

June 21, 2024

Tresha Silva  
Executive Director  
Bastrop County Emergency Food Pantry  
806 Fayette St, Bastrop, TX 78602



**City of Bastrop, TX**  
**RE: Bastrop County Emergency Food Pantry**

Dear members of the City Council,

I am writing on behalf of the Bastrop County Emergency Food Pantry (BCEFP) to seek your support for our new initiative aimed at developing a 9,217-square-foot food pantry at 1201 Pine St, Bastrop, TX. Specifically, we kindly request the city of Bastrop to consider waiving permitting fees for this project.

Additionally, we are proposing to remodel our Fayette St. location into a Community Nutrition Education Center to further enhance our community outreach efforts.

Your assistance in waiving the permitting fees would greatly support our efforts in establishing the new County-Wide Food and Nutrition Support Center. We believe this initiative will significantly benefit the residents of Bastrop County by providing essential food assistance and nutrition education.

See **Exhibit A** for the proposed development exhibits.

**Project Rationale**

The Food Pantry operates out of five buildings on a single plot of land. One building is an almost 100-year-old home that is used as a warehouse, one is an old camp swift trailer used for senior programs, another is an old school portable that houses the administrative staff, one is a shed that the NIBBLES program is run out of, and the other is a small 1,400 square foot building that houses food and emergency services.

The Food Pantry serves over 5,000 unique individuals and moves just shy of half a million pounds of food a year. The Food Pantry is maxed out on space and capacity for distribution and storage. The need for services is on the rise (89% increase from 2020). The current facilities are not sustainable or scalable. The Food Pantry has often had to decline food donations because of an inability to store it all. This has been especially challenging with the continued supply chain challenges that are occurring in Central Texas. Last year, the Food Pantry received 50% less food from the Central Texas Food Bank and had to increase food spending by 200% to keep food on the shelves. The current setup also only allows one neighbor at a time to be served. The current waiting room can only hold 1-2 families. This means that people often have to wait in their vehicles before being served. The Food Pantry's overarching goal is to continue to address food insecurity and the root causes of poverty in rural Bastrop County now and in the future. This proposed comprehensive capital campaign will allow them to continue to serve the community into the future, improve internal processes, connect local non-profits, provide a space for the community to use, and allow for future growth.

The new facility will allow for a more streamlined inventory system by having all the food in one section of a building as opposed to now where food is stored in several small buildings that are spread out around the property. The new inventory space would include walk-in freezers, refrigerators, and dry storage as well as a large sorting room for donations to come through. On top of being a more efficient system, there will be double the space for food storage and sorting (1 million pounds of food!). The new facility will have a much larger waiting room and two intake offices. The "grocery store" will allow the neighbors who come to the Food Pantry to "shop" with dignity for their families and be a step up from the current client choice pick list. This approach improves the client's nutrition status and improves self-efficacy (Martina Wood, 2020).



The renovated Fayette St. Building will provide integrated, wrap-around services for neighbors in need as well as meeting space for community partners. Rural communities like Bastrop often lack one-stop-shop type of services for clients and often lack meeting spaces for community organizations and groups to meet. This building will fill this gap by responding to the micro needs of serving clients and the macro needs of serving the community. The new center will include a commercial kitchen and computer lab for cooking demonstrations and classes on the following: resume building, budgeting, financial wellness, health and wellness, diabetes 101, and other classes that will help clients improve their financial and bodily health.

This comprehensive capital campaign will position the organization to be a continued leader in fighting food insecurity and the root causes of poverty in the County. It will allow for more resources to be brought into the community and increase the variety of food and services that the Food Pantry provides. It will benefit organizations that serve all over to have a space to use to serve more people in Bastrop. It also will provide community groups and individuals to rent covered outdoor space for events. This new and improved Bastrop County Emergency Food Pantry campus will fully serve the community and surrounding areas for years to come.

