# Bastrop Planning and Zoning Commission Agenda

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



# January 25, 2024 Agenda - Planning and Zoning Commission at 6:00 PM

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.

#### 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

<u>3A.</u> Consider action to approve meeting minutes from the December 21, 2023, Planning and Zoning Commission Meeting.

Submitted by: Melissa Gustafson, Development Services Technician

3B. Public hearing and consider action to recommend approval to adopt the 2024 Schedule of Uniform Submittal Dates for Site Development Plans, Zoning Concept Schemes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B³) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B³) Technical Manual Section 1.2.002 Uniform Submittal Dates, as shown in Exhibit A, and forward to the February 13, 2024 City Council meeting.

### 4. UPDATES

- 4A. Future development related items
- 4B. Development Services 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, <a href="www.cityofbastrop.org">www.cityofbastrop.org</a> and said Notice was posted on the following date and time: Friday, January 19, 2024 at 10:00 a.m. and remained posted for at least two hours after said meeting was convened.

/s/Nicole Peterson
Nicole Peterson, Project Coordinator



# Planning and Zoning STAFF REPORT

MEETING DATE: January 25, 2023

### TITLE:

Consider action to approve meeting minutes from the December 21, 2023, Planning and Zoning Commission Meeting.

### **AGENDA ITEM SUBMITTED BY:**

Melissa Gustafson, Development Services Technician

### **ATTACHMENTS:**

Meeting Minutes from December 21, 2023

# PLANNING & ZONING COMMISSION MEETING

# December 21, 2023, at 6:00 P.M. Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, December 21, 2023, at 6:00 PM in the Council Chambers located at 1311 Chestnut Street, Bastrop, Texas 78602

### 1. CALL TO ORDER

Ismael Harris called the meeting to order at 6:00

Ishmael Harris Present
Judah Ross Present
Ashleigh Henson Absent
Patrice Parsons Present
Gary Moss Present
Gary Schiff Absent
David Barrow Present

### 2. CITIZEN COMMENTS

No citizen comments.

### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Consider action to approve meeting minutes from the October 5, 2023, Planning and Zoning Commission Meeting.

Gary Moss made a motion to approve the meeting minutes from the October 5, 2023, Planning and Zoning Commission Regular Meeting. Judah Ross seconded the motion. The motion passed unanimously.

3B. Consider action to appoint a Planning and Zoning Commission member as its representation on the Historic Landmark Commission (HLC)

Kennedy Higgins, Planner presented to Commissioners that HLC is required to have a P&Z representative. Gary Moss had volunteered. Judah Ross made a motion to accept Gary Moss as the P&Z representative to the HLC and David Barrow seconded the motion, the motion carried with five Commissioners in favor and one opposed.

3C. Hold Public Hearing and Consider action to approve the request for a Zoning Concept Scheme from P4 Mix to P-CS Civic Space for the area described as 1.08 +/-acres of land out of the Farm Lot 67 east of Main Street located at the northeast corner of State Highway 95 and Farm Street, within the city limits of Bastrop, Texas.

Kennedy Higgins, Planner presented to Commissioners the proposed request to change two lots owned by the City from P4 Mix to P-CS. The proposed change would then match the surrounding area. She stated the lots could be used to expand the cemetery in the future, but that has not been decided at this point.

The city is not currently looking to acquire any other parts of the cemetery to purchase. Discussion between Staff and Commissioners commenced on the following items:

- Civic Space is considered open space, public space, parks, recreation as well as cemeteries.
- Renovations are currently going on at the cemetery. There are less than 40 spaces currently available.
- There is expansion toward the rear and if more is needed, move toward the front.
- The protection and beautification of the cemetery is all that is planned at this time.
- The city is responsible for upkeep and beautification.

Judah Ross made a motion to recommend approval of the request for a Zoning Concept Scheme from P4 Mix to P-CS Civic Space for the area described as 1.08 +/-acres of land out of the Farm Lot 67 east of Main Street located at the northeast corner of State Highway 95 and Farm Street, within the city limits of Bastrop, Texas. David Barrow seconded the motion. The motion was passed unanimously.

3D. Consider action to approve Valverde Section 1, Phase 1 and 2 Final Plat, being 47.745 acres out of Nancy Blakey Survey, Abstract Number 98, located west of FM 969, within the City of Bastrop, Texas, as shown in Attachment 1.

