

**Bastrop Amended Planning and Zoning  
Commission Agenda**

Bastrop City Hall City Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



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**February 23, 2023**

**Agenda - Amended Planning and Zoning Commission at 6:30 PM**

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***Bastrop Planning and Zoning Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.***

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***The Bastrop Planning and Zoning Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), and 551.087 (Economic Development).***

- 1. CALL TO ORDER**
- 2. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.*

### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider action to approve meeting minutes from the January 26, 2023 Planning and Zoning Commission Meeting.

Submitted by: Nicole Peterson, Executive Administrative Assistant

- 3B. Public hearing and consider action to recommend a Zoning Concept Scheme to change the base zoning district from Place Type 2 Rural to Place Type 5 Core, for 1.998 acres of the Nancy Blakey Survey, located at the northwest corner of FM 969 and SH 71 and forward to the March 28, 2023, City Council meeting.

Submitted by: Jennifer C. Bills, AICP, Director of Planning & Development

- 3C. Public hearing and consider action to recommend approval of an ordinance for amendments to the Bastrop Building Block (B<sup>3</sup>) Code, Chapter 6, Section 6.5.003 Building Standards Per Place Type, Authentic Bastrop Pattern Book, and Bastrop Code of Ordinance Section 3.01.001 International Code Council (ICC); International Code Family (c) Amendments to IBC 2018, Fences not over 7 feet (2134mm) high and forward to the March 28, 2023, City Council meeting for first reading.

Submitted by: Jennifer C. Bills, AICP, Director of Planning & Development

- 3D. Public hearing and consider action to recommend approval of an ordinance for amendments to the Bastrop Building Block (B<sup>3</sup>) Code, Chapter 9, Historic Landmark Preservation & The Iredell District regarding when Certificate of Appropriateness are required and forward to the March 28, 2023, City Council meeting for first reading.

Submitted by: Jennifer C. Bills, AICP, Director of Planning & Development

### 4. UPDATES

- 4A. Update on recent City Council actions regarding Planning Department items.
- 4B. Planning & Development Department Monthly Project Volume Report.
- 4C. Individual Requests from Planning & Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

### 5. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Monday, February 20, 2023 at 3:30PM and remained posted for at least two hours after said meeting was convened.

/s/ Jennifer C. Bills  
Jennifer C. Bills, Director of Planning & Development



# STAFF REPORT

**MEETING DATE:** February 23, 2023

**TITLE:**

Consider action to approve meeting minutes from the January 26, 2023 Planning and Zoning Commission Meeting.

**STAFF REPRESENTATIVE:**

Nicole Peterson, Executive Administrative Assistant

**ATTACHMENTS:**

- Meeting Minutes



# Planning and Zoning Commission

## January 26, 2023

### Meeting Minutes

Item 3A.

The City of Bastrop Planning and Zoning Commission met Thursday, January 26, 2023 at 6:00 p.m. in the Council Chambers located at 1311 Chestnut Street, Bastrop, Texas 78602.

#### 1. CALL TO ORDER

Carrie Caylor called the meeting to order at 6:01 p.m.

##### Commissioners:

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

##### Staff Present:

Jennifer C. Bills, Director of Planning and Development  
Melissa Gustafson, Planning Technician/Commission Secretary  
Nicole Peterson, Administrative Executive Assistant

#### 2. CITIZEN COMMENTS

Lindy Larson, resident at 1320 Farm Street voiced her concerns over not hearing anything back from her Open Records Request regarding traffic and litigation for Highway 95 and 21. She is concerned about future planning, TxDOT requirements/permits and their conflict with the subdivision regulations.

#### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Discussion regarding the Planning & Zoning Commission Executive Session that took place on September 29, 2022.

Director of Planning and Development, Jennifer Bills introduced the Assistant City Attorney, Rezzin Pollum, to present to the Commission information about the executive Session that took place on September 29, 2022. The presentation covered information on the Texas Open Meeting act rules and regulations as it related to the Executive Session from September 29, 2022.

- 3B. Consider action to approve elimination of the street tree requirement of the Public Frontage Plan for the Chestnut Grove Food Court, being 0.184 acres of Building Block 5 West of Water Street, located 710 Chestnut Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

Director of Planning and Development, Jennifer Bills, presented to Commissioners the request for the elimination of the street tree requirement of the Public Frontage Plan for the Chestnut Grove Food Court, being 0.184 acres of Building Block 5 West of Water Street, located 710 Chestnut Street. She stated the applicant is requesting to not install the street trees and instead pay the fee in lieu of the trees.

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**January 26, 2023**  
**Meeting Minutes**

There were no questions or comments from the Commissioners.

Cynthia Meyer made a motion to approve the elimination of the street tree requirement of the Public Frontage Plan for the Chestnut Grove Food Court, being 0.184 acres of Building Block 5 West of Water Street, located 710 Chestnut Street, within the city limits of Bastrop, Texas, as shown in Exhibit A. Scott Long seconded the motion and the motion passed 5-1 with Judah Ross abstaining due to a conflict of interest.

- 3C. Consider action to approve a Site Development Plan Amendment to allow the use of a geotextile parking material at Mina Elementary, being 4.340 acres out of Farm Lot 19 East of Main Street, located at 1203 Hill Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

The Director of Planning and Development, Jennifer Bills, presented to Commissioners a Site Development Plan Amendment to allow the use of a geotextile parking material at Mina Elementary, being 4.340 acres out of Farm Lot 19 East of Main Street, located at 1203 Hill Street.

Discussion commenced between the Planning Staff and Commissioners:

1. When the new construction is being considered will it require a new site review plan?
  - Yes, it will be a new site development plan submittal.

Judah Ross made a motion to approve the Site Development Plan Amendment to allow the use of a geotextile parking material at Mina Elementary, being 4.340 acres out of Farm Lot 19 East of Main Street, located at 1203 Hill Street, within the city limits of Bastrop, Texas, as shown in Exhibit A. Cynthia Meyer seconded the motion and the motion passed unanimously.

**4. CONSENT AGENDA**

- 4A. Consider action to approve meeting minutes from the September 29, 2022 Planning and Zoning Commission Regular Meeting.
- 4B. Consider action to approve meeting minutes from the November 17, 2022 Planning and Zoning Commission Meeting.
- 4C. Consider action to approve The Colony MUD 1D, Section 2 Final Plat, being 28.673 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.
- 4D. Consider action to approve The Colony MUD 1D, Section 3 Final Plat, being 25.416 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.
- 4E. Consider action to approve Bastrop Grove Section 3 Lots 9-19 Preliminary Plat, being 18.265 acres out of the Nancy Blakey Survey, Abstract No. 98, located south of SH 71

**Planning and Zoning Commission**  
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**Meeting Minutes**

and east of SH 304, within the city limits of Bastrop, Texas, as shown in Exhibit A.

- 4F. Consider action to approve Bastrop Grove Section 5 Preliminary Plat, being 25.865 acres out of the Nancy Blakey Survey, Abstract No. 98, located south of Agnes Street and east of State Highway 304, within the city limits of Bastrop, Texas, as shown in Exhibit A.
- 4G. Consider action to approve a replat of the Lone Star Storage Subdivision Reserve Tract to be called the Pearl River Preliminary Plat, being 75.140 acres located at the northeast corner of State Highway 71 and Farm-to-Market Road 969 within the city limits of Bastrop, Texas, as shown in Exhibit A.
- 4H. Consider action to approve Bark 1832 Subdivision Preliminary Plat, being 0.776 acres out of Farm Lot 6, West of Main Street, located north of Laurel Street, south of Linden Street and east of Wilson Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

Cynthia Meyer made a motion to approve items 4A through 4H on the consent agenda. Scott Long seconded the motion and the motion carried unanimously.

**5. UPDATES**

- 5A. Update on Development Services System Dynamics.

Assistant Director of Planning and Development, Keehren Baah presented to Commissioners the updates on development Services System Dynamics.

Discussion commenced between the Planning Staff and Commissioners over the following topics:

- 1. Is there a timeline for scheduling the interviews with the consultant?
  - The city will reach out and start working on schedules next week.
- 2. What motivated the City to hire a consultant at this time?
  - It was part of the development process.
- 3. Is the consultant working with other departments as well?
  - He will be working with other departments related to development.
- 4. What is your definition of customers?
  - Anyone who comes the counter is considered a customer.
- 5. Will this encompass all of the B3 Code, including signs?
  - It will be all of the code, starting with the three main areas which will include the Iredell district, commercial standards, and the process of how projects are facilitated when being submitted to the City. The sign code has a lower priority at this time.

- 5B. Update on recent City Council actions regarding Planning Department items.

Director of Planning and Development, Jennifer Bills presented the recent City Council items regarding the Planning Department which included the Uniform Date Submittals which were adopted at City Council in January.

- 5C. Planning & Development Department Monthly Project Volume Report.

# Planning and Zoning Commission

## January 26, 2023

### Meeting Minutes

Item 3A.

Director of Planning and development, Jennifer Bills, presented to Commissioners the Planning and Development Department monthly Project value report.

Discussion commenced between the Planning Staff and Commissioners over the following topics:

1. Is there a slow down in real estate?
  - Yes, the number of available lots is a known issue, along with construction cost. There should be more lots available with the developments coming in.
2. Is Valverde located in the Extra-territorial jurisdiction?
  - It will be annexed into the City once it has been platted.
3. Why is there a higher number on trades and irrigation permits?
  - Irrigation is not tied to the building permit itself, so it's usually pulled months after the building permit.

5D. Individual Requests from Planning & Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

Cynthia Meyer stated she would like to see the sign code addressed and would like to have another workshop with City Council.

Carrie Caylor stated she would like to have another workshop/training for the new members of the Planning and Zoning Commission.

Director of Planning and Development, Jennifer Bills informed Planning and Zoning Commission of the Traffic Impact Fee Study and how consultants are working on the study to present to Planning and Zoning and the Impact Fee Advisory Board sometime in February, March and April.

## 6. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 6:44 p.m. Scott Long seconded the motion, and the motion carried unanimously.

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Debbie Moore, Chair

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Carrie Caylor, Vice-Chair



# STAFF REPORT

**MEETING DATE:** February 23, 2023

**TITLE:**

Hold a public hearing and consider action to recommend a Zoning Concept Scheme to change the base zoning district from Place Type 2 Rural to Place Type 5 Core, for 1.998 acres of the Nancy Blakey Survey, located at the northwest corner of FM 969 and SH 71 and forward to the March 28, 2023, City Council meeting.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, Director of Planning & Development

**ITEM DETAILS:**

Site Address:	Northwest corner of FM 969 and SH 71 (Attachment 2)
Total Acreage:	1.998 acres
Acreage Rezoned	1.998 acres
Legal Description:	1.998 acres of the Nancy Blakey Survey Abstract 98
Property Owner:	Steven Classen
Agent Contact:	Adam Gates, AWG Studio
Existing Use:	Commercial and Residential
Existing Zoning:	P2 Rural (Attachment 4)
Proposed Zoning:	P5 Core
Character District:	Cattleman's
Future Land Use:	General Commercial (Attachment 3)

**BACKGROUND/HISTORY:**

The applicant has submitted an application for a Zoning Concept Scheme (ZCS) for 1.998 acres of the Nancy Blakey Survey, located at the northwest corner of FM 969 and SH 71 (Exhibit A). The request is to rezone two lots from P2 Rural to P5 Core. This area was annexed into the city limits in 2011 with a default base zoning district of Agricultural/Open Space, which was rezoning in 2019 to P-2 Rural. The automotive shop and residential home were existing and considered as legal non-conforming for the existing buildings. The property to the north wishes to develop as a commercial site. The property to the south does not have any plans at this time but brings the site into a conforming zoning district.

P5 Core Center is defined in the code as “Higher density mixture of Building Types that accommodate commercial, retail, offices, row houses, and apartments. It has a tight network of Streets, with wide sidewalks, steady Street Tree plantings, and buildings set close to the sidewalks. P5 is a highly walkable area. A continuous line of buildings is critical to define the Public Frontage and allow for visible activity along the Street edge.” Rezoning two parcels that

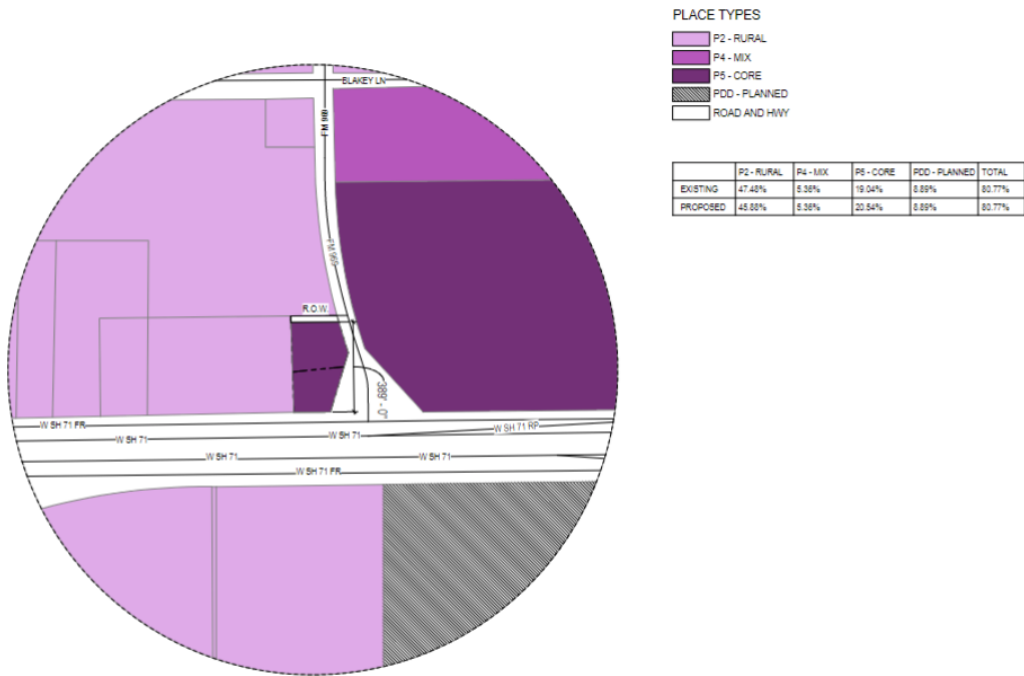


have frontage onto two major thoroughfares (SH 71 W and FM 969) is compatible with the intent of the P5 Core Place Type.



To the west, the development is adjacent to Premier Portable Buildings, which is outside of the city limits. To the north, the property is adjacent to the Valverde development. To the south and east, the property is bounded by two major thoroughfares (SH 71 W & FM 969). The applicant is proposing to relocate their driveway to take access off FM 969 at the time of development.

Zoning Concept Schemes also take into account the variety of place type zoning districts in a pedestrian shed. For this area, the applicant has shown one pedestrian sheds around the requested area. The applicant is requesting P5 – Core base zoning, which appropriate given the existing surrounding zoning and the location at the corner of two highways.



For the Pedestrian Shed mix, P5 Core is a required Place Type to be within the Traditional Neighborhood and Village Center Development patterns. This development is proposing Traditional Neighborhood Development pattern and is showing the required dedication of the proportional share of the street right-of-way on the north edge of the property. This ROW is where the development will take access from FM 969.

**Drainage**

A Zoning Concept Scheme must be accompanied by a Conceptual Drainage Plan to ensure that the proposed development is feasible. A Conceptual Drainage Plan has been reviewed for the proposed new development and approved by the City Engineer. With the new development, the plan identifies a new drainage pond to mitigate the new development.

**PUBLIC COMMENTS:**

Property owner notifications were sent to four adjacent property owners on February 8, 2023 (Attachment 4). At the time of this report, no responses have been received. (Attachment 5)

**POLICY EXPLANATION:**

Texas Local Government Code

Sec. 211.006. PROCEDURES GOVERNING ADOPTION OF ZONING REGULATIONS AND DISTRICT BOUNDARIES. (a) The governing body of a municipality wishing to exercise the authority relating to zoning regulations and zoning district boundaries shall establish procedures for adopting and enforcing the regulations and boundaries. A regulation or boundary is not effective until after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard. Before the 15th day before the date of the hearing, notice of the time and place of the hearing must be published in an official newspaper or a newspaper of general circulation in the municipality.

*Notice was published in the Bastrop Advertiser and notice was sent to property owners within 200 feet of the property boundary, and signage was posted on site.*

(b) In addition to the notice required by Subsection (a), a general-law municipality that does not have a zoning commission shall give notice of a proposed change in a zoning classification to each property owner who would be entitled to notice under Section 211.007(c) if the municipality had a zoning commission. That notice must be given in the same manner as required for notice to property owners under Section 211.007(c). The governing body may not adopt the proposed change until after the 30th day after the date the notice required by this subsection is given.

*N/A. Bastrop is not a general-law municipality.*

(c) If the governing body of a home-rule municipality conducts a hearing under Subsection (a), the governing body may, by a two-thirds vote, prescribe the type of notice to be given of the time and place of the public hearing. Notice requirements prescribed under this subsection are in addition to the publication of notice required by Subsection (a).

*Notice of the meeting was posted at least 72 hours in advance.*

(d) If a proposed change to a regulation or boundary is protested in accordance with this subsection, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths of all members of the governing body. The protest must be written and signed by the owners of at least 20 percent of either:

(1) the area of the lots or land covered by the proposed change; or

(2) the area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area.

(e) In computing the percentage of land area under Subsection (d), the area of streets and alleys shall be included.

*At the time of this report, no protest has been received.*

(f) The governing body by ordinance may provide that the affirmative vote of at least three-fourths of all its members is required to overrule a recommendation of the municipality's zoning commission that a proposed change to a regulation or boundary be denied.

*If the Planning & Zoning Commission recommends denial of the zoning request, the City Council must have a minimum vote of 4 out of 5 members to approve the zoning request.*

*At least 5 members of the Planning & Zoning Commission must vote to make an official recommendation to the City Council. Failure to reach five vote means no official recommendation can be forwarded, but this does not impact the City Council's vote requirement to approve or deny the request.*

Compliance with 2036 Comprehensive Plan:

Future Land Use Plan – The General Commercial character area supports local and regional businesses that rely on heavy traffic volumes and the visibility that is associated with being

located near major roadways. General Commercial developments typically involve varying development intensities, from smaller locally owned shops to big box retailers. These areas are predominantly auto-oriented, with large accessory parking areas. While General Commercial development will continue to be auto-oriented, improved street-side and parking lot landscaping, buffers, appropriately designed and scaled signage, bicycle and pedestrian accommodations, higher quality building materials, and access management techniques (e.g., limited access points and inter-parcel connectivity) will help to improve overall development quality and appearance.

