

Notice of Meeting of the Unified Development Code Advisory Commission of the City of Georgetown, Texas October 6, 2026

The Georgetown Unified Development Code Advisory Commission will meet on October 6, 2026 at 5:30 PM at .

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 Breau, 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
Unified Development Code Advisory Commission
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. Staff presented the following topics to the Unified Development Code Advisory Committee: the Unified Development Code, the Current UDC Amendment Process and the Ongoing UDC Diagnostic and Rewrite Process.

FINANCIAL IMPACT:

SUBMITTED BY:

Hannah Breaux, Planning Department

ATTACHMENTS:

[Planning Universal Training.pdf](#)

[UDCAC 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.

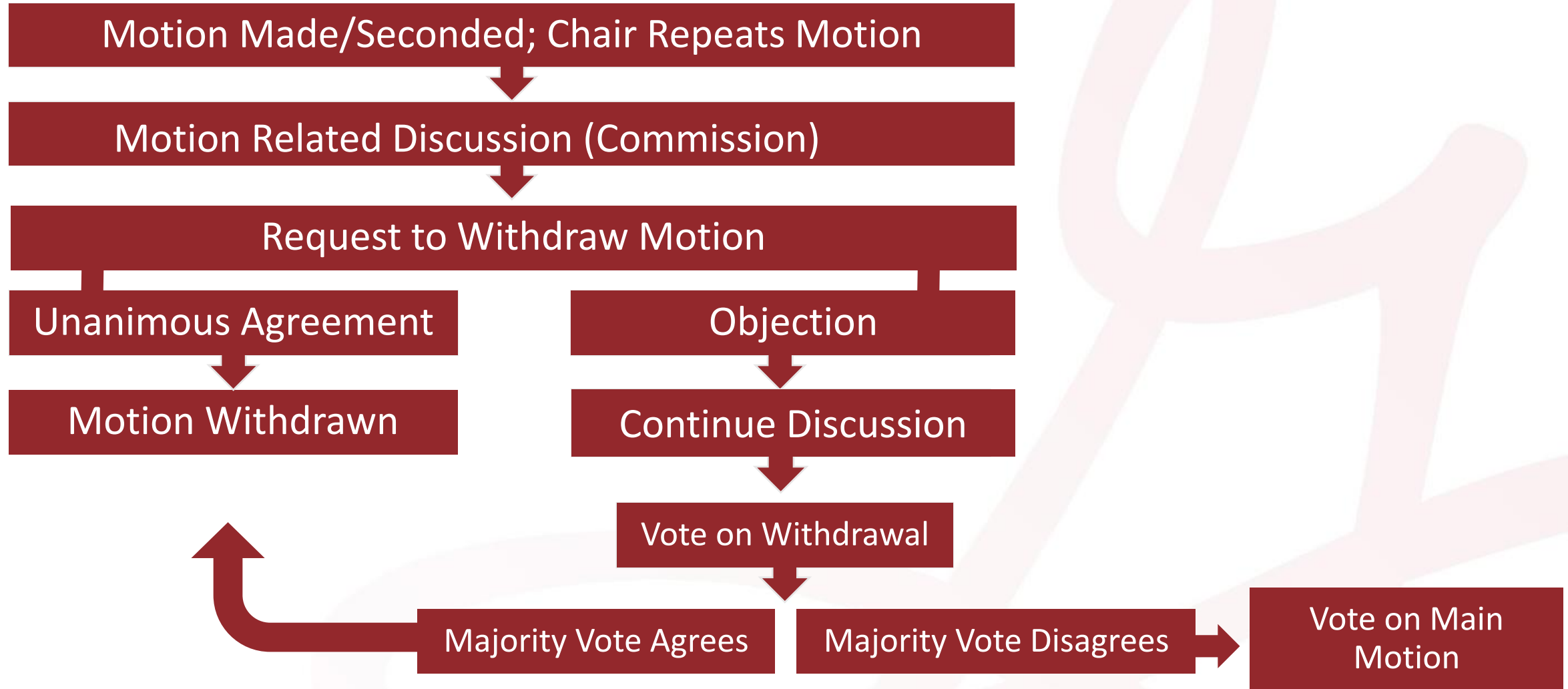
*Specific Boards and Commissions approval or denial motions may require additional context.

