



June 25, 2026

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 the City Manager for research and possible future action. Profanity, physical or other threats are not allowed and may subject the speaker to loss of the time for comment, and if disruptive to the conduct of business, could result in removal of the speaker.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Consider and act to approve meeting minutes from the May 28, 2026, Regular Planning and Zoning Commission Meeting.

Submitted by: Alondra Macias, Development Services Planner I

3B. Conduct a public hearing, consider and act on a recommendation to the City Council to amend Chapter 14 of the Code of Ordinances, Bastrop Development Code (BDC), as shown in Exhibits A-H, and move to include on the July 14, 2026, City Council meeting for a first reading.

Submitted by: Brittany Epling, Senior Planner

- 3C.** Conduct a public hearing, consider and act on a recommendation to the City Council to amend Chapter 10 of the Code of Ordinances, Subdivisions, as shown in Exhibits A-C, and move to include on the July 14, 2026, City Council meeting for a first reading.

Submitted by: Brittany Epling, Senior Planner

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 convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Wednesday, June 17, 2026 at 12:30 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Nicole Peterson
Nicole Peterson, Development Coordinator



Planning and Zoning STAFF REPORT

MEETING DATE: June 25, 2026

TITLE:

Consider and act to approve meeting minutes from the May 28, 2026, Regular Planning and Zoning Commission Meeting.

AGENDA ITEM SUBMITTED BY:

Alondra Macias, Development Services Planner I

ATTACHMENTS:

- Meeting Minutes from May 28, 2026, Regular Planning and Zoning Commission Meeting.

**REGULAR PLANNING & ZONING MEETING
MINUTES**

May 28, 2026, at 6:00 P.M.

The City of Bastrop Planning and Zoning Commission met on Thursday, May 28, 2026, at 6:00 PM in the City Council Chambers located at 1311 Chestnut Street, Bastrop, Texas 78602.

1. CALL TO ORDER

Chairman Jordan Scott called the meeting to order at 6:00 PM.

Christopher Toth	Present	Came in at 6:23 pm
Heather Greene	Present	
Keith Ahlborn	Present	
Gary Moss	Present	
Patrice Parsons	Absent	
Jordan Scott	Present	
David Barrow	Present	

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider and act to approve meeting minutes from the April 16, 2026, Special Planning and Zoning Commission Meeting.

Commissioner Gary Moss made a motion to approve meeting minutes from the April 16, 2026, Special Planning and Zoning Commission Meeting. Vice-chairman David Barrow seconded the motion. The motion passed unanimously.

- 3B. Consider and act on The Colony Commercial Final Plat, being 7.052 acres out of the Jose Manuel Bangs Survey Abstract Number 5 located south of Sam Houston Dive and west of FM 969, within the Extraterritorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A.

Jon Button, resident at 102 Lemuel Crawford Trail, spoke on the concerns about the noise that will be carried and the possibility of the development adding a sound wall.

Anne Botelho, resident at 114 Lemuel Crawford Trail, spoke on the concerns of the bird city designation that the city has and how this development may affect that, and the desire for a sound wall to help with the noise.

Jim Boone, resident at 119 Thurston Drive, spoke on the concerns of the traffic problems that might be expected with the new signal lights that TxDOT has installed at the intersection of Sam Houston and FM 969.

Sheree Subramanyan, resident at 108 Lemuel Crawford Trail, spoke on the concerns of traffic and accidents that can happen with an entrance from FM 969 into the commercial lot and the use of the lot.

Commissioner Gary Moss made a motion to approve The Colony Commercial Final Plat, being acres out of the Jose Manuel Bangs Survey Abstract Number 5 located south of Sam Houston Drive and west of FM 969, within the Extraterritorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A. Vice-chairman David Barrow seconded the motion. Commissioner Christopher Toth abstained from the vote because he was not present for the entire discussion. The motion passed 5-0.

- 3C. Consider and act on a Partial Replat No 1 of Replat of Lone Star Storage, being 33.971 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.

Commissioner Gary Moss made a motion to approve the Partial Replat No 1 of Replat of Lone Star Storage, being 33.971 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. Vice-chairman David Barrow seconded the motion. The motion passed unanimously.

- 3D. Conduct a public hearing, consider and act on a recommendation to City Council regarding a City-initiated zoning map amendment, as shown in Exhibit A, to rezone a portion of a block of properties located northeast of Fayette Street and Farm Street, within the city limits of Bastrop, Texas, from PI, Public and Institutional, to SF-1, Single Family Residential Low Density, for the following properties: PID Nos. 32234, 32243, 32279, 32333, 32288, 32324, 32315, 8736625, 49236, 32306, 32261, 32297, 32270, 53104, 36833, and 32342; and move to include on the June 9, 2026, City Council meeting for a first reading.

Chairman opened the public hearing at 6:38 pm.

Elisa Puentes, resident at 1306 Farm Street, submitted her response in favor of the request.

Allison Bumsted, resident at 1316 Farm Street, did not wish to speak but is in support of the item.

Michael Wane, resident at 1316 Farm Street, did not wish to speak but is in support of the item.

Chairman closed the public hearing at 6:39 pm.

Vice-chairman David Barrow made a motion to recommend approval to the City Council regarding a City-initiated zoning map amendment, as shown in Exhibit A, to rezone a portion of a block of properties located northeast of Fayette Street and Farm Street, within the city limits of Bastrop, Texas, from PI, Public and Institutional, to SF-1, Single Family Residential Low Density, for the following properties: PID Nos. 32234, 32243, 32279, 32333, 32288, 32324, 32315, 8736625, 49236, 32306, 32261, 32297, 32270, 53104, 36833, and 32342; and move to include on the June 9, 2026, City Council meeting for a first reading. Commissioner Gary Moss seconded the motion. The motion passed unanimously.

- 3E. Conduct a public hearing, consider and act on a recommendation to City Council regarding a City-initiated zoning map amendment, as shown in Exhibit A, for two City of Bastrop properties located on Grady Tuck Lane and south of Old Austin Highway, within the City limits of Bastrop, Texas. The request is to rezone the properties identified as PID 66319 and PID 35527 from PI, Public Institutional to P/OS, Parks and Open Space; and move to include on the June 9, 2026, City Council meeting for a first reading.

Chairman opened the public hearing at 6:43 pm.

Chairman closed the public hearing at 6:43 pm.

Commissioner Heather Greene made a motion to recommend approval of the City Council regarding a City-initiated zoning map amendment, as shown in Exhibit A, for two City of Bastrop properties located on Grady Tuck Lane and south of Old Austin Highway, within the City limits of Bastrop, Texas. The request is to rezone the properties identified as PID 66319 and PID 35527 from PI, Public Institutional

to P/OS, Parks and Open Space; and move to include on the June 9, 2026, City Council meeting first reading. Commissioner Gary Moss seconded the motion. The motion passed unanimously.

4. UPDATES

4A. Future Development Related Items.

There were no future development related items discussed.

4B. Development Services Department Monthly Project Volume Report.

James E Cowey, Development Services Director, presented the Building and Planning Development Services Department Monthly Project Volume Report for April.

The commission had questions about any possible expansion to existing hospitals and businesses in the downtown area.

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

There were no individual requests from Planning & Zoning Commissioners that particular items to be listed on future agendas.

5. ADJOURNMENT

Commissioner Gary Moss made a motion to adjourn the meeting at 6:51 PM. Commissioner Heather Greene seconded the motion. The motion passed unanimously.