Kennedy Higgins, Planner, presented the final plat and how the development will take place. Discussion commenced between Staff and Commissioners on the following items:

- 1<sup>st</sup> phase will be residential. 19 of the 47 acres will go to residential lots, 15 or so acres will go to Right of Way.
- 2 lots are for open space, and 10 for open space/drainage.
- There will be 12 streets, 7 alleys. Street A will be the main access off FM 969, Street E will be the main connector with the rest of the subdivision.
- The majority of the lots will be alley-loaded instead of having parking of the street frontage.
- Water will be provided by the city. The developer is connecting to the water line on the south side of SH 71,
- Wastewater will be provided via a new lift station and line extensions along FM 969. They
  are proposing surface and underground drainage and existing detention ponds on site.
- Clarification of the bond was explained by Staff that before a plat can be recorded, 2 things must happen:
  - Infrastructure has to be built or they put up a bond for the cost of 125% of the construction.
  - To move the plat forward, the developer chose to put up a bond.
    - The city recently annexed 399 acres as part of the Development Agreement so they will meet city standards.
    - This plat does not meet county standards as the County would prefer ditch and culvert sections instead of underground drainage.
  - This is adjacent to FM 969 and everything on the west side of it has not been annexed.
  - This is only Phase 1 and 2 of multiple phases, similar to The Colony.
  - The city just acquired Vista Puente Rd which will ultimately connect down into the subdivision, that's SH 21, creating multiple exits to relieve FM 969.
  - Commissioners and Staff further discussed roads, traffic and exits.
- Staff expressed relief is met due to the acquisition of Vista Puente.
- As for Fire, EMS, and more staff, this development will come onto city proper. We will look at staffing at that time.
  - This is a Lennar Subdivison, some of it is D.R, Horton, there will be about 10 homes a week in production. This development will be single-family with a little mixed use.

Judah Ross made a motion to approve Valverde Section 1, Phase 1 and 2 Final Plat, being 47.745 acres out of Nancy Blakey Survey, Abstract Number 98, located west of FM 969, within the City

of Bastrop, Texas, as shown in Attachment 1. David Barrow seconded the motion, and it was approved unanimously.

3E. Consider action to approve Lovers Lane Preliminary Plat, being 25.01 acres situated in Stephen F. Austin Survey, Abstract No. 2, located West of Lovers Lane and South of Margie's Way Bastrop, Texas, as shown in Attachment 1.

Kennedy Higgins, Planner presented the preliminary plat that is subdividing into eight, half acre lots and the rest left undeveloped until utilities are extended.

Discussion commenced between Staff and the Commissioners on the following items:

- Right of Way dedication for future extension of Lover's Lane.
- Water will be provided by Bastrop WCID#2, Wastewater will be septic.
- This property was previously owned by the city & located in front of the new movie studio and next door to Tahitian Village. It is currently vacant.
- Only a small portion at the edge is in the 100-year floodplain.
- Dedication to parks is unknown at this time; however, it is in our city ordinance that it is required, and the developer will be putting in townhomes and at that time we will not know if they are putting in a public park, playscape, or contribute to the city's park fund.
- Traffic impact, potential 100 extra vehicles a day.
  - There is currently Right of Way dedication to Lover's Lane and that is a County road. Twenty feet on both sides with room for expansion.
  - The traffic impact fee was just approved with a maximum amount and a two-year grace period. At permit phase there will be an exaction.
  - The city eliminated the movie studio access through their property off Margie's Way.
    - Their access is further up on Lover's Lane with a driveway over 300 feet to prevent stacking.

Judah Ross made a motion to approve Lovers Lane Preliminary Plat, being 25.01 acres situated in Stephen F. Austin Survey, Abstract No. 2, located West of Lovers Lane and South of Margie's Way Bastrop, Texas, as shown in Attachment 1. David Barrow seconded the motion. The motion was approved unanimously.

3F. Consider action to approve the EDC Industrial Park Replat of Lot 1 Conservation Area and Reserve Area "D" Business and Industrial Park Phase 1, being 148.13 and 27.954 acres of land situated in the Stephen F. Austin Survey, Abstract Number 2 and the Bastrop Town Tract Survey, Abstract Number 11 out of the Bastrop Business and Industrial Park, Phase 1, within the City of Bastrop, Texas, as shown in Attachment 1.

Kennedy Higgins, Planner presented the Replat to the Commission and discussion commenced between the Commission and Staff on the following items:

- The easement shown in red was being combined into the parcels being created.
- The easement requires perpetual maintenance by the Economic Development Corporation (EDC) and by replatting it would alleviate this from the EDC.
- The Utilities are served by City,
- This plot will open a lot of connections, so that connectivity within the park can be created.
  - Tahitian Village
  - o Tracks 8 & 9
- Drainage will be Northeast to Southeast at the highest level.
- Each site as they develop, will be required to do their own drainage study & plan.

