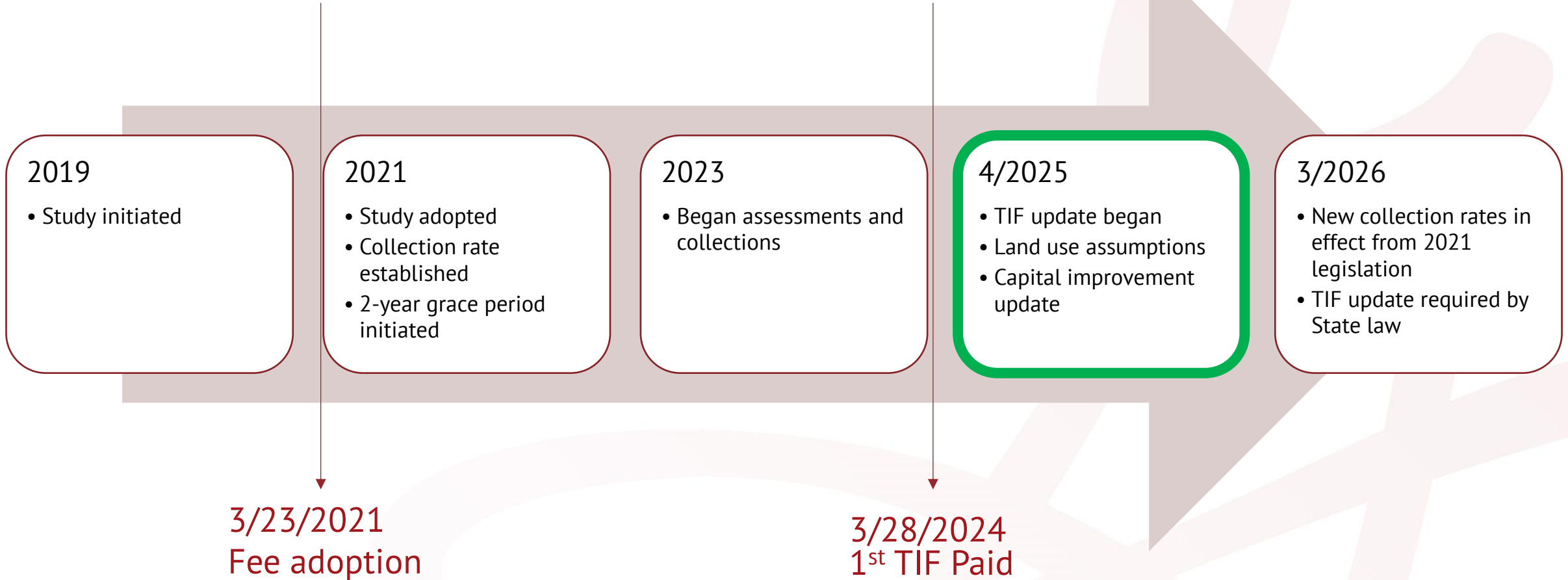
- **How are Impact Fees Calculated?**

- Land Use and Population Projections
- Master Plan Infrastructure Requirements
- Develop 10-Year Impact Fee CIP
- Remove costs associated with existing development and growth at 10+ years
- Calculate Pre-Credit Max Assessable Impact Fee

$$\text{Impact Fee Per Service Unit} = \frac{\text{Recoverable Cost of the CIP (\$)}}{\text{New Service Units}}$$

- Credit Calculation or 50% of the Max

# Impact Fee History – How We Got Here



# Impact Fee History – How We Got Here

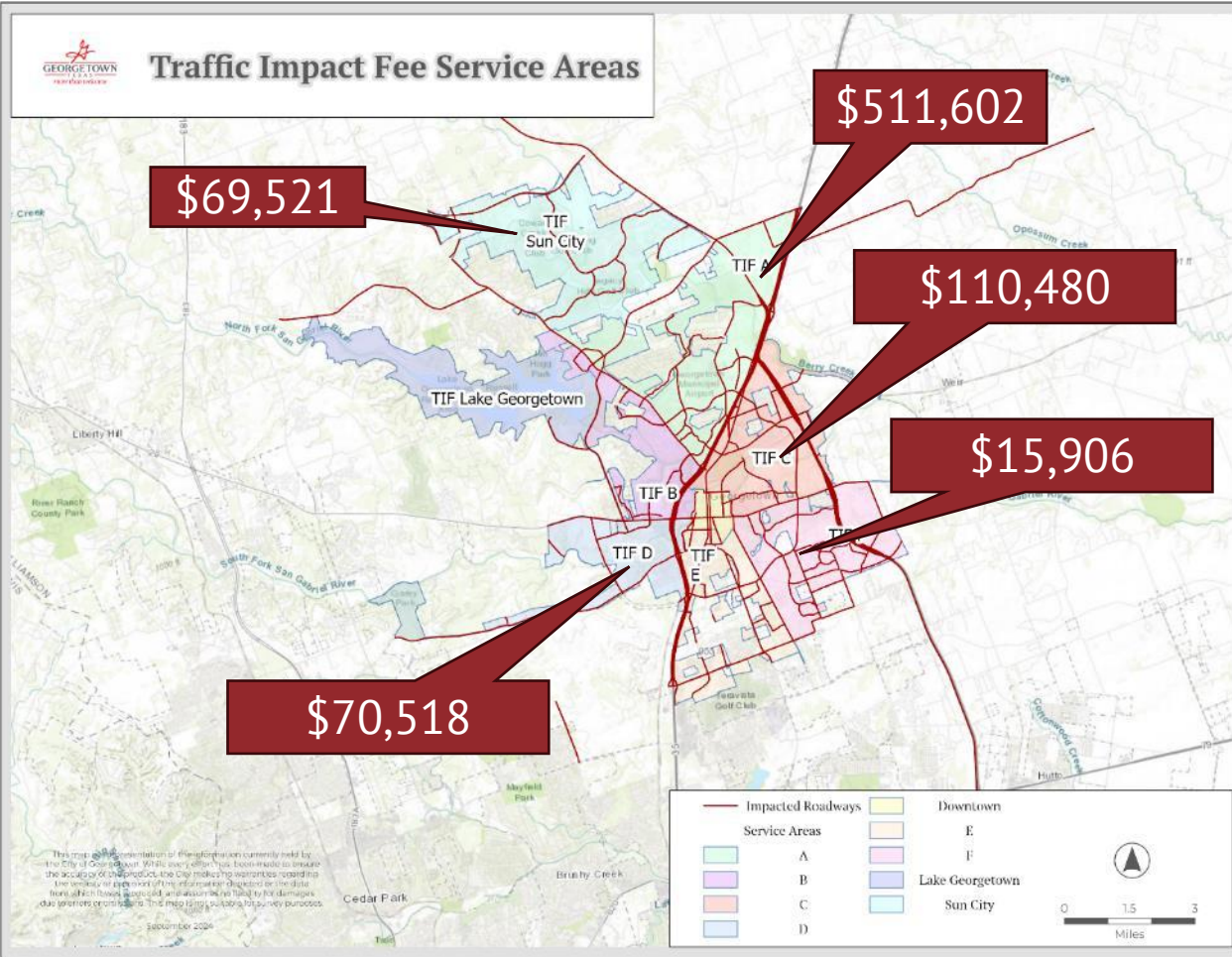
- 10 Year Impact Fee need based on 2021 study = \$246.3 Million
  - Estimated 5-year need = \$123.1 Million
  - 2023-2025\* max fee potential = \$4,234,858\*\*
  - 2023-2025\* assessed fees = \$994,176\*\*
    - \*Fee schedule included initial two-year grace period
    - \*\*Does not include equivalent value of infrastructure built by development