Jordan Scott, Chair

David Barrow, Vice-Chair



STAFF REPORT

MEETING DATE: June 25, 2026

TITLE:

Conduct a public hearing, consider and act on a recommendation to the City Council to amend Chapter 14 of the Code of Ordinances, Bastrop Development Code (BDC), as shown in Exhibits A-H, and move to include on the July 14, 2026, City Council meeting for a first reading.

AGENDA ITEM SUBMITTED BY:

Brittany Epling, Senior Planner

BACKGROUND AND PURPOSE:

The new Bastrop Development Code was adopted on April 14, 2026, to replace the Bastrop Building Block Code, also known as the B3 Code. The new code establishes the City's zoning regulations and includes certain unified development code components related to development standards, procedures, and administration.

Because the Bastrop Development Code is a new regulatory framework, staff anticipated that implementation would identify items needing clarification, correction, or adjustment. Staff is committed to bringing forward periodic code amendments, likely on a quarterly basis, to address issues that arise through administration of the code, respond to Bastrop-specific needs, and proactively resolve potential conflicts as staff, applicants, boards, commissions, and City Council become more familiar with the new regulations.

Staff has also been directed by the Planning and Zoning Commission and City Council to track administrative relief requests and variance requests, evaluate recurring themes, and recommend code amendments where appropriate. Since adoption of the new code, staff has received two variance requests related to increases in maximum impervious cover. At this time, staff does not believe those requests warrant a code amendment. Staff continues to work with applicants who may have true hardships through the Zoning Board of Adjustment process, or who may be able to use alternative design solutions, such as pervious pavers, to meet the intent of the code.

Other variance requests and inquiries have identified areas where staff believes targeted code amendments may be appropriate. One variance request, along with two additional inquiries, involved circular driveways or requests for a second driveway access on residential lots. This issue is addressed through the proposed amendments to residential driveway requirements, summarized in Exhibit D. Another variance request involved a request to exceed the maximum accessory dwelling unit size on a large rural residential property. Staff is proposing to address this issue through modifications to accessory dwelling unit size limits, summarized in Exhibit E.

The remaining proposed amendments include general cleanup of language and notice requirements, adjustments to permitted uses, the addition of a sign type that was unintentionally omitted during the original adoption, procedural clarifications, and additional administrative flexibility for infill development. The proposed infill provisions are intended to encourage development that is compatible with established neighborhood patterns by allowing limited administrative flexibility for items such as setbacks, lot size, lot width, and similar dimensional

standards. These amendments have resulted from specific applications and inquiries, as well as staff's ongoing review of the code to identify and correct potential future conflicts before they create unnecessary barriers to development or administration.

EXHIBIT A SUMMARY - PARKS AND OPEN SPACE INTENT:

The proposed amendment clarifies that the Parks and Open Space (P/OS) zoning district is intended for land owned by the City of Bastrop or dedicated to the City for park, open space, greenway, floodplain, recreational, or conservation purposes.

This clarification ensures the district is used for public parkland and City-maintained open space, supports tracking of parkland dedication, and distinguishes public parks and open space from private open space, HOA areas, drainage areas, or undeveloped private property.

EXHIBIT B SUMMARY – CONTEXTUAL INFILL DEVELOPMENT EXCEPTIONS:

The proposed amendment adds a new Contextual Infill Development Exceptions section to provide limited administrative flexibility for infill development in established residential and commercial neighborhoods. The existing code allows contextual flexibility for front setbacks only. This amendment expands that concept to other dimensional standards, such as side and rear setbacks, lot size, lot width, lot depth, frontage, build-to-lines, and building height.

The intent is to allow development to “match the neighborhood” when existing lawful development patterns do not align with the newly adopted zoning standards. Administrative exceptions would be limited to a maximum twenty percent (20%) adjustment and may only be approved when the applicant demonstrates that more than fifty percent (50%) of comparable developed properties on the blockface, or within five hundred (500) feet if needed, have the same or a more permissive condition.

The amendment does not allow administrative exceptions for impervious cover, parking, permitted uses, density, floodplain, drainage, stormwater, fire access, building code, easements, visibility triangles, parkland dedication, or public improvement requirements. Requests that do not meet the criteria, create adverse impacts, or exceed the twenty percent (20%) threshold would require review by the Zoning Board of Adjustment through the applicable appeal or variance process.

EXHIBIT C SUMMARY – CHURCH AND DAYCARE USES:

The proposed amendment makes proactive updates to the Table of Permitted Uses and related definitions to better distinguish commercial childcare and school uses from in-home childcare uses. The broader “School / Nursery / Childcare” category is clarified as a commercial use, and a new separate category is added for registered or licensed childcare homes. Definitions are also added for each use type to improve interpretation and administration.

The amendment also updates the use allowance for churches, temples, and rectories to permit them by right in the Public Institutional (PI) zoning district. These are proactive cleanup amendments identified by staff during implementation of the new code to address potential future questions before they create inconsistencies or confusion.

EXHIBIT D SUMMARY – DRIVEWAY REQUIREMENTS:

The proposed amendment updates the residential and commercial driveway requirements to reference the City's Construction Standards Technical Manual, which requires a concrete driveway approach for any new driveway connection to the public right-of-way.

Once the driveway is on private property, the amendment provides additional flexibility by allowing alternative driveway surfaces, including asphalt, pavers, permeable pavement, stabilized gravel, crushed stone, decomposed granite, or another all-weather surface approved

by the City. These surfaces must be maintained to prevent dust, erosion, runoff, or tracking of material into the public right-of-way. This flexibility applies to new driveways, while existing lawful driveways may continue under prior standards. The amendment was prompted by potential code violations where the current standard could prohibit front yard parking on any surface other than concrete. The proposed amendment provides additional options for homeowners to properly park vehicles while still maintaining enforceable driveway standards.

The amendment also allows up to two driveway access points on a residential lot when frontage and spacing requirements are met. This can accommodate semicircular driveways or two separate driveways on larger lots, while maintaining a maximum combined driveway width of 36 feet to protect neighborhood character and limit excessive driveway frontage. This amendment also responds to several driveway inquiries received over the past several months and may help address street parking concerns in residential neighborhoods. In areas with challenging topography, semicircular driveways may also improve visibility and safety by allowing vehicles to pull forward onto the street rather than backing into traffic.

Finally, the amendment adds minimum corner clearance standards for residential and commercial driveways. These standards were unintentionally omitted during adoption of the new code and are being carried forward from the prior B3 Code. Properties with frontage on a state highway must also comply with TxDOT requirements, which may be more restrictive and would control where applicable.

EXHIBIT E SUMMARY – ADU SIZE REQUIREMENTS:

The proposed amendment updates the accessory dwelling unit (ADU) size requirements by removing the maximum square footage cap and instead limiting an ADU to a maximum of sixty percent (60%) of the primary dwelling size. This maintains the ADU as accessory and incidental to the primary residence while providing more flexibility for larger lots and properties with larger primary homes.

The amendment was prompted by a variance request on a large rural residential lot where the existing square footage cap unnecessarily limited the proposed ADU, even though the ADU would remain less than sixty percent (60%) of the primary dwelling and comply with all other applicable requirements. Each ADU must still meet required parking based on the number of bedrooms, maximum impervious cover limits, setbacks, utilities, and all other applicable development standards.