• The City has an agreement with Accutronic, additional three acres was added to make it a thirteen-acre parcel. Accutronic's would be responsible for the maintenance.

Tracy Bratton, P.E. with Doucet and Associates, engineer for BEDC on this project, explained that the red area is three natural gas pipelines, and the green is LCRA easement.

- This plat was previously seen and approved by P&Z
- The street geometry has not been changed. The tract was adjusted to meet the contract requirements between the Bastrop Development Corporation and Accutronics and the red area was added in to the adjoining tracts.
- The property owners will be responsible for maintenance and that would be just mowing.
- Code enforcement will make sure that maintenance is taken care of.

Judah Ross made a motion to approve the EDC Industrial Park Replat of Lot 1 Conservation Area and Reserve Area "D" Business and Industrial Park Phase 1, being 148.13 and 27.954 acres of land situated in the Stephen F. Austin Survey, Abstract Number 2 and the Bastrop Town Tract Survey, Abstract Number 11 out of the Bastrop Business and Industrial Park, Phase 1, within the City of Bastrop, Texas, as shown in Attachment 1. Patrice Parsons seconded the motion, and it was unanimously approved.

#### 4. UPDATES

Commissioner Schiff has resigned his chair effective immediately. He is assisting the Food Pantry with their building and design and conflicts with being a public official.

- 4A. Future Development related items:
  - Hoffman Rd future development
  - SH 95
  - Bastrop Gateway, behind Buc-cees,
  - Valverde and South Valverde will have 600 Apartments.
  - Holt Apartments behind Wendy's
  - Hotels, Home 2 Suites, Everhome Suites, Courtyard Marriott
  - Pearl River is pouring foundations.
  - The Wastewater Treatment Plant is 14 or 15 months overdue.
  - Water is on pace.
  - Transportation Impact fees were approved on its first reading with some modifications.
    - It will be in place by January timeframe.
    - o If Council give a one year, as per statute, we'll see that first 65% begin 2025.
    - The Impact fee to address future streets.
    - The sales tax to address existing streets.
  - The council is working through the Master Transportation and Drainage Plan.
  - Wastewater, Transportation Plan and Drainage Plan are each over \$100 million.
  - B3 Code Rodeo is scheduled for Saturday January 27<sup>th</sup> 9:00 to be held at the Convention Center with no limit to registration.
  - The city will meet with TXDot regarding traffic at McDonalds.
- 4B. Building and Planning Department Monthly Projects Volume Report Building Official James "Doc" Cowey presented the total for the Month of November.
  - a. Building Permits: 139 Planning: 12
  - As new developers come on board, we will see 10 -20 houses a week.

Item 3A.

- 4C. Individual Requests from Planning & Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).
  - Please make sure that anything that the Commissioners voted on or recommended and action was taken by Council, that they are updated in the next meeting.

### 5. ADJOURNMENT

Commissioner Gary Moss made a motion to adjourn the meeting. Judah Ross seconded the motion and the motion passed unanimously.

Adjourn Time: 6:43 PM	
Ishmael Harris, Chair	Judah Ross, Vice-Chair



# STAFF REPORT

**MEETING DATE:** January 25, 2022

#### TITLE:

Public hearing and consider action to recommend approval to adopt the 2024 Schedule of Uniform Submittal Dates for Site Development Plans, Zoning Concept Schemes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B³) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B³) Technical Manual Section 1.2.002 Uniform Submittal Dates, as shown in Exhibit A, and forward to the February 13, 2024 City Council meeting.

### **STAFF REPRESENTATIVE:**

Kennedy Higgins, Planner

### BACKGROUND/HISTORY:

House Bill 3167 of the 86th Session of the Texas Legislature, subsequently codified in Texas Local Government Code Chapter 212, requires that a subdivision development plan, subdivision construction plan, site plan, land development application, site development plan, preliminary plat, general plan, final plat, and replat be approved, approved with conditions, or disapproved by Staff and Planning & Zoning Commission within 30 days of submission or it is deemed approved by inaction.

### POLICY EXPLANATION:

Texas Local Government Code Chapter 212, Subchapter A. Regulation of Subdivisions, Section 212.002 Rules, grants authority to a governing body of a municipality, after conducting a public hearing on the matter, to adopt rules governing plats and subdivisions of land within the municipality's jurisdiction to promote the health, safety, morals, or general welfare of the municipality and the safe, orderly, and healthful development of the municipality.

