

Bastrop Main Street Advisory Board Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



October 07, 2026

Agenda - Main Street Advisory Board at 6:00 PM

Bastrop Main Street Advisory Board 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. PRESENTATIONS

- 3A. Conduct a public hearing, consider, and act on a recommendation to the City Council on amendments to the Bastrop Development Code, Section 14.03.003, Downtown Historic District, to establish Active and Passive Use requirements for ground-floor storefronts and regulations for certain Alcohol-Focused Uses.

4. MINUTE APPROVAL

- 4A. Consider and act on the approval of the June 10th, 2026, August 19, 2026 and September 2, 2026 Main Street Advisory Board Meeting Minutes.

5. REPORTS

- 5A. Main Street Manager Report
- 5B. Design Committee Update
- 5C. Economic Vitality Committee Update
- 5D. Promotion Committee Update

Boo Bash: October 31st | 2pm-6pm | Downtown Bastrop

Dia de los Muertos: November 1 | 5pm-8pm | Museum Front

Veterans Day Car Show: November 13-14 | Downtown Bastrop

Rivals for a Cause: November 27 | Time TBD | Downtown Bastrop

Wassail Fest: November 28th | 3pm-7pm | Downtown Bastrop

Merry on Main: December 12th | 10am-3pm | Downtown Bastrop

Lighted Christmas Parade: December 12th | 6pm | Downtown Bastrop

6. WORKSHOP

- 6A. Main Street America

-4 Point Approach Refresher

-Workplans/Transformation Strategies

7. ITEMS FOR INDIVIDUAL CONSIDERATION

- 7A. Discuss reschedule date for November meeting.

8. 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: September 30, 2026 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Marco Olivares
Marco Olivares, Main Street Manager



STAFF REPORT

MEETING DATE: October 7, 2026

TITLE:

Conduct a public hearing, consider, and act on a recommendation to the City Council on amendments to the Bastrop Development Code, Section 14.03.003, Downtown Historic District, to establish Active and Passive Use requirements for ground-floor storefronts and regulations for certain Alcohol-Focused Uses.

AGENDA ITEM SUBMITTED BY:

Brittany Dullard, Planning Manager

BACKGROUND AND PURPOSE:

The proposed amendments to the Downtown Historic District are intended to support an active, pedestrian-oriented downtown while maintaining flexibility for a variety of business and property uses. The purpose is to help preserve the traditional storefront character of Downtown Bastrop, encourage regular foot traffic and public activity along the street, and reduce the potential for long stretches of ground-floor frontage to be occupied by uses that generate limited walk-in activity.

The amendments establish Active and Passive Use standards for ground-floor street-facing storefronts. Active Uses are generally customer-facing businesses such as retail, restaurants, personal services, galleries, entertainment, and similar uses. Passive Uses include offices, appointment-based services, residential uses, private clubs, administrative areas, and other uses that typically generate less storefront activity.

Under the proposed standards, a minimum of 60 percent of the street-facing ground-floor storefront frontage would be required to contain an Active Use, while up to 40 percent may contain a Passive Use by right. To avoid creating unnecessary barriers to occupancy, the amendments also provide flexibility through a Conditional Use Permit process and an administrative vacancy and market hardship exception for qualifying spaces.

The amendments also establish regulations for certain Alcohol-Focused Uses to help manage the concentration of these uses within the Downtown Historic District and allow consideration of potential impacts such as hours of operation, noise, outdoor activity, parking, security, and compatibility with surrounding uses. The proposed standards include a 75 percent alcohol-revenue threshold and require a Conditional Use Permit when an Alcohol-Focused Use is proposed within 300 feet of another lawfully established or approved Alcohol-Focused Use. Certain alcohol retail uses and specialty cigar shops would also require a Conditional Use Permit.

RECOMMENDATION:

Conduct a public hearing, consider, and act on a recommendation to the City Council regarding the proposed amendments to Section 14.03.003 of the Bastrop Development Code.

ATTACHMENTS:

1. Exhibit A – Downtown Historic District Active Use and Alcohol Use Amendments

Sec. 14.03.003 Downtown Historic District.

