

**SPECIAL PLANNING & ZONING MEETING
MINUTES**

February 24, 2025, at 5:00 P.M.

The City of Bastrop Planning and Zoning Commission met Monday, February 24, 2025, at 5:00 PM in the City of Bastrop Convention Center located at 1408 Chestnut Street, Bastrop, Texas 78602.

1. CALL TO ORDER

Chairman Ishmael Harris called the meeting to order at 5:00 PM.

Christopher Toth	Present	
Ishmael Harris	Present	
Keith Ahlborn	Present	
Gary Moss	Present	
Jeffrey Estes	Present	Arrived at 5:01 PM
Patrice Parsons	Present	Arrived at 5:13 PM
Joshua Bingaman	Absent	
Jordan Scott	Present	
David Barrow	Absent	

2. CITIZEN COMMENTS

Joe Miller, resident at 2005 Pecan St, stated his concerns about the changes that are happening and would like more information to make sure he understands.

Rita Ward, resident at 442 Old Austin Highway, stated her concern about Bastrop Grove's subdivision and the street widths and driveway lengths.

Pablo Serna resident at 1104 Hill St, stated his concerns about the rush to the codes

Lyle Nelson, resident at 209 North Hunting Lodge Ln, voiced his concerns about the code amendments and the speed that it is happening at.

Ray Matthews, resident in Riverside Grove, stated his concern regarding density and just wanted to make sure that the citizens are informed about the changes and for the city to be mindful.

Heather Greene, resident at 2007 Pecan Street, stated her concerns about the development that is going on in their backyard and wants it to be addressed.

Robyn Peyson, resident at 1704 Wilson St, stated her concerns about the fires and the changes that happen through the development process and the end product.

ITEMS RECOMMENDED FOR APPROVAL AT THE FEBRUARY 17, 2025, MEETING

8. MINIMUM LOT SIZES

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- 8A. Conduct a public hearing, consider and act to amend the Bastrop Code of Ordinances related to Chapter 14, the Bastrop Building Block (B3) Code, Section 6.3.008 - Lot Occupation, establishing standards for a minimum lot size in P2 and P3; Section 6.5.003 – Building Standards Per Place Type, by establishing standards for a minimum lot size in P2 and P3; and Section 2.4.001 Nonconforming Uses and Structures, to include Nonconforming Lots and move to include on the March 4, 2025 Special City Council Agenda for the first reading.

The public hearing was opened at 5:31 pm

Pablo Cerna, resident at 1104 Hill Street, stated his concerns and wants density to be reviewed through a unit by acreage case.

The public hearing was closed at 5:34 pm

Discussion amongst commissioners began as they discussed the minimum lot sizes and what should be the minimum for the whole city.

The public hearing was reopened at 5:49 pm

Heather Greene, resident at 2007 Pecan Street, stated her concerns about flooding and the lots in the downtown area developing too densely.

The public hearing was closed at 5:53 pm.

Commissioner Jordan Scott motioned to amend the minimum lot size to a quarter of an acre. Motion failed because it did not receive a second.

Commissioner Gary Moss motioned to amend the Bastrop Code of Ordinances related to Chapter 14, the Bastrop Building Block (B3) Code, Section 6.3.008 - Lot Occupation, establishing standards for a minimum lot size in P2 of 1 acre and P3 of 1/3 of an acre; Section 6.5.003 – Building Standards Per Place Type, by establishing standards for a minimum lot size in P2 of 1 acre and P3 of 1/3 of an acre; and Section 2.4.001 Nonconforming Uses and Structures, to include Nonconforming Lots and move to include on the March 4, 2025 Special City Council Agenda for the first reading. Commissioner Jeffrey Estes seconded the motion. The motion passed 6-1.

12. DUPLEX IN P2 AND P3

- 12A. Consider and act on amending the Bastrop Building Block (B3) Code by adding Section 2.4.0051 Conditional Use Permit to allow Duplexes in the P3 Zone, where certain conditions can be met, and move to include on the March 4, 2025, Special City Council Agenda for the first reading.

The public hearing was opened at 6:26 pm

Pablo Cerna, resident at 1104 Hill Street, stated his concerns and would like density to be addressed through ADUs and bring back more changes.