Below describes a brief description of our development sequence:

- Obtain and Install Outdoor Freezer and Cooler Unit
- Relocation of Staff and Food Items
- Demolition of Old Existing House and Relocation & Sale of Metal Buildings
- Commencement of New 9,217-SF Food Pantry Construction
- Remodeling of the Old Fayette Building

### **Permitting Fees**

One of the major challenges we face is the financial requirements of the permitting fees required for the construction of our new facility. The permitting fees are broken down in the following manner:

- Civil Site & Stormwater Permitting Fees: \$5,099.61
- Building Permit Fees: \$22,200.00
- BP&L Line Extension Fees: \$32,021.75
- Water/Wastewater Tap & Impact Fees: \$33,477.50
- The total permitting fees: **\$92,798.86.**

Given the community-oriented nature of our project and its long-term benefits to Bastrop residents, we respectfully request that the City of Bastrop waive these permitting fees. For your reference, a detailed breakdown of the permitting fees is provided below as **Exhibit B**.

### **Offsite Improvement Assistance**

In addition to the permitting fees, the project requires offsite improvements to ensure adequate parking and safe access to the new facility. These improvements include road upgrades and expanded parking areas, which are essential for accommodating the anticipated increase in visitors and volunteers. The estimated cost for these offsite improvements is **\$59,060.70**, and we are seeking the City's assistance in funding these necessary improvements. Detailed information on the proposed improvements and associated costs is provided in **Exhibit C**.



We are eager to collaborate with the City of Bastrop to bring this vital project to fruition and are more than willing to discuss this request further or provide any additional information necessary. Your support in these areas will be instrumental in ensuring the successful completion of our new facility, thereby strengthening the fabric of our community.

Thank you for your time and consideration. We look forward to your positive response and to continuing our partnership in serving the people of Bastrop.

Sincerely,

Tresha Silva  
Executive Director  
Bastrop County Emergency Food Pantry  
(512) 203-8570



## EXHIBIT A - PROPOSED DEVELOPMENT EXHIBITS

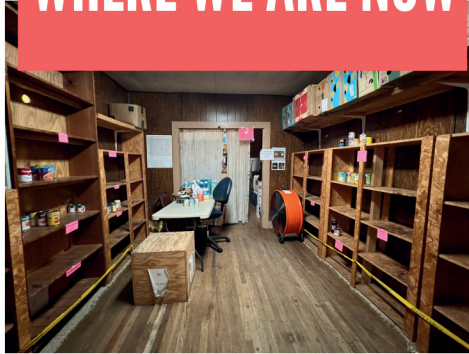
# BASTROP COUNTY EMERGENCY FOOD PANTRY



**good neighbors**  
*Bastrop County cares for its own*



## WHERE WE ARE NOW



### IMPACT:

Capacity to store & distribute 1 million pounds of food.

## WHERE WE WILL BE

### IMPACT:

Capacity to serve 10,000 neighbors.

### IMPACT:

Provide nutrition & financial education workshops.