*The proposed Zoning Concept Scheme is in compliance with the Future Land Use Plan.*

Compliance with Bastrop Building Block (B<sup>3</sup>) Code:

**B<sup>3</sup> CODE INTENT (See Executive Summary)**

The code is built around three core intents:

- **Fiscal Sustainability**

New development and redevelopment must be done with a focus on the intersection of the Public and Private Realms. This is the area where city and utility infrastructure are maintained in an efficient manner and the commercial development creates a complete neighborhood.

*The development provides street and infrastructure connections to existing infrastructure with a Conceptual Utility Plan and Conceptual Drainage Plan.*

- **Geographically Sensitive Developments**

Development will retain its natural form and visual character, which is derived from the topography and native environment.

*The ZCS is providing additional connectivity for this and future developments at the north edge of the property that meets the requirements of block structure. The Conceptual Drainage Plan is addressing the existing topography with the placement of the drainage infrastructure at the front of the lot, to minimize disruption to the natural terrain.*

- **Perpetuation of Authentic Bastrop**

The B<sup>3</sup> Code will perpetuate the built form that has been predominate over the City's 189-year history. The recent trend of allowing parking and automobile traffic as the predominate feature has created a pattern that is contrary to the historical building patterns of the city and creates sites/buildings that are not adaptable and sustainable in the long-term.

*This zoning and auto-oriented use is compatible with the existing highway intersection and will provide local street access to the north of the property for this and future development.*

**B<sup>3</sup> Code ARTICLE 5.1 INTENT OF DEVELOPMENT PATTERNS**

(b) The Development Pattern type will be used to guide the creation of the Zoning Concept Scheme and Neighborhood Regulating Plan (see Article 2-3 Neighborhood Regulating Plans in B3 Technical Manual) configurations suitable for different geographies and Character Districts.

*The Character District of this project is Cattleman's, which allows for Traditional Neighborhood Development (TND) using the standard building block pattern or Village Center (VCD). The development is proposing the TND form by providing internal blocks and external future connections to create new blocks with existing streets.*

#### SEC. 5.2.002 TND STANDARDS

1. Detail the block perimeters, block lengths, pedestrian shed area, place type allocations per B<sup>3</sup> Code 3.2.002b.

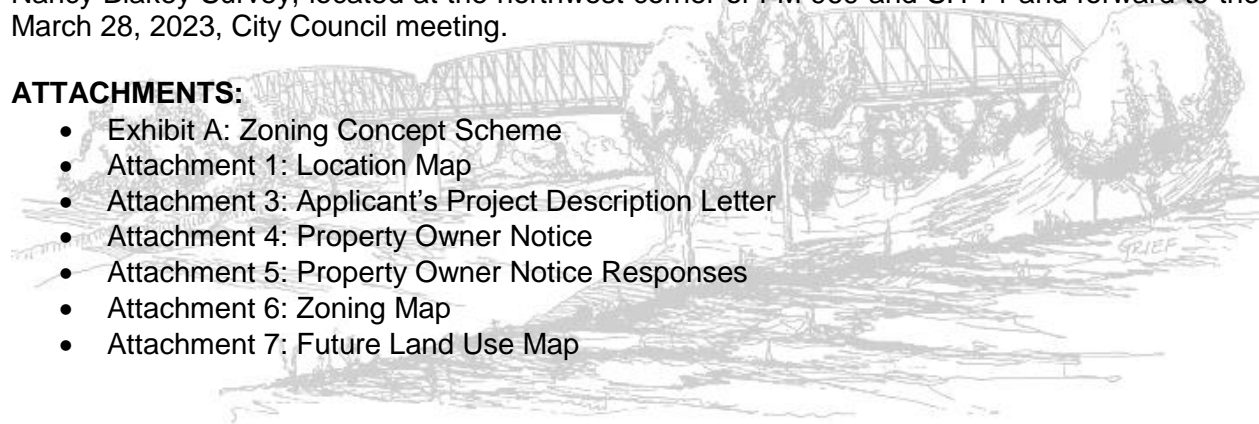
*This ZCS is depicting future right-of-way at the north side of the property, which approximates the 330 Building Block grid while meeting Texas Department of Transportation separation requirements.*

#### **RECOMMENDATION:**

Hold a public hearing and consider action to recommend a Zoning Concept Scheme to change the base zoning district from Place Type 2 Rural to Place Type 5 Core, for 1.998 acres of the Nancy Blakey Survey, located at the northwest corner of FM 969 and SH 71 and forward to the March 28, 2023, City Council meeting.

#### **ATTACHMENTS:**

- Exhibit A: Zoning Concept Scheme
- Attachment 1: Location Map
- Attachment 3: Applicant's Project Description Letter
- Attachment 4: Property Owner Notice
- Attachment 5: Property Owner Notice Responses
- Attachment 6: Zoning Map
- Attachment 7: Future Land Use Map



**ADAM WORD GATES**  
ARCHITECTURE STUDIO

CITY OF BASTROP REQUIRED SIGNATURES

OWNER : STEVE CLASSEN

OWNER : MARISSA CLASSEN



ARCHITECT : ADAM WORD GATES, AIA

CIVIL ENGINEER : PAUL VIKTORIN

CITY OF BASTROP ENGINEER

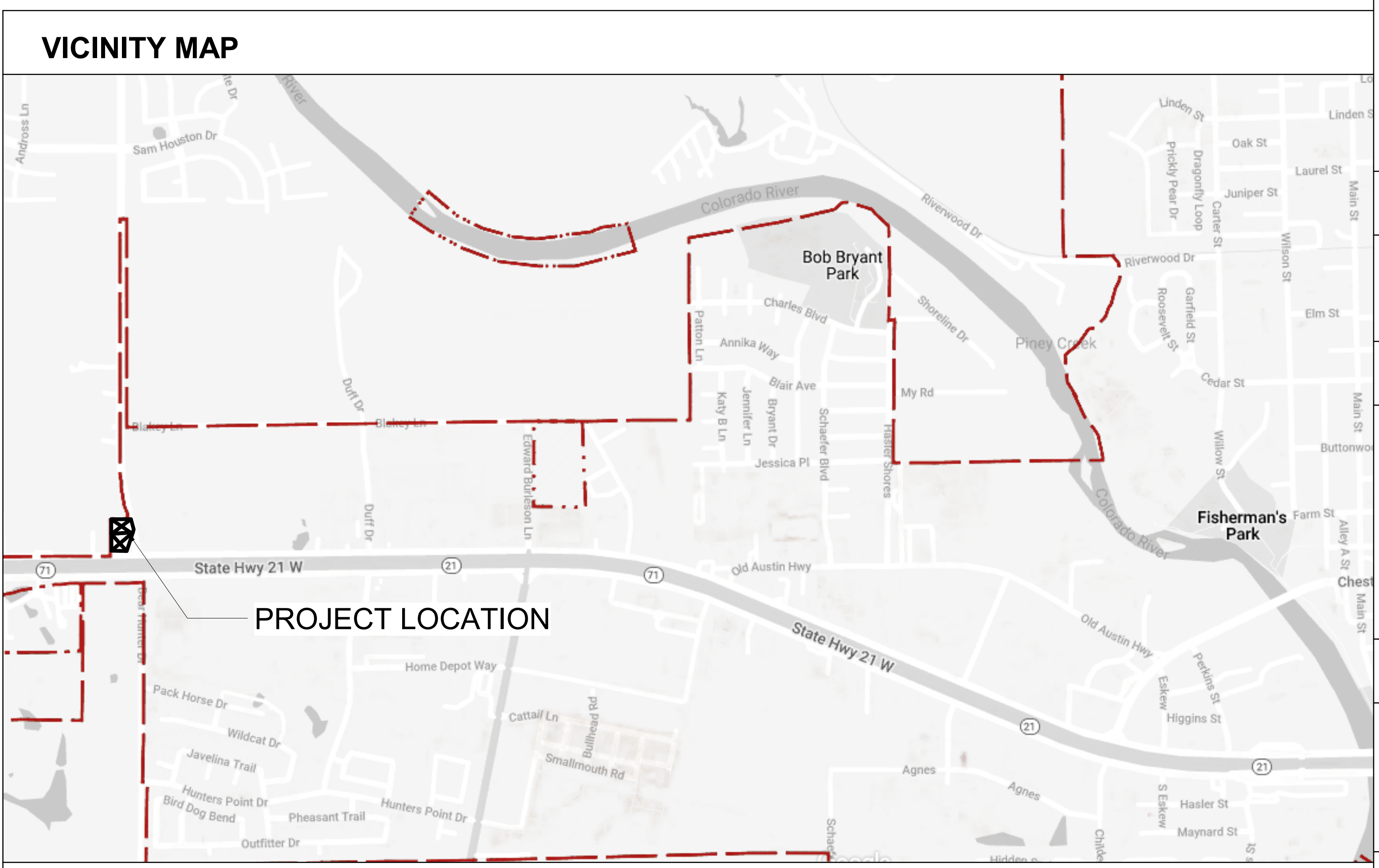
# BASTROP AUTOMOTIVE ZONING AND DRAINAGE CONCEPT SCHEMIES

118 FM 969  
Bastrop, TX 78602

### INDEX OF DRAWINGS

NUMBER	NAME OF SHEET
<b>00 GENERAL</b>	
CS 0	DRAINAGE CONCEPT COVER
CS 1	COVERSHEET
CS 2	PROJECT INFORMATION
<b>02 CIVIL</b>	
1 OF 3	INFRASTRUCTURE PLAN
2 OF 3	EXISTING DRAINAGE AREA MAP
3 OF 3	PROPOSED DRAINAGE AREA MAP
<b>05 ARCHITECTURAL</b>	
ZS 0.1	EXISTING PLAN
ZS 0.2	PEDESTRIAN SHED EXHIBIT
ZS 1.1	PROPOSED DEVELOPMENT SCHEME
ZS 1.2	PROPOSED DEVELOPMENT SCHEME
ZS 2.1	ARCHITECTURAL VIEWS

SET FOR INTERIM REVIEW ONLY, NOT FOR USE IN CONSTRUCTION, BIDDING, OR PERMITTING



### PROJECT GOAL

TO RE-ZONE 2 LOTS FROM PLACE TYPE P2 TO P5. THEN AT 118 FM 969, DEMOLISH EXISTING STRUCTURES AND DEVELOP THE SITE FOR USE AS AN AUTOBODY SHOP SIMILAR TO THE ADJACENT SITE.

- ### APPLICABLE CODES
- BASTROP BUILDING BLOCK (B<sup>3</sup>) CODE
  - B<sup>3</sup> TECHNICAL MANUAL
  - B<sup>3</sup> PATTERN BOOK
  - STORMWATER DRAINAGE DESIGN MANUAL
  - MASTER TRANSPORTATION PLAN CHAPTER 5
  - BASTROP CODE OF ORDINANCES

### PREVIOUS ENGAGEMENT

**AUTOBODY SHOP – 118 FM 969 & 654 W HWY 71**  
 November 3, 2022

ATTENDEES:  
 Adam Gates and Banks Chisum  
 Jennifer Bills, Trey Job, Keehren Baah, and Vivianna Andre

### DESIGN TEAM

ARCHITECT	CIVIL ENGINEERING
<b>AWG STUDIO</b> ADAM W. GATES E: a.gates@awgstudio.com P: 512.653.8149	<b>SOUTHWEST ENGINEERS</b> GABE HOVDEY E: gabe.hovdey@swengineers.com P: 512.312.4336, ext. 312

### LEGAL DESCRIPTION

1.192 ACRES WITHING THE NANCY BLAKEY SURVEY, ABSTRACT NO. 98, BASTROP COUNTY, TEXAS

118 FM 969  
 BASTROP, TX 78602

PROPERTY ID: 78667  
 GEOGRAPHIC ID: R78667

0.806 ACRES WITHING THE NANCY BLAKEY SURVEY, ABSTRACT NO. 98, BASTROP COUNTY, TEXAS

654 W SH 71  
 BASTROP, TX 78602

PROPERTY ID: 24712  
 GEOGRAPHIC ID: R24712

### OWNER TEAM

CONSTRUCTION MANAGER	OWNER
<b>JB CHISUM CONSTRUCTION, INC.</b> BANKS CHISUM E: banks@jbchisum.com P: 512.395.7770	<b>STEVEN CLASSEN</b> 215 FARMERS RD MAXWELL, TX 78656

ZONING CONCEPT SCHEME  
**BASTROP AUTOMOTIVE**  
 118 FM 969  
 Bastrop, TX 78602

revision	date

ISSUE DATE: 01/30/2023  
 PROJECT #: 22-019  
 DRAWN BY: Author  
 PROJECT ARCHITECT: ADAM W. GATES, AIA

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SET FOR INTERIM  
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 PERMITTING

ZONING CONCEPT SCHEME  
**BASTROP AUTOMOTIVE**  
 118 FM 969  
 Bastrop, TX 78602

**COLOR LEGEND**

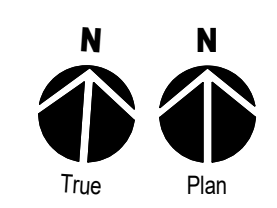
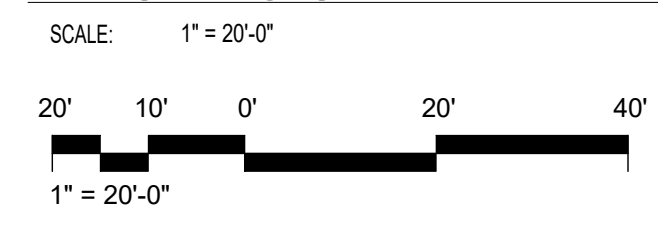
	GREEN - UNPROTECTED TREE	<13"
	ORANGE - PROTECTED TREE	13" - 24"
	RED - HERITAGE TREE	≥24"
	LIGHT GRAY	IMPERVIOUS COVER
	GRAY	EXISTING STRUCTURE
	DARK GRAY	EXISTING STREET

**TREE LEGEND**

001	19" DIAMETER - CEDAR ELM	TO BE REMOVED
002	POST OAK (DEAD)	TO BE REMOVED
004	8" DIAMETER - POST OAK	TO BE REMOVED
005	19" DIAMETER - LIVE OAK	TO BE REMOVED
006	12" DIAMETER - POST OAK	TO BE REMOVED
007	11" & 12" DIAMETER - PECAN	TO BE REMOVED
008	11" DIAMETER - PECAN	TO BE REMOVED
009	22" DIAMETER - POST OAK	TO BE REMOVED
010	17" DIAMETER - POST OAK	TO BE REMOVED
011	18" DIAMETER - POST OAK	TO BE REMOVED
012	14" DIAMETER - POST OAK	TO BE REMOVED
013	15" DIAMETER - CEDAR (DEAD)	TO BE REMOVED
014	15" DIAMETER - POST OAK	TO BE REMOVED
015	16" DIAMETER - POST OAK	TO BE REMOVED
016	22" DIAMETER - POST OAK	TO BE REMOVED
017	14" DIAMETER - RED OAK	TO BE REMOVED



**1 EXISTING SITE PLAN**



revision      date

ISSUE DATE      01/30/2023  
 PROJECT #      22-019  
 DRAWN BY      Author  
 PROJECT ARCHITECT  
 ADAM W. GATES, AIA

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EXISTING PLAN

**ZS 0.1**



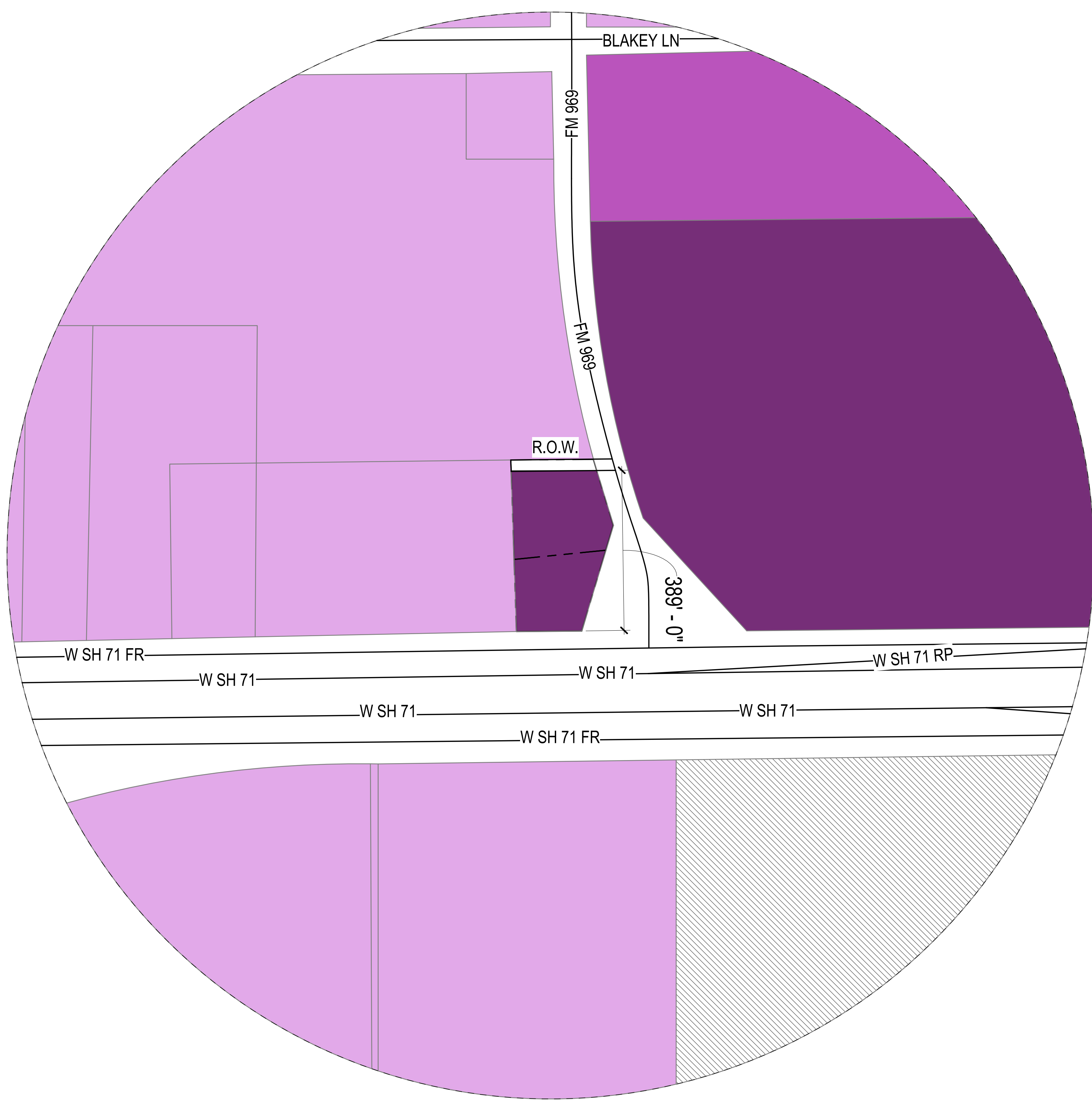
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**PLACE TYPES**

