

Notice of Meeting of the Zoning Board of Adjustment of the City of Georgetown, Texas October 6, 2026

The Georgetown Zoning Board of Adjustment will meet on October 6, 2026 at 5:30 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 the 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.

Regular Session

1.A Planning Department Boards and Commissions Training

Planning Department board specific training for new, current, and reappointed members for the Planning & Zoning Commission, Historic and Architectural Review Commission, Housing Advisory Board, Unified Development Code Advisory Committee, and Zoning Board of Adjustments -- Hannah Breaux, Planning Specialist

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 _____, 2026, at _____, and remained so posted for at least three business days preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Zoning Board of Adjustment
October 6, 2026

SUBJECT:

Planning Department Boards and Commissions Training

SUGGESTED ACTION:

Planning Department board specific training for new, current, and reappointed members for the Planning & Zoning Commission, Historic and Architectural Review Commission, Housing Advisory Board, Unified Development Code Advisory Committee, and Zoning Board of Adjustments --
Hannah Breaux, Planning Specialist

ITEM SUMMARY:

Staff presented to the Historic and Architectural Review Commission, Planning & Zoning Commission, Zoning Board of Adjustments, Housing Advisory Board, and UDC Advisory Committee on the following topics: Planning Department Mission and Staff, Board Introductions, the Code of Ordinances and Meeting Schedules, Public Hearings and Parliamentary Procedures, Conflicts of Interest, the Unified Development Code, the Unified Development Code Rewrite, the 2030 Comprehensive Plan and Future Land Use Map, Zoning Maps, and next steps for Commissioners. The following Topics were presented to the Zoning Board of Adjustments: Role of the Zoning Board Adjustment, Responsibilities, Variances, Special Exceptions, Appeals, Things to Consider, and Public Hearings Procedures.

FINANCIAL IMPACT:

SUBMITTED BY:

Hannah Breaux, Planning Department

ATTACHMENTS:

[Planning Universal Training.pdf](#)

[P&Z_ZBA Training.pdf](#)

Welcome to the Planning Department's Boards & Commissions Training

- Drinks are located at a table in the Front Lobby
- Please find your seat within chambers
- Universal Training will begin at 5:30PM
- Board Specific Training will begin at 6:00PM
 - Food will be provided during this time

Boards & Commissions Training

October 6, 2026 | Universal Training

Table of Contents

- Department Mission and Staff Introductions
- Board Introductions
- Commission Code of Ordinances, Conflict of Interest, Meeting Information
- Public Hearing and Parliamentary Procedures
- Components of Unified Development Code
- 2030 Comprehensive Plan and Future Land Use Map
- Zoning Map & Local Government Code
- Next Steps

Department Mission & Staff Introductions

Planning Department Mission

The Georgetown Planning Department is committed to actively preserving the community's heritage and shaping its future by implementing the City's adopted vision and promoting a high-quality built environment.

Board Introductions

Zoning Board of Adjustments (ZBA)

- Meets on 3rd Tuesday of each month
- 5pm at Council Chambers

Planning & Zoning Commission (P&Z)

- Meets on 1st and 3rd Tuesday of each month
- 6pm at Council Chambers

Historic and Architectural Review Commission (HARC)

- Meets on 2nd and 4th Thursday of each month
- 6pm at Council Chambers

Housing Advisory Board (HAB)

- Meets quarterly (dates preset as a board)
- 2:30pm at Historic Lights and Water Works Building*

Unified Development Code Advisory Committee (UDCAC)

- Meets 2nd Wednesday of each month
- 3:30pm at Community Room (City Hall)*

Code of Ordinances, Conflict of Interest, and Meeting Information

Code of Ordinances

- [CHAPTER 2.36 - CITY COMMISSIONS, COMMITTEES AND BOARDS^{\[7\]}](#)
- Members are appointed by City Council for two-year terms, eligible for two (2) consecutive terms unless otherwise approved by the City Council
- Officers serve a term of one year.
- May form subcommittees
- Open Meetings Act

Correspondence, Quorum, and Attendance

- Board members will be prompted prior to the meeting to RSVP to the upcoming meeting. Please notify the Board Liaison of your RSVP.
- Quorum is a majority of members of the governmental body (4 of 7 or 4 of 5 depending on your board)
- Majority vote is of those that are present (unless a super majority is required)
- As outlined in 2.36.020, it is a Council policy to require a minimum of 75% (please note some boards may differ) attendance of each member at regularly scheduled meetings, including subcommittee meetings
- Alternate members are welcome to sit anywhere in the audience but asked to check in with the Board Liaison prior to the start of meeting

Agendas

- The agenda will be available online at the following link 3 business days before the meeting.
 - <https://www.georgetowntexas.gov/agendas>
- Please subscribe to your board to receive email updates on when agendas are posted

Email Updates

To sign up for email updates or to access your subscriber preferences, please enter your contact information below.

★Email Address

- The Board Liaison will follow posting with an email to members requesting RSVP.
- Meeting Minute Edit Requests and Conflicts of Interest Forms

Overview of Conflicts of Interest

- After agenda posting, review Agenda items and Staff Reports
- Identify conflict of interests based on guidance from **Sec. 2.20.030. - Conflicts of interest** from the Code of Ordinances
- **Prior to the meeting**, fill out the applicable Conflict of Interest form and send to your Board Liaison
- Please ensure you are recusing yourself from the vote on that item where you have established a conflict of interest

Conflict of Interest Forms

CHAPTER 2.20 CONFLICT OF INTEREST AFFIDAVIT

Council / Board / Commission: _____

Meeting Date: _____

Agenda Item Number: _____

STATE OF TEXAS
COUNTY OF WILLIAMSON

LOCAL GOVERNMENT CODE CHAPTER 171 CONFLICT OF INTEREST AFFIDAVIT

Council / Board / Commission: _____

Meeting Date: _____

Agenda Item Number: _____

STATE OF TEXAS
COUNTY OF WILLIAMSON

Public Hearing and Parliamentary Procedures

Public Hearing Process

- Speaker registration forms should be turned into the Board Liaison **prior to the start** of the meeting.
 - Speakers limited to 3 minutes unless an additional 3 minutes have been ceded to speaker.
- Chair will open the public hearing.
- Chair reminds speaker of their time limit, and they are on the clock.
 - 3- or 6-minute time limit – Board Liaison will notify speaker, time is up. If speaker continues, it's the discretion of the chair to allow extended time
- Once all public speakers have spoken, the Chair will close the public hearing.