Exterior View 01 | Corner

BASTROP COUNTY EMERGENCY FOOD PANTRY  
100% DESIGN DEVELOPMENT  
04 JANUARY 2024





## Exterior Moodboard | Garden / Patio

BASTROP COUNTY EMERGENCY FOOD PANTRY  
100% DESIGN DEVELOPMENT  
04 JANUARY 2024

COLLAB<sup>XX</sup>  
STUDIO



## Exterior View 02 | Entry

BASTROP COUNTY EMERGENCY FOOD PANTRY  
100% DESIGN DEVELOPMENT  
04 JANUARY 2024

COLLAB<sup>x</sup>  
STUDIO



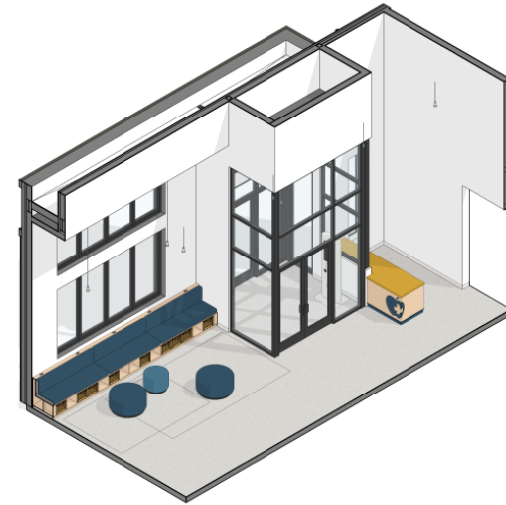


## Exterior View 03 | Loading + Donations

BASTROP COUNTY EMERGENCY FOOD PANTRY  
100% DESIGN DEVELOPMENT

04 JANUARY 2024

COLLAB<sup>x</sup>  
STUDIO

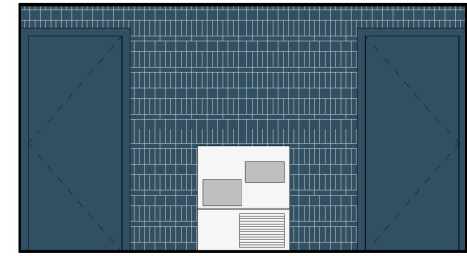
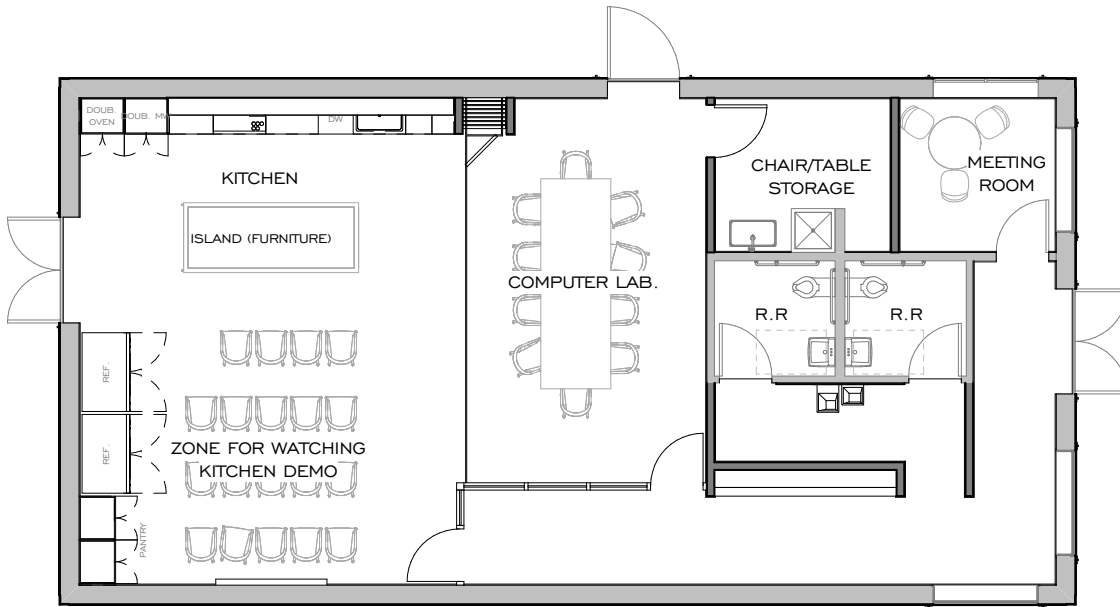
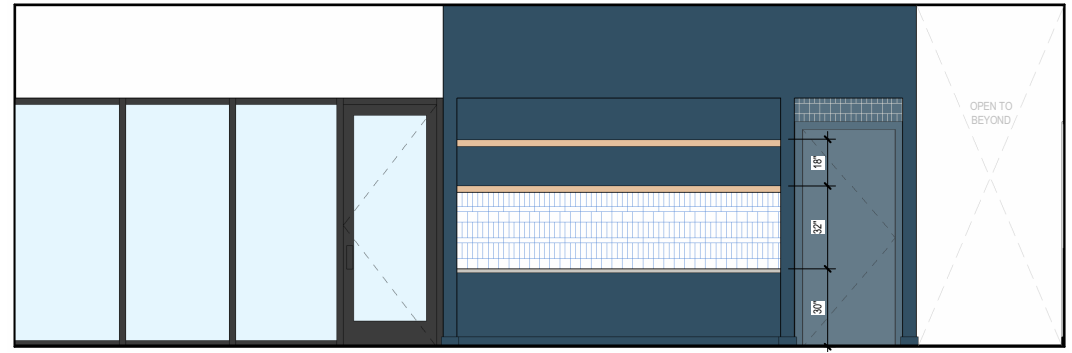
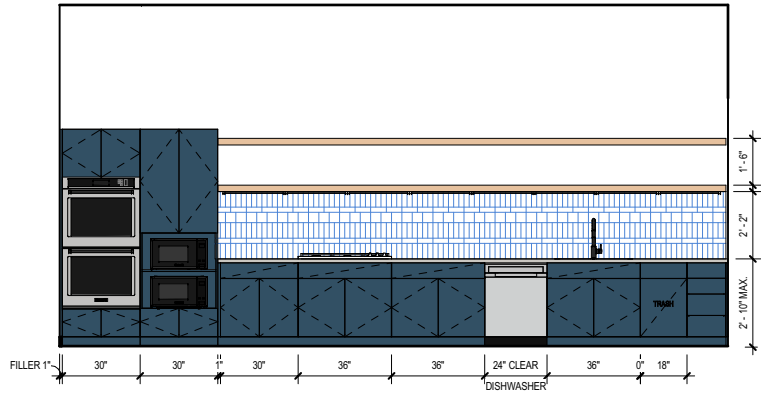