To ensure compliance with Texas Local Government Code Chapters 211 and 212, City Council will annually adopt Schedules of Uniform Submittal Dates for Zoning Concept Scheme applications, Public Improvement Plan applications, Plat applications, and Site Plan applications. The Schedules of Uniform Submittal Dates will include dates applications will be accepted, when submittals will be checked for all items required for review, when recommendations or approvals are made, and dates of any required Planning & Zoning Commission and/or City Council meetings.

Holiday considerations include moving submittal dates to Tuesdays when Monday is a City holiday, moving the Planning & Zoning Commission meeting to the week ahead of the Thanksgiving and Christmas holidays, and adjusting submittal checks around any Tuesday holidays. Adjustments from the regularly scheduled days are in bold and italics on the schedules.

### **RECOMMENDATION:**

Public hearing and consider action to recommend approval to adopt the 2024 Schedule of Uniform Submittal Dates for Site Development Plans, Zoning Concept Schemes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B³) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B³) Technical Manual Section 1.2.002 Uniform Submittal Dates, as shown in Exhibit A, and forward to the February 13, 2024 City Council meeting.

### **ATTACHMENTS:**

Exhibit A – 2024 Schedule of Uniform Submittal Dates





### Plats Requiring Planning & Zoning Commission Approval

Preliminary, Final, Residential Replat

Submittal Dates	Submittal Check Date	Comments Issued Date	Planning & Zoning Commission Meeting Date	Resubmittal Date	Plat Recommendation	Planning & Zoning Commission Packet Published	Planning & Zoning Commission Meeting Date
Must be received by	All submissions must	Approved, Approved		For projects that		(Friday)	(Thursday)
4:00 pm CDT	have all required	with Conditions, or		were Approved with			
(Monday unless City	items to enter review	Denied		Conditions			
holiday)		(Thursday)		(Monday)			
1/2/2024	1/2/2024	1/11/2024	1/25/2024	2/5/2024	2/15/2024	2/23/2024	2/29/2024
2/5/2024	2/6/2024	2/15/2024	2/29/2024	3/11/2024	3/21/2024	3/22/2024	3/28/2024
3/4/2024	3/5/2024	3/14/2024	3/28/2024	4/8/2024	4/18/2024	4/19/2024	4/25/2024
4/1/2024	4/2/2024	4/11/2024	4/25/2024	5/13/2024	5/23/2024	5/24/2024	5/30/2024
5/6/2024	5/7/2024	5/16/2024	5/30/2024	6/10/2024	6/20/2024	6/21/2024	6/27/2024
6/3/2024	6/4/2024	6/13/2024	6/27/2024	7/15/2024	7/25/2024	7/19/2024	7/25/2024
7/1/2024	7/2/2024	7/11/2024	7/25/2024	8/12/2024	8/22/2024	8/23/2024	8/29/2024
8/5/2024	8/6/2024	8/15/2024	8/29/2024	9/16/2024	9/12/2024	9/20/2024	9/26/2024
9/3/2024	9/3/2024	9/12/2024	9/26/2024	10/14/2024	10/24/2024	10/18/2024	10/24/2024
10/7/2024	10/8/2024	10/17/2024	10/24/2024	11/11/2024	11/21/2024	12/13/2024	12/19/2024
11/4/2024	11/5/2024	11/14/2024	11/21/2024	12/9/2024	12/19/2024	1/24/2025	1/30/2025
12/2/2024	12/3/2024	12/12/2024	12/19/2024	1/13/2025	1/23/2025	1/24/2025	1/30/2025
1/6/2025	1/7/2025	1/16/2025	1/30/2025	2/10/2025	2/20/2025	2/21/2025	2/27/2025