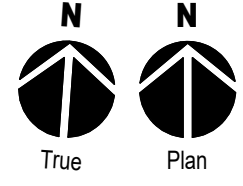
- P2 - RURAL
- P4 - MIX
- P5 - CORE
- PDD - PLANNED
- ROAD AND HWY

	P2 - RURAL	P4 - MIX	P5 - CORE	PDD - PLANNED	TOTAL
EXISTING	47.48%	5.36%	19.04%	8.89%	80.77%
PROPOSED	45.88%	5.36%	20.54%	8.89%	80.77%



**1 PEDESTRIAN SHED MAP**

NOT TO SCALE



1/30/2023 2:46:31 PM

revision      date

ISSUE DATE      01/30/2023  
 PROJECT #      22-019  
 DRAWN BY      Author  
 PROJECT ARCHITECT  
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PEDESTRIAN SHED  
 EXHIBIT

**ZS 0.2**

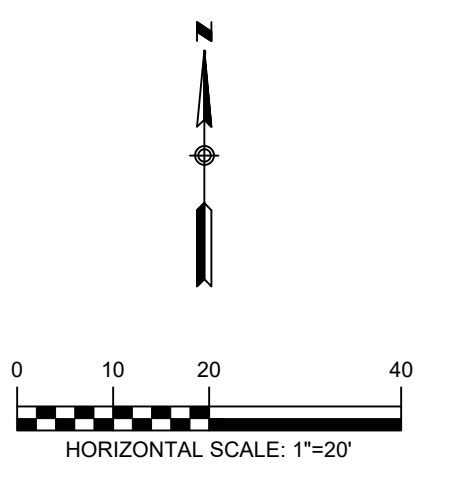
C:\CompanyData\Clients\1062 - Steve and Marisa Clasen\001-22-Auto Repair Shop Site Plan\CAD\Drawings\Infrastructure\Plan.dwg - Layout: "INFRASTRUCTURE PLAN" - Tue, Jan 17, 2023, 3:28pm, By: mcsidney.park@agood.com

6.00 ACRES  
SHARON WARFIELD WILKES  
873/878

0.809 ACRES  
WGK ENTERPRISES)



- LEGEND**
- W — W — W — EXISTING WATER LINE
  - W — W — W — PROPOSED WATER LINE
  - WW — WW — WW — EXISTING WASTEWATER LINE
  - WW — WW — WW — PROPOSED WASTEWATER LINE
  - SD — SD — SD — EXISTING STORM DRAIN LINE
  - SD — SD — SD — PROPOSED STORM DRAIN LINE
  - G — G — G — EXISTING GAS LINE
  - OE — OE — OE — EXISTING OVERHEAD ELECTRIC LINE
  - UE — UE — UE — EXISTING UNDERGROUND ELECTRIC LINE
  - T — T — T — EXISTING UNDERGROUND TELEPHONE LINE
  - EXISTING WATER VALVE
  - PROPOSED WATER VALVE
  - ◻ EXISTING WATER METER
  - ◻ PROPOSED WATER METER
  - ⊕ EXISTING FIRE HYDRANT
  - ⊕ PROPOSED FIRE HYDRANT
  - ⊙ EXISTING WASTEWATER MANHOLE
  - ⊙ PROPOSED WASTEWATER MANHOLE
  - ⊙ EXISTING ELECTRIC MANHOLE
  - ⊙ EXISTING TELEPHONE MANHOLE
  - ⊙ EXISTING LIGHT POLE
  - ⊙ EXISTING LIGHT POLE W/ARM
  - ⊙ EXISTING UTILITY POLE
  - EXISTING SIGN



**TEXAS ONE CALL SYSTEM**  
1-800-245-4545

UNDER PENALTY OF LAW, THE CONTRACTOR IS REQUIRED TO CONTACT THE TEXAS ONE CALL SYSTEM AT LEAST 48 HOURS BEFORE STARTING EXCAVATION.

NOTE: ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARES THEM. IN APPROVING THESE PLANS, THE CITY OF AUSTIN MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

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NO.	REVISION	DATE

PAUL J. VIKTORIN  
66879  
PROFESSIONAL ENGINEER

01-17-2023

**Southwest Engineers**

TBPE NO. F-1909  
www.swengineers.com

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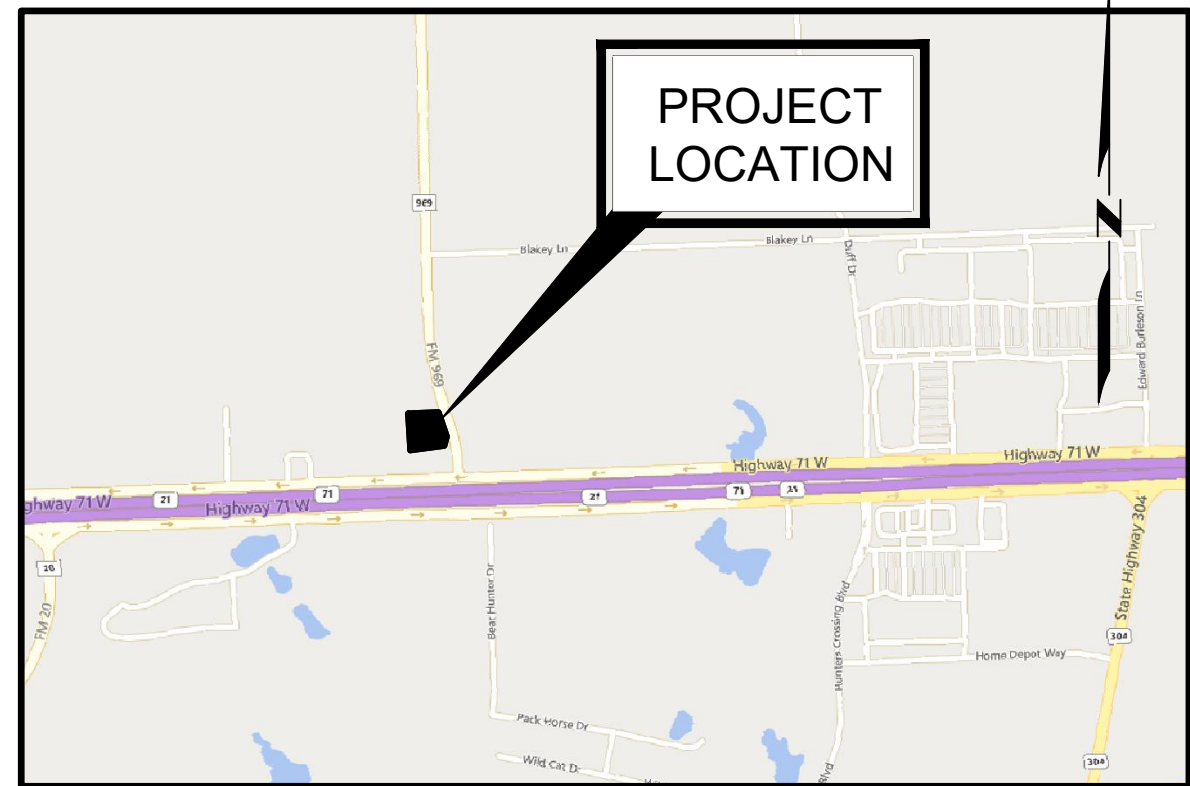
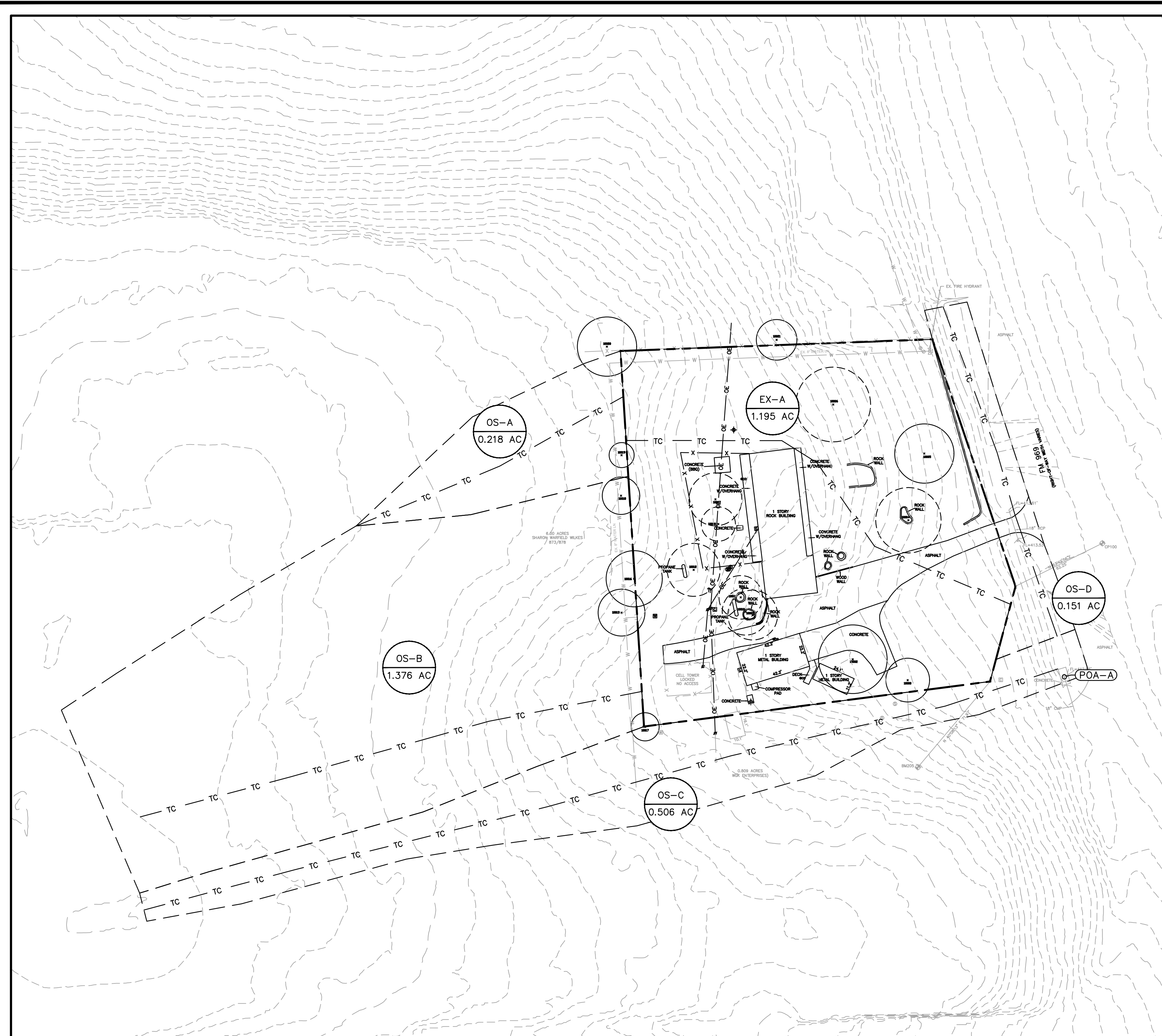
INFRASTRUCTURE PLAN

**AUTO REPAIR SHOP SITE PLAN**  
ADDRESS, CITY, TEXAS, ZIP

PROJECT NO. 1062-001

DRAWING NO. \_\_\_\_\_

SHEET 1 OF 3



VICINITY MAP  
N.T.S.

**BENCHMARK INFORMATION:**  
 BM #205: COTTON SPINDLE WITH "SURE SHOTT CONTROL" WASHER SET IN THE SPLIT IN THE DRIVE FOR ALIBER AUTO GLASS, +1.72' SOUTHWEST OF THE MOST SOUTHERN CORNER OF THE SUBJECT TRACT  
 ELEVATION = 428.48'  
 VERTICAL DATUM: NAVD 88, (GEOID 18)

**LEGAL DESCRIPTION**  
 A98 BLAKEY, NANCY, ACRES 1.1920

**EXISTING IMPERVIOUS COVER**  
 10,673.55 SQFT

**PROPOSED IMPERVIOUS COVER**  
 30,935.57 SQFT

- LEGEND**
- 700 --- EXISTING CONTOURS
  - (700) --- PROPOSED CONTOURS
  - DRAINAGE AREA
  - TC --- TIME OF CONCENTRATION
  - (A-1) --- POINT OF ANALYSIS
  - DRAINAGE FLOW DIRECTION
  - (DA) --- DRAINAGE AREA LABEL
  - (#) --- INLET LABEL

TIME OF CONCENTRATION

DRAINAGE AREA	SHEET FLOW				SHALLOW CONCENTRATED FLOW				CHANNEL FLOW (GUTTER)			Total Tc	Tc Used
	SLOPE (FT/FT)	L FT	n	Tc sheet (MIN)	SLOPE (FT/FT)	L FT	Paved? Y or N	Tc Shallow (MIN)	Vavg (FT/S)	L	Tc Channel (MIN)		
EX A	0.070	100.000	0.240	7.6	0.074	187	N	0.7	4.00	0	0.00	8.3	10.0
OS-A	0.018	100.000	0.240	13.0	0.038	91	N	0.5	4.00	0	0.00	13.5	13.5
OS-B	0.023	100.000	0.240	11.8	0.053	232	Y	0.8	4.00	0	0.00	12.6	12.6
OS-C	0.022	100.000	0.240	12.0	0.063	507	Y	1.7	4.00	0	0.00	13.7	13.7
OS-D	0.012	100.000	0.240	15.3	0.000	0	Y	0.0	4.00	124	0.52	15.9	15.9

EXISTING DRAINAGE SUMMARY TABLE (NRCS METHOD)

AREA NAME	EX - A	OS-A	OS-B	OS-C	OS-D	POA - A
Drainage Area (ac.)	1.195	0.218	1.376	0.506	0.151	
% Impervious	0%	0%	0%	0%	0%	
Tc (hrs)	0.167	0.225	0.211	0.228	0.264	
2 year Discharge (cfs)	1.190	0.193	1.252	0.445	0.125	3.206
10 year Discharge (cfs)	2.456	0.396	2.571	0.913	0.255	6.591
25 year Discharge (cfs)	3.747	0.604	3.924	1.394	0.389	10.059
100 year Discharge (cfs)	6.354	1.028	6.675	2.374	0.664	17.096

EXISTING DRAINAGE SUMMARY TABLE (RATIONAL METHOD)

Drainage Area No.	Area (ac.)	Estimated Impervious Cover (ac.)	Impervious Cover (%)	T <sub>c</sub> (min.)	Pervious Cover Condition	2-Yr.				10-Yr.				25-Yr.				100-Yr.			
						C <sub>r12</sub>	C <sub>2</sub>	i <sub>2</sub> (in/hr)	Q <sub>2</sub> (cfs)	C <sub>r10</sub>	C <sub>10</sub>	i <sub>10</sub> (in/hr)	Q <sub>10</sub> (cfs)	C <sub>r25</sub>	C <sub>25</sub>	i <sub>25</sub> (in/hr)	Q <sub>25</sub> (cfs)	C <sub>r100</sub>	C <sub>100</sub>	i <sub>100</sub> (in/hr)	Q <sub>100</sub> (cfs)
EX-A	1.195 ac	0.000 ac	0%	10.0 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	4.74 in/hr	1.2 cfs	1.10	0.25	7.47 in/hr	2.5 cfs	1.20	0.29	9.01 in/hr	3.7 cfs	1.25	0.36	11.82 in/hr	6.4 cfs
OS-A	0.218 ac	0.000 ac	0%	13.5 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	4.21 in/hr	0.2 cfs	1.10	0.25	6.60 in/hr	0.4 cfs	1.20	0.29	7.96 in/hr	0.6 cfs	1.25	0.36	10.48 in/hr	1.0 cfs
OS-B	1.376 ac	0.000 ac	0%	12.6 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	4.33 in/hr	1.3 cfs	1.10	0.25	6.79 in/hr	2.6 cfs	1.20	0.29	8.19 in/hr	3.9 cfs	1.25	0.36	10.78 in/hr	6.7 cfs
OS-C	0.506 ac	0.000 ac	0%	13.7 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	4.19 in/hr	0.4 cfs	1.10	0.25	6.56 in/hr	0.9 cfs	1.20	0.29	7.92 in/hr	1.4 cfs	1.25	0.36	10.43 in/hr	2.4 cfs
OS-D	0.151 ac	0.000 ac	0%	15.9 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	3.93 in/hr	0.1 cfs	1.10	0.25	6.14 in/hr	0.3 cfs	1.20	0.29	7.40 in/hr	0.4 cfs	1.25	0.36	9.77 in/hr	0.7 cfs

**TEXAS ONE CALL SYSTEM**  
 1-800-245-4545  
 UNDER PENALTY OF LAW, THE CONTRACTOR IS REQUIRED TO CONTACT THE TEXAS ONE CALL SYSTEM AT LEAST 48 HOURS BEFORE STARTING EXCAVATION.