Motion Seconded

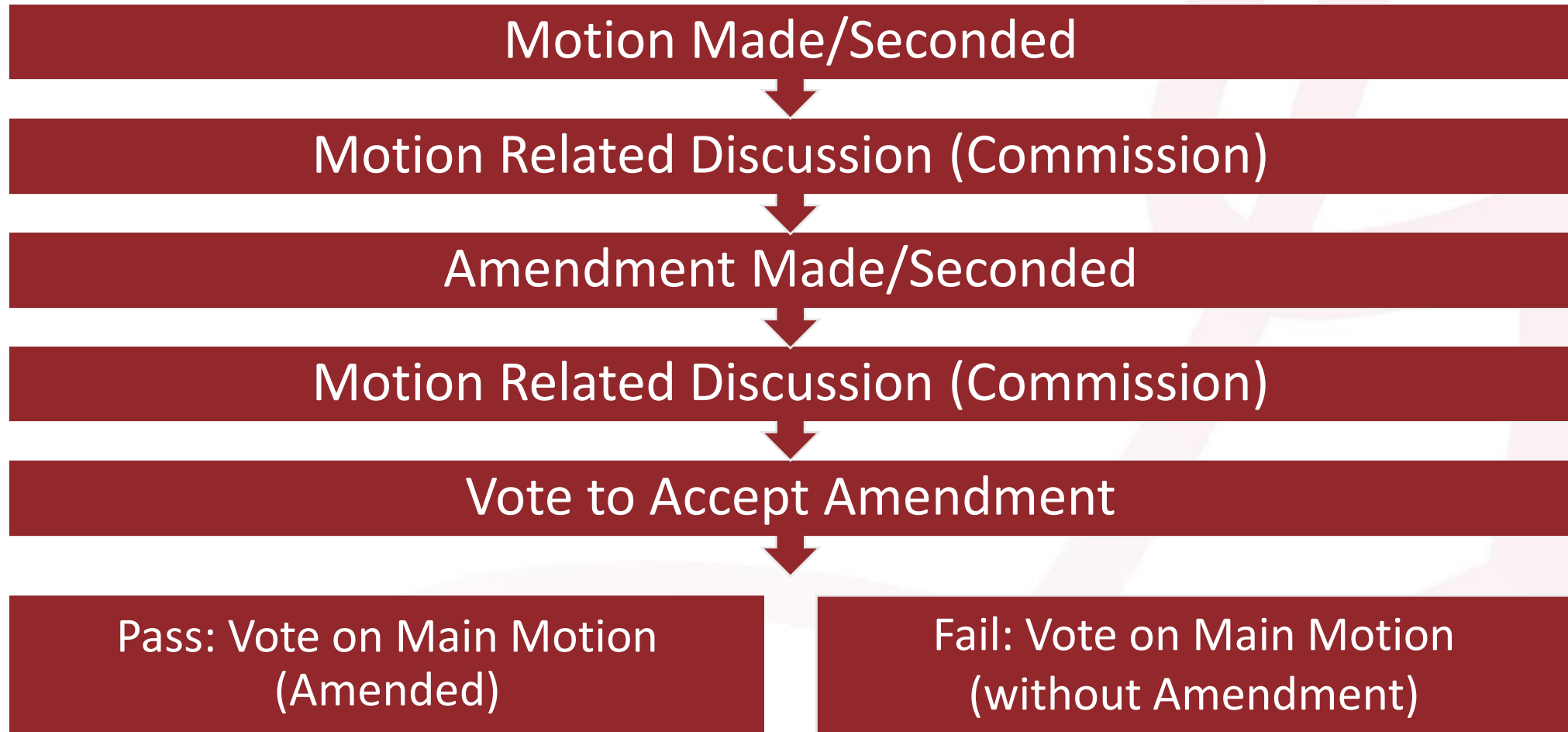
Motion Related Discussion (Commission)

Call for Vote (Chair)