# Lobby / Waiting | Drawings

BASTROP COUNTY EMERGENCY FOOD PANTRY  
100% DESIGN DEVELOPMENT

04 JANUARY 2024







## Fayette Renovation | Computer Lab

BASTROP COUNTY EMERGENCY FOOD PANTRY  
100% DESIGN DEVELOPMENT  
04 JANUARY 2024

COLLAB<sup>XX</sup>  
STUDIO



## Fayette Renovation | Kitchen + Lab

BASTROP COUNTY EMERGENCY FOOD PANTRY  
100% DESIGN DEVELOPMENT

04 JANUARY 2024

COLLAB<sup>XX</sup>  
STUDIO



## EXHIBIT B – CITY OF BASTROP PERMIT FEES

<b>Bastrop County Emergency Food Pantry Permit and Inspection Fees</b>		
<b>24-000040 - Final Drainage Plan - 1201 Pine Street</b>	<b>Fees</b>	<b>Notes</b>
Final Drainage Plan Review	\$ 1,581.00	
Completeness Check	\$ 250.00	
<b>Development Service Total</b>	<b>\$ 1,831.00</b>	<b>PAID</b>
<b>24-000003 - Site Development Plan - 1201 Pine Street</b>		
Site Development Plan	\$ 1,747.25	
Completeness Check	\$ 250.00	
Administration	\$ 87.36	
<b>Development Service Total</b>	<b>\$ 2,084.61</b>	
<b>24-000329 - Main Building Commercial Permit - 1201 Pine</b>		
<b>Construction Value: \$1,654,356      Sq. Ft. 9217</b>		
Commercial Fee	\$ 13,806.80	
Inspection Fee	\$ 4,777.20	
Commercial Electrical Attachment Permit (x2 stories)	\$ 365.00	
Commercial Plumbing Attachment Permit (x2 stories)	\$ 365.00	
Commercial Mechanical Attachment Permit (x2 stories)	\$ 365.00	
<b>Development Services Total</b>	<b>\$ 19,679.00</b>	
BP&L Line Extension Fees	\$ 32,021.75	
Water/Wastewater Tap and Impact	\$ 33,477.50	
**Commercial Reinspection Fee (If Necessary) - ALL TRADES	\$ 150.00	Per inspection
<b>24-000336 - Fayette Building Commercial Remodel - 806 Fayette</b>		
<b>Construction Value: \$126,500      Sq. Ft. 1740</b>		
Commercial Permit Fee	\$ 1,870.00	
Technology Fee	\$ 6.00	
Commercial Electrical Attachment Permit	\$ 215.00	
Commercial Plumbing Attachment Permit	\$ 215.00	
Commercial Mechanical Attachment Permit	\$ 215.00	
<b>Development Services Total</b>	<b>\$ 2,521.00</b>	
**Commercial Reinspection Fee (If Necessary) - ALL TRADES	\$ 150.00	Per inspection
<b>Commercial Demolition Permit</b>		
Commercial Demolition Permit (Per Structure)	<b>\$ 536.00</b>	
<b>Moving Permit Fee Commercial</b>		
Moving Permit Fee (Per Structure)	\$137.25 - \$174.00	Depending on SF of Building being moved



April 29, 2024

Shiva Shanker  
1201 Pine Street  
Bastrop, Texas 78602

**RE: 1201 Pine Street- Bastrop County Emergency Food Pantry  
Line Extension Fee - 1201 Pine Street**

The quote provided herein for municipal electric line extension(s) has been provided at the explicit request of the requestor and it is based solely upon the City of Bastrop's understanding of preliminary information provided by the requestor on the date shown above. Accordingly, the requestor acknowledges that if any specification or detail related to the work is altered in any way whatsoever, this quote will no longer be applicable.

