

# Planning and Zoning Commission

November 17, 2022

## Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, November 17, 2022 at 6:00 p.m. in the Council Chambers located at 1311 Chestnut Street, Bastrop, Texas 78602.

### 1. CALL TO ORDER

Debbie Moore called the meeting to order at 6:00 p.m.

#### 1A. Introduction of new Commissioner Kristi Koch.

Kristi Koch introduced herself to the Commissioners.

#### Commissioners:

Debbie Moore	Present
Cynthia Meyer	Present
Ishmael Harris	Present
Carrie Caylor	Present – Arrived at 6:01 p.m.
Scott Long	Present
Judah Ross	Present
Patrice Parsons	Present
Kristi Koch	Present

#### Staff Present:

Jennifer C. Bills, Director of Planning and Development  
Nicole Peterson, Planning Technician/Commission Secretary  
Keehren Baah, Assistant Director of Planning and Development

### 2. CITIZEN COMMENTS

There were no citizen comments.

### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

#### 3A. Consider action to approve meeting minutes from the September 29, 2022 Planning and Zoning Commission Regular Meeting.

Jesse Shoemaker, resident at 906 Main Street is here on behalf of his clients speaking in opposition to the September 29, 2022 meeting minutes. He states that our agenda is not accurate and should be removed because there are conflicts with the open meetings act due to them not reflecting the executive session and omitting important facts.

Cynthia Meyer made a motion to postpone the approval of the September 29, 2022 meeting minutes. Carrie Caylor seconded the motion and the motion carried 4-2 with Debbie Moore and Judah Ross against it and Patrice Parson and Kristi Koch who abstained.

#### 3B. Consider action to elect the Planning and Zoning Commission Chair for FY 2023.

Carrie Caylor made a motion to reelect Debbie Moore as Chair. Cynthia Meyer seconded the motion and the motion carried 7-1 with Kristi Koch voting against it.

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3C. Consider action to elect the Planning and Zoning Vice Chair for FY 2023.

Scott Long made a motion to elect Carrie Caylor as the Planning and Zoning Vice Chair for FY 2023. Ishmael Harris seconded the motion and the motion carried unanimously.

3D. Public hearing and consider action to recommend approval to adopt the 2023 Schedule of Uniform Submittal Dates for Site Plans, Place Type Zoning changes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B3) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B3) Technical Manual Section 1.2.002 Uniform Submittal Dates, as shown in Exhibit A, and forward to the December 13, 2022 City Council meeting.

The Director of Planning and Development, Jennifer Bills, presented to Commissioners the 2023 Schedule of Uniform Submittal Dates for Site Development Plans, Place Type Zoning Changes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B3) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B3) Technical Manual Section 1.2.002 Uniform Submittal Dates.

Discussion commenced between Commissioners and Staff over the following topics:

1. If for any reason we do not have a quorum, what is the timeline to schedule another meeting?
  - If we do not have a quorum, then the proposed project will approve itself.
2. Is the Commission allowed to have alternates?
  - Yes, we can ask the board members from Zoning Board of Adjustments.

Debbie Moore opened the public hearing at 6:27 p.m.

There were no citizen comments.

Debbie Moore closed the public hearing at 6:28 p.m.

Cynthia Meyer made a motion to recommend approval of the 2023 Schedule of Uniform Submittal Dates for Site Development Plans, Place Type Zoning Changes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B3) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B3) Technical Manual Section 1.2.002 Uniform Submittal Dates, as shown in Exhibit A, and forward to the December 13, 2022 City Council meeting. Patrice Parsons seconded the motion and the motion carried unanimously.

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### 4. UPDATES

4A. Update on recent City Council actions regarding Planning Department items.

The Director of Planning and Development, Jennifer Bills, presented to Commissioners the recent City Council actions on Planning Department items which included The Colony MUD Public Improvement Plan Agreements and the contract for the Transportation Impact Fee Study.

4B. Updates from Planning Staff on ongoing development projects and department management projects.

The Director of Planning and Development, Jennifer Bills, presented to Commissioners the updates to ongoing development projects and department management projects which included all long-range planning projects the department is working on, and other major projects happening with other departments around the City of Bastrop.

4C. Planning & Development Department Monthly Project Volume Report.

Director of Planning and Development, Jennifer Bills presented to Commissioners the Monthly Project Volume Report for September and October.

Jennifer Bills mentioned other notable projects happening which included Rapid Express Carwash, P. Terry's and the demolishing of the Old Payless, and the wastewater line being constructed in front of Seton Hospital.

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

Kristi Koch asked if we could have a review of Chapter 8 – Signs and would like to know how to start the process to get a review started.

### 5. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 7:01 p.m. Scott Long seconded the motion, and the motion carried unanimously.

  
Debbie Moore, Chair

  
Carrie Caylor, Vice-Chair