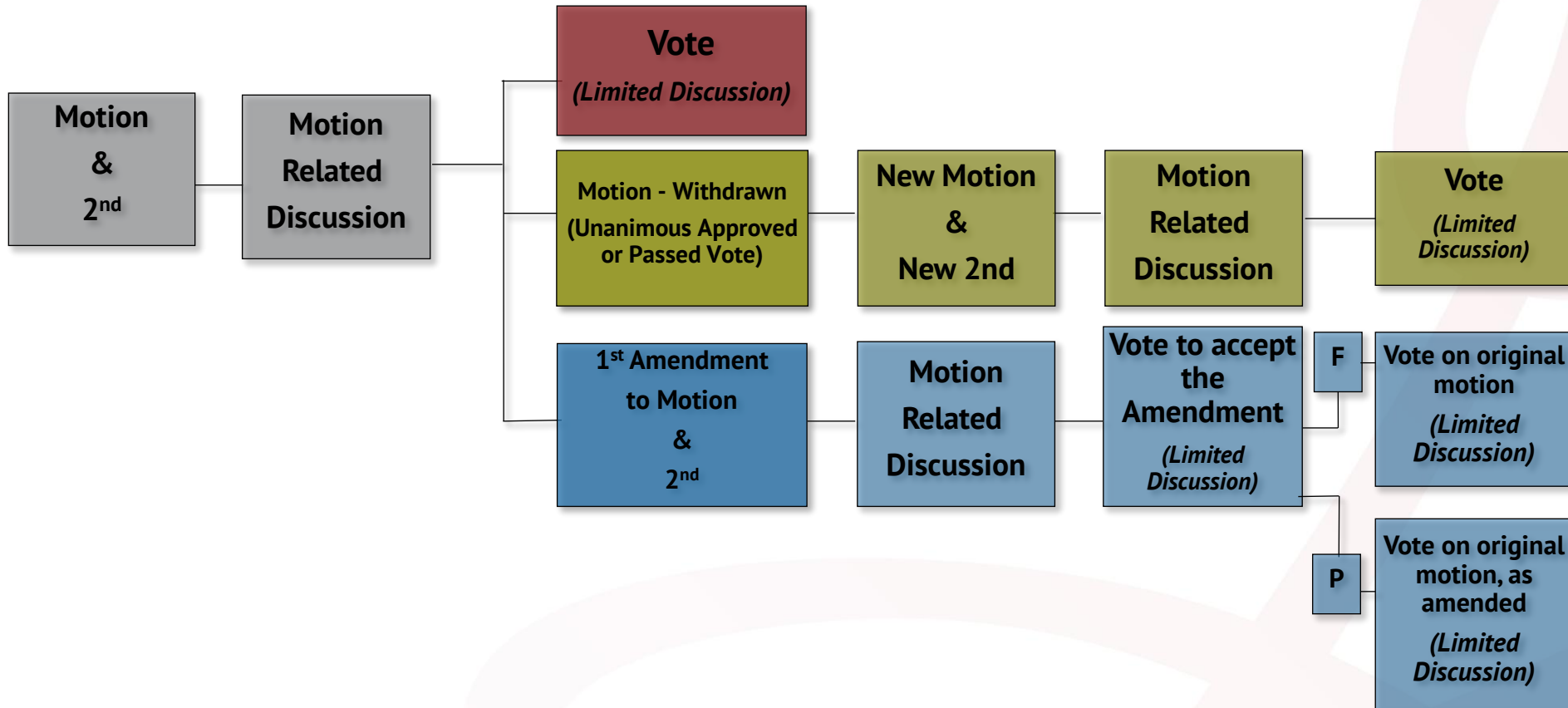
Parliamentary Procedures – Motion Withdrawal