EXHIBIT F SUMMARY – MENU SIGN BOARDS:

The proposed amendment updates the Sign Code to add menu board signs as an allowable sign type for drive-through establishments. This sign type was unintentionally omitted during the initial adoption of the Bastrop Development Code, but is necessary to provide clear allowances and standards for common drive-through operations.

The amendment establishes standards for menu board signs, including size, number, and location requirements. Menu board signs may be electronic, provided they comply with the City's dark sky illumination standards and are not oriented directly toward the public right-of-way. This amendment provides needed clarity for applicants and staff while maintaining appropriate limits on lighting, visibility, and sign impacts.

EXHIBIT G SUMMARY – VARIANCE PROCEDURES:

The proposed amendment updates the variance procedures by removing the requirement that a Zoning Board of Adjustment meeting be held within 45 days of application submittal. Instead, variance public hearings would be scheduled in compliance with the Texas Local Government Code and the City's adopted procedures. This provides staff additional time to review

applications for completeness, ensure notice requirements are met, and work with applicants to obtain any missing documentation before scheduling a hearing.

ZBA meetings are expected to continue on a regular monthly schedule. When a complete application is submitted, the request would generally be scheduled within 4 to 5 weeks. If an application is incomplete, the amendment allows staff to work with the applicant before moving the request forward, rather than requiring a hearing before the application is ready for review.

The amendment also cleans up notice requirements for consistency. Although mailed notice, posted signs, and newspaper notice are not required for variances under the Texas Local Government Code, staff proposes to continue providing mailed notice to surrounding property owners and requiring a posted sign on the property. The amendment removes the newspaper notice requirement.

EXHIBIT H SUMMARY – NOTICES AND SITE DEVELOPMENT PLAN EXPIRATION:

The proposed amendment updates the general zoning notice requirements to align with recent Texas Local Government Code amendments. The amendment clarifies that newspaper notice must be published before the 15th day prior to the public hearing, and mailed notice must be sent before the 11th day prior to the public hearing.

Additional amendments to the administration and procedures section update the expiration and closure process for site development plan applications. A site development plan approval would expire after one year if no building permit has been applied for. The amendment also allows staff to close a site development plan application if there has been no applicant activity for six months or longer.

These changes are intended to clean up administrative procedures, ensure compliance with state notice requirements, and allow staff to re-review inactive or delayed projects when significant time has passed. This helps ensure site plans remain consistent with current conditions, adopted standards, and any applicable code updates.

RECOMMENDATION:

Conduct a public hearing, consider and act on a recommendation to the City Council to amend Chapter 14, Bastrop Development Code (BDC), as shown in Exhibits A-H, and move to include on the July 14, 2026, City Council meeting for a first reading.

ATTACHMENTS:

1. Exhibit A – Parks and Open Space Intent
2. Exhibit B – Contextual Infill Development Exceptions
3. Exhibit C – Church and Daycare Uses
4. Exhibit D – Driveway Requirements
5. Exhibit E – ADU Size Requirements
6. Exhibit F – Menu Sign Boards
7. Exhibit G – Variance Procedures
8. Exhibit H – Notices and Site Development Plan Application Expiration

ARTICLE 14.02 ZONING DISTRICTS

Sec. 14.02.001 Establishment of Zoning Districts.

A. The City of Bastrop is hereby divided into the following zoning districts. Each district is intended to guide land development in a manner consistent with the Comprehensive Plan and the unique character of Bastrop. These districts establish the baseline for permitted uses, development intensity, and design standards.

The zoning districts established in this Code are:

- P/OS – Parks and Open Space
- RR – Rural Residential
- SF-1 – Low Density Single Family Residential
- SF-2 – Medium Density Single Family Residential
- SF-3 – High Density Single Family Residential
- MU – Mixed Use
- GC – General Commercial
- PI – Public Institutional
- IND – Industrial
- PDD – Planned Development Districts

Sec. 14.02.002 Official Zoning Map.

The location and boundaries of zoning districts shall be shown on the Official Zoning Map of the City of Bastrop and incorporated herein by reference as Reference A. The Official Zoning Map shall be maintained by the Development Services Department and is incorporated herein by reference and kept on file with the City Secretary and Development Services Department.

Sec. 14.02.003 District Requirements

A. Parks and Open Space (P/OS)

- 1) Intent. The P/OS District preserves [City of Bastrop owned land, or lands dedicated to the City,](#) for natural areas, greenways, floodplains, public parks, and recreational facilities. It provides areas for conservation, passive and active recreation, and environmental protection while maintaining Bastrop’s natural character and sensitive environmental features.
- 2) Typical Uses: Parks, trails, greenways, floodplain reserves, civic plazas, nature preserves, cemeteries, and limited accessory structures (restrooms, pavilions).
- 3) Dimensional Standards Chart:

Sec. 14.02.007 Contextual Infill Development Exceptions

- A. Purpose. This section allows limited administrative exceptions for infill development in existing neighborhoods where strict application of the dimensional standards would prevent development that is consistent with the established neighborhood pattern.
- B. Applicability. This section applies to infill development on property that:
 - 1) is located within an existing established residential or commercial neighborhood;
 - 2) fronts on an existing public street;
 - 3) does not require construction of a new public street; and
 - 4) is within a blockface where at least fifty percent (50%) of the lots are developed, or, if the blockface does not provide a sufficient comparison, within five hundred (500) feet of comparable developed lots.
- C. Eligible Exceptions. The Director of Development Services may administratively approve exceptions to lot size, lot width, lot depth, lot frontage, setbacks, build-to-lines, building height, or other dimensional development standards necessary to match the established neighborhood pattern.
- D. Exclusions. The Director may not approve an administrative exception for impervious coverage, parking, permitted uses, density, floodplain requirements, drainage, stormwater, fire access, building code requirements, easements, visibility triangles, parkland dedication, or public improvement requirements.
- E. Established Neighborhood Pattern. For purposes of this section, “consistent with the established neighborhood pattern” means that more than fifty percent (50%) of the developed properties on the same blockface, or, if the blockface does not provide a sufficient comparison, more than fifty percent (50%) of the developed properties within five hundred (500) feet of the subject property boundaries, have the same or a more permissive dimensional condition than the standard being requested.
 - 1) For minimum standards, including lot size, lot width, lot depth, lot frontage, and setbacks, the established neighborhood pattern is met if more than fifty percent (50%) of the comparison properties have an applicable measurement that is equal to or less than the requested standard.
 - 2) For maximum standards, including building height, the established neighborhood pattern is met if more than fifty percent (50%) of the comparison properties have an applicable measurement that is equal to or greater than the requested standard.
 - 3) Only lawfully established lots and lawfully constructed principal structures may be used to establish the neighborhood pattern.
- F. Approval Criteria. The Director may approve an exception only if:
 - 1) the request is limited to an eligible standard listed in subsection C;

EXHIBIT B: Contextual Infill Development Exceptions

Item 3B.

- 2) the proposed development is consistent with the measurable lot, setback, building placement, or building scale pattern of the surrounding neighborhood;
 - 3) the request does not create adverse impacts related to drainage, access, utilities, fire protection, or public safety;
 - 4) the request does not conflict with the intent of the underlying zoning district or this Code; and
 - 5) the applicant provides documentation sufficient for the Director to verify the established neighborhood pattern.
- G. ZBA Review. The Director is not required to approve an exception under this section. If the Director determines that the request does not clearly meet the criteria above, does not meet the intent of this Code, or is more appropriately reviewed as a variance, the Director shall deny the administrative request. The applicant may then request variance approval from the ZBA in accordance with this Code.

