

Bastrop Planning and Zoning Commission Agenda

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



November 17, 2022

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**

1A. Introduction of new Commissioner Kristi Koch.

2. **CITIZEN COMMENTS**

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

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

3. **ITEMS FOR INDIVIDUAL CONSIDERATION**

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

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

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

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

4. **UPDATES**

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

4B. Updates from Planning Staff on management projects.

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

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

5. **ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Thursday, November 10, 2022 at 5:30 p.m. and remained posted for at least two hours after said meeting was convened.

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



STAFF REPORT

MEETING DATE: November 17, 2022

TITLE:

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

STAFF REPRESENTATIVE:

Nicole Peterson, Planning Technician

ATTACHMENTS:

Meeting Minutes



Planning and Zoning Commission
September 29, 2022
Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, September 29, 2022 at 6:00 p.m. in the Council Chambers located at 1311 Chestnut Street, Bastrop, Texas 78602.

1. CALL TO ORDER

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

Commissioners:

Debbie Moore	Present
Cynthia Meyer	Present
Ishmael Harris	Absent
Pablo Serna	Present
Carrie Caylor	Present
Scott Long	Present
Judah Ross	Present
Patrice Parsons	Present

Staff Present:

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

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider action to approve meeting minutes from the August 25, 2022 Planning and Zoning Commission Regular Meeting.

Pablo Serna made a motion to approve the August 25, 2022 meeting minutes. Carrie Caylor seconded the motion and the motion carried unanimously.

- 3B. Consider action to approve meeting minutes from the September 15, 2022 Planning and Zoning Commission Special Meeting.

Pablo Serna made a motion to approve the September 15, 2022 meeting minutes. Judah Ross seconded the motion and the motion carried unanimously.

- 3C. Consider action to approve The Colony MUD 1D, Section 5 Preliminary Plat, being 34.490 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the extraterritorial jurisdiction of Bastrop, Texas, as shown in Exhibit A.

The Director of Planning and Development, Jennifer Bills, presented to Commissioners The Colony MUD 1D, Section 5 Preliminary Plat, being 34.490 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the extraterritorial jurisdiction of Bastrop, Texas, as shown in Exhibit A.

Planning and Zoning Commission
September 29, 2022
Meeting Minutes

Item 3A.

There were no questions or comments from the Commissioners.

Cynthia Meyer made a motion to approve The Colony MUD 1D, Section 5 Preliminary Plat, being 34.490 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the extraterritorial jurisdiction of Bastrop, Texas, as shown in Exhibit A. Patrice Parsons seconded the motion and the motion carried unanimously.

- 3D. Consider action to approve The Colony MUD 1C Section 8 Final Plat, being 19.576 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the Extraterritorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A.

The Director of Planning and Development, Jennifer Bills, presented to The Colony MUD 1C Section 8 Final Plat, being 19.576 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the Extraterritorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A.

There were no questions or comments from the Commissioners.

Carrie Caylor made a motion to approve The Colony MUD 1C Section 8 Final Plat, being 19.576 acres out of the Jose Manual Bangs Survey, Abstract No. 5, located north of Sam Houston Drive, within the Extraterritorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A. Pablo Serna seconded the motion and the motion carried unanimously.

- 3E. Consider action to approve Farm Street Village Preliminary Plat, being 15.84 acres out of Farm Lots 37 and 38, East of Main Street, located north of Farm Street, south of Cedar Street and west of SH 95, within the city limits of Bastrop, Texas, as shown in Exhibit A.

The Director of Planning and Development, Jennifer Bills, presented to Commissioners the Farm Street Village Preliminary Plat, being 15.84 acres out of Farm Lots 37 and 38, East of Main Street, located north of Farm Street, south of Cedar Street and west of SH 95, within the city limits of Bastrop, Texas, as shown in Exhibit A.

Jennifer Bills stated the unopened Right-of-Way is not part of the plat. She also mentioned Washington Street is no longer able to be extended, and the County will not approve Washington Street, therefore the city is working with Bastrop County to see if we can get Julius Thomas approved as a street name.