Public Hearing Procedures – Overview

Item Presentation (Staff)



Provides Supporting Comments (Applicant)



Questions/Discussion (Commission)



Public Hearing (Commission/Public)



Questions/Discussion (Commission)

Parliamentary Procedures - Overview

Open to a Motion (Chair)



Motion Made



Motion Seconded



Repeat Motion (Chair)



Motion Related Discussion (Commission)



Call for Vote (Chair)

Parliamentary Procedures – Motion Approval/Denial

Make a motion utilizing the following format:

I move to [**approve/deny**] the application [**case number**] for [**item number**], with the conditions that ...

- 1.
- 2.
- 3.

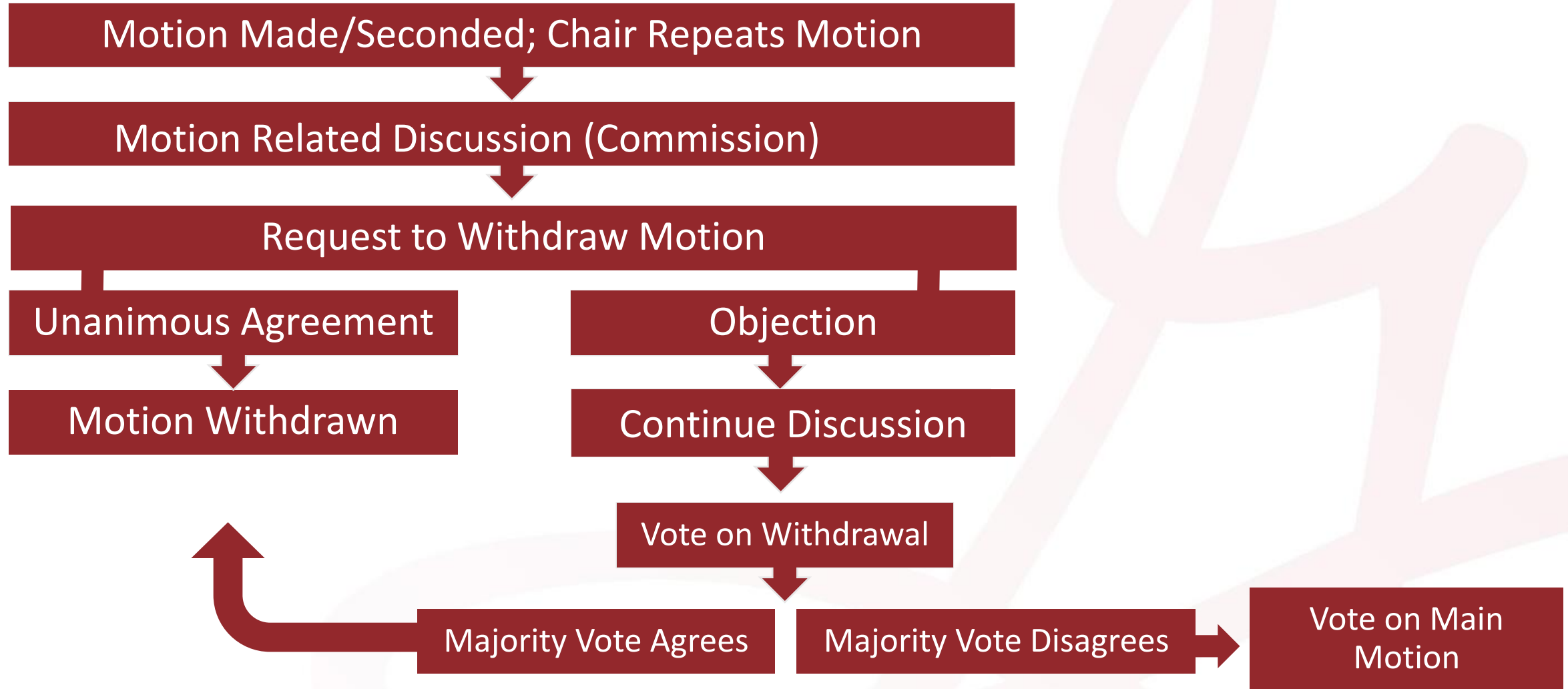
*Specific Boards and Commissions approval or denial motions may require additional context.