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



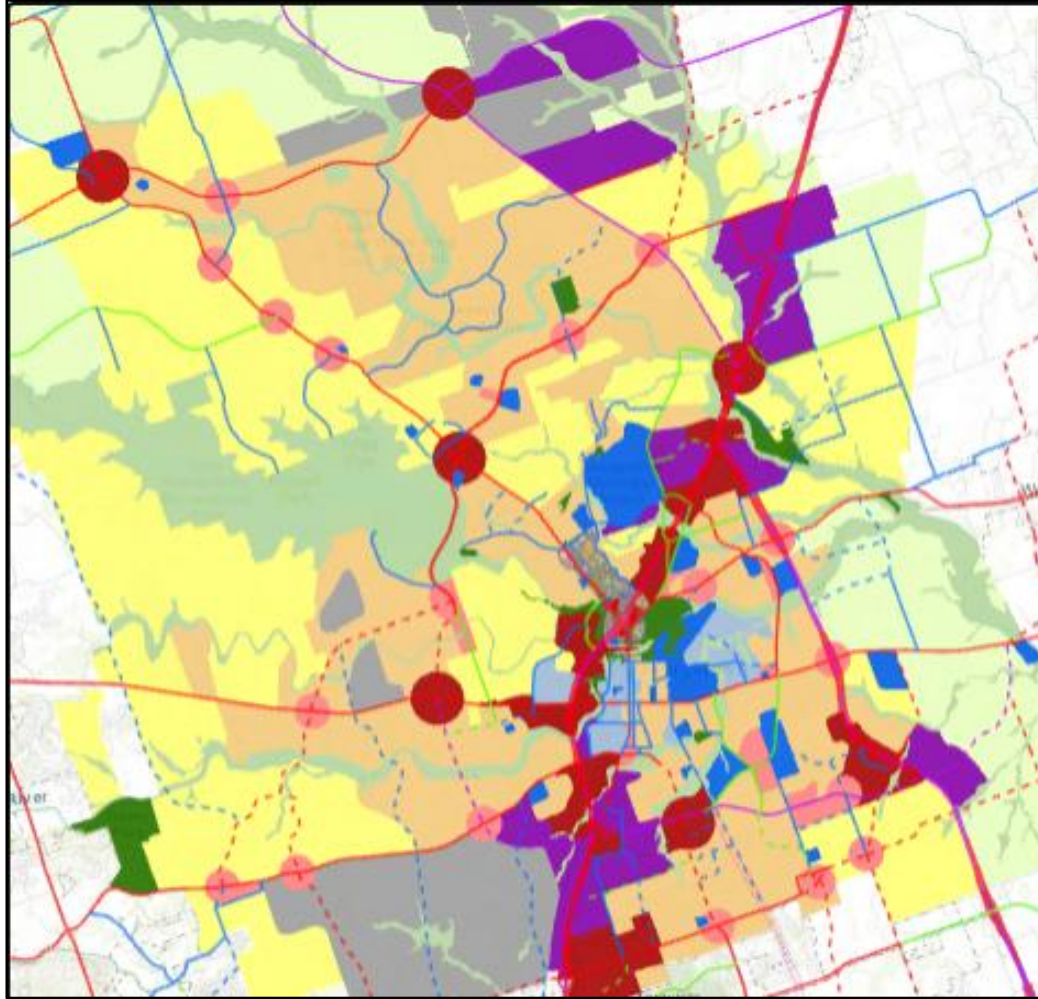
Building Permit

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/>

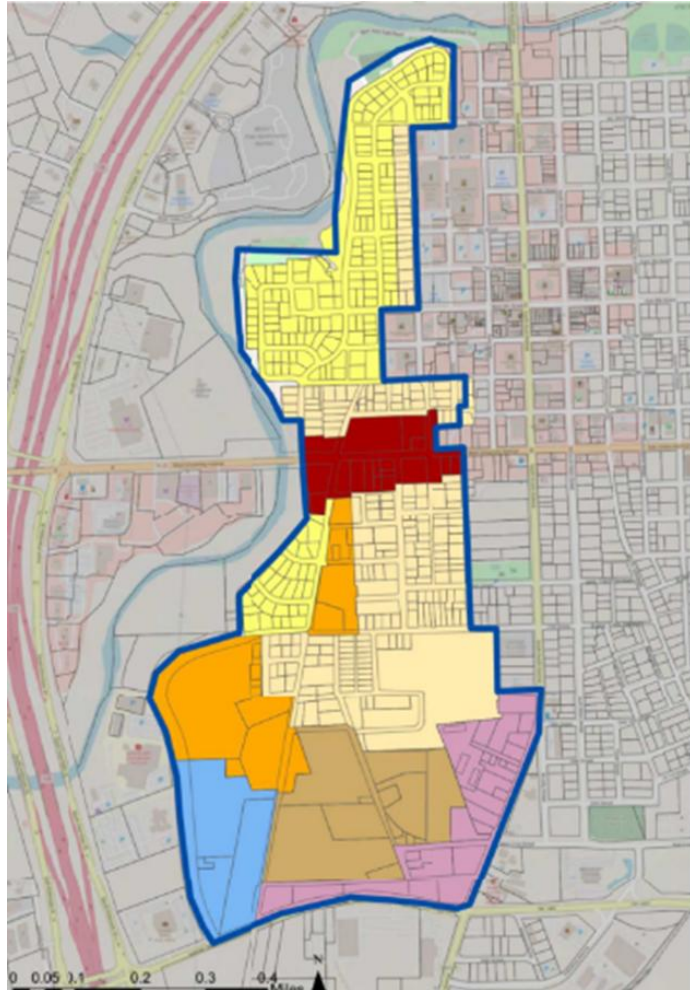