### **Plats Administratively Approved**

Amending, Minor, Non-Residential Replat

Submittal Dates	Submittal Check Date	First Administrative Decision Date	Resubmittal Date	Final Administrative Decision Date
Must be received by	All submissions must	Approved, Approved with	For projects that were Approved	Verify conditions have been met for
4:00 pm CDT	have all required	Conditions, Denied	with Conditions	Approved with Conditions projects
(Monday unless City	items to enter review	(Thursday)	(Monday unless City holiday)	
holiday)				
1/2/2024	1/2/2024	1/11/2024	1/16/2024	1/25/2024
2/5/2024	2/6/2024	2/15/2024	2/19/2024	2/29/2024
3/4/2024	3/5/2024	3/14/2024	3/18/2024	3/28/2024
4/1/2024	4/2/2024	4/11/2024	4/15/2024	4/25/2024
5/6/2024	5/7/2024	5/16/2024	5/20/2024	5/30/2024
6/3/2024	6/4/2024	6/13/2024	6/17/2024	6/27/2024
7/1/2024	7/2/2024	7/11/2024	7/15/2024	7/25/2024
8/5/2024	8/6/2024	8/15/2024	8/19/2024	8/29/2024
9/3/2024	9/3/2024	9/12/2024	9/16/2024	9/26/2024
10/7/2024	10/8/2024	10/17/2024	10/21/2024	10/31/2024
11/4/2024	11/5/2024	11/14/2024	11/18/2024	12/5/2024
12/2/2024	12/3/2024	12/12/2024	12/16/2024	1/2/2025
1/6/2025	1/7/2025	1/16/2025	1/21/2025	1/30/2025



### **Zoning Concept Schemes and Neighborhood Regulating Plans**

Submittal/Resubmittal Dates	Submittal Check Date	Planning Director Recommendation	Planning & Zoning Commission Meeting Date	City Council Meeting Date	City Council Meeting Date
Must be received by 4:00	All submissions must have	(Thursday)	Public Hearing	Public Hearing	Second Reading
pm CDT	all required items to enter	,,,	(Thursday)	First Reading	(Tuesday)
(Monday unless City	review			(Tuesday)	
holiday)					
1/8/2024	1/9/2024	1/18/2024	2/29/2024	3/26/2024	4/9/2024
2/12/2024	2/13/2024	2/22/2024	3/28/2024	4/23/2024	5/14/2024
3/11/2024	3/12/2024	3/21/2024	4/25/2024	5/28/2024	6/11/2024
4/8/2024	4/9/2024	4/18/2024	5/30/2024	6/25/2024	7/9/2024
5/13/2024	5/14/2024	5/23/2024	6/27/2024	7/23/2024	8/13/2024
6/10/2024	6/11/2024	6/20/2024	7/25/2024	8/27/2024	9/10/2024
7/8/2024	7/9/2024	7/18/2024	8/29/2024	9/17/2024	10/1/2024
8/12/2024	8/13/2024	8/22/2024	9/26/2024	10/22/2024	11/12/2024
9/9/2024	9/10/2024	9/19/2024	10/24/2024	11/12/2024	12/10/2024
10/14/2024	10/15/2024	10/24/2024	11/21/2024	12/10/2024	1/14/2025
11/12/2024	11/13/2024	11/21/2024	12/19/2024	1/14/2025	1/28/2025
12/9/2024	12/10/2024	12/19/2024	1/30/2025	2/25/2025	3/11/2024
1/13/2025	1/14/2025	1/23/2025	2/27/2025	3/25/2025	4/8/2025



# Site Development Plans & Public Improvement Plans (PIPs)

Submittal Dates	Submittal Check Date	First Administrative Decision Date	Resubmittal Date	Final Administrative Decision Date
Must be received by 4:00	All submissions must have	Approved, Approved	For projects that were	Verify conditions have been
pm CDT	all required items to enter	with Conditions,	Approved with Conditions	met for Approved with
(Monday unless City	review	Denied	(Monday unless City	Conditions projects
holiday)		(Thursday)	holiday)	
1/16/2024	1/16/2024	1/25/2024	1/29/2024	2/8/2024
2/19/2024	2/20/2024	2/29/2024	3/4/2024	3/14/2024
3/18/2024	3/19/2024	3/28/2024	4/1/2024	4/11/2024
4/15/2024	4/16/2024	4/25/2024	4/29/2024	5/9/2024
5/20/2024	5/21/2024	5/30/2024	6/3/2024	6/13/2024
6/17/2024	6/18/2024	6/27/2024	7/1/2024	7/11/2024
7/15/2024	7/16/2024	7/25/2024	7/29/2024	8/8/2024
8/19/2024	8/20/2024	8/29/2024	9/3/2024	9/12/2024
9/16/2024	9/17/2024	9/26/2024	9/30/2024	10/10/2024
10/21/2024	10/22/2024	10/31/2024	11/4/2024	11/14/2024
11/18/2024	11/19/2024	12/5/2024	12/9/2024	12/19/2024
12/16/2024	12/17/2024	1/2/2025	1/6/2025	1/16/2025
1/21/2025	1/21/2025	1/30/2025	2/3/2025	2/13/2025