

# Planning and Zoning Commission

## January 26, 2023

### Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, January 26, 2023 at 6:00 p.m. in the Council Chambers located at 1311 Chestnut Street, Bastrop, Texas 78602.

#### 1. CALL TO ORDER

Carrie Caylor called the meeting to order at 6:01 p.m.

##### Commissioners:

Debbie Moore	Absent
Cynthia Meyer	Present
Ishmael Harris	Absent
Carrie Caylor	Present
Scott Long	Present
Judah Ross	Present
Patrice Parsons	Absent
Kristi Koch	Present
David Barrow	Present

##### Staff Present:

Jennifer C. Bills, Director of Planning and Development  
Melissa Gustafson, Planning Technician/Commission Secretary  
Nicole Peterson, Administrative Executive Assistant

#### 2. CITIZEN COMMENTS

Lindy Larson, resident at 1320 Farm Street voiced her concerns over not hearing anything back from her Open Records Request regarding traffic and litigation for Highway 95 and 21. She is concerned about future planning, TxDOT requirements/permits and their conflict with the subdivision regulations.

#### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Discussion regarding the Planning & Zoning Commission Executive Session that took place on September 29, 2022.

Director of Planning and Development, Jennifer Bills introduced the Assistant City Attorney, Rezzin Pollum, to present to the Commission information about the executive Session that took place on September 29, 2022. The presentation covered information on the Texas Open Meeting act rules and regulations as it related to the Executive Session from September 29, 2022.

- 3B. Consider action to approve elimination of the street tree requirement of the Public Frontage Plan for the Chestnut Grove Food Court, being 0.184 acres of Building Block 5 West of Water Street, located 710 Chestnut Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

Director of Planning and Development, Jennifer Bills, presented to Commissioners the request for the elimination of the street tree requirement of the Public Frontage Plan for the Chestnut Grove Food Court, being 0.184 acres of Building Block 5 West of Water Street, located 710 Chestnut Street. She stated the applicant is requesting to not install the street trees and instead pay the fee in lieu of the trees.

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There were no questions or comments from the Commissioners.

Cynthia Meyer made a motion to approve the elimination of the street tree requirement of the Public Frontage Plan for the Chestnut Grove Food Court, being 0.184 acres of Building Block 5 West of Water Street, located 710 Chestnut Street, within the city limits of Bastrop, Texas, as shown in Exhibit A. Scott Long seconded the motion and the motion passed 5-1 with Judah Ross abstaining due to a conflict of interest.

- 3C. Consider action to approve a Site Development Plan Amendment to allow the use of a geotextile parking material at Mina Elementary, being 4.340 acres out of Farm Lot 19 East of Main Street, located at 1203 Hill Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

The Director of Planning and Development, Jennifer Bills, presented to Commissioners a Site Development Plan Amendment to allow the use of a geotextile parking material at Mina Elementary, being 4.340 acres out of Farm Lot 19 East of Main Street, located at 1203 Hill Street.

Discussion commenced between the Planning Staff and Commissioners:

1. When the new construction is being considered will it require a new site review plan?
  - Yes, it will be a new site development plan submittal.

Judah Ross made a motion to approve the Site Development Plan Amendment to allow the use of a geotextile parking material at Mina Elementary, being 4.340 acres out of Farm Lot 19 East of Main Street, located at 1203 Hill Street, within the city limits of Bastrop, Texas, as shown in Exhibit A. Cynthia Meyer seconded the motion and the motion passed unanimously.