Future Land Use Map/ Land Use Policies



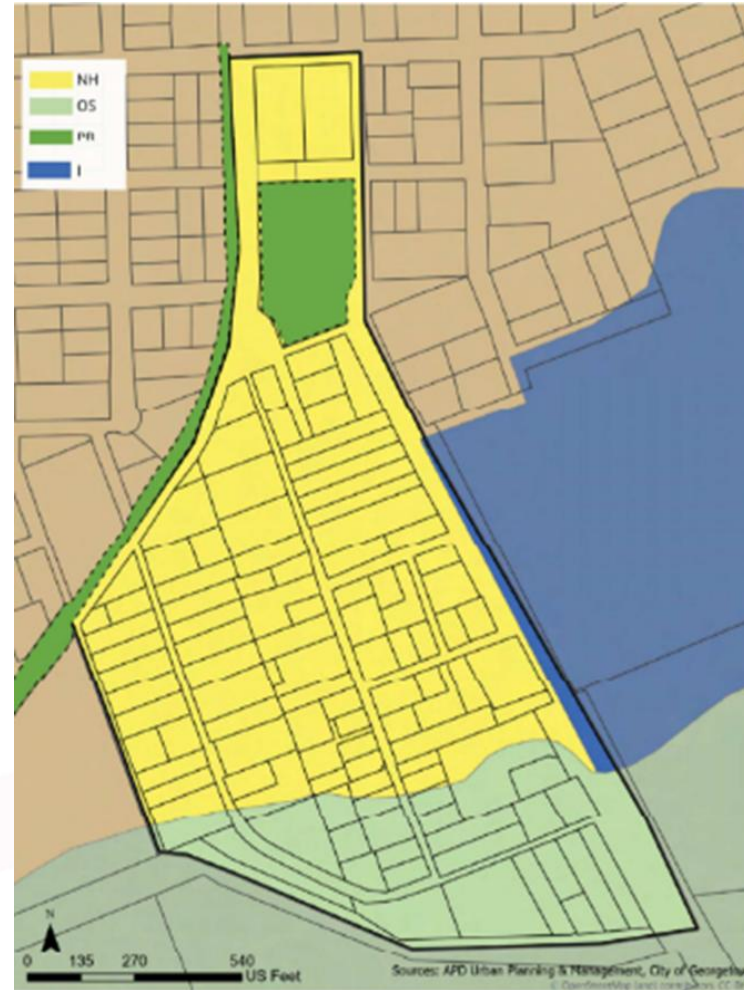
- **15 Land Use Policies**
- **3 Williams Drive Plan Policies**
- **3 Gateway Image Corridor Policies**
- **14 Housing Policies**