Line Extension Fee	\$29,581.29
<u>Tax</u>	<u>\$2440.46</u>
Total	\$32,021.75

The requestor agrees that this quote is: (1) merely a rough estimate, and (2) absolutely nonbinding in nature, and (3) being provided solely as a courtesy to the requestor to assist in determining approximate and general information related to the proposed project. The requestor agrees further that the amounts quoted are indefinite and, accordingly, the final costs for electric infrastructure for the project will vary for a variety of reasons, such as variation in market prices for materials required.

The City reserves the right to alter this quote, in any way it deems appropriate, and/or to vacate the quote at any time and/or for any reason.

The fees are payable to the City of Bastrop at the Utility office located at 1311 Chestnut Street. The ordering of materials and construction scheduling will be determined at the time extension fees are received.

Sincerely,

A handwritten signature in blue ink, appearing to read "Curtis Ervin", is written over a horizontal line.

Curtis Ervin  
Director of Bastrop Power & Light



**CITY OF BASTROP WATER AND WASTEWATER DIVISION  
TAP AND IMPACT FEE CALCULATIONS**

This form must be completed and approved by the W/WW Division. Please call (512) 332-8960 for fees.

Customer Name Bastrop Co. Emergency Food Pantry Date: 5/23/2024 Plat Date: 9/18/23  
 Site Address: 1201 Pine Street Subd/R#: R35441  
 Contact Name: Tresha Silva Email: director@bastropfoodpantry.org Ph:# (512) 303-0033

IMPACT FEE SERVICE UNIT (SU) Code of Ordinances: Chapter 13, Article 13.12 - Effective 07/26/2022 ORD No. 2022-18

*All City of Bastrop Service Areas*

Water	Wastewater	Total
\$ 8,182.00	\$ 5,089.00	\$ 13,271.00

MYGOV PERMIT# 24-000329

**SU Multipliers apply only to SIMPLE and COMPOUND meters. Contact W/WW Office for Impact Fees on Turbine Meters.**

Meter Size	GPM	SU Multiplier	# of Meters
3/4"	15	1	
1"	25	2.5	<u>1</u>
1 1/2"	50	5	
2"	80	8	
3"	160	16	
4"	250	25	
6"	500	50	
8"	800	80	
10"	1150	115	

**Meter and/or Credit Notes**  
 THERE IS AN EXISTING 3/4-INCH WATER METER THAT WILL BE CONVERTED TO AN IRRIGATION METER.  
 NO IMPACT FEES FOR 6" FIRELINE, TO BE INSTALLED BY CONTRACTOR.

*Impact Fee Calculations (enter data selected from Table above)*

Dom Meter #1	\$ 8,182.00	Water Fee x	2.5	(SU) = \$	20,455.00
	\$ 5,089.00	WW Fee x	2.5	(SU) = \$	12,722.50
Dom Meter #2	\$ 8,182.00	Water Fee x		(SU) = \$	-
	\$ 5,089.00	WW Fee x		(SU) = \$	-
Irrig Meter #1	\$ 8,182.00	Water Fee x		(SU) = \$	-
Irrig Meter #2	\$ 8,182.00	Water Fee x		(SU) = \$	-
<i>Applied Credits:</i>					

Total Impact Fees: \$ 33,177.50

**Water Connection & Tapping Fees**

**INSIDE CITY LIMITS**

Meter Size	Cost	Quantity	Total
Connection Fee	\$ 300.00	1	\$ 300.00
3/4"	\$ 300.00		\$ -
1"	\$ 400.00		\$ -
1 1/2"	\$ 800.00		\$ -
2"	\$ 1,950.00		\$ -
3"	\$ 2,450.00		\$ -
4"	\$ 3,450.00		\$ -

