

CITY OF BASTROP
BASTROP CITY COUNCIL
SPECIAL CITY COUNCIL MEETING MINUTES

Tuesday, March 4, 2025

The Bastrop City Council met in a Special Meeting on Tuesday, March 4, 2025, at 6:30 p.m. at the Bastrop Convention Center, 1408 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

Council Members Present

Mayor Pro-Tempore John Kirkland
Council Member Cynthia Meyer
Council Member Cheryl Lee
Council Member Kerry Fossler
Council Member Kevin Plunkett

Staff Present

City Manager Sylvia Carrillo-Trevino
Assistant City Manager Andres Rosales
Interim City Attorney Charlie Zech
Assistant City Secretary Victoria Psencik
Assistant to City Manager Viviana Andres
Development Services Director James Cowey
Police Chief Vicky Steffanic
Public Information Officer Colin Guerra

Council Members Absent

Mayor Lyle Nelson * *resigned 1/14/2025*

1. CALL TO ORDER

With a quorum being present Mayor Pro-Tempore Kirkland called the Special City Council meeting to order at 6:31 p.m.

2. CITIZEN COMMENT(S)

Citizen(s) addressing the City Council on an item not listed on the agenda: Rita Ward, Cecilia Serna, Carol Spencer, Lyle Nelson, Heather Greene, and Melinda Larson.

Submitted a comment but did not speak – Johnny & Louanna Washington, Ray Leal, and Rebecca Schaefer

3. CONSENT AGENDA

Mayor Pro-Tempore Kirkland pulled Item 3G from the Consent Agenda to be able to hold a public hearing since the public hearing was noticed in the Elgin Courier newspaper for the March 4, 2025 meeting.

- 3G. **Conduct a public hearing, consider, and act on the first reading of Ordinance No. 2025-28, amending the Master Fee Schedule for tree mitigation fees and amending the Code of Ordinances Chapter 1 "General Provisions", adding Section 1.13.005 "Tree Mitigation Penalty"; amending the Bastrop Building Block (B3) Code, Section 6.3.004 "Protected & Heritage Trees, adding subsection (j) Administrative Decision; establishing fees and the penalty for**

violation, and move to include on the March 11, 2025 Consent Agenda for the second reading.

Submitted by: James E. Cowey, Director of Development Services

MOTION: Council Member Meyer moved to table Item 3G regarding Ordinance No. 2025-28 to the Regular Council Meeting on March 11, 2025. Council Member Plunkett seconded the motion. Motion carried unanimously.

3. CONSENT AGENDA, continued

- 3A. **Consider and act on the second reading of Ordinance No. 2025-14, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 3B. **Consider and act on the second reading of Ordinance No. 2025-09, setting the salary for the Office of the Presiding Municipal Court Judge, and approving an amendment to the agreement between the City and Caroline A. McClimon, JD, to reflect such salary increase.**

Submitted by: Andres Rosales, Assistant City Manager

- 3C. **Consider and act on the first reading of Ordinance No. 2025-29, authorizing the appointment of Jay Caballero as Associate Municipal Judge of the City of Bastrop Municipal Court; to complete an unexpired term ending on June 19, 2025; and reappointing said Judge for an additional 3-year term effective June 20, 2025; and move to include on the March 11, 2025 Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

- 3D. **Consider and act on Resolution No R2025-55 authorizing the City Manager to submit a grant, loan, and any other applicable resource, application to the Texas Water Development Board- State Revolving Fund for a new expansion to the wastewater treatment plant.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 3E. **Consider and act on Resolution No. R-2025-54, approving the acquisition of certain real property, known as 1311 Walnut Street, being 0.330 acres of land out of Building Block 55 east of Main Street, in the City of Bastrop;**

authorizing the City Manager to execute a purchase and sale agreement and all other necessary documents for the acquisition of said property for the amount of \$150,000.00 plus applicable closing costs.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 3H. **Consider and act on Resolution No. R-2025-57, confirming the appointment of Jimmy Crouch to Place 2 of the City's Planning and Zoning Commission, as required in Section 3.08 of the City's Charter.**

Submitted by: Mayor Pro Tem John Kirkland and Council Member Cynthia Meyer

Citizen Comment submitted specifically to Item 3H: Lyle Nelson

Mayor Pro-Tempore Kirkland called for requests to remove any item from the Consent Agenda for separate discussion. Council Member Fossler requested Item 3F be removed from the Consent Agenda for a separate discussion.

MOTION: Council Member Plunkett moved to approve the Consent Agenda Items 3A, 3B, and 3C as presented after being read into the record by Assistant City Secretary Psencik and Consent Agenda Items 3D, 3E, and 3H as presented. Council Member Lee seconded the motion. Motion carried unanimously.

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- 3F. **Consider and act on Resolution No. 2025-56 expressing support for Texas House Bill HB 3500 which adds the City of Bastrop to a group of cities able to capture additional tax revenue derived from a hotel and convention center project.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Fossler moved to approve Resolution No. 2025-56 as presented. Council Member Meyer seconded the motion. Motion carried unanimously.

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4. ITEMS FOR INDIVIDUAL CONSIDERATION

Before moving into Items for Individual Consideration, Mayor Pro-Tempore Kirkland read the citizens' names listed below who submitted comments for specific Items for Individual Consideration who did not wish to speak.

Stewart Bridges: did not wish to speak; Item 4C

Kristine Walker: did not wish to speak; Item 4D

Johnny Sanders: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, and 4F
Holly Simpson: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, and 4F
Melinda Larson: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, 4F, and 4G
Katherine & Larry Albers: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, 4F, and 4G
William Holford: did not wish to speak; Item 4F
Jerrod Hruska: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, 4F, and 4G

4A. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-23, repealing the 2019 Amendment to Chapter 5 of the Transportation Master Plan, as attached in Exhibit A; replacing with 2017 Chapter 5 of the Transportation Master Plan and amending, as attached in Exhibit B; and move to include on the March 11, 2025, Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 7:24 p.m. for the Transportation Master Plan Amendments listed in Item 4A.

Public Hearing: Cecilia Serna.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 7:26 p.m. for the Transportation Master Plan Amendments listed in Item 4A.

MOTION: Council Member Plunkett moved to approve the first reading of Ordinance No. 2025-23 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried unanimously.

4B. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-24, amending the Bastrop Code of Ordinances Chapter 14, the Bastrop Building Block (B3) Code, by removing all references to the Mandatory Street Network and the Gridded Street Network; and establishing standards and procedures; as shown in Exhibit A; move to include on the March 11, 2025 Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 7:30 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4B.

Public Hearing: Cecilia Serna.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 7:32 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4B.

MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-24 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

- 4C. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-25, amending the Code of Ordinances related to Chapter 14, the B3 Technical Manual, by removing all references to the Mandatory Street Network and the Gridded Network; as shown in Exhibit A; and move to include on the March 11, 2025 Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 7:42 p.m. for the Bastrop Building Block (B3) Technical Manual Amendments listed in Item 4C.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 7:42 p.m. for the Bastrop Building Block (B3) Technical Manual Amendments listed in Item 4C.

MOTION: Council Member Plunkett moved to approve the first reading of Ordinance No. 2025-25 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried unanimously.

- 4D. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-21, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Minimum Lot Sizes in P2 and P3; and move to include on the March 11, 2025 Consent Agenda for a second reading.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:04 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4D.

Public Hearing: Cecilia Serna, Pablo Serna, Lauren Stelck, and Chris Kirby.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:19 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4D.

MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-21 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

- 4E. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-22, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop**

Building Block (B3) Code, Build-to-Line standards in P2 and P3, and adopting a First Layer Setback in P2 and P3; and move to include on the March 11, 2025 Consent Agenda for a second reading.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:37 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4E.

Public Hearing: Brynda Fowler, Pablo Serna, Heather Greene, and Zia Lowe

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:49 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4E.

ORIGINAL MOTION: Council Member Lee moved to approve the first reading of Ordinance No. 2025-22 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion.

Council Member Lee (original motion maker) moved to make a **“friendly amendment”** to the original motion to add language to Ordinance No. 2025-22 regarding a definition of “undeveloped land”. Council Plunkett (seconder) accepted the friendly amendment.

REVISED MOTION: Council Member Lee moved to approve the first reading of Ordinance No. 2025-22 with the included friendly amendment listed above and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

- 4F. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-26, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, by removing duplexes as an allowable building type in P2, and requiring a Conditional Use Permit to construct duplexes in P3; and move to include on the March 11, 2025 Consent Agenda for a second reading.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:59 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4F.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:59 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4F.

MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-26 to remove duplexes as an allowable building type in P2 **and P3** and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Lee seconded the motion. Motion carried unanimously.

- 4G. Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-19, amending the Bastrop Code of Ordinances, Chapter 10 – Subdivisions, 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 11, 2025 Consent Agenda for the second reading.

Submitted by: Vivianna Nicole Andres, Assistant to the City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 9:13 p.m. for the Bastrop Code of Ordinance Amendments listed in Item 4G.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 9:13 p.m. for the Bastrop Code of Ordinance Amendments listed in Item 4G.

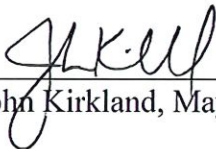
MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-19 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Fossler seconded the motion. Motion carried unanimously.

Mayor Pro-Tempore Kirkland called Citizen Lindy Larson to speak on the record for Consent Agenda Item 3H, as the Comment Card was submitted after Item 3H was approved.

5. ADJOURNMENT

Upon receiving a motion duly made and seconded to adjourn, the March 4th Special Meeting was adjourned at 9:16 p.m.

CITY OF BASTROP, TEXAS



John Kirkland, Mayor Pro-Tempore

ATTEST:



Victoria Psencik, Assistant City Secretary