# Impact Fee History – How We Got Here

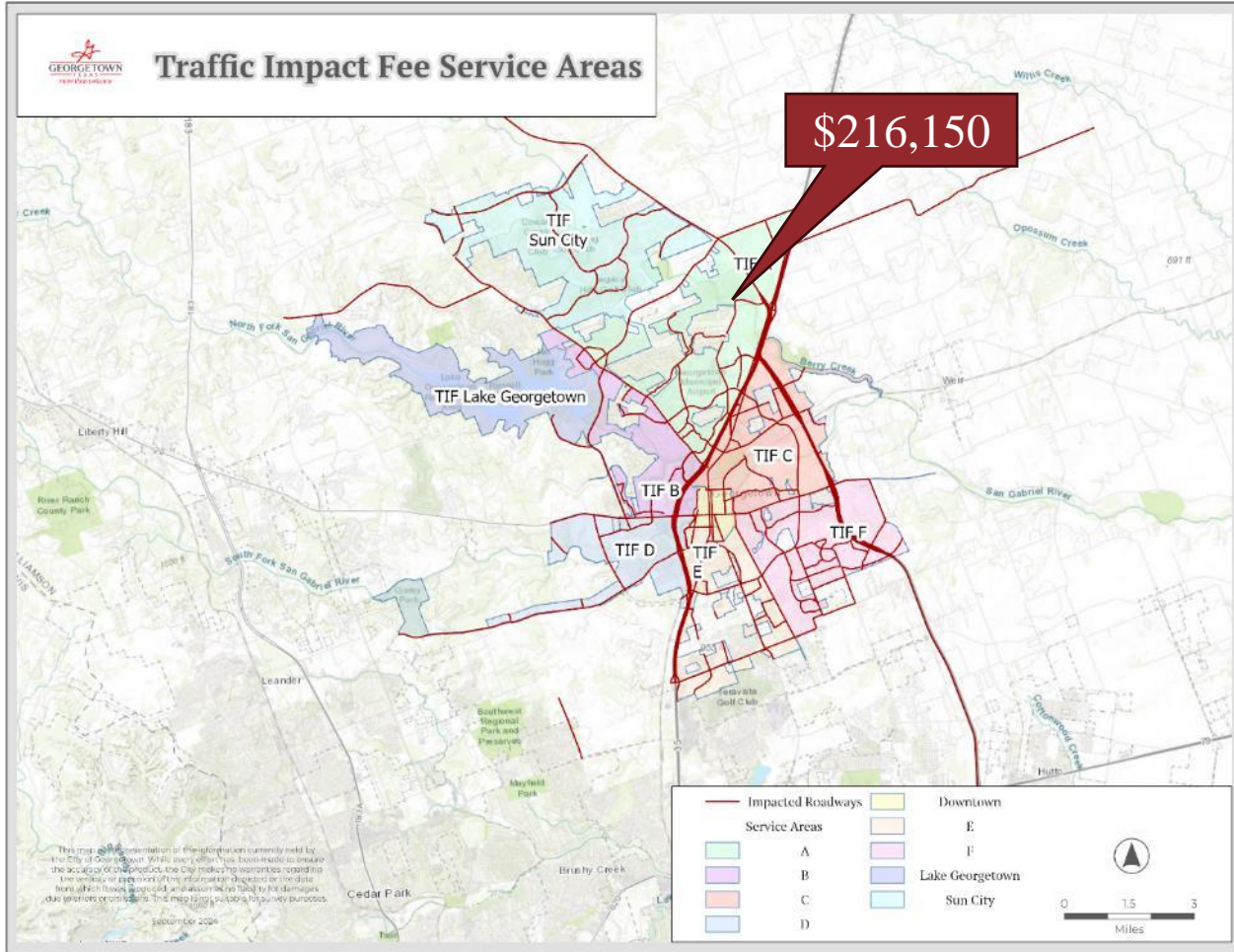
- Transportation Impact Fees originally approved 5/2021, effective 3/2023
- Nine (9) service areas
  - Seven (7) Fee areas (A, B, C, D, E, F, Sun City)
  - Two (2) No-Fee areas (Downtown, Lake Georgetown)

Impact Fee	Use	A	B	C	D	E	F	Sun City
Max Fee (\$/veh-mi)	All	\$1,699	\$2,152	\$3,315	\$1,405	\$3,101	\$4,577	\$1,247
Assessed Rate (3/1/2023- 3/1/2026)	1-2 Family Res	50%	50%	32%	50%	52%	35%	50%
	Other Res	75%	75%	49%	75%	52%	35%	75%
	Non-Res	20%	20%	13%	20%	14%	9%	20%
Assessed Rate (After 3/1/2026)	1-2 Family Res	75%	75%	49%	75%	52%	35%	75%
	Other Res	100%	100%	100%	100%	100%	100%	100%
	Non-Res	30%	30%	19%	30%	21%	14%	30%