- A. Purpose. This district was certified as part of the National Register of Historic Places by the National Park Service on December 22, 1978, and is subject to the Historic Preservation Ordinance in Article 14.09. The purpose of this district is to preserve the architectural and cultural integrity of Bastrop's historic downtown commercial corridor while allowing for compatible economic development.
- B. Applicability.
- 1) The underlying zoning district applies except as modified by this section and the Historic Preservation Ordinance.
 - 2) All development, alterations, and demolitions are subject to review and approval in accordance with the Historic Preservation Ordinance and must obtain a Certificate of Appropriateness.
- C. Boundaries. The boundaries of Downtown Historic District are shown on the Official Zoning Map adopted as Reference A, which is incorporated by reference and maintained on file with the City Secretary and Development Services Department.
- D. Standards.
- 1) Maximum Building Height: 35 feet (not including parapets up to 4 feet that screen rooftop equipment).
 - 2) Minimum lot size and minimum lot width: None.
 - 3) Build-To-Line: 0-5 feet from the front property line.
 - 4) Building Frontage at Build-To-Line: 80% minimum of the lot's primary street frontage.
 - 5) Side and Rear Setbacks: None (subject to Building/Fire Code).
 - 6) Parking Minimums: No minimum off-street parking. Exception: residential uses must provide 1 space per dwelling unit. Removal of any existing off-street parking spaces is not permitted unless approved by the DRC and the Main Street Director.
 - 7) Parking Placement: No parking in the front or side yard; access from alleys where available.
 - 8) Sidewalks: Maintain a continuous, ADA-compliant clear pedestrian zone of at least 8 feet along the frontage. Where existing conditions preclude 8 feet, the Main Street Director may allow the maximum feasible clear width, but not less than 6 feet.
 - a) Sidewalk encroachments: Public furnishings/patio furniture (tables, chairs, benches, etc.) may be permitted upon approval of the Main Street Director if at least 4 feet of ADA compliant sidewalk is maintained.
 - 9) Landscaping: Article 14.05, Landscaping Requirements, does not apply in the Downtown Historic Overlay. However, parking lot screening must be provided in accordance with Article 14.05 where parking is visible from the frontage. Frontage trees are required at an average spacing of 30 feet on center where feasible. Spacing adjustments may be administratively approved at 20-40 feet where constraints exists per Article

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14.05. If a tree would block a storefront or similar unique constraint exists, the Planning Director and Main Street Director may approve an alternative or waiver.

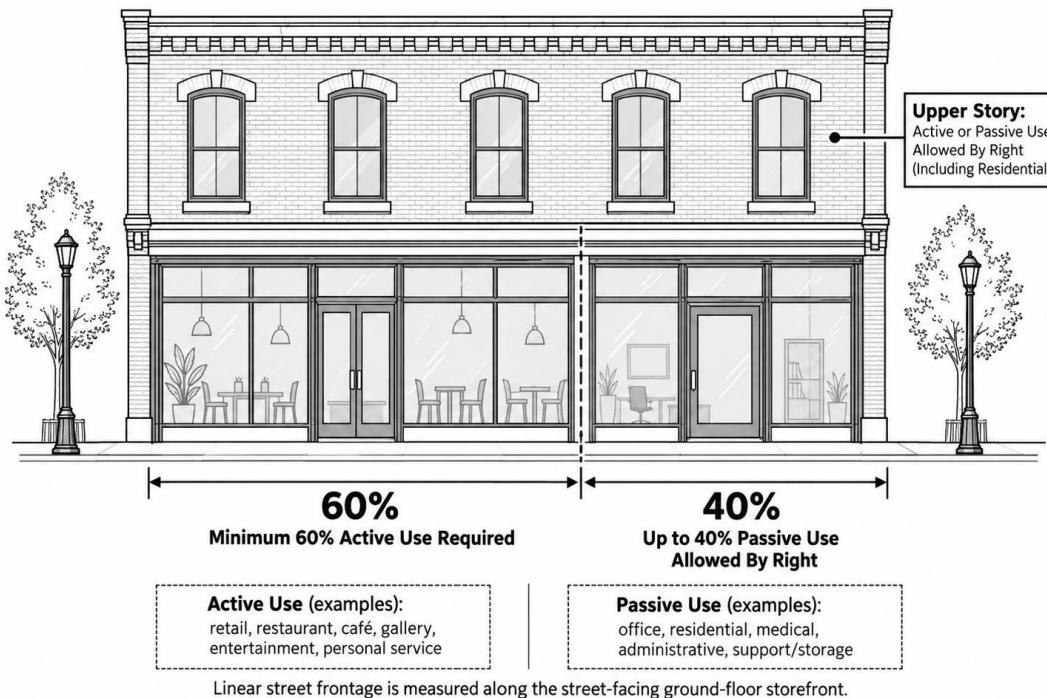
- 10) Ground-Floor Transparency: For new or redevelopment, between 2 and 10 feet above sidewalk grade, a minimum 70% of the street-facing façade shall be clear, non-reflective glazing. Existing facades should be preserved unless approved through a Certificate of Appropriateness.
- 11) Lighting: On street and exterior attached lighting shall be consistent with the Historic Landmark Commissions adopted Design Guidelines.