**OUTSIDE CITY LIMITS**

Meter Size	Cost	Quantity	Total
Connection Fee	\$ 400.00		\$ -
3/4"	\$ 400.00		\$ -
1"	\$ 500.00		\$ -
1 1/2"	\$ 900.00		\$ -
2"	\$ 2,050.00		\$ -
3"	\$ 2,550.00		\$ -
4"	\$ 3,550.00		\$ -

**Wastewater Connection & Tapping Fees**

Tap Size	Cost	Quantity	Total
4"	\$ 300.00		\$ -
***>4"			\$ -

Total Connection Fees: \$ 300.00

Grand Total: \$ 33,477.50

**Notes:**

WATER TAP AND 6" SEWER TAP WILL BE INSTALLED BY CONTRACTOR.

Contact the Utility office at (512) 332-8830 to set up your account, pay tap and impact fees and any applicable service deposit not included here.

Approved By:   
 City of Bastrop W-WW Division Representative

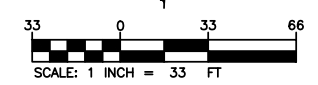


## EXHIBIT C – OFFSITE IMPROVEMENTS COST ESTIMATE AND SITE PLAN

### BCEFP OFFSITE COST ESTIMATE

Category	Description	Quantity	Unit	Unit Cost	Total Cost
Roadway	4" Hot Mix Asphalt (HMA) Type D	223	SY	\$ 36.00	\$ 8,040.00
	8" Crushed Limestone Base	136	TN	\$ 22.00	\$ 2,997.13
	8" Stablized Subgrade	223	SY	\$ 18.00	\$ 4,020.00
	6" Curb & Gutter	140	LF	\$ 35.00	\$ 4,900.00
Site + Drainage	5' Concrete Sidewalk	880	SF	\$ 30.00	\$ 26,400.00
	Signing & Stripping	1	LP	\$ 5,000.00	\$ 5,000.00
				<b>15% Contingency</b>	<b>\$ 7,703.57</b>
				<b>Offsite Civil Construction Total</b>	<b>\$ 59,060.70</b>

- NOTES**
1. ALL DIMENSIONS SHOWN ARE MEASURED FROM THE FACE OF CURB.
  2. ALL RADIAL DIMENSIONS SHOWN HEREON ARE 3' UNLESS OTHERWISE NOTED.
  3. ALL SIDEWALKS SHOWN ARE 5' WIDE UNLESS OTHERWISE NOTED.
  4. SEE SHEET 18 FOR LIGHTING PLAN



SITE DATA TABLE	
PROJECT NAME:	BASTROP COUNTY EMERGENCY FOOD PANTRY
PROPERTY ADDRESS:	1201 PINE ST BASTROP, TX 78602
CURRENT LAND OWNER:	BASTROP COUNTY EMERGENCY
PROPERTY ID:	R35411
LEGAL DESCRIPTION:	D.B. BUILDING BLOCK 47 E W ST, ACRES 0.152
EXISTING PLACE TYPE ZONING:	PLACE TYPE & CLASS: MIX & P4
PROPOSED BUILDING TYPE(S):	TYPE 5B - STEEL & METAL STUD
LOT AREA:	0.33 ACRES
PERCENTAGE OF LOT COVERAGE (BUILDING FOOTPRINT AND IMPERVIOUS AREAS):	77%
AREA OF OPEN SPACE:	3,118-SF
OPEN SPACE AS A PERCENTAGE:	23%
BUILDING AREA (GROSS SQUARE FOOTAGE PER BUILDING TYPE)	9,200-SF
BUILDING HEIGHT (FEET AND NUMBER OF STORIES)	2 STORIES 33'-10" BUILDING HEIGHT
TOTAL PARKING PROVIDED TOTAL HANDICAP REQUIRED: TOTAL HANDICAP PROVIDED TOTAL BICYCLE PROVIDED	TOTAL PARKING: 8 SPACES TOTAL HANDICAP REQUIRED: 1 SPACE TOTAL HANDICAP PROVIDED: 2 SPACES TOTAL BICYCLE PROVIDED: 2 SPACES