Motion Seconded

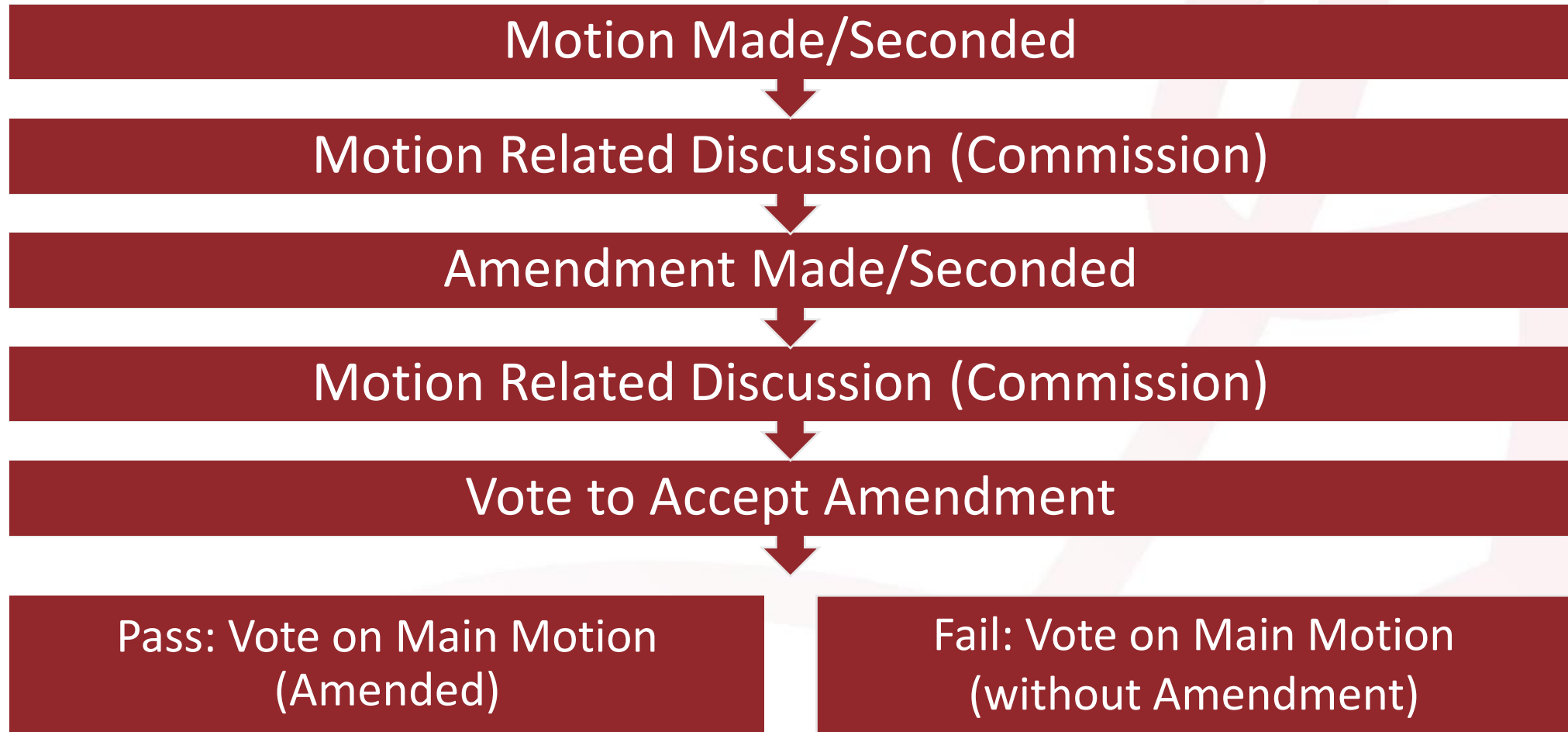
Motion Related Discussion (Commission)

Call for Vote (Chair)

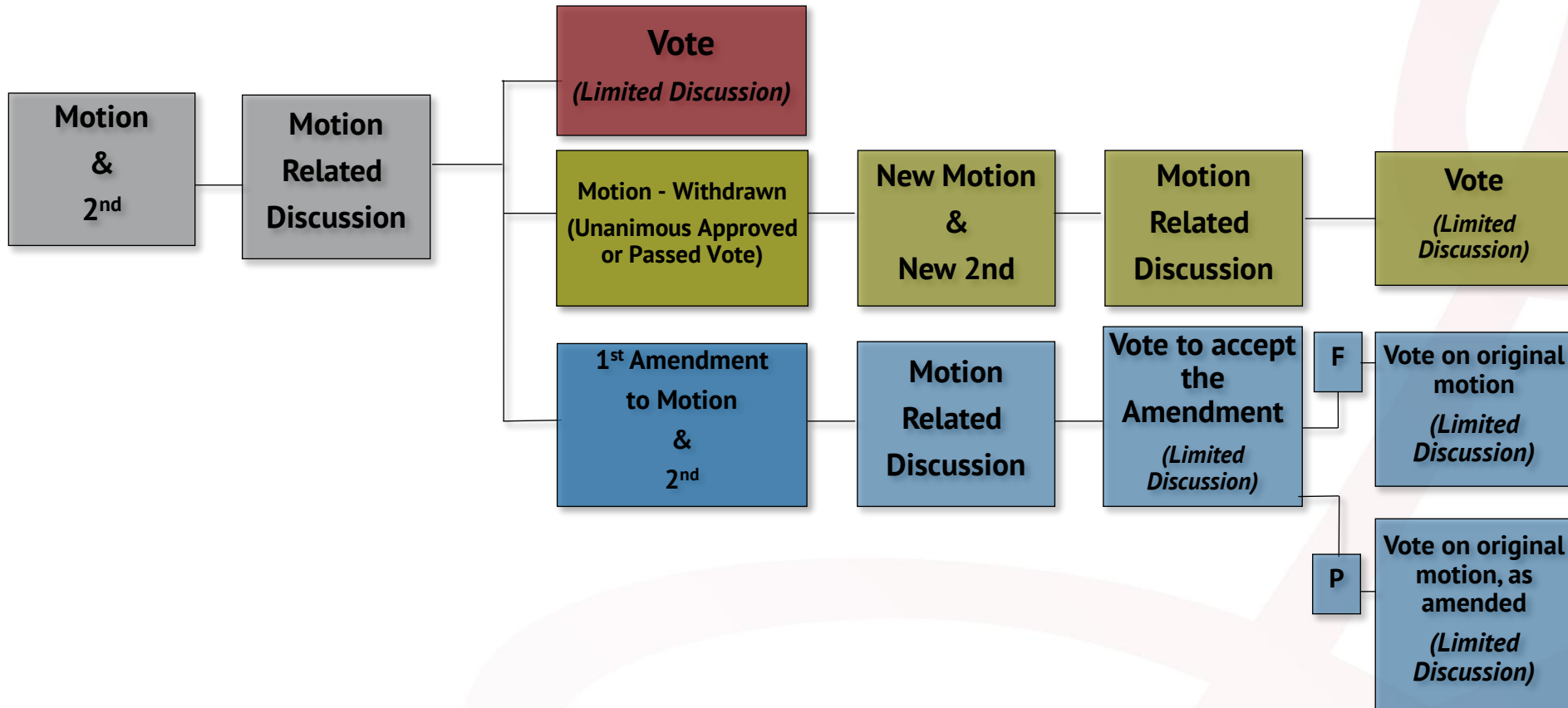
Parliamentary Procedures – Motion Withdrawal