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C:\CompanyData\Clients\1062 - Steve and Marisa Closson\001-22-Auto Repair Shop Site Plan\CAD\Drawings\1062-001-Conceptual Drainage Plan.dwg - Layout: "EXISTING DRAINAGE AREA MAP" - Tue, Jan 17, 2023, 3:28pm, By: marisac, plotspasda

NO.	REVISION	DATE

01-17-2023

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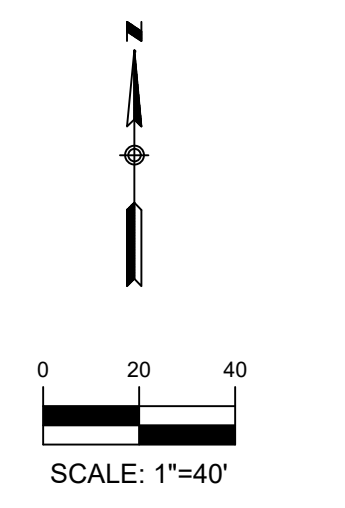
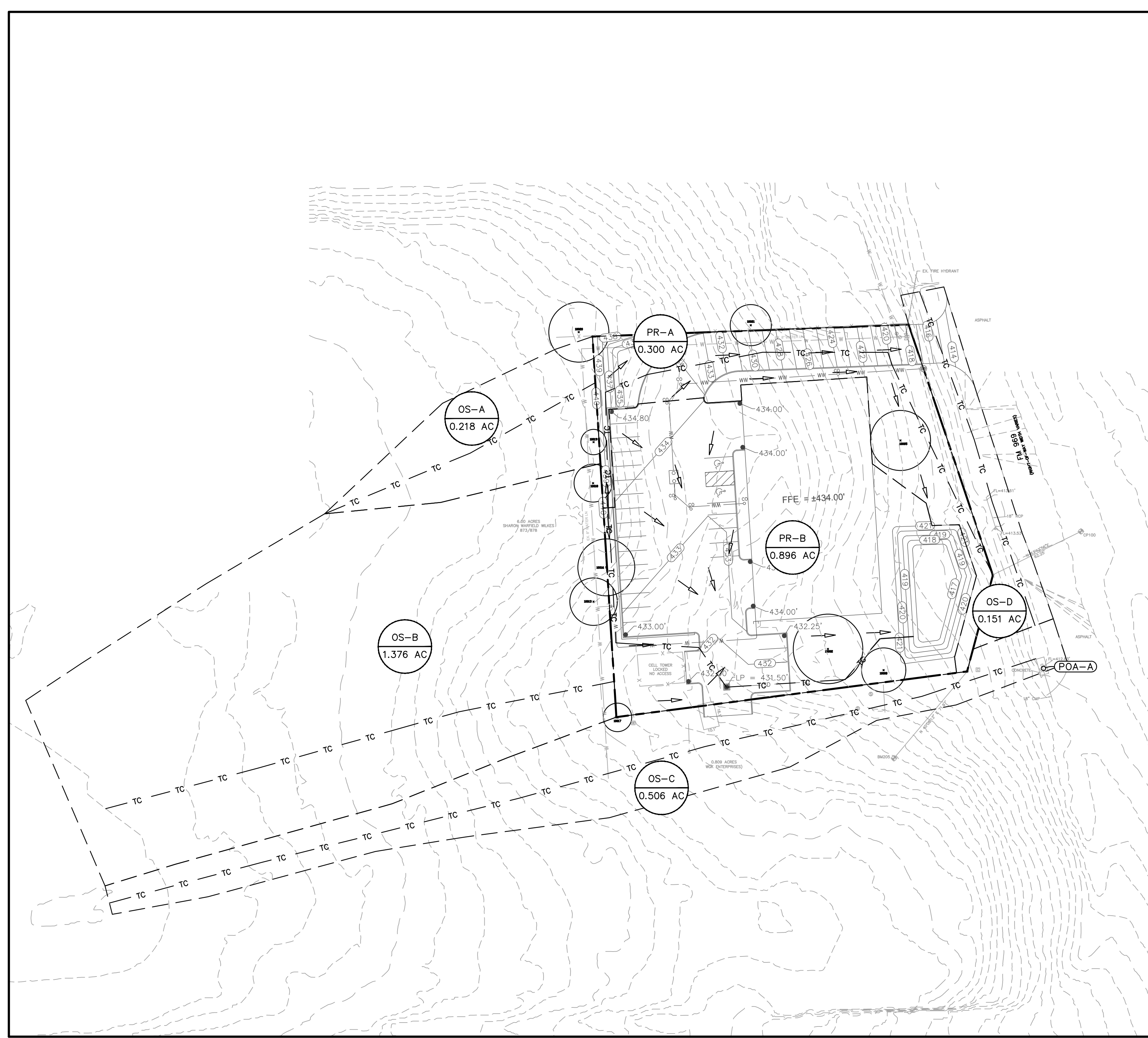
CHECKED BY: G.H.

EXISTING DRAINAGE AREA MAP

**AUTO REPAIR SHOP SITE PLAN**  
 ADDRESS, CITY, TEXAS, ZIP

PROJECT NO.	1062-001
DRAWING NO.	
SHEET	2 OF 3

O:\CompanyData\Clients\1062 - Steve and Marisa Clasen\1001-Auto Repair Shop Site Plan\CAD\Drawings\1062-001-Conceptual Drainage Plan.dwg - Layout: "PROPOSED DRAINAGE AREA MAP" - Tue, Jun 17, 2023, 3:28pm, By: marioleap.yarlagadda



- LEGEND**
- 700 EXISTING CONTOURS
  - 700 PROPOSED CONTOURS
  - DRAINAGE AREA
  - TC TIME OF CONCENTRATION
  - POA-1 POINT OF ANALYSIS
  - DRAINAGE FLOW DIRECTION
  - DRAINAGE AREA LABEL
  - INLET LABEL

TIME OF CONCENTRATION

DRAINAGE AREA	SHEET FLOW				SHALLOW CONCENTRATED FLOW				CHANNEL FLOW (GUTTER)				
	SLOPE (FT/FT)	L FT	n	Tc sheet (MIN.)	SLOPE (FT/FT)	L FT	Paved? Y or N	Tc Shallow (MIN.)	Vavg (FT/S)	L	Tc Channel (MIN.)	Total Tc (MIN.)	Tc Used (MIN.)
PR A	0.040	100.000	0.240	9.5	0.080	162	Y	0.5	4.00	147	0.61	10.6	10.6
PR B	0.040	100.000	0.240	9.5	0.029	88	Y	0.3	4.00	131	0.54	10.3	10.3
OS-A	0.018	100.000	0.240	13.0	0.038	91	N	0.5	4.00	0	0.00	13.5	13.5
OS-B	0.023	100.000	0.240	11.8	0.053	232	Y	0.8	4.00	0	0.00	12.6	12.6
OS-C	0.022	100.000	0.240	12.0	0.063	507	Y	1.7	4.00	0	0.00	13.7	13.7
OS-D	0.012	100.000	0.240	15.3	0.000	0	Y	0.0	4.00	124	0.52	15.9	15.9

PROPOSED DRAINAGE SUMMARY TABLE (NRCS METHOD)

AREA NAME	PR - A	PR - B (TO POND)	DETENTION POND RELEASE (POA-B2)				PROPOSED POA - A	EXISTING POA - A
			OS-A	OS-B	OS-C	OS-D		
Drainage Area (ac.)	0.300	0.896						
% Impervious	37%	67%	0.00%	0.00%	0.00%	0.00%		
Tc (hrs)	0.176	0.172	0.225	0.211	0.228	0.264		
2 year Discharge (cfs)	0.575	2.39	417.65 (msl)	0.61	0.193	1.252	0.445	0.125
10 year Discharge (cfs)	1.128	4.63	418.13 (msl)	1.29	0.396	2.571	0.913	0.255
25 year Discharge (cfs)	1.622	6.54	418.46 (msl)	2.02	0.604	3.924	1.394	0.389
100 year Discharge (cfs)	2.554	10.02	418.99 (msl)	3.76	1.028	6.675	2.374	0.664

PROPOSED POND A

Elevation (ft)	Area (acres)	Area (sf)	Volume (acre-ft)	Volume (cf)	Cumulative Volume (cf)
416.00	0.00	0	0	0	0
417.00	0.030	1,307	0.010	436	436
418.00	0.041	1,786	0.035	1,525	1,960
419.00	0.055	2,396	0.048	2,091	4,051
420.00	0.070	3,049	0.062	2,701	6,752
421.00	0.087	3,777	0.078	3,398	10,149

PROPOSED DRAINAGE SUMMARY TABLE (RATIONAL METHOD)

Drainage Area No.	Area (ac.)	Estimated Impervious Cover (ac.)	Impervious Cover (%)	Tc (min.)	Pervious Cover Condition	2-Yr.		10-Yr.		25-Yr.		100-Yr.									
						C <sub>12</sub>	C <sub>2</sub>	i <sub>2</sub> (in/hr)	Q <sub>2</sub> (cfs)	C <sub>10</sub>	C <sub>10</sub>	i <sub>10</sub> (in/hr)	Q <sub>10</sub> (cfs)	C <sub>25</sub>	C <sub>25</sub>	i <sub>25</sub> (in/hr)	Q <sub>25</sub> (cfs)	C <sub>100</sub>	C <sub>100</sub>	i <sub>100</sub> (in/hr)	Q <sub>100</sub> (cfs)
PR-A	0.300 ac	0.112 ac	37%	10.6 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.41	4.65 in/hr	0.6 cfs	1.10	0.47	7.32 in/hr	1.1 cfs	1.20	0.51	8.82 in/hr	1.6 cfs	1.25	0.59	11.58 in/hr	2.6 cfs
PR-B	0.896 ac	0.598 ac	67%	10.3 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.57	4.69 in/hr	2.4 cfs	1.10	0.64	7.38 in/hr	4.6 cfs	1.20	0.68	8.89 in/hr	6.5 cfs	1.25	0.77	11.67 in/hr	10.0 cfs
OS-A	0.218 ac	0.000 ac	0%	13.5 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	4.21 in/hr	0.2 cfs	1.10	0.25	6.60 in/hr	0.4 cfs	1.20	0.29	7.96 in/hr	0.6 cfs	1.25	0.36	10.48 in/hr	1.0 cfs
OS-B	1.376 ac	0.000 ac	0%	12.6 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	4.33 in/hr	1.3 cfs	1.10	0.25	6.79 in/hr	2.6 cfs	1.20	0.29	8.19 in/hr	3.9 cfs	1.25	0.36	10.78 in/hr	6.7 cfs
OS-C	0.506 ac	0.000 ac	0%	13.7 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	4.19 in/hr	0.4 cfs	1.10	0.25	6.56 in/hr	0.9 cfs	1.20	0.29	7.92 in/hr	1.4 cfs	1.25	0.36	10.43 in/hr	2.4 cfs
OS-D	0.151 ac	0.000 ac	0%	15.9 min.	Dev - Grass - Good Condition - Flat, 0-2%	1.00	0.21	3.93 in/hr	0.1 cfs	1.10	0.25	6.14 in/hr	0.3 cfs	1.20	0.29	7.40 in/hr	0.4 cfs	1.25	0.36	9.77 in/hr	0.7 cfs

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1-800-245-4545

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NO.	REVISION	DATE

PAUL J. VIKTORIN  
66879  
PROFESSIONAL ENGINEER  
01-17-2023

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DRAWN BY: P.S.

CHECKED BY: G.H.

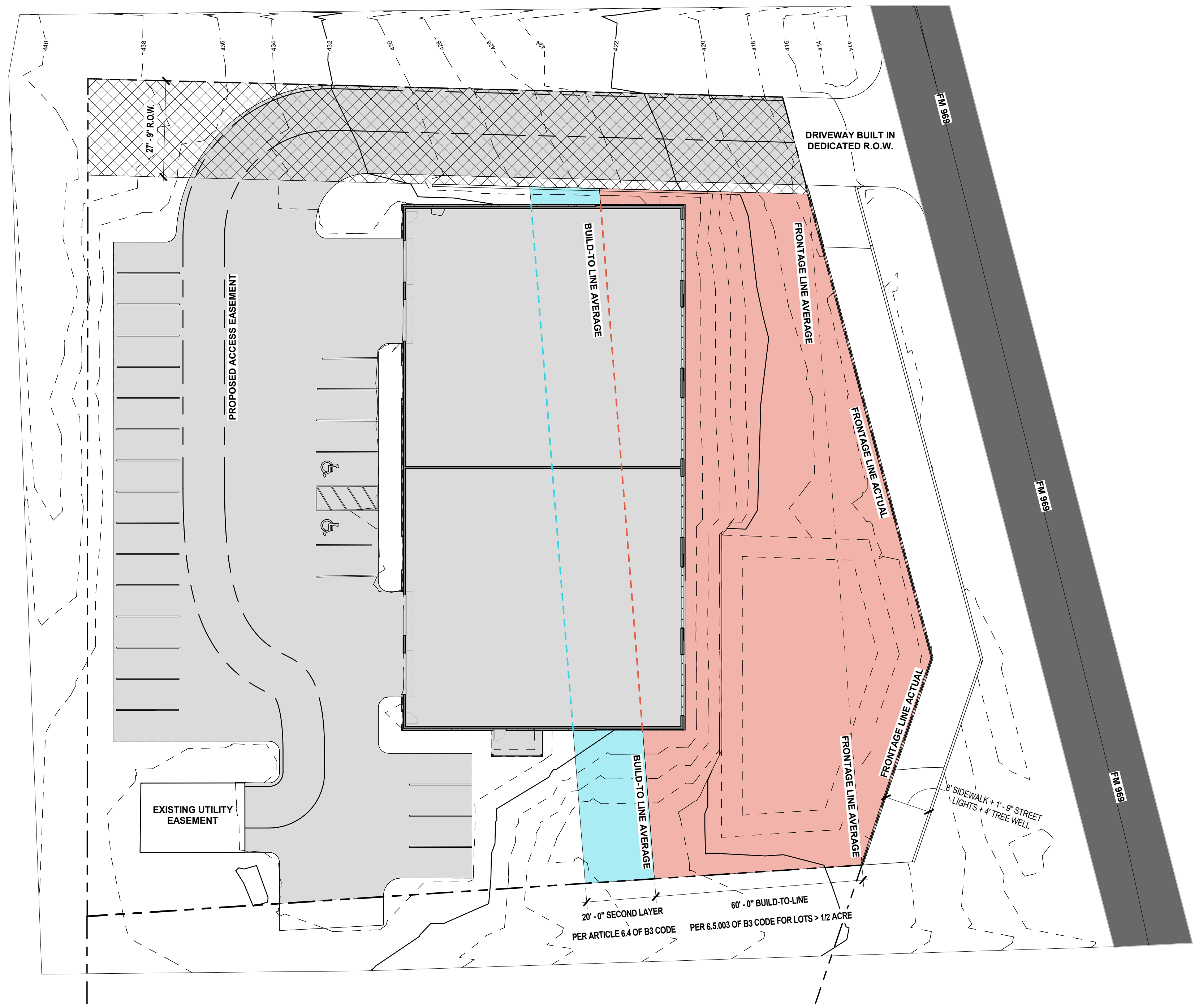
PROPOSED DRAINAGE AREA MAP

**AUTO REPAIR SHOP SITE PLAN**  
ADDRESS, CITY, TEXAS, ZIP

PROJECT NO. <u>1062-001</u>
DRAWING NO. _____
SHEET <u>3</u> OF <u>3</u>

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 118 FM 969  
 Bastrop, TX 78602

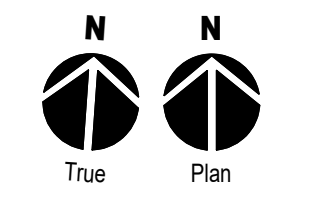
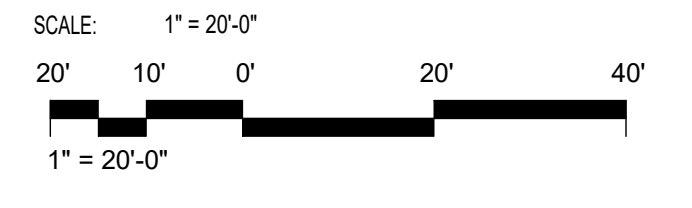


GENERAL SITE NOTES:	
LOT SIZE	1.192 ACRES
TOTAL IMPERVIOUS COVER (CONCEPTUAL APPROXIMATE)	31,000 SQFT
IMPERVIOUS COVER AS PERCENTAGE OF TOTAL	62% (80% ALLOWABLE)
PROPOSED BUILDING AREA	12,000 SQFT
BUILDING TYPE	CONVENTIONAL STEEL FRAMING - TYPE IIB
BUILDING USE	RETAIL (AUTOMOTIVE)
BUILDING HEIGHT	22' - 0"
PARKING COUNT	24 SPACES PLUS 2 VAN ACCESSIBLE
PROJECT SCHEDULING	SINGLE PHASE CONSTRUCTION

GENERAL SITE PATTERN LEGEND:	
	FIRST LAYER 60' - 0" BUILD TO LINE PER 6.5.003 OF B3 CODE FOR LOTS > 1/2 ACRE
	SECOND LAYER 20' - 0" PER ARTICLE 6.4 OF B3 CODE
	FM 969 (APPROXIMATED)
	R.O.W. DEDICATION
	IMPERVIOUS COVER
	PROPERTY LINE
	EASEMENT LINE

**1 LOT ARRANGEMENT PLAN**



revision      date

ISSUE DATE      01/30/2023  
 PROJECT #      22-019  
 DRAWN BY      Author  
 PROJECT ARCHITECT  
 ADAM W. GATES, AIA

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PROPOSED  
 DEVELOPMENT  
 SCHEME

**ZS 1.1**  
 21

SET FOR INTERIM  
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 CONSTRUCTION,  
 BIDDING, OR  
 PERMITTING

ZONING CONCEPT SCHEME  
**BASTROP AUTOMOTIVE**  
 118 FM 969  
 Bastrop, TX 78602

revision      date

ISSUE DATE      01/30/2023  
 PROJECT #      22-019  
 DRAWN BY      Author  
 PROJECT ARCHITECT  
 ADAM W. GATES, AIA

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PROPOSED  
 DEVELOPMENT  
 SCHEME