EXHIBIT C: Daycare and Church Uses

Item 3B.

Educational, Institutional & Special Uses

Use	P/OS	RR	SF	MU	GC	PI	IND
Commercial School / Nursery / Childcare	NP	<u>CP</u>	<u>CP</u>	P	P	P	NP
Registered or Licensed Childcare Home	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>
Church / Temple / Rectory	NP	C	C	P	P	<u>PC</u>	NP
Community Center (Public)	P	NP	NP	NP	C	P	NP
Hospital / Assisted Living / Skilled Nursing	NP	NP	NP	C	P	P	P
College / University	NP	NP	NP	NP	C	P	C
Library/Museum	NP	NP	NP	C	P	P	NP
Social Service Facility (food bank, counseling), Shelter/Transitional Housing	NP	C	NP	C	P	P	NP
Cemetery (human burial)	NP	C	NP	NP	C	P	C
Crematorium (human or animal)	NP	P	NP	NP	C	P	P

EXHIBIT C: Daycare and Church Uses

Item 3B.

Commercial School/Nursery/Childcare. A nonresidential facility, other than a public or private elementary or secondary school, that provides instruction, training, supervision, nursery care, preschool care, day care, after-school care, or similar educational or child-supervision services for compensation. This use includes commercial learning centers, tutoring centers, trade or business schools, nursery schools, preschools, child-care centers, day care centers, and similar facilities. For child-care purposes, this category includes a licensed child-care center that provides care for seven or more children for less than 24 hours per day at a location other than the permit holder's home.

Registered or Licensed Childcare Home. A childcare operation located in the primary caregiver's own residence that is registered or licensed by the State of Texas and provides care, supervision, training, or education for children for less than 24 hours per day, subject to the applicable state capacity limits and minimum standards.

A registered child-care home is a residence where the registered primary caregiver provides care in the caregiver's own residence for not more than six children from birth through 13 years of age, and may also provide after-school care for not more than six additional elementary school children, provided the total number of children in care, including children related to the caregiver, does not exceed 12.

A licensed child-care home is a residence where the licensed primary caregiver provides care in the caregiver's own residence for children from birth through 13 years of age, with the total number of children in care, including children related to the caregiver, not exceeding 12.

EXHIBIT D: Driveway Requirements

1) Driveway Criteria and Spacing.

- a) Residential Driveways. A concrete driveway approach in accordance with the City of Bastrop Construction Standards Technical Manual designed and intended to serve as access from a roadway to a lot or parcel of land which is a location for a one (1) or two (2) family residence. Once on private property, the driveway may be constructed of concrete, asphalt, pavers, permeable pavement, stabilized gravel, crushed stone, decomposed granite, or another durable all-weather surface approved by the City, provided the surface is maintained to prevent dust, erosion, runoff, and tracking of material into the public right-of-way.

Type	Driveway Width	Minimum Driveway Spacing	Minimum Corner Clearance
Single Family	12'-24'	1 driveway per property <u>by right. A second driveway or driveway approach may be considered and approved by the City Engineer for lots with greater than 70' frontage, provided all driveway approaches on the same frontage have a minimum of 10' spacing, and all sight-distance, drainage, and construction standards are met and a maximum of 36' driveway width for the property in total.</u>	<u>20'</u>
Duplex/Townhome	12'-24'	10'	<u>20'</u>

- b) Commercial Driveways. A concrete driveway approach designed in accordance with the City of Bastrop Construction Standards Technical Manual and intended to serve as access from a roadway to a lot or parcel of land used for any development or purpose other than one or two family residences.

Street Type	One-Way Driveway Width	Two-Way Divided Driveway Width (each side of median)	Two-Way Undivided Driveway Width	Minimum Driveway Spacing	Minimum Corner Clearance
Local Street	15' min -20' max	20' min – 24' max	25' min – 40' max	100' min.	<u>40'</u>
Major Collector	15' min -20' max	20' min – 24' max	25' min – 40' max	150' min.	<u>80'</u>
Major Collector (4-Lane w/Median)	18' min -25' max	20' min – 24' max	30' min – 40' max	150' min.	<u>80'</u>
MAD 4, MAD 6	18' min -25' max	20' min – 30' max	30' min – 45' max	200' min.	<u>80'</u>
MAD 8	18' min-25' max	20' min – 30' max	30' min – 45' max	400' min.	<u>80'</u>

ARTICLE 14.04 DEVELOPMENT STANDARDS

EXHIBIT E: ADU Size Requirements

- (1) Up to two ADU's are allowed by-right on any Rural Residential or Mixed Use zoned lot, provided parking and impervious cover requirements are met.
- b) Single-Family (SF) districts:
 - (1) One ADU is allowed by-right on any Single Family-zoned lot, provided parking and impervious cover requirements are met.
 - (2) A second ADU may approved with a Conditional Use Permit on any Single Family-zoned lot, provided parking and impervious cover requirements are met.
- c) No more than two ADU's may be allowed on a lot.
- 2) Types. Detached (including above a detached garage), attached to the principal dwelling, or internal conversion (within the existing house or garage) with a separate code-compliant entrance.
- 3) Maximum Size (each ADU, gross floor area)
 - a) ~~Standard: up to 1,000 square feet or \leq 60 percent of the principal dwelling's conditioned floor area, whichever is less.~~
 - b) ~~Rural Residential zoned lots greater than one acre: may increase to 1,500 square feet (regardless of percentage).~~
 - e)a) Attached ADU's and Internal Conversions: An attached ADU, including an ADU created by internal conversion of existing conditioned space within the principal dwelling (without additions), shall not exceed one thousand (1,000) square feet or fifty percent (50%) of the principal dwelling's conditioned floor area, whichever is less, and the principal dwelling shall remain the larger unit.
- 4) Height. Maximum 24 feet and no more than two stories.
- 5) Setbacks (detached ADUs)
 - a) Single-Family (SF) and Mixed Use (MU) districts:
 - (1) 5 feet side setback
 - (2) 5 feet rear setback
 - (3) 10 feet corner side setback
 - (4) not permitted in the front yard
 - b) Rural Residential (RR) districts:
 - (1) 10 feet side setback
 - (2) 10 feet rear setback
 - (3) 15 feet corner side setback
 - (4) not permitted in front yard

EXHIBIT F: Menu Board Signs

Item 3B.

Sec. 14.07.006 Illumination

A. Allowed illumination types: internal, halo (internal indirect), and external shielded down-lighting.

B. Prohibited effects: flashing, chasing, strobing, revolving beacons, moving parts.

1) Exemptions: Menu Board Signs provided they comply with all other illumination standards of Sec. 14.07.006.

B.C. Performance. Internally lit signs: only allowed in signs that are within 200 feet of the State Highway Right-of-Way excluding Loop 150/Chestnut Street from Perkins Street to American Legion Drive. Correlated color temperature (CCT) greater than 3,000 K is prohibited (except existing). Externally lit signs: stationary, fully shielded, bulbs/tubes not visible from R.O.W. or residences. Correlated color temperature (CCT) greater than 3,000 K is prohibited (except existing).