E. Active and Passive Uses.

- 1) Purpose. Ground-floor street-facing storefronts shall promote pedestrian activity and the traditional commercial character of Downtown while allowing Passive Uses in appropriate portions of buildings.
- 2) Active Use. An Active Use is a customer-facing use that regularly generates public entry, walk-in activity, dining, shopping, entertainment, services, or similar pedestrian activity. Active Uses include:
 - a) Retail and specialty shops;
 - b) Restaurants, cafés, coffee shops, bakeries, and similar food-service uses;
 - c) Personal services, including salons, barbershops, spas, and similar uses;
 - d) Galleries, museums, theaters, cultural and entertainment uses;
 - e) Fitness, dance, instructional, and similar studios;
 - f) Artisan, studio, or makerspace uses with a publicly accessible showroom, gallery, or retail area;
 - g) Publicly accessible portions of hotels, lodging, civic, governmental, or similar uses;
 - h) Places of worship; and
 - i) Similar uses determined by the Director of Planning and Development to regularly generate pedestrian activity and public interaction.
- 3) Passive Use. A Passive Use is a use that generally generates limited walk-in or storefront activity and primarily functions through appointments, office activity, private occupancy, residential occupancy, or support functions. Passive Uses include:
 - a) Professional, administrative, and general offices;
 - b) Medical, dental, counseling, and similar appointment-based services;
 - c) Banks and financial institutions;
 - d) Residential uses;
 - e) Private clubs and member-only facilities;
 - f) Administrative and employee-only areas;
 - g) Storage and support areas;

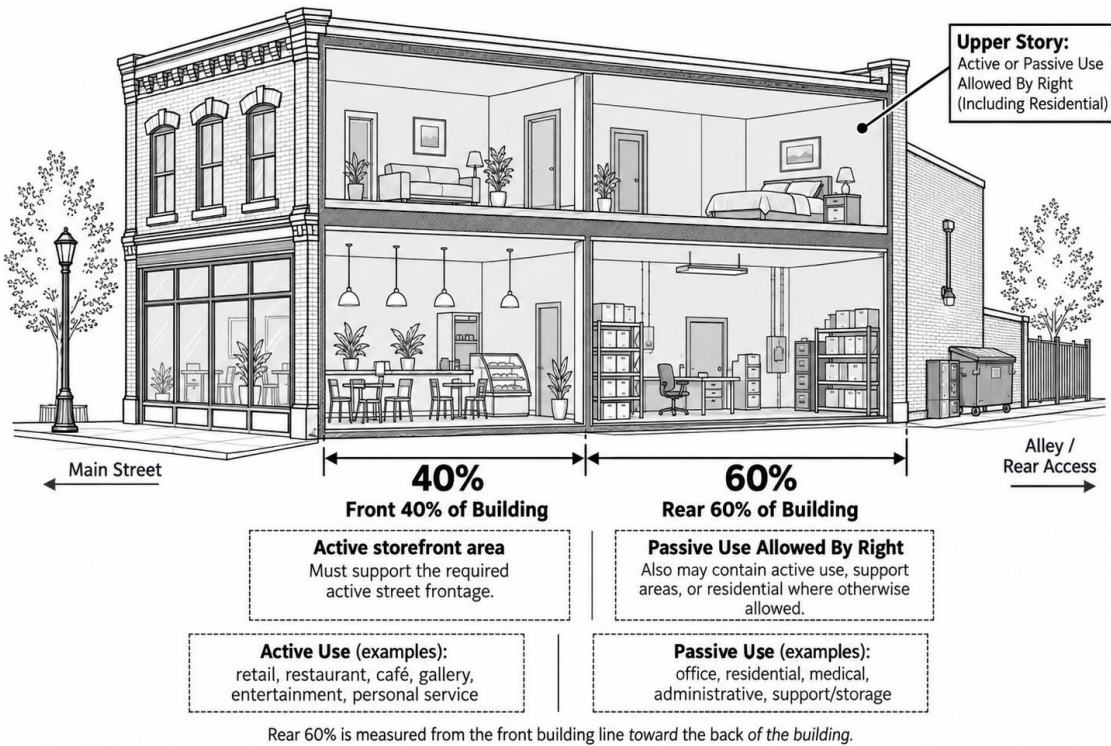
- h) Waiting rooms or lobbies serving a Passive Use;
 - i) Hotel or lodging guest rooms; and
 - j) Similar uses determined by the Director of Planning and Development to generate limited pedestrian or public interaction.
- 4) Ground-Floor Street Frontage.
- a) A minimum of sixty percent (60%) of the linear ground-floor street-facing storefront frontage of each building shall be occupied by Active Uses.
 - b) Up to forty percent (40%) of the linear ground-floor street-facing storefront frontage of each building may be occupied by Passive Uses by right, provided the remaining sixty percent (60%) is not occupied by a Passive Use. A vacancy in the Active Use frontage does not render an otherwise lawful Passive Use noncompliant.
 - c) Linear frontage shall be measured along the primary street-facing ground-floor storefront, as shown in Figure 1.
 - d) Required common entrances, stairs, elevators, and similar shared circulation areas may be excluded from the calculation as determined by the Director.