Parliamentary Procedures – Motion Amendment



Parliamentary Procedures - Quick Reference



Amendment Quick Tips

- There can be a primary and secondary amendment, but no tertiary amendment.
- An amendment is not meant to change the intent of the original motion. For example, a motion to approve with conditions cannot be amended to a denial.

Unified Development Code

UDC Overview

- Adopted to promote the public health, safety and general welfare of its citizens, and to regulate orderly and healthy development of the city
- Primary guide to development within the City of Georgetown
- Incorporates procedures, standards and regulations for zoning as well as subdivision applications
- Adheres to a regular review of its provisions to ensure its compatibility with the [2030 Comprehensive Plan](#) and current building and development patterns (UDC Rewrite will be effective on November 1, 2026)

Development Process Overview

Entitlements (Zoning, Development Agreements)



Subdivision



Site Development



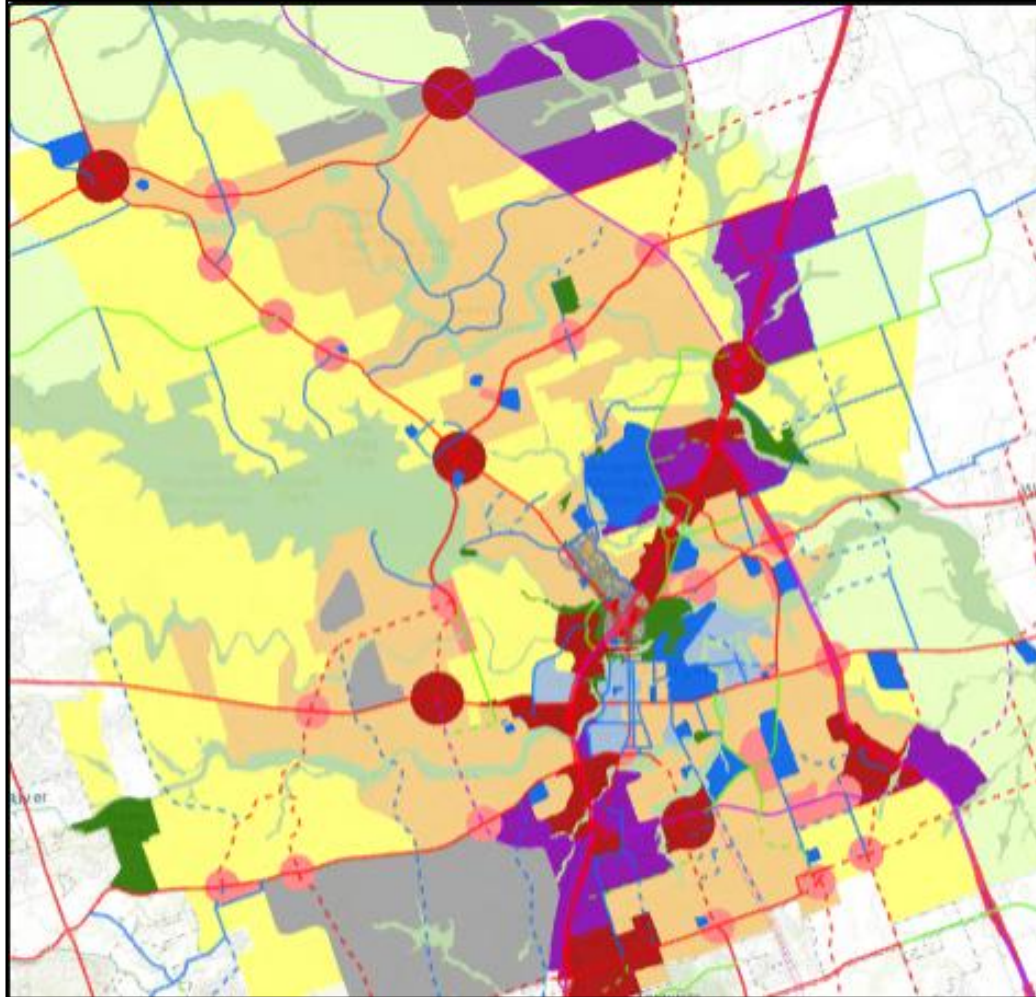
Building Permit

Georgetown 2030 Comprehensive Plan

How The Plan is Framed

- The 2030 Plan organizes the Community's Vision for Georgetown's development into **10 Goals** (Balanced Land Use, Reinvestment, Historic Preservation etc.)
- The 6 sections of the Comprehensive Plan
 - Land Use
 - Williams Drive Gateway Plan
 - Gateway & Image Corridors
 - Housing
 - Plan Implementation
 - Other Plans
- Can be found at <https://2030-comprehensive-plan-georgetowntx.hub.arcgis.com/>