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

1. What information does the Texas Local Government Code require to be in preliminary drainage plans?
 - The Texas Local Government Code has no requirements if they are following the rules. Once the applicant starts the development, they cannot change the Preliminary Drainage.
2. The 72 lots in this development will all be duplexes?
 - Yes, this is what the applicant is proposing. This site is zoned P3, so they are allowed by right in this Place Type.
3. Is the City aware of the fence on Chambers Street being in the Right- of-way?
 - There are several issues that were never resolved in 2006 when the City went through and tried to clean up the deeds for the lots encroaching into the Right-of-Way.
4. Can this plat be approved with those unresolved issues?

Planning and Zoning Commission

September 29, 2022

Meeting Minutes

Item 3A.

- Yes, once a preliminary plat is approved, there are still no official construction documents for the project until the Final Drainage Plan and Public Improvement Plan are approved. If the applicant does not move forward with construction within 2 years of the plat being approved it expires, and they will then have to come into compliance with the rules in place at that time. If the applicant does move forward, any drainage issues will be addressed in the Final Drainage Plan.
5. Are there any parking or safety concerns with the streets being narrow?
 - The code does not have any parking requirements.
 6. Are these apartments?
 - No, they are duplexes.
 7. Are the duplexes going to be for affordable housing?
 - They will be workforce housing.
 8. Is workforce housing different than affordable housing?
 - Affordable housing is defined as 80% and below of the area median income.
 - Workforce housing is defined as 60-120% of the area median income.

Residents in opposition of the development but did not wish to speak at the meeting:

1. William Holford
2. Charles Huth
3. Emily Huth
4. Christy Forman
5. James Forman
6. Sheri Hoskins
7. Katherine Albers
8. Linda Smith

Daniel Smith, a resident at 1504 Cedar Street, stated they have been living on this lot for 80 years and were opposed to the project. He also stated he was concerned on how the growth will affect the flooding in this area, the effect of the development on property values, the increased traffic on the roads, and that he believes a TIA needs to be completed for this project

Nathan Anderson, resident at 805 Main Street, stated he is for affordable housing in Bastrop but believes 72 duplexes on this size of a lot feels a lot like Austin. He also mentioned that he is opposed to stealing property from longtime residents.

Tommy Claiborne, resident at 708 Walnut Street, believes the water at Gills Branch and the construction on Highway 71 will only bring more water and it will glow into Gills Branch. He mentioned his concerns about the traffic and wait times for the school that have become an issue for parents picking up their kids. He said, we are for growth, but this area is not the place or time for it.

Allison Bumsted, resident at 1316 Farm Street stated her concerns for parking, and the traffic on the street already being an issue. She is not completely opposed to the development but has concerns about the proposed development being so dense.

Susan Long, resident at 1402 Hill Street stated her concerns about the development bringing in more traffic, people, and air pollution. She voiced her concern about the development being built in the floodplain. She believes if this development is accepted, it will destroy the Historic Farm Street Neighborhood. She believes this land would make a great pocket park.

Planning and Zoning Commission
September 29, 2022
Meeting Minutes

Item 3A.

Nancy Huth, resident at 1303 Cedar Street stated her concern about how dense the new proposed development is and was hoping it would be better than what was previously proposed. She voiced her concerns with the water at Gills Branch and how this development will make it worse. She mentioned they already have issues with traffic and getting in and out of their property. She is opposed to this development and feels that if the lot sizes were ½ or 1/3 or an acre it would be better.

Joe Grady Tuck, 906 Main Street is here to represent two individuals, Lindy Larson and Sheri Hoskins who live on Chamber Street. He stated Chamber Street is a dirt road with no fixed location on paper and out of the 12 different plats he has seen they all show different property lines and feels a discussion is needed. He mentioned his client came out of her house and found a stake 5ft from her window and how her house dates to the 1970's. He urges the Commissioners to not take action on this item till a discussion has been had with all the property owners regarding the property lines.

Debbie Moore opened executive session at 6:42 p.m.

Debbie Moore closed executive session at 7:31 p.m.