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The public hearing was closed at 6:31 pm

Commissioner Jordan Scott made a motion to approve to amend the Bastrop Building Block (B3) Code by adding Section 2.4.0051 Conditional Use Permit to allow Duplexes in the P3 Zone, where certain conditions can be met, and move to include on the March 4, 2025, Special City Council Agenda for the first reading. Commissioner Gary Moss seconded the motion. The motion passed unanimously.

- 12B. Conduct a public hearing, consider and act to amend the Bastrop Code of Ordinances related to Chapter 14, the Bastrop Building Block (B3) Code, Article 6.5 – Building Types, by removing duplexes as an allowable building type from P2 and P3; Section 6.5.001 – Permitted Building Types Per Place Type, by removing duplexes from P2 and P3.

The public hearing was opened at 6:31 pm

The public hearing was closed at 6:32 pm

Commissioner Jeffrey Estes made a motion to approve to amend the Bastrop Code of Ordinances related to Chapter 14, the Bastrop Building Block (B3) Code, Article 6.5 – Building Types, by removing duplexes as an allowable building type from P2 and P3; Section 6.5.001 – Permitted Building Types Per Place Type, by removing duplexes from P2 and allowing Conditional Use Permits in P3. Commissioner Gary Moss seconded the motion. The motion passed unanimously.

7. GRID STREETS

- 7A. Conduct a public hearing, consider, and act to remove all references to the gridded street network and replace with the previously adopted Chapter 5 Thoroughfare Plan, and move to include on the March 4, 2025, Special City Council Agenda for the first reading.

The public hearing was opened at 6:49 pm

Pablo Cerna, resident at 1104 Hill Street, spoke his concern about removing the grid system on the Transportation Master Plan and the Impact it will have on historic downtown.

Melinda Larson, resident at 1320 Farm Street, did not wish to speak and was in support.

The public hearing was closed at 6:53 pm

Commissioner Jeffrey Estes made a motion to remove all references to the gridded street network and replace with the previously adopted Chapter 5 Thoroughfare Plan, and move to include on the March 4, 2025, Special City Council Agenda for the first reading. Commissioner Jordan Scott seconded the motion. The motion passed 6-1.

- 7B. Conduct a public hearing, consider and act to amend the Code of Ordinances, Related to Chapter 14, The Bastrop Building Block (B3) Code, on the following: Article 3.2 Place Type Standards, Section 3.2.001 Allocation & Sequence of Place Type Determination, (A) (2); Article 3.2 Place Type Standards,

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Section 3.2.002 Neighborhood Regulating Plan, (C); Article 4.1 General, Section .4.2.001 Character Districts Descriptions & Additional Standards, (B) 5,13,17 And 19; Article 5.2 Development Pattern Standards, Sec. 5.2.001 Traditional Neighborhood Development (TND) (B); Article 5.2 Development Pattern Standards, Sec. 5.2.002 TND Standards, (B) (C) (D) And (E); Article 5.2 Development Pattern Standards, Section 5.2.005 Village Center Development (VCD), (B); Article 7.1 Streets & Public Realm, Section 7.1.002 General, (D); Article 7.3 Street Types, (B) (1), Chapter 10, Section 10.1.002 Definitions, American Grid, and mandatory street network and Executive Summary on pages 12 and 22; by removing all references to the mandatory street network and the gridded street network and establishing standards and procedures and move to include on the March 4, 2025 Special City Council Agenda for the first reading.

The public hearing was opened at 6:56 pm

The public hearing was closed at 6:56 pm

Commissioner Gary Moss made a motion to approve to amend the Code of Ordinances, Related to Chapter 14, The Bastrop Building Block (B3) Code, on the following: Article 3.2 Place Type Standards, Section 3.2.001 Allocation & Sequence of Place Type Determination, (A) (2); Article 3.2 Place Type Standards, Section 3.2.002 Neighborhood Regulating Plan, (C); Article 4.1 General, Section .4.2.001 Character Districts Descriptions & Additional Standards, (B) 5,13,17 And 19; Article 5.2 Development Pattern Standards, Sec. 5.2.001 Traditional Neighborhood Development (TND) (B); Article 5.2 Development Pattern Standards, Sec. 5.2.002 TND Standards, (B) (C) (D) And (E); Article 5.2 Development Pattern Standards, Section 5.2.005 Village Center Development (VCD), (B); Article 7.1 Streets & Public Realm, Section 7.1.002 General, (D); Article 7.3 Street Types, (B) (1), Chapter 10, Section 10.1.002 Definitions, American Grid, and mandatory street network and Executive Summary on pages 12 and 22; by removing all references to the mandatory street network and the gridded street network and establishing standards and procedures and move to include on the March 4, 2025 Special City Council Agenda for the first reading. Commissioner Jeffrey Estes seconded the motion. The motion passed 6-1.