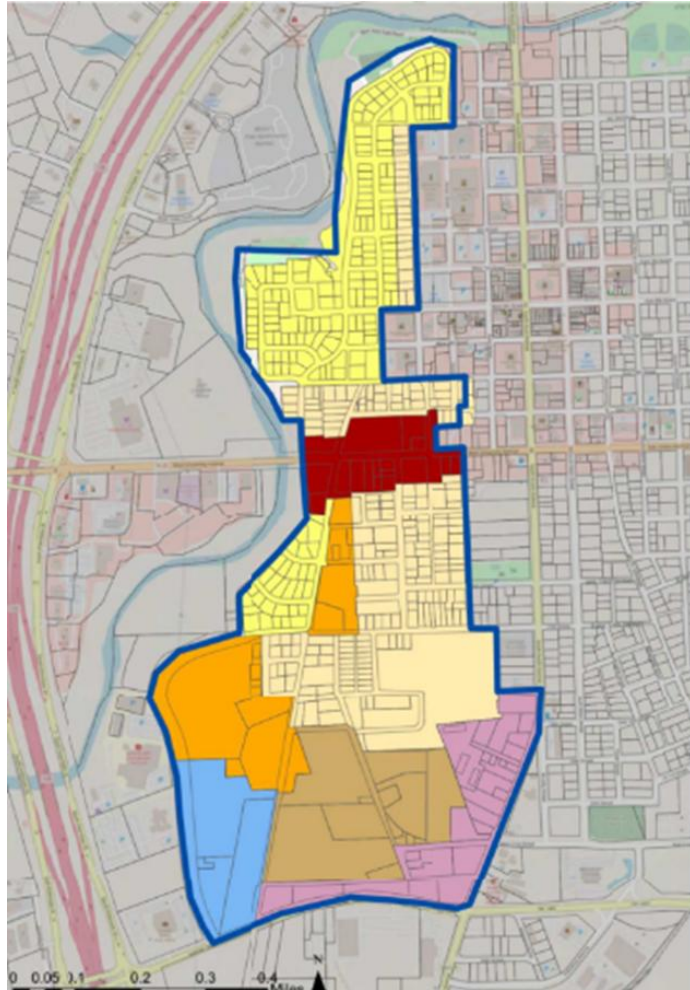
Future Land Use Map/ Land Use Policies



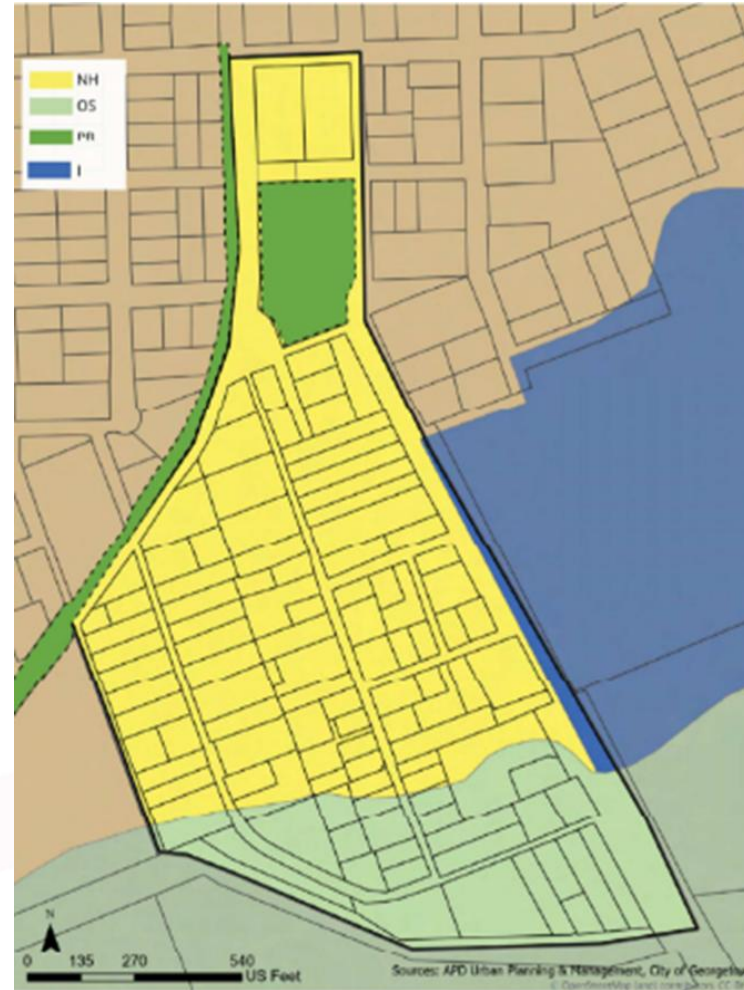
- **15 Land Use Policies**
- **3 Williams Drive Plan Policies**
- **3 Gateway Image Corridor Policies**
- **14 Housing Policies**