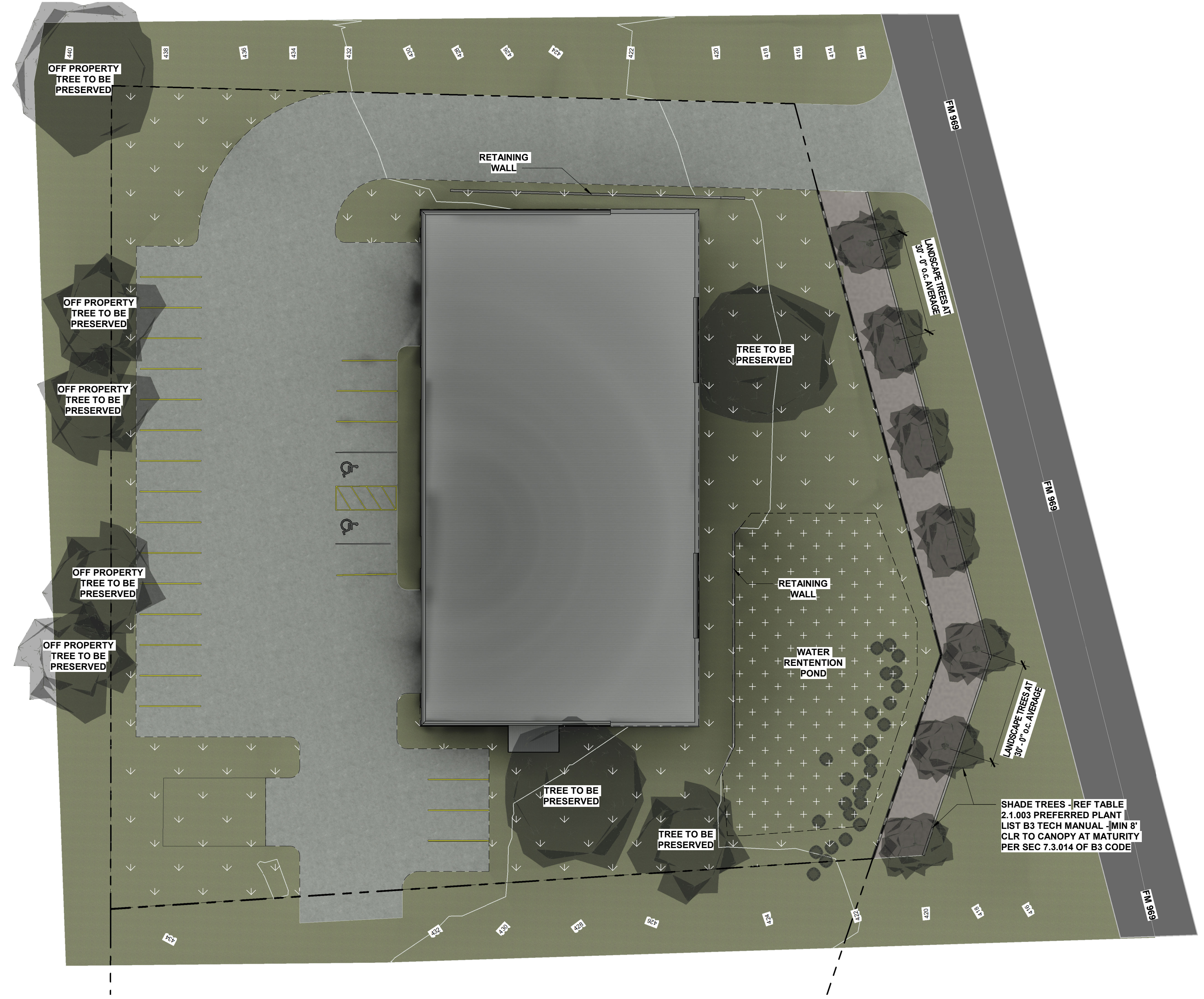
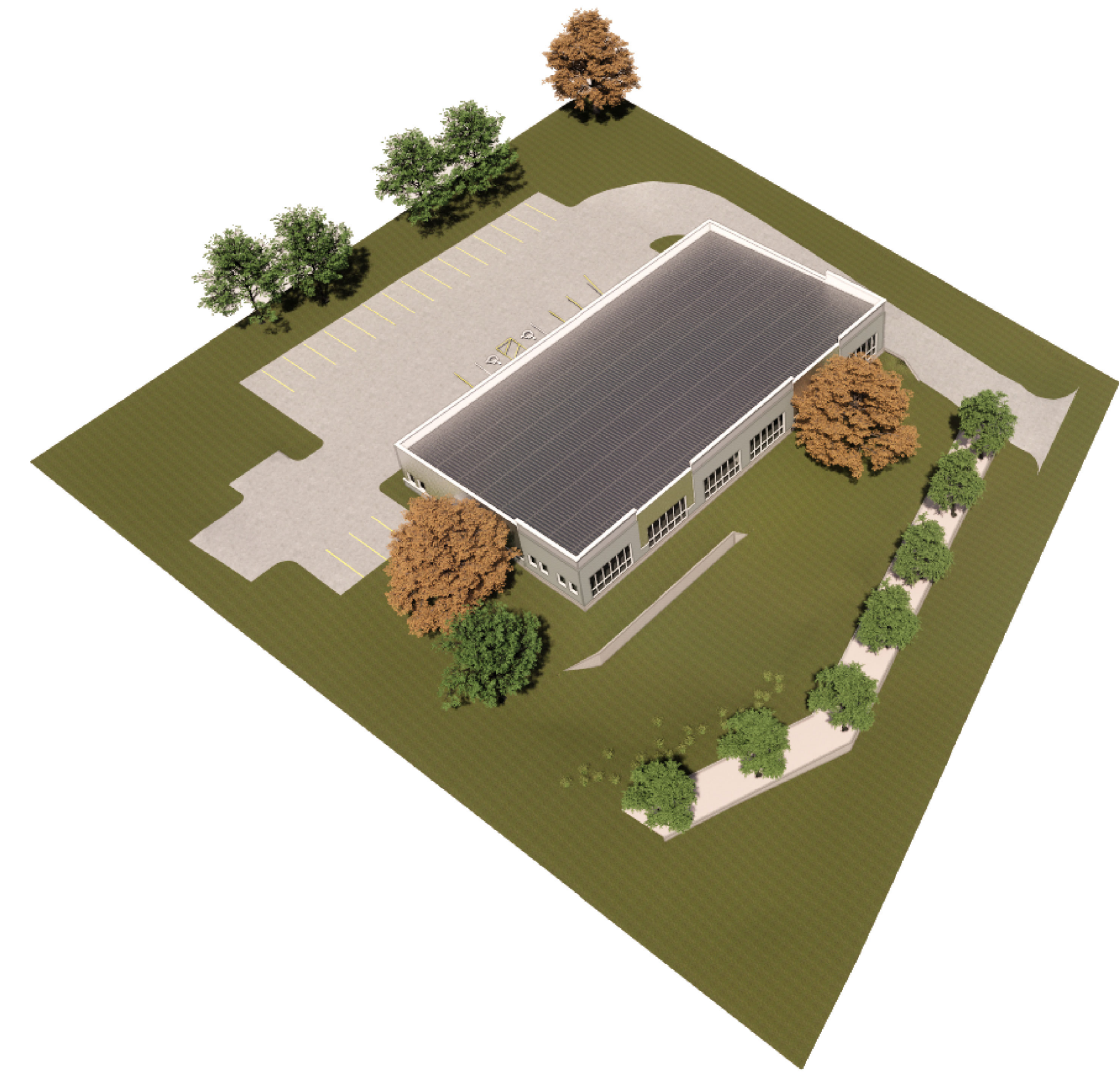
**ZS 1.2**

**GENERAL SITE NOTES:**

TREES AT LAYERS 1 & 2 TO BE PRESERVED. EXISTING TREES ON SOUTH BORDER OF LOT TO SCREEN PARKING THAT IS NOT OTHERWISE OBSCURED FROM VIEW BY BUILDING.  
 PUBLIC FRONTAGE TO INCLUDE 8' - 12' SIDEWALK, 1' 9" LIGHTWELL, AND 4' TREETWELL.  
 SWIFT TOPOGRAPHY OF THE SITE WILL REQUIRE THE USE OF RETAINING WALLS TO TERRACE THE LOT.

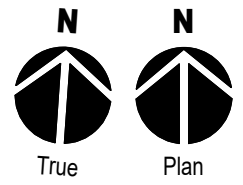
**GENERAL SITE PATTERN LEGEND:**

	MIXED PERENNIAL SHRUB AND WETLAND PLANTING
	DROUGHT RESISTANT NATIVE GRASS AND WILDFLOWER SEEDING



**1 SITE PLAN**

SCALE: 1" = 20'-0"  
 20' 10' 0' 20' 40'  
 1" = 20'-0"



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 BIDDING, OR  
 PERMITTING

ZONING CONCEPT SCHEME  
**BASTROP AUTOMOTIVE**  
 118 FM 969  
 Bastrop, TX 78602

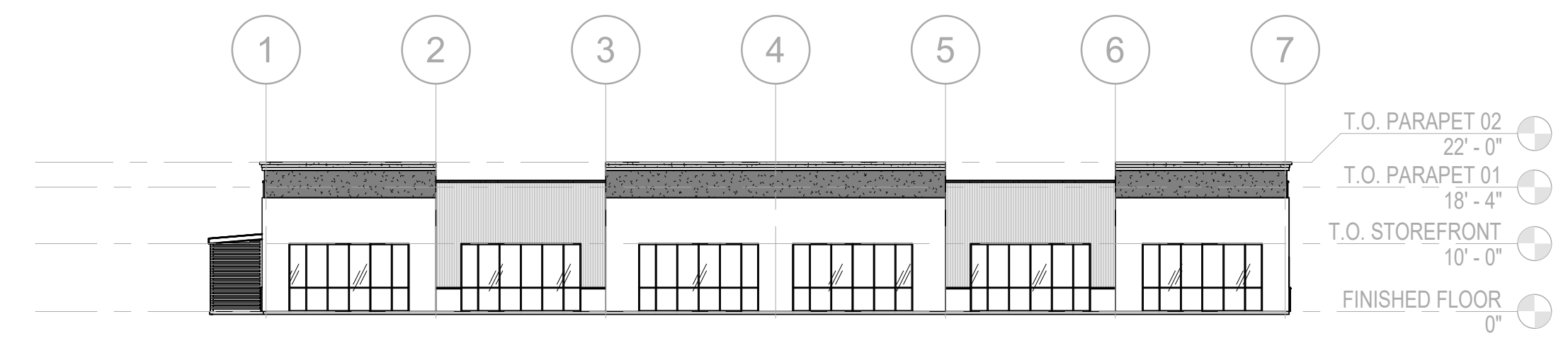
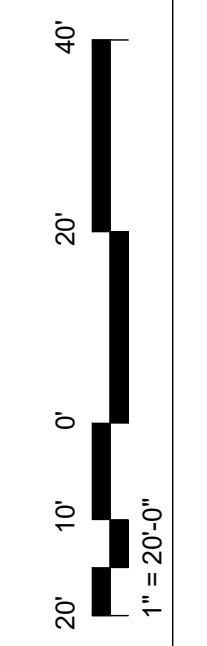
revision      date

ISSUE DATE      12/04/12  
 PROJECT #      22-019  
 DRAWN BY      Author  
 PROJECT ARCHITECT  
 ADAM W. GATES, AIA

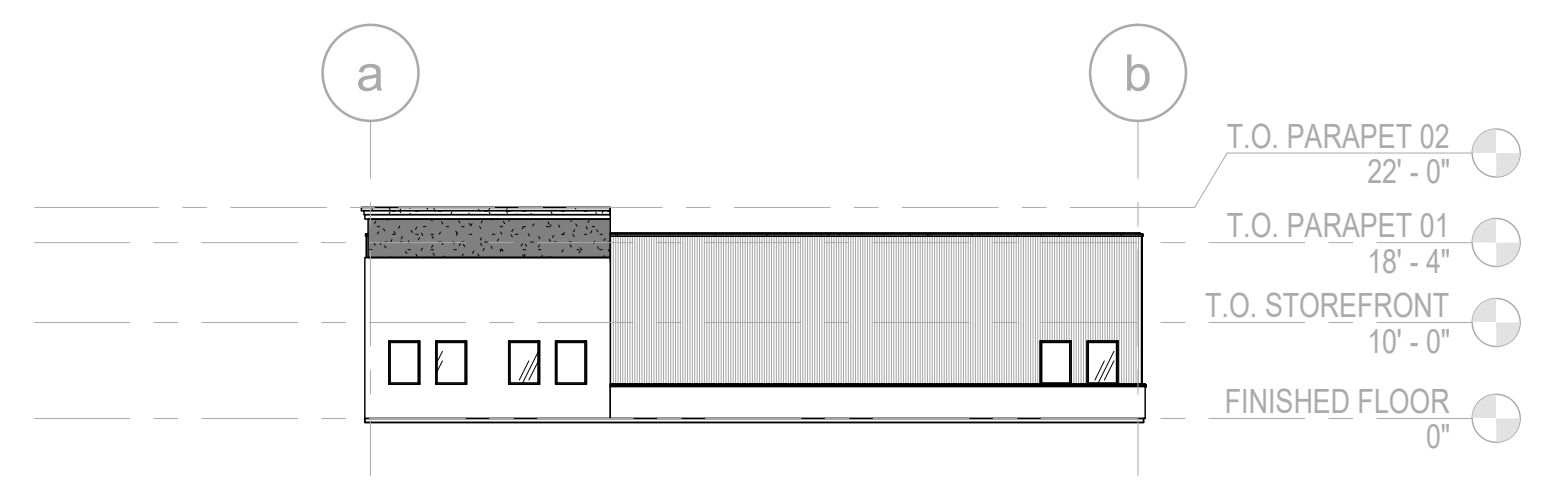
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ARCHITECTURAL  
 DRAWINGS

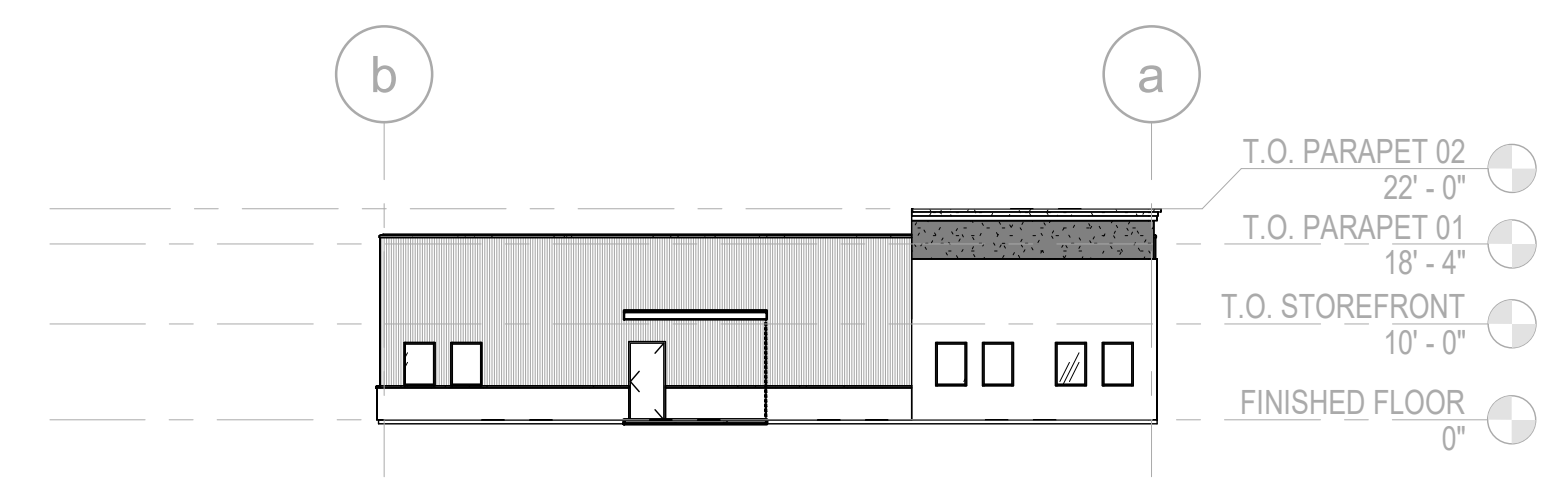
**ZS2.1**  
 23



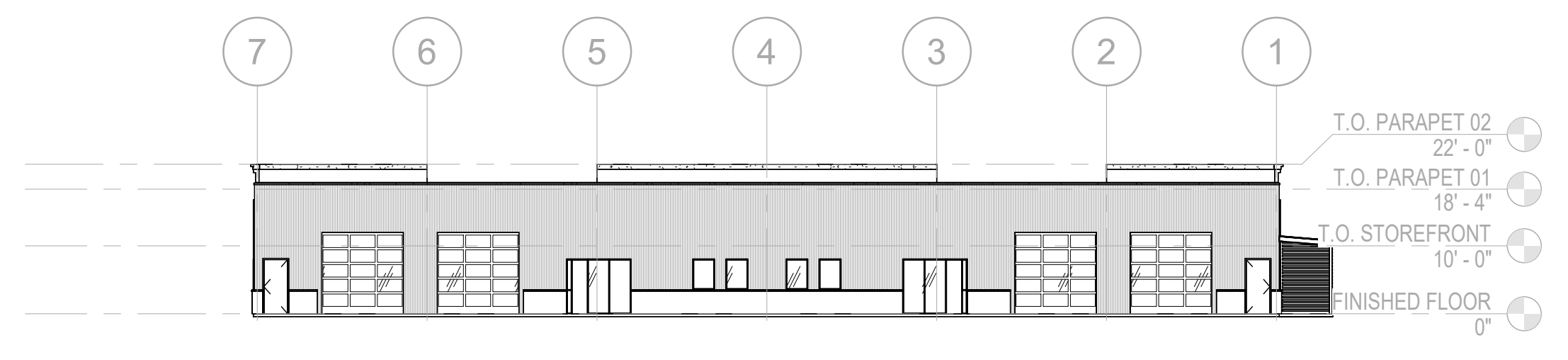
**1 FRONT ELEVATION**  
 SCALE: 1" = 20'-0"