Sec. 14.07.007 Permanent Signs

- A. Awning/Canopy. Count toward wall-sign allowance; ground-floor only; min 8 ft clearance to sidewalk; The sign shall not exceed 1 sq ft per linear foot of awning width.
- B. Building Wall. Max area based on facade linear footage; only the primary façade width may be used for calculation. For businesses that have multiple road frontages additional signs are allowed per frontage.
 - 1) Ratio of 1.25 square feet per linear foot of primary façade width, for buildings or tenant spaces with up to fifty (50) linear feet of primary facade.
 - 2) Ratio of 1.50 square feet per linear foot of primary façade width, for buildings or tenant spaces with between fifty (50) and seventy-five (75) linear feet of primary facade.
 - 3) Ratio of 1.75 square foot per linear foot of primary façade width, for buildings or tenant spaces with greater than seventy-five (75) linear feet of primary facade.
 - 4) For buildings or tenant spaces with more than one exterior building wall with exposure to vehicular traffic, the maximum area of wall signage may be increased by 25% if the sign area is split between at least two (2) signs located on different wall exposures visible to vehicular traffic.
- C. Projecting/Marquee Signs. Max one per business with a maximum of 16 sq ft and a 9 ft minimum clearance; projecting no more than 4 ft from wall. For cinema, they may include a changeable list of movie titles and extend to up to 10 ft from the building.
- D. Suspended/Blade Signs (under canopy). Signs cannot be more than 6 sq ft not counted toward wall-sign total; 8 ft minimum clearance; mount perpendicular to facade. For businesses that have multiple road frontages additional signs are allowed per frontage.
- E. Monument/Directory/Directional/Multitenant. Allowed per sign category, number, area, and height per dimensional standards and shall include street addresses. There should be a 75 ft spacing that shall be maintained between all monument signs. For businesses that have multiple road frontages additional signs are allowed per frontage.
 - 1) For sites with one or more buildings the maximum dimensions are as follows:
 - a) Forty-eight (48) square feet of sign area, eighty (80) square feet of sign structure area and a maximum height of eight (8) feet if the speed limit of the road toward which the sign is oriented is less than forty (40) mph.
 - b) Sixty (60) square feet of sign area, one hundred twenty (120) square feet of sign structure area and a maximum height of twelve (12) feet if the speed limit of the road toward which the sign is oriented is between forty (40) and forty-nine (49) mph.
 - c) Ninety-six (96) square feet of sign area, one hundred sixty (160) square feet of sign structure area and a maximum height of sixteen (16) feet if the speed limit of the road toward which the sign is oriented is fifty (50) mph or greater.

EXHIBIT F: Menu Board Signs

- F. Window Signs. Max coverage = 50% of window area if the background is solid color and 100% max if the background is transparent; may be painted on glass, applied on the glass or hung just inside. For businesses that have multiple road frontages additional signs are allowed per frontage.
- G. Flags. Max pole height: 20 ft in Residential/Neighborhood Service (max flag 28 sq ft); 35 ft in other categories (max flag 40 sq ft). Max three flags per site; setbacks cannot be less than pole height.
- H. Pylon Signs. One (1) pylon sign is permitted per lot along State Highways; maximum sign face area shall not exceed 160 square feet and maximum sign structure area shall not exceed 240 square feet with a maximum height to width ratio of 4:1; maximum height shall be 20 feet, except that a pylon sign on a lot fronting SH 71 may be up to 35 feet in height; minimum spacing shall be 100 feet from any other pylon sign, measured structure-to-structure; and the sign may list multiple tenants within the maximum permitted area; additionally, a pylon sign may be permitted to serve a nonresidential lot that does not front a State Highway provided the benefitted lot is located within 1,000 feet of the State Highway right-of-way (measured in a straight line from the nearest lot line), and the pylon sign is located on private property on a lot that fronts the State Highway within 200 feet of the State Highway right-of-way and within 1,000 feet (straight-line) of the principal building or primary business entrance it advertises, and is authorized by common ownership or a recorded sign easement identifying the benefitted lot.
- I. Subdivision Entry. One per primary entrance (or per corner/median with license agreement); max 48 sq ft; max height 8 ft; masonry materials; downward/ground lighting; landscaped area = 2× sign face area with irrigation and shrubs; provide perpetual maintenance plan.
- J. Menu Board Signs. A permanent sign to not exceed a height of six (6) feet in height, five (5) feet in width, thirty (30) square feet, and no more than two (2) per drive-through lane, associated with a drive-through, walk-up, or similar service area that displays products, services, prices, instructions, or other information necessary for customers to place an order. A menu board sign may include static, changeable copy, or digital display elements, but shall be oriented primarily toward on-site customers and not toward the public right-of-way for general advertising purposes.

EXHIBIT F: Menu Board Signs

Sec. 14.07.011 Dimensional Standards & Permissions

A. Table of Permitted/Allowed Signs. Signs may be installed only as listed by sign category and type (A = Allowed w/o permit; P = Permit required). All unlisted sign types are prohibited.

Sign Type	P/OS	RR	SF	MU	GC	PI	IND	PDD
Permanent								
Awning/canopy	-	-	-	P	P	P	P	P
Building Wall/Band	-	-	-	P	P	P	P	P
Directional	P	-	-	P	P	P	P	P
Directory	P	-	-	P	P	P	P	P
National or Official Flags	A	A	A	A	A	A	A	A
Government	A	A	A	A	A	A	A	A
Marquee	P	-	-	P	P	P	P	P
Monument	P	-	-	P	P	P	P	P
Multitenant	-	-	-	P	P	P	P	P
Projecting	-	-	-	P	P	P	P	P
Pylon ¹	-	-	-	p ¹	p ¹	p ¹	p ¹	p ¹
Subdivision entry	P	P	P	P	P	P	P	P
Suspended/Blade	-	-	-	P	P	P	P	P
Window	-	A	A	A	A	A	A	A
<u>Menu Board Signs</u>	-	-	-	P	P	-	P	P
Temporary								
A-Frame	A	-	-	-	A	A	A	A
Banner	P	-	-	P	P	P	P	P
Construction Site	P	P	P	P	P	P	P	P
Development Information	P	P	P	P	P	P	P	P
Light Pole-Mounted	P	-	-	P	P	P	P	P
Political	A	A	A	A	A	A	A	A
Bandit	A	A	A	A	A	A	A	A

¹ Only as specified in section 14.07.007(H).

EXHIBIT G: Variance Procedures

Sec. 14.12.007 Procedure for Variances

- A. An Application for a Variance shall be made in writing in a form prescribed by the ZBA and shall be accompanied by the required fee in compliance with the Master Fee Schedule, a Site Plan and additional information may be requested in order to properly review the Application. Such information may include, but is not limited to, an existing Plat and Site Building plans.
- B. The Director of Planning & Development or other authorized officials shall visit the Site and the surrounding area where the proposed Variance will apply and shall report their findings to the ZBA.
- C. The ZBA shall hold a public hearing ~~in accordance with TLGC 211.008. no later than 45 days after the date the Application for action or an Appeal is filed. Mailed n~~ Notice of a public hearing shall be provided to all property owners within 200 feet of the affected property within ~~110~~ days prior to the public hearing. ~~and also published in the official local newspaper within 10 days prior to the public hearing. Posted sign 2 feet x 4 feet shall be posted on the subject property requesting the variance within 11 days prior to the public hearing.~~
- D. The ZBA shall not grant a Variance unless it finds, based on competent evidence, that each of the conditions in requirements for granting the Variance has been established. The ZBA's findings, together with the specific facts that the findings are based on, shall be incorporated into the official minutes of the ZBA meeting that the Variance is granted or denied.
- E. The ZBA may impose such additional conditions, limitations and safeguards as it deems appropriate upon the granting of any Variance. Violation of any such condition, limitation or safeguard shall constitute a violation of this Code.
- F. Any rights authorized by a Variance that are not exercised within 1 year from the date of granting such Variance shall lapse and may be reestablished only after Application and a new hearing in accordance with this.