Small Area Plans

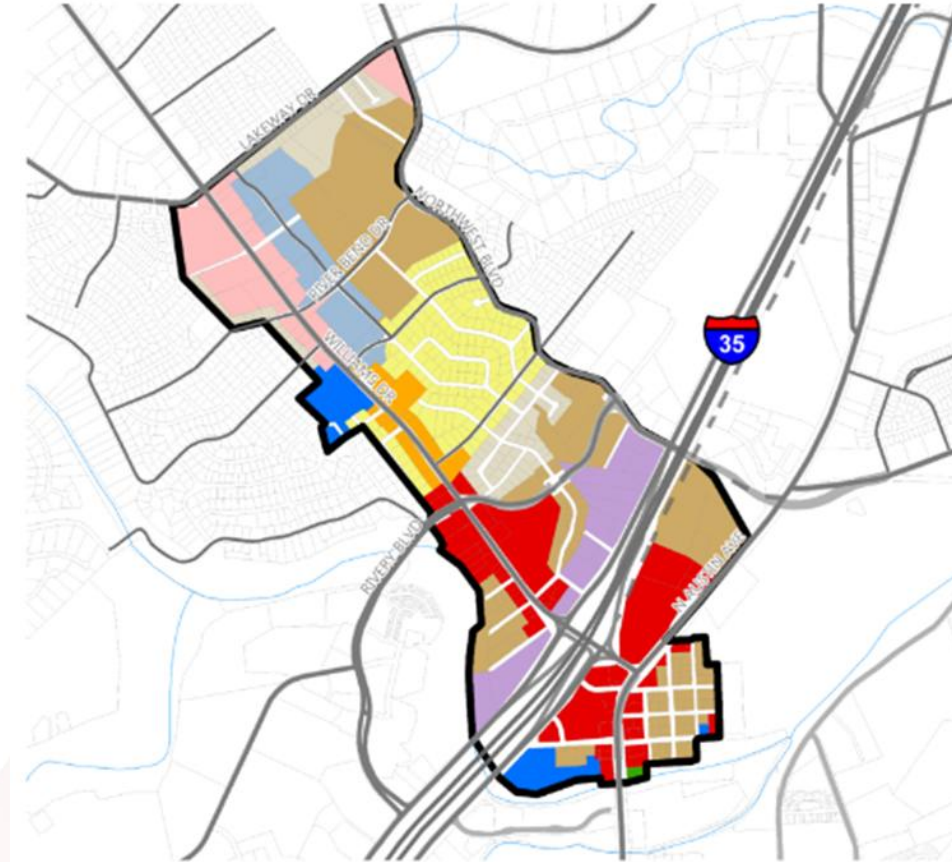
TRG



San Jose

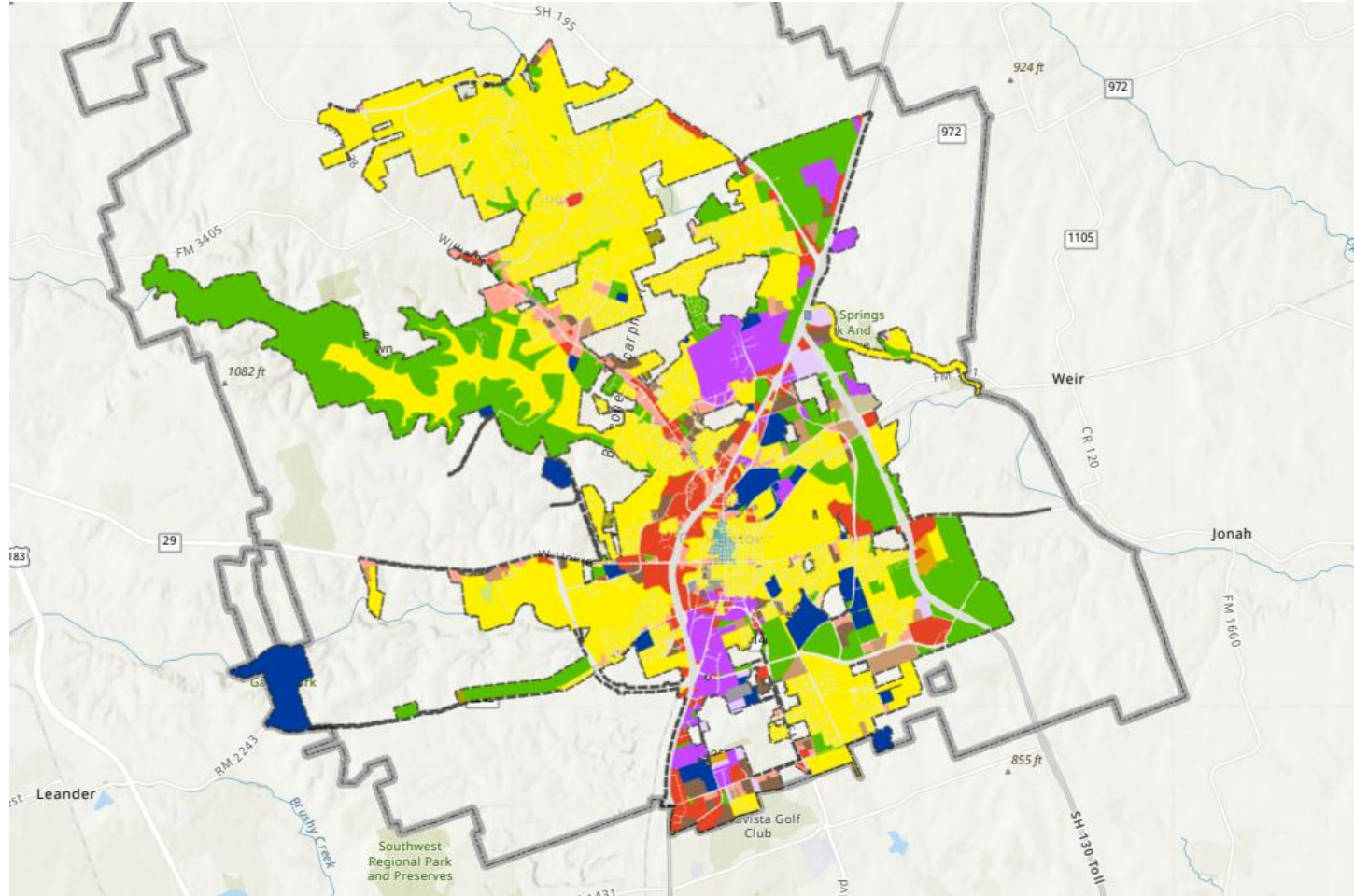


Williams Drive



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)

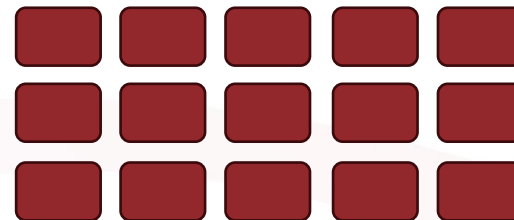
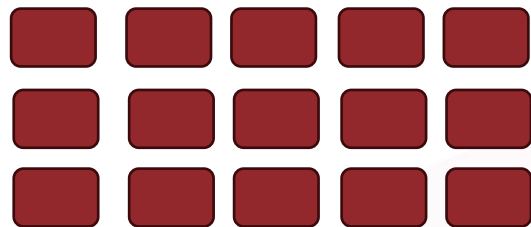
Board Specific Training

HARC

HAB

DAIS