- PLAN KEY NOTES**
- ④ 1 5' WIDE POROUS CONCRETE SIDEWALK (TYP. UNLESS OTHERWISE NOTED)
  - ⑥ 20 24" CONCRETE CURB AND GUTTER (TYP.)
  - ③ EXTEND ROAD PAVEMENT (407-SF)
  - ① 21 4 WHEEL CHAIR / ACCESSIBLE RAMP (TYP.)
  - ① 20 5 ACCESSIBLE PARKING SIGN
  - ③ 20 6 PAINTED ACCESSIBILITY SPACE AND AISLE
  - ⑦ REPAINT RAILROAD CROSSING USING 12" WHITE REFLECTIVE PAINT PER TxDOT & CITY OF BASTROP STANDARDS
  - ⑧ DUMPSTER ENCLOSURE (SEE ARCHITECTURAL DRAWINGS)
  - ① 15 4 RAINWATER HARVESTING TANK SEE SHEET 15
  - ⑩ COVERED WALKWAY
  - ⑦ NEW LOCATION OF EXISTING SHED
  - ⑫ GARDEN AREA
  - ⑮ COVERED PATIO
  - ④ FENCE (SEE ARCHITECTURAL DRAWINGS)
  - ⑮ FENCE GATE (SEE ARCHITECTURAL DRAWINGS)
  - ① 11 16 3' WIDE - 0.5' DEEP VEGETATED V DITCH
  - ⑦ 21 17 BIKE RACK
  - ⑥ 21 18 OUTDOOR REFRIGERATION UNIT
  - ⑩ FIRE RISER (SEE ARCHITECTURAL PLANS FOR MORE DETAILS)
  - ⑮ FIRE DEPARTMENT CONNECTION (FDC)
  - ⑦ KNOXBOX
  - ⑮ FREEZER/COOLER STACKED UNITS (SEE MEP PLANS FOR DETAILS)
  - ⑮ CONDENSER UNITS (SEE MEP PLANS FOR DETAILS)
  - ⑮ POROUS CONCRETE

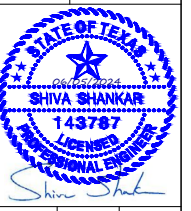
**DRAWING LEGEND**

SYMBOL/ABBREVIATION	DESCRIPTION
---	EXISTING PROPERTY LINE
---	ADJOINER PROPERTY LINE
---	BUILDING & SIDEWALK
-X-	FENCE LINE
-SD-	STORM DRAIN LINE
-W-	WATER LINE
-SS-	SANITARY SEWER LINE
-UE-	UNDERGROUND ELECTRIC LINE
-OHE-	OVERHEAD ELECTRIC LINE
⚠	100' FIRE LINE DISTANCE FROM HYDRANT TO FDC SURVEY CONTROL POINT
⊠	AIR CONDITIONER UNIT
⊞	4" PVC CLEAN OUT
⊞	ELECTRIC METER
⊞	FIRE HYDRANT
⊞	TELECOMMUNICATIONS BOX
⊞	WASTEWATER MANHOLE
⊞	POWER/UTILITY POLE
⊞	SIGN (AS NOTED)
⊞	STOP SIGN
⊞	WATER VALVE
⊞	WATER METER
⊞	POROUS CONCRETE PAVEMENT
⊞	CONCRETE PAVEMENT