Sec. 14.13.002 Zoning Procedures.

- A. Purpose & Applicability
 - 1) Purpose. Establish a predictable, transparent process for zoning map amendments (rezonings) that implements the Comprehensive Plan and adopted master plans, ensures compatibility, and protects public health, safety, and welfare.
 - 2) Applicability. Applies to all zoning map amendments, including district changes, conditional zoning, overlays, and initial zoning of land proposed for annexation (pre-zoning) as provided herein.
- B. Pre-Application. A pre-application meeting with Development Services Department is required prior to submittal of any rezoning application.
- C. Application. An application shall be submitted through the City’s public portal complete with all information.
- D. Review & Recommendations
 - 1) DRC Technical Review. DRC reviews for compliance with this Code, Comprehensive Plan, and adopted master plans; may request revisions; and prepares a consolidated memo.
 - 2) Director’s Report. The Director forwards a recommendation (approval, approval with conditions, or denial) to P&Z.
 - 3) Planning & Zoning Commission (P&Z). P&Z holds a public hearing, considers staff/DRC recommendations and public input, and issues a recommendation to City Council.
 - 4) City Council (Final Action). Council holds a public hearing as well as a second reading at a subsequent meeting and acts by ordinance: approve, approve with conditions, remand to P&Z, or deny.
- E. Approval Criteria. In making recommendations and decisions, the reviewing bodies shall consider whether the amendment:
 - 1) Implements Adopted Plans. Is consistent with the Comprehensive Plan and applicable master plans (transportation, utilities, parks/open space).
 - 2) Ensures Compatibility. Provides appropriate transitions in use, scale, and design to adjacent development; mitigates potential impacts through conditions where needed.
 - 3) Provides Adequate Infrastructure. Streets, utilities, drainage, and public safety services are available or can be provided in a timely manner; access and internal circulation are safe and efficient.
 - 4) Advances the Public Interest. Furthers health, safety, welfare, and the purposes of this Code without granting special privilege.
- F. Public Notices & Hearings
 - 1) Non-Comprehensive Zoning Changes
 - a) Mailed Notice (Map Amendments). Mail written notice to property owners within 200 feet of the subject site at least 11 days before the P&Z hearing, using the most recent tax roll; courtesy mailing to appraisal-district records may be added where municipal rolls do not list an owner.

EXHIBIT H: Notices Cleanup and Site Development Plan Application Expiration

Item 3B.

- b) Published Notice (Council). Publish notice of the Council hearing in the City's official newspaper at least 16 days prior to the Council hearing.
- c) Website. Publish notice of the Council hearing on the City's official webpage at least 16 days prior to the Council hearing.
- d) Posted Notice. Minimum 2 feet x 4 feet sign placed on the street frontage in visible unobstructed location at least 11 days prior to the initial public hearing. The sign shall stay in place until final action is taken or request is withdrawn.

Sec. 14.13.004 Site Development Plans.**A. Purpose & Applicability**

- 1) Purpose. Ensure new development is safe, serviceable, and compatible by verifying compliance with this Code, adopted plans, and applicable engineering, utility, fire, and building standards.
- 2) When Required. A Site Plan is required prior to building permit for:
 - a) New nonresidential buildings;
 - b) Multifamily (3+ units), townhomes, and mixed-use buildings;
 - c) Exterior additions or intensifications that (i) add $\geq 1,000$ sq ft GFA or $\geq 10\%$ (whichever is greater), (ii) add/relocate driveways, fire lanes, or loading, or (iii) expand parking by ≥ 10 spaces;
 - d) Changes of use that increase parking demand, traffic, outdoor activity, or life-safety risk;
 - e) New/expanded outdoor storage, vehicle display/queuing, or fuel service;
 - f) Projects in an overlay when that overlay requires a Site Plan.
- 3) Exemptions. Not required for:
 - a) Single family dwellings or duplex's on individual platted lots (frontage/driveway items still shown with the building permit);
 - b) Interior finish-out and ordinary repairs that do not increase occupancy load, parking demand, or external impacts;
 - c) Very small exterior changes ($< 1,000$ sq ft) with no new access points and no triggers in A(2).
The Director may require a Site Plan where otherwise exempt work creates traffic, drainage, fire access, or compatibility concerns.

B. Relationship to Other Approvals

- 1) Zoning first. Uses must be permitted or conditionally approved (CUP/PD). Site Plans implement—not replace—those approvals and conditions.
- 2) Deviations. Relief from standards follows the applicable procedure (Administrative Relief, BOA variance, or Council Alternative Compliance) before or concurrent with Site Plan review.
- 3) Public Improvement Plans (Construction Plans). Site Plan approval is distinct from civil construction drawing (PIP) approval; both may be required where public/frontage improvements or utility extensions are proposed.
- 4) Overlay/Plat/Historic. COA, floodplain/WUI, plats, and similar approvals are conditions of Site Plan approval when applicable.

C. Submittal (Minimum)

- 1) Pre-application meeting required.
- 2) Application with:
 - a) Site layout (buildings, setbacks, easements, access, internal circulation, fire lanes, loading, refuse/mechanical, outdoor activity areas) and a compliance table;
 - b) Parking/loading plan (counts, accessible & bicycle spaces, geometry);

- c) Access & Connectivity sheet (driveway spacing/sight distance, cross-access, sidewalks/trails, pedestrian routes/ramps);
 - d) Landscape and Irrigation plans sealed by a Landscape Architect
 - e) Tree survey performed by an ISA Certified Arborist and accompanying preservation/mitigation plan;
 - f) Utilities (domestic, fire, wastewater) and will-serve/availability as needed;
 - g) Drainage concept (ponds/outfalls and pre/post summary);
 - h) Lighting/photometric plan where outdoor lighting or nighttime hours are proposed;
 - i) Building elevations or massing sufficient to verify height, screening, and transparency;
 - j) TIA/traffic study, if required;
 - k) Phasing and timing of frontage/public improvements;
 - l) Overlay documentation, if applicable.
 - m) Site development plan checklist complete, along with all items required by the checklist.
- D. Review & Decision
- 1) Completeness check. Incomplete applications are returned with deficiencies.
 - 2) DRC review. Consolidated technical review and comments.
 - 3) Director decision (administrative). Approve, approve with conditions, or deny. No public hearing.
 - 4) Conditional approvals. May be issued contingent on obtaining related approvals (CUP, Alternative Compliance, ZBA variance, plat, COA, floodplain permit) prior to permit issuance.
 - 5) Resubmittal. Applications may be remanded for revisions where material issues remain.
- E. Standards for Approval (Findings). The Director shall approve only if the Site Plan:
- 1) Complies with district standards, permitted uses, and any CUP/PD/overlay conditions;
 - 2) Meets Access & Connectivity standards (safe driveway placement, internal circulation, pedestrian connections, cross-access where required);
 - 3) Provides required parking, loading, stacking, and bicycle parking (including any approved shared/remote arrangements);
 - 4) Meets Landscaping & Tree Preservation requirements, including screening of service/outdoor storage and protection/mitigation of significant trees;
 - 5) Demonstrates adequate utilities, fire protection, and stormwater management consistent with City engineering criteria and adopted plans;
 - 6) Protects adjacent properties through buffers, lighting control, and orientation of access/service areas;
 - 7) Avoids unsafe traffic conditions or undue congestion and implements proportionate off-site mitigation when required;
 - 8) Meets all other applicable provisions of this Code.
- F. Conditions of Approval. The Director may impose conditions reasonably related to compliance and mitigation, including: access management (location/closure/turns/cross-access/TDM), frontage improvements (sidewalks/trees/lights/ramps) tied to CO timing, screening/landscape/tree measures, limits on outdoor

activity/queuing/delivery windows, drainage/utility upgrades and easements, phasing, and performance security for public improvements.