- 7C. Conduct a public hearing, consider and act on the code of Ordinances, related to Chapter 14, the B3 Technical Manual, on the following: Article 1.2 Development Procedures, Section. 1.2.003 Development Process, (C) (1) (C); Article 2.3 Neighborhood Regulation Plans, (E); Article 2.3 Neighborhood Regulation Plans, Section 2.3.001 Stop one: Neighborhood Regulation Plans (A) – (4) A, (5) B, and (6), by removing all references to the Mandatory Street Network and the gridded network and move to include on the March 4, 2025 Special City Council Agenda for the first reading.

The public hearing was opened at 6:57 pm.

The public hearing was closed at 6:58 pm.

Commissioner Jeffrey Estes made a motion to amend the code of Ordinances, related to Chapter 14, the B3 Technical Manual, on the following: Article 1.2 Development Procedures, Section. 1.2.003 Development Process, (C) (1) (C); Article 2.3 Neighborhood Regulation Plans, (E); Article 2.3 Neighborhood Regulation Plans, Section 2.3.001 Stop one: Neighborhood Regulation Plans (A) – (4) A, (5) B, and (6), by removing all references to the Mandatory Street Network and the gridded network and move to include on the March 4, 2025 Special City Council Agenda for the first reading. Commissioner Gary Moss seconded the motion. The motion passed 6-1.

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ITEMS REQUIRING MORE INFORMATION FROM THE FEBRUARY 17, 2025, MEETING

11. TREE PROTECTION

- 11A. Hold public hearing, consider, and act to amend Appendix A, Fee Schedule for tree mitigation fees and establish penalty for violation, and move to include on the March 4, 2025, Special City Council Agenda for the first reading.

Discussion amongst commissioners began as they discussed the fees and the increase in mitigation fees

The public hearing was opened at 7:14 pm

Ray Matthews, resident in Riverside Grove, spoke about the mitigation fees and that he understands that the residents don't deserve to pay a high mitigation fee but also doesn't want people to have the ability to remove trees easily without any penalties.

Joe Miller, resident at 2005 Pecan Street, spoke about his concern about trees getting removed because of the effect it can have on everyone and everything.

Suzanna Castillo, resident at 2204 Hill Street, had concerns about the mitigation fees and, as a resident, wanted to know how that would affect her residency.

The public hearing was closed at 7:19 pm

Commissioner Patrice Parsons approved to amend Appendix A, Fee Schedule for tree mitigation fees and establish penalty for violation, and move to include on the March 4, 2025, Special City Council Agenda for the first reading with an amendment to allow for administrative relief for staff to allow for a variance process. Commissioner Jordan Scott seconded the motion. The motion passed unanimously.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider and act to approve meeting minutes from the January 30, 2025, Planning and Zoning Commission Meeting and review and consider a new draft meeting minute format for future consideration.

Commissioner Gary Moss made a motion to approve the meeting minutes from the January 30, 2025, Planning and Zoning Commission Meeting. Commissioner Jeffrey Estes seconded the motion. The motion passed unanimously.

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4. PLATS

- 4A. Consider and act to approve The Colony MUD 1D, Section 2A Final Plat, being 14.996 acres out of the Jose Manual Bangs Survey, Abstract Number 5, located north of Sam Houston Drive, within the extraterritorial jurisdiction of Bastrop, Texas, as shown in Exhibit A.

Commissioner Gary Moss made a motion to approve The Colony MUD 1D, Section 2A Final Plat, being 14.996 acres out of the Jose Manual Bangs Survey, Abstract Number 5, located north of Sam Houston Drive, within the extraterritorial jurisdiction of Bastrop, Texas, as shown in Exhibit A. Commissioner Patrice Parsons seconded the motion. The motion passed unanimously.

- 4B. Consider and act to approve The Colony MUD 1D, Section 2B Final Plat, being 96.173 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.