Pablo Serna made a motion to approve the Preliminary Plat with a recommendation that additional surveys by property owners may be produced to confirm the relevant real estate boundaries. Scott Long seconded the motion and the motion carried 6-1 with Cynthia Meyer in opposition to the motion.

4. UPDATES

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

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

The Director of Planning and Development, Jennifer Bills, presented to Commissioners the recent City Council actions on Planning Department items, ongoing development projects, and department management projects which included all the recent developments around Bastrop and the status of them at this time.

She discussed new commercial building permits, the long-range planning project the department is working on, and other major projects happening with other departments.

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

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

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

Pablo Serna mentioned the WUI code and would like updates on its status of it. Jennifer Bills mentioned that Andres Rosales, Fire Chief, was working on it.

Planning and Zoning Commission
September 29, 2022
Meeting Minutes

Item 3A.

Patrice Parsons mentioned she would like for the City to stay up to date on the Fire Code.

5. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 8:04 p.m. Pablo Serna seconded the motion, and the motion carried unanimously.

Debbie Moore, Chair

Pablo Serna, Vice-Chair



STAFF REPORT

MEETING DATE: November 17, 2022

TITLE:

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

STAFF REPRESENTATIVE:

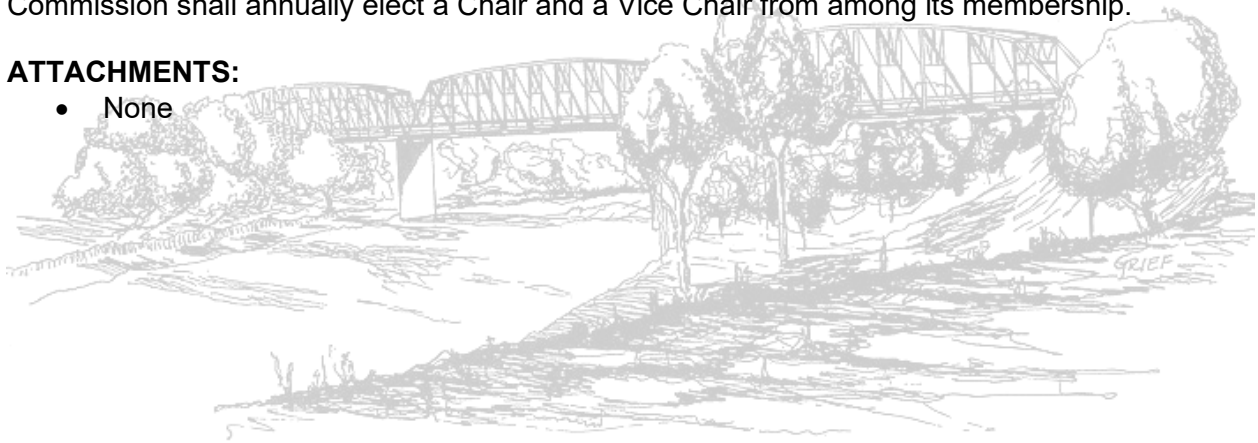
Jennifer C. Bills, Director of Planning and Development

BACKGROUND:

Per the Part I - Home Rule Charter, Section 12.01 - Planning and Zoning Commission, the Commission shall annually elect a Chair and a Vice Chair from among its membership.

ATTACHMENTS:

- None





STAFF REPORT

MEETING DATE: November 17, 2022

TITLE:

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

STAFF REPRESENTATIVE:

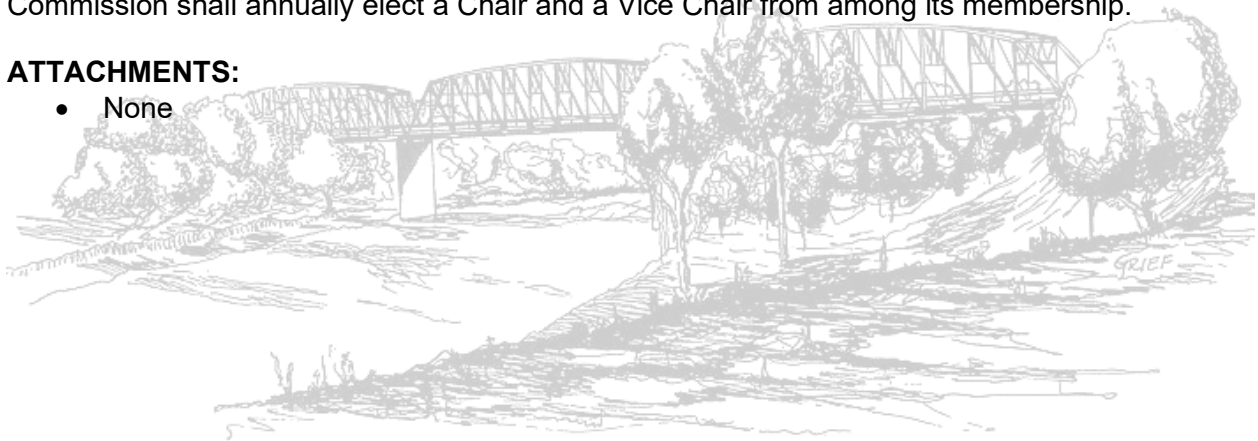
Jennifer C. Bills, Director of Planning and Development

BACKGROUND:

Per the Part I - Home Rule Charter, Section 12.01 - Planning and Zoning Commission, the Commission shall annually elect a Chair and a Vice Chair from among its membership.

ATTACHMENTS:

- None





STAFF REPORT

MEETING DATE: November 17, 2022

TITLE:

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

STAFF REPRESENTATIVE:

Jennifer C. Bills, Director of Planning and Development

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

ATTACHMENTS:

- Exhibit A – 2023 Schedule of Uniform Submittal Dates



2023 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 Meeting Date
Must be received by 4:00 pm CDT (Monday unless City holiday)	All submissions must have all required items to enter review	Approved, Approved with Conditions, or Denied (Thursday)	(Thursday if Approved)	For projects that were Approved with Conditions (Monday)		(Thursday)
1/3/2023	1/3/2023	1/12/2023	1/26/2023	2/6/2023	2/16/2023	2/23/2023
2/6/2023	2/7/2023	2/16/2023	2/23/2023	3/13/2023	3/23/2023	3/30/2023
3/6/2023	3/7/2023	3/16/2023	3/30/2023	4/10/2023	4/20/2023	4/27/2023
4/3/2023	4/4/2023	4/13/2023	4/27/2023	5/8/2023	5/18/2023	5/25/2023
5/1/2023	5/2/2023	5/11/2023	5/25/2023	6/12/2023	6/22/2023	6/29/2023
6/5/2023	6/6/2023	6/15/2023	6/29/2023	7/10/2023	7/20/2023	7/27/2023
7/3/2023	7/3/2023	7/13/2023	7/27/2023	8/14/2023	8/24/2023	8/31/2023
8/7/2023	8/8/2023	8/17/2023	8/31/2023	9/11/2023	9/21/2023	9/28/2023
9/4/2023	9/5/2023	9/14/2023	9/28/2023	10/9/2023	10/19/2023	10/26/2023
10/2/2023	10/3/2023	10/12/2023	10/26/2023	11/13/2023	11/16/2023	11/30/2023
11/6/2023	11/7/2023	11/16/2023	11/30/2023	12/4/2023	12/14/2023	12/20/2023
12/4/2023	12/5/2023	12/14/2023	12/21/2023	1/8/2024	1/18/2024	1/25/2024
1/2/2024	1/2/2024	1/11/2024	1/25/2024	1/16/2024	2/12/2024	2/29/2024