G. Site Plan Amendments & Compliance Triggers

- 1) When an Amendment is Required. Amend before changes that would:
 - a) Alter building footprint, placement, or height;
 - b) Add floor area, outdoor activity, loading/queuing, or fuel service;
 - c) Add, remove, or relocate a driveway, fire lane, or loading space;
 - d) Reconfigure internal circulation, parking layout, stall/aisle geometry, or accessible/bicycle parking;
 - e) Modify drainage facilities, detention/retention, outfalls, or utility routing;
 - f) Change the use (or mix) in a way that increases trips, parking demand, hours, or external impacts;
 - g) Affect compliance with any condition of a CUP/PD/Alternative Compliance or any overlay approval.
- 2) Changes Not Requiring an Amendment (As-Built). De minimis “field changes” for constructability that do not reduce any standard or condition, such as: minor utility alignment shifts; like-for-like plant substitutions; small door/window shifts not affecting transparency or fire ratings; converting up to five (5) striped spaces to compact where allowed. Note on as-builts before final inspection/CO.
- 3) Cumulative Changes. Amendment thresholds apply cumulatively within 24 months.
- 4) Compliance with Current Code.
 - a) Changed elements must comply with current standards (access/connectivity, parking/loading, landscaping/trees, lighting, overlays).
 - b) Unchanged elements may remain as legally conforming under prior approval unless G(5) requires broader upgrades.
 - c) Existing CUP/PD/Alternative Compliance conditions remain in effect unless separately modified by the appropriate body.
- 5) Proportionality & Alternatives. Upgrades must be roughly proportionate to the amendment’s impacts. Where strict application is infeasible due to utilities, trees, or topography, the City Manager may approve a targeted compliance plan if the result meets the Code’s intent equal or better.
- 6) Submittal & Effect. Submit clouded changes with a short narrative addressing G(4)–G(6) and any updated sheets limited to the changed scope. An approved amendment supersedes prior approval only for modified sheets/areas; other areas remain under the last unamended approval.

H. Expiration & Extensions

- 1) Expiration. A Site Plan expires ~~onetwo (12)~~ years from approval if no building permit is issued and under active construction, unless otherwise specified in the approval. For site development plans in-review, such application expires if no activity is received within a six (6) month period.
- 2) One extension. The Director may grant one extension up to six (6) months for good cause.
- 3) Effect of expiration. Permits may not be issued until a new or amended Site Plan is approved.

I. Appeals. An appeal of the Director’s administrative decision (original or amended Site Plan) follows Sec.

14.12.008 Appeals of Administrative Decisions. An appeal stays the decision unless the Director certifies that a stay would cause imminent peril.

J. Effect of Approval. Approval authorizes submittal of construction drawings and building permits consistent with the Site Plan. Approval runs with the land and binds successors, subject to conditions and expiration.

K. Administrative Checklist (Informational)

The Director shall maintain a Site Plan checklist consistent with this section that identifies required sheets/studies, acceptable formats, and triggers for TIA, photometric, floodplain/WUI, and tree preservation submittals.

Sec. 14.13.007 Filing & Notice Requirements.

A. Applicability.

This section governs filing and public notice for zoning matters processed under this Article, including but not limited to zoning map amendments, Conditional Use Permits (CUPs), and text amendments.

B. Filing.

- 1) Applications must be submitted on City forms with required attachments and fees
- 2) The Director shall conduct a completeness review and schedule items to meet the minimum state notice timelines.
- 3) Submittal calendars and technical filing requirements may be established by administrative policy.

C. Required Notice.

- 1) Zoning Regulations & District Changes. Published and written notice shall be provided as required by Texas Local Government Code Chapter 211, as amended (including notice for Planning & Zoning Commission hearings and City Council hearings).
- 2) Initial Zoning of Annexed Areas. Notice shall follow Texas Local Government Code Chapters 43 and 211, as applicable.
- 3) Subdivision and Related Actions. Where notice is required for subdivision actions governed by this Code, notice shall follow Texas Local Government Code Chapter 212, as applicable.
- 4) Open Meetings. All meetings and notices shall comply with the Texas Open Meetings Act (Texas Government Code Chapter 551).
- 5) Where this Code imposes notice in addition to, or more stringent than, state law, the City shall provide the greater notice.
- 6) City Council Adopted Notification Requirements:

	Published Notice	Personal Notice	Posted Notice
Notification Location	Newspaper & Website	United States Mail	Subject Property
Time Before Set Hearing	16 days	A. General: 11 days B. Comprehensive Plan or Zoning change: 11 days	A. General: 11 days B. Comprehensive Plan or Zoning change: 11 days

EXHIBIT H: Notices Cleanup and Site Development Plan Application Expiration

Item 3B.

<p>Include in Notice</p>	<p>A. Date, time, and location of hearing;</p> <p>B. Purpose of the hearing; and</p> <p>C. Identification of the subject property if the decision concerns an individual tract or parcel of land.</p>	<p>A. Name of the applicant;</p> <p>B. Date time, and location of the hearing;</p> <p>C. Purpose of the hearing;</p> <p>D. Identification of the subject property; and,</p> <p>E. The name of the appellant if an appeal.</p>	<p>A. Purpose of the request; and</p> <p>B. All public hearing dates.</p>
<p>Notification Instructions</p>	<p>Development Services Department will be responsible for posting the notice in the newspaper of general circulation.</p>	<p>A. Each owner of real property located within two hundred (200) feet of the exterior boundary of the property in question and any other persons deemed by the Lead Officer or decision-maker to be affected by this application;</p> <p>B. The applicant and/or property owner; and</p> <p>C. The appellant if an appeal.</p>	<p>A. Minimum 2’x4’ sign placed on the street frontage in visible unobstructed location.</p> <p>B. Utilize a minimum 6” lettering.</p> <p>C.B. Shall stay in place until final action is taken or request is withdrawn</p>

EXHIBIT H: Notices Cleanup and Site Development Plan Application Expiration

Item 3B.

7) City Council Adopted Development Approval Process:

Action		Meeting Type		Committees			
	Review/ Recommend	PM	Public Meeting	ZBA	Zoning Board of Adjustments	Y	Required
D	Decision	PM*	May Require Initial Authorization	P&Z	Planning & Zoning Commission	N	Not Required
A	Appeal	PH	Public Hearing	CC	City Council		

Approval Process	Source	Review and Approval Authority			Notice			
		ZBA	P&Z	CC	Application Notice	Published Notice	Personal Notice	Posted Notice
Legislative								
Comprehensive Plan Map and Text Amendment			R/PH/ PM	D/PH/ PH/PM	Y	Y	Y	Y
Zoning Code Text Amendment			R/PH	D/PH/ PM	Y	Y	N	N
Zoning Map Amendments			R/PH	D/PH/ PM*	Y	Y	Y	Y
Variance/Administrative Appeal		D/PH/ PM			Y	N	Y	Y
Conditional Use Permits			R/PH/ PM	D/PH/ PM*	Y	Y	Y	Y



STAFF REPORT

MEETING DATE: June 25, 2026

TITLE:

Conduct a public hearing, consider and act on a recommendation to the City Council to amend Chapter 10 of the Code of Ordinances, Subdivisions, as shown in Exhibits A-C, and move to include on the July 14, 2026, City Council meeting for a first reading.