### Traffic Impact Fee Service Areas



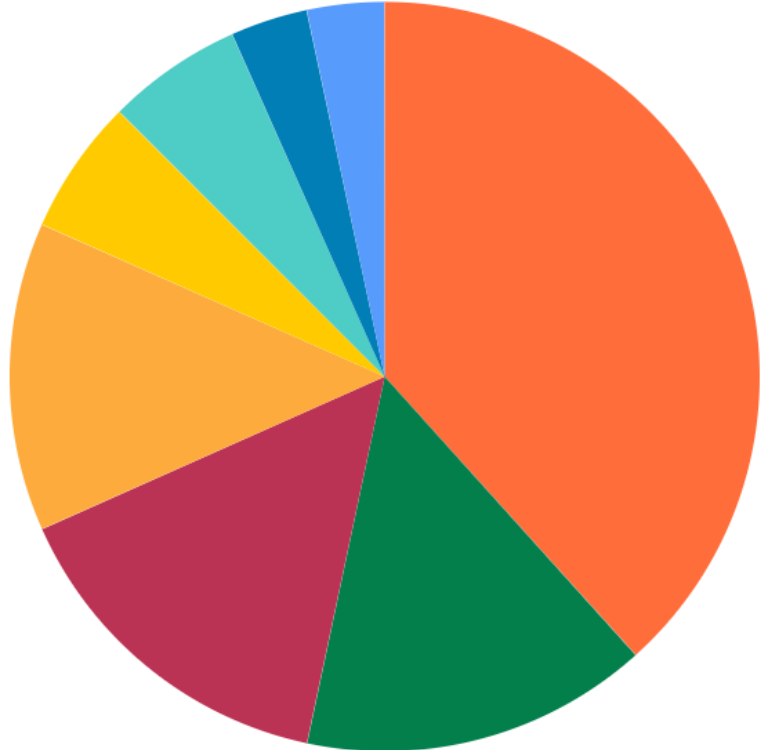
### Traffic Impact Fee Service Areas



Fees invoices by zone to date (\$778,026) - Commercial

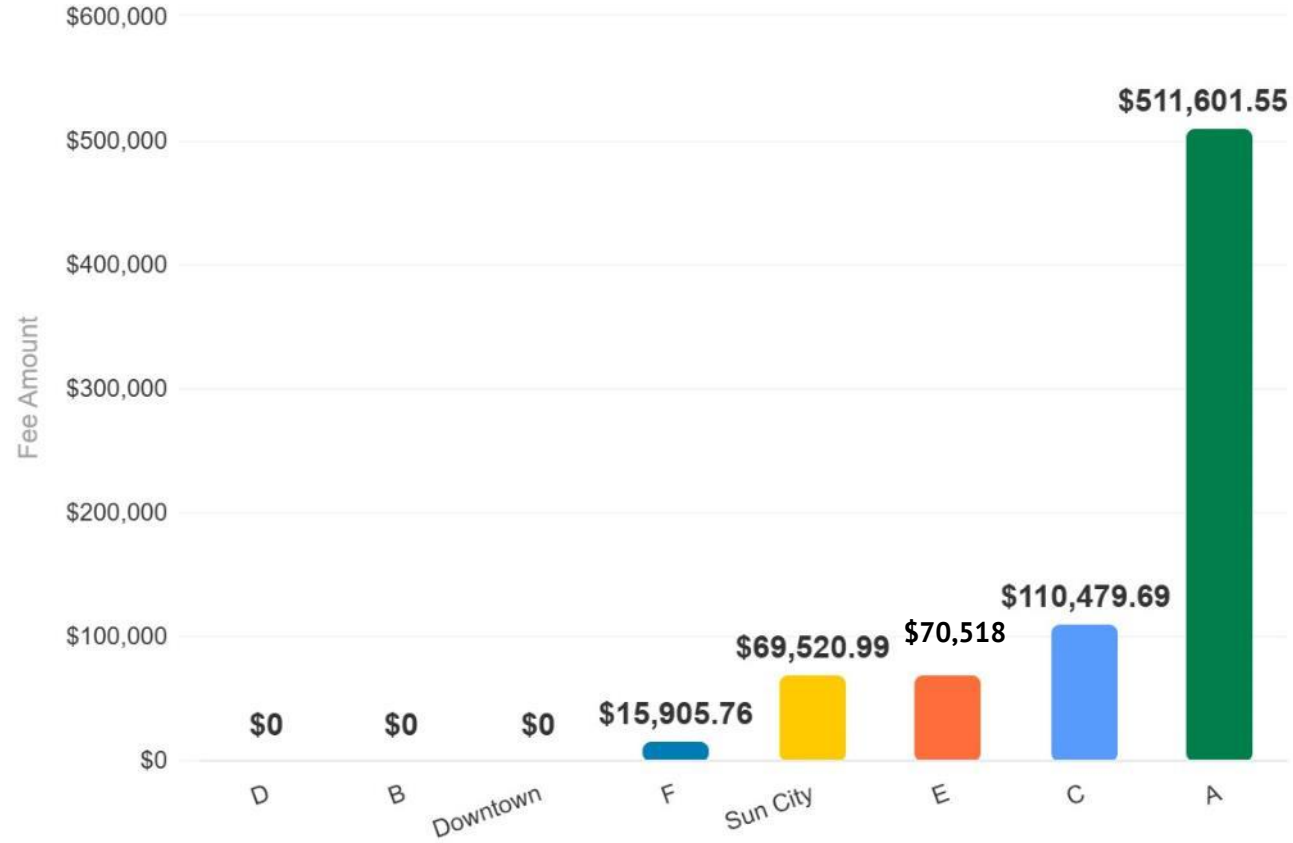
Fees invoices by zone to date (\$216,150) - Residential

# TIFs Assessed by Service Area - Commercial



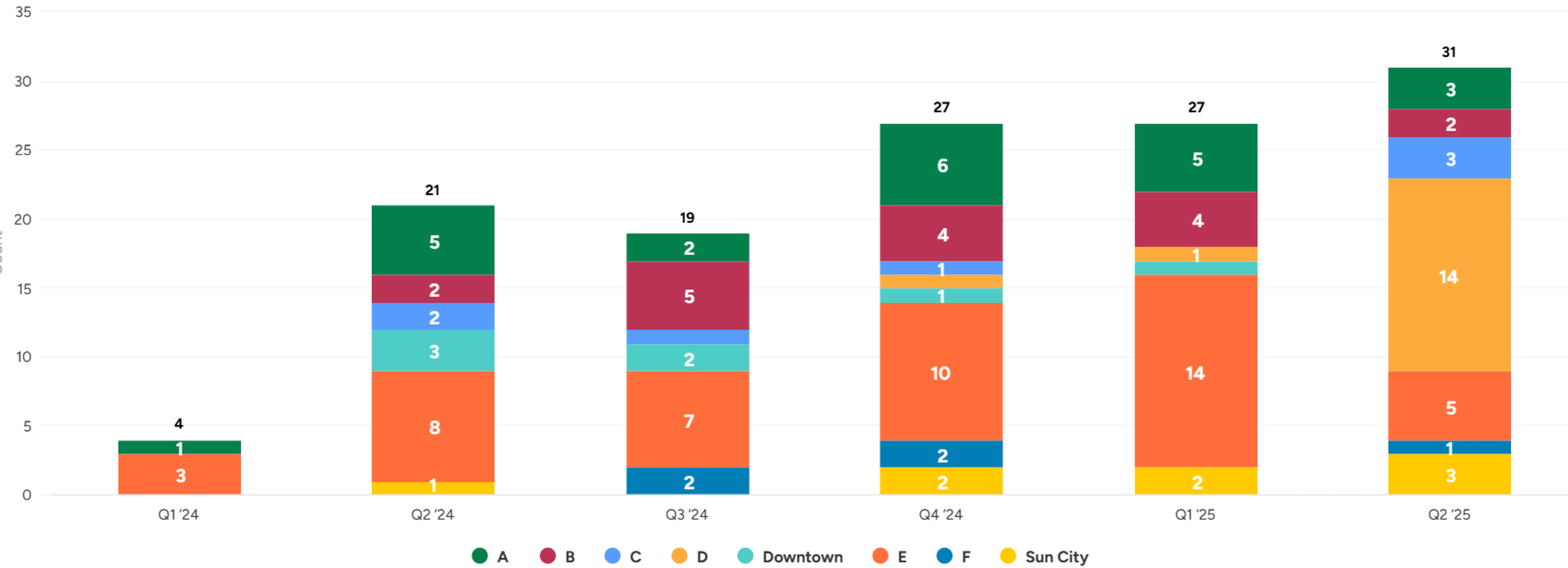
- E: 38.3%
- A: 15.0%
- B: 15.0%
- D: 13.3%
- Sun City: 5.8%
- Downtown: 5.8%
- F: 3.3%
- C: 3.3%