**Figure 1. Ground Floor Linear Street Frontage
Downtown Historic District**



- 5) Building Depth.
 - a) The front forty percent (40%) of the ground floor is the Streetfront Use Zone and is subject to the Active and Passive Use frontage requirements above.
 - b) The rear sixty percent (60%) of the ground floor may contain Active or Passive Uses by right, including residential where otherwise permitted.
 - c) Building depth shall be measured from the primary street-facing building façade to the rear exterior wall, as shown in Figure 2.
- 6) Upper Stories. Active and Passive Uses, including residential where otherwise permitted, are allowed by right on upper stories.
- 7) Storefront Character. Passive Uses shall maintain required storefront transparency and pedestrian entrances and shall not substantially alter the storefront in a manner that prevents reasonable future occupancy by an Active Use.
- 8) Figures. Figures 1 and 2 are illustrative. If a figure conflicts with the text of this Section, the text controls.
- 9) Existing Passive Uses. A Passive Use lawfully occupying ground-floor street-facing frontage on the effective date of this Section is deemed a conforming use. The space may be reoccupied by the same or another Passive Use, without increasing the Passive Use frontage, unless the space has been vacant for more than [six (6)] consecutive months.

**Figure 2. Ground Floor Building Depth: Front vs. Rear
Downtown Historic District**



F. Passive Use Conditional Use Permit.

- 1) A Conditional Use Permit may be requested to:
 - a) Allow more than forty percent (40%) Passive Use frontage;
 - b) Reduce the minimum sixty percent (60%) Active Use frontage; or
 - c) Otherwise deviate from the Active Use requirements of this Section.
- 2) No vacancy period, economic hardship, or demonstration of market failure is required to apply for a CUP.
- 3) The CUP shall be processed in accordance with Sec. 14.13.005 and shall require:
 - a) A floor plan displaying the requested use(s) of the building;
 - b) Recommendation by the Main Street Advisory Board;
 - c) Recommendation by the Planning and Zoning Commission; and
 - d) Final action by the City Council.
- 4) In addition to the standard CUP criteria, consideration may be given to:
 - a) The existing mix of Active Uses, Passive Uses, and vacant storefronts;
 - b) Pedestrian activity generated by the proposed use;

- c) The size, depth, configuration, and limitations of the building;
 - d) Storefront transparency and pedestrian access;
 - e) The ability of the space to accommodate a future Active Use; and
 - f) Consistency with the purpose and character of the Downtown Historic District.
- 5) Conditions may be imposed in accordance with Sec. 14.13.005.
- 6) Any exterior modifications to the structure require a Certificate of Appropriateness in accordance with Article 14.09.
- G. Administrative Vacancy and Market Hardship Exception.
- 1) Eligibility. An applicant may request an Administrative Vacancy and Market Hardship Exception when:
 - a) The ground-floor street-facing space for which relief is requested has remained continuously vacant for at least six (6) months;
 - b) The space has been reasonably and actively marketed for an Active Use during that period;
 - c) The applicant provides documentation showing good-faith marketing efforts and an inability to secure a viable Active Use tenant; and
 - d) The proposed Passive Use is otherwise permitted by the underlying zoning district.
 - 2) Documentation. Evidence of marketing may include commercial listings, brokerage agreements, advertisements, leasing signs, prospective tenant inquiries, lease negotiations, asking rents, comparable available spaces, or similar documentation.
 - 3) Review and Decision.
 - a) The Main Street Advisory Board shall review the request and provide a recommendation.
 - b) Following the Main Street Advisory Board recommendation, the Director of Planning and Development may approve, approve with conditions, or deny the request.
 - c) The Director may approve the request upon finding that:
 - 1. The six-month vacancy and marketing requirements have been met;
 - 2. Reasonable efforts to secure an Active Use tenant have been unsuccessful;
 - 3. The proposed Passive Use is preferable to continued vacancy;
 - 4. Required storefront transparency and pedestrian access will be maintained; and
 - 5. The space will remain reasonably adaptable for future Active Use.
 - 4) Duration. An Administrative Vacancy and Market Hardship Exception is valid only for the specific Passive Use approved through the administrative exception process. Any change to a different Passive Use that requires a new Certificate of Occupancy shall require approval of a new Administrative Vacancy and