AGENDA ITEM SUBMITTED BY:

Brittany Epling, Senior Planner

BACKGROUND AND PURPOSE:

Staff has identified a need to amend Chapter 10 of the Code of Ordinances, Subdivision Regulations, to address certain platting and subdivision administration issues that have come up during implementation of the new Bastrop Development Code. The proposed amendments are intended to provide clearer procedures, reduce unnecessary platting barriers for existing developed properties, and distinguish subdivision waiver requests from zoning variances.

The proposed amendments include a new commercial infill platting exemption, a process for existing tract one-lot plats, and revised subdivision waiver procedures. These amendments are intended to support reinvestment in existing developed areas, recognize Bastrop's older development patterns where many tracts were created before current platting and zoning standards, and provide clearer notice and review procedures when a waiver from subdivision standards is requested.

EXHIBIT A SUMMARY – COMMERCIAL INFILL PLATTING EXEMPTION:

Exhibit A creates a commercial infill platting exemption for existing developed tracts where the proposed development does not create new lots, adjust existing tract boundaries, require new streets, or require the extension or upgrade of public infrastructure, including utilities or roads.

This amendment provides a practical path for limited commercial reinvestment and redevelopment on existing tracts without requiring a full platting process when there is no subdivision of land and no infrastructure impact. This can help remove unnecessary procedural barriers for small-scale commercial improvements while still ensuring that projects requiring new lots, boundary changes, public improvements, or infrastructure upgrades remain subject to platting requirements.

EXHIBIT B SUMMARY – EXISTING TRACT ONE-LOT PLATS:

Exhibit B adds a new section for existing tract one-lot plats. Because the new Bastrop Development Code now includes minimum lot size and lot width standards, this amendment clarifies how existing unplatted tracts may be platted when they do not meet current minimum zoning dimensions.

This amendment is important because Bastrop is an older city with many existing tracts that were created before current subdivision and zoning standards. The proposed section would allow an existing unplatted tract to be platted as one lot, even if it does not meet the current minimum lot size or width, provided the existing tract boundaries are not changed and the

property is not further divided. This allows property owners to bring existing tracts into a platted status without requiring unnecessary variances or preventing reasonable use of the property.

EXHIBIT C SUMMARY – SUBDIVISION WAIVERS:

Exhibit C amends the current “Subdivision Variances” section to refer to these requests as “Subdivision Waivers.” This terminology is more appropriate for subdivision regulations and helps distinguish subdivision waiver requests, which are reviewed by City Council, from zoning variances, which are reviewed by the Zoning Board of Adjustment.

The amendment also establishes clearer notice requirements for subdivision waivers requested in association with a plat. When a waiver is requested, the waiver request must be included in the same notice as the related plat, ensuring that surrounding property owners and the public are informed of both the plat and the requested waiver being considered.

RECOMMENDATION:

Conduct a public hearing, consider and act on a recommendation to the City Council to amend Chapter 10 of the Code of Ordinances, Subdivisions, as shown in Exhibits A-C, and move to include on the July 14, 2026, City Council meeting for a first reading.

ATTACHMENTS:

1. Exhibit A – Commercial Infill Platting Exemptions
2. Exhibit B – Existing Tract One-Lot Plats
3. Exhibit C – Subdivision Waivers

EXHIBIT A: Commercial Infill Platting Exemptions

Sec. 10.02.006 Platting Exemptions

A recorded Subdivision or development Plat is required prior to the issuance of a building permit with the following exceptions:

- a) Permits for an Accessory Building not connected to wastewater service.
- b) Permits for repair or remodeling of an existing Structure that involves no increase in square footage.
- c) Demolition permits, or permits for Removal of a Structure from a parcel or tract.
- d) Permits for new Construction or expansion, if all the following criteria are met:
 - 1) The current boundaries of the property existed in the same configuration on April 20,1981; and
 - 2) The Director of Planning & Development has determined there is no need for additional easements or right-of-way dedication.
- e) Exceptions for Infill Development:
 - 1) For the purposes of this Subdivision Chapter, an Infill property is land that has been previously developed and/or cleared land within existing neighborhoods or existing developed commercial areas.
 - 2) Exceptions to platting in these areas are for:
 - A. Construction of a Residential Dwelling and related Accessory Structures.
 - B. Permits for the expansion of existing Building up to a maximum of 50% of the original floor area.
 - B.C. Commercial infill development on an existing tract, provided the Director and City Engineer determine that the proposed development does not create a new lot, adjust a property line, require a new street or alley, street improvements, require the extension or upsizing of public infrastructure, require additional right-of-way or easements to be established by plat, or otherwise require platting under state law or this Chapter. Approval of this exemption does not waive Site Development Plan, Building permit, Drainage, access, utility, fire, parking, landscaping, or other applicable City requirements.

EXHIBIT B: Existing Tract One-Lot Plats

Sec. 10.02.007 Existing Tract One-Lot Plats

- 1) An existing unplatted tract may be platted as one lot in its current configuration, even if the tract does not meet the minimum lot size, lot width, or frontage requirements of the applicable zoning district, if the Director determines that:
 - a) The tract exists as a separately described tract by deed, tax record, survey, or other documentation acceptable to the City;
 - b) The plat does not create an additional lot or remainder tract;
 - c) The plat does not move or reconfigure any property line, except as necessary for required right-of-way dedication or easements;
 - d) The plat does not increase the degree of nonconformity;
 - e) The tract has legal access to an existing public street or other access approved by the City; and
 - f) The City Engineer determines that adequate access, Drainage, utilities, and public facilities exist or will be provided.
- 2) Approval of an Existing Tract One-Lot Plat recognizes the existing configuration of the tract and does not waive any applicable development requirement other than the existing lot area, lot width, or frontage deficiency shown on the plat.
- 3) The plat shall include a note stating that the lot is recognized as an existing tract in its current configuration, that no additional lot or further subdivision is authorized, and that all development must comply with applicable zoning, building, fire, Drainage, access, utility, floodplain, parking, landscaping, and Site Development Plan requirements.

EXHIBIT C: Subdivision Waivers

Sec. 10.03.005 Subdivision ~~Waivers~~Variances

When a subdivider can show that a provision of these regulations would cause unnecessary hardship if strictly adhered to, and where, because of some condition peculiar to the site, and when in the opinion of the City Council, the intent of this code is still being met, the City Council may authorize a waiver~~variance~~.

A request for a waiver shall be submitted as a separate application, concurrently with the plat application, and shall be considered with the associated plat. When notice is required for the plat, the waiver request shall be included in the same notice required for the plat. The notice shall identify the specific waiver requested and the code provision from which relief is sought.

If a waiver request is added or materially changed after notice of the plat has been provided, the plat and waiver shall not be considered until notice has been provided in the same manner required for the plat.