130 total applications, does not represent applications subject to a fee



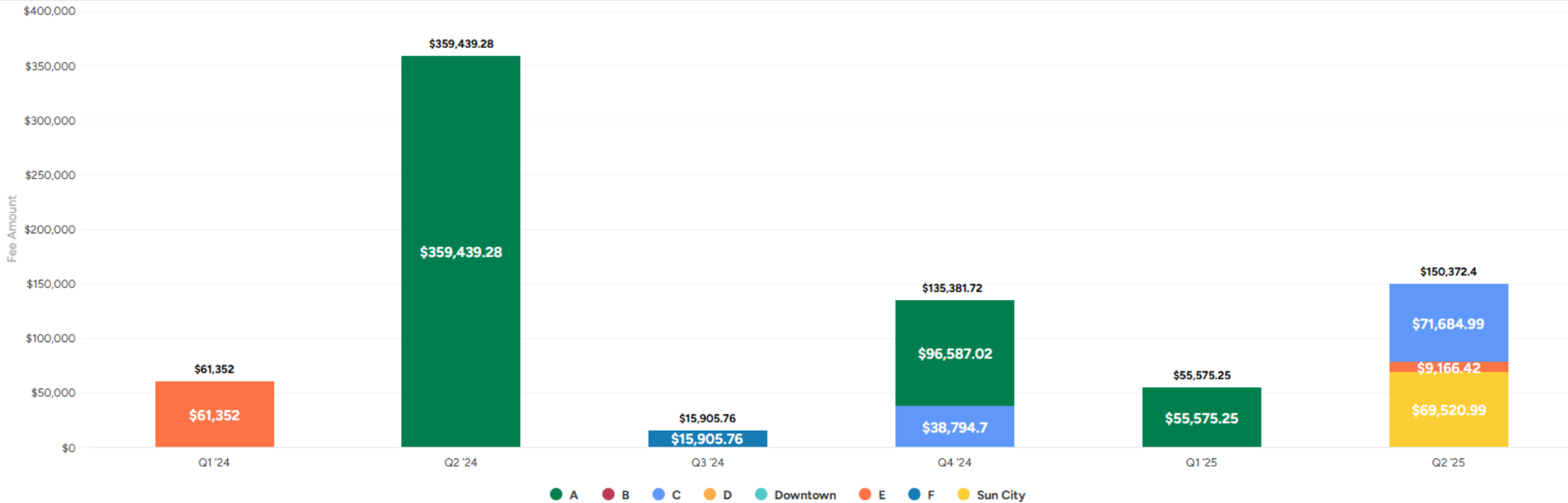
Applications subject to a fee

# TIF Assessments by Calendar Quarter - Commercial



# TIF Invoiced by Service Area by Calendar Quarter - Commercial

Fees Invoiced by Service Area per Quarter

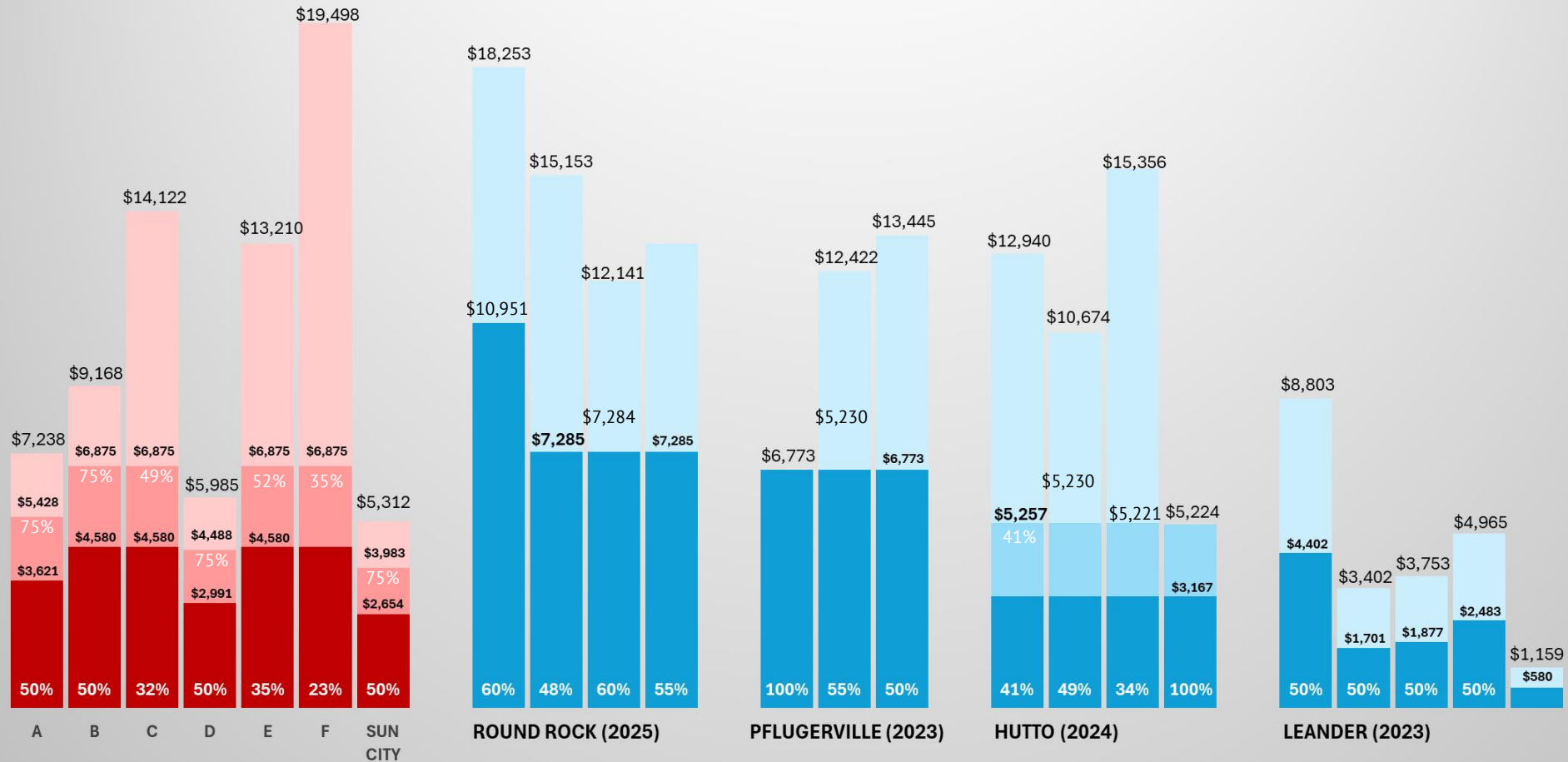


\$778,026 assessed (3/2023-6/2025)

# Neighboring Cities Comparison: Single Family

- Max Assessable (Calculated) Fee
- New Collection Fee
- Current Adopted Collection Fee
- Percent Adopted Compared to Max

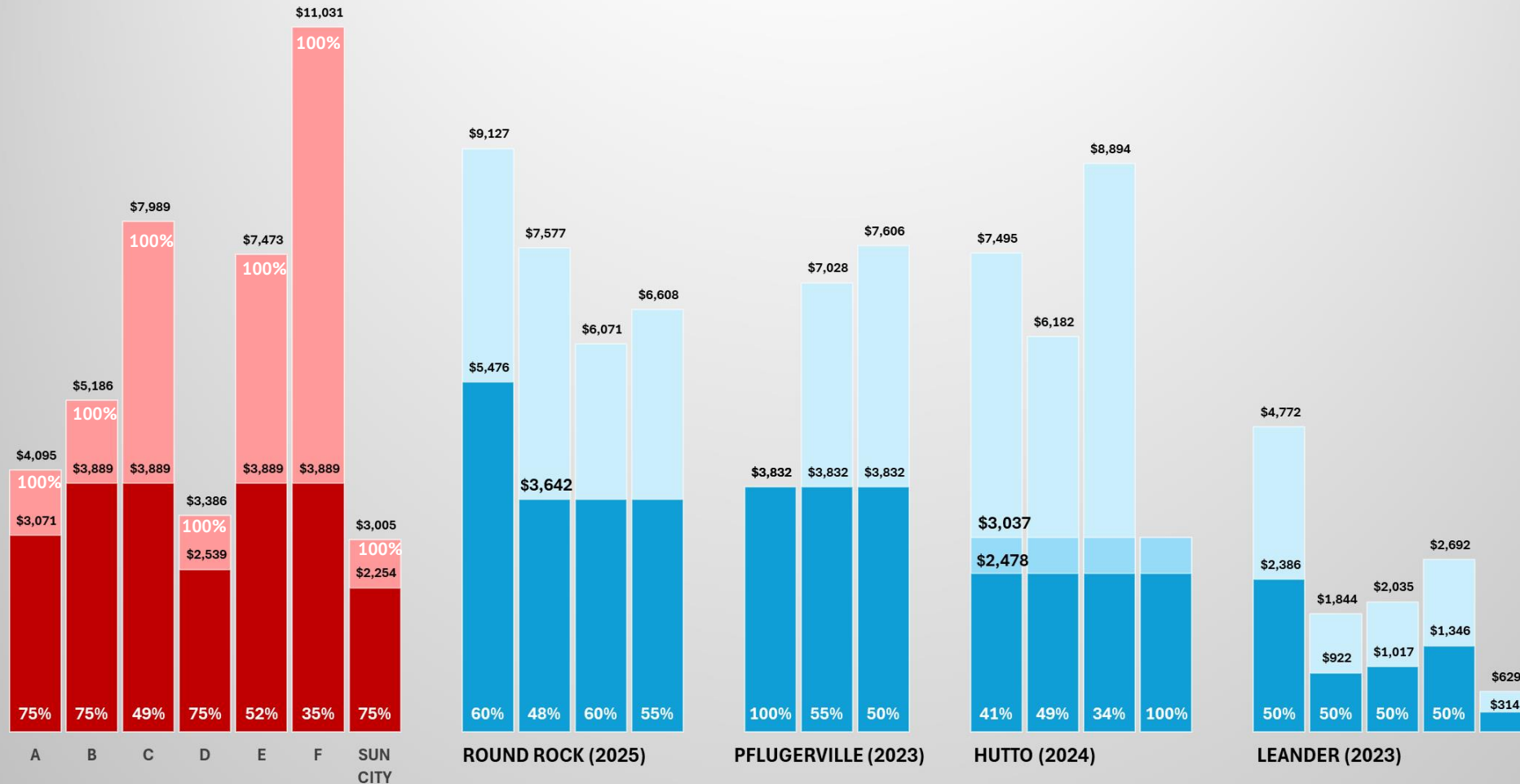
## Single Family Residential (fee per dwelling unit)