Small Area Plans

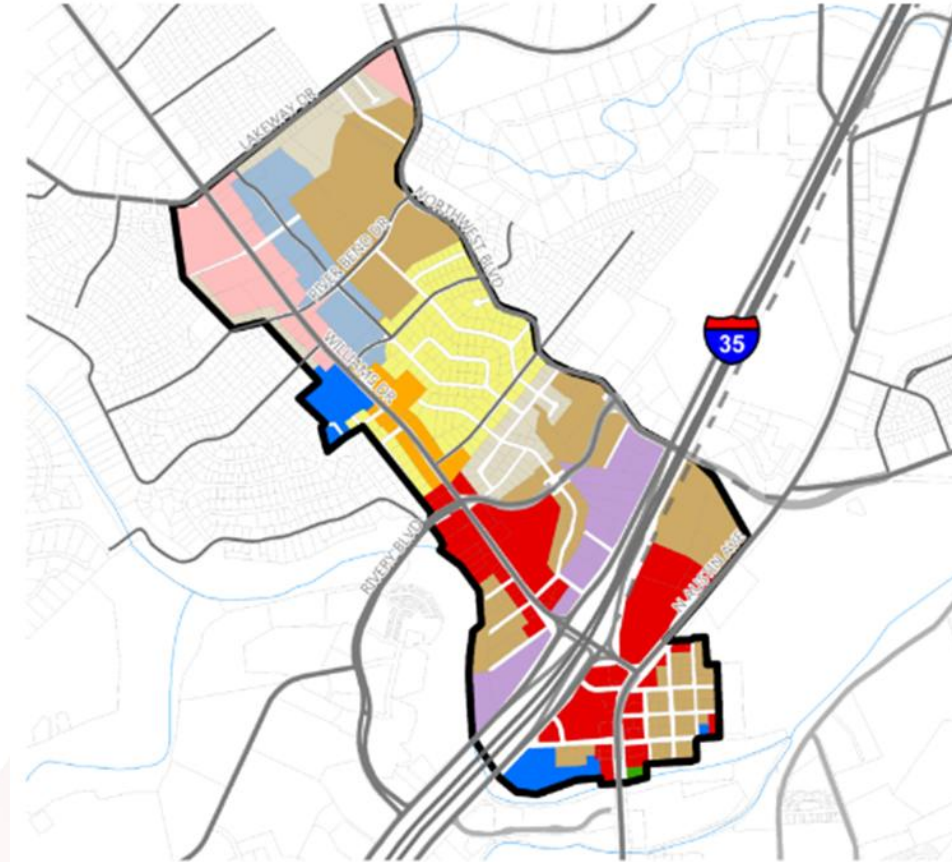
TRG



San Jose

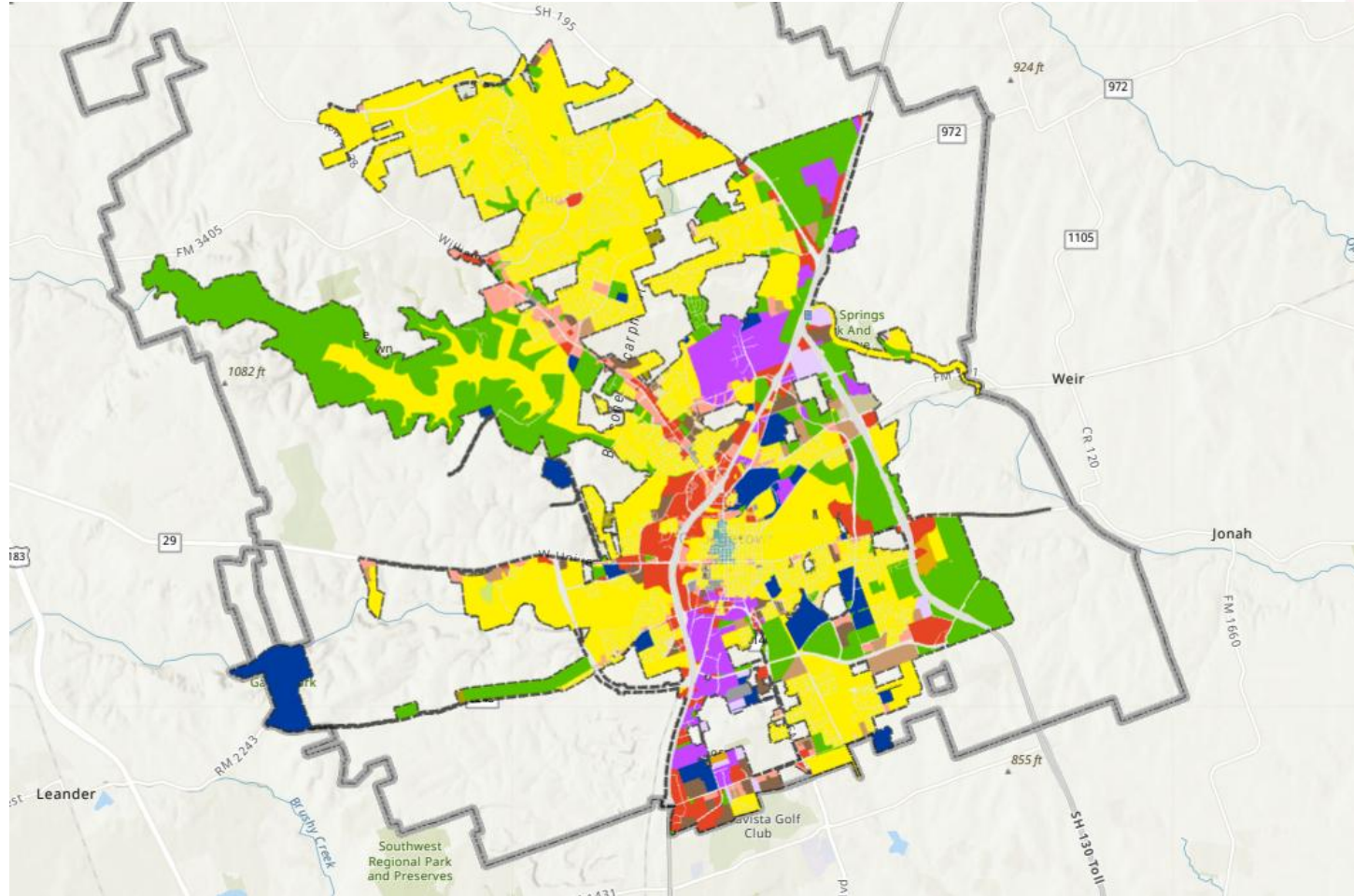


Williams Drive



Zoning & Local Government Code

Zoning Districts and Zoning Map



Texas Local Government Code 211

Sec. 211.003. Zoning Regulations Generally. (a) The governing body of a municipality may regulate:

- (1) the height, number of stories, and size of buildings** and other structures;
- (2) the percentage of a lot that may be occupied;**
- (3) the size of yards, courts, and other open spaces;**
- (4) population density;**
- (5) the location and use of buildings,** other structures, and land for business, industrial, residential, or other purposes;

Texas Local Government Code 211

Section 211.004 – Compliance with Comprehensive Plan

- Zoning regulations **must be adopted in accordance with a comprehensive plan** and must be designed to:
- lessen congestion in the streets;
- secure safety from fire, panic, and other dangers;
- promote health and the general welfare;
- provide adequate light and air;
- prevent the overcrowding of land;
- avoid undue concentration of population; or
- facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

Texas Local Government Code 211

Sec. 211.005. Districts.

- (a) The governing body of a municipality may **divide the municipality into districts of a number, shape, and size** the governing body considers best for carrying out this subchapter. Within each district, the governing body may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land.
- (b) Zoning regulations must be uniform for each class or kind of building in a district, but the regulations may vary from district to district. The regulations shall be adopted with reasonable consideration, among other things, **for the character of each district and its peculiar suitability for particular uses, with a view of conserving the value of buildings and encouraging the most appropriate use of land in the municipality.**

Zoning Districts and Zoning Map

Residential Zoning Districts		Non-Residential Zoning Districts	
Residential Estate	RE	Office	OF
Residential Low Density	RL	Neighborhood Commercial	CN
Residential Single-Family	RS	Local Commercial	C-1
Two-Family	TF	General Commercial	C-3
Townhouse	TH	Business Park	BP
Low Density Multi-Family	MF-1	Industrial	IN
High Density Multi-Family	MF-2	Public Facility	PF
Manufactured Housing	MH	Agriculture	AG

Next Steps

Important Information

- Remaining Documents Required
 - [Open Meetings Act Certification](#)
 - [Public Meetings Certification](#)
- Next Steps
 - Nominating/Voting on your Vice-Chair and Secretary (where applicable) at first meeting
 - HARC only: Nominating/Voting members for the Demolition Subcommittee

Board Specific Training

- Planning & Zoning and Zoning Board of Adjustment
 - Remain in the Council Chambers
- Historic and Architectural Review Commission
 - Conference Room (rooms behind the dais)
- Housing Advisory Board
 - Conference Room (rooms behind the dais)
- Unified Development Code Advisory Board
 - Teen Court Conference Room (to the right of the dais)

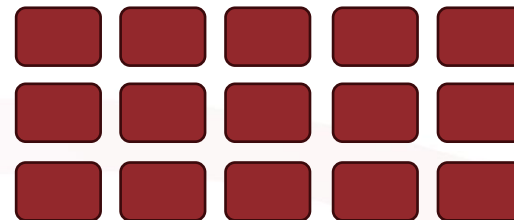
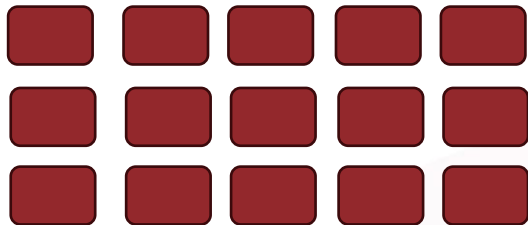
Board Specific Training

HARC

HAB

DAIS

UDCAC



P&Z and ZBA

Planning & Zoning and Zoning Board of Adjustments

October 6, 2026 | Introductory (joint) Training

Planning & Zoning Commission

Responsibilities

Recommending Body For:

- Zoning Map Amendments
 - REZ
 - PUD
 - ANX w/ Initial Zoning
- Special Use Permits
- Comprehensive Plan Amendments
- UDC Text Amendments

Final Approval Body For:

- Subdivision Waivers
- Some Appeals of Administrative Decisions

[UDC 2.01.020 - Review Authority Chart](#)

Common Types of Zoning Map Amendments

- **Change of base zoning - Rezoning**
 - Example: Agriculture (AG) to Local Commercial (C-1)
 - No site plan required
 - Allows all uses in the new district requested
- **Planned Unit Development (PUD)**
 - Project specific. Tied to a development plan.
 - Expected to not fit within standard districts or provide additional benefit.
 - Examples: Wolf Ranch, Georgetown Village
- **Special Use Permit (SUP)**
 - Allows a use where otherwise not permitted by right
 - Allows opportunity to consider specific conditions around a certain use at a specific location
 - Usually tied to a site plan
- **Change of zoning with a Comprehensive Plan Amendment**
 - P&Z must act on the CPA prior to the rezone request
 - Not a common submittal

Zoning Map Amendment Process

- Your vote on a rezoning case is a recommendation to City Council
- Some of the factors to take into consideration:
 - Consistency with 2030 Plan
 - Land use/development pattern in area
 - Impact on adjacent properties
 - Vacancy/current utilization of site
 - Alternatives
 - Traffic, parking and infrastructure
 - Consistency ("spot zoning")
 - Health, safety and welfare of the community

Approval Criteria- Land Use v. Subdivision

Land Use

- Discretionary
- Approval criteria is used for consideration and guidance when deciding
- Reasonable determination must be made when making a recommendation

Subdivision (Subdivision Waivers)

- Non-discretionary
- Approval criteria must be met
- Compliance with applicable standards = approval
- To disapprove a request, specific Ordinance/UDC section must be cited as reason for disapproval

Commission Action

- On most cases the Commission will...
 - Approve
 - Deny
 - Continue action to another meeting. This can be done if the Commission has a valid reason not to take action.
- On some cases the Commission can make a recommendation to the Council to modify the approval with conditions –SUPs and Development Agreements.

