

# PLANNING & ZONING COMMISSION MEETING

March 30, 2023, at 6:00 P.M.

## Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, March 30, 2023, at 6:00 PM in the Council Chambers located at 1311 Chestnut Street, Bastrop, Texas 78602

### 1. CALL TO ORDER 6:00 PM

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

### 2. CITIZEN COMMENTS

No Citizen Comments

### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider action to approve meeting minutes from the February 23, 2023, Impact Fee Advisory Meeting.

Carrie Caylor made a motion to approve, with Ishmael Harris seconding the motion. The motion passed unanimously.

- 3B. Consider action to approve meeting minutes from the February 23, 2023, Planning and Zoning Commission Regular Meeting

Chair Debbie Moore stated the last name to on page 10 (Cynthia Moore) needed to be corrected to Cynthia Meyer. Carrie Caylor made a motion to approve the correction, with Patrice Parsons seconding the motion. The motion carried unanimously.

- 3C. Consider action to approve Pecan Park Commercial Lot 5 Final Plat, being 16.811 acres out of the Nancy Blakey, Abstract 98, located south of State Highway 71 and west of Hasler Blvd., within the city limits of Bastrop Texas, as shown in Exhibit A.

Discussion commenced between Staff and Commissioners over the following:

1. How many streets have an entrance on Highway 71?
  - Orchard Parkway is the only entrance located on Highway 71 in the Pecan Park Commercial Lot 5 Plat.
2. What does the traffic flow look like and how many lanes are being proposed on Agnes?

- Traffic flow will come from Sterling and then proceed down Agnes. Agnes will be a four-lane road.
3. Where Agnes ties into Hasler, are there plans to improve where Agnes intersects HWY 71 since it will increase traffic significantly?
    - The apartments will be required to take their access North to HWY 71.
  4. Will the Pecan Orchard disappear with Agnes bisecting through the property?
    - There will be a street that goes through the Orchard.
  5. How will that affect the nature in that area?
    - There are tree protection requirements that are built into the zoning codes. Certain types of trees are protected, and others are heritage trees. If they do remove trees, they will have to mitigate that by planting additional trees.
  6. Will there be another plat below Agnes in the unnamed section? Is that a separate development?
    - Yes, it is a separate section, which has been preliminary platted. It will also trigger the roads being built.
  7. Is Multifamily allowed within the Commercial zoning.
    - This is a Planned Development which has its own set of zoning rules, and it allows a percentage of apartments in this area.
  8. Is the location from Agnes South also going to be Multifamily or Commercial?
    - Staff stated that portion will all be all commercial.

Cynthia Meyer made a motion to approve Pecan Park Commercial Lot 5 Final Plat, being 16.811 acres out of the Nancy Blakey, Abstract 98, located south of State Highway 71 and west of Hasler Blvd., within the city limits of Bastrop Texas. Ishmael Harris seconded the motion, and the motion was carried unanimously.

3D. Consider action to amend Article 2.4 Administration, SEC. 2.4.001 NONCONFORMING USES AND STRUCTURES in the following areas:

(a) Intent of the Provisions by adding a statement that the intent was not to create a disparate impact to the residents.

(b) Continuing Lawful Use of Property & Existence of Structures

(4) No nonconforming use or Structure may be expanded, reoccupied with another nonconforming use, or increased as of the effective date of this Code, unless authorized by the ZBA by adding an administrative relief component for residents.

Commissioners asked how do we define what is considered disparate or non-disparate? Staff recommended considering 3E as well before continuing with 3D. Commissioners agreed to move forward to 3E prior to proceeding with 3D.

Commissioners asked if this would be applied to commercial properties. Staff stated it would be universal.

Cynthia Meyer made a motion to approve the amendment to Article 2.4 Administration, SEC. 2.4.001 NONCONFORMING USES AND STRUCTURES as listed in item 3D. Carrie Caylor seconded the motion and the motion carried unanimously.

- 3E. Consider and act on amending Continuing Lawful Use of Property & Existence of Structures item (4) No nonconforming use or Structure may be expanded, reoccupied with another nonconforming use, or increased as of the effective date of this Code,

unless authorized by the ZBA by adding an administrative relief component for residents.

Commissioners asked if the example of the 200' radius was hypothetical or was it a model used in other cities. Staff stated it was a model used in a prior city.

Cynthia Meyer made a motion to approve an amendment to Continuing Lawful Use of Property & Existence of Structures item (4) No nonconforming use or Structure may be expanded, reoccupied with another nonconforming use, or increased as of the effective date of this Code, unless authorized by the ZBA by adding an administrative relief component for residents. Ishmael Harris seconded the motion, and the motion was carried unanimously.

- 3F. Consider and Act on amending Chapter 1, Subdivision, Lots of Record, SEC. 1.3.006 LOTS OF RECORD of the City of Bastrop B3 Development Code by adding a section for existing lots of record who can receive administrative approval outside of the normal platting procedure,

Commissioners questioned where the date of April 20, 1981, came from. Staff stated that it came from the First Zoning Ordinance approved.

Carrie Caylor made a motion to approve an amendment to Chapter 1, Subdivision, Lots of Record, SEC. 1.3.006 LOTS OF RECORD of the City of Bastrop B3 Development Code by adding a section for existing lots of record who can receive administrative approval outside of the normal platting procedure. Patrice Parsons seconded the motion, and the motion was carried unanimously.

#### **4. UPDATES**

- 4A. Update on recent actions related to the Development Services Department, previously known as the Building and Planning Department.

The Iredell District is under a Temporary Moratorium, therefore for the time being the City will not be enforcing the B3 Pattern Book standards.

George Arimes spoke to Commissioners about the following:

- System Assessment Process
- Gathering Perspective and Feedback
- Change Management Structure
- Feedback Methods
- Customer Survey Statistics
- Development Services System Components
- Core Business Processes
- People Interactions
- Regulatory Framework
- Technology

Commissioners asked if MyGov is the system the City of Bastrop purchased and are some of the issues because of an information gap within the organization? That is correct.

Can these changes be made and still meet the Shot Clock deadline? That is one of the problems, along with having so little staff, which hopefully will be changed soon.

Commissioner asked if Customer Advisory Group is mainly developers? Yes, consultants, developers, real estate agents and a few others.

Commissioners requested a workshop with City Staff and the Planning and Zoning Commission to discuss the B3 Code.

Commissioners asked if the City is going to streamline the MyGov system or replace it. Staff stated that yes, the City is working on streamlining.

Commissioners asked how the Advisory Committee was selected. Staff stated a group of people who were more vocal started meeting, then the group grew and needed to be streamlined. The group voted for individuals to represent them.

Commissioners asked who all is left who are well versed in the B3 Code? Staff stated that Trey and a couple of other staffers in the department were well versed in B3 Code.

4B. Building and Planning Department Monthly Projects Volume Report.

4C. Individual Requests from Planning & Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

- Parking situation in Downtown Parking and how to improve it.
- Resident Parking Permit/Paid Parking
- Handicap parking on Main Street

## **5. ADJOURNMENT**

Cynthia Meyer made a motion to adjourn at 7:32 p.m. Ishmael Harris seconded the motion, and the motion passed unanimously.

---

Debbie Moore, Chair

---

Carrie Caylor, Vice Chair