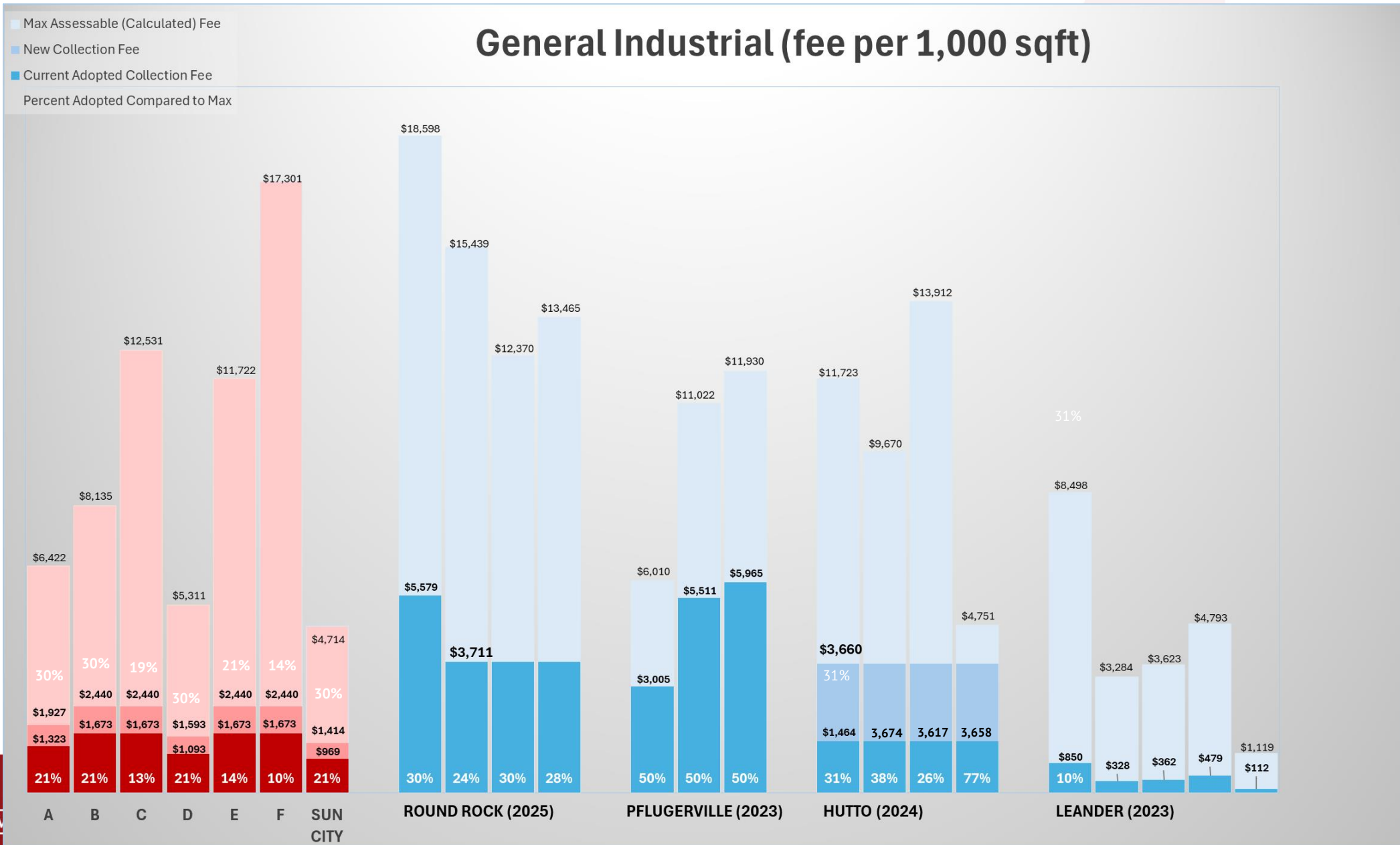
# Neighboring Cities Comparison: Multi-Family

- Max Assessable (Calculated) Fee
- New Collection Fee
- Current Adopted Collection Fee
- Percent Adopted Compared to Max

## Multi-Family Residential (fee per dwelling unit)



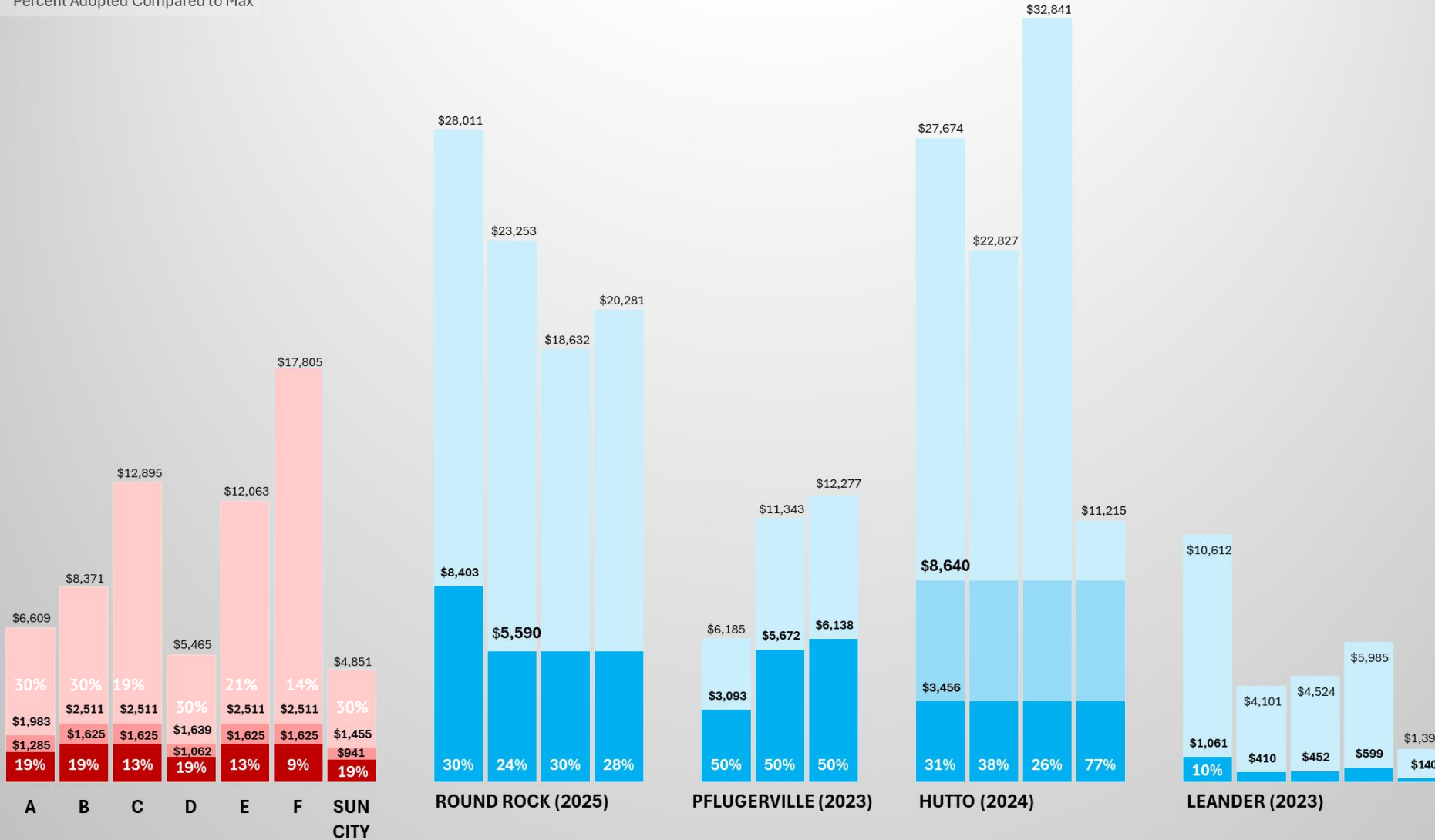
# Neighboring Cities Comparison: General Industrial