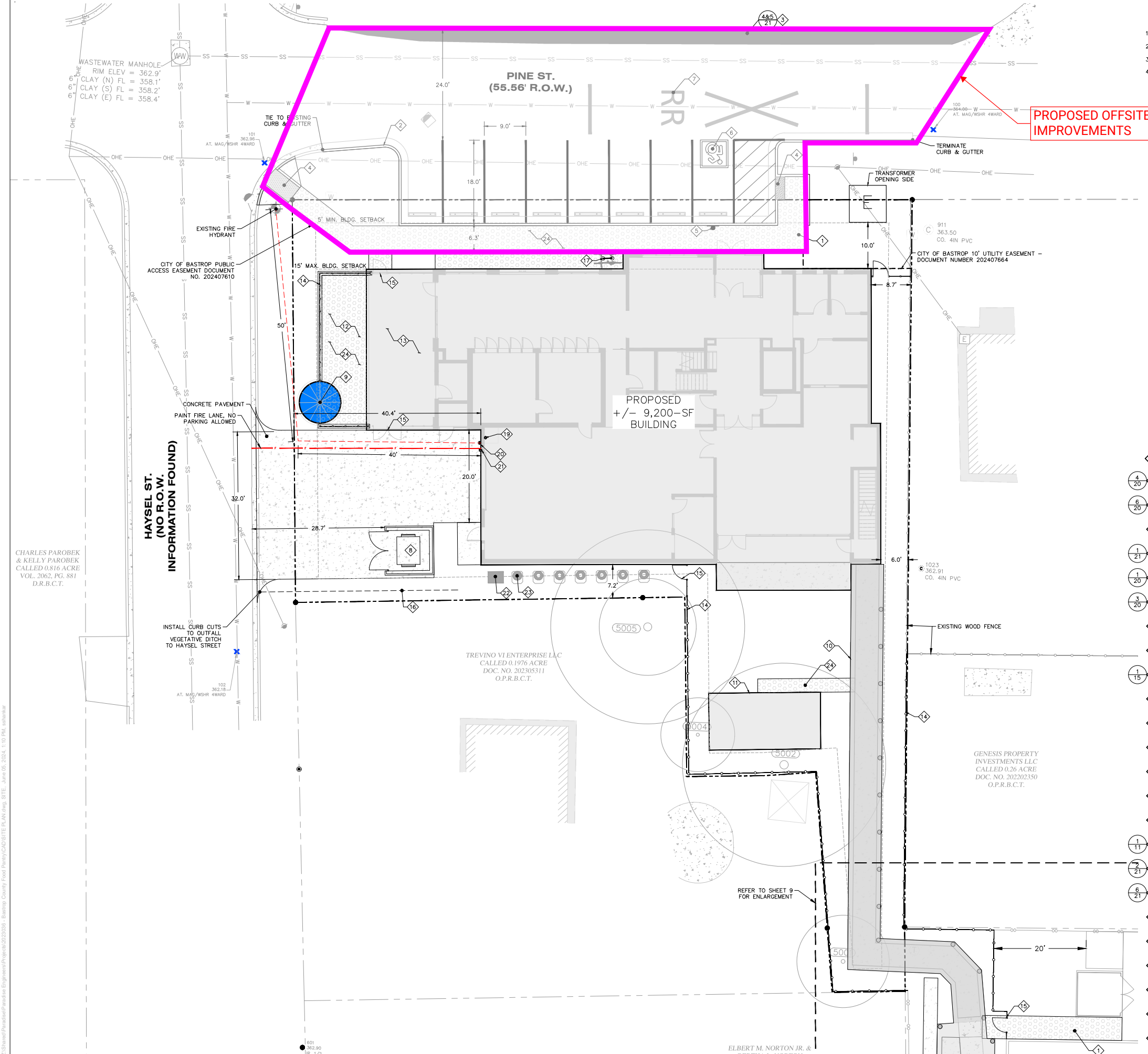
REVISIONS	DATE	DESCRIPTION

**SITE PLAN (1 OF 2)**

**BASTROP COUNTY EMERGENCY FOOD PANTRY**  
1201 PINE ST  
BASTROP, TX 78602



DESIGN	DRAWN	CHKD
SS	SS	MSD
JOB No. 2023036		
SHEET 8 OF 32		



CHARLES PAROBEK & KELLY PAROBEK CALLED 0.816 ACRE VOL. 2062, PG. 881 D.R.B.C.T.

**HAYSEL ST. (NO R.O.W. INFORMATION FOUND)**

TREVINO VI ENTERPRISE LLC CALLED 0.1976 ACRE DOC. NO. 202305311 O.P.R.B.C.T.

GENESIS PROPERTY INVESTMENTS LLC CALLED 0.26 ACRE DOC. NO. 202202350 O.P.R.B.C.T.

ELBERT M. NORTON JR. & BERTHA L. NORTON



THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. CONTRACTOR AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTORS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

22:00:00 Paradise Engineers Project: Bastrop County Emergency Food Pantry CAD: SITE PLAN.dwg, SITE, June 05, 2024, 1:10 PM, author: shankar