Market Hardship Exception or a Conditional Use Permit, as applicable. A change in ownership alone does not invalidate the approved exception, provided the approved use remains unchanged.

- 5) Denial. If the Director denies the administrative exception, the applicant may immediately apply for a CUP under subsection F without an additional waiting period. The CUP shall be independently considered through the Main Street Advisory Board, Planning and Zoning Commission, and City Council process. Nothing in this subsection limits the right to appeal the Director's decision under Subsection I.
- 6) Direct CUP Option. An applicant is not required to wait six (6) months or pursue an Administrative Vacancy and Market Hardship Exception before applying for a CUP under subsection F.

H. Alcohol-Focused Uses.

- 1) Definitions.
 - a) Primary Alcohol-Serving Establishment. A bar, lounge, nightclub, tavern, cocktail lounge, brewery or winery tasting room, or similar establishment that derives or is projected to derive seventy-five percent (75%) or more of its gross revenue from the on-premise sale of alcoholic beverages.
 - b) Specialty Cigar Shop. A retail establishment primarily engaged in the sale of cigars and cigar-related accessories. A Specialty Cigar Shop is permitted only with an approved Conditional Use Permit, regardless of spacing.
 - c) Primary Alcohol-Serving Establishments are referred to as Alcohol-Focused Uses.
 - d) A restaurant or food-service establishment with less than seventy-five percent (75%) of its gross revenue derived from the sale of alcoholic beverages shall not be considered an Alcohol-Focused Use solely because alcoholic beverages are sold or served.
- 2) Permitted by Right. An Alcohol-Focused Use is permitted by right, where otherwise permitted by the underlying zoning district, when no other lawfully established or approved Alcohol-Focused Use is located within three hundred (300) feet.
- 3) Conditional Use Permit. An Alcohol-Focused Use proposed within three hundred (300) feet of another lawfully established or approved Alcohol-Focused Use requires approval of a Conditional Use Permit.
 - a) Distance shall be measured in a straight line from the nearest exterior wall of the building or tenant space occupied by the proposed Alcohol-Focused Use to the nearest exterior wall of the building or tenant space occupied by the existing or approved Alcohol-Focused Use. This measurement applies to Subsections H.2 and H.3.
 - b) An Alcohol-Focused Use is "approved" for purposes of this subsection when a CUP or certificate of occupancy has been issued for the use and has not expired.
 - c) The CUP shall be processed in accordance with Sec. 14.13.005 and shall require:
 1. Recommendation by the Main Street Advisory Board;

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2. Recommendation by the Planning and Zoning Commission; and
 3. Final action by the City Council.
- d) In addition to the standard CUP criteria, consideration may be given to the concentration of Alcohol-Focused Uses and associated impacts relating to hours, outdoor activity and its hours, entertainment, noise, customer queuing, security, parking, pedestrian activity, waste, deliveries, and compatibility with surrounding uses. Conditions shall not regulate the hours during which alcoholic beverages may be sold.
- 4) Revenue Determination.
- a) The applicable revenue percentage shall be based upon actual gross revenue for an existing establishment or reasonable projected gross revenue for a new establishment.
 - b) The City may require documentation reasonably necessary to determine or verify the applicable percentage.
 - c) A restaurant or food-service establishment whose actual gross revenue from the sale of alcoholic beverages equals or exceeds seventy-five percent (75%) over any [twelve (12)] consecutive months is an Alcohol-Focused Use and is subject to this subsection.
 - d) For an establishment holding a mixed beverage permit, the City may consider, among other documentation, the mixed beverage gross receipts reports filed with the Comptroller under Chapter 183, Texas Tax Code.
- 5) Existing Uses. A lawfully established Alcohol-Focused Use existing on the effective date of this subsection may continue in accordance with Article 14.08. Expansion or relocation to a new location shall be subject to the requirements of this subsection.