Commission Action

- Approval typically requires a simple majority to approve
- Subdivision Variances require a super majority (3/4) to approve.
 - A motion to approve that does not receive a super majority = denial.
- Failure to approve a motion to approve = denial, per 2.24.140 (H) Boards and Commission ordinance
- Applicant may still take a recommendation for denial to City Council
 - Requires Council to approve with a super majority vote.

Zoning Board of Adjustments

Role of the Zoning Board Adjustment (ZBA)

- The ZBA is one of two citizen-staffed, legislatively created bodies involved in municipal zoning (the other body is the Planning & Zoning Commission).
- The ZBA is a board of action and deals with individual and neighborhood decisions on a tract-by-tract basis.
- The board acts in a quasi-judicial capacity, meaning it has powers resembling those of a court of law or judge.
- Appeal of any action of the ZBA must be made to a court of law.

Responsibilities

- **Final approval body for:**
 - Variances from the zoning standards
 - Special Exceptions from the UDC standards
 - Appeals of an administrative decision
 - Administrative Exceptions
 - Courthouse View Determination
 - Master Sign Plan and Sign Permit
 - Temporary Use Permit

Variances

- Defined as, “A grant of relief to a person from the requirements of this ordinance when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this ordinance”.
- Variances may be granted to numerical or dimensional standards. Use variances are prohibited.
- Under the Local Government Code, a Board may grant variances if, “the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.”

Variances- Examples

- Encroachment into a building setback for a structure
- Height of a building exceeding zoning district allowance

Special Exceptions

- Contrary to a variance, a special exception allows a property owner to receive special consideration, in certain situations, regarding requirements of the UDC, including certain situations related to use of the property
- Special Exceptions only include:
 - Time extension for an abandoned nonconforming use
 - Expansion of nonconforming use
 - Right to continue nonconforming use after destruction or damage
 - Abandonment of a nonconforming structure determination
 - Expansion of a nonconforming structure
 - Abandonment of a nonconforming site
 - A setback exception
 - Expansion of a nonconforming site

Appeals

- The Zoning Board of Adjustment may hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this Code
- The role of the ZBA in reviewing appeals is to consider whether staff's action was appropriate considering the details of the case and the requirements contained in the UDC
- The Board will make its decision based on the UDC and the information presented to the ZBA by the applicant and the staff

Appeals – Review Criteria

- All findings and conclusions necessary to the permit or appeal decision shall be based upon reliable evidence.
 - Competent evidence (evidence admissible in a Court of Law) will be preferred whenever reasonably available, but in no case may findings be based solely upon incompetent evidence unless competent evidence is not reasonably available, the evidence in question appears to be particularly reliable, and the matter at issue is not seriously disputed.
- Board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision or determination from which an appeal is taken and make the correct order, requirement, decision or determination
- The action taken by the staff is presumed to be valid
- Burden to justify reversal of the staff action is upon the appellant.

Things to Consider

- When making a motion, Board member must identify how each approval criteria is met (if making a motion to approve) or is not met (if making a motion to deny)
- Items to consider include:
 - Nature of Request
 - What is the public interest that is involved?
 - How is the public interest affected?
 - What are the existing special conditions that result in the need for a variance?
 - What necessary hardships are involved?
 - How are any hardships different from those affecting the rest of the public faced with the enforcement of this same provision?
 - How will the spirit of the ordinance be observed if this request is granted?
 - How will substantial justice be done if this request is granted?

Public Hearing Procedures-ZBA Specific

- Call for a motion
- Motion is seconded, if no second motion dies
- Vote, 75% required to approve
- Failure to approve a motion to approve = denial, per 2.24.140 (H) Boards and Commission ordinance

General Info

Questions to Applicants

Appropriate:

- Land use impact
- Compatibility
- Infrastructure
- Consistency with 2030 Plan
- Consistency with adjacent zoning
- Connectivity with subdivisions/streets

Inappropriate:

- Forms of ownership, occupancy tenure
- Financial status of applicant or tenants
- Singling out a particular use if a zoning district allows multiple uses

Recommended to Watch

Council Meetings

- August 28, 2022-([Item E](#), Starting about 2 hrs, Sam Houston Corridor)
- October 11, 2022-([Item 1.B](#), Starting about 44 min Warehouse/IN)
- June 13, 2023-([Item 6.B](#), Starting about 41 min., Multi-family)
- June 27, 2023-([Joint Session](#), no video, Future Land Use) [Minutes](#)
- September 12, 2023-([Item 1.A](#), Future Land Use Update)

Development Process Overview

Entitlements Process (Public Hearings)



Application Submitted



Technical Review by Staff (30 days)



Revisions or Additional Information for Application



Application Decision by Review Authority



Building Permit

Helpful Information

Agenda: https://www.georgetowntexas.gov/government/city_council/meeting_agendas/index.php

Comprehensive Plan: www.georgetowntexas.gov/development_services/planning/georgetown_2030_plan/

Council Meetings: https://georgetowntexas.gov/government/city_council/meeting_agendas/Main

Website: www.georgetowntexas.gov/development_services/planning/

Maps: <https://gis-georgetowntx.hub.arcgis.com/pages/interactivemaps>

UDC: www.georgetowntexas.gov/development_services/planning/unified_development_code/

Contact Info

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Planning Specialist/Board Liaison

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