2023 Schedule of Uniform Submittal Dates

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 pm CDT (Monday unless City holiday)	All submissions must have all required items to enter review	(Thursday)	Public Hearing (Thursday)	Public Hearing First Reading (Tuesday)	Second Reading (Tuesday)
1/9/2023	1/10/2023	1/19/2023	2/23/2023	3/28/2023	4/11/2023
2/13/2023	2/14/2023	2/23/2023	3/30/2023	4/25/2023	5/9/2023
3/13/2023	3/14/2023	3/23/2023	4/27/2023	5/23/2023	6/13/2023
4/10/2023	4/11/2023	4/20/2023	5/25/2023	6/27/2023	7/11/2023
5/8/2023	5/9/2023	5/18/2023	6/29/2023	7/25/2023	8/8/2023
6/12/2023	6/13/2023	6/22/2023	7/27/2023	8/22/2023	9/12/2023
7/10/2023	7/11/2023	7/20/2023	8/31/2023	9/26/2023	10/10/2023
8/14/2023	8/15/2023	8/24/2023	9/28/2023	10/24/2023	11/14/2023
9/11/2023	9/12/2023	9/21/2023	10/26/2023	11/14/2023	12/12/2023
10/2/2023	10/3/2023	10/12/2023	11/30/2023	1/9/2024	1/23/2024
11/6/2023	11/7/2023	11/16/2023	12/21/2023	1/23/2024	2/13/2024
12/4/2023	12/5/2023	12/14/2023	1/25/2024	2/27/2024	3/12/2024
1/8/2024	1/9/2024	1/18/2024	2/29/2024	3/26/2024	4/9/2024

2023 Schedule of Uniform Submittal Dates

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 4:00 pm CDT (Monday unless City holiday)	All submissions must have all required items to enter review	Approved, Approved with Conditions, Denied (Thursday)	For projects that were Approved with Conditions (Monday unless City holiday)	Verify conditions have been met for Approved with Conditions projects
1/3/2023	1/3/2023	1/12/2023	1/17/2023	1/26/2023
2/6/2023	2/7/2023	2/16/2023	2/20/2023	3/1/2023
3/6/2023	3/7/2023	3/16/2023	3/20/2023	3/30/2023
4/3/2023	4/4/2023	4/13/2023	4/17/2023	4/27/2023
5/1/2023	5/2/2023	5/11/2023	5/15/2023	5/25/2023
6/5/2023	6/6/2023	6/15/2023	6/19/2023	6/29/2023
7/3/2023	7/5/2023	7/13/2023	7/17/2023	7/27/2023
8/7/2023	8/8/2023	8/17/2023	8/21/2023	8/31/2023
9/5/2023	9/5/2023	9/14/2023	9/18/2023	9/28/2023
10/2/2023	10/3/2023	10/12/2023	10/16/2023	10/26/2023
11/6/2023	11/7/2023	11/16/2023	11/20/2023	11/30/2023
12/4/2023	12/5/2023	12/14/2023	1/2/2024	1/11/2024
1/2/2024	1/2/2024	1/11/2024	1/16/2024	1/25/2024

2023 Schedule of Uniform Submittal Dates

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 pm CDT (Monday unless City holiday)	All submissions must have all required items to enter review	Approved, Approved with Conditions, Denied (Thursday)	For projects that were Approved with Conditions (Monday unless City holiday)	Verify conditions have been met for Approved with Conditions projects
1/17/2023	1/17/2023	1/26/2023	1/30/2023	2/9/2023
2/20/2023	2/21/2023	3/1/2023	3/6/2023	3/16/2023
3/20/2023	3/21/2023	3/30/2023	4/3/2023	4/13/2023
4/17/2023	4/18/2023	4/27/2023	5/1/2023	5/11/2023
5/15/2023	5/16/2023	5/25/2023	5/30/2023	6/8/2023
6/19/2023	6/20/2023	6/29/2023	7/3/2023	7/13/2023
7/17/2023	7/18/2023	7/27/2023	7/31/2023	8/10/2023
8/21/2023	8/22/2023	8/31/2023	9/5/2023	9/15/2023
9/18/2023	9/19/2023	9/28/2023	10/2/2023	10/12/2023
10/16/2023	10/17/2023	10/26/2023	10/30/2023	11/9/2023
11/20/2023	11/21/2023	11/30/2023	12/4/2023	12/14/2023
12/11/2023	12/12/2023	12/21/2023	1/2/2024	1/11/2024
1/16/2024	1/16/2024	1/25/2024	1/29/2024	2/8/2024