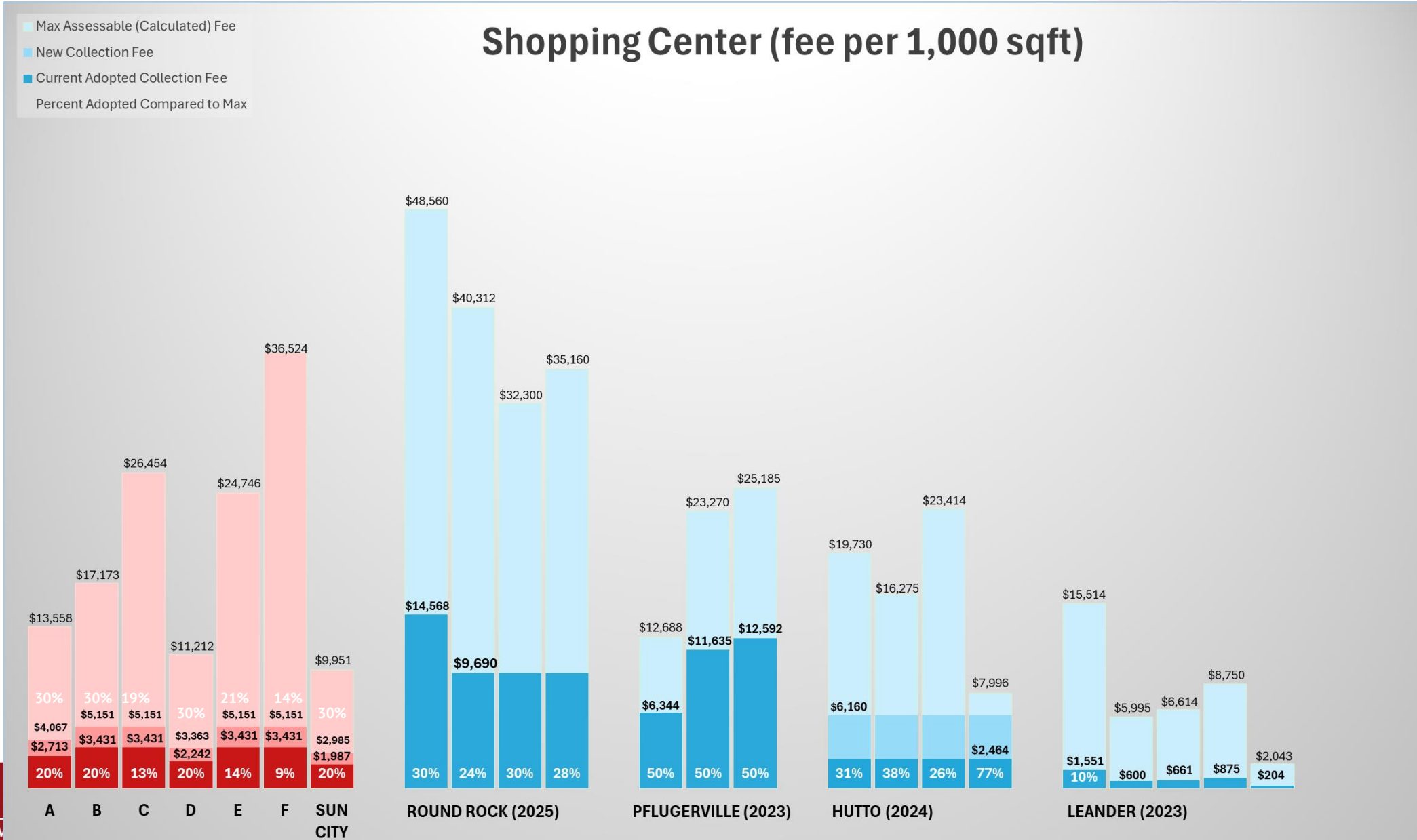
# Neighboring Cities Comparison: General Office

- Max Assessable (Calculated) Fee
- New Collection Fee
- Current Adopted Collection Fee
- Percent Adopted Compared to Max

## General Office (fee per 1,000 sqft)



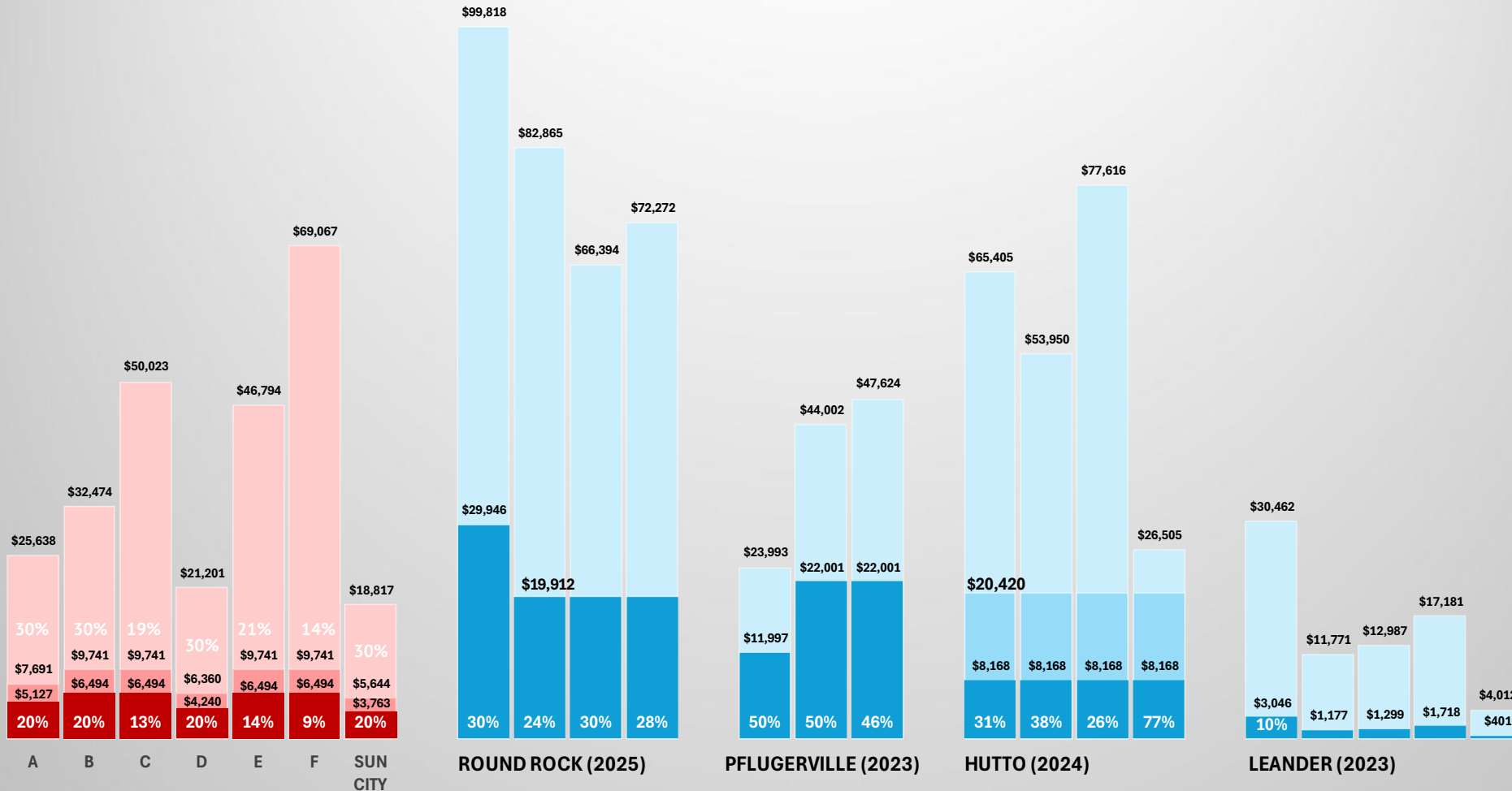
# Neighboring Cities Comparison: Shopping Center