#### **4. CONSENT AGENDA**

- 4A. Consider action to approve meeting minutes from the September 29, 2022 Planning and Zoning Commission Regular Meeting.
- 4B. Consider action to approve meeting minutes from the November 17, 2022 Planning and Zoning Commission Meeting.
- 4C. Consider action to approve The Colony MUD 1D, Section 2 Final Plat, being 28.673 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the extraterritorial jurisdiction of Bastrop, Texas, as shown in Exhibit A.
- 4D. Consider action to approve The Colony MUD 1D, Section 3 Final Plat, being 25.416 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the extraterritorial jurisdiction of Bastrop, Texas, as shown in Exhibit A.
- 4E. Consider action to approve Bastrop Grove Section 3 Lots 9-19 Preliminary Plat, being 18.265 acres out of the Nancy Blakey Survey, Abstract No. 98, located south of SH 71

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and east of SH 304, within the city limits of Bastrop, Texas, as shown in Exhibit A.

- 4F. Consider action to approve Bastrop Grove Section 5 Preliminary Plat, being 25.865 acres out of the Nancy Blakey Survey, Abstract No. 98, located south of Agnes Street and east of State Highway 304, within the city limits of Bastrop, Texas, as shown in Exhibit A.
- 4G. Consider action to approve a replat of the Lone Star Storage Subdivision Reserve Tract to be called the Pearl River Preliminary Plat, being 75.140 acres located at the northeast corner of State Highway 71 and Farm-to-Market Road 969 within the city limits of Bastrop, Texas, as shown in Exhibit A.
- 4H. Consider action to approve Bark 1832 Subdivision Preliminary Plat, being 0.776 acres out of Farm Lot 6, West of Main Street, located north of Laurel Street, south of Linden Street and east of Wilson Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

Cynthia Meyer made a motion to approve items 4A through 4H on the consent agenda. Scott Long seconded the motion and the motion carried unanimously.

#### 5. UPDATES

- 5A. Update on Development Services System Dynamics.

Assistant Director of Planning and Development, Keehren Baah presented to Commissioners the updates on development Services System Dynamics.

Discussion commenced between the Planning Staff and Commissioners over the following topics:

- 1. Is there a timeline for scheduling the interviews with the consultant?
  - The city will reach out and start working on schedules next week.
- 2. What motivated the City to hire a consultant at this time?
  - It was part of the development process.
- 3. Is the consultant working with other departments as well?
  - He will be working with other departments related to development.
- 4. What is your definition of customers?
  - Anyone who comes the counter is considered a customer.
- 5. Will this encompass all of the B3 Code, including signs?
  - It will be all of the code, starting with the three main areas which will include the Iredell district, commercial standards, and the process of how projects are facilitated when being submitted to the City. The sign code has a lower priority at this time.

- 5B. Update on recent City Council actions regarding Planning Department items.

Director of Planning and Development, Jennifer Bills presented the recent City Council items regarding the Planning Department which included the Uniform Date Submittals which were adopted at City Council in January.

- 5C. Planning & Development Department Monthly Project Volume Report.

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Director of Planning and development, Jennifer Bills, presented to Commissioners the Planning and Development Department monthly Project value report.

Discussion commenced between the Planning Staff and Commissioners over the following topics:

1. Is there a slow down in real estate?
  - Yes, the number of available lots is a known issue, along with construction cost. There should be more lots available with the developments coming in.
2. Is Valverde located in the Extra-territorial jurisdiction?
  - It will be annexed into the City once it has been platted.
3. Why is there a higher number on trades and irrigation permits?
  - Irrigation is not tied to the building permit itself, so it's usually pulled months after the building permit.

5D. Individual Requests from Planning & Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

Cynthia Meyer stated she would like to see the sign code addressed and would like to have another workshop with City Council.

Carrie Caylor stated she would like to have another workshop/training for the new members of the Planning and Zoning Commission.

Director of Planning and Development, Jennifer Bills informed Planning and Zoning Commission of the Traffic Impact Fee Study and how consultants are working on the study to present to Planning and Zoning and the Impact Fee Advisory Board sometime in February, March and April.

## 6. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 6:44 p.m. Scott Long seconded the motion, and the motion carried unanimously.

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Debbie Moore, Chair

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Carrie Caylor, Vice-Chair