Commissioner Gary Moss made a motion to approve The Colony MUD 1D, Section 2B Final Plat, being 96.173 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. Commissioner Keith Ahlborn seconded the motion. The motion passed unanimously.

- 4C. Consider and act to approve The Colony MUD 1F Section 4 Preliminary Plat, being 107.351 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.

Commissioner Jeffrey Estes made a motion to approve The Colony MUD 1F Section 4 Preliminary Plat, being 107.351 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. Commissioner Gary Moss seconded the motion. The motion passed unanimously.

- 4D. Consider and act to approve The Colony MUD 1F Section 5 Preliminary Plat, being 29.413 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.

Commissioner Jordan Scott made a motion to approve The Colony MUD 1F Section 5 Preliminary Plat, being 29.413 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. Commissioner Jeffrey Estes seconded the motion. The motion passed unanimously.

6.PARKLAND DEDICATION AND PARK ENRICHMENT FUND

- 6A. Hold a public hearing, consider and act to amend the Bastrop Code of Ordinances, Chapter 10, by enacting Article 10.01 titled "Parkland Dedication and Park Enrichment Fund", Sections 10.01.001 – 10.01.014 and move to include on the March 4, 2025, Special City Council Agenda for the first reading.

The public hearing was opened at 8:08 pm

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Mayor Pro Temp John Kirkland, resident at 1505 Main Street, brought up the thought about differentiating fees for expansion of parks in comparison to the upkeep of existing parks to the commission.

The public hearing was closed at 8:17 pm

Commissioner Patrice Parsons made a motion to amend the Bastrop Code of Ordinances, Chapter 10, by enacting Article 10.01 titled "Parkland Dedication and Park Enrichment Fund", Sections 10.01.001 – 10.01.014 and move to include on the March 4, 2025, Special City Council Agenda for the first reading with the amendment to increase the park enrichment fund fee to \$500 per dwelling unit or multi-family unit. Commissioner Gary Moss seconded the motion. The motion passed 6-1.

9. BUILD TO LINE/SETBACKS

- 9A. Conduct a public hearing, consider and act to amend the Bastrop Code of Ordinances related to Chapter 14, the Bastrop Building Block (B3) Code, Section 6.3.008 - Lot Occupation, establishing standards for a First Layer Setback in P2 and P3; Section 6.3.003 - Building Placement, by establishing standards for the First Layer Setback in P2 and P3; Section 6.5.003 – Building Standards Per Place Type, by establishing standards for the First Layer Setback in P2 and P3. and Article 6.4 – Lot Structure Description and Diagram, by adding a clarifying statement and move to include on the March 4, 2025, Special City Council Agenda for the first reading.

The public hearing was opened at 8:23 pm.

Mayor Pro Temp John Kirkland, resident at 1505 Main Street, brought up the question of what is raw land and the need to define it.

The public hearing was closed at 8:26 pm.

Commissioner Patrice Parsons made a motion to approve to amend the Bastrop Code of Ordinances related to Chapter 14, the Bastrop Building Block (B3) Code, Section 6.3.008 - Lot Occupation, establishing standards for a First Layer Setback in P2 and P3; Section 6.3.003 - Building Placement, by establishing standards for the First Layer Setback in P2 and P3; Section 6.5.003 – Building Standards Per Place Type, by establishing standards for the First Layer Setback in P2 and P3. and Article 6.4 – Lot Structure Description and Diagram, by adding a clarifying statement and move to include on the March 4, 2025, Special City Council Agenda for the first reading with the amendment that the setback to be a minimum of 25 ft for raw development. Commissioner Jeffrey Estes seconded the motion. The motion passed unanimously.

13. UPDATES

- 13A. Future Development Related Items

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City Manager, Sylvia Carrillo, presented to the commission the list of items that will be coming forward in the future for amendments as staff is working through the residential and commercial development processes.

13B. Development Services Department Monthly Project Volume Report.

Director of Development Services, James E Cowey, presented the monthly volume report of the projects that have been submitted in the past month.

13C. Individual Requests from Planning & Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

14. ADJOURNMENT

Commissioner Jeffrey Estes made a motion to adjourn the meeting at 8:41 PM. Commissioner Gary Moss seconded the motion. The motion passed unanimously.

Jordan Scott, Chair

David Barrow, Vice Chair