# Neighboring Cities Comparison: Sit Down Restaurant

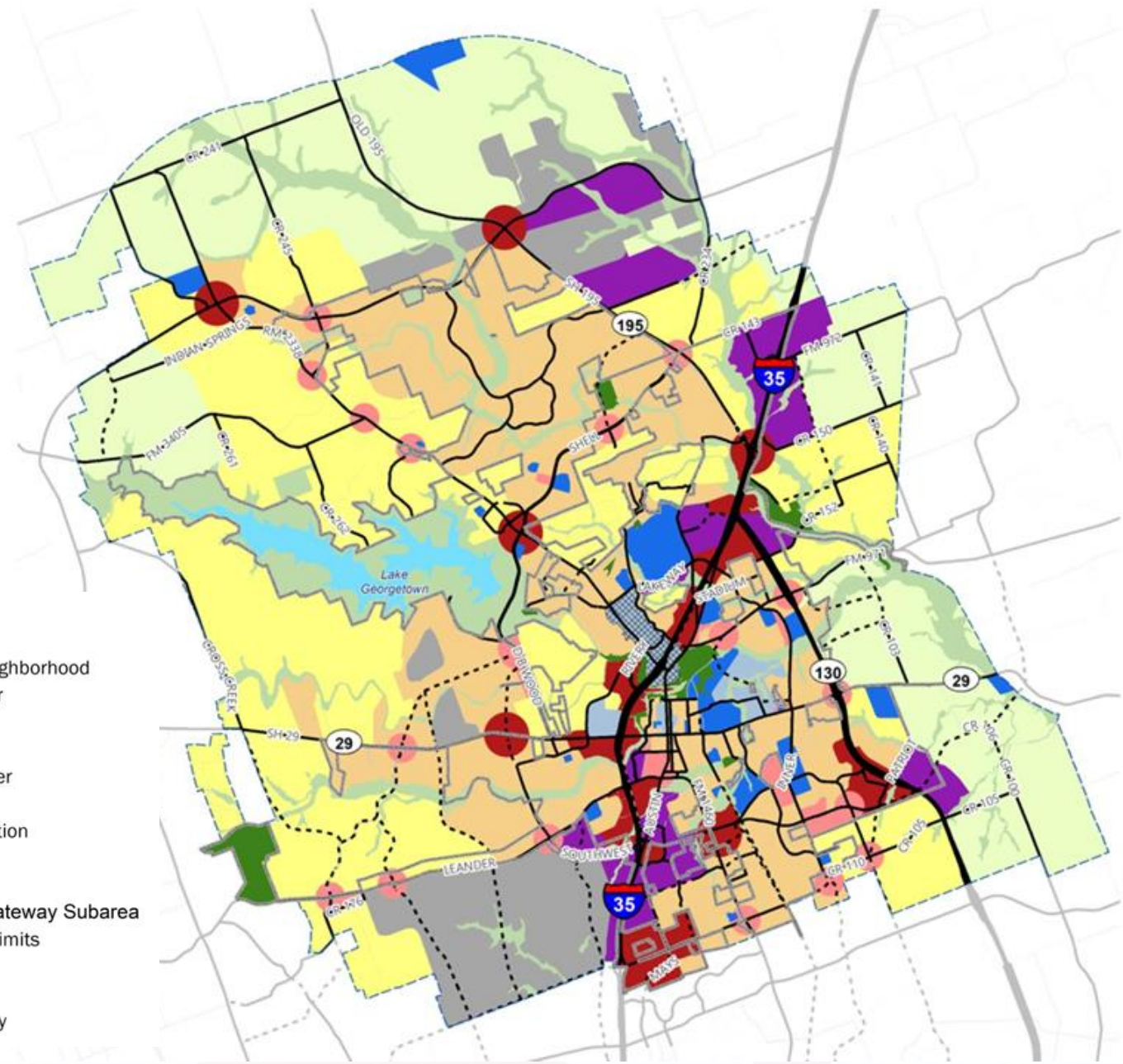
- Max Assessable (Calculated) Fee
- New Collection Fee
- Current Adopted Collection Fee
- Percent Adopted Compared to Max

## Sit-Down Restaurant (fee per 1,000 sqft)



# Land Use Assumptions

- 10 Year Growth Projection
- Land Use Categories:
  - Residential
  - Basic
  - Service
  - Retail
- Data Sources:
  - Parcel data
  - Georgetown 2030 Comprehensive Plan
  - Growth trends
  - Known developments



# Growth Rates - Raw 10 Year Growth from 2025-2035

Service Area	Year	Residential (Units)	Residential (Units)		Employment (Sq. Ft.)			
			Single Family	Multi-Family	Basic	Service	Retail	Total
A	2025-2035	2,740	2,192	548	650,000	3,000,000	3,120,000	6,780,000
B		829	663	166	40,000	90,000	90,000	220,000
C		2,814	2,251	563	530,000	2,190,000	2,180,000	4,910,000
D		1,253	1,002	251	100,000	1,290,000	1,030,000	2,430,000
DT		6	5	1	5,000	19,000	14,000	38,000
E		1,175	940	235	200,000	460,000	710,000	1,370,000
F		1,839	1,471	368	130,000	720,000	380,000	1,230,000
G		6	5	1	2,000	5,000	91,000	98,000
LG		113	90	23	14,000	38,000	36,000	87,000
SC		3,877	3,102	775	19,000	650,000	1,140,000	1,810,000

# Growth Rates -Method 1: Annual Growth Rate based on 2025-2030 TDM Projections

Service Area	Residential Growth Rate	Basic Growth Rate	Retail Growth Rate	Service Growth Rate
A	2.27%	16.78%	16.98%	28.28%
B	1.35%	1.12%	0.31%	0.44%
C	11.30%	20.58%	19.02%	28.43%
D	1.46%	20.03%	19.65%	19.02%
DT	0.38%	1.26%	0.32%	0.47%
E	2.52%	3.76%	3.37%	7.80%
F	1.82%	18.57%	9.24%	8.72%
G	0.77%	4.47%	9.52%	40.79%
LG	1.08%	2.58%	0.91%	2.32%
SC	2.17%	14.54%	14.10%	25.34%

# Growth Rates -Method 2: Annual Growth Rate based on 2025-2030 TDM Projections

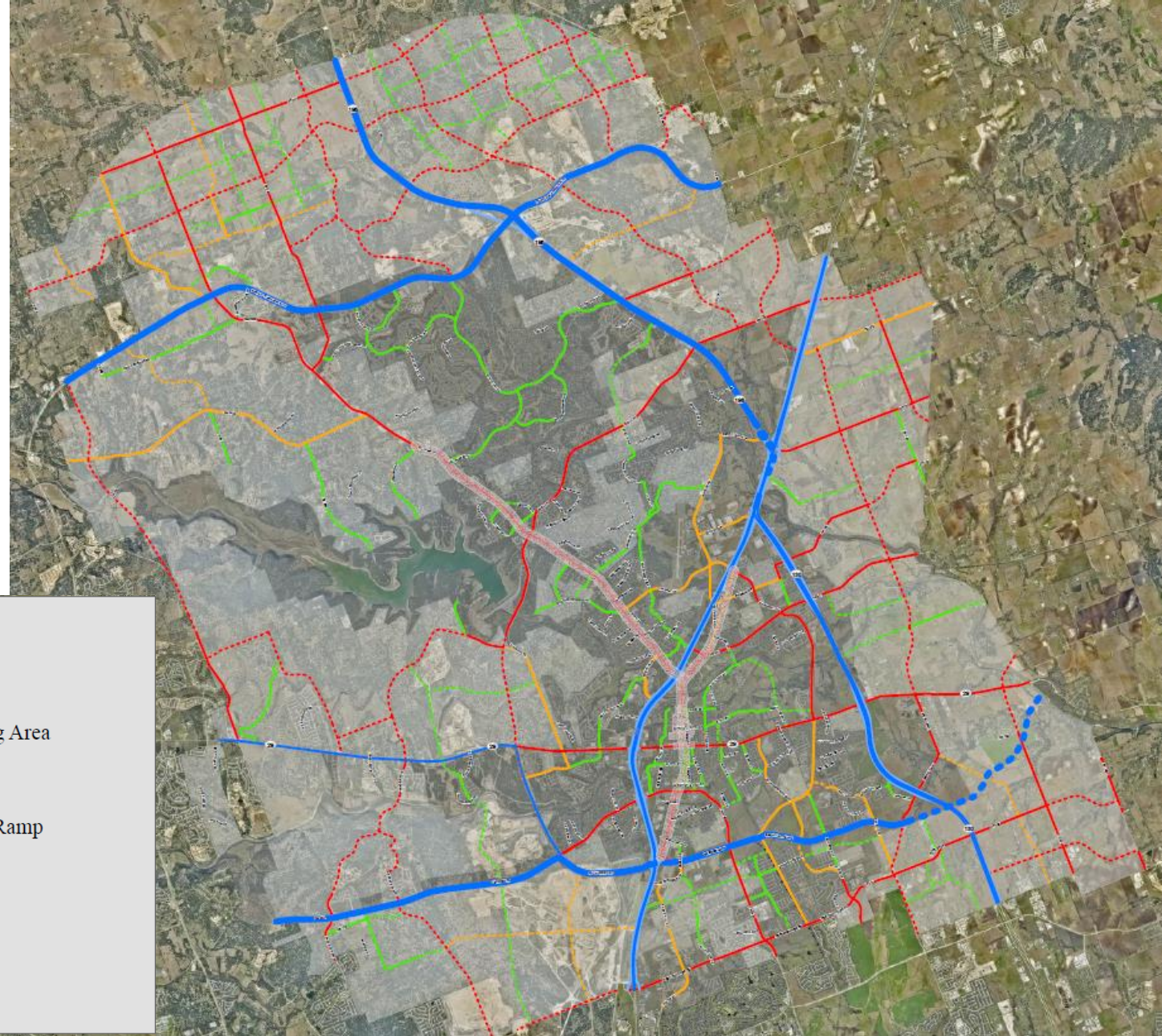
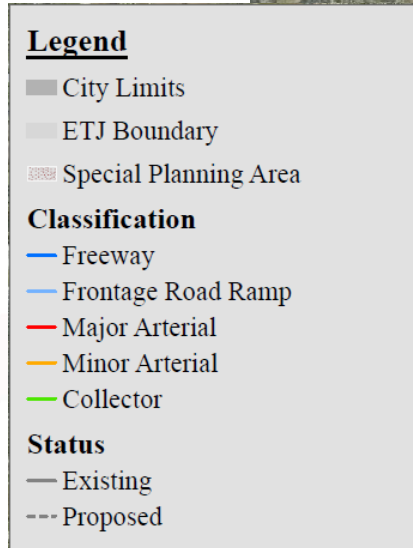
Service Area	Residential Growth Rate	Basic Growth Rate	Retail Growth Rate	Service Growth Rate
A	4.99%	12.54%	13.57%	25.84%
B	1.48%	1.92%	0.53%	0.95%
C	22.54%	37.37%	34.76%	41.45%
D	1.68%	21.86%	24.21%	12.82%
DT	0.32%	0.45%	0.15%	0.20%
E	4.50%	2.99%	3.62%	6.29%
F	2.30%	27.55%	21.09%	20.60%
G	0.84%	2.46%	9.14%	24.20%
LG	2.66%	8.60%	9.28%	13.46%
SC	2.22%	15.00%	17.77%	27.05%

# Growth Rates - Method 3: Average Annual Growth Rate based on the previous 2 methodologies

Service Area	Residential Growth Rate	Basic Growth Rate	Retail Growth Rate	Service Growth Rate
A	3.63%	14.66%	15.28%	27.07%
B	1.41%	1.52%	0.42%	0.95%
C	16.92%	28.98%	26.89%	41.45%
D	1.57%	20.94%	21.93%	12.82%
DT	0.35%	0.85%	0.24%	0.20%
E	3.51%	3.37%	3.49%	6.29%
F	2.06%	23.06%	15.16%	20.60%
G	0.81%	3.46%	9.33%	24.20%
LG	1.87%	5.59%	5.10%	13.46%
SC	2.19%	14.77%	15.94%	27.05%

# Capital Improvements Plan (CIP)

- Infrastructure needed to serve 10 Year growth estimates
- Based on an adopted plan
  - Georgetown Future Mobility Plan



# Anticipated Changes

- Adding more CIP projects
- Adding a new service area (G), modifying the boundaries of A and Sun City
- CIP will be adjusted for inflation (construction costs)
- Service unit costs and Max fee will go up based on added CIP, inflation
- Adjustment to collection rates, potential for phasing of increases
- Evaluate trigger for fee assessment at preliminary plat
- Evaluate City requirement to update CIP and TIF for annexations greater than 10 acres; update annexation application fee to account for requirement to evaluate CIP and TIF for annexations

# Next Steps

- **Council Workshop TIF 101, Land Use & CIP – 6/10**
- P&Z (IFAC) TIF 101, Land Use & CIP – 6/17 (today)
- P&Z (IFAC) Recommendation on Maximum Fees & Study – 7/1
- Council legislative item on Max Fees, Study, and share P&Z Recommendations – 7/8
- Council Public hearing and 1<sup>st</sup> Reading of 2025 Transportation Impact Fee Study – 7/22
- Council 2<sup>nd</sup> Reading of the Transportation Impact Fee Ordinance – 8/12

# Commission Feedback

- Do you have any questions about the previous study and how the 2023 and 2026 max fee and collection rates were established?
- Do you have any questions about the process we are undertaking to update the Study and adopt the collection rates by 8/12/25?
- Does the Commission have any questions about the methods staff is evaluating for growth rate?
- Does the Commission have any questions about the update process or questions in advance of considering the Study and recommending a collection rate?

**City of Georgetown, Texas  
Planning and Zoning Commission  
June 17, 2025**

**SUBJECT:**

Discussion Items

**SUGGESTED ACTION:**

Updates, Commissioner questions, and announcements -- Travis Baird, Assistant Planning Director  
- Current Planning

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

**SUBMITTED BY:**

Erica Dunlop, Planning Department

**ATTACHMENTS:**

N/A