UDCAC



P&Z and ZBA

Unified Development Code (UDC) Advisory Committee

September 6, 2026 | Introductory Training

Summary

- Introductions
- Unified Development Code
- UDC Amendment Process
- Questions

Introductions

Unified Development Code (UDC)

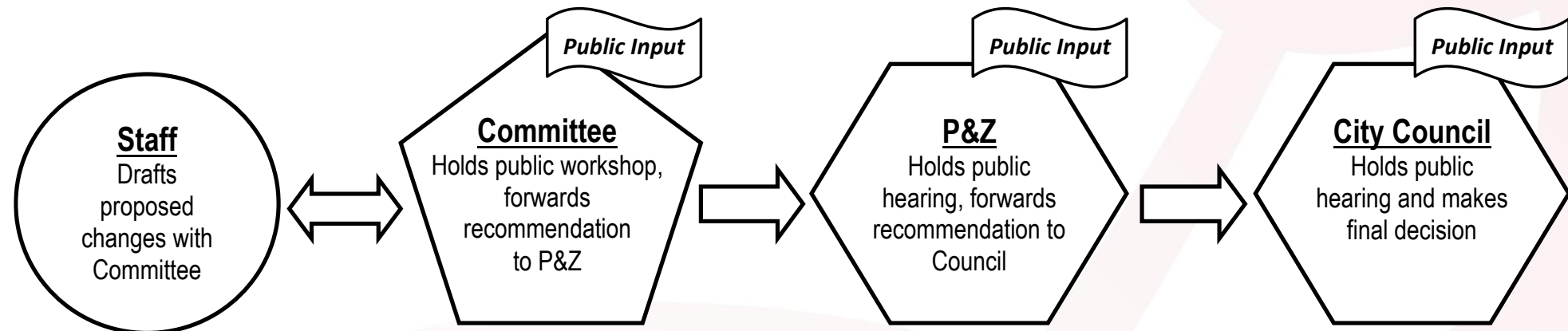
Unified Development Code (UDC)

- Current code adopted in 2003
- Living document - adaptable to current needs, changing technology and new goals
- Amended each year since adoption
- **New Code adopted with November 1st effective date**

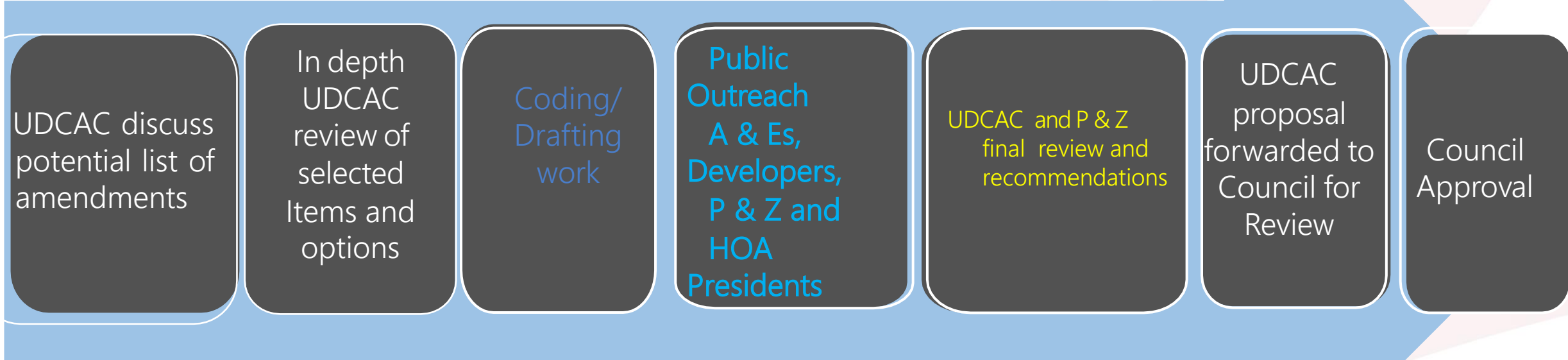
Current UDC Amendment Process

General Amendments

- Items from the UDC Amendment List
- Amendments brought to Council every 2 years



General Amendments



UDC Amendment List

- Changes to existing policies, new procedures, items not imposed by law, discretionary changes
- Ongoing list reviewed, updated and prioritized by Committee every 2 yrs with public call for items
- Committee would provide Council with yearly update outlining completed and remaining items as well as prioritizations

Council High-Priority Amendments

- Only designated by Council
- Processed as Executive Amendment, bypassing Committee
- For situations where there could otherwise be a negative impact to the City if not addressed immediately

Off-Cycle Amendment Requests

- Council determines processing
- Could be proposed by staff, City board recommendation, Council member, or applicant
- Council could:
 - designate as Council High-Priority Amendment
 - add to the UDC Amendment List
 - choose not to proceed with the request
 - send to Committee for recommendation

Special Focus Team

- For topics needing special public input, greater research, or additional expertise
- Staff or Committee could propose
- At least 1 staff member and 1 Committee member
- Would meet with experts or host public workshops
- Reports recommendation to Committee

Summary

- Appointed committee
- 2 year UDC update cycle
- Ongoing Amendment List
- Committee approves List
- Executive Amendments excluded
- 1 public workshop prior to P&Z
- Council direction of off-cycle requests prior to committee review
- Special Focus Team called out

Helpful Information

Websites

- georgetowntexas.gov/planning
- georgetowntexas.gov/udc
- georgetowntexas.gov/agendas
- georgetowntexas.gov/maps

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Questions?