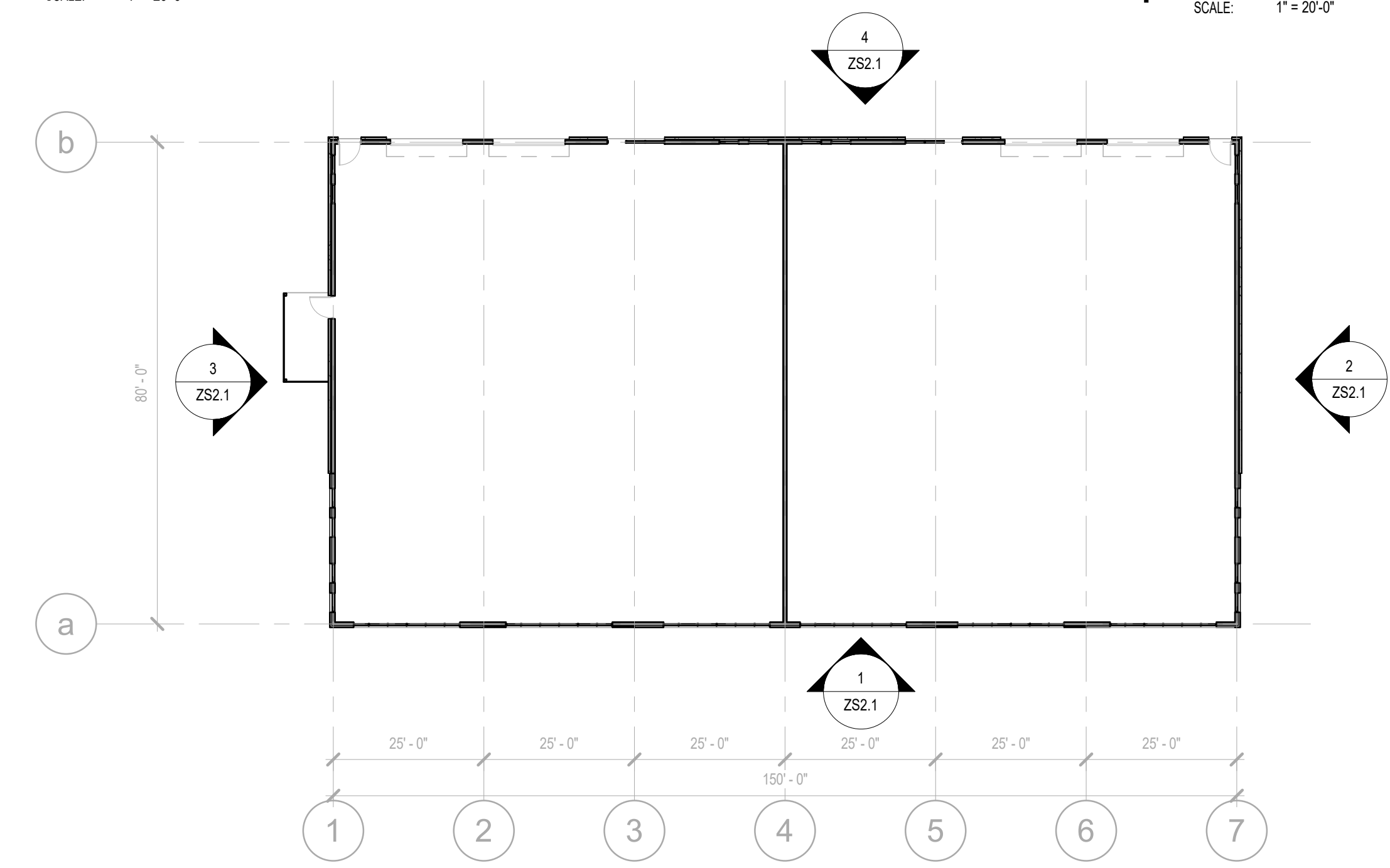
**2 PLAN EAST ELEVATION**  
 SCALE: 1" = 20'-0"



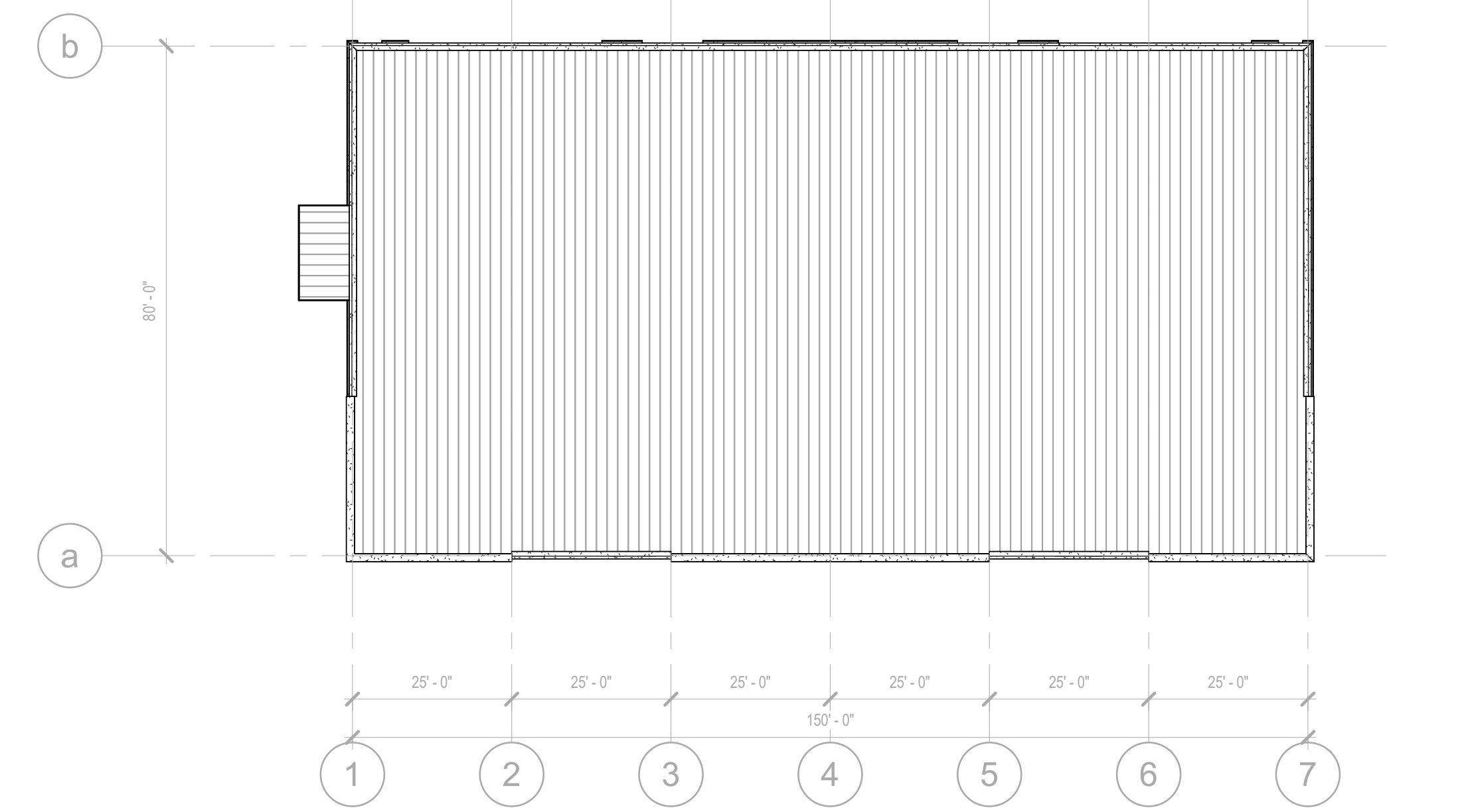
**3 PLAN WEST ELEVATION**  
 SCALE: 1" = 20'-0"



**4 REAR ELEVATION**  
 SCALE: 1" = 20'-0"



**5 FLOOR PLAN**  
 SCALE: 1" = 20'-0"



**6 ROOF PLAN**  
 SCALE: 1" = 20'-0"



**RENDERED VIEW OF SITE FROM SOUTHEAST CORNER OF FRONTAGE IMPROVEMENT**

**Project Description**  
Rezoning Application  
Proposed Autobody Shop  
118 FM 969 – Bastrop, TX

January 30, 2023

To Whom It May Concern,

The goal of this project is to re-zone two properties at the northwest corner of Highways 71 & 969 from P2 Rural to P5 Core. At the northern property, located at 118 FM 969, we propose to demolish the existing structures and develop the site for use as an autobody shop similar to the adjacent site to the south. Please see property details below. Responses to B3 core intent statements are as follows.

- **Fiscal Sustainability** - Concept plan proposes commercial development and future extension of city wastewater.
- **Geographically Sensitive Developments** - Conceptual drainage plan shows development can adequately address drainage.
- **Perpetuation of Authentic Bastrop** - Development will dedicate ROW for future development of the grid while utilizing the area for access.

**654 W SH 71  
BASTROP, TX 78602**

**Legal Description of Property :** 0.806 Acres within the Nancy Blakey Survey, Abstract No. 98, Bastrop County, Texas

**Property ID :** 24712

**Geographic ID :** R24712

**Project Goal :** To rezone from place type P2 to P5

**118 FM 969  
BASTROP, TX 78602**

**Legal Description of Property :** 1.192 Acres within the Nancy Blakey Survey, Abstract No. 98, Bastrop County, Texas

**Property ID :** 78667



**Geographic ID :** R78667

**Project Goal :** To rezone from place type P2 to P5, demolish existing structures, and the develop the site for use as an auto body shop similar to the adjacent site.

**Proposed Impervious Cover :** 30,935.97 sqft = 62% (80% Allowable)

**Proposed Building and Use :** 12,000 sqft – Conventional Steel Frame Construction (Type IIB)

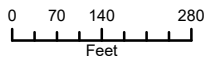
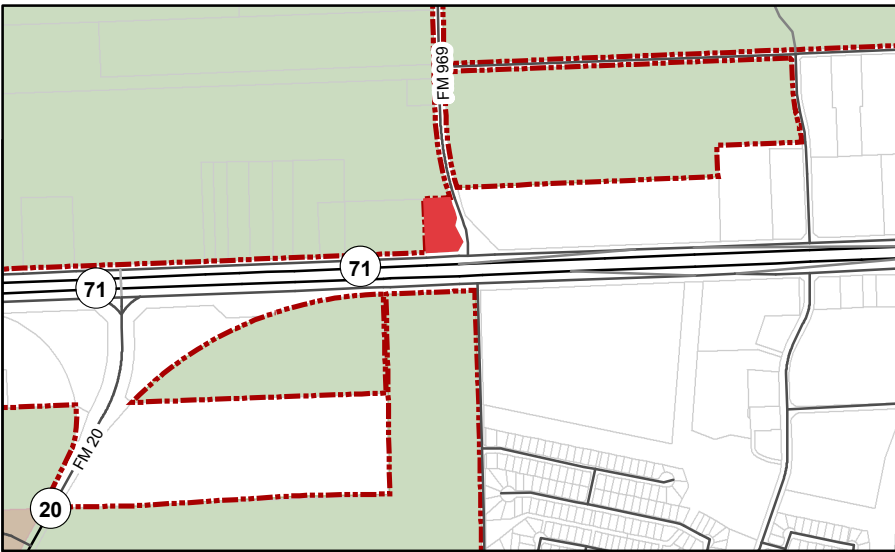
**Parking Count :** 26 spaces (2 van accessible)

**Project Scheduling :** Single phase of construction

Respectfully,



Adam W. Gates, AIA  
Architect  
(512)-653-8149  
a.gates@awgstudio.com



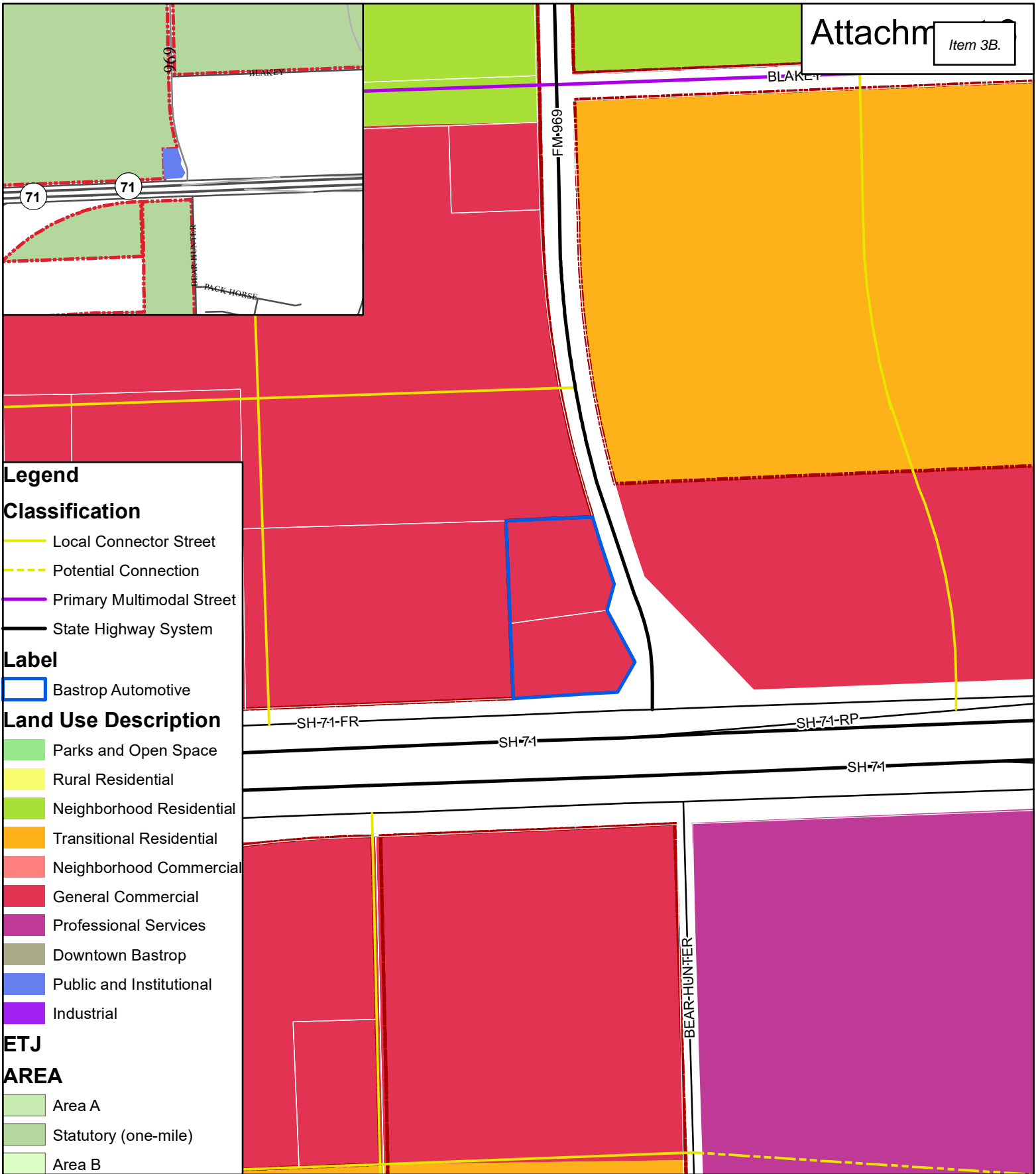
**NW Corner of SH 71 and FM 969  
 Bastrop Automotive  
 Zoning Concept Scheme**

1 inch = 300 feet

Date: 2/9/2023

The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for accuracy, completeness or usefulness of information, nor does it represent that its use will not infringe upon privately owned rights.





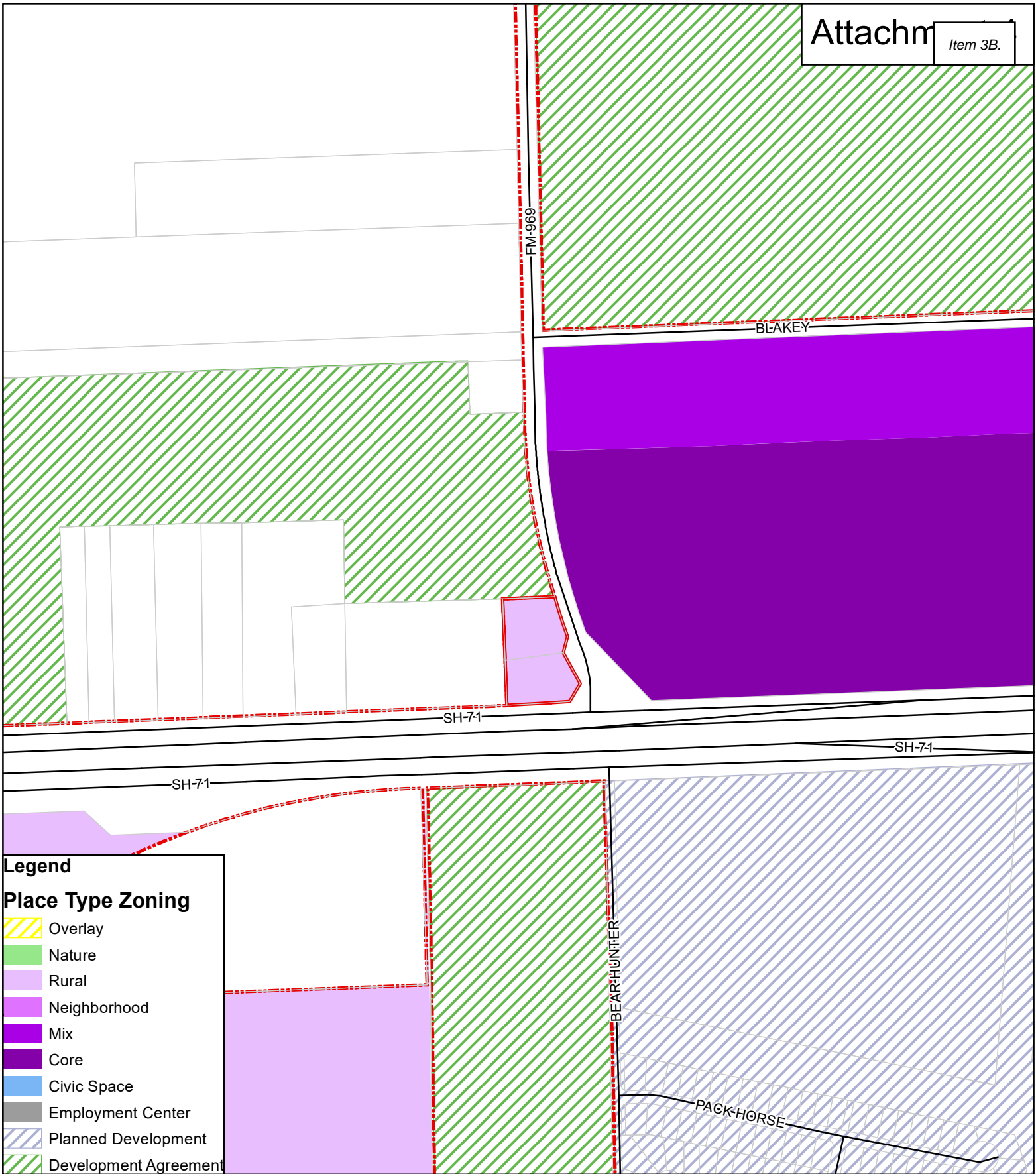
1 inch = 300 feet

Future Land Use Map  
 1.998 acres out of the  
 Nancy Blakey Survey  
 NW Corner of SH 71 and FM 969






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Date: 2/17/2023



**Legend**

**Place Type Zoning**

-  Overlay
-  Nature
-  Rural
-  Neighborhood
-  Mix
-  Core
-  Civic Space
-  Employment Center
-  Planned Development
-  Development Agreement



1 inch = 500 feet

Existing Zoning Map  
 1.998 acres out of the  
 Nancy Blakey Survey Abstract 98  
 NW Corner of SH 71 and FM 969



The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular use, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of this information, nor does it represent that it will not infringe upon privately owned rights.

Date: 2/17/2023



**Notice of Pending Zoning Change  
City of Bastrop  
Planning & Zoning Commission  
And City Council**

Dear Property Owner:

The **Planning and Zoning Commission** will conduct a public hearing on **Thursday, February 23, 2023 at 6:00 p.m.** and the **City Council** will conduct a public hearing **Tuesday, March 28, 2023 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the following request: Public Hearing on request for a Zoning Concept Scheme for 1.998 acres out of Nancy Blakey Abstract 98 located at the northwest corner of SH 71 and FM 969 to change the Place Type zoning from P2 Rural to P5 Core, within the city limits of Bastrop, Texas.

Applicant: Adam Gates/AWG Studio  
Owner: Steven Classen  
Address: Northwest corner of SH 71 and FM 969  
Legal Description: 1.998 acres out of the Nancy Blakey Abstract 98

**The site location map is attached for reference.**

As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances. For more information or to provide comments on this project, you may contact the Planning & Development Department at (512) 332-8840, visit or mail your response card below to the office at 1311 Chestnut Street, Bastrop, Texas 78602. The agenda will be posted 72 hours in advance at [https://www.cityofbastrop.org/page/cs.board\\_agendas-pz](https://www.cityofbastrop.org/page/cs.board_agendas-pz).



**PROPERTY OWNER'S RESPONSE**

As a property owner within 200 feet: (please check one)

- I am in favor of the request.
- I am opposed to the request.
- I have no objection to the request.

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Phone (optional): \_\_\_\_\_ Email (optional): \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Additional Comments (Optional):

\_\_\_\_\_

Re: Bastrop Automotive Zoning Concept Scheme



# STAFF REPORT

**MEETING DATE:** February 23, 2023

**TITLE:**

Public hearing and consider action to recommend approval of an ordinance for amendments to the Bastrop Building Block (B<sup>3</sup>) Code, Chapter 6, Section 6.5.003 Building Standards Per Place Type, Authentic Bastrop Pattern Book, and Bastrop Code of Ordinance Section 3.01.001 International Code Council (ICC); International Code Family (c) Amendments to IBC 2018, Fences not over 7 feet (2134mm) high and forward to the March 28, 2023, City Council meeting for first reading.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, AICP, LEED AP, Director of Planning & Development

**BACKGROUND/HISTORY:**

Staff and the Development Review Committee (DRC) are charged with review of the B<sup>3</sup> Code for amendments. There are inconsistencies between the adopted B<sup>3</sup> Code/Authentic Bastrop Pattern Book, and the International Building Code related to fences. Within the Authentic Bastrop Pattern Book, fences are required to be no more than 3 feet in height in the first layer and part of the second layer (depending on lot frontage) with 20% transparency (typically a picket fence). Outside of this area, the fence can transition to a 6-foot-tall privacy fence/wall. In the IBC, any fence 7 feet and under is exempt from a permit.

The proposed amendment would change the Authentic Bastrop Pattern Book to be an optional set of standards and not mandatory. The fence standards below would be included in the Code of Ordinance, Chapter 3 as an amendment to work exempt from permits.

Sec. 3.01.001 International Code Council (ICC); International Code Family.

(2) [Amend] [A] 105.2 Work exempt from permit.

(a) Fences not over 7 feet (2134 mm) high:

(1) Replacement of an existing fence, in the same location, with like for like material and design, does not require a permit.

(2) Within the first layer, fences cannot exceed 4 feet in height and must have 50% transparency.

(a) Chain link prohibited in the first layer

(3) Prohibited fence types/materials:

(a) Electric fences

(b) Barbed or razor wire material

(c) Broken glass or any protruding sharp or dangerous object cannot be incorporated into fences or walls.

(d) Fences blocking the sight triangle (requirements in B<sup>3</sup> Technical Manual)

(4) The provisions of this article shall not apply to a fence or wall necessary for the public safety as determined by the Public Works Director, Fire Chief or Building Official, or as required by any law or regulation of the State or an agency thereof.

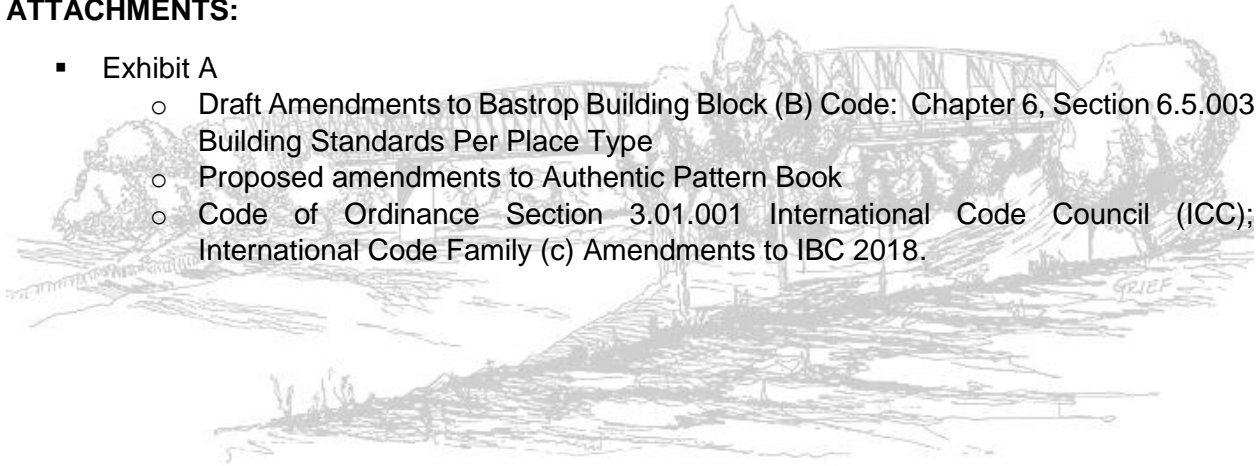
Any requested variances would be heard before the Construction Standards Board, in accordance with the process in Chapter 3.

**RECOMMENDATION:**

Hold a public hearing and consider action to recommend approval of an ordinance for amendments to the Bastrop Building Block (B<sup>3</sup>) Code, Chapter 6, Section 6.5.003 Building Standards Per Place Type, Authentic Bastrop Pattern Book, and Bastrop Code of Ordinance Section 3.01.001 International Code Council (ICC); International Code Family (c) Amendments to IBC 2018, Fences not over 7 feet (2134mm) high and forward to the March 28, 2023, City Council meeting for first reading.

**ATTACHMENTS:**

- Exhibit A
  - Draft Amendments to Bastrop Building Block (B) Code: Chapter 6, Section 6.5.003 Building Standards Per Place Type
  - Proposed amendments to Authentic Pattern Book
  - Code of Ordinance Section 3.01.001 International Code Council (ICC); International Code Family (c) Amendments to IBC 2018.



SEC. 6.5.003 BUILDING STANDARDS PER PLACE TYPE

Place Types	P1	P2	P3	P4	P5
<b>A. LOT OCCUPATION</b>					
Lot Coverage		40% max	60% max	70% max	80% max
Facade Buildout at Build-to-Line		40% min	40% min	60% min	80% min
Build-to-Line		10 ft - no max	10 ft - 25 ft*	5 ft - 15 ft	2 ft - 15 ft

\* Lots exceeding 1/2 acre may extend the 1 Layer of the Lot up to 60 ft from the Frontage Line.

<b>B. BUILDING HEIGHT (STORIES)</b>					
Principal Building		2 max	2 max	3 max**	5 max / 3 max*
Accessory Dwelling Unit		2 max	2 max	2 max	2 max

\* CD Downtown/ Old Town

\*\* 2 1/2 Max in Overlay

<b>C. ENCROACHMENTS</b>					
<b>First Layer Encroachments</b>					
Open Porch		50% max	50% max	80% max	n/a
Balcony and/or Bay Window		25% max	25% max	50% max	100% max
Stoop, Lightwell, Terrace or Dooryard		NP	NP	100% max	100% max

**R.O.W. Encroachments \*\*\***



Place Types	P1	P2	P3	P4	P5
Awning, Gallery, or Arcade		NP	NP	to within 2 ft. of the Curb	to within 2 ft. of the Curb

**First Layer Encroachment Depths**

Porch		5 ft min	8 ft min	8 ft min	n/a
Gallery		NP		10 ft min	10 ft. min.
Arcade		NP			12 ft. min.

**D. PARKING LOCATION**

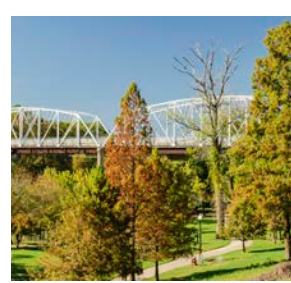
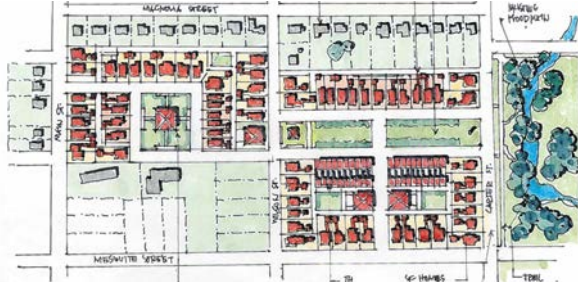
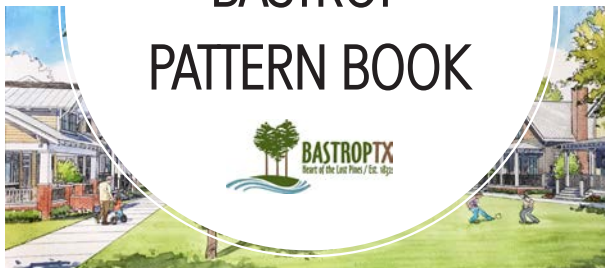
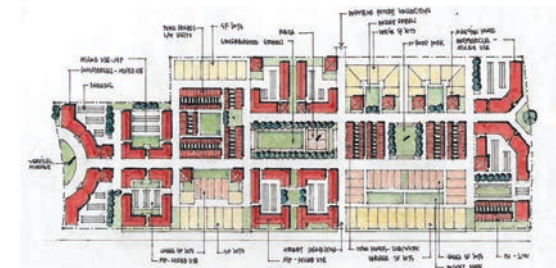
Second Layer		P	P	NP	NP
Third Layer		P	P	P	P
*** Required to go through an Encroachment process					

**E. FENCE LOCATION**

Fences allowed within the Layers as defined in the Bastrop Code of Ordinances, Chapter 3.



AUTHENTIC BASTROP PATTERN BOOK



ADOPTED: November 12, 2019  
AMENDED: 2023



We live in a time of increased awareness surrounding the inefficiencies of suburban development patterns (i.e. suburban sprawl). Suburban sprawl is a major part of mainstream discussions regarding future fiscal and environmental sustainability of current human settlement patterns. The suburban sprawl lifestyle has led to obesity and health issues, challenges regarding safety and delivery of services, inefficient use of infrastructure, car dominated life and culture, lack of pedestrian friendly streets and public spaces, and isolation. The effects of these factors have forced those who plan and design neighborhoods, towns and cities to fundamentally rethink their approach to future development.

Bastrop's B3 Code presents an alternative to current day development patterns and processes. Given the great amount of acreage of develop-able land and the infill opportunities within the historic pattern of existing square blocks, we have conceived the future development in Bastrop as a carefully laid out quilt of geographically sensitive development patterns, identifiable place types, and a series of well-enclosed and safe public places - parks and plazas - surrounded by building blocks of varying building types and densities. Human-scaled clusters of buildings (i.e. pocket neighborhoods) with well-enclosed public spaces create potential for unscheduled human interactions and provide the physical framework for the formation of an appropriate sense of urbanity. Development patterns, like the one described, are conducive to genuine human contact currently absent from conventional suburban development patterns, but essential for creating a sense of community.

~~The Patten Book is mandatory in the Iredell District and the Historic Bastrop Commercial District. The Pattern Book is intended to serve as an educational and inspirational guide to development in Bastrop. in areas where it is not required to be utilized.~~

**Sec. 3.01.001 International Code Council (ICC); International Code Family.**

- (a) The International Building Code (IBC) 2018 edition, with all appendices as published by the International Code Council, Inc., is adopted by reference as though copied herein fully, except such portions as are deleted, modified or amended in this chapter.
- (b) All portions of the existing code shall remain in effect unless specifically amended in this chapter.
- (c) The following amendments are being made to the International Building Code (IBC) 2018:
  - (1) [Amend] Table 1004.5 Maximum Floor Area Allowances Per Occupant.
    - (a) Function of Space: Business Areas, Occupant Load Factor: One hundred (100) Gross.
  - (2) [Amend] [A] 105.2 Work exempt from permit.
    - (a) Fences not over 7 feet (2134 mm) high:
      - (1) Replacement of an existing fence, in the same location, with like for like material and design, does not require a permit.
      - (2) Within the first layer, fences cannot exceed 4 feet in height and must have 50% transparency.
        - (a) Chain link prohibited in the first layer
      - (3) Prohibited fence types/materials:
        - (a) Electric fences
        - (b) Barbed or razor wire material
        - (c) Broken glass or any protruding sharp or dangerous object cannot be incorporated into fences or walls.
        - (d) Fences blocking the sight triangle (requirements in B<sup>3</sup> Technical Manual)
    - (4) The provisions of this article shall not apply to a fence or wall necessary for the public safety as determined by the public works director, fire chief or building official, or as required by any law or regulation of the State or an agency thereof.

(Ord. No. 2014-28, 12-9-14; Ord. No. 2019-61 , § 3, 11-26-19)



# STAFF REPORT

**MEETING DATE:** February 23, 2023

**TITLE:**

Public hearing and consider action to recommend approval of an ordinance for amendments to the Bastrop Building Block (B<sup>3</sup>) Code, Chapter 9, Historic Landmark Preservation & The Iredell District regarding when Certificate of Appropriateness are required and forward to the March 28, 2023, City Council meeting for first reading.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, AICP, LEED AP, Director of Planning & Development

**BACKGROUND/HISTORY:**

Staff and the Development Review Committee (DRC) are charged with review of the B<sup>3</sup> Code for amendments. With the implementation of the Code, Staff believes that the administrative Certificate of Appropriateness for exterior building materials is an unnecessary application step that can be combined with the building permit review.

With the B<sup>3</sup> Code, the Iredell Historic District was adopted to allow the City to have building material requirements within the area established in the town tract in 1920. The House Bill 2439 was enacted in 86<sup>th</sup> Texas Legislative Session in 2019, which restricted municipality's ability to require exterior building material standards and allowed any material in the last three versions of the International Building Code. However, within a historic district, a city can require exterior building material standards.

Prior to the B<sup>3</sup> Code adoption, only buildings within the Bastrop Commercial National Register Historic District and site/structures that were designated as a local, state or national landmark were required to receive a Certificate of Appropriateness to make exterior changes to a site or structure. The B<sup>3</sup> Code added an administrative Certificate of Appropriateness requirement for exterior change on all buildings and required a Certificate of Appropriateness for all building demolitions and relocations within the Iredell Historic District. The standards for the building materials are included in the Authentic Bastrop Pattern Book.

The proposed amendment adopts a set of allowed materials in Chapter 9 (as the Authentic Bastrop Pattern Book is proposed to be made optional in another amendment) that would apply within the Historic Districts. As long as a building permit complies with the requirements, no COA would be required.

**SEC. 9.3.002 CERTIFICATE OF APPROPRIATENESS EXEMPTIONS**

- (5) New fence, railing or wall that is consistent with the adopted standards in **the Bastrop Code of Ordinances, Chapter 3 – Building Regulations** ~~Historic District's characteristics and applicable guidelines.~~

- (6) Site landscape Alterations and other hardscape features provided that these do not alter a Building or Structure designated as a Historic Landmark or that is a Contributing historic Structure to the Historic District.
- (7) Exterior building materials on the permitted list below on buildings greater than 120 square feet within the Iredell District that are not designated as a local, state or national landmark.
- A. Masonry exterior construction shall include all construction of stone material (including artificial stone), brick material, or stucco which is composed of solid, cavity, faced, or veneered-wall construction.
- The types of allowable masonry construction are listed below:
- i. Stone Material: Masonry construction using stone material may consist of granite, marble, limestone, slate, river rock, and other hard and durable naturally occurring all weather stone. Cut stone and dimensioned stone techniques are acceptable.
  - ii. Brick Material: Brick material used for masonry construction shall be hard fired (kiln fired) clay or slate material that meets the latest standard contained within the building code. Unfired or underfired clay, sand, or shale brick are not allowed.
  - iii. Plaster Finishes: Plaster (stucco) shall have a minimum overall thickness of 7/8".
- B. Glass exterior construction shall include glass curtain walls or glass block construction. Glass curtain wall shall be defined as an exterior wall which carries no structural loads, and which may consist of the combination of metal, glass, or other surfacing material supported in a metal framework.
- C. Siding shall include fiber cement board or wood products excluding vertical panels.
- D. Up to 10% of the exterior siding on each façade can be a material not listed here and allowed in the adopted International Building Code.

The amendment also limits COAs on demolitions and relocations to houses over 50 years in age.

#### SEC. 9.4.001 COA FOR DEMOLITION OR RELOCATION REQUIRED

- (a) A permit for Demolition, Removal, or Relocation for any local, state, or national Historic Landmark or any structure or Site within a Historic District **that is more than 50 years old** shall not be granted by the City without the review and approval of a Certificate of Appropriateness by the Historic Landmark Commission in accordance with the provisions of this article.

Any request to deviate from these standards would require a Certificate of Appropriateness reviewed by the Historic Landmark Commission.

**RECOMMENDATION:**

Hold public hearing and consider action to recommend approval of an ordinance for amendments to the Bastrop Building Block (B<sup>3</sup>) Code, Chapter 9, Historic Landmark Preservation & The Iredell District regarding when Certificate of Appropriateness are required and forward to the March 28, 2023, City Council meeting for first reading.

**ATTACHMENTS:**

- Exhibit A
  - Draft Amendments to Bastrop Building Block (B) Code: Chapter 9, Historic Landmark Preservation & The Iredell District



(c) Iredell Historic District – locally designated district

This district was adopted as a local district by City Council on **November 26, 2019** ~~XX~~. The district encompasses the Farm Lots and Building Blocks that established a unique Development Pattern, which possesses a significant in history, provided a significant contribution to the local pattern and represents an established and familiar visual feature of the City that is the basis of the Bastrop Building Block (B<sup>3</sup>) Code. The boundaries are outlined in Figure 9.2.006B.

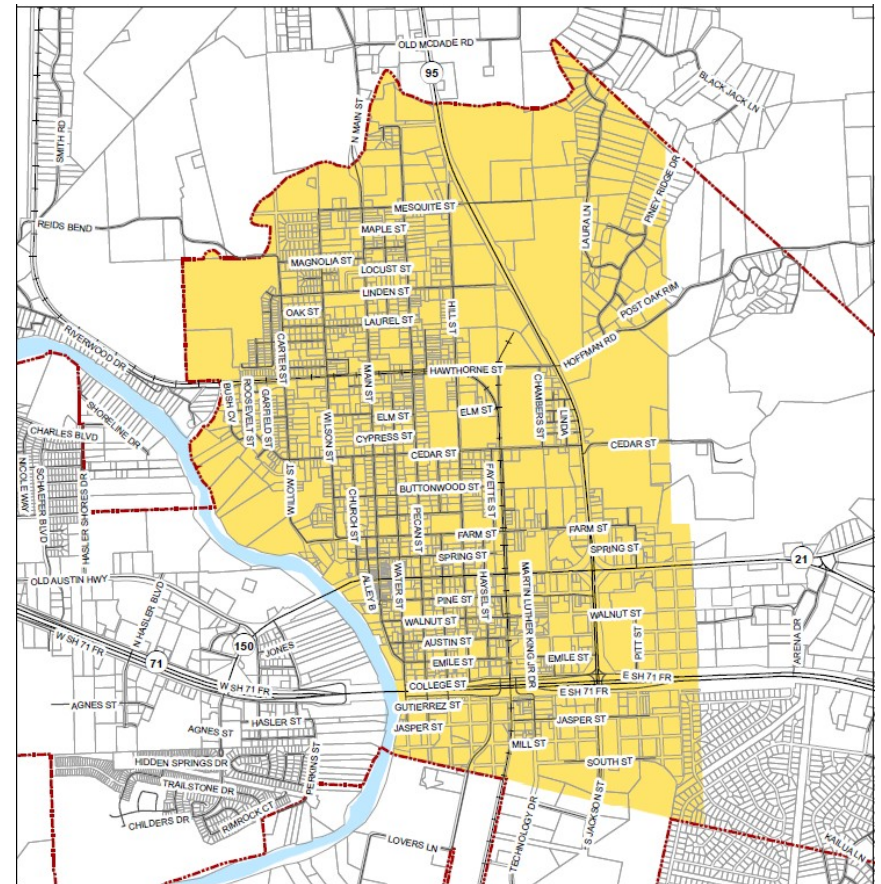


FIGURE 9.2.008 B



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## ARTICLE 9.3 CERTIFICATE OF APPROPRIATENESS

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### SEC. 9.3.001 REQUIREMENT FOR CERTIFICATE OF APPROPRIATENESS

(a) No person, firm, corporation or other organization shall carry out any Project that includes the Construction, Reconstruction, alteration, Restoration, Rehabilitation, Relocation or Demolition of any local, state, or national Historic Landmark or any structure, Site, or Sign within a Historic District, nor shall any person make any material change to any structural exterior elements or architectural features visible from a public right-of-way which affect the appearance and cohesiveness of any local, state, or national Historic Landmark or any structure or Site within a Historic District without prior approval of a Certificate of Appropriateness.

### SEC. 9.3.002 CERTIFICATE OF APPROPRIATENESS EXEMPTIONS

(a) Certificate of Appropriateness shall not be required for the following:

- (1) Ordinary Maintenance, as defined in this article.
- (2) Interior Construction or Alterations provided the Alterations do not alter the exterior wall of the Building.

(3) New, modifications or Removal of existing awnings, canopies, exterior paint color or exterior Lighting that are attached to a P3 or P4 Structure provided the Alterations do not alter the exterior wall of a Building designated as a Historic Landmark.

(4) Demolition of a Building or Structure that the Building Official has declared a dangerous Structure in accordance with article 3.12 of this article, as amended, or determined that Demolition is necessary for the preservation of the public health, safety and welfare.

A. Should the Building Official declare a Building a dangerous Structure or determine that Demolition is necessary for the preservation of public health, safety and welfare, the Building Official shall coordinate with the Historic Preservation Officer and property owner to identify historic and significant architectural features that are unique to the Building or Structure, era or district and that may be salvaged.

B. The Historic Preservation Officer shall create a record of the Building or Structure to be demolished through archival-quality photo-documentation, drawings, and other information

similar to those required by the Historic American Buildings Survey. The list of identified historic and significant architectural features to be salvaged shall also be made part of this record.

- (5) New fence, railing or wall that is consistent with the adopted standards in **the Bastrop Code of Ordinances, Chapter 3 – Building Regulations** ~~Historic District's characteristics and applicable guidelines.~~
- (6) Site landscape Alterations and other hardscape features provided that these do not alter a Building or Structure designated as a Historic Landmark or that is a Contributing historic Structure to the Historic District.
- (7) Exterior building materials on the permitted list below on buildings greater than 120 square feet within the Iredell District that are not designated as a local, state or national landmark.
- A. Masonry exterior construction shall include all construction of stone material (including artificial stone), brick material, or stucco which is composed of solid, cavity, faced, or veneered-wall construction.

The types of allowable masonry construction are listed

below:

- i. **Stone Material:** Masonry construction using stone material may consist of granite, marble, limestone, slate, river rock, and other hard and durable naturally occurring all weather stone. Cut stone and dimensioned stone techniques are acceptable.
  - ii. **Brick Material:** Brick material used for masonry construction shall be hard fired (kiln fired) clay or slate material that meets the latest standard contained within the building code. Unfired or underfired clay, sand, or shale brick are not allowed.
  - iii. **Plaster Finishes:** Plaster (stucco) shall have a minimum overall thickness of 7/8".
- B. Glass exterior construction shall include glass curtain walls or glass block construction. Glass curtain wall shall be defined as an exterior wall which carries no structural loads, and which may consist of the combination of metal, glass, or other surfacing material supported in a metal framework.
- C. Siding shall include fiber cement board or wood products excluding vertical panels.
- D. Up to 10% of the exterior siding on each façade can be a material not listed here and allowed in the adopted International Building Code.

### SEC. 9.3.003 CERTIFICATE OF APPROPRIATENESS APPLICATION PROCEDURE

(a) When a Certificate of Appropriateness is required, no work can begin before the Historic Preservation Officer or the Historic Landmark Commission has first issued a Certificate of Appropriateness. The Certificate of Appropriateness shall be in addition to and not in lieu of any permits required (i.e. Building, Sign, alcohol, etc.). The Building Official cannot approve any Application for a Sign or building permit to a Structure and/or Site that requires, but does not have a Certificate of Appropriateness.

- (b) The owner or owner's agent shall file an Application, as provided by the City, for such a certificate. The Application shall contain at a minimum:
- (1) Application fee as established in appendix A—Fee Schedule;
  - (2) Contact information for the Applicant and/or owner;
  - (3) A detailed description of all proposed work;
  - (4) Location and photographs of existing conditions;
  - (5) Elevation drawings, photographs, or illustrations of the proposed changes;
  - (6) Samples of materials to be used;
  - (7) If the proposal includes Signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the Sign's location on the property;
  - (8) Any other information that the City may deem necessary in order to visualize the proposed work; and

(9) The Historic Preservation Officer shall review the submission and determine if the Application is complete. If the Application does not meet the requirements to be approved administratively, the Application will be forward to the Historic Landmark Commission for consideration at their next available meeting agenda.

#### ~~SEC. 9.3.004 ADMINISTRATIVE APPROVAL OF A CERTIFICATE OF APPROPRIATENESS~~

~~(a) Certificate of Appropriateness may qualify for Administrative Approval by the Historic Preservation Officer if the proposed Project meets all of the following conditions:~~

~~(1) The property is not located in a national Historic District;~~

~~(2) All of the material Standards identified in the Pattern Book are met;~~

~~(3) The proposed Structure or Site is not designated as a local, state, or national Historic Landmark.~~

~~(b) The Historic Preservation Officer may elect to present a Certificate of Appropriateness to the Historic Landmark Commission for review and consideration.~~

~~(c) If the Historic Preservation Officer does not approve a Certificate of Appropriateness, the Application may be forwarded to the Historic Landmark Commission for review and consideration at the request of the Applicant.~~

#### SEC. 9.3.005 HISTORIC LANDMARK COMMISSION APPROVAL OF CERTIFICATE OF APPROPRIATENESS

(a) The Commission shall review an Application for a Certificate of Appropriateness at a regularly scheduled or special meeting within 45 days from the date the Application is deemed administratively complete for review, at which time an opportunity will be provided for the Applicant to be heard. The Historic Landmark Commission shall approve, deny, or approve with conditions or modifications the permit, within 30 days after the review meeting, provided however, both review and action may occur at the same meeting. In the event the Historic Landmark Commission does not act within 60 days from the date the Application is deemed administratively complete for review, a permit will be deemed approved.

(b) All decisions of the Historic Landmark Commission shall be in writing. The Historic Landmark Commission's decision shall state its findings pertaining to the approval, denial, or modification of the Application. A copy shall be

provided to the Applicant and a copy shall be maintained in the files of the Planning and Development Department and distributed to other appropriate City departments.

- (c) An Applicant for a Certificate of Appropriateness who is dissatisfied with the action of the Historic Landmark Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to Appeal the determination to the City Council. The Applicant has 15 calendar days from date of the Historic Landmark Commission action to file for the Appeal. The Appeal request will be placed on the next available City Council agenda. To be considered, the Appeal shall set forth in writing the grounds for such Appeal and shall provide the City with any pertinent evidence and all related documentation related to the Appeal. The City Council shall use the adopted approval criteria for the Appeal review.
- (d) A Certificate of Appropriateness shall expire 2 years from the date of approval if the proposed scope of work has not been completed. If a building permit for approved work has been issued, the Certificate of Appropriateness will expire 2 years from the permit issue date. The Commission, upon determination of a reasonable need, may authorize 1 extension of an additional 6 months to

obtain a building permit for the work in which the Certificate of Appropriateness was approved upon showing of just cause by the Applicant.

#### SEC. 9.3.006 CRITERIA FOR APPROVAL OF CERTIFICATE OF APPROPRIATENESS (COA)

- (a) In considering an Application for a Certificate of Appropriateness (COA), the Historic Landmark Commission shall be guided by any locally adopted design Standards, and where applicable, the following from the Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings . Any adopted design Standards and Secretary of the Interior's Standards shall be made to the property owners of historic landmarks.
- (1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal Alteration of the Building, Structure, object, or Site and its environment.
  - (2) The distinguishing original qualities or character of a Building, Structure, object, or Site and its environment shall not be destroyed. The Removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

- (3) All buildings, Structures, objects, and Sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier or later appearance shall be discouraged.
- (4) Changes that may have taken place in the course of time are evidence of the history and Development of a Building, Structure, object, or Site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize, a Building, Structure, object, or Site shall be kept to the greatest extent practical.
- (6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other Building or Structures.
- (7) The surface cleaning of Structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- (8) For building materials, architecture standards, architectural details, massing for a variety of building types, see the Pattern Book.
- (9) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any Project.
- (10) Contemporary design for Alterations and Additions to existing properties shall not be discouraged when such Alterations and Additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, color, material, and character of the property, neighborhood, or environment.
- (11) Wherever possible, new Additions or Alterations to buildings, Structures, objects, or Sites shall be done in

such a manner that if such Additions or Alterations were to be removed in the future, the essential form and integrity of the Building, Structure, object, or Site would be unimpaired.

order, and all work shall immediately cease. No further work shall be undertaken on the Project as long as a stop-work order is in effect.

- (b) A stop-work order may be lifted following submission and approval of plans for corrective action or work, or other plans to bring the Project into compliance with the conditions or requirements of the Certificate of Appropriateness or other approvals.

**SEC. 9.3.007 CONSIDERATION OF PREVIOUSLY DENIED APPLICATION**

- (a) A new Application for a Certificate of Appropriateness for a structure or Site that was previously denied a similar Certificate of Appropriateness shall not be considered if

the Historic Landmark Commission or the City Council, on appeal, for the structure or Site within 1 year from the date of the final decision. If there has been a substantial change in the conditions affecting the structure or Site or the proposed Project is substantially different from the previous Application, the City may find that are sufficient to Warrant consideration prior to the 1 year period.

**SEC. 9.3.008 ENFORCEMENT**

- (a) All work performed pursuant to a Certificate of Appropriateness issued under this article shall conform to any conditions or requirements included therein. It shall be the duty of the building inspector or their designee to inspect periodically any such work to assure compliance. In the event work is not being performed in accordance with the Certificate of Appropriateness, the Building Official or their designee shall issue a stop-work

**ARTICLE 9.4 COA REQUIRED FOR DEMOLITION OR RELOCATION**

**SEC. 9.4.001 COA FOR DEMOLITION OR RELOCATION REQUIRED**

- (a) A permit for Demolition, Removal, or Relocation for any local, state, or national Historic Landmark or any structure or Site within a Historic District **that is more than 50 years old** shall not be granted by the City without the review and approval of a Certificate of Appropriateness by the Historic Landmark Commission in accordance with the provisions of this article.

**SEC. 9.4.002 PROCEDURE FOR COA FOR DEMOLITION**

- (a) An Application for a Certificate of Appropriateness shall contain the following minimum information:

- (1) Application fee as established in appendix A—Fee Schedule;
  - (2) Owner and agent contact information;
  - (3) A detailed description of the reason the proposed Demolition is necessary;
  - (4) Location of the proposed Demolition;
  - (5) Evidence of the existing conditions of the property which justify the need for Demolition;
  - (6) A detailed description of the methods of Demolition including the process and procedure for Removal of all debris and how surrounding properties will be protected during the Demolition process;
  - (7) Any other information that the City may deem necessary in order to determine the need for the proposed Demolition.
- (b) The Commission shall hold a public hearing on the Application within 45 days after the date a complete Application is Filed with the City. The Applicant, property owner, and all property owners located within two hundred 200 feet of the property proposed to be demolished shall be mailed a written notice 10 days prior to the hearing.
- (c) When considering the Certificate of Appropriateness for Demolition, the Historic Landmark Commission shall consider the following:
    - (1) The historic value of the Structures or Site;
    - (2) The state of repair of the Structures or Site;
    - (3) The existing and potential usefulness, including the economic usefulness, of the Structures, buildings or objects on the Lot, parcel or Site;
    - (4) The reasons for preserving the Structures, buildings or objects on the Lot, parcel or Site;
    - (5) The character of the neighborhood; and
    - (6) Any other factors the Historic Landmark Commission deems appropriate when considering the proposed Demolition.
  - (d) When considering the Certificate of Appropriateness for Relocation, the Historic Landmark Commission shall consider the following:



- (1) The style of Construction and compatibility with the local Historic District;
  - (2) The historic value and structural state of the Structure;
  - (3) The historic value of the Site;
  - (4) The reasons for preserving the Structure on an alternate Site;
  - (5) The character of the neighborhood;
  - (6) Any other factors the Historic Landmark Commission deems appropriate when considering the proposed Demolition.
- (e) If the Historic Landmark Commission determines, that the evidence supports the Demolition, Removal or Relocation of the Structure or if the Historic Landmark Commission determines that the interest of preserving historic values will not be adversely affected by such Demolition, Removal or Relocation that the interest of preserving historical values can best be served by the Removal of the Structures, buildings or objects, it shall issue a Certificate of Appropriateness for Demolition of the Structures or Site.
- (f) If no action has been taken by the Historic Landmark Commission within 60 days of original receipt by the Historic Landmark Commission of the Application, the Certificate of Appropriateness for Demolition shall be deemed approved by the Historic Landmark Commission.
- (g) Any Applicant who is dissatisfied with the action of the Historic Landmark Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to Appeal the determination to the City Council. The Applicant has 15 calendar days from date of the Historic Landmark Commission action to file for the Appeal. The Appeal request will be placed on the next available City Council agenda. To be considered, the Appeal shall set forth the grounds for such Appeal and shall provide the City with any pertinent evidence and all related documentation related to the Appeal. The City Council shall use the adopted approval